



Delegations Policy

Responsible Officer	Vice-Chancellor
Approved by	Council
Approved and commenced	December 2017
Review by	June 2018
Relevant Legislation, Ordinance, Rule and/or Governance Level Principle	<i>University of Tasmania Act 1992</i> University By-laws 1993
Responsible Organisational Unit	University Governance

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1 Objective

The objective of the Delegations Policy is to provide a framework for delegations of authority: prescribed under the *University of Tasmania Act 1992*, Ordinances, Rules and Policies; and determined by Council in relation to the University of Tasmania's administrative functions of finance, human resources, contracts, travel and risk.

2 Scope

This policy applies to members of Council and all staff of the University of Tasmania.

3 Policy Provisions

3.1 Delegation Principles

A documented delegations framework represents good governance. It assists the University and its staff to clarify responsibilities and enables effective performance of duties.

It also is a fundamental component of risk management.

3.2 Powers of the University

The University has power¹ to do all things in connection with the performance of its functions² and, in particular, has power:

- to acquire, hold and dispose of real and personal property
- to form, and participate in the formation of, companies
- to subscribe for and purchase shares in, and debentures and other securities of, companies
- to enter into partnerships
- to participate in joint ventures and arrangements for the sharing of profits
- to borrow money³
- to do anything incidental to any of its powers.

¹ Under the *University of Tasmania Act 1992*

² Under the *University of Tasmania Act 1992*, the University has the following functions:

- to advance, transmit and preserve knowledge and learning
- to encourage and undertake research
- to promote and sustain teaching and research to international standards of excellence
- to encourage and provide opportunities for students and staff to develop and apply their knowledge and skills
- to provide educational and research facilities appropriate to its other functions
- to promote access to higher education having regard to principles of merit and equity
- to foster or promote the commercialisation of any intellectual property
- to engage in activities which promote the social, cultural and economic welfare of the community and to make available for those purposes the resources of the University

³ The University is not to exercise its power to borrow money unless it has first obtained the written approval of the Treasurer (*University of Tasmania Act 1992*, clause 7.2)

3.3 Powers Reserved by Council

Powers reserved by Council for its sole authority are as follows:

Delegation	Prescribed under
Approval of the annual budget and strategic plan	<i>Council Charter</i>
Election of the Chancellor and Deputy Chancellor(s)	
Appointment and performance management of the Vice-Chancellor	
Appointment (including terms and conditions of appointment) and termination of the Provost, Deputy Vice-Chancellors and Chief Operating Officer, in consultation with the Vice-Chancellor	
Appointment of the Secretary to Council, on recommendation from the Vice-Chancellor	
Borrowing (or equivalent financial arrangements) and investments	
Establishing companies, subsidiaries of companies or University entities	
Ceremonial	
Confer title of Professor Emeritus	<i>Ordinance 10 – Ordinance of Emeritus Professor</i>
College structure	<i>Delegations Policy</i>
Approval of internal audit plan	

3.4 Delegations to the Vice-Chancellor

Powers reserved by Council solely for the Vice-Chancellor, which may not be delegated include:

Delegation
Sign-off of all decision papers presented to Council
Determination and release of policy
Approval of enterprise agreements
Approval of significant strategic agreements with the Commonwealth or State Governments
Approval of the allocation of budget resources at College/Divisional level
Setting course and unit fee structures

3.5 Delegations made by Council to Academic Senate

Academic Senate has the sole authority to exercise the following:

Delegation	Ordinance
Approval of proposals from colleges, faculties, institutes, centres and schools relating to awards, including: <ul style="list-style-type: none"> - course duration, content and structure - entry requirements - methods of delivery and assessment - names and abbreviations of units and courses 	<i>Ordinance 13 – Academic Senate</i>
Determination of the qualifications to be required by candidates before they may be admitted to degrees and other awards	
Power to make rules relating to prizes, scholarships and bursaries	
Power to make: <ul style="list-style-type: none"> - rules of awards - rules relating to admission, academic assessment and student progress 	

3.6 Use of the University Seal (*Council Charter*)

Council may specify any documents (in addition to Ordinances, Rules and By-laws) that must be sealed. The Vice-Chancellor or the Chief Operating Officer may seal a document on behalf of the University (except in circumstances outlined in Ordinance 7 at clause 5). The Vice-Chancellor or the Chief Operating Officer may from time to time give written directions as to the people or classes of person who may on behalf of the University sign any documents or classes of document other than those that must be sealed.

3.7 Council Exercise of Delegations (*Council Charter*)

Matters exceeding the Vice-Chancellor's delegation limits which require Council approval may be approved by a full meeting of Council or by way of circulated motion.

In exceptional circumstances, the Chancellor may, in accordance with the Council Charter, after consultation with the Vice-Chancellor, convene a meeting of Committee Chairs to deal with a matter on behalf of the Council that the Council would normally have determined, if the Chancellor determines that the matter is too urgent to wait for the next scheduled meeting of Council, and that it is not appropriate to deal with it by way of circulated motion.

3.8 Delegation Down and Acting Arrangements

Powers reserved by Council solely for the Vice-Chancellor may not be delegated.

Where the Vice-Chancellor is on leave or unavailable to exercise the Vice-Chancellor's delegations, the Chancellor may appoint the Provost or a Deputy Vice-Chancellor as Acting Vice-Chancellor.

Delegations identified in the *Delegations Profiles and Schedules* attendant to this *Delegations Policy* may not be further delegated, except in circumstances where the respective Schedule:

- explicitly states that a deputy position has delegations equivalent to those held by the substantive position

or

- explicitly indicates that the power may be exercised by the person holding the substantive position 'or delegate'.

