



DELEGATIONS REGISTER

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CONTENTS

Section 1: Introduction and Overview of Delegations of Authority

- Purpose of the Register
- Overview of Delegations
- Principles of Delegations
- Recording Delegations and Signing Authorities
- Authority to Delegate
- Delegations Structure
- Financial Delegations
- Limits on Delegations
- Figure of University Delegations of Authority
- Specific Delegations
- Delegations Determined by Ordinance
- University Council and its Committees
- Council Delegations to Council Committees
- Council Delegations to the Vice-Chancellor
- Council Delegations to Academic Senate
- Default delegations
- UTAS Centres with Different Operating Arrangements:

Section 2: Delegations Register – Tables

- Table 1 University Council
- Table 2 Vice-Chancellor
- Table 3 Academic Senate & Committees, Board and Panels
- Table 4 Council Committees
- Table 5 University Committees
- Table 6 Deputy Vice-Chancellor (Academic) and Provost
- Table 7 Pro Vice-Chancellor (Research)
- Table 8 Pro Vice-Chancellor (Students and Education)
- Table 9 Executive Director, Finance & Administration
- Table 10 Executive Director, Planning & Development
- Table 11 Deans of Faculties
- Table 12 Heads of Schools / Institutes / Centres
- Table 13 Heads of Section
- Table 14 Faculty Managers / Faculty Business Managers / Faculty Senior Executive Officers
- Table 15 Other
- Table A1 Board - Menzies Research Institute
- Table A2 Management - Menzies Research Institute
- Table B1 Financial Delegations to Management - Antarctic Climate & Ecosystems CRC
- Table C1 Financial Delegations to Management - Integrated Marine Observing System
- Table D1 Board - Australian Maritime College

Section 3: Delegations Register – Summary Tables

General Delegations

Financial Delegations

Contracts Delegations

Employment & Remuneration Delegations

External Representation Delegations

SECTION 1: INTRODUCTION AND OVERVIEW OF DELEGATIONS OF AUTHORITY

Purpose of the Register

This Register is designed to be a source of information for all managers and staff about Delegations of Authority within the University.

This section of the Register:

- gives a brief Overview of the authority for UTAS Delegations
- sets out the Principles underlying Delegations.

The following sections on specific delegations describe:

- those Delegations determined by Council Ordinance
- Delegations made by the Vice-Chancellor
- default Delegations:
 - common default delegations
 - standard contracts
- UTAS budget centres with different delegation regimes, including:
 - the Menzies Research Institute
 - the Antarctic Climate and Ecosystems Cooperative Research Centre
 - the Integrated Marine Observing System
 - the Australian Maritime College.

The Delegations Register provides information on Delegations of Authority for specific positions and bodies, such as Council Committees and Academic Senate.

The Register does not provide details of persons holding particular Delegations of Authority. UTAS Financial Services maintains a database of Signing Authorities that records which University staff hold what specific delegations. If you require such information you should contact Financial Services directly.

This Register details:

- Delegations of Authority within UTAS, and covers delegations for:
 - general matters, such as responsibilities for planning and development;
 - financial transactions;
 - committing the University to contracts;
 - responsibilities relating to employment and remuneration; and
 - representing the University to external groups and bodies;
- the specific delegations that have been made to a position or body; and
- the limits on these delegations.

Overview of Delegations

The *University of Tasmania Act 1992* (the Act) defines the Council as the governing authority of the University. The Act gives the Council ultimate responsibility for the strategic directions of the University, its operations and any decisions relating to these.

While it sets and monitors the broad budget and planning framework, the Council does not directly involve itself in the University's day-to-day operational management.

Under the Act, the Council can delegate those of its powers necessary for the effective management of the University and its affairs to the Vice-Chancellor and the Senior Management Team. It also can also choose to delegate other of its powers and authority to bodies such as Council Committees and Academic Senate. Council retains sole authority over some specific areas.

Through these Delegations of Authority the Council devolves decision-making to University budget centres and responsible bodies: allowing effective and responsive management of the University's day-to-day operations.

Delegations of Authority are the mechanisms by which formal authority or power is granted to University managers, or bodies, to act or make decisions on behalf of the University. Delegations are specific to particular positions or bodies and define particular allowed actions. Delegations allow the officer holding that position, or the responsible body, to commit the University and/or incur liabilities for the University.

The major means by which Council delegates its powers, authorities, duties and functions are through University Ordinances. The Act enables the Council to make Ordinances to prescribe or regulate matters which fall under its responsibilities.

The most relevant of the Ordinances as they relate to Delegations of Authority are:

- Ordinance 1 – Role of Council – that sets out areas of ultimate Council responsibility (and authority);
- Ordinance 3 – Vice-Chancellor – describing both the authorities that Council to retain to itself and those it delegates to the Vice-Chancellor;
- Ordinance 4 – Deputy Vice-Chancellors, Pro Vice-Chancellors, and Senior Administrators – establishes the senior management positions of the University;
- Ordinance 5 - Council Committees – establishes the seven Council Committees and their roles;
- Ordinance 6 – Council Delegations – describes the ability of Council to delegate to other UTAS 'governing entities' and its powers of delegation on urgent matters;
- Ordinance 13 - Academic Senate – constitutes Academic Senate, its roles and delegations.

The Council, Vice-Chancellor and Academic Senate are referred to as UTAS' 'governing entities'. They are the three positions or bodies which are defined under the Act as sharing responsibility for governing and managing all aspects of the University's activities – strategic, academic and operational.

Delegations of Authority held by the governing entities, their committees and boards, and other management positions in UTAS are dealt with in detail under specific delegations.

Principles of Delegations

The following Principles apply to, and govern, all Delegations of Authority within the University. The Principles are grouped into the following areas:

- what are (and who is responsible for recording) Delegations and Signing Authorities
- who at UTAS has the authority to delegate
- the structure of Delegations at UTAS
- financial Delegations
- the limits on Delegations.

Recording Delegations and Signing Authorities

1. The University's Delegations Register records Delegations of Authority for the:
 - Council and its Committees
 - Academic Senate and its Committees
 - the Vice-Chancellor and the Senior Management team (SMT): the Deputy Vice-Chancellor (Academic) and Provost; Pro Vice-Chancellor (Research); Pro Vice-Chancellor (Students and Education); Executive Director, Finance and Administration; Executive Director, Planning and Development; Chair of Academic Senate; and the Deans of Faculties
 - University Committees
 - Heads of University budget centres (Schools; Administrative Sections; Centres; and Institutes)
 - Faculty Managers, Faculty Business Managers and Faculty Senior Executive Officers
 - Executive / Finance Officers
 - Financial Management Information System (FMIS) Operatives.
2. For positions at the level of Deans of Faculties and below, all Delegations of Authority recorded in the Register are default delegations – they list the limits to delegations that apply across the range of positions at that particular level. Default delegations are dealt with in more detail in the section on specific delegations.
3. Governance and Legal is responsible for establishing and maintaining this Delegations Register.
4. A budget centre is a unit within the University's financial management structure that is functionally and financially distinctive. They include Schools, Institutes, CRCs, administrative sections and University Business Enterprises.

5. A Signing Authority is a delegation that has been approved for a particular staff member occupying a specific position within a particular budget centre.

The University's Financial Services maintain a record of these Signing Authorities on a central database.

It is the responsibility of all managers of budget centres to inform Financial Services of any changes to delegations for positions that fall under their responsibility. Any withdrawal or restriction of such a delegation previously granted must be notified in writing to the Director, Financial Services.

Authority to Delegate

6. The authority to take actions in all matters concerning the University derives from the Act, which prescribes authorities and powers to the University Council. The Council is able to delegate these authorities and powers to its Committees and the other University governing entities: the Vice-Chancellor and Senior Management Team; and the Academic Senate. The Council can choose to retain any of those powers or authorities explicitly or implicitly determined by the Act and for specific areas it does choose to do so.
7. Any University officer to whom a power or authority has been delegated is known as a delegate.
8. The Vice-Chancellor oversees the management of Council's Delegations of Authorities (save for those authorities the Council retains for itself). The Vice-Chancellor in turn may delegate some of these authorities and powers to senior managers, who may also delegate some of these authorities and powers to managers whom they supervise.

The authority to delegate authorities and powers stops at the level of manager of a University budget centre. These managers include Heads of Schools (or the Head of an Institute or Centre considered by the University to be equivalent to a Head of School), and Heads of Administrative Sections.

9. Any Delegation of Authority made by a delegate authorised to do so cannot exceed the level that they themselves exercise.

Delegations Structure

10. In principle, all delegates are ultimately answerable to the Vice-Chancellor for the proper exercise of Delegations of Authority in their area of responsibility. In practice, delegates are answerable to their immediate supervisor in the exercise of delegations. This establishes a chain of reporting responsibilities which mirrors the flow of delegations in the University.

The general structure of delegations and reporting is represented in the figure below.

11. Delegations of Authority reflect the University's organisational structure. The authorities held by any delegate are included in those held by that delegate's direct supervisor. The supervisor may exercise the Delegated Authority at any time.
12. Delegations of Authority are closely aligned with responsibilities. The delegate will necessarily have delegations adequate to effectively perform their role and responsibilities.
13. A delegation relates to the delegate's position, not the individual occupying that position. An authority delegated to a University officer extends to any person acting in that officer's position on a temporary basis, unless otherwise specified in the appointment to act.

For example, any delegation to a Head of School automatically applies to the Deputy Head of School when the Head is unavailable to exercise the delegation.

However, if the University officer acting in a higher position is other than the nominated deputy, and that officer is being paid at the higher level, the specific Delegation given the acting officer will have to be specified in writing and lodged with Human Resources.

14. All delegations are to be exercised subject to, and in accordance with, relevant legislation (including the Act), University Ordinances, Rules, By-Laws, Principles and Operational Policies, Procedures and Guidelines.

Financial Delegations

15. In the exercise of financial delegations, all expenditure incurred by the University must be for University purposes.
16. Council must approve, either directly or through delegation, all expenditure incurred by the University. As specified in the Act, Council may approve borrowing, including finance leases, but only following written approval from the Tasmanian Treasurer.
17. The Vice-Chancellor has authority to commit the funds of the University within the budget approved by Council.
18. Deans of Faculties and Heads of Administrative Divisions have authority to commit funds within the budget approved by Council for their area of responsibility.
19. Heads of Schools, Sections and other University Budget Centres are responsible to Deans of Faculties and Heads of Administrative Divisions for committing the funds allocated to them.

