

*Federation University Australia Act 2010 (Vic)*

## **Federation University Australia**

### **Instrument and Register of Delegations**

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# Instrument of Delegation

## 1. Authority

This Instrument of Delegation made on 23 November 2023 by the Governance and Strategy Committee of the Council of Federation University Australia (“the Committee”) amends the Instrument of Delegation made by the Committee on behalf of the Council on 20 September 2023.

This Instrument of Delegation is made on behalf of the Council, pursuant to the Committee’s Charter and in accordance with section 18 of the *Federation University Australia Act 2010* (Vic.) (“the Act”).

The Council has delegated certain powers, functions and responsibilities to its five Committees and one Subcommittee which powers, functions and responsibilities are set out in their Charters (see <https://federation.edu.au/staff/governance/feduni-council>). The Council has also delegated powers, functions and responsibilities to the University’s Academic Board (see <https://federation.edu.au/staff/governance/academic-board>).

## 2. Commencement

This Instrument of Delegation takes effect on the day it is made.

This Instrument of Delegation rescinds all earlier delegations made by the Council, or made by the Committee on its behalf, to the extent that those earlier delegations are inconsistent with this Instrument of Delegations.

## 3. Definitions

The definitions in the table below apply to this Instrument of Delegation:

Term	Definition
<b>Academic Levels A-E</b>	Academic employees as described in Parts 4 and 5 of the UEA
<b>Academic Regulations</b>	Federation University Australia (Academic) Regulations 2022
<b>Act</b>	<i>Federation University Australia Act 2010</i> (Vic.)
<b>Acting Officer</b>	A person duly appointed as an acting or temporary occupant of an office
<b>ADVC Engagement</b>	Associate Deputy Vice-Chancellor, Engagement
<b>Bands</b>	Has the meanings in Clause 6
<b>CE</b>	Chief Executive
<b>CFO</b>	Chief Financial Officer
<b>COO</b>	Chief Operating Officer
<b>Council</b>	The Council of the University
<b>CLXO</b>	Chief Learner Experience Officer
<b>Dean</b>	Dean - of a School/Learning and Teaching/Students
<b>Dean GPS</b>	Dean, Global Professional School
<b>Dean GR</b>	Dean, Graduate Research School
<b>delegate</b>	A person or entity to whom a power, duty or function is delegated under Clause 4 as further detailed in the Parts of the Register
<b>Delegation Table</b>	A table contained in a Part
<b>Deputy CFO</b>	Deputy Chief Financial Officer
<b>Director P&amp;C</b>	Director, People and Culture
<b>DVC</b>	Deputy Vice-Chancellor
<b>DVC (G&amp;E)</b>	Deputy Vice-Chancellor (Global and Engagement)
<b>EBA</b>	Enterprise bargaining agreement: EBA includes the Union Enterprise Agreement 2019-2021, the FUA TAFE Teaching Staff Agreement 2019 and succeeding EBAs
<b>EM</b>	Education Manager as described in the TTSA
<b>Executive Dean</b>	Executive Dean of an Institute
<b>Executive Director, TAC</b>	Executive Director, Transformation, Assets and Commercial
<b>FUA</b>	Federation University Australia
<b>GCR</b>	Graduate Certificate in Research course
<b>HDR</b>	Higher Degree by Research

Term	Definition
<b>HE</b>	Higher Education
<b>HEW</b>	Higher Education Worker as described in the UEA
<b>Instrument</b>	This Instrument of Delegation, including the Parts
<b>Material</b> (adjective)	Usually, a monetary amount or transaction exceeding \$1,000,000
<b>Non-Material</b> (adjective)	Usually, a monetary amount or transaction less than \$1,000,000
<b>Officer</b>	An officer of the University including a staff member
<b>Operations Regulations</b>	Federation University Australia (Operations) Regulations 2022
<b>Part</b>	A Part of the Register of Delegations
<b>Portfolio</b>	An organisational unit in the University under the direction of a member of the Vice-Chancellor's Senior Team and ultimately the Vice-Chancellor
<b>Provost</b>	The Provost of the University
<b>Register</b>	The Register of Delegations
<b>Registrar</b>	Director of Student Services and Registrar
<b>Resources Committee</b>	Resources Committee of Council
<b>Statute</b>	Federation University Australia Statute 2021
<b>Students Regulations</b>	Federation University Australia (Students) Regulations 2022
<b>TAFE</b>	Technical and Further Education
<b>TTSA</b>	Federation University Australia TAFE Teaching Staff Agreement 2019
<b>UEA</b>	Federation University Australia Union Enterprise Agreement 2019-2021
<b>University</b>	Federation University Australia
<b>VETDSS</b>	Vocational & Education Courses delivered to Secondary Students
<b>Vice-Chancellor</b>	Vice-Chancellor and President
<b>Within annual budget</b>	Within the annual budget approved by the Council following endorsement by the Resources Committee

**NOTE:** Additional definitions are set out in Part 4 (Academic, Students and Awards).

#### 4. The Council's Delegation

The Council delegates powers and functions to the University's entities, officers and members of staff as set out on the attached **Register of Delegations**. The Register of Delegations comprises four Parts as follows:

- (1) Part 1: Financial and Commercial
- (2) Part 2: Legal and Contractual
- (3) Part 3: Human Resources
- (4) Part 4: Academic, Students and Awards

Each Part contains a Delegation Table, in which:

- (a) the powers, functions and duties set out as Items in Column 1 are delegated to the person(s), officer(s) or entity identified in the corresponding row of Column 2; and
- (b) the delegations are subject to the principles described in Clause 5, below, and any additional conditions set out in the corresponding row of Column 3.

