
Delegations Profiles and Schedules

Delegations Policy

Effective from 1 January 2018

1. Objective and Scope

The Delegations Profiles and Schedules supports the Delegations Policy, setting out the nominated delegations of authority at the University.

The profiles reflect the organisational structure of the University and its associated bodies.

The schedules set out who has delegated authority, and what that authority is. The authority is only implicit as it relates to the Delegations Policy.

2. Profiles

At an **institutional level**, the profiles include Council, Chancellor, Vice Chancellor (VC), Provost, Deputy Vice Chancellor Research (DVCR), Deputy Vice Chancellor Global (DVCG), Principal of the University College (UC) and Chief Operating Officer (COO).

At a **College or Divisional level**, there are four Profiles (Profiles A to Profile D) representing the organisational structure of the University.

	Description	College Academic Structure	College Professional Structure	Divisional Structure	University Entities and subsidiaries
Delegated profiles at an Institutional level					
This includes Council, Chancellor, VC, Provost, DVCR, DVCG, Principal (UC), COO					
Delegated profiles within Colleges and Divisions					
Profile A	College or Division accountability	Executive Dean	Executive Director Operations	Senior Executive (Senex)	Board
Profile B	Budget accountability	Head of Institute, Head of School, Director of Wicking, Dean of Faculty	Business Manager, College Manager	Deputies, PVC, CSO, ED, CoS, CFO, General Counsel, CIO	CEO
Profile C	Operational, Project Management and Budget responsibility	Associate Dean, Head of Department (CoSE), Head of Centre (CoSE), Head of Discipline (CALE), Course Coordinator (UC)	Operations Manager, Project Manager, School Manager	Senior Manager	Business Manager
Profile D	Budget management	Chief Investigators	Senior Executive Officer, Executive Officer	Senior Executive Officer, Executive Officer	Support

3. Schedule of Contract Delegations

The delegation and scope of authority to enter the University into contracts or agreements, is outlined in this schedule.

3.1 Contract Variations

The profile delegated to sign a contract is responsible for signing any variation to the original contract.

An exception and standing delegation exists (only) for the VC, COO and DVCR to approve contract variations which do not materially alter the key terms of the original contract as it relates to total value and length of term.

3.2 Applications

For applications, including grant applications, which contain binding commitments, review by Legal Services is required.

Electronic submission of applications (other than those related to real property) may be undertaken by a proxy as if it was the delegated person.

3.3 Review by Legal Services

- (a) If a University standard template contract and/or agreement is not altered, then it does not require review by Legal Services before signing.
- (b) Any alteration to a University standard template does require review by Legal Services before signing.
- (c) All non-University initiated contracts and variations to contracts and/or agreements do require review by Legal Services before signing.

3.4 Records Management

Business Units are responsible for ensuring that copies of all signed contracts and variations to contracts are registered in the records management system, HPE RM, either within their unit or by forwarding to the Record Management Unit.

3.5 Length of Contract Term

Profiles may only sign contracts up to their delegated length of term, as outlined below:

Profile	College Academic Structure	College Professional Structure	Divisional Structure	Entities and subsidiaries
Profile A	3 years	3 years	3 years	3 years
Profile B	2 years	2 years	2 years	2 years
Profile C	Within the current budget year	Within the current budget year	Within the current budget year	Within the current budget year
Profile D	No delegation	No delegation	No delegation	No delegation

At an Institutional level, the following exceptions to the above delegation limits include:

- Vice – Chancellor: a contract must not exceed 10 years
- Deputy Vice Chancellor Research: relating to research contracts, a contract must not exceed 5 years
- Deputy Vice Chancellor Global: relating to agreements with an international element (including memorandum of understanding, articulation agreements, transnational education agreements, student exchange and study abroad agreements), a contract must not exceed 5 years
- Chief Operating Officer: a contract must not exceed 5 years
- Executive Dean, College of Health and Medicine: relating to placement of students, a contract must not exceed 5 years
- Chief Financial Officer: a contract must not exceed 3 years
- Chief Information Officer: a contract must not exceed 3 years

3.6 Research Contracts

Research contracts are defined as any contract that has a research element and including research grant agreements, contract research agreements, consultancy agreements, collaborative research agreements and graduate research contracts.

The following signing delegations apply:

Profile	Incoming money only (not matched with University funds)	Incoming money (matched by University funds)	Outgoing money	In-kind contributions
Council	Over \$10 million	Over \$5 million	Over \$5 million	Over \$5 million
VC	\$10 million	\$5 million	\$5 million	\$5 million
COO	\$5 million	\$2.5 million	\$2.5 million	\$2.5 million
DVCR	\$5 million	\$2.5 million	\$2.5 million	\$500,000
Profile B (Research Division only)	\$300,000	\$300,000	\$300,000	\$300,000

Noting:

- Incoming and outgoing money is defined as cash, excluding in-kind contributions.
- Matched funds is defined as dollar for dollar cash contributions, excluding in-kind.