20. Delegation limits apply to financial transactions that are linked to the level and responsibilities of the delegate. A delegation may be exercised more than once during a year or during the life of a project. A single financial transaction may not be separated into parts, nor may the cost of a transaction be set off by deductions or 'trade-ins'. A variation must be approved by the delegate who approved the original transaction. Should the sum of the variation and the original cost exceed the delegate's authority, the variation must be submitted to the delegate's supervisor for approval.
21. Financial delegations are the final Signing Authority for audit purposes and assume that all proper procedures have been followed and that University policy has been implemented.

Limits on Delegations

22. In general, financial delegations are set at the default limit for that position level. However, it is within the discretion of the delegate authorising delegations to subordinates to set the limit of the delegation below the level of the default.
23. It may sometimes be necessary for effective administration to raise the level of financial delegations above that of the defaults for particular positions. In this case, the increase must be approved by the appropriate manager and recorded by the Director, Financial Services.
24. A manager with the power to delegate, has the authority to determine which positions, within the budget centre for which he or she is responsible, may hold transferable delegations and the type and limits of these delegations (if these delegations are not recorded as non-transferable). The limits of the delegation generally may not exceed those of the default delegations common to positions at that particular level. The responsible supervisor may at any time review and change any delegations within the budget centre.
25. If a delegation is recorded as non-transferable, it can only be exercised by the delegate to whom the authority is assigned.
26. If an officer with a delegated authority is unable to carry out the duties associated with the delegation for any reason, including a potential or actual conflict of interest or a temporary incapacity or absence, the authority should be exercised by the delegate's supervisor.
27. Delegates may not exercise any delegations in respect of themselves, or any related persons or parties. They may not approve any action or transaction which provides them, or the related persons or parties, with a direct personal benefit.
28. A delegation may be withdrawn or restricted, wholly or partially, permanently or temporarily, at any time by the delegate's manager. If such changes are made the Director, Financial Services should be informed in writing immediately so that the appropriate changes made be recorded in the Signing Authorities database.

Specific Delegations

This section of the Register describes the specific Delegations held by the governing and managing groups and positions at UTAS. UTAS delegations are of two broad kinds:

Delegations determined by Ordinance:

- Council and its committees;
- the Vice-Chancellor;
- Academic Senate.

Delegations ultimately derived from the Vice-Chancellor as Chief Executive and Chief Academic of the University:

- University Committees;
- members of the Senior Management Team;
- other UTAS managers;
- other staff with delegations.

This section also provides more details on:

- default delegations;
- delegations regimes for UTAS centres with unique features:
 - Menzies Research Institute;
 - Antarctic Climate & Ecosystems CRC;
 - Integrated Marine Observing System;
 - Australian Maritime College.

The Delegations of Authority held against positions and bodies are given in the different tables listed in this section. Also included in this section is a summary of all Delegations of Authority.

An overview and information on the principles of Delegations of Authority at UTAS can be found in the Introduction to the Register.

Delegations Determined by Ordinance

Ordinances are the means by which the Council enables the University of Tasmania Act 1992, and Council makes its Delegations of Authority through Ordinances.

The relevant Ordinances describe:

- areas in which the Council has ultimate authority and those authorities that it chooses to retain and not delegate further;
- and also Delegations of Authority to:
 - the Vice-Chancellor;
 - Academic Senate;
 - Council Committees.

University Council and its Committees

The authority of the Council to act in all matters concerning the University derives from the Act, which prescribes authorities and powers to the University Council. The roles and powers of the Council are detailed in Ordinance 1 – Role of Council. The Ordinance sets out areas of ultimate Council responsibility (and authority).

The Council has chosen to retain its authority and not delegate it further in relation to several matters and these are listed in Ordinance 3 – Vice-Chancellor. Council's full authorities and those that it has chosen to retain and not further delegate are listed in the attached table

The Council is able to delegate any of its powers as specified under Ordinance 6 – Council Delegations. The Council has delegated certain of its authorities to the Vice-Chancellor (Ordinance 3). Council has also delegated other of its authorities to the Academic Senate (Ordinance 13) and Council Committees (Ordinance 5).

Council Delegations to Council Committees

The Council has the power to establish any Committees that it decides to be appropriate. Currently there are seven Council Committees. Council has delegated specific authorities to these Committees through the formulation of each Committee's Terms of reference. (see Ordinance 5 - Council Committees).

Council Delegations to the Vice-Chancellor

The Vice-Chancellor is the chief academic and chief executive officer of the University and is specially charged with the duty of promoting the interests and furthering the development of the University.

Council delegates the Vice-Chancellor with the general authority to act within the principles and plans approved by Council in the performance of the duties of the position. This authority is supported by a series of specific delegations from Council that are summarised in the attached table.

Full details of the role, responsibilities and accountabilities of the Vice-Chancellor are given in Ordinance 3 – Vice-Chancellor.

Council Delegations to Academic Senate

Council has delegated a number of functions related to the University's academic activities to Academic Senate. These are to be exercised in accordance with the principles, plans and policies approved by Council.

Academic Senate exercises its delegations through the decisions it makes and that are signed by the Chair on behalf of Academic Senate or through the formulation of

University Rules relating to specific matters. Academic Senate has the responsibility of reporting to Council once a year on its exercise of these delegations.

The functions delegated to Academic Senate are listed in the attached table. They are detailed in Ordinance 13 – Academic Senate. Academic Senate is supported in its activities by a number of specialist Committees, Boards and Panels. Each of these reports to Academic Senate. Details of Senate Committees and Boards and their roles are also detailed the attached table.

Vice-Chancellor's Delegations

The Vice-Chancellor oversees the management of Council's delegations of authorities (save for those authorities the Council retains for itself).

Some of the Vice-Chancellor's authorities are delegated through the establishment of special purpose University Committees. Details of these Committees and their roles and responsibilities are also attached.

The Vice-Chancellor also delegates some of the position's authorities and powers to the Senior Management Team (SMT), the members of which include:

- the Deputy Vice-Chancellor (Academic) and Provost;
- the Pro Vice-Chancellor (Research);
- the Pro Vice-Chancellor (Students and Education);
- Executive Director, Finance and Administration;
- Executive Director, Planning and Development;
- Deans of Faculties.

A number of these senior University officers (the Deputy Vice-Chancellor, the Pro Vice-Chancellors and the Executive Director, Finance and Administration) are appointed by Council on the advice of the Vice-Chancellor. The delegations for the members of the SMT are also detailed in the tables. These senior UTAS managers may also, in turn, delegate some of their authorities and powers to managers whom they supervise.

The Vice-Chancellor also has the authority to establish University Committees to provide advice to the University on specific matters. The Terms of Reference of current University Committees are also given in the attached tables.

For positions other than the Vice-Chancellor, responsibilities, accountabilities and delegations are handled through three integrated components the:

- Position Description
- Annual performance management framework
- Delegations

Position Description

This describes:

- the general nature and responsibilities of the position;
- reporting arrangements (above and below);
- knowledge and experience requirements.

It is the document used for recruiting to the position and generally has a multi-year life.

Annual Performance Management Framework

This describes the key accountabilities of the position:

- key result areas;
- major activities and priorities;
- performance indicators.

It is usually negotiated at the beginning of each operational year, with formal appraisal at least annually

Delegations

These describe:

- the general authority of the position;
- any delegations in specific areas;
- any reporting requirements if a delegation is used;
- the source of each delegation.

The Delegations Register also describes the Delegations attached to other specific positions within the University. Wherever possible, uniformity has been maintained across positions for different University work units. In some cases, because of the specific requirements or responsibilities of a particular position this has not been possible. In these rare cases variations in the Delegations between positions in different work units have been indicated.

The positions described include:

- Heads of Schools/Institutes/Centres;
- Heads of Sections;
- Faculty Managers/Business Managers/Senior Executive Officers; and
- Other delegations – Finance Officers, FMIS Operatives.

Default Delegations

Introduction

UTAS default delegations are of two types:

- the upper limit for any particular delegation at a particular position level. For example, the default limit for Heads of Schools for signing purchase orders is set at \$50,000.
- the upper limit for specific delegations across more than one level. For example, the default limit for corporate credit cards is set at \$3,000.

Default Delegations Linked to Position Levels

In general, for each position the financial delegations for any position are set at the default level. This is the approved nominal level of the specific delegation (for example, for purchase orders, issuing invoices etc.) allowed for each level. These default levels for each position are detailed in both the summary table and the individual tables for each position.

However, as discussed in the principles for UTAS Delegations, the supervising manager has the discretion to set these financial delegations at a level lower than the default. In the interests of effective administration financial delegations above that of the default level for a particular position might be required. Increases are permitted if approved by the appropriate budget centre manager and recorded by the Director, Financial Services.

Common Financial Delegations

There are a number of default financial delegations that are common to most or all positions. These include:

- authorisation of petty cash expenses are limited to \$200 for each separate transaction; and
- the default limit for University-issued credit cards is set at \$3,000. Increases in this limit can be approved if this can be proven to be justified. Increases of up to a limit of \$10,000 can be approved by Heads of budget centres. Any amounts above this must be approved by Deans of Faculties or Heads of Divisions and counter-signed by the Director, Financial Services.

UTAS Contracts

Introduction

Increasingly, UTAS managers are being required to enter into contracts with third parties for the provision of goods and services. There are a number of common features of contracts entered to by managers on behalf of the University. These include:

- unless otherwise stated, contracts have a maximum duration;

- there are limits on the amount and types of contracts for different positions; and
- wherever possible, the standard University contract is to be used.

Length of Contracts

Managers of budget centres down to the level of Heads of School/Section have the delegation to enter into contracts with third parties on behalf of the University for the provision of goods and services. In order to manage University commitments over time, there are limits set to the maximum duration of any contracts.

Unless otherwise specified, there are default time limits on contracts for different levels of University management. These limits are:

- Vice-Chancellor – no contract must exceed five years;
- three years - other members of the Senior management Team (Deputy Vice-Chancellor, Pro Vice-Chancellors, Executive Director, Finance and Administration, Deans of Faculties);
- budget year – Heads of Schools.

There are exceptions to these default limits for some senior positions. These are given in the tables of delegations for individual positions and also in the summary table of delegations.

Other Limits on Contracts

For each delegated position there are also limits to the types of contracts that can be entered into. These are also detailed in the tables of delegations for positions and also in the summary table of delegations.

Standard Contracts

To assist managers in effective administration, the University has developed a series of standard templates to use for contracts for services by external providers. These can be found at:

http://www.utas.edu.au/governance_legal/legal/staff/contracts/index.html

These should be used whenever and wherever possible when UTAS managers are drawing up contracts.

A number of the tables of delegations in this register imply that Legal Office review is required for each contract entered into by the University. This is not necessarily the case. In those cases where the UTAS contract templates are used and no changes are made to the terms and conditions Legal Office review is not required.

Where, for whatever reasons, changes have been made to the standard terms and conditions of contracts, or if contracts drawn up by external persons or organisations are being used Legal Office review is required.