#### 5. Principles Applying to Delegations

Delegations must be exercised in accordance with the principles set out in the [Delegations of Authority Framework](#), including the following principles:

- (1) Delegates and Expenditure: A delegate must not exercise a power, function or duty which requires the expenditure of University funds, unless:
  - (a) the delegate is empowered to incur that expenditure in accordance with the University's delegations; and
  - (b) the expenditure is within annual budget and within the delegate's portfolio.

- (2) **Conflict of Interest:** A delegation or authority cannot be exercised where the delegate has a conflict of interest. This includes, in particular, where the delegate would derive a personal or material benefit from the exercise of the delegation.
- (3) **Acting Officers:** a person duly appointed as an acting or temporary occupant of an office has the authority delegated to the position in which they are acting, unless otherwise specified in the Register of Delegations and subject to Clause 7, below.
- (4) **Authorisation:** Where appropriate (for example where it is impracticable for a delegate to act otherwise than through another person) a delegation made to a staff member in Part 3 (Human Resources) or Part 4 (Academic, Students and Awards) may be exercised by another staff member. The authorisation of another person by the delegate must be in writing signed by the delegate, and the delegate remains responsible for the proper exercise of the delegated power.

Delegates must also comply with all relevant policies, procedures and guidelines including the [Finance Governance Procedural Manual](#): see also Parts 1, 2 and 3 of the Register of Delegations.

## 6. Bands

For the purposes of this Instrument of Delegations, including the Register, the following delegation bands apply:

Band Number	Entity/Officer
1	Council
2	Resources Committee
3	Vice-Chancellor and President
4	Chief Financial Officer; Chief Operating Officer
5	Provost; Deputy Vice-Chancellors; Chief Learner Experience Officer
6	Associate Deputy Vice-Chancellors; Executive Deans, Deans; Executive Directors; Deputy CFO; Director (Portfolio); Director, Regional Strategy and Engagement; Campus Director (Wimmera); Registrar; Director (TAFE); Program Director, ERP; Advisor to the Provost (Special Projects); Deputy CE TAFE; Director, Global Market Development
7	Directors of Research Centres/Institutes; HEW8+, Head of Centre; TAFE EM2; Coordinator Schools Services; Coordinator Technical Services; Research and Revenue Officer
8	Positions at HEW 4-7 and TAFE EM1; Program Manager (TAFE)

## 7. Delegations: Other Matters

A delegate who, through established lines of authority, is subject ultimately to the direction and supervision of the Vice-Chancellor is also subject, in the exercise of delegations, to the direction of supervision and direction of more senior delegates.

The Vice-Chancellor may impose financial limits or other conditions on an Acting Officer's delegation; the COO or CFO may impose financial limits or other conditions on an Acting Officer's delegation where the office in question is within Band 6, Band 7 or Band 8.

## 8. The Council

- (1) The Council's power to expend moneys consistent with its statutory powers, functions and responsibilities is not limited.
- (2) The Council is responsible for:
  - i. approving the University's annual budget;
  - ii. accepting the University's annual financial statements; and
  - iii. appointing the Vice-Chancellor, approving the Vice-Chancellor's remuneration and related matters.

## 9. Chancellor

The Chancellor has the delegations set out in Part 1 and Part 2 of the Register.

## 10. Deputy Chancellors

Deputy Chancellors have the delegations set out in Part 1 of the Register.

## 11. Vice-Chancellor

The Vice-Chancellor may:

- (a) approve variations to the internal allocation of the annual budget, as required or appropriate, from time to time;
- (b) authorise the Chief Financial Officer to approve variations to the internal allocation of the annual budget, as required or appropriate, from time to time;
- (c) create and amend officers' delegations as appropriate from time to time; and
- (d) change the position titles of officer delegates, as appropriate, from time to time.

**Note:** the Vice-Chancellor is empowered to delegate the Vice-Chancellor's functions, powers and/or duties to any appropriately qualified member of staff or to any committee established from appropriately qualified member of staff: ref section 26(7) of the Act.

**The Register of Delegations commences on the following page.**

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# Register of Delegations

## Part 1: Financial and Commercial

**Note:**

1. All monetary amounts in the Delegation Table below are exclusive of GST.
2. The Value Limits specified in Column 3 are for the entire term of the relevant agreement unless otherwise indicated.
3. All expenditure must be within annual budget and within the delegate’s portfolio.
4. Delegates must comply strictly with the requirements of the [Finance Governance Procedural Manual](#), in particular the following requirement in Section 2.2.2 ‘Budget Accountability’:

*Each cost-centre manager is wholly responsible and accountable for the proper administration of their cost-centre’s annual budget.*

*Under no circumstances is expenditure to exceed the annual budget allocated to a cost-centre without the express authority of the Vice-Chancellor or Chief Financial Officer obtained in writing in advance.*

5. All procurement must be undertaken in compliance with all applicable legal, policy and procedural requirements including the [University’s Procurement Framework](#).

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value limit	Additional Conditions or Information
<b>General Financial Delegations</b>				
<b>1.1. All income (including research)</b>	1.	Resources Committee	\$15,000,000	N/A
	2.	Vice-Chancellor	\$5,000,000	N/A
	3.	CFO, COO	\$4,000,000	N/A
	4.	Provost, DVCs, CLXO	\$350,000	N/A
	5.	Provost	\$1,000,000	Value Limit applies only to research activities (including Cooperative Research Centres), exclusive of in-kind contributions
	6.	Band 6 Officer	\$150,000	N/A
	7.	Advancement Manager (Band 7)	\$150,000	This delegation applies to donated income only
	8.	Band 7 Officer	\$5,000	N/A
	9.	Band 8 Officer	\$1,000	N/A

