

Name of Policy	Delegations of Authority Policy and Register
Description of Policy	Sets out the Delegations of Authority Policy and Register
Policy applies to	<input checked="" type="checkbox"/> University-wide
	<input checked="" type="checkbox"/> Staff Only
Policy Status	<input checked="" type="checkbox"/> Revision of Existing Policy - Version 7
Description of Revision	Amended to update various delegations approved by Senate on 30 November 2017

Approval Authority	Senate
Governing Authority	Senate
Responsible Officer	Chief Operating Officer

Approval Date	18 September 2014
Effective Date	18 September 2014
Date of Last Revision	30 November 2017
Date of Policy Review*	30 November 2018

** Unless otherwise indicated, this policy will still apply beyond the review date.*

Related Policies, Procedures, Guidelines and Local Protocols	As specified in the Delegations of Authority Policy and Register
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Purpose

The Constitution of the Australian Catholic University enables:

The Senators to delegate their powers under the Constitution to Officers of the University. Clause 15.6 provides:

The Senators may at any time confer upon any other Senator, any State Chapter or such other Officer of the Company as they select, such of the powers exercisable under the Constitution by the Senators (other than this power of delegation and the power to make Statutes and Regulations under clause 24) for such time as they may think fit and to be exercised for such objects and purposes and upon such terms and with such restrictions as they think expedient. They may at any time revoke, withdraw, alter or vary all or any of such powers. No delegation will prevent the exercise of any power by the Senate.

The Senate to appoint and delegate their powers to a committee of the University. Clause 16.1 provides:

The Senate may constitute and appoint such committees (at least one-third of which consists of Senators) and may delegate any of their powers (other than this power of delegation and the power to make Statutes and Regulations under clause 24) to such committees as they think fit. The Senate may at any time revoke, withdraw, alter or vary all or any of such powers. No delegation will prevent the exercise of any power by the Senate.

The Vice-Chancellor is the chief executive officer of the University. Clause 21.2 provides:

The Vice-Chancellor is the chief executive officer of the University and, subject to this Constitution, has such powers and duties as prescribed by the Statutes or, subject to the Statutes, as the Senate determines.

The purpose of the Delegations of Authority Policy and Register is to be the source of the functions which the Senate and the Vice-Chancellor authorise particular officers and bodies of the University to carry out regularly.

The Delegations of Authority Policy and Register sets out authorisations conferred by the Senate on officers and bodies of the University and committees of Senate for the purpose of carrying out their functions.

Scope

- The Delegations of Authority Policy and Register applies to the University and its controlled entities, if any.
- The Delegations of Authority Policy and Register is not the source of all delegated authority. Register actions may be taken by University staff under implied authority arising from position descriptions, policies, procedures, schedules, guidelines and practices.

Acronyms

Academy Dean	Dean, La Salle Academy
Ac Reg	Academic Registrar
Assoc Dean	Associate Dean
Assoc Dir D&MP	Associate Director, Development and Major Projects
Assoc Dir FM	Associate Director, Facilities Management
Assoc Dir Lib	Associate Director, Libraries
Assoc Dir Prop	Associate Director, Properties and Facilities [all Associate Directors]
Assoc Dir SRER	Associate Director, Student Recruitment and External Relations
AVC	Associate Vice-Chancellor
ARC	Australian Research Council
A&RC	Audit and Risk Committee
CD	Campus Dean
COO	Chief Operating Officer
DCOO	Deputy Chief Operating Officer
DHR	Director, Human Resources
Dir Finance	Director, Finance
Dir Gov	Director, Governance
Dir IT	Director, Information Technology
Dir Lib	Director, Libraries
Dir MER	Director, Marketing and External Relations
Dir OPSM	Director, Office Planning and Strategic Management
Dir OSS	Director, Office of Student Success
Dir Prop	Director of Properties and Facilities
Dir SES	Director, Student Engagement and Services
Dir SS	Director, Student Strategies
DVCR	Deputy Vice-Chancellor, Research

DVC	Deputy Vice-Chancellor
DVCSLT	Deputy Vice-Chancellor, Students, Learning and Teaching
Exec Dean	Executive Dean
Exec Dir ACU College	Executive Director, ACU College
Exec Dir Exec Ed	Executive Director, Centre for Professional and Executive Education
GC	General Counsel
HDR	Higher Degree Research
HOS	Head of School, including Dean, Thomas More Law School
HR	Human Resources
HREC	Human Research Ethics Committee
Mem Exec	Member of the Executive
Mem Line Mgt	Member of Line Management
Mem Mgt	Member of Management
Mem Sen Exec	Member of the Senior Executive
Mem Sen Mgt	Member of Senior Management
NHMRC	National Health and Medical Research Council
PVCAVCP	Pro Vice-Chancellor Assisting the Vice-Chancellor and President
PVCE	Pro Vice-Chancellor, Engagement
PVCI	Pro Vice-Chancellor, International
PVCR	Pro Vice-Chancellor, Research
S&FC	Standing and Finance Committee
VC	Vice-Chancellor and President
VP	Vice President
WH&S	Workplace Health and Safety

Definitions

- **Agreement or Contract** – includes a document having the effect, when signed or approved, of committing the University to legally binding obligations. This includes a University purchase order or any other document committing the University to legally binding obligations.
- **Delegate** – means an officer or a group of persons (such as a committee) with delegated authority under this document.
- **Management Levels** – means the following positions (in descending order):
 - **Chief Executive (Management Level 1)** – means the Vice-Chancellor and President.
 - **Members of the Senior Executive (Management Level 2)** – means the following positions:
 - Provost
 - Chief Operating Officer
 - Deputy Vice-Chancellor, Students, Learning and Teaching
 - Deputy Vice-Chancellor, Research
 - Vice President
 - Pro Vice-Chancellor Assisting the Vice-Chancellor and President
 - **Members of the Executive (Management Level 3)** – means the following positions:
 - Deputy Provost
 - Deputy Chief Operating Officer
 - Pro Vice-Chancellors (with the exception of the Pro Vice-Chancellor Assisting the Vice-Chancellor and President included in Management Level 2)
 - Associate Vice-Chancellors
 - Executive Deans
 - Research Institute Directors
 - Executive Directors
 - Directorate Directors
 - Academic Registrar
 - General Counsel
 - Chair, Academic Board
 - **Members of Senior Management (Management Level 4)** – means the following positions:
 - Campus Deans
 - Dean, La Salle Academy
 - National Heads of School (including Dean, Thomas More Law School)
 - Deputy Deans
 - Director, PM Glynn Institute
 - Director, ACU College
 - Director, Office of the Vice-Chancellor and President
 - Director, Programs and Policies
 - Director, Strategic Projects
 - Director, Student Strategies
 - Director, Corporate Services
 - Directorate Associate Directors

- **Members of Management (Management Level 5) – means the following positions:**
 - Associate Deans
 - Research Institute Heads of Centres
 - Research Institute Senior Managers
 - Senior/National/Portfolio Managers
 - State/Deputy Heads of School
- **Members of Line Management (Management Level 6) – means the following positions:**
 - Line Managers
 - Course Coordinators
 - Team Leaders
 - Lecturer in charge
- **Policies procedures and guidelines** – have the meanings set out in the Policy on Policy Development.
- **University** - means the Australian Catholic University Limited, including its controlled entities (if any), any affiliated institution and any educational institution located on University premises.