3.7 Intellectual Property Contracts

- (a) For research related intellectual property contracts including deeds of assignment, materials or data transfer agreements, confidentiality agreements and intellectual property licence agreements, refer to clause 3.6 for delegations.
- (b) For all non-research related intellectual property agreements that are specifically Non-Disclosure Agreements (or Confidentiality Agreements) may be signed by Profile B staff and above.
- (c) All other non-research related intellectual property agreements are to be signed by Council (if over \$5 million), VC (up to \$5 million), COO (up to \$2.5 million) and Provost (up to \$500,000).

3.8 Dispute Contracts

For settlement of disputes, the following delegations apply:

Profile	Delegation
Council	Over \$5 million
VC	\$5 million
COO	\$2.5 million Up to \$200,000 for ex-gratia staff related matters
Executive Director, Human Resources	\$200,000 for ex-gratia staff related matters

3.9 Real Property Contracts

For real property contracts:

Profile	Leases and occupational licences (Value over the life of contract inclusive of agreed extensions)	Sale or Purchase of land (Value)
Council	Over \$10 million	Over \$10 million
VC	\$10 million	\$10 million
COO	\$5 million	-
Executive Director (Infrastructure Services Development)	\$500,000	-

Documents requiring registration with the Land Titles Office including easements, caveats and registration of leases are to be signed by the Vice Chancellor.

3.10 Investment Contracts

Refer to the *Investment Policy*.

3.11 All other contract types

For all other contract types including binding and non-binding Memorandums of Understanding and Heads of Agreement, contracts can be signed within the length of term as stated in clause 3.5, where the total value over the term is no greater than the financial delegations of a profile (refer to Schedule of Financial Delegations in clause 4.1).

Note also that Memorandum of Understanding or Heads of Agreement which relate to research, intellectual property, graduate research, real property, investment or

global engagement must be signed by a delegate who has authority to approve a contract relating to such subject matter.

3.12 Additional Notes

- (a) Irrespective of University contract delegations requirements, the VC may be requested to sign applications or contract documentation by external organisations, and will do so in such circumstances.
- (b) For contracts authorised by Council, a standing delegation for purchasing limits exists for the VC, the COO and DVCR.

4. Schedule of Financial Delegations

4.1 Budgeted operational and capital expenditure

Delegations as it relates to purchasing limits for budgeted operational expenditure and approved capital expenditure:

	At an Institutional level
Council	Unlimited
Vice Chancellor	\$10 million
COO	\$5 million
DVCR	\$5 million for research contracts (incoming) and \$1 million for research contracts (matched)
CFO	\$2 million
Executive Director Infrastructure Services Development	\$500,000

	College Academic Structure	College Professional Structure	Divisional Structure	Entities
Profile A	\$500,000	\$1,500,000	\$500,000	\$500,000
Profile B	\$300,000	\$300,000	\$300,000	\$300,000
Profile C	\$50,000	\$50,000	\$150,000	\$50,000
Profile D	\$10,000	\$10,000	\$10,000	\$10,000

4.2 Un-budgeted expenditure

Un-budgeted expenditure in Colleges or Divisions includes requests for variations to approved budgets or variation to approved capital projects, and also requests for additional funds for new un-budgeted initiatives that require expenditure.

The following delegation limits apply:

	At an Institutional level
Council	Unlimited
Vice Chancellor	Up to \$2.5 million
COO	Up to \$1 million
CFO	Up to \$250,000

This funding may only come from approved institutional budget reserves or surpluses.

4.3 Write-Offs

As it relates to write-offs, delegations are unlimited for Council, \$1 million for the Vice-Chancellor, \$500,000 for the Chief Operating Officer and \$250,000 for the Chief Financial Officer. All other Profiles, at the discretion of the Chief Financial Officer have a write-off limit of up to \$10,000.

4.4 Hosted Research Bodies

In respect to IMOS and ACECRC, the following financial delegations for expenditure apply:

IMOS	Director	\$1 million
	Project Manager	\$100,000
	AODN Director	\$50,000
ACECRC	Governing Board	\$1 million
	Chief Executive Officer (including Deputy where delegated)	\$250,000
	Business Manager	\$50,000

4.5 Purchasing Limits

Purchasing limit delegations are applied at the GST exclusive value.

The VC, COO and DVCR have standing delegations for purchasing limits arising from contracts authorised by Council.