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value limit	Additional Conditions or Information
<b>1.2. Expenditure within annual budget (including research)</b>  <i>Note: Expenditure within annual budget includes 'in-kind' contributions and all contingencies unless otherwise stated.</i>	10.	Resources Committee	\$15,000,000	N/A
	11.	Vice-Chancellor	\$5,000,000	N/A
	12.	CFO, COO	\$4,000,000	N/A
	13.	Provost, DVCs, CLXO	\$350,000	N/A
	14.	Provost	\$1,000,000	This Value Limit applies only to research activities (including Cooperative Research Centres) exclusive of in-kind contributions
	15.	Band 6 Officer	\$150,000	N/A
	16.	Assoc Director, Operations and Maintenance (Band 7)	\$100,000	Utility invoices only. Limit increased from \$5,000 to facilitate the efficient management of maintenance works, minor works and projects.
	17.	Assoc Director, Operations and Maintenance (Band 7)	\$50,000	See No. 16
	18.	Assoc Director, Projects and Assets Services (Band 7)	\$50,000	See No. 16.
	19.	Senior Facilities Manager, Western Campuses, Facilities Manager, Eastern Campuses (Band 7)	\$20,000	See No. 16
	20.	Band 7 Officer	\$5,000	N/A
21.	Band 8 Officer	\$1,000	N/A	
<b>1.3. Expenditure outside annual budget (including research)</b>  <i>Note 1: Expenditure outside annual budget has not been approved by Council as part of the annual budget; it includes 'in-kind' contributions and all contingencies unless otherwise stated.</i> <i>Note 2: Expenditure outside annual budget is to be reported to Council as follows:- (1) Material amounts: reported to next scheduled Council meeting; (2) Non-material amounts: reported every six months.</i>	22.	Resources Committee	\$4,000,000	N/A
	23.	Vice-Chancellor, CFO, COO	\$1,000,000	N/A



Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value limit	Additional Conditions or Information
<b>1.4. Tender/quote exemption</b>  <i>Note: exemptions to the University's procedural requirements must be applied in exceptional circumstances only and not for the purposes of avoiding competitive processes.</i>	24.	Resources Committee	\$4,000,000	N/A
	25.	Vice-Chancellor, CFO, COO	\$2,000,000	N/A
	26.	Manager, Strategic Procurement (Band 7)	\$350,000	N/A
<b>1.5. Sale/purchase/ assignment or licensing of intellectual property</b>  <i>Note 1: These activities must comply with the University's legislative and policy framework.</i> <i>Note 2: Material transactions to be reported to the Council or Resources Committee (as appropriate) at its next scheduled meeting; non-material transactions to be reported at least annually.</i>	27.	Resources Committee	\$4,000,000	N/A
	28.	Vice-Chancellor, CFO, COO	\$2,000,000	N/A
	29.	Provost	\$350,000	N/A
<b>1.6. Acquire, alienate, mortgage, charge or otherwise deal with real property</b>  <i>Note 1: These activities must comply with the Victorian Government's and the University's legislative and policy frameworks.</i> <i>Note 2: Material transactions to be reported to the Council or Resources Committee (as appropriate) at its next scheduled meeting; non-material transactions to be reported at least annually.</i>	30.	Resources Committee	\$4,000,000	N/A
	31.	Vice-Chancellor, CFO, COO	\$2,000,000	N/A
<b>1.7. Lease (including assign, sublet, vary or surrender) real property</b>  <i>Note 1: Leases longer than 21 years require Ministerial consent (ref the Act).</i> <i>Note 2: Material lease-related transactions to be reported to the Council or the Resources Committee (as appropriate) at its next scheduled meeting; non-material transaction to be reported at least annually.</i>	32.	Resources Committee	\$15,000,000	N/A
	33.	Vice-Chancellor	\$5,000,000	N/A
	34.	CFO, COO	\$4,000,000	N/A
	35.	Executive Director, TAC (Band 6)	\$150,000	N/A

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value limit	Additional Conditions or Information
<b>1.8. Sale of assets (other than real property or intellectual property).</b>  <i>Note: Sales of material assets to be reported to the Council or the Resources Committee (as appropriate) at its next scheduled meeting; sales of non-material assets to be reported at least annually.</i>	36.	Resources Committee	\$15,000,000	N/A
	37.	Vice-Chancellor, CFO, COO	\$1,000,000	N/A
	38.	Provost, DVCs, CLXO	\$350,000	N/A
<b>Restricted Financial Delegations</b>				
<b>1.9. Payroll related payments (including taxation, superannuation, WorkCover and payments to relevant authorities)</b>	39.	CFO	Amount required each month as calculated from the payroll.	N/A
	40.	Deputy CFO (Band 6)	Amount required each month as calculated from the payroll.	N/A
	41.	Senior Financial Accountant (Band 7)	Amount required each month as calculated from the payroll.	N/A
<b>1.10. Payments to partner providers under our agreements where the funds have already been received</b>	42.	CFO	Amount provided for in partner provider agreement.	N/A
	43.	Deputy CFO (Band 6)	\$5,000,000	N/A
	44.	Senior Financial Accountant (Band 7)	\$1,500,000	N/A
<b>1.11. Approve student refunds</b>	45.	Head, Financial Operations / Senior Financial Accountant (Band 7)	\$40,000	Value Limit represents individual value. Limit increased from \$30,000 because of higher international student fees and increased amounts of money refunded.
	46.	Managers, Student Finance (HE) / Student Finance (TAFE) (Band 7)	\$30,000	Value Limit represents individual value. Limit increased from \$20,000 because of higher international student fees and increased amounts of money refunded.
<b>1.12. Write off bad debts</b>	47.	Resources Committee	\$5,000,000	N/A