Principles

- a) A delegation applies to the delegate’s position and not to the individual in that position.
- b) Where a delegation is to a body (such as a Committee or a Board), it relates to the body acting as a body, not to individual members of the body.
- c) In exercising a delegation a delegate must comply with all relevant legislation, the University’s Constitution, Rules, Resolutions of Senate; industrial awards and agreements; and the University’s policies and procedures.
- d) A delegate must act in accordance with the University’s Mission and Code of Conduct, for the purpose delegated and not for any improper purpose.
- e) A delegate must not exercise a delegation that would provide the delegate with any direct or indirect personal benefit, or conflict of interest. In circumstances where an officer would obtain a personal benefit the conflicted delegate must refer the decision to his or her supervisor and must not exercise the delegated authority.
- f) Where the delegated authority is a ‘Member of the Executive’ or a ‘Member of Senior Executive’, approval is sought from the relevant member who is in the delegate’s direct reporting line.
- g) A person appointed as a temporary or acting occupant of a position has the authority delegated to the position in which he or she is acting.
- h) A delegate may nominate a sub-delegate under their supervision to exercise a delegation for and on behalf of that delegate only where the Register specifically allows for a nominee. If a delegate in accordance with the delegation register nominates a sub-delegate the delegate remains responsible and accountable for the decision or action. Where nomination is permitted, the nominating officer cannot exercise the same authority in a particular case if

the nominee has already exercised it.

- i) A person who has immediate, intermediate or ultimate line management for a delegate may exercise the delegated authority of that delegate.
- j) A delegation that contains the words 'in consultation with', 'on advice from', 'on advice of', or 'on recommendation of' means that the delegation should not be exercised until the required consultation, advice or recommendation is received and considered.
- k) A delegate may sign any document to give effect to his or her function or authority, except for legally binding agreements or contracts specifically delegated to others as set out in the Register.

Delegations Register

1. Corporate and Commercial - Delegations of Authority

#	Function	Delegate	Relevant Policy
Policies, Procedures and Guidelines			
1.1	Approve: a) Policies and procedures b) Guidelines, Protocols and processes for the implementation of University policies in the following areas:	a) VC or nominee being a Mem Sen Exec or Committee with appropriate remit in accordance with the Policy on Policy Development b) Relevant Mem Exec in accordance with the Policy on Policy Development as follows:	Policy on Policy Development Procedure for Policy Development
	i. Academic matters	i. AC Reg, PVCR	
	ii. Corporate engagement, advancement, marketing, communication and alumni	ii. Dir MER	
	iii. Finance	iii. Dir Finance	
	iv. Governance	iv. Dir Gov,	
	v. Human Resources	v. DHR,	
	vi. Information Technology	vi. Dir IT	
	vii. International activities	vii. PVCI	
	viii. Library and Collections	viii. Dir Lib	
	ix. Records capture, release and destruction, including archiving and access	ix. Dir Gov	
	x. Property	x. Dir Prop,	
	xi. Quality Assurance	xi. Dir OPSM	
	xii. Risk and compliance	xii. Dir OPSM	
	xiii. Student administration	xiii. AC Reg	
	xiv. Student wellbeing and campus life	xiv. Dir SES, Dir OSS, Dir SS	
	xv. Intellectual property assets of the University	xv. COO	

#	Function	Delegate	Relevant Policy
Corporate and Governance			
1.2	Approve: a) establishment, naming, reorganisation and closure of management portfolios, offices, departments b) reorganisation of faculties	VC, Mem Sen Exec nominated by VC	
1.3	Approve establishment, naming, reorganisation and closure of units within faculties	VC, Mem Sen Exec nominated by VC	
1.4	Approve establishment or participation in (whether by means of debt, equity contribution of assets or by other means): a) Companies (excluding ACU controlled entities) and other entities b) Off-shore companies and other entities off-shore c) Companies (ACU controlled entities) d) Joint ventures e) Cooperative teaching or research arrangements	a) Senate on recommendation of VC b) Senate on recommendation of VC c) VC d) VC, COO, e) Provost, DVCR	
1.5	Approve business names (including application, renewal, transfer and cancellation)	VC or COO	
1.6	Approve and retain register of Faculty Operational Plans	Provost on recommendation of Exec Dean	
1.7	Appoint University representatives to outside bodies	VC or Mem Sen Exec (with notification to the VC)	
1.8	Approve amendments to these delegations which are: a) minor and do not change substance or effect of the delegations or b) consequential on changes to a position title, policy, process or procedure	COO	

#	Function	Delegate	Relevant Policy
Commercial			
1.9	Approve private and University consulting for: a) Academic Staff b) Professional Staff c) Mem Sen Exec	a) Provost b) Mem Sen Exec c) VC	Paid Outside Work Policy
1.10	Approve terms and conditions of private and University consulting for: a) Academic Staff b) Professional Staff c) Mem Sen Exec	a) Provost b) Mem Sen Exec c) VC	Paid Outside Work Policy
1.11	a) Negotiate scope of work and quantum of agreements for provision of Executive Education Programs up to a total value of \$150,000 b) Approve scope of work and quantum of agreements for provision of Executive Education Programs exceeding a total value of \$150,000 c) Approve legal terms and final form of agreements for provision of Executive Education Programs	a) Exec Dir Exec Ed b) Provost on recommendation of Exec Dir Exec Ed c) Provost on advice of GC or a legal practitioner employed as such by the University	
1.12	Approve dealings in the University's intellectual property assets not otherwise covered in these Delegations including authority to manage commercial and non-commercial exploitation and infringement of the University's intellectual property	COO	

2. Legal - Delegations of Authority

#	Function	Delegate	Relevant Policy
General			
2.1	Accept service of legal documents	GC or legal practitioner employed as such by the University on recommendation of GC	
2.2	Provide all statements of compliance required to be made by the University or by the Senate in accordance with legislation and the requirements of proper authorities under legislation with the exception of financial statements	VC or nominee of VC being a member of the Senior Executive or Executive	
2.3	Hold any licence or assume any title or office where required or permitted by law to be held or assumed on behalf of the University by a natural person and exercise any function or authority relevantly, required of, or permitted to be exercised by, that officeholder by the statute	VC or nominee of VC	
2.4	Settle legal proceedings or disputes	COO or nominee, VC or nominee, S&FC or nominee within the limits of their respective general expenditure delegation	
2.5	<p>a) Appoint and instruct external lawyers</p> <p>b) Appoint and instruct external lawyers on matters relating to executive/senior executive staff misconduct or serious misconduct</p>	<p>a) Chancellor, VC, GC, COO or legal practitioner employed as such by the University authorised by GC</p> <p>b) Relevant Mem Sen Exec</p>	Executive/Senior Executive Staff – Dealing with Misconduct &/or Serious Misconduct Guidelines
2.6	Represent the University in a proceeding in a court or tribunal	A legal practitioner employed as such by the University or an external legal practitioner appointed in accordance with this document; DHR or nominee of DHR for matters in Fair Work Commission	
2.7	Waive University's right to maintain legal professional privilege in a specific instance	VC, COO	

