

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>	<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>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 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 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>	<p>Any contract above \$25,000 to be reported to the Dean.</p>
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>	<p>Any actions taken in relation to profile positions 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 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>		