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value limit	Additional Conditions or Information
<i>Note: The CFO to provide an annual report to the Resources Committee which lists all bad debts which have been written off in that year.</i>	48.	CFO	\$50,000	Value Limit represents individual value. Annual limit \$2,000,000
	49.	Senior Financial Accountant (Band 7)	\$5,000	Value Limit represents individual value. Annual limit is \$750,000
<b>Asset Revaluations and Investments</b>				
<b>1.13. Asset revaluation</b> <i>Note 1: The CFO to report to the Resources Committee on all asset revaluations. Note 2: Material revaluations to be reported to the Resources Committee at its next scheduled meeting; otherwise revaluations recorded in annual financial statements.</i>	50.	CFO	No limit	N/A
<b>1.14. Invest funds</b>	51.	CFO	No limit	Investments are at the direction of the Council/Resources Committee (as appropriate) on the recommendation of the Investment Management Subcommittee. Investment decisions must comply with the requirements of the University's Investment Policy.
<b>Treasury Operations</b>				
<b>1.15. Borrow money</b>	52.	Resources Committee	\$500,000	Any proposed borrowing amount greater than \$500,000 to be referred to Council.
<b>1.16. Bank account: open, close or alter a bank account in the University's name. Add, alter or delete signatories</b>	53.	Vice-Chancellor and CFO	No limit	Actions to be taken jointly by Vice-Chancellor and CFO.  Changes in banking arrangements to be reported to the Resources Committee.
<b>Scholarships and Prizes</b>				
<b>1.17. Establish, modify or revoke conditions for the award of scholarships and prizes</b>	54.	Vice-Chancellor, CFO, COO	\$1,000,000	N/A
	55.	Provost, DVCs, CLXO	\$350,000	N/A
	56.	Band 6 Officer	\$150,000	N/A
<b>Fees</b>				
	57.	Vice-Chancellor	N/A	Set tuition fees

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value limit	Additional Conditions or Information
<b>1.18. Set fees for Higher Education and TAFE</b>	58.	Vice-Chancellor	N/A	Set student ancillary fees, fines and penalties and other student-related charges
	59.	Vice-Chancellor	N/A	Set student services and amenities fee
<b>1.19. Amend individual course tuition fees</b>	60.	Provost	N/A	Delegation applies only to amendments to individual HE/TAFE courses at approved fee levels
	61.	Provost	N/A	Delegation applies only to amendments to individual HDR and GCR courses at approved fee levels
	62.	Deputy CE TAFE (Band 6)	N/A	Delegation applies only to amendments to individual TAFE courses at approved fee levels
<b>Corporate Purchasing Card</b>				
<b>1.20. Issue or revoke a University Corporate Purchasing Card for a staff member</b>  <i>Note: The Council authorises the issue of the Vice-Chancellor's Corporate Purchasing Card.</i>	63.	Vice-Chancellor, CFO, COO, Provost, DVCs, CLXO, Head, Financial Operations (Band 7)	Within annual budget	N/A
<b>1.21. Amend an individual's credit card limit</b>	64.	Vice-Chancellor, CFO, COO, Deputy CFO (Band 6).	Within annual budget	N/A
<b>1.22. Certify purchasing card expenditure by Chancellor or Deputy Chancellor</b>	65.	Secretary to Council	Within annual budget	N/A
<b>1.23. Certify purchasing card expenditure by Vice-Chancellor</b>	66.	Chancellor	Within annual budget	N/A
<b>1.24. Certify purchasing card expenditure (other)</b>	67.	Vice-Chancellor, CFO, COO, Provost, DVCs, CLXO, Band 6 Officer, Band 7 Officer, Band 8 Officer	Within annual budget	A certifying officer must account for expenditure in the officer's cost centre and must review transactions appearing on cardholders' statements.
<b>1.25. Purchasing card transaction limit</b>	68.	Chancellor, Vice-Chancellor, CFO, COO, Provost, DVCs, CLXO	\$10,000	N/A

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value limit	Additional Conditions or Information
	69.	Financial Services HUB Central Purchasing Officers (Band 8)	\$10,000	N/A
	70.	Deputy Chancellor, Band 6 Officer	\$5,000	N/A
	71.	Band 7 Officers and Academic Levels B – E	\$2,500	N/A
	72.	Band 8 Officers and Academic Level A.	\$1,000	N/A
<b>1.26. Monthly limit</b>	73.	Chancellor, Vice-Chancellor, CFO, COO, Provost, DVCs, CLXO, Financial Services HB Central Purchasing Officer (Band 8)	\$25,000	N/A
	74.	Deputy Chancellor, Band 6 Officer, Band 7 Officer, Academic Levels B – E	\$15,000	N/A
	75.	Band 8 Officer and Academic Level A	\$5,000	N/A

## Part 2: Legal and Contractual

### Note:

1. All agreements, deeds, memoranda of understanding must be reviewed by the Legal Office before being entered into or are to be entered into using a template approved by the Legal Office.
2. Notwithstanding that a transaction might fall within an officer's delegation, the officer cannot sign a legal agreement unless expressly authorised to do so and the nature of the agreement falls within the officer's portfolio.
3. All expenditure must be within annual budget and within portfolio.
4. Delegates must comply strictly with the requirements of the [Finance Governance Procedural Manual](#), in particular the following requirement in Section 2.2.2 'Budget Accountability'.

*Each cost-centre manager is wholly responsible and accountable for the proper administration of their cost-centre's annual budget.*

*Under no circumstances is expenditure to exceed the annual budget allocated to a cost-centre without the express authority of the Vice-Chancellor or Chief Financial Officer obtained in writing in advance.*

5. All research agreements must be approved by the Provost or the Research Office/Director Research and Innovation as appropriate to their delegation.