#	Function	Delegate	Relevant Policy
Executing ACU Agreements/Contracts			
2.8	Approve ACU standard form of contracts and agreements	GC	
2.9	A document, including a deed, may be executed by a person with the relevant delegated authority without the seal of the University	All delegates within their relevant delegated authority on advice of GC or a legal practitioner employed as such by the University not including the specific delegations relating to execution in Section 4 (Property)	

3. Finance - Delegations of Authority

#	Function	Delegate	Delegation limit	Relevant Policy
General				
3.1	Approve finance forms and authorisation approval processes prescribed for use in accounting procedures	Dir Finance Assoc Dir Finance		
3.2	Approve annual Operating Budget	Senate		
Own Expenditure				
3.3	Delegates must not approve the incurring of or the reimbursement of their own expenditures or advances even if it falls within their delegation limit. Such expenditure must be approved by that person's immediate supervisor	All delegates		
Standard Expenditure Delegations				
3.4	Approve expenditure and payments not otherwise included elsewhere in the Delegations and not exceeding the amounts indicated for any single transaction, that is, for the total of each individual order or commitment. This includes the authority to execute contracts on behalf of the University under conditions set out in the Procurement Policy	S&FC	Unlimited	Procurement Policy
		VC jointly with Chair of S&FC	\$5,000,000	
		VC	\$3,000,000	
		COO Provost	\$1,500,000	
		Dir Finance	\$1,000,000	

Note: With reference to clause 3.6 below, the financial delegation is distinct from the substantive delegation and delegates should only approve financial expenditure for areas of responsibility for which they are otherwise authorised to act.

#	Function	Delegate	Delegation limit	Relevant Policy
3.5	<p>Approve expenditure and payments within the delegate's area of responsibility not otherwise included elsewhere in the Delegations and not exceeding the amounts indicated for any single transaction, that is, for the total of each individual order or commitment. This includes the authority to execute contracts on behalf of the University under conditions set out the Procurement Policy.</p>	DVCR DVCSLT VP DCOO	\$1,000,000	Procurement Policy
		Dir Prop	\$250,000	
		Mem Exec	\$150,000	Procurement Policy
		Mem Sen Mgt	\$50,000	Procurement Policy
		Assoc Dean National Property Services Manager	\$30,000	
		State Facilities Manager	\$20,000	
		Mem Mgt	\$10,000	Position Titles for Professional Staff Policy
		Mem Line Mgt Senior Administrative Officer within a Department Chief Investigator of a research project	\$5,000	
		Administrative Officers	\$1,000	Position Titles for Professional Staff Policy

#	Function	Delegate	Delegation limit	Relevant Policy
Banking				
3.6	Open and maintain bank accounts including styles, cheque signatories, signature for international authorisations for electronic transfers, payment and receipting processes, credit card facilities, and provide indemnities required by the bank on behalf of the University	COO Dir Finance		
3.7	Appoint officers to sign, countersign or endorse instruments required to operate University bank accounts (two signatures must be required for all documents)	Dir Finance		
Capital Funded Projects (not otherwise provided for)				
3.8	Approve and execute contracts and purchase orders within project budget approved by Senate or S&F Approve expenditure and payments in relation to property not exceeding the amounts indicated for any single transaction; that is, for the total of each individual order or contract amount	a) VC, COO b) Relevant Mem Exec c) Relevant Mem Sen Mgt d) Senior Project Manager for the relevant project as nominated by relevant Mem Exec	a) \$10,000,000 b) \$2,000,000 c) \$200,000 d) \$100,000	

#	Function	Delegate	Delegation limit	Relevant Policy
3.9	Approve and execute contracts and purchase orders within Directorate approved budget and substantive area of delegated responsibility	a) COO b) Relevant Mem Exec c) Relevant Mem Sen Mgt d) Senior Project Manager for the relevant project as nominated by relevant Mem Exec	a) \$1,500,000 b) \$250,000 c) \$80,000 d) \$20,000	
Credit Cards				
3.10	Approve the issue of, and credit limits associated with, corporate credit cards to staff	Dir Finance		Credit Card Policy
Contracts and Purchase Orders for Goods and Services				
3.11	Appoint persons to sign contracts, purchase orders and other vouchers used for the supply of goods and services by the University	Dir Finance		
3.12	Sign on behalf of the University contracts not required to be under seal for the provision of services, hire or loan of goods and rental of premises either by the University or procured for the University	COO Dir Finance	\$500,000 \$250,000	
Facilities				
3.13	Determine rates for a) facilities hire; and b) residential services	a) COO on recommendation of Dir Prop b) DVCSLT		
Fees and Charges				
3.14	Approve annual schedule of tuition fees and associated tuition charges including Executive Education and any subsequent variations	VC on recommendation of Provost and COO		

#	Function	Delegate	Delegation limit	Relevant Policy
3.15	Approve sale prices of: a) publications; b) merchandise; and c) fees and charges for other University services and equipment	a) Provost, DVCR b) COO c) COO, DVCSLT		
3.16	a) Waive or refund domestic student fees b) Waive or refund domestic student charges c) Waive or refund domestic student library fines	a) Ac Reg, COO or nominee b) DVCSLT, Ac Reg, Dir SES c) Information Services Librarian, Senior Library Technician	a) \$30,000 b) \$5,000 c) \$500	
3.17	Discount international student fee in form of scholarship	Provost on recommendation of PPCI		
3.18	Approve fee refund for full-fee-paying international students: a) in accordance with Refund Policy (International Students) b) other approvals	a) PPCI b) Provost		Refund Policy (International Students)
3.19	Fees for external examiners	Provost or DVCR		
3.20	a) Apply for VET funding b) Oversee processes in relation to VET FEE HELP or any comparable VET funding scheme (VFH) c) Execute any Statutory Declaration or other authority certifying VET student enrolments and related VFH funding	a) Ex Dir ACU College b) Ex Dir ACU College c) Dir Finance		
3.21	Determine rates for fines and penalties	COO		
3.22	Determine rates for parking	COO		

#	Function	Delegate	Delegation limit	Relevant Policy
Grants				
3.23	Accept grants on behalf of the University: a) Research grants b) Special purpose/grants other than research	a) DVCR, PVCR b) Mem Sen Exec		
Insurance				
3.24	Approve Risk Framework, Insurance Renewal	A&RC on recommendation of COO	Unlimited	
Investment of Funds				
3.25	Approve policy on investment of funds	S&FC		
3.26	Engage and terminate the use of external fund managers	S&FC		
3.27	Invest monies of the University, subject to any conditions of a relevant Trust Agreement and S&FC investment policy	a) COO b) Dir Finance c) Assoc Dir Finance	a) \$10,000,000 b) \$10,000,000 c) \$7,500,000	
Loan of Equipment				
3.28	Authorise the loan of equipment to outside bodies	a) Mem Sen Exec b) Mem Exec	a) Unlimited b) \$25,000	
Payments to Staff				
3.29	Approve detailed arrangements for the payment of salaries, wages and allowances, including remittance of salary deductions to external organisations	COO, DHR, Dir Finance, Manager, Remuneration and Benefits	\$10,000,000	
3.30	Approve payment of employer Superannuation	COO, DHR, Dir Finance, Manager, Remuneration and Benefits	\$3,000,000	