If you have any doubts in a particular case you should consult the University Legal Office for advice.

UTAS Centres with Different Operating Arrangements

Three UTAS Centres operate under different arrangements to other budget centres at the University. These differences derive mainly from the different mechanisms used to establish the Centres.

Menzies Research Institute

The Menzies Research Institute is part of the University and conducts epidemiological and population health studies into the causes of disease. The Governance arrangements for the Institute are detailed in Ordinance 12 – Menzies Research Institute.

The Ordinance establishes:

- Menzies as part of the University, and bound by the policies and procedures of the University;
- a Board appointed by Council;
- a Chief Executive appointed by the University;
- reporting arrangements – to Council through the Vice-Chancellor;
- a series of institutional objectives; and
- annual operations determined by a Statement of Intent (SOI) agreed with Council through the Vice-Chancellor.

While Council has determined that the Institute operates as a corporate entity within the legal framework it intends that its governance arrangements largely mimic those of a separate legal entity. That allows variations from standard University policies and procedures that are either included in Ordinance 12 or agreed by the Vice-Chancellor. These variations are detailed in the Menzies Research Institute Operating Protocol. Delegations to the Board and senior management are listed in the table of specific delegations.

Antarctic Climate and Ecosystems Cooperative Research Centre

The Antarctic Climate & Ecosystems Cooperative Research Centre is a separately funded research centre (part of the DEST CRC Programme) and is housed at the University of Tasmania. It operates under a Commonwealth Agreement and a Centre Agreement between the major partners. It has entered into an Agency Agreement with the University of Tasmania, one of its major partners, such that the University acts as the Centre Agent and provides facility requirements and Human Resources and Accounting operations (as listed in Schedule 1 of the Agency Agreement). Financial delegations to management are detailed in the table of specific delegations. Variations from standard University policies and procedures are listed in Schedule 2 of the Agency Agreement.

Integrated Marine Observing System (IMOS)

The Integrated Marine Observing System (IMOS) operates as an Office within UTAS Centre for Marine Science and is funded through a grant from the Federal Government's National Collaborative Research Infrastructure Strategy (NCRIS) program. The Director of the IMOS Office is an employee of UTAS. UTAS has entered into a Funding Agreement with the Department of Education, Science and Training (DEST) for the administration of the grant funds. IMOS is a collaborative project involving ten Federal, State and University research organisations. UTAS has entered subcontracting arrangements with the collaborating organisations to deliver services as part of IMOS. Federal funding is for \$50 million over five years from July 2006 to June 2011.

To allow for the effective and efficient administration of IMOS, staff have been delegated particular financial authorities. These delegations of authority apply only to the expenditure of funds falling under the UTAS-DEST IMOS Funding Agreement.

Australian Maritime College

The Australian Maritime College integrated with the University in 2008. The institute is the primary national institute for Australia focusing on the maritime sector and has national and international roles in training, education and research. The Governance arrangements for the institute are detailed in Ordinance 15 – Australian Maritime College.

The Ordinance establishes:

- AMC as part of the University, and bound by the policies and procedures of the University;
- a Board appointed by Council;
- a Chief Executive appointed by the University in consultation with the AMC Board;
- reporting arrangements – to Council through the Vice-Chancellor;
- a series of institutional objectives; and
- annual operations determined by a Statement of Intent (SOI) agreed with Council through the Vice-Chancellor.

Delegations are listed in the table of specific delegations.

Section 2: DELEGATIONS REGISTER - TABLES

Table 1	University Council
Table 2	Vice-Chancellor
Table 3	Academic Senate & Committees, Board and Panels
Table 4	Council Committees
Table 5	University Committees <ul style="list-style-type: none">▪ Planning & Resources Committee▪ Capital Management Plan Review Committee▪ North-West Advisory Board▪ Occupational Health & Safety Committee▪ Staff Development Committee▪ Equal Opportunity Committee
Table 6	Deputy Vice-Chancellor (Academic) and Provost
Table 7	Pro Vice-Chancellor (Research)
Table 8	Pro Vice-Chancellor (Students and Education)
Table 9	Executive Director, Finance & Administration
Table 10	Executive Director, Planning & Development
Table 11	Deans of Faculties
Table 12	Heads of Schools / Institutes / Centres
Table 13	Heads of Section
Table 14	Faculty Managers / Faculty Business Managers / Faculty Senior Executive Officers
Table 15	Other
Table A1	Board - Menzies Research Institute
Table A2	Management - Menzies Research Institute
Table B1	Financial Delegations to Management - Antarctic Climate & Ecosystems CRC
Table C1	Financial Delegations to Management - Integrated Marine Observing System
Table D1	Board - Australian Maritime College

Table 1 – University Council

Area	Authorities	Reporting Requirement
<p>1. Areas of Ultimate Council Authority</p>	<p>The Council has the power to do all things necessary or convenient to be done for or in connection with the performance of its function as the University's governing authority and, in particular, has power to:</p> <ul style="list-style-type: none"> ➤ appoint persons to positions of responsibility within the University ➤ allocate funds and otherwise determine the best use of the resources of the University. <p>The Council accepts ultimate responsibility for:</p> <ul style="list-style-type: none"> ➤ the mission and vision of the University ➤ setting strategic directions for the University ➤ the election of the Chancellor and Deputy Chancellor(s) ➤ the appointment and performance management of the Vice-Chancellor ➤ oversight of management ➤ setting and monitoring broad budget and planning framework, ensuring that the University finances are sound, and taking major financial decisions ➤ approving the annual budget and business plan ➤ monitoring University performance against strategic objectives ➤ overseeing and monitoring the academic activities of the university ➤ setting Council policy and risk management parameters and critically monitoring their implementation ➤ general overview of any controlled entities ➤ extending links and communication between the University and the wider community ➤ legislative roles, including ensuring that the University is acting ethically and in conformity with all legal requirements ➤ Council performance and succession planning. 	<p>The Council is, within 6 months after the end of each financial year, to:</p> <ul style="list-style-type: none"> ➤ present to the Governor an annual report of the proceedings of the University during that financial year ➤ furnish a copy of the report to the Minister. <p>The report is to contain a full account of the income and expenditure of the University for the financial year to which it relates.</p>
<p>2. Authorities Retained by Council*</p>	<ul style="list-style-type: none"> ➤ borrowing (or equivalent financial arrangements) and investment ➤ establishing companies, subsidiaries of companies or University entities ➤ setting course and unit fee structures ➤ faculty structure ➤ approving the Audit Plan ➤ ceremonial. 	
<p>3. Employment and Remuneration*</p>	<p>Appointment and termination of employment and the determination of the terms and conditions of appointment of members of the Senior Management Team (SMT):</p> <ul style="list-style-type: none"> ➤ Vice-Chancellor ➤ Deputy Vice-Chancellor (Academic) and Provost ➤ Pro-Vice Chancellor (Research) ➤ Pro-Vice Chancellor (Students and Education) ➤ Executive Director, Finance and Administration ➤ Executive Director, Planning and Development and ➤ Deans of Faculties. 	
<p>* These powers are specific to Council and are not further delegated</p>		

Table 2 – Vice-Chancellor

Area	Delegated Responsibility	Reporting Procedure/Requirement
1. General	<p>As Chief Executive and Chief Academic promote the interests and further the development of the University and do all things necessary to implement the approved plans, principles and policies of the University. Specific delegations are*:</p> <ul style="list-style-type: none"> ➤ sign-off of all decision papers presented to Council ➤ determination and release of policy ➤ ex gratia settlements ➤ enterprise agreements ➤ significant strategic agreements with the Commonwealth or State Governments ➤ the allocation of budget resources at the faculty/divisional level. <p>The Vice-Chancellor, by virtue of the office, is a member of every committee, board or advisory body that is created under the University's internal legislation or policies.</p>	<p>The Vice-Chancellor reports annually to Council on progress against University strategic plans and objectives.</p>
2. Financial (other than specific expenditure approved by Council)	<p>Approving budgeted expenditure of less than \$1 million, or unbudgeted expenditure of less than \$250,000, within the approved University budget within any one year. An unlimited authority to approve expenditure on internal purchases within the University budget.</p>	<p>Any expenditure above \$0.5 million (other than specific expenditure approved by Council) is to be reported to Council.</p>
3. Contracts (other than staff employment contracts, standard research funding arrangements and specific contracts approved by Council)	<p>Approving contracts of less than \$1 million of budgeted expenditure or unbudgeted expenditure of less than \$250,000 over the life of the contract (excluding employment contracts).</p> <p>Approving contracts to a value of \$250,000 of unbudgeted expenditure over the life of the contract.</p> <p>Exclusions are any contract:</p> <ul style="list-style-type: none"> ➤ that falls outside approved procurement and contracting principles ➤ is for a period in excess of five years. 	<p>Contracts (other than staff employment contracts, standard research funding arrangements and specific contracts approved by Council) involving budgeted expenditure above \$0.5 million is to be reported to the next meeting of Council.</p>
4. Employment and Remuneration*	<ul style="list-style-type: none"> ➤ Initiating staff appointment processes within the organisational unit for which the position is responsible, in conformity with established employment policies. 	
5. External representation	<p>Speaking on behalf of the University, and representing the University's interests, on all University matters relating to the principles and plans approved by Council.</p>	
<p>* These powers are specific to the position and cannot be further delegated</p>		

Table 3 - Academic Senate & Committees, Board and Panels

Area	Delegated Responsibility	Reporting Procedure/Requirement
<p>1. General</p>	<p>Academic Senate's role includes:</p> <ul style="list-style-type: none"> ➤ providing advice to Council and the Vice-Chancellor on policies (including ordinances and rules) relating to academic matters such as general entry requirements, admissions, enrolments, academic assessment, student progress, discipline, academic standards, prizes and scholarships ➤ providing advice as to the longer term implications for academic activities of plans for the allocation of resources to faculties and academic services ➤ providing advice on processes to assist the university's academic staff in achieving and maintaining excellence in all areas of academic activity ➤ commenting on reports received from the Vice-Chancellor relating to management actions of significance to the academic community ➤ providing advice to Council as requested, on any matter affecting the academic wellbeing of the university ➤ monitoring and receiving reports from the Pro Vice-Chancellors, the Deans of Faculty and the Heads of School on policy implementation, academic standards and academic performance ➤ providing the primary collegial forum for discussion, debate and recommendations on academic matters ➤ maintaining an environment that supports intellectual freedom and academic integrity. <p>The functions delegated are –</p> <ul style="list-style-type: none"> ➤ Approval of proposals from faculties and schools relating to awards, including: course duration, content and structure; entry requirements; methods of delivery and assessment; names and abbreviations of units and courses ➤ Determination of the qualifications to be required of candidates before they may be admitted to degrees and other awards ➤ Power to make rules relating to prizes, scholarships, bursaries ➤ Power to make rules of awards and rules relating to admission, academic assessment and student progress ➤ Power to make rules relating to graduate research and supervision. 	<p>Academic Senate is to report to Council once a year on the exercise of delegations under Ordinance 13 (Academic Senate).</p>
Senate Committees, Boards and Panels		
Group	Roles and Responsibilities	Reporting Requirement
<p>Admissions Policy Committee</p>	<p>To advise the Academic Senate on:</p> <ul style="list-style-type: none"> ➤ University entry and admission policy matters ➤ establishment of proposals to amend admission criteria for all University award courses ➤ Ordinances and rules relating to University admission ➤ secondary school issues of significance to University entry, including consultation with the Tasmanian Secondary Assessment Board and other relevant bodies. 	<p>Unless otherwise stated, all Committees, Panels and Boards report to Academic Senate on their activities.</p>
<p>Discipline Panel</p>	<p>To establish, as required, an academic misconduct committee to deal with an allegation of academic misconduct and to impose penalties. The Committee consists of the Chair, an Academic Senate staff member and a student member selected from the Discipline Panel.</p>	