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value Limit	Additional Conditions or Information
<b>2.1. Sign memorandum of understanding</b>	1.	Vice-Chancellor, Provost, DVC (G&E)	N/A	N/A
<b>2.2. Sign agreements, deeds, variations and similar instruments with Australian entities (not specifically mentioned elsewhere in this Instrument of Delegation)</b>	2.	Vice-Chancellor	\$10,000,000	Limit does not apply if otherwise authorised by Council
	3.	CFO, COO	\$4,000,000	N/A
	4.	Provost, DVCs, CLXO	\$350,000	Must be within the officer's portfolio
	5.	Provost	\$1,000,000	Research agreements only
	6.	Deputy CFO, Directors ITS/Property & Infrastructure (Band 6)	\$350,000	Supplier agreements only
	7.	Program Director, ERP (Band 6)	\$150,000	Supplier agreements only
<b>2.3. Sign agreements, deeds, variations and similar instruments with offshore entities (not specifically mentioned elsewhere in this Instrument of Delegation)</b>	8.	Vice-Chancellor	\$10,000,000	Value Limit does not apply if the Vice-Chancellor is otherwise authorised by Council
	9.	CFO, COO	\$4,000,000	N/A
	10.	Provost, DVC (G&E)	\$350,000	N/A
	11.	Provost	\$1,000,000	Research agreements only

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value Limit	Additional Conditions or Information
<b>2.4. Sign Commonwealth Supported Grant Funding Agreement</b>	<b>12.</b>	Vice-Chancellor	No limit	N/A
<b>2.5. Sign Skills First VET Funding Agreement</b>	<b>13.</b>	Vice-Chancellor, Provost	No limit	N/A
<b>2.6. Sign VETDSS Agreement</b>	<b>14.</b>	Vice-Chancellor, COO, Provost, Deputy CE TAFE, TAFE (Band 6), Campus Director Wimmera (Band 7)	No limit	N/A
<b>2.7. Sign Higher Education Destination Agreement</b>	<b>15.</b>	Vice-Chancellor, COO, Provost,	N/A	N/A
<b>2.8. Sign residential services licence agreement</b>	<b>16.</b>	Vice-Chancellor, COO, Executive Director, TAC (Band 6)	N/A	N/A
<b>2.9. Sign placement agreements (domestic) between the University and its students</b>	<b>17.</b>	Vice-Chancellor, COO, Provost, DVC (G&E); ADVC Engagement (Band 6); Executive Dean (Band 6), Dean GRS (Band 6), Director, Learner Experience and Excellence (Band 6), Heads of Centre, Skills and Education Delivery, Head of Centre, Learner Experience (Band 7)	N/A	N/A
<b>2.10. Sign placement agreements (international) between the University and its students</b>	<b>18.</b>	Vice-Chancellor, COO, CFO, Provost, DVC (G&E); ADVC Engagement (Band 6)	N/A	N/A
<b>2.11. Sign placement agreements between the University and Industry</b>	<b>19.</b>	ADVC Engagement (Band 6), Director, Cooperative Experiential Learning and Careers (Band 6)	N/A	N/A
<b>2.12. International agent agreements and student exchange/mobility agreements</b>	<b>20.</b>	Vice-Chancellor, DVC (G&E)	Within annual budget	N/A
<b>2.13. Articulation agreements</b>	<b>21.</b>	Vice-Chancellor, Provost, DVC (G&E), Dean GPS, Dean GR, Executive Deans	N/A	N/A
<b>2.14. Confidentiality agreements</b>	<b>22.</b>	Vice-Chancellor, CFO, COO, Provost, DVCs, CLXO, Band 6 Officer	N/A	N/A
<b>2.15. Accept service</b>	<b>23.</b>	Vice-Chancellor, CFO, COO, Head of Legal	N/A	N/A

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value Limit	Additional Conditions or Information
<b>2.16. Initiate or settle legal proceedings</b>	24.	Vice-Chancellor, CFO, COO	Total settlement amount must be within the delegate's financial delegation	N/A
<b>2.17. Instruct/request advice from Legal Office</b>	25.	Vice-Chancellor, CFO, COO, Provost, DVCs, CLXO, Band 6 Officer, Band 7 Officer	No limit	N/A
<b>2.18. Appoint and instruct external lawyers and patent attorneys</b>	26.	Chancellor, Vice-Chancellor, CFO, COO, Head of Legal, Director P&C (Band 6)	Within annual budget	Delegation to Director P&C is for employment law matters only
<b>2.19. Waive legal privilege</b>	27.	Vice-Chancellor, CFO, COO	N/A	N/A
<b>2.20. Sign leases of real property (including assignment, subletting, variation and surrender of lease)</b>  <i>Note: The monetary amount relates to the entire term of the lease. Leases for a period of greater than 21 years require Ministerial approval.</i>	28.	Resources Committee	\$15,000,000	N/A
	29.	Vice-Chancellor	\$5,000,000	N/A
	30.	CFO, COO	\$4,000,000	N/A
	31.	Executive Director, TAC (Band 6)	\$150,000	N/A
<b>2.21. Sign caveats and plans, including plans of subdivision and plans of consolidation</b>	32.	Vice-Chancellor, CFO, COO	N/A	N/A



## Part 3: Human Resources

### Note:

- All expenditure related to staffing must be within annual budget and within portfolio.
- Delegates must comply strictly with the requirements of the [Finance Governance Procedural Manual](#), in particular the following requirement in Section 2.2.2 'Budget Accountability':

*Each cost-centre manager is wholly responsible and accountable for the proper administration of their cost-centre's annual budget.*

*Under no circumstances is expenditure to exceed the annual budget allocated to a cost-centre without the express authority of the Vice-Chancellor or Chief Financial Officer obtained in writing in advance.*