#	Function	Delegate	Delegation limit	Relevant Policy
Payments to Deceased Person				
3.31	Approve payment to a person other than the personal legal representative where an amount is due to a deceased person at the date of death	On advice from GC or legal practitioner employed as such by the University any of the following – a) COO b) Dir Finance c) DHR	a) \$1,500,000 b) \$1,000,000 c) \$150,000	
Petty Cash				
3.32	Approve limits for petty cash purchases and reimbursement without receipt	Dir Finance		
Recoveries and Write-offs (Non-property Capital Assets)				
3.33	Authorise recovery of monies owed to the University by deduction	Dir Finance DHR		
3.34	Write off assets and debts	S&FC	Unlimited	
		COO	\$100,000	
		Dir Finance	\$50,000	
3.35	Write off salary over-payments	COO	\$100,000	
		Dir Finance	\$50,000	
Sale, Disposal of Assets (Non-property Capital Assets)				
3.36	Approve the sale, trade-in, cannibalisation, scrapping, disposal by gift or donation or write off of assets of specified written down value	S&FC	Unlimited	Purchasing Policy
		Vice-Chancellor	\$3,000,000	
		COO	\$1,500,000	
		Dir Finance	\$1,000,000	
		Member of the Executive	\$5,000	
		Client Services Manager	<\$5000	
Student Loans				
3.37	Approve student loans in accordance with applicable policy and procedure	DVCSLT	\$100,000	

#	Function	Delegate	Delegation limit	Relevant Policy
Travel				
3.38	Approve overseas travel requests for their areas of responsibility (subject to relevant policies and procedures)	Mem Sen Exec		Travel Policy
3.39	Approve domestic travel requests for their areas of responsibility (subject to relevant policies and procedures)	Mem Exec Mem Sen Mgt Mem Mgt		Travel Policy
Collections				
3.40	Approve expenditure and payments for the purpose of Library acquisitions within approved budget	Dir Lib	\$250,000	
		Assoc Dir Lib	\$100,000	
		Library Manager (Information Resource Services)	\$90,000	
		Senior Librarian (Collection Development)	\$80,000	
		Senior Librarian (Support Services)	\$10,000	
Debt Issue				
3.41	Issue debt in either the Australian Medium-Term Note market or US Private Placement market	Dir Finance	Within a maximum volume of \$250,000,000, maturity of up to 30 years and with a yield no greater than 4.5%	

4. Property - Delegations of Authority

Note: In this section, unless otherwise indicated, there is a distinction between:

- a) authority to approve (including negotiate) the contents of a document; and
- b) authority to execute a document.

Authority to approve a document is determined by the delegations identified in this section. Authority to execute a document on behalf of the University as a corporate body is governed by section 127 of the *Corporations Act* 2001 (Cth) and the Power of Attorney dated 28 October 2014 (BK 4677 No 305 Registered 4 November 2014 in New South Wales).

If, upon advice of General Counsel or a legal practitioner employed as such or engaged by the University, execution of any document under the *Corporations Act* or the Power of Attorney is not required, authority to execute a document shall lie with the delegate authorised to negotiate and/or approve the relevant document.

#	Function	Delegate	Delegation limit	Relevant Policy
General				
4.1	Approve the disposing of University real property or any interest in real property	a) S&FC b) VC	a) Up to \$10,000,000 b) Up to \$3,000,000	
4.2	Approve the acquisition and transfer of real property including associated transaction costs	a) S&FC b) VC c) COO	a) Up to \$50,000,000 b) Up to \$3,000,000 c) Up to \$1,500,000	
4.3	Negotiate and approve conditions of a contract in relation to land acquisition, sale or development which has previously been approved by S&FC or Senate	VC COO DCOO Dir Prop		
4.4	Approve agreements, arrangements, contracts, plans or any other documents, consequential to an acquisition or disposal of land approved by S&F or Senate	VC COO		
4.5	Approve any document creating or effecting an approved positive or restrictive covenant, easement, mortgage or charge or effecting a subdivision of University land	VC COO		

#	Function	Delegate	Delegation limit	Relevant Policy
4.6	<ul style="list-style-type: none"> a) Approve and execute Development Applications, owner's consents to Development Applications b) Approve designs with respect to any approved capital, facilities or overhead works or services 	COO, Dir Prop		
4.7	<p>Approve a lease or licence of 6 months or more, over University-owned premises where rent receipts over the total lease period:</p> <ul style="list-style-type: none"> a) Exceed \$10,000,000 b) Do not exceed \$10,000,000 c) Do not exceed \$5,000,000 <p>(In this section, 'rent receipts' means the first year's rental income amount multiplied by the number of years of the term, excluding option periods)</p>	<ul style="list-style-type: none"> a) SF&C b) VC c) COO 		
4.8	<p>Approve a lease or licence of 6 months or more, over non-University premises where rent payments over the total lease or licence term:</p> <ul style="list-style-type: none"> a) Exceed \$10,000,000 b) Do not exceed \$10,000,000 c) Do not exceed \$5,000,000 <p>(In this section 'rent payments' means the first year's rental amount multiplied by the number of years of the term, excluding option periods)</p>	<ul style="list-style-type: none"> a) S&FC b) VC c) COO 		
4.9	<p>Approve any documents in relation to:</p> <ul style="list-style-type: none"> a) Vacating a premises leased by the University b) Vacating a premises owned by the University for the purpose of a third party entering into a lease of the premises c) Requiring a third party tenant to vacate a property owned by the University 	COO		

#	Function	Delegate	Delegation limit	Relevant Policy
Capital Projects				
4.10	Approve Annual Capital Plan	a) Senate b) S&FC	a) Unlimited b) \$50,000,000	
4.11	Approve and execute contracts and purchase orders within project budget approved by Senate or S&FC Approve expenditure and payments in relation to property not exceeding the amounts indicated for any single transaction; that is, for the total of each individual order or contract amount	a) VC, COO b) DCOO, Dir Prop c) Assoc Dir D&MP d) Senior Project Manager for the relevant project as nominated by Dir Prop	a) Up to \$10,000,000 b) Up to \$2,000,000 c) Up to \$200,000 d) Up to \$100,000	
4.12	Approve and execute contracts and purchase orders within Directorate approved budget and substantive area of delegated responsibility	a) COO b) Dir Prop c) Assoc Dir D&MP d) Senior Project Manager for the relevant project as nominated by Dir Prop	a) \$1,500,000 b) \$250,000 c) \$80,000 d) \$20,000	
Strata Management				
4.13	Exercise the powers and functions of the Corporation at a meeting of the Owners Corporation or Executive Committee of any property in which the University has a strata title interest	COO Dir Prop		
4.14	Represent the University at a meeting of the Owners Corporation or Executive Committee of any property in which the University has a strata title interest subject to any written directions provided by the relevant delegate identified in section 4.14	Dir Prop Real Estate Manager		

#	Function	Delegate	Delegation limit	Relevant Policy
Facilities Management				
4.15	Approve and execute contracts and purchase orders in accordance with approved facilities or maintenance plan	<ul style="list-style-type: none"> a) COO b) Dir Prop c) Assoc Dir FM d) State Facilities Manager for the relevant project as nominated by Dir Prop e) Facilities Manager 	<ul style="list-style-type: none"> a) Up to \$1,000,000 b) Up to \$250,000 c) Up to \$80,000 d) Up to \$20,000 e) Up to \$5,000 	