5. Schedule of Travel Delegations

5.1 Delegated Travel Approvers

Delegations for approving travel (subject to meeting Clauses 5.2 and 5.3) are as follows:

	Domestic Travel Approver	International Travel Approver
Members of Council including Chancellor	COO	COO
Vice Chancellor	Chancellor	Chancellor
Profile A	Line Manager	Line Manager
Profile B	Profile A line manager	Profile A line manager
Profile C	Profile B line manager	Profile B line manager
Profile D	Profile C line manager	Profile B line manager
Other staff, students and visitors	Profile C line manager	Profile B line manager

Domestic Travel includes travel to New Zealand. No approval is required for travel intrastate (ie, within your state of residence).

5.2 International travel involving risk

If the deemed international travel is classified as a **DFAT level 3 or level 4**, travel risk approval is also required, as set out as follows:

Traveller	Approver
Member of Council	COO
Professional staff (excluding Global Division staff) General volunteer	COO
All Global Division staff	DVCG
College staff, students, academic adjunct	Provost

Travel advisory grading is taken from the Department of Foreign Affairs and Trade (DFAT) website – www.dfat.gov.au and is updated from time to time, and where:

- Level 1 suggests travellers exercise normal safety precautions;
- Level 2 warns travellers to exercise a high degree of caution;
- Level 3 warns travellers to reconsider your need to travel;
- Level 4 warns not to travel.

5.3 Class of Travel

Unless pre-approved travel at Business and Premium Economy has been arranged, travellers seeking to travel Business or Premium Economy will need to seek approval from:

Traveller	Approver
College staff	Executive Director, Operations
Division staff	CFO

Refer to the Travel Policy for further provisions and exceptions.

6. Schedule of Human Resources Delegations

6.1 Appointment– Vice Chancellor and Senior Executive

Appointment (including terms and condition of appointment) of the Vice Chancellor is a delegated power reserved by Council for its sole authority as per the Delegations Policy.

Appointment (including terms and conditions of appointment) and termination of Senior Executive are delegated powers reserved by Council for its sole authority as per the Delegations Policy.

6.2 Appointment of Staff – Colleges and Divisions

The following delegations apply for the employment of staff to both established positions, new positions and contract extensions, within the nominated human resources budget:

Profile	College Academic Structure	College Professional Structure	Divisional Structure	Entities
Provost	Profile A and B	-	-	-
COO	-	Profile A	-	-
Profile A	All ongoing academic positions A-E	All ongoing professional positions	All ongoing positions	All ongoing positions
Profile B	All fixed term appointments for academic and research funded positions up to a maximum of 3 years	All fixed term appointments for professional positions up to a maximum of 3 years	All fixed term appointments for professional and research funded positions up to a maximum of 3 years	All fixed term appointments for positions up to a maximum of 3 years
Profile C	Casual staff	Casual staff	Casual staff	Casual staff
Profile D	Nil	Nil	Nil	Nil

Outside of the nominated human resources budget, approval for establishment of new positions requires approval by the Provost for Academic positions and approval by the COO for professional staff positions.

6.3 Line management delegated responsibilities

Line managers have varying delegated responsibilities depending on the profile; each of which is tabled below:

Profile A – Delegated line management responsibilities	College Academic Structure	College Professional Structure	Divisional Structures and Entities
Probation review, performance management, leave approval, salary review, accepting resignations, terminations (following consultation with HR) and residential locations and bonuses. For academic positions - study leave and workload.	All reporting staff	All reporting staff	All reporting staff

Profile B – Delegated line management responsibilities	College Academic Structure	College Professional Structure	Divisional Structures and Entities
Probation review, performance management, leave approval, salary review, accepting resignations, terminations during fixed employment terms (following consultation with HR) and residential locations. For academic positions only – workload.	All reporting staff	All reporting staff	All reporting staff

Profile C – Delegated line management responsibilities	College Academic Structure	College Professional Structure	Divisional Structures and Entities
Probation review, performance management, leave approval and salary review. For academic positions only – workload.	All reporting staff	All reporting staff	All reporting staff

Profile D – Delegated line management responsibilities	College Academic Structure	College Professional Structure	Divisional Structures and Entities
Leave approval	All reporting staff	All reporting staff	All reporting staff

Where leave includes annual leave, long service leave, carer's leave, sick leave, maternity/paternity leave and domestic violence leave.

7. Schedule of Risk Delegations

The schedule of risk delegations is to be read in conjunction with the Risk Management Policy and Risk Matrix.

Residual Risk Profile	Extreme	High	Moderate	Low
Delegation to accept risk	Council (on recommendation from Audit and Risk Committee)	Profile A or above	Profile B or above	Profile C or above