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Conditions and limitations	
			Value limit	Other Conditions and limitations
3.1. Sign EBAs	1.	Vice-Chancellor	Not limited	N/A
3.2. Approve remuneration for appointments outside EBA levels	2.	Vice-Chancellor	Within annual budget	N/A
3.3. Determine remuneration to be offered on appointment where commencing salary is higher than the lowest of the salary range for the classification (professional and academic staff) set out in the EBA	3.	Director P&C (Band 6)	Within annual budget	N/AS
3.4. Establish staffing positions	4.	Vice-Chancellor	Within annual budget	N/A
	5.	CFO, COO, Provost, DVCs, CLXO	Within annual budget	Within portfolio
3.5. Approve staffing appointments	6.	Vice-Chancellor	Within annual budget	N/A
	7.	CFO, COO, Provost, DVC (G&E), CLXO	Within annual budget	HEW 1-10
	8.	Provost, DVC (G&E)	Within annual budget	HEW 1-10, Academic A – E
	9.	Provost	Within annual budget	TAFE Teacher, TAFE Program Manager
	10.	Executive Deans, Dean GR, Dean GPS (Band 6)	Within annual budget	Academic A – C
	11.	Registrar, Dean GR (Band 6)	Within annual budget	HEW 1-9
	12.	Deputy CE TAFE (Band 6)	Within annual budget	TAFE Teachers

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Conditions and limitations	
			Value limit	Other Conditions and limitations
<b>Sessional contracts, casual payroll forms and timesheets</b>				
<b>3.6. Engagement of casual and sessional staff</b>	<b>13.</b>	Vice-Chancellor, CFO, COO, Provost, DVCs, CLXO, Band 6 Officer, Head of Centre, Manager Commercial Services, Program Manager (TAFE), TAFE EM1 (Band 8)	Within annual budget	Within portfolio
<b>3.7. Authorisation of timesheets</b>	<b>14.</b>	Vice-Chancellor, CFO, COO, Provost, DVCs, CLXO, Band 6 Officer, Head of Centre, Manager Commercial Services, Program Manager (TAFE), TAFE EM1 (Band 8)	Within annual budget	Delegated officers (other than TAFE EM1) may authorise their direct reports to review and endorse submitted timesheets

## Part 4: Academic, Students and Awards

### 1. Sections of this Part

- Section 1: Student Lifecycle (Higher Education)
- Section 2: Student Lifecycle (TAFE)
- Section 3: Higher Degree by Research Students
- Section 4: Graduation and Qualifications
- Section 5: Courses (Higher Education)
- Section 6: Courses (TAFE)
- Section 7: General Academic Delegations

### 2. Definitions used in this Part

- GCR** means the Graduate Certificate in Research course
- Master** means a Master's degree award, by research or coursework
- PhD** means a Doctor of Philosophy award
- RPL** means recognition of prior learning
- VET** means vocational and education training

### 3. Portfolio References

- Provost**
- G&EP:** Global and Engagement Portfolio
- LEP:** Learner Experience Portfolio
- TAFEP:** Federation TAFE Portfolio

Column 1 Item: Description of power, function or duty	No.	Column 2 Delegate	Column 3 Conditions/ Additional Information
<b>SECTION 1 - STUDENT LIFECYCLE (HIGHER EDUCATION)</b>			
<b>Enrolment and Enrolment Conditions</b>			
<b>4.1. Determine the academic and English entry requirements for courses</b>	<b>1.</b>	Academic Board	N/A
<b>4.2. Authority to determine compliance with special admission schemes and to support affirmative action to address groups of students underrepresented in HE; provide access to persons who have experienced educational or social disadvantage and in other cases to consistent with the University's strategic objectives</b>	<b>2.</b>	Provost, Dean GR	Delegations to Provost and Dean GR relate specifically to HDR and the GCR

<b>Column 1</b> Item: Description of power, function or duty	<b>No.</b>	<b>Column 2</b> Delegate	<b>Column 3</b> Conditions/ Additional Information
<b>4.3. Authority to waive course pre-requisites in special cases</b>	<b>3.</b>	Executive Dean, Dean GPS, Dean GR	Delegation to Dean GR relates specifically to HDR and the GCR; Delegation to Dean GPS relates specifically to Higher Education Diplomas
<b>4.4. Authority to grant advanced standing, including, in exceptional circumstances, the authority to approve advanced standing outside the usual policy or procedural limits</b>	<b>4.</b>	Executive Dean, Dean GPS, Dean GR	Delegation to Dean GR relates specifically to HDR and the GCR; Delegation to Dean GPS relates specifically to Higher Education Diplomas
<b>4.5. Authority to determine compliance with course pre-requisites</b>	<b>5.</b>	Executive Dean, Dean GPS, Dean GR	Delegation to Dean GR relates specifically to HDR and the GCR; Delegation to Dean GPS relates specifically to Higher Education Diplomas
<b>4.6. Authority to approve limits of advanced standing or RPL in special cases</b>	<b>6.</b>	Executive Dean, Dean GPS, Dean GR	Delegation to Dean GR relates specifically to HDR and the GCR; Delegation to Dean GPS relates specifically to Higher Education Diplomas
<b>4.7. Determine international qualification equivalence</b>	<b>7.</b>	Dean GPS	N/A
<b>4.8. Permit a student to undertake more than the minimum number of credit points required to complete an award</b>	<b>8.</b>	Executive Dean/Dean	N/A
<b>4.9. Extend the time within which a student is required to complete an award course</b>	<b>9.</b>	Executive Dean/Dean	N/A
<b>4.10. Determine the number of commencing places available for a course for an intake period, location, attendance mode or liability category</b>	<b>10.</b>	Executive Dean/Dean	N/A
<b>4.11. Determine each year the courses for which deferral is available</b>	<b>11.</b>	Executive Dean/Dean	N/A
<b>4.12. Make offer of admission, vary admission and continuation for coursework studies</b>	<b>12.</b>	Registrar, LEP, Dean GR	Delegation to Dean GR relates specifically to the GCR
<b>4.13. Make offer of admission, vary admission and continuation for international HE students</b>	<b>13.</b>	Dean GPS, Dean GR	Delegation to Dean GR relates specifically to HDR and the GCR
<b>4.14. Approve miscellaneous or cross- institution enrolment in a course</b>	<b>14.</b>	Executive Dean/Dean	N/A