Where a person is on leave or unavailable to exercise their delegations, another staff member may be approved to act in their position and hold their delegations.

Any staff member formally appointed to act in another position has the *same delegations* as the substantive position, regardless of whether they receive higher duties allowance or salary loading.

They may *exercise* finance, contract and human resources delegations where notification confirming the arrangement is provided to Financial Services and Human Resources as follows:

- Profile A⁵ – email or signed notification from the relevant line manager
- all other staff – written memorandum or email correspondence from the person holding the substantive position appointing acting arrangements.

Where a person is unable to exercise their delegations for any reason, the delegation may be exercised by the delegate's supervisor.

3.9 Limitations to Financial Delegations

Delegation of a function is limited to the business and affairs of the relevant organisational unit unless otherwise specified in the terms of the delegation.

3.10 Application for Financial Delegations

Financial Services will manage all applications for financial delegations.

Applications for financial delegations must be authorised by a line manager holding a position in Profile C⁵ or higher for that budget centre. If requiring delegation across multiple budget centres, it must be authorised by a delegate with financial delegation across all budget centres holding a position at Profile C⁵ or higher.

3.11 Identification and Recording of Delegations Held by Positions

The *Delegations Profiles and Schedules* supports this *Delegations Policy* in setting out the specific delegations for each profile across administrative functions. It is set out as follows:

ITEM	REFERENCE
Profiles at an Institutional Level	Clause 2
Profiles within Colleges and Divisions	Clause 2
Schedule of Contract Delegations	Clause 3
Schedule of Financial Delegations	Clause 4
Schedule of Travel Delegations	Clause 5
Schedule of Human Resources Delegations	Clause 6
Schedule of Risk Delegations	Clause 7

⁵ Refer to the Delegations Profiles and Schedules

3.12 Opening and Closing University Bank Accounts

The opening and closing of University Bank Accounts may only be approved by the CFO.

At all times, the CFO must be a signatory to the account.

3.13 Business Card Transactions and Petty Cash

Authorisation to operate a University of Tasmania Business Card does not of itself confer a delegation to commit or expend funds. Financial transactions made using a University of Tasmania Business Card must be duly authorised either:

- prior to purchase by a staff member holding financial delegations
- post purchase through the Business Card transaction processing system by a staff member holding appropriate Purchasing Limits.

All University of Tasmania staff holding Purchasing Limits are authorised to approve petty cash transactions.

3.14 Conflict of Interest and Personal Benefit

Where a staff member is unable to exercise any delegation due to a conflict of interest, the delegation may be exercised by the staff member's supervisor (or delegate of the supervisor).

No staff member may exercise a delegation that would provide them with any direct or indirect benefit, including approval of: their own appointment, remuneration, payment or re-imbursement, promotion, transfer or secondment, travel, absence or termination.

3.15 Delegations Embedded in Policy

The following delegations are embedded in Policy:

DELEGATIONS	REFER TO POLICY:
Academic Promotions	Academic Staff Promotions Policy
Information and communication technologies	ICT Security Framework policies and procedures
Media Communications including: <ul style="list-style-type: none"> • authorised spokesperson • expert comment • media releases. 	Media Policy
Adjunct, Clinical and Associate Titles Policy - authority to make appointments	Adjunct, Clinical and Associate Titles Policy
Work Health and Safety	Responsibilities – Work Health & Safety Minimum Standard

3.16 Approval Authorities for Amendment to Delegations Policy and Schedules

Recognising the inherently dynamic nature of university delegations, the following approval authorities will apply to amendments to this *Delegations Policy* and *Delegations Profiles and Schedules*.

DOCUMENT	APPROVAL AUTHORITY
<i>Delegations Policy</i>	Editorial amendment: Vice Chancellor All other amendments: Council
<i>Schedule of Contract Delegations</i>	For Council and Institutional Profiles: Council For Profiles A-D: Chief Operating Officer
<i>Schedule of Financial Delegations</i>	For Institutional Profiles: Council For Profiles A-D: Chief Operating Officer
<i>Schedule of Travel Delegations</i>	Chief Operating Officer For Vice- Chancellor: Chancellor
<i>Schedule of Human Resources Delegations</i>	Academic Staff: Provost* Professional Staff: Chief Operating Officer* * Excluding those items reserved for Council
<i>Schedule of Risk Delegations</i>	Audit and Risk Committee

4 Breach of Policy

All staff are required to comply with this policy and the accompanying Delegations Profiles and Schedules.

In the event of a non-compliance or breach, University Governance will assess and determine if an investigation is required.

5 Responsibility for Policy

University Governance is responsible for providing advice on areas of complexity, including interpretation and maintenance of this policy, such as requests for amendments and relevant training.

6 Supporting Documentation

Delegations Profiles and Schedules
Conflict of Interest Policy
Procurement Policy

7 Versioning

Former Version(s)	Version 1 – Delegations Register; approved 2006; reviewed 2011. Version 2 – Delegations Policy, December 2011 Version 3 – Delegations Policy; approved March 2013. Version 4 – Delegations Policy; reviewed following analysis of Ordinances and removal of Schedule of Committee Delegations; approved May, 2013 by Council (Resolution: 13/4/65). Version 5 – Delegations Policy, approved 26 June 2015 (Resolution: 15/4/426). Version 6 – Delegations Policy, approved
Current Version	Version 7 – Delegations Policy, approved 8 December 2017