5. Information Technology - Delegations of Authority

#	Function/ Authority	Delegate	Policy relevant to this function
Infrastructure			
5.1	Design, provide, maintain, upgrade and modify digital campus networks and approve or deny device attachments and network interconnections	Dir IT	
5.2	Approve or deny changes to information Systems Management framework	COO upon recommendation of Dir IT	
5.3	Approve electronic interfaces to enterprise production systems	Dir IT upon recommendation of the business system owner	
5.4	Develop and implement an IT business continuity plan incorporating measures for disaster avoidance and recovery	DCCO upon recommendation of Dir IT	
5.5	Approve digital certificates and domain name registrations	Dir IT	
Information Security			
5.6	Take necessary action to assure continuity and security of the digital campus	Dir IT	
5.7	Approve commissioning and operation of outsourced and cloud-sourced services	COO upon recommendation of Dir IT	
5.8	Authorise action in relation to information security requests in the context of the urgent procedures that protects computing and information systems	Dir IT, DHR, GC, DVCSLT, Academic Registrar in combination or alone, depending on the nature of the incident	Information Security Policy
5.9	Restrict email, network or software application threats and malware	Dir IT	

6. Human Resources - Delegations of Authority

#	Function	Delegate		Relevant Policy
Own Recommendation				
6.1	A delegate may not approve where he/she is the recommending University Officer. Members of the Senior Executive are exceptions.	All Delegates		
#	Recruitment and Appointment	Decision to Recruit	Approval of Appointment	Relevant Policy
6.2	Vice Chancellor	Senate	Senate	Senior Staff Remuneration and Position Title Policy
6.3	Member of the Senior Executive	Chancellor or Pro Chancellor on recommendation of VC	VC	Senior Staff Remuneration and Position Title Policy
6.4	Member of the Executive	VC	Mem Sen Exec	Senior Staff Remuneration and Position Title Policy
6.5	Continuing and Fixed-term (including further appointments):			Recruitment and Selection Policy
	Academic Levels A to D	Levels A to D Mem Sen Exec	Levels A to D Mem Sen Exec	Employment of Fixed- Term Staff Policy
	Academic Level E	Level E Mem Sen Exec	Level E Mem Sen Exec	Senior Staff Remuneration and Position Title Policy
	Professional Staff HEW 1 to 9	HEW 1 to 9 Mem Sen Exec	HEW 1 to 9 Mem Sen Exec	
	Staff above HEW 9	Mem Sen Exec	Mem Sen Exec	Related: Expressions of Interest (EOI) Policy
	Other Staff	Mem Sen Exec	Mem Sen Exec	
6.6	Casual staff (excluding sessional staff)	Mem Exec or nominee	Nominated Supervisor with notification to Mem Exec	Employment of Casual Staff Policy

#	Recruitment and Appointment	Delegate		Relevant Policy
		Decision to Recruit	Approval of Appointment	
6.7	Sessional staff	Nominated Supervisor with notification to relevant Mem Exec or Senior Mgt	Mem Exec or relevant Mem Sen Mgt	Employment of Sessional Academic Staff Policy
6.8	Temporary agency/contract staff a) Use of a University preferred supplier b) Other supplier	Mem Sen Exec a) Mem Exec b) Mem Sen Exec	Mem Exec a) Mem Sen Exec b) Mem Sen Exec	
6.9	Placement arising from redeployment or redundancy	Mem Sen Exec on recommendation of Mem Exec	Mem Sen Exec on recommendation of Mem Exec	Redeployment, Redundancy and Voluntary Early Retirement Related: Income Maintenance Policy
6.10	Non standard appointment (outside of normal provisions)	Mem Sen Exec with advice from HR		Recruitment and Selection Policy
6.11	Mandate to teach theological subjects	VC with communication from the relevant ecclesiastical authority		
6.12	Employer sponsorship for appointment of overseas staff including Employer Nomination Scheme, Temporary Business Long Stay and Visiting Academic	DHR or nominee makes the employer application for sponsorship appointment		Appointment of Overseas Staff Policy
6.13	Travel expenses and relocation allowance associated with appointment to the University a) International b) National within limits set under TRE Policy c) National outside limits set under TRE Policy	a) Mem Sen Exec on advice from HR b) Nominated Supervisor with notification to the Mem Exec and on advice from HR c) Mem Sen Exec on advice from HR		Travel and Relocation Expenses Policy
6.14	Secondments a) Internal b) External	a) Mem Exec b) Mem Sen Exec on advice from HR		Internal Secondment Policy; External Secondment Policy

6.15	Staff transfers a) Academic Level E and above HEW 9 b) Other staff i. Within organisational unit ii. Between organisational units	a) Mem Sen Exec b) i. Mem Exec ii. Mem Sen Exec	Staff Transfers Policy
6.16	Academic Promotion a) Academic Levels B and C b) Academic Levels D and E	a) Provost b) VC	Academic Promotions Policy
6.17	Letters of offer	DHR or nominee	Appointment of Staff Policy
#	Function	Delegate	Relevant Policy
Assignments and Acting Appointments – Academic			
6.18	a) Deputy Dean b) Assoc Dean c) National Head of School d) State Head of School e) Deputy Head of School f) Other responsibilities within a School g) Other responsibilities within an Academy h) Other responsibilities within a Research Institute	a) Provost b) Provost c) Provost d) Exec Dean e) Exec Dean f) Exec Dean g) Academy Dean h) DVCR	Higher Duties Allowance for Academic Staff Policy
6.19	Acting Vice-Chancellor > 4 weeks Acting Vice-Chancellor < 4 weeks	Senate Vice-Chancellor	Senior Staff Leave and Associated Arrangements Policy
6.20	Acting Provost, Deputy Vice-Chancellors, Chief Operating Officer, AVC or CD	Vice-Chancellor	Senior Staff Leave and Associated Arrangements Policy
6.21	Acting Member of the Executive	Mem Sen Exec	Senior Staff Leave and Associated Arrangements Policy

#	Function	Delegate	Relevant Policy
6.22	Acting Academic managers a) Deputy Dean/Assoc Dean/Academy Deputy Dean: Up to 6 months > 6 months b) National Head of School: Up to 6 months > 6 months c) State Head of School/Deputy Head of School: Up to 6 months > 6 months d) Deputy Head of Academy/Academy Deputy Dean: Up to 6 months > 6 months	a) Exec Dean Provost b) Exec Dean Provost c) National HOS Exec Dean d) Academy Dean Provost	Higher Duties Allowance for Academic Staff Policy
6.23	Professional Staff acting appointment	Mem Exec	Higher Duties Allowance for Professional Staff Policy
Employment Related Payments and Working Arrangements			
6.24	Payment of salary loading (capped at 20%)	Mem Sen Exec with advice from DHR or nominee	Salary Flexibility Policy
6.25	Payment of timesheets for casual staff (hours worked)	Nominated Supervisor	Employment of Casual Staff Policy
6.26	Payment of motor vehicle expenses	Nominated Supervisor	Reimbursement of Actual Expenses Policy
6.27	Shiftwork for Professional Staff a) Introduction of shiftwork arrangement b) Payment of shift allowance	a) Mem Exec b) Nominated Supervisor	Shiftwork for Professional Staff Policy Related: Flexible Working Arrangements Policy
6.28	Overtime for Professional Staff a) Prior approval to direct staff to undertake overtime b) Time in lieu c) Payment including meal allowance	a) Mem Exec b) Nominated Supervisor c) Nominated Supervisor	Overtime for Professional Staff Policy