<b>Column 1</b> Item: Description of power, function or duty	<b>No.</b>	<b>Column 2</b> Delegate	<b>Column 3</b> Conditions/ Additional Information
<b>4.15. Cancel the enrolment of an international student who does not follow the enrolment advice relating to progression requirements, or who has failed to meet relevant visa conditions.</b>	<b>15.</b>	Vice-Chancellor, DVC (G&E)	N/A
<b>Transition and Orientation</b>			
<b>4.16. Allow a student to take a reduced load consistently with an intervention strategy to assist the student to make satisfactory academic progress.</b>	<b>16.</b>	Executive Dean/Dean	N/A
<b>4.17. Allow an international student (visa-holder) to transfer to another educational institution</b>	<b>17.</b>	DVC (G&E)	N/A
<b>Assessment</b>			
<b>4.18. Approve the content of examination papers</b>	<b>18.</b>	Executive Dean/Dean	N/A
<b>4.19. Amend assessment items as specified in the unit outline</b>	<b>19.</b>	Unit Coordinator, Provost	N/A
<b>4.20. Vary, in special circumstances, assessment requirements of a unit</b>	<b>20.</b>	Executive Dean/Dean	N/A
<b>4.21. Ratify unit/coursework results</b>	<b>21.</b>	Institute/School Board	N/A
<b>4.22. Authorise a second re-mark or deny the request (and, if denied, to provide the student with a written reason)</b>	<b>22.</b>	Executive Dean/Dean	N/A
<b>4.23. Accept a late application for review of an assessment</b>	<b>23.</b>	Executive Dean/Dean	N/A
<b>4.24. Approve items which may be taken into an examination room</b>	<b>24.</b>	Registrar LEP	N/A
<b>4.25. Allow persons (other than candidates and supervisors) into an examination room</b>	<b>25.</b>	Registrar, LEP	N/A
<b>4.26. Approve a deferred examination</b>	<b>26.</b>	Executive Dean/Dean	N/A
<b>4.27. Determine content of deferred and supplementary examinations</b>	<b>27.</b>	Executive Dean/Dean	N/A
<b>Academic Progression</b>			
<b>4.28. Cancel the enrolment of an international coursework student who does not comply with the applicable enrolment procedure</b>	<b>28.</b>	DVC (G&E)	N/A
<b>4.29. Determine the continued enrolment of a student in a course and impose any conditions on that enrolment</b>	<b>29.</b>	Executive Dean, Dean GPS, Dean GR	N/A

<b>Column 1</b> Item: Description of power, function or duty	<b>No.</b>	<b>Column 2</b> Delegate	<b>Column 3</b> Conditions/ Additional Information
4.30. Decide whether a student who has failed to achieve minimum academic standards is to be suspended, excluded or allowed to continue enrolment in the course and (if so) determine any conditions applying to that enrolment	30.	Executive Dean/Dean	N/A
4.31. Allow a student to withdraw from a course without academic penalty due to special circumstances not related to the student's ability or diligence	31.	Executive Dean/Dean	N/A
4.32. Waive academic penalty where a student withdraws from a course after the final date for withdrawal without penalty	32.	Executive Dean/Dean	N/A
4.33. Approve a student's enrolment or selection of course where the selection does not conform to the requirements of the award or where enrolment in a particular course is restricted	33.	Executive Dean/Dean	N/A
4.34. Approve leave of absence for an undergraduate or postgraduate coursework student	34.	Executive Dean/Dean	N/A
<b>SECTION 2 – STUDENT LIFECYCLE (TAFE)</b>			
4.35. Determine admission requirements	35.	Deputy CE TAFE	N/A
4.36. Determine progression and completion requirements	36.	Deputy CE TAFE	N/A
<b>SECTION 3 – RESEARCH STUDENTS</b>			
4.37. Approve a new HDR course	37.	Academic Board	N/A
4.38. Develop and amend the attributes of a research course and research training	38.	Research Committee	See Research Committee Charter
4.39. Offer admission to a HDR course	39.	Dean GR, Provost	N/A
4.40. Approve the final outcome of a progress report or candidature milestone for a HDR course	40.	Dean GR, Provost	N/A
4.41. Vary a candidature in relation to continuation, suspension or discontinuation for research and doctoral studies	41.	Dean GR, Provost	N/A
4.42. Determine whether a complaint in relation to academic or resource matters for research masters and doctoral candidates has legitimate grounds for appeal, is frivolous (etc)	42.	Dean GR, Provost	N/A
4.43. Approve leave of absence for a research student	43.	Dean GR, Provost	N/A
4.44. Determine RPL for a research student	44.	Dean GR, Provost	N/A