Discipline Appeals Committee	To hear appeals under the provisions of Ordinance 9 - Student Discipline.	
Student Complaints Panel	To establish, as required, a Student Complaints Tribunal to consider and determine specific complaints brought by students under Part 3 of Ordinance 8 – Student Complaints. The Committee consists of three members of the Student Complaints Panel including a student and, in the case of a review of an administrative decision, one senior member of the administrative staff.	
Standing Academic Committee	<p>The terms of reference of the Standing Academic Committee are to:</p> <ul style="list-style-type: none"> ➤ provide advice to the Chair and the Academic Senate ➤ assist with the management of the Academic Senate Agenda ➤ initiate position papers on major academic issues ➤ consider reports and provide advice to the Academic Senate ➤ make decisions on behalf of Academic Senate ➤ advise Academic Senate of all action taken by the Committee. <p>The Chair of Academic Senate may refer to the Standing Academic Committee:</p> <ul style="list-style-type: none"> ➤ any urgent matter to be reviewed ➤ in exceptional circumstances, any decisions to be made outside the normal Academic Senate cycle. 	Chair to report to the next meeting of Academic Senate any matters that have been decided.
Complaints Appeals Panel	To establish, as required, an Appeals Committee to consider and determine specified complaints brought by students under Ordinance 8 – Student Complaints.	
Teaching and Learning Committee	<p>The Teaching and Learning Committee reports to the Vice-Chancellor and the Academic Senate with the following terms of reference to:</p> <ul style="list-style-type: none"> ➤ address matters relating to teaching and learning development, management and policy within the University and to make appropriate recommendations to the Vice-Chancellor ➤ advise the Vice-Chancellor on the preparation, revision and implementation of the University Teaching Development Plan ➤ recommend the allocation of Teaching Development Grants, Teaching Excellence Awards and Teaching Merit Certificates through expert sub-committees ➤ advise on strategies for rewarding and supporting innovative teaching ➤ assist in the promotion of teaching and learning activities including external collaborative activities with other higher educational institutions, industry and government ➤ assist in the promotion of and provision of advice on innovative teaching, alternative delivery methods, self-directed learning and the use of technology in teaching and learning ➤ monitor quality assurance activities and outcomes in the faculties in relation to faculty plans and objectives ➤ develop University terms of reference and guidelines to ensure regular and comprehensive course and school reviews to be conducted by the faculties ➤ audit the conduct and outcomes of reviews of courses and schools including teaching and learning, assessment and graduate outcomes monitor the development of courses and units in the University to avoid proliferation and to facilitate cross-faculty interactions including service teaching arrangements. 	Reports to the Vice-Chancellor and Academic Senate on its activities.
Board Of Graduate Research	<p>The functions of the Board are to:</p> <ul style="list-style-type: none"> ➤ administer the candidature and examination for awards under the rules 	Reports to Council and Academic Senate on the exercise of its functions and provides advice to the Pro Vice-Chancellor

	<ul style="list-style-type: none"> ➤ make recommendations to Academic Senate about the award of degrees under the rules ➤ monitor the observance of any code of conduct applying to the supervision of candidates ➤ monitor the quality of supervision of candidates To allocate research scholarships ➤ provide advice to the Pro Vice-Chancellor (Research) on matters relating to graduate studies by research. 	(Research) on matters relating to graduate studies by research.
Research College Board	Responsible for the development of research policy and management advice to the Pro-Vice-Chancellor (Research).	Provides advice to Pro Vice-Chancellor (Research)
Board Of Graduate Research Complaints Panel	To establish, as required, a Graduate Research Complaints Committee to consider and determine specific complaints brought by students under Part 3 of Ordinance 8 – Student Complaints.	
Panel For Appointment Of Level D And E Academics	To provide selection panels for the appointment of level D and E academics	

Table 4 – Council Committees

Committee	Terms of Reference	Reporting Requirement
Audit Committee	http://www.utas.edu.au/universitycouncil/committees/audit.html	Unless otherwise specified all Committees report their activities directly to Council.
Built Environment Committee	http://www.utas.edu.au/universitycouncil/committees/bec.html	
Ceremonial and Honorary Degrees Committee	http://www.utas.edu.au/universitycouncil/committees/chdc.html	
Finance Committee	http://www.utas.edu.au/universitycouncil/committees/finance.html	
Legislation Committee	http://www.utas.edu.au/universitycouncil/committees/legislation.html	
Nominations Committee	http://www.utas.edu.au/universitycouncil/committees/nominations.html	
Remuneration Committee	http://www.utas.edu.au/universitycouncil/committees/remuneration.html	

Table 5 – University Committees

Committee	Terms of Reference	Reporting Requirement
Planning & Resources Committee (PRC)	http://www.utas.edu.au/universitycouncil/committees/prc.html	To report to the Vice-Chancellor and Council on the annual budget process and strategic and operational planning.
Capital Management Plan Review Committee	<p>Use the following criteria for establishing the relative priority of different projects:</p> <ul style="list-style-type: none"> ➤ apart from statutory requirements, such as building acts and codes, OH&S and equity, there will be minimal or no refurbishment in areas that are not growing i.e. expenditure will be concentrated in growth areas. Should it be determined that an injection of capital funding has the prospect of growing numbers, priority setting should be adjusted accordingly ➤ UTAS will maximise use of central teaching space i.e. build no new school/faculty general teaching space and aim for utilisation of 70-75% of all teaching spaces before building new. Collaborative arrangements with relevant external organisations for the joint use of facilities should be explored where practicable ➤ there should be maximum sharing of resources by schools and sections ➤ infrastructure (i.e. buildings) is managed by the Centre and schools/faculties will not provide space for non university activities without prior approval ➤ when refurbishing or building new, life cycle costing analyses, including environmental sustainability, will be undertaken. These analyses may result in higher up-front capital costs, but reducing recurrent and operational costs over the longer term. 	Reports to Vice-Chancellor and PRC on capital priorities and funding issues.
North-West Advisory Board	<p>To provide advice to the:</p> <ul style="list-style-type: none"> ➤ Vice-Chancellor about the provision of higher education programs in the North-West of the State; ➤ University in the development of its North-West Strategic Plan with regard to the development of long term strategies for raising the higher education participation rate in the region; and ➤ To facilitate input and support for the University's courses and other activities in the region from the North-West community, including business, industry and local government groups. 	
Occupational Health & Safety Committee	<p>To:</p> <ul style="list-style-type: none"> ➤ Facilitate consultation and cooperation between the employer and persons working at the University in initiating, developing and implementing measures designed to ensure the health and safety of persons at the University. ➤ Keep itself informed about standards relating to health and safety in workplaces of a comparable nature. ➤ Review and make recommendations on rules and procedures relating to the health and safety of persons working at the University. ➤ Recommend the establishment, maintenance and monitoring of programs, measures and procedures relating to the health and safety of persons working at the University. ➤ Keep, in an accessible place and form, such information as is provided under the Workplace Health and Safety Act and by the University regarding the hazards to persons that arise or may arise at the University. ➤ Consider and make recommendations relating to training and education in, and promotion of, health and safety at the University. ➤ Consider and make recommendations relating to changes to be made at the 	Reports to Vice-Chancellor and PRC on OH&S issues.

Staff Development Committee	<p>University following an accident or dangerous incident.</p> <ul style="list-style-type: none"> ➤ Development of University Policy and strategic direction in relation to Staff Development. ➤ Ensure that the University's strategic goals in relation to staff development are communicated to the University community so that Faculty/Division staff development plans and activities are consistent with the University's strategic direction. ➤ Monitor and evaluate staff development policy and the quality of practices throughout the University via the receipt and review of reports on staff development activities in Faculties and Divisions with particular emphasis on ensuring that quality staff development activities are delivered in a cost effective, efficient and equitable manner. ➤ Oversee the types of staff development programs to be offered centrally. ➤ Provide broad policy direction in relation to the delivery of centrally provided staff development programs and appropriate charging arrangements. ➤ Allocate and monitor the expenditure of the central staff development fund. ➤ Report to the University community on achievements in the area of staff development. 	<p>Report to Vice-Chancellor and Council on staff development issues.</p>
Equal Opportunity Committee	<p>To:</p> <ul style="list-style-type: none"> ➤ Advise the Vice-Chancellor, Academic Senate and Council on the initiation, continued development and implementation, including monitoring, of equal opportunity policies and practices throughout the University, with particular reference to the combined equal opportunity and student equity plan and the University of Tasmania Equity Plan. ➤ Provide input and support for equal opportunity aspects of: <ul style="list-style-type: none"> ○ the strategic and operational plans of the University, faculties and administrative divisions/sections ○ the University's Student Equity Plan, Indigenous Education Strategy, Equal Opportunity for Women in the Workplace and related Educational Profile and other submissions to the Commonwealth Government. ➤ Receive and review implementation progress and outcome reports relating to the first two points above. ➤ Advise and support the Equal Employment Officer, the Manager of Student Services, related equity staff, and other University officers, in carrying out their responsibilities to ensure that the University meets both its legislative requirements and strategic objectives in relation to equal opportunity ➤ Make an annual report to the University community, through the Vice-Chancellor, on the provision of equal opportunity in the University. 	<p>Report annually to the Vice-Chancellor on the provision of equal opportunity in the University.</p>