#	Function	d) Delegate	Relevant Policy
6.29	On-Call Arrangements for Professional Staff a) Prior approval of on-call arrangements b) Payment of overtime for on-call staff required to return to the University	a) Mem Exec b) Nominated Supervisor	On-Call Arrangements for Professional Staff Policy
6.30	Flexible Work Arrangements for Professional Staff a) Operation of working arrangements b) Payment of excess accumulated time credits	a) Nominated Supervisor b) Mem Exec	Flexible Working Arrangements Policy
6.31	Paid a) Inside Work b) Outside Work	a) Mem Exec b) Mem Exec	Paid Outside Work Policy Paid Inside Work Policy
6.32	Variations to employment fraction a) Up to six weeks b) Greater than six weeks	a) Nominated Supervisor b) Mem Exec	Flexible Working Arrangements Policy
6.33	Incremental Progression (until common incremental progression date approved and implemented)	Nominated Supervisor	Incremental Progression for Academic Staff Policy; Incremental Progression for Professional Staff Policy
6.34	Authority to direct a staff member to attend a medical examination in association with ill-health	DHR or nominee	Personal/Carer's Leave Policy; Separation from ACU for Medical Reasons Policy
6.35	Approval of Position Classification Request	Mem Exec	Position Classification for Professional Staff Policy

#	Function	Delegate	Relevant Policy
Leave			
6.36	Parental Leave a) Associated with the birth or an infant or adoption of a pre-school age child b) Foster parent leave c) For staff unattached from substantive position	a) Nominated Supervisor b) Nominated Supervisor c) DHR or nominee	Parental Leave Policy Related: Management of Staff Unattached from Substantive Position Policy
6.37	Leave Without Pay a) Up to 12 months b) Over 12 months	a) Mem Exec b) Mem Sen Exec in consultation with HR on a case by case basis	Leave Without Pay Policy Related: Management of Staff Unattached from Substantive Position Policy
6.38	Extraordinary leave	Mem Sen Exec on advice from DHR	Extraordinary Leave Policy
6.39	All other leave	Nominated Supervisor	Recreational Leave Policy; Australian Defence Force Reserves Leave Policy; Community Service Leave Policy; Living Organ Donors Leave; Long Service Leave Policy; Support for Victims of Family or Domestic Violence Policy; Trade Union Training Leave Policy
6.40	Instruction to clear annual leave or long service leave	Nominated Supervisor	Recreational Leave Policy; Long Service Leave Policy
6.41	Continue annual leave accrual above 40 days	Mem Exec following advice from DHR or nominee	Recreational Leave Policy
Managing for Performance			
6.42	Probation – Confirmation of Employment a) Continuing Academic Staff b) Fixed-Term Academic Staff c) Professional Staff	a) Mem Sen Exec b) Mem Exec c) Mem Exec	Probation for Continuing Academic Staff Policy; Probation for Fixed-Term Academic Staff Policy; Probation for Professional Staff Policy

#	Function	Delegate	Relevant Policy
6.43	Performance Review and Planning process/Academic Career Planning and Review or equivalent	Nominated Supervisor with notification to Mem Exec	Performance Review and Planning Program for Academic Staff; Performance Review and Planning Program for Professional Staff; Related: Managing Unsatisfactory Performance Policy; relevant Probation Policy, Classification Standards for Academic and Professional Staff Policy
6.44	Professional development course approval	Nominated Supervisor	Professional Learning for Academic Staff Policy; Professional Development for Professional Staff Policy
6.45	Study time and/or financial assistance	Nominated Supervisor with notification to the Mem Exec	Study Support for Academic Staff Policy; Study Support for Professional Staff Policy
Separation from Employment			
6.46	Resignation or retirement: a) In accordance with conditions of appointment b) Contrary to conditions of appointment	a) Mem Exec b) Mem Exec with advice from DHR or nominee	Notice of Resignation or Retirement Policy
6.47	Dismissal, termination or suspension: a) Members of the Executive and Senior Executive b) All other staff c) In the case of suspension with pay	a) VC with advice to Senate b) VC c) VC	Misconduct and Serious Misconduct Policy

#	Function	Delegate	Relevant Policy
6.48	Termination during probation	VC through relevant Mem Exec with advice from DHR or nominee	Probation for Continuing Academic Staff Policy; Probation for Professional Staff Policy; Probation for Fixed-Term Academic Staff Policy
6.49	Termination during minimum employment period	VC through relevant Mem Exec with advice from DHR or nominee	Minimum Employment Period Policy
6.50	Termination due to ill-health	Mem Sen Exec with advice from DHR or nominee	Separation from ACU for Medical Reasons Policy
6.51	Redundancy, authority to declare a position surplus to University requirements	VC with advice from DHR or nominee	Redeployment, Redundancy and Voluntary Early Retirement Policy; Change Management Policy
6.52	Acceptance, upon instructions from the relevant delegate, of a negotiated outcome arising out of conciliation or substantive proceedings in the Fair Work Commission including execution of any document, such as a deed substantially effecting release and/or settlement of any claim, in accordance with clause 2.9	DHR upon instructions from the VC, COO DHR upon instructions from the relevant Mem Sen Exec in matters concerning another Mem Sen Exec or Mem Exec pursuant to the Executive/Senior Executive Staff – Dealing with Misconduct &/or Serious Misconduct Guidelines	Executive/Senior Executive Staff – Dealing with Misconduct &/or Serious Misconduct Guidelines
Working with Children and Vulnerable Persons			
6.53	a) Staff working with children and vulnerable persons check b) Students working with children and vulnerable persons check c) Students in clinical placements children and vulnerable persons check	a) DHR or nominee b) Mem Exec or nominee c) Mem Exec or nominee	
Police Checks			
6.54	Police checks for staff working in specific roles	DHR or Dir Finance or their respective nominees	

7. Academic and Student Matters - Delegations of Authority

#	Function	Delegate	Relevant Policy
General			
7.1	Approve policies and procedures on academic matters falling under University Statute 2.5	Academic Board, or the Chair of Academic Board (where Academic Board is unable to exercise the Function for whatever reason), on recommendation of Academic Administrative Committee, Courses and Academic Quality Committee, University Learning and Teaching Committee, University Research Committee or Standards and Compliance Committee	Policy on Policy Development, Procedure for Policy Development
7.2	Approve academic calendar for each year	Academic Board on recommendation of Academic Administrative Committee	Policy on the Construction and Application of the Common Academic Calendar
7.3	Award coursework degrees, associate degrees, diplomas and certificates	Senate on recommendation of Chair of Academic Board	Statute 6: Admission to Degrees Conferral and Graduation Policy
Academic Award Course Offerings			
7.4	Approve establishment of a degree, diploma, certificate or other award course, or non-award course, including approve program and course rules and academic requirements, to be offered by ACU or by a third party provider	Senate, on recommendation of Academic Board or the Chair of Academic Board (where Academic Board is unable to make the recommendation for whatever reason)	Policy on Course Approval, Amendment and Review (Award Courses) Policy on Educational Partnerships
7.5	Approve discontinuation or suspension of a degree, diploma, certificate or other award course, or non-award course, offered by ACU or by a third party provider	Academic Board, or the Chair of Academic Board (where Academic Board is unable to exercise the Function for whatever reason), on recommendation of Courses and Academic Quality Committee	Policy on Course Approval, Amendment and Review (Award Courses) Policy on Educational Partnerships