<b>Column 1</b> Item: Description of power, function or duty	<b>No.</b>	<b>Column 2</b> Delegate	<b>Column 3</b> Conditions/ Additional Information
<b>4.45. Discontinue a research student's candidature where the student's supervisor becomes unable to supervise the candidate and no suitable replacement can be found</b>	<b>45.</b>	Dean GR, Provost	N/A
<b>4.46. Monitoring management processes relating to student complaints and grievances and evaluating outcomes</b>	<b>46.</b>	Research Committee	See Research Committee Charter; see also Complaints Management Procedure
<b>SECTION 4: QUALIFICATIONS AND GRADUATION</b>			
<b>4.47. Certify completion by a student of all requirements for the granting of a coursework award</b>	<b>47.</b>	Registrar, LEP	The Registrar must be satisfied that there is a record that all requirements for the granting of the award have been met.
<b>4.48. Recommend to Council the conferral of PhD, Master, HE and VET awards</b>	<b>48.</b>	Academic Board	See Academic Board Charter
<b>4.49. Authorise a reissue a testamur where there has been an administrative error</b>	<b>49.</b>	Chair, Academic Board	The Chair, Academic Board must confer with the Chancellor before authorising
<b>SECTION 5 – COURSES (HIGHER EDUCATION)</b>			
<b>4.50. Approve or reject a business case for proposed new HE courses</b>	<b>50.</b>	Higher Education Business Approval Committee	See Reg 7, Operations Regulations
<b>4.51. Recommend new courses for approval by the Academic Board</b>	<b>51.</b>	Curriculum Committee	See Curriculum Committee Charter
<b>4.52. Approved proposed new courses leading to an award</b>	<b>52.</b>	Academic Board	See Academic Board Charter
<b>4.53. Approve modifications to courses</b>	<b>53.</b>	Curriculum Committee	See Curriculum Committee Charter
<b>4.54. Approve stacking of short courses for a credit-bearing award</b>	<b>54.</b>	Curriculum Committee	See Curriculum Committee Charter
<b>4.55. Develop schedules of exemptions and credits for prior learning</b>	<b>55.</b>	Curriculum Committee	See Curriculum Committee Charter
<b>4.56. Suspend a course or a unit</b>	<b>56.</b>	Institute Board, School Board	N/A
<b>4.57. Approve new availabilities and change availability (including "not offer") for units and courses</b>	<b>57.</b>	Dean, Executive Dean	N/A
<b>4.58. Approve new availabilities and change availability (including "not offer") for a major, minor or a course</b>	<b>58.</b>	Institute Board, School Board	N/A

<b>Column 1</b> Item: Description of power, function or duty	<b>No.</b>	<b>Column 2</b> Delegate	<b>Column 3</b> Conditions/ Additional Information
<b>4.59. Approve external course accreditation submissions, responses and action plans</b>	<b>59.</b>	Institute Board	N/A
<b>4.60. Oversee the regular schedule of course reviews</b>	<b>60.</b>	Executive Dean, Dean GPS, Dean GR	See Reg 13, Academic Regulations.
<b>SECTION 6 – COURSES (TAFE)</b>			
<b>4.61. Recommend to Curriculum Committee additions and deletions from the University's Scope of Registration</b>	<b>61.</b>	TAFE Course Approval Committee	See Reg 11, Operations Regulations
<b>4.62. Approve additions and deletions from the Scope of Registration</b>	<b>62.</b>	Curriculum Committee	See Curriculum Committee Charter
<b>4.63. Assess the financial viability of the Scope of Registration</b>	<b>63.</b>	TAFE Course Approval Committee	See Reg 11, Operations Regulations
<b>SECTION 7 – GENERAL ACADEMIC DELEGATIONS</b>			
<b>4.64. Authority to approve the annual Academic Calendar</b>	<b>64.</b>	Registrar, LEP	N/A
<b>4.65. Authority to approve a non-standard Academic Calendar or amend the Academic Calendar</b>	<b>65.</b>	Registrar, LEP	N/A
<b>4.66. Authority to approve the curricula in articulation agreements</b>	<b>66.</b>	Curriculum Committee	N/A
<b>4.67. Authority to recommend academic policy/procedures</b>	<b>67.</b>	Academic Board	N/A



## Legislative and Amendment History

This Instrument and Register of Delegations was made by the Governance and Strategy Committee on behalf of the Council on 20 September 2023.

This Instrument of Delegation was ratified by the Council of the University on 5 December 2023.

### Amendments:

Version No	Amending Body/Entity	Amendments made	Date of Amendment
1	Governance and Strategy Committee on behalf of the Council	Revisions to titles resulting from Senior Leadership realignment announced 20 November 2023	23 November 2023
1.1	Vice-Chancellor	Further revisions to titles resulting from Senior Leadership realignment announced 20 November 2023	14 December 2023
1.2	Vice-Chancellor	<ul style="list-style-type: none"> <li>a) Corrections made to sections 1.1-8, 1.2-21</li> <li>b) Section 3.5-9: remove duplication of HEW 1-10 with section 3.5-8</li> <li>c) Part 4: removal of multiple references to AP and ResearchP</li> </ul>	24 January 2024
1.3	Vice-Chancellor	<ul style="list-style-type: none"> <li>a) Addition of Heads of Centre, Skills and Education Delivery to 2.9: Sign placement agreements (domestic) between the University and its students</li> <li>b) Addition of 2.11: Signing of Placement agreements (University and Industry)</li> <li>c) Amend items relating to Curriculum Committee delegation: <ul style="list-style-type: none"> <li>i. Amend 4.53: Approve modifications to courses</li> <li>ii. Amend 4.54: Approve stacking of short courses for a credit-bearing award</li> <li>iii. Delete 4.63: Delegation to approve credit-bearing micro-credentials and micro-courses at TAFE level as approval is required by the Institute/School Board.</li> </ul> </li> <li>d) Part 1 – Items 1.9 (41), 1.10 (44), 1.11 (45) and 1.12 (49): Replace Financial Controller with Senior Financial Accountant (Band 7)</li> <li>e) Part 1 – Item 1.9 (40): Update position title from <i>Director, Finance &amp; Deputy CFO</i> to <i>Deputy CFO</i> (Band 6).</li> </ul>	06 March 2024