Table 6 – Deputy Vice-Chancellor (Academic) and Provost

Area	Delegated Responsibility	Reporting Requirement
1. General	Do all things necessary to implement the approved plans, principles and policies of the University in oversight of the day-to-day operations of the academic and administrative affairs of the University with particular responsibility for academic development. To deputise for the Vice-Chancellor during his/her absence from the University. These delegations are subject to the limitations listed below and recognising any areas of activity reserved by Council for its sole authority or reserved for the sole authority of the Vice-Chancellor. Any significant proposed activity that is outside previously approved approaches should be discussed with the Vice-Chancellor and authorised before any commitment is made.	Any significant proposed activity that is outside previously approved approaches should be reported to the Vice-Chancellor.
2. Financial*	Approving any operating or capital expenditure that is within the approved University budget within any one year of less than \$0.5 million of budgeted expenditure or less than \$250,000 of unbudgeted expenditure, in conformity with established policies relating to such expenditure. Approval for expenditure by Pro Vice-Chancellors, Deans and Executive Director Planning and Development for UTAS activities made through University business card or AMEX or for reimbursement to them of personal expenditure on UTAS activities.	Any item (or the total of related items) above \$150,000 is to be reported to the Vice-Chancellor
3. Contracts (other than staff employment contracts, standard research funding arrangements and specific contracts approved by Council)	Approving contracts of less than \$0.5 million of budgeted expenditure or unbudgeted expenditure of less than \$250,000 over the life of the contract. Exclusions are any contract: ➤ that falls outside approved procurement and contracting principles; and ➤ is for a period in excess of five years. In the area of community engagement: signing memorandums of understanding* and agreements* as long as: ➤ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; and ➤ the length of the contract is three years or less.	Contracts with a total value in excess of \$0.5 million are to be reported to the next Council meeting.
4. Employment and Remuneration*	➤ Undertake performance management with the Pro Vice-Chancellors, Executive Directors, and Deans of Faculties. ➤ Initiating staff appointment processes within the organisational unit for which the position is responsible, in conformity with established employment policies. ➤ Overseeing professorial (Level D and E) appointment processes and signing letters of appointment to such positions, in conformity with established employment policies ➤ Signing other letters of appointment to other positions and letters advising of changes to employment conditions, in conformity with established employment policies. ➤ Approval of Head of School and Deputy Head of School appointments. ➤ Exercise any function conferred on the Vice-Chancellor by the University's industrial instruments and termination of employment and disciplinary procedures. ➤ Approving all domestic or international travel for the Pro Vice-Chancellors, the Executive Directors and the Deans. ➤ For all staff - approving all international travel to countries that are subject to a Department of Foreign Affairs and Trade travel advisory.**	
5. External representation	Speaking on behalf of the University, and representing the University's interests, on all University matters relating to the principles and plans approved by Council, with the exception of any areas of activity reserved by Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.	
<p>* This power is specific to the position and cannot be further delegated. ** Any overseas travel for marketing or promotional purposes (i.e. non-scholarly purposes) must be recommended by the Director, International Services.</p>		

Table 7 - Pro Vice-Chancellor (Research)

Area	Delegated Responsibility	Reporting Requirement
1. General	<p>To do all things necessary to implement the approved plans, principles and policies of the University in research and research training, subject to the limitations listed below and recognising any areas of activity reserved by Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed activity that is outside previously approved approaches should be discussed with the Deputy Vice-Chancellor (Academic) and Provost and authorised before any commitment is made.</p>	<p>Any significant proposed activity that is outside previously approved approaches should be reported to the Deputy Vice-Chancellor (Academic) and Provost.</p>
2. Financial*	<p>Approving any operating or capital expenditure that is within the approved budget for which the position is responsible and is less than \$0.5 million in total, in conformity with established policies relating to such expenditure.</p> <p>Note: The \$0.5 million limit does not apply to the total of internal research grants</p>	<p>Any item (or the total of related items) above \$150,000 is to be reported to the Deputy Vice-Chancellor (Academic) and Provost.</p>
3. Contracts* (other than staff employment contracts)	<p>Signing any expression of interest, application or acceptance of research funding or scholarship grant as long as:</p> <ul style="list-style-type: none"> ➤ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; and ➤ the length of the commitment is three years or less. <p>Signing any research agreement including the assignment of intellectual property as long as:</p> <ul style="list-style-type: none"> ➤ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder ; and ➤ the length of the contract is three years or less. <p>Building contracts, leases or financial arrangements of any description and contracts with existing staff or related parties, and any payments associated with these are excluded.</p> <p>Note: The limit on the length of the commitment or agreement does not apply to research grants, or to the assignment of intellectual property.</p>	<p>Contracts with a total value in excess of \$0.5 million are to be reported to the next Council meeting.</p>
4. Employment and Remuneration	<p>Initiating staff appointment processes within the organisational unit for which the position is responsible, in conformity with established employment policies.</p> <p>Approving all travel for Heads of Sections and international travel for all other staff within the Division.**</p>	
5. External representation	<p>Speaking on behalf of the University, and representing the University's interests, on relevant matters relating to research and research training.</p>	
<p>* This power is specific to the position and cannot be further delegated ** Further approvals are required for some types of international travel. Any travel to a country subject to a DFAT advisory (levels 4 and 5 only) warning must be approved by the Deputy Vice-Chancellor (Academic) and Provost. Any overseas travel for marketing or promotional purposes (i.e. non-scholarly purposes) must be recommended by the Director, International Services.</p>		

Table 8 - Pro Vice-Chancellor (Students and Education)

Area	Delegated Responsibility	Reporting Requirement
<p>1. General</p>	<p>To do all things necessary to implement the approved plans, principles and policies of the University in Students and Education, subject to the limitations listed below and recognising any areas of activity reserved by Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed activity that is outside previously approved approaches should be discussed with the Deputy Vice-Chancellor (Academic) and Provost and authorised before any commitment is made.</p>	<p>Any significant proposed activity that is outside previously approved approaches should be reported to the Deputy Vice-Chancellor (Academic) and Provost.</p>
<p>2. Financial*</p>	<p>Approving any operating or capital expenditure that is within the approved budget for which the position is responsible and is less than \$0.5 million in total, in conformity with established policies relating to such expenditure.</p>	<p>Any item (or the total of related items) above \$150,000 is to be reported to the Deputy Vice-Chancellor (Academic) and Provost.</p>
<p>3. Contracts* (other than staff employment contracts)</p>	<p>Signing any expression of interest or application for, or acceptance of, Students and Education funding or grants as long as:</p> <ul style="list-style-type: none"> ➤ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; and ➤ the length of the commitment is three years or less. <p>Signing any Students and Education agreement as long as:</p> <ul style="list-style-type: none"> ➤ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; and ➤ the length of the contract is three years or less. <p>Building contracts, leases or financial arrangements of any description and contracts with existing staff or related parties, and any payments associated with these are excluded.</p> <p>In the area of international services: signing memorandums of understanding*, operational understandings*, university student/staff mobility initiatives and advanced standing agreements as long as:</p> <ul style="list-style-type: none"> ➤ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; and ➤ the length of the commitment is three years or less. 	<p>Contracts with a total value in excess of \$0.5 million are to be reported to the next Council meeting.</p>
<p>4. Employment and Remuneration</p>	<ul style="list-style-type: none"> ➤ Initiating staff appointment processes within the organisational unit for which the position is responsible, in conformity with established employment policies. ^ ➤ Approving all domestic and international travel for Heads of Sections, including: <ul style="list-style-type: none"> - Centre for the Advancement of Learning & Teaching (CALT); - International Education (International Services, English Language Centre and Transnational Education); - Library; and - Student Services.** ➤ Approving all international travel for all other staff within the Division.** 	
<p>5. External representation</p>	<p>Speaking on behalf of the University, and representing the University's interests, on relevant matters relating to Students and Education.</p>	
<p>* This power is specific to the position and cannot be further delegated. ** Further approvals are required for some types of international travel. Any travel to a country subject to a DFAT travel advisory (levels 4 and 5 only) warning must be approved by the Deputy Vice-Chancellor (Academic) and Provost. **Any overseas travel for marketing or promotional purposes (i.e. non-scholarly purposes) must be recommended by the Director, International Services. ^ This includes the Director, International Education (International Services, English Language Centre, Transnational Education).</p>		

Table 9 - Executive Director, Finance & Administration

Area	Delegated Responsibility	Reporting Requirement
<p>1. General</p>	<p>To do all things necessary to implement the approved plans, principles and policies of the University in administration and, as the University's Chief Finance Officer (CFO), in finance. These delegations are, subject to the limitations listed below and recognising any areas of activity reserved by Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed administrative activity that is outside previously approved approaches should be discussed with the Deputy Vice-Chancellor (Academic) and Provost and authorised before any commitment is made.</p> <p>Act as Chair of the UTAS Critical Incident Management Team (CIMT) with the authority to:</p> <ul style="list-style-type: none"> ➤ activate the CIMT if any Critical Incident is of sufficient seriousness (at Level 3 - an incident with university wide impact); and ➤ take any reasonable actions necessary to manage the execution of the Critical Incident Management Plan during the course of the crisis, including, as required: <ul style="list-style-type: none"> ○ liaising with Campus Emergency Coordinators; ○ activating the Trauma Recovery Team; and ○ taking direction from State Emergency Services. 	<p>Any significant proposed administrative activity that is outside previously approved approaches should be reported to the Deputy Vice-Chancellor (Academic) and Provost.</p>
<p>2. Financial*</p>	<p>Approving any operating or capital expenditure that is within the approved budget for which the position is responsible of less than \$0.5 million in total of budgeted, or \$250,000 of unbudgeted, expenditure, in conformity with established policies relating to such expenditure.</p> <p>As the University's CFO, within the categories identified below, approving any operating or capital expenditure that is within the approved budget for which the position is responsible and is less than \$1 million in total of budgeted, or \$250,000 of unbudgeted, expenditure, in conformity with established policies relating to such expenditure:</p> <ul style="list-style-type: none"> ➤ Administration ➤ General Institutional Services ➤ Capital Management Plan and Asset Management Plan <p>Approval for expenditure by the Vice-Chancellor or the Deputy Vice-Chancellor (Academic) and Provost for UTAS activities made through University business card or AMEX or for reimbursement to them of personal expenditure on UTAS activities.</p>	<p>Any item (or the total of related items) above \$150,000 is to be reported to the Vice-Chancellor if as the University's CFO, or to the Deputy Vice-Chancellor (Academic) and Provost if administrative.</p>
<p>3. Contracts* (other than staff employment contracts)</p>	<p>As the University's CFO, approving contracts, including building contracts, leases or financial arrangements after Legal Office review[#], if:</p> <ul style="list-style-type: none"> ➤ the contract falls within approved procurement and contracting principles; ➤ the contract commits less than \$1 million of budgeted, or \$250,000 of unbudgeted, expenditure over the life of the contract; ➤ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; and ➤ the length of the commitment is less than three years[^]. <p>Research contracts and contracts with existing staff or related parties, and any payments associated with these are excluded.</p>	<p>Contracts with a total value in excess of \$0.5 million are to be reported to the next Council meeting.</p>