#	Function	Delegate	Relevant Policy
7.6	Approve changes to a degree, diploma, certificate or other award course or non-award course	Academic Board, or the Chair of Academic Board (where Academic Board is unable to exercise the Function for whatever reason), on recommendation of Courses and Academic Quality Committee or the relevant Faculty Board	Policy on Course Approval, Amendment and Review (Award Courses)
7.7	Approve Admission Rules requirements for degree, diploma, certificate or other award course or non-award course	Academic Board, or the Chair of Academic Board (where Academic Board is unable to exercise the Function for whatever reason), on recommendation of Courses and Academic Quality Committee	Policy on Course Approval, Amendment and Review (Award Courses)
Student Admissions			
7.8	Approve admission of: a) Domestic coursework students b) International coursework students c) HDR Domestic students d) HDR International Students	a) Ac Reg b) PVCI c) PVCR on recommendation of relevant Exec Dean d) PVCR on recommendation of relevant Exec Dean and PVCI	Coursework: Admission to Coursework Programs Policy HDR: Research and Professional Doctorate Degree Regulations
Student Enrolment and Progression			
7.9	Approve annual enrolment load planning for a) Domestic coursework students b) International coursework students c) Domestic and International HDR students	a) Provost b) Provost c) Provost	
7.10	Determine minimum rate of progress in a program of study	Academic Board on recommendation of Courses and Academic Quality Committee and/or Academic Administrative Committee	Policy on Course Approval, Amendment and Review (Award Courses) Academic Regulations
7.11	Approve recognition of prior learning, advanced standing and credit transfer a) Coursework students b) HDR students	a) Faculties b) PVCR	Academic Regulations Policy on Recognition of Prior Learning
7.12	Determine that the requirements for a degree have been satisfied a) Course work students b) HDR students	a) Ac Reg on recommendation of Faculties b) PVCR	Academic Regulations Conferral and Graduation Policy

#	Function	Delegate	Relevant Policy
7.13	Terminate candidature of a coursework student for failure to progress	Exec Dean on recommendation of HOS	Academic Regulations
7.14	Cancel enrolment due to non-payment of fees a) Coursework students b) HDR students	a) Ac Reg or nominee b) PVCRC	Academic Regulations
Assessment			
7.15	Determine whether a student has experienced a serious and unavoidable disruption to studies, for the purpose of granting special consideration	Lecturer in Charge of Course or Course Coordinator	Guidelines – Application for Special Consideration Assessment Policy
7.16	Approve final grade for a unit of study	HOS	Assessment Policy
Prizes, Awards and Scholarships			
7.17	Determine the requirements for the award of a University Medal	Academic Board on recommendation of the University Medals Committee	Policy on the Awarding of University Medals for Academic Achievement
7.18	Approve the award of a University Medal within the requirements	Academic Board on recommendation of the University Medals Committee	Policy on the Awarding of University Medals for Academic Achievement
7.19	Determine conditions for bursaries, scholarships, fellowships and prizes for: a) Coursework students b) HDR students	a) Ac Reg b) DVCR	General Rules Governing the Award of University Scholarships, Bursaries and Faculty Prizes
Student Reviews, Appeals and Complaints			
7.20	Consider and determine a review or appeal	Responsible Officer(s) or University Appeals Committee pursuant to the Student Appeals Policy and Student Appeals Procedures	Student Appeals Policy Student Appeals Procedures
7.21	Consider and resolve a complaint: a) Academic matters relating to a Faculty or School b) Non-academic matters c) Student complaint regarding conduct of another student	Responsible Officer(s) pursuant to the Student Complaint Management Policy and Student Complaint Management Procedures	Student Complaint Management Policy Student Complaint Management Procedures

#	Function	Delegate	Relevant Policy
Student Misconduct			
7.22	Breaches of Academic Honesty	As prescribed by the Academic Honesty Policy	Academic Honesty Policy Procedures for Dealing with Alleged Breaches of Academic Honesty
7.23	Student Misconduct	As prescribed by the Student Conduct and Discipline Policy and Procedures for Dealing with Alleged Breaches of Student Conduct	Student Conduct and Discipline Policy and Procedures for Dealing with Alleged Breaches of Student Conduct

8. Research and Higher Degree Research Administration - Delegations of Authority

#	Function	Delegate	Relevant Policy
Policy			
8.1	Approve policies and procedures on academic matters falling under University Statute 2.5	Academic Board, or the Chair of Academic Board (where Academic Board is unable to exercise the Function for whatever reason), on recommendation of University Research Committee	Policy on Policy Development, Procedures for Policy Development
Research Administration			
8.2	Establish and dis-establish University Research Centres, Academies and Research Institutes	Senate on recommendation of VC and Academic Board	
8.3	Approve submission of Commonwealth Government reports in relation to research and higher degree research	VC on advice from DVCR or COO	
Research Agreements			
8.4	Approve participation in research arrangements that involve: a) Establishment of an ACU controlled entity b) ACU involvement in an incorporated or other entity with other parties	a) Senate on advice of VC or DVCR b) Senate on advice of VC or DVCR	
8.5	Approve research and higher degree research agreements with commercial and non-commercial partners that: a) involve an off-shore partner b) are funded by ACU (including monetary and/or other ACU resources including staff time) c) establish international and domestic PhD arrangements, including cotutelle and joint PhD	a) DVCR b) DVCR c) DVCR	Policy on Joint Doctoral (Cotutelle) Agreements
8.6	Approve research and higher degree research agreements funded by, or with contributions from, the ARC or NHMRC	PVCR	

#	Function	Delegate	Relevant Policy
8.7	Approve agreements granting any right in intellectual property arising out of research conducted by or on behalf of the University	DVCR, PVCR, COO	
8.8	Approve agreements or any other arrangements (including a Deed of Settlement arising out of a dispute) varying or revoking any right in intellectual property	DVCR, COO	
Research Applications			
8.9	Approve submission of research grant applications and tender submissions that involve: a) funding from University sources b) in kind contribution	a) PVCR b) PVCR	
8.10	Approve participation in clinical trials	PVCR	
8.11	Approve applications for registration, alienation, maintenance and prosecution (including abandonment) of intellectual property arising out of research conducted by or on behalf of the University	DVCR, COO	
Higher Degree Research			
8.12	Appoint a Principal Supervisor and at least one other Supervisor to an HDR student	PVCR in consultation with Exec Dean	Higher Degree Supervision Policy
8.13	Award Research Higher Degree	Senate on recommendation of Academic Board	Statute 6: Admission to Degrees Conferral and Graduation Policy
8.14	Terminate candidature of a Higher Degree Research student	PVCR	Research and Professional Doctorate Degree Regulations
Research Scholarships			
8.15	Approve allocation of: a) Internal HDR scholarship b) External HDR scholarship - funded or co-funded	a) DVCR b) DVCR	

