

**Table 13 - Heads of Section**

Area	Delegated Responsibility	Reporting Requirement
<b>1. General</b>	<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>
<b>2. Financial*</b>	<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"> <li>➤ \$50,000 in total; or</li> <li>➤ \$150,000 in total for pre-approved contracts and/or expenditure for services or capital works.</li> </ul> <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>
<b>3. Contracts* (other than staff employment contracts)</b>	<p>Approving contracts to a value of \$50,000, after Legal Office review<sup>#</sup>, as long as:</p> <ul style="list-style-type: none"> <li>➤ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; and</li> <li>➤ the length of the commitment is three years or less.</li> </ul> <p>Building contracts<sup>^</sup>, 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>
<b>4. Employment &amp; Remuneration*</b>	<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>
<b>5. External representation</b>	<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.  <sup>#</sup> 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.  <sup>^</sup> 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>		