4. Employment and Remuneration	<p>Initiating staff appointment processes within the organisational unit for which the position is responsible, in conformity with established employment policies.</p> <p>Signing letters of appointment on behalf of the University*.</p> <p>Approving all travel for Heads of Sections and international travel for all other staff within the Division.**</p>	
5. External representation	<p>Speaking on behalf of the University, and representing the University's interests, on relevant matters relating to finance and administration.</p>	
<p>* This power is specific to the position and cannot be further delegated # Legal Office review of contracts is required if changes have been made to the terms and conditions of standard UTAS contracts, or if contracts drawn up by third parties are being used. ^ EDFFA approval of contracts for the lease of photocopiers or other standard office equipment can be for a period of up to four years. ** Further approvals are required for some types of international travel. Any travel to a country subject to a DFAT travel advisory (levels 4 and 5 only) warning must be approved by the Deputy Vice-Chancellor (Academic) and Provost. Any overseas travel for marketing or promotional purposes must be recommended by the Director, International Services. All staff below the level of Head of School or Section (or equivalent) must fly economy class when travelling. Requests to change the class of flight must be approved by either the Deputy Vice-Chancellor (Academic) and Provost or Executive Director, Finance & Administration.</p>		

Table 10 – Executive Director, Planning & Development

Area	Delegated Responsibility	Reporting Requirement
1. General	<p>To do all things necessary to implement the approved plans, principles and policies of the University in planning and development, subject to the limitations listed below and recognising any areas of activity reserved by Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed activity that is outside previously approved approaches should be discussed with the Deputy Vice-Chancellor (Academic) and Provost and authorised before any commitment is made.</p>	<p>Any significant proposed activity that is outside previously approved approaches should be reported to the Deputy Vice-Chancellor (Academic) and Provost.</p>
2. Financial*	<p>Approving operating or capital expenditure that is within the approved budget for which the position is responsible and is less than \$150,000 in total, in conformity with established policies relating to such expenditure.</p> <p>Approval for Executive Director Finance and Administration expenditure for UTAS activities made through University business card or AMEX or for reimbursement to them of personal expenditure on UTAS activities.</p>	<p>Any item (or the total of related items) above \$100,000 is to be reported to the Deputy Vice-Chancellor (Academic) and Provost.</p>
3. Contracts	<p>Nil</p>	
4. Employment and Remuneration	<p>Initiating staff appointment processes and signing casual employment contracts within the organisational unit for which the position is responsible, in conformity with established employment policies.</p> <p>Approving all travel for Heads of Sections and international travel for all other staff within the Division.**</p>	
5. External representation	<p>Speaking on behalf of the University, and representing the University's interests, on relevant matters relating to planning and development.</p>	
<p>* This power is specific to the position and cannot be further delegated. ** Further approvals are required for some types of international travel. Any travel to a country subject to a DFAT travel advisory (levels 4 and 5 only) warning must be approved by the Deputy Vice-Chancellor (Academic) and Provost. Any overseas travel for marketing or promotional purposes must be recommended by the Director, International Services.</p>		

Table 11 – Deans of Faculties

Area	Delegated Responsibility	Reporting Requirement
1. General	<p>To do all things necessary to implement the approved plans, principles and policies of the University at a Faculty level, subject to the limitations listed below and recognising any areas of activity reserved by Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed activity that is outside previously approved approaches should be discussed with the Deputy Vice-Chancellor (Academic) and Provost and authorised before any commitment is made.</p>	<p>Any significant proposed activity that is outside previously approved approaches should be reported to the Deputy Vice-Chancellor (Academic) and Provost.</p>
2. Financial*	<p>Approving any operating or capital expenditure that is within the approved budget for which the position is responsible and is less than \$250,000 in total, in conformity with established policies relating to such expenditure.</p> <p>Issuing debtors invoices and adjustment notes to \$250,000.</p>	<p>Any item (or the total of related items) above \$100,000 is to be reported to the Deputy Vice-Chancellor (Academic) and Provost.</p>
3. Contracts* (other than staff employment contracts)	<ul style="list-style-type: none"> ➢ Approving contracts for the sale/lease/purchase of goods and services to a value of \$250,000, after Legal Office review#. ➢ Approving standard non research grants as long as: <ul style="list-style-type: none"> ➢ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; and ➢ the length of the commitment is three years or less. <p>Building contracts, leases or financial agreements of any description, research contracts and contracts with existing staff or related parties, and any payments associated with these are excluded.</p>	
4. Employment and Remuneration	<p>Initiating staff appointment processes and making remuneration adjustments (e.g. attraction, retention and responsibility loadings) within the organisational unit for which the position is responsible, in conformity with established employment policies.</p> <p>Approving all travel for Heads of School and international travel for all other staff within the Faculty/budget centre.**</p>	
5. External representation	<p>Speaking on behalf of the University, and representing the University's interests, on relevant matters relating to their portfolio including teaching and research.</p>	
<p>* This power is specific to the position and cannot be further delegated. # Legal Office review of contracts is required if changes have been made to the terms and conditions of standard UTAS contracts, or if contracts drawn up by third parties are being used. ** Further approvals are required for some types of international travel. Any travel to a country subject to a DFAT travel advisory (levels 4 and 5 only) warning must be approved by the Deputy Vice-Chancellor (Academic) and Provost. Any overseas travel for marketing or promotional purposes must be recommended by the Director, International Services.</p>		

Table 12 - Heads of School / Institutes / Centres ^

Area	Delegated Responsibility	Reporting Requirement
1. General	<p>To do all things necessary to implement the approved plans, principles and policies of the University at the level of the School, subject to the limitations listed below and recognising any areas of activity reserved by Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed activity that is outside previously approved approaches should be discussed with the Dean and authorised before any commitment is made.</p>	Any significant proposed activity that is outside previously approved approaches should be reported to the Dean.
2. Financial*	<p>Approving expenditure that is within the approved budget for which the position is responsible and is less than \$50,000 in total, in conformity with established policies relating to such expenditure.</p> <p>Issuing debtors invoices and adjustment notes to the value of \$50,000.</p> <p>Disposing of assets or making variations to the asset register to the write down or disposal value of \$10,000.</p>	Any expenditure above \$25,000 to be reported to the Dean.
3. Contracts* (other than staff employment contracts)	<p>Approving contracts to the value of \$50,000 after Legal Office review[#], as long as:</p> <ul style="list-style-type: none"> ➤ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; and ➤ the length of the commitment is limited to a budget year or less. <p>Building contracts; leases and finance arrangements of any description; research contracts and contracts with existing staff or related parties, and any payments associated with these are excluded.</p>	Any contract above \$25,000 to be reported to the Dean.
4. Employment and Remuneration*	<p>Initiating staff appointment processes and making remuneration-related decisions within the School, in conformity with established employment policies.</p> <p>Actions related to continuing operating grant funded positions, where the changes are within a single budget year and do not exceed budget limits.</p> <p>Making non-profile appointments within approved budget limits.</p> <p>Approving domestic travel for staff below Heads of School within approved budget limits.</p>	Any actions taken in relation to profile positions to be reported to the Dean.
5. External representation	<p>Speaking on behalf of the University and representing the University's interests on relevant matters relating to the School in conformity with Public Relations and Communications principles and policies.</p>	
<p>^ Directors of the following Centres and Institutes are equivalent to Heads of Schools and so fall under the delegations above: TIAR, TAFI, CODES, Law Reform Institute, Riawunna, Central Science Labs, Centre for Environment, Centre for Marine Science, Australian Innovation Research Centre and the Department of Rural Health. Exemptions from these delegations include the Menzies Research Institute, the Antarctic Climate & Ecosystems CRC and Australian Maritime College. They operate under different regimes of delegations and are not covered here. The five other CRC's of which the University is a member (Sustainable Forestry, Sustainable Tourism, Aquafin, Smart Internet Technology and Bushfire) either operate as separate companies or have another organization as a management agent and do not fall under the University's delegations of authority. The Chief Executive of the Rural Clinical School – has the same delegations as a Head of School. Other University Centres/Institutes operate as parts of University Faculties or Schools and not as separate budget centres within the University system of delegations. The Directors of these Centres/Institutes report through Deans or Heads of School (depending on the Faculty) and delegations rest with Deans or HoS. These Centres/Institutes include: Institute of Antarctic & Southern Ocean Studies (IASOS); Australian Centre for Research on Separation Science (ACROSS); Australian Food Safety Centre of Excellence; Centre for Spatial Information Science (CenSis); University Psychology Clinic; Australian Music Examinations Board; Centre for Applied Philosophy & Ethics (CAPE); Centre for Tasmanian Historical Studies; Democratisation & Citizenship Research Unit (DACRU); Housing & Community Research Unit; Australian Clearinghouse for Youth Studies (ACYS) and the Tasmanian Institute of Law Enforcement Studies (TILES).</p> <p>* These powers are specific to the position and cannot be further delegated.</p> <p># Legal Office review of contracts is required if changes have been made to the terms and conditions of standard UTAS contracts, or if contracts drawn up by third parties are being used.</p>		

Table 13 - Heads of Section

Area	Delegated Responsibility	Reporting Requirement
1. General	<p>To do all things necessary to implement the approved plans, principles and policies of the University relevant to the responsibilities of the Section, and subject to the limitations listed below and recognising any areas of activity reserved by Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed activity that is outside previously approved approaches should be discussed with the Head of Division and authorised before any commitment is made.</p>	<p>Any significant proposed activity that is outside previously approved approaches should be reported to the Head of Division.</p>
2. Financial*	<p>Approving expenditure that is within the approved budget for which the position is responsible and is less than:</p> <ul style="list-style-type: none"> ➤ \$50,000 in total; or ➤ \$150,000 in total for pre-approved contracts and/or expenditure for services or capital works. <p>in conformity with established policies relating to such expenditure.</p> <p>Issuing debtors invoices and adjustment notes to the value of \$50,000. Disposing of assets or making variations to the asset register to the write down or disposal value of \$10,000.</p>	<p>Any item of \$25,000 or above to be reported to the Head of Division.</p>
3. Contracts* (other than staff employment contracts)	<p>Approving contracts to a value of \$50,000, after Legal Office review[#], as long as:</p> <ul style="list-style-type: none"> ➤ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; and ➤ the length of the commitment is three years or less. <p>Building contracts[^], leases and finance arrangements of any description, research contracts and contracts with existing staff or related parties, and associated payments are excluded.</p>	<p>Any contract above \$25,000 to be reported to the Head of Division.</p>
4. Employment & Remuneration*	<p>Initiating staff appointment processes and making remuneration-related decisions within the Section, in conformity with established employment policies.</p> <p>Actions related to continuing operating grant funded positions, where the changes are within a single budget year and do not exceed budget limits.</p> <p>Making non-profile appointments within approved budget limits.</p> <p>Approving domestic travel for staff below Heads of Section within approved budget limits.</p>	<p>Any actions taken in relation to profile positions to be reported to the Head of Division.</p>
5. External representation	<p>Speaking on behalf of the University and representing the University's interests on relevant matters relating to the responsibilities of the Section in conformity with Public Relations and Communications principles and policies.</p>	
<p>* This power is specific to the position and cannot be further delegated. [#] Legal Office review of contracts is required if changes have been made to the terms and conditions of standard UTAS contracts, or if contracts drawn up by third parties are being used. [^] Not included in the prohibition on building contracts are maintenance or building contracts entered into by AMS and that are within approved expenditure limits.</p>		