#	Function	Delegate	Relevant Policy
8.16	Submit HDR report to external scholarship funding agencies	PVCR	
Internal Research Funding			
8.17	Approve central University funding for a research activity	DVCR	
Research Ethics			
8.18	Approve conduct of research involving humans	Chair of HREC	
Staff Research			
8.19	Research Support Program	DVCR	
8.20	Approve private and University Consulting for: a) Academic Staff b) Professional Staff c) Mem Sen Exec	a) Provost b) Mem Sen Exec c) VC	Paid Outside Work Policy

9. Educational, Academic and International Agreements - Delegations of Authority

#	Function	Delegate	Relevant Policy
Memoranda of Understanding and Third Party Agreements			
9.1	a) Negotiate, b) approve and enter into, and c) terminate, a mutual benefit type memorandum of understanding (or similar document) with another Australian educational institution or other non-commercial domestic entity without specific financial commitment	a) VC, Provost, DVCR, VP, AVC, PVCAVCP, Exec Dean b) VC, Provost, DVCR, VP c) VC, Provost, DVCR, VP on recommendation of relevant Exec Dean	Policy on Educational Partnerships Policy on Joint Doctoral (Cotutelle) Agreements Policy on Joint Awards Between ACU and Other Institutions
9.2	a) Negotiate, b) approve and enter into, and c) terminate, a mutual benefit type memorandum of understanding (or similar document) with an international educational institution or other non-commercial foreign entity without specific financial commitment	a) VC, Provost, DVCR, VP PVCI, PVCAVCP, Exec Dean b) VC, Provost, DVCR, VP, PVCI c) VC, Provost, DVCR, VP on recommendation of PVCI	Policy on Educational Partnerships Policy on Joint Doctoral (Cotutelle) Agreements Policy on Joint Awards Between ACU and Other Institutions
9.3	a) Negotiate, b) approve and enter into, and c) terminate, an agreement (commercial or non-commercial) with another Australian educational institution or other non-commercial domestic entity pursuant to an existing MOU or agreement	a) VC, Provost, DVCR, VP, AVC, PVCAVCP, Exec Dean b) VC, Provost, DVCR, VP c) VC, Provost, DVCR. VP on recommendation of relevant Exec Dean	Policy on Educational Partnerships
9.4	a) Negotiate, b) approve and enter into, and c) terminate, an agreement (commercial or non-commercial) with an international educational institution or other non-commercial foreign entity pursuant to an existing MOU or agreement	a) VC, Provost, DVCR, VP, PVCI, PVCAVCP, Exec Dean b) VC, Provost, DVCR, VP, PVCI c) VC, Provost, DVCR, VP on recommendation of PVCI	Policy on Educational Partnerships Policy on Joint Doctoral (Cotutelle) Agreements Policy on Joint Awards Between ACU and Other Institutions
Articulation Agreements			
9.5	Enter into an articulation agreement with another educational institution	VC, Provost on recommendation of relevant Exec Dean or Deputy Provost	

#	Function	Delegate	Relevant Policy
9.6	Approve the terms and conditions under which affiliated educational, research, or support organisations gain access to the facilities or services of the University	Provost, DVCR, DVCSLT, COO, AVC	Timetabling Policy and Procedures
Student Placement Agreements			
9.7	Approve and enter into an agreement with an external organisation for the purposes of providing clinical or other experience for students as a part of their course	Provost, Exec Dean, DVCR	
9.8	Approve and enter into student placement agreements	Exec Dean, HOS	
International			
9.9	Approve and enter into academic agreements with educational providers with respect to admission of international students to the University	PVCI on recommendation of relevant Exec Dean	Policy on Educational Partnerships
9.10	Approve and enter into agreements with overseas agents with respect to international student recruitment activities or other overseas agency arrangement	PVCI	
Other			
9.11	Enter into any agreement or contract not covered elsewhere in this document	On advice of GC	See also 2.8 (Legal – entering into contracts)

10. International - Delegations of Authority

#	Function	Delegate	Relevant Policy
General			
10.1	Approve appointment of international education agents	PVCI	
10.2	Approve commission structures of international education agents	PVCI in consultation with Dir Finance	
10.3	Approve establishment of off-shore agencies	Provost on recommendation of PVCI	
10.4	Approve appointment of transnational education provider	Provost on recommendation of PVCI and relevant Exec Dean	
Student Exchange			
10.5	Approve Student Exchange and Study Abroad agreements	PVCI	

11. Library and Collections - Delegations of Authority

#	Function/ Authority	Delegate	Relevant Policy
Library			
11.1.	Suspend or exclude a student from the Library or impose a fine or both for a breach of Library policies, procedures, guidelines, rules or processes	Dir, Lib	
Collections			
11.2	Approve the establishment or disestablishment of a museum or collection	DVCSLT	
Artwork			
11.3	Approve the establishment or disestablishment of an artwork collection	VC	ACU Art Collection Policy

12. Marketing, Fundraising, Alumni and Communication - Delegations of Authority

#	Function/ Authority	Delegate	Delegation Limit	Relevant Policy
Marketing and Branding				
12.1	Approve style of University name and logo	Senate on recommendation of VC		
12.2	Approve University brand	Senate on recommendation of VC		Brand Guidelines
12.3	Approve use of University logo or other indicia by other parties in third party agreements (commercial or non-commercial)	VC or COO		Brand Guidelines
12.4	Approve applications for assignment of trademarks (including cancellation)	VC or COO		Brand Guidelines
12.5	Approve other dealings in trademarks (including renewals)	VC or COO		Brand Guidelines
12.6	Approve marketing campaigns at: a) University level b) Faculty level c) Staff Recruitment	a) COO in consultation with Mem Sen Exec b) Dir MER in consultation with Exec Dean c) DHR or nominee in consultation with Mem Exec		
Fundraising, Donations and Bequests				
12.7	Approve naming rights for University Chair	VC with approval of Senate		
12.8	Approve establishment and disestablishment of foundations	VC		
12.9	Approve acceptance of gifts and bequests	a) S&FC b) VC c) COO d) Dir MER e) Dir Lib	a) Unlimited b) \$3,000,000 c) \$1,500,000 d) \$150,000 e) \$150,000 in relation to books, journals and library collections	

#	Function/ Authority	Delegate	Delegation Limit	Relevant Policy
12.10	Approve acceptance of funding for scholarships and awards, including HDR scholarships and prizes	a) COO on recommendation of relevant Exec Dean in consultation with Dir MER b) Dir MER or Exec Dean in consultation with Dir MER	a) >\$20,000 b) <\$20,000	
12.11	Approve fundraising campaigns and initiatives: a) University-wide b) Faculties and other units	a) COO in consultation with Mem Sen Exec b) Dir MER in consultation with Exec Dean		
Alumni				
12.12	Approve alumni-related University activities	Assoc Dir SRER in consultation with Dir MER and relevant Exec Deans		
Communication				
12.13	Approve inclusion in ACU announcements and other ACU broadcast communications	Relevant Mem Exec and/or Dir MER		
12.14	Approve media release	Relevant Mem Sen Exec and/or Dir MER		
12.15	Approve content for corporate pages of ACU website	Dir MER		
12.16	Approve sponsorship agreements and arrangements	a) S&FC b) VC c) COO d) Dir MER	a) Unlimited b) \$500,000 c) \$150,000 d) \$150,000	