Table 14 - Faculty Managers / Faculty Business Managers / Faculty Senior Executive Officers

Area	Delegated Responsibility	Reporting Requirement
1. General	<p>To do all things necessary to implement the approved plans, principles and policies of the University at the level of the Faculty, subject to the limitations listed below and recognising any areas of activity reserved by Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed activity that is outside previously approved approaches should be discussed with the Dean of Faculty and authorised before any commitment is made.</p>	<p>Any significant proposed activity that is outside previously approved approaches should be reported to the Dean.</p>
2. Financial*	<p>Approving expenditure that is within the approved budget for which the position is responsible and is less than \$50,000 in total, in conformity with established policies relating to such expenditure.</p> <p>Issuing debtors invoices and adjustment notes to the value of \$50,000.</p> <p>Writing off bad debts up to the value of \$1,000.</p> <p>Disposing of assets or making variations to the asset register to the write down or disposal value of \$10,000.</p>	<p>Any expenditure above \$25,000 is to be reported to the Dean.</p>
3. Contracts* (other than staff employment contracts)	<p>Approving contracts to the value of \$50,000, after Legal Office review[#], as long as:</p> <ul style="list-style-type: none"> ➤ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; and ➤ the length of the commitment is three years or less. <p>Building contracts, leases and finance arrangements of any description and contracts with existing staff or related parties, and associated payments are excluded.</p>	<p>Any contract above \$25,000 is to be reported to the Dean.</p>
4. Employment & Remuneration*	<p>Initiating staff appointment processes and making remuneration-related decisions within the Faculty, in conformity with established employment policies.</p> <p>Actions related to approved continuing operating grant funded positions, where the changes are within a single budget year and do not exceed budget limits.</p> <p>Making non-profile appointments within approved budget limits.</p> <p>Approving domestic travel for staff below Heads of School within approved budget limits.</p>	<p>Any actions taken in relation to profile appointments are to be reported to the Dean.</p>
5. External representation	<p>Speaking on behalf of the University and representing the University's interests on relevant matters relating to the Faculty in conformity with Public Relations and Communications principles and policies.</p>	
<p>* This power is specific to the position and cannot be further delegated. [#] Legal Office review of contracts is required if changes have been made to the terms and conditions of standard UTAS contracts, or if contracts drawn up by third parties are being used.</p>		

Table 15 – Other*

Position	Delegated Responsibility	Reporting Requirement
Finance Officer	Financial delegations: <ul style="list-style-type: none"> ➤ Approving expenditure that is within the approved budget for which the position is responsible and is less than \$5,000 in total in conformity with established policies relating to such expenditure. ➤ Issuing debtors invoices and adjustment notes to the value of \$20,000. Employment & Remuneration: <ul style="list-style-type: none"> ➤ Initiating casual staff appointment processes that are less than \$5,000 in total and making remuneration-related decisions within the budget centre, in conformity with established employment policies. 	
FMIS Operative	Financial delegations: <ul style="list-style-type: none"> ➤ Approving expenditure that is within the approved budget for which the position is responsible and is less than \$1,000 in total in conformity with established policies relating to such expenditure. ➤ Issuing debtors invoices and adjustment notes to the value of \$1,000. ➤ Authorising business cards transactions to a value of \$1,000. 	
*These delegations must be approved by the Head of Section/School/Institute/Centre or Faculty Manager/Business Manager/Senior Executive Officers.		

Table A1 – Board - Menzies Research Institute

Area	Delegated Responsibility	Reporting Requirement
1. General	<p>To do all things necessary to implement the approved plans, principles and policies of the Institute that fall within the bounds of the Statement of Intent (SOI), recognising any areas of activity reserved by University Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed activity that is outside previously approved approaches or the SOI should be discussed between the Chairman and Vice-Chancellor and authorised before any commitment is made.</p>	<p>Any significant proposed activity that is outside previously approved approaches and the SOI should be discussed between the Chairman and Vice-Chancellor.</p>
2. Financial*	<p>Approving all budgeted Institute operating or capital expenditure less than \$1 million in total and unbudgeted expenditure less than \$250,000 in total in conformity with established policies relating to such expenditure. No limit on debtor's invoices and adjustment notes.</p>	<p>The Board will report to the Vice-Chancellor any item that is not within the approved budget and is at least \$100,000 in total and any item that is within the approved budget and is at least \$500,000 in total.</p>
3. Contracts* (other than staff employment contracts)	<p>Approving contracts of less than \$1 million of budgeted expenditure or less than \$250,000 of unbudgeted expenditure over the life of the contract.</p> <p>Signing any expression of interest, application or acceptance of research funding or scholarship grant or any research agreement, including the assignment of intellectual property, as long as:</p> <ul style="list-style-type: none"> ➤ any Institute operating resources that are effectively committed are within the budget of the SOI ➤ the length of the commitment is three years or less. <p>Note: The limit on the length of the commitment or agreement does not apply to ARC or NHMRC grants.</p>	<p>The Board will report to the Vice-Chancellor any contracts within the budget of the SOI that are over \$500,000.</p>
4. Employment & Remuneration	<p>Initiating staff appointment processes within the Institute in conformity with established employment policies.</p>	
5. External representation	<p>To speak on behalf of the Institute and represent the Institute's interests.</p>	

Table A2 - Management - Menzies Research Institute

Area	Delegated Responsibility	Reporting Requirement
<p>1. General</p>	<p>Chief Executive and General Manager To do all things necessary to implement the approved plans, principles and policies of the Institute that fall within the bounds of the Statement of Intent (SOI), subject to the limitations listed below and recognising any areas of activity reserved by the Board (or University Council) for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed activity that is outside previously approved approaches or the SOI should be discussed with the Chairman and Vice-Chancellor and authorised before any commitment is made.</p>	<p>Any significant proposed activity that is outside previously approved approaches and the SOI should be discussed with the Chairman and Vice-Chancellor.</p>
<p>2. Financial*</p>	<p>Chief Executive Approving operating or capital expenditure (other than petty cash or business card expenditure) that is not within the approved budget and is less than \$100,000 in total or that is within the approved budget for which the position is responsible and is less than \$500,000 in total, in conformity with established policies relating to such expenditure. No limit on debtor's invoices and adjustment notes.</p> <p>General Manager Approving operating or capital expenditure (other than petty cash or business card expenditure) that is not within the approved budget and is less than \$20,000 in total or that is within the approved budget for which the position is responsible and is less than \$100,000 in total, in conformity with established policies relating to such expenditure. No limit on debtor's invoices and adjustment notes.</p> <p>Note: The limits on expenditure authorisation for petty cash and business card use are: \$200 and \$3,000 respectively.</p>	<p>Any item above \$100,000 is reported to the Board.</p> <p>Any item above \$20,000 is reported to the Chief Executive.</p>
<p>3. Contracts* (other than staff employment contracts)</p>	<p>Chief Executive Approving ordinary contracts less than \$500,000 in total that are within the bounds of the SOI and responsibilities of the Chief Executive.</p> <p>General Manager Approving ordinary contracts less than \$50,000 that are within the bounds of the SOI and responsibilities of the General Manager.</p>	<p>Any item above \$100,000 is reported to the Board.</p> <p>All items reported to the Chief Executive.</p>
<p>4. Employment & Remuneration</p>	<p>Chief Executive and General Manager Initiating staff appointment processes within the Institute for which the position is responsible, in conformity with established employment policies.</p>	
<p>5. External representation</p>	<p>Chief Executive and General Manager To speak on behalf of the Institute and represent the Institute's interests.</p>	

Table B1 - Financial Delegations to Management - Antarctic Climate & Ecosystems CRC

Area	Delegated Responsibility
<p>Financial (as detailed in the Agency Agreement, Schedule 2.A)</p>	<p>Chief Executive The Chief Executive Officer will have the authority as determined by the Board of the CRC. This is to be equivalent to the authority of a Dean, having authority for purchase orders and internal purchases to the same level and unlimited debtors invoices. For purchases above the agreed level, approval will be required by the Governing Board or its nominee provided such purchases are within the limits of authority of the Vice Chancellor of the University. Purchases of greater amounts than the Vice Chancellor's authority to approve, as the Chief Executive of the Centre Agent, will be made in a manner agreed between the Governing Board or its nominee and the Vice Chancellor of the University.</p> <p>Deputy Chief Executive The Deputy Chief Executive Officer will have authority equivalent to that of a Dean, and will also have unlimited signing authority for raising / cancelling of debtors invoices based on contract funds.</p> <p>Business Manager The Business Manager will have authority equivalent to that of a Head of School, and will also have unlimited signing authority for raising / cancelling of debtors invoices based on contract funds, and signing authority for payment of invoices up to \$50,000 based on contract funds.</p> <p>Finance Officer The Chief Executive Officer may nominate appropriate officers of the CRC to perform the functions and authorities of a Finance Officer in respect of the CRC operation.</p>

Table C1 - Financial Delegations to Management - Integrated Marine Observing System

Area	Delegated Responsibility
Financial	<p>Director The Director will have financial delegations equivalent to that of a Dean of Faculty, having authority for purchase orders and internal purchases to the same level (currently \$250,000) and unlimited debtors invoices. For purchases above the agreed level approval will be required by the Vice-Chancellor or the Executive Director, Finance and Administration (EDFA), provided such purchases are within the limits of authority of these positions. Purchases of amounts greater than the Vice Chancellor's or EDFA's authority to approve require the prior approval of the University Council.</p> <p>Acting Arrangements In those periods when the Director is absent from his/her position, the Director, Centre for Marine Science, UTAS will have financial authorities equivalent to those of the Director.</p> <p>Executive Officer The Executive Officer will have authority equivalent to that of a Head of School, and will also have unlimited signing authority for raising / cancelling of debtors invoices based on contract funds, and signing authority for payment of invoices up to \$50,000 based on contract funds.</p>

Table D1 – Board - Australian Maritime College

Area	Delegated Responsibility	Reporting Requirement
1. General	<p>To do all things necessary to implement the approved plans, principles and policies of the AMC that fall within the bounds of the Statement of Intent (SOI), recognising any areas of activity reserved by University Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed activity that is outside previously approved approaches or the SOI should be discussed between the Chairman and Vice-Chancellor and authorised before any commitment is made.</p>	<p>Any significant proposed activity that is outside previously approved approaches and the SOI should be discussed between the Chairman and Vice-Chancellor.</p>
2. Financial*	<p>Approving all budgeted AMC operating or capital expenditure less than \$1 million in total and unbudgeted expenditure less than \$250,000 in total in conformity with established policies relating to such expenditure. No limit on debtor's invoices and adjustment notes.</p>	<p>The Board will report to the Vice-Chancellor any item that is not within the approved budget and is at least \$100,000 in total and any item that is within the approved budget and is at least \$500,000 in total.</p>
3. Contracts* (other than staff employment contracts)	<p>Approving contracts of less than \$1 million of budgeted expenditure or less than \$250,000 of unbudgeted expenditure over the life of the contract.</p> <p>Signing any expression of interest, application or acceptance of research funding or scholarship grant or any research agreement, including the assignment of intellectual property, as long as:</p> <ul style="list-style-type: none"> ➤ any AMC operating resources that are effectively committed are within the budget of the SOI ➤ the length of the commitment is three years or less. <p>Note: The limit on the length of the commitment or agreement does not apply to ARC grants.</p>	<p>The Board will report to the Vice-Chancellor any contracts within the budget of the SOI that are over \$500,000.</p>
4. Employment & Remuneration	<p>Initiating staff appointment processes within the AMC in conformity with established employment policies.</p>	
5. External representation	<p>To speak on behalf of the Institute and represent the AMC's interests</p>	
<p>*This power is specific to the position and cannot be further delegated. #Legal Office review of contracts is required if changes have been made to the terms and conditions of standard UTAS contracts, or if contracts drawn up by third parties are being used.</p>		

SECTION 3: DELEGATIONS REGISTER – SUMMARY TABLES

General Delegations – Summary Table

Financial Delegations – Summary Table

Contracts Delegations – Summary Table

Employment & Remuneration Delegations – Summary Table

External Representation Delegations – Summary Table

General Delegations – Summary Table

	POSITION											
	VC	DVC(A)&P	PVC(R)	PVC(S&E)	EDFA	EDPD	Deans Faculties	Heads School	Heads Section	Faculty Manager	Finance Officer	FMS Operative
Do all things necessary to implement the approved plans, principles and policies of the University:	x											
- in quality and community engagement, organisational performance management, strategic human resources and Cradle Coast Campus		x										
- in research and research training			x									
- in students and education and international services				x								
- in finance and administration					x							
- in planning and development						x						
- at a Faculty level							x			x		
- at the level of the School/Centre/Institute								x				
- relevant to the responsibilities of the Section									x			
Sign off of all decision papers presented to Council.	x											
Determination and release of policy.	x											
Make ex gratia payments.	x											
Sign Enterprise Agreements.	x											
Enter significant strategic agreements with the Commonwealth or State Government.	x											
Allocate budget resources at the faculty/divisional level.	x											
Provide general assistance to the V-C in policy development and implementation		x										

Financial Delegations – Summary Table

	POSITION											
	VC	DVC(A)&P	PVC(R)	PVC(S&E)	EDFA	EDPD	Deans Faculties	Heads School	Heads Section	Faculty Manager	Finance Officer	FMS Operative
Authorisation of petty cash expenses	Default limit of \$200											
University Business Card	Default limit of \$3000											\$1000
Purchase Orders/Expenditure: Budgeted	\$1 million	\$0.5 million [DVC[A]&P Budget)	\$0.5 million (PVC Budget)	\$0.5 million (PVC Budget)	\$0.5 million (EDFA Budget) \$1 million Central Uni services (Admin, Capital Plan etc)	\$150,000 (within Division Budget	\$250,000 (within Faculty Budget)	\$50,000	\$50,000 OR \$150,000 for pre-approved expenditure for Services or Capital Works	\$50,000 (within Faculty Budget)	\$5,000	\$1,000
Purchase Orders/Expenditure: Unbudgeted	\$250,000											
Internal purchases	Unlimited	\$0.5 million	\$0.5 million	\$0.5 million	\$1 million	\$150,000	\$250,000	\$50,000	\$50,000	\$50,000	\$5,000	\$1,000
Accounts receivable: debtors invoice					Unlimited		\$250,000	\$50,000	\$50,000	\$50,000	\$5,000	\$1,000
Accounts receivable: Adjustment notes					Unlimited		\$250,000	\$50,000	\$50,000	\$50,000	\$5,000	\$1,000
Accounts receivable: Provision for doubtful debt					Unlimited							
Debt write-offs: student fees, general debt write-off					\$250,000							
Approving Senior Executive (VC, DVC, PVCs) expenditure for UTAS activities made through UTAS business card or AMEX or for reimbursement of private expenditure on such activities					x							

Asset Register deletion or variation					Up to write down value of \$250,000			Up to write down value of \$10,000	Up to write down value of \$10,000	Up to write down value of \$10,000		
Journals: Budget/General/Encumbrance			Within Divisional Budget	Within Divisional Budget	Unlimited (within approved plans, principles & policies)	Within Divisional Budget	Within Faculty Budget	Within School Budget	Within Section Budget	\$50,000	\$5,000	.

Contracts – Summary Table

For all contracts the following conditions must be met:												
<ul style="list-style-type: none"> - Legal Office review is required if the terms and conditions of the standard UTAS contract template are altered OR if the contract is prepared by an external party. - Tender Board policy requirements must be satisfied for all purchases over \$100,000. 												
	POSITION											
	VC	DVC(A)&P	PVC(R)	PVC(S&E)	EDFA	EDPD	Deans Faculties	Heads School	Heads Section	Faculty Manager	Finance Officer	FMIS Operative
Any contract, including building contracts, leases or financial arrangements Exclusions: Any contract outside approved procurement and contracting principles; or that is greater than 5 years.	\$1 million budgeted \$250,000 unbudgeted											
For the following types of contracts these conditions must be met:												
<ul style="list-style-type: none"> - any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; - the length of the commitment is 3 years or less; - except where otherwise noted building, leases or financial agreements of any description are excluded. 												
Purchase contracts:		\$0.5 million [DVC(A)&P Budget]	\$0.5 million (PVC Budget)	\$0.5 million (PVC Budget)	\$1 million budgeted \$250,000 unbudgeted	\$150,000 (within Division Budget)	\$250,000 (within Faculty Budget)	\$50,000	\$50,000 OR \$150,000 for pre-approved expenditure for Services or Capital Works	\$50,000 (within Faculty Budget)	\$5,000	\$1,000
Up to a limit of 4 years for leases on standard office equipment. (e.g. photocopiers)					x							
In the area of International Services: Signing MOU's operational understandings, UMAP grants				x								

and advanced standing agreements												
In the area of Community Engagement: Signing MOU's operational and agreements		x										
Signing any expression of interest, application or acceptance of research funding or scholarship grant (Note: Limit on time of commitment does not apply to research grants)			x									
Signing any research agreement including the assignment of Intellectual Property. (Limit on time of commitment does not apply to the assignment of IP)			x									
Signing any expression of interest, application or acceptance of Students and Education funding or grants				x								
Any contract, including building contracts, leases or financial					\$0.5 million (within EDFA Budget) \$1 million Central Uni services							

arrangements					(Admin, institutional services, Capital and Asset Plan etc)								
Approving standard non-research grants.						x							

Employment and Remuneration – Summary Table

	POSITION											
	VC	DVC(A)&P	PVC(R)	PVC(S&E)	EDFA	EDPD	Deans Faculties	Heads School	Heads Section	Faculty Manager	Finance Officer	FMS Operative
Initiating staff appointment procedures within the area for which the manager is responsible.*	x	x	x	x	x	x	x	x	x	x		
Overseeing professorial appointments (Academic Level D and E) and signing letters of appointment.		x										
Signing letters of appointment to other positions and letters advising of changes to employment conditions.		x										
Approving appointments of Head and Deputy Head of Schools.		x										
Making decisions relating to termination or other disciplinary action.*		x										
Signing letters of appointment on behalf of the University.					x							
Signing casual employment contracts within the Division.						x						
Making remuneration adjustments (e.g. attraction, retention)							x					

and responsibility loadings) within relevant Faculty.												
Actions related to approved profile positions where changes are within a single budget year and do not exceed budget limits.								x	x	x		
Making non-profile appointments.								x	x			
<p>Travel: Please note that different approval mechanisms apply to some types of air travel.</p> <p>1. Any travel to a country subject to a DFAT advisory (either not to travel, or to reconsider your need to travel to a particular country) requires the approval of the Deputy Vice-Chancellor (Academic) and Provost.</p> <p>2. Any international travel undertaken for marketing or promotional purposes needs the written recommendation of the Director, International Services</p> <p>3. All staff below the level of Head of School or Section (or equivalent) must fly economy class when travelling. Requests to change the class of flight must be approved by either the Vice-Chancellor or Executive Director, Finance and Administration.</p> <p>* Council reserves to itself the power to appoint to and remove from the positions of Vice-Chancellor, Deputy Vice-Chancellor (Academic) and Provost, Pro Vice-Chancellor (Research), Pro Vice-Chancellor (Students and Education), Executive Director, Finance and Administration, Executive Director, Planning and Development and Dean of a Faculty.</p>												
Authorises travel for:	DVC(A)&P	PVCs, EDFA, EDPD Deans of Faculties	Heads of Budget Centres within relevant Division (including international travel)				Domestic travel (below level of Head of School etc)					

External Representation – Summary Table

	POSITIONS											
	VC	DVC(A)&P	PVC(R)	PVC(S&E)	EDFA	EDPD	Deans Faculties	Heads School	Heads Section	Faculty Manager	Finance Officer	FMIS Operative
Speaking on behalf of the University, and representing the University's interests on all University matters relating to:												
- the principles and plans approved by Council.	x											
- quality, community engagement, organisational performance management, strategic human resources and Cradle Coast Campus.		x										
- research and research training.			x									
- Students and Education, and international services.				x								
- finance and administration.					x							
- planning and development.						x						
- their faculty portfolio including Students and Education.							x					
- the School in conformity with Public Relations and Communications principles and policies.								x				
- the Section in conformity with Public Relations and Communications principles and policies.									x			
- the faculty in conformity with Public Relations and Communications principles and policies.										x		

