

# UNIVERSITY OF SYDNEY (DELEGATIONS OF AUTHORITY – ADMINISTRATIVE FUNCTIONS) RULE 2016

The Senate of the University of Sydney, as the governing authority of the University of Sydney, by resolution adopts the following Rule under subsection 37 (1) of the *University of Sydney Act 1989* for the purposes of the *University of Sydney By-law 1999*.

Adopted on: 12 December 2016

Effective from: 1 January 2017, for section 6.8.6

1 June 2017 for remainder of Rule

Amended on:

Amendment effective from:

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## PART 1 PRELIMINARY

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### 1.1 Citation

This Rule is made by the Senate of the University, pursuant to section 37(1) of the University of Sydney Act 1989 ('Act') and section 5(1) of the University of Sydney By-law 1999 (as amended).

### 1.2 Commencement

- (1) Section 6.8.6 commences as at 1 January 2017
- (2) The remainder of this Rule commences on 30 June 2017 or such earlier date as the Vice-Chancellor determines in writing.

### 1.3 Purpose of Rule

The purpose of this Rule is to provide for the delegation by Senate to the University committees, authorities, officers, employees, consultants and contractors set out in Parts 4 to 16 of this Rule the activities and functions prescribed in those Parts.

**Note:** Delegation of the power to borrow was effected by cognate resolution of Senate passed at the same time as adoption of this amended Rule; see the limitation of the authority to delegate the power to borrow by way of Rule in s37 of the Act.

### 1.4 Effect

- (1) Pursuant to section 37(2)(a) of the Act, this Rule has the same force and effect as a by-law.
- (2) The Senate delegates to the University committees, authorities, officers, employees, consultants and contractors set out in Parts 4 to 16 of this Rule the activities and functions prescribed in those Parts.
- (3) This Rule supersedes and revokes the *University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010*, and all earlier delegations of authority for administrative functions.
- (4) Nothing in this Rule has the effect of invalidating past acts validly performed by delegates under any previous delegations.
- (5) In exercising a delegation of authority conferred by this Rule, a delegate must ensure that he or she is familiar with, and complies with:
  - (i) the Act and any delegated legislation (such as by-laws or rules of the University) as amended from time to time;
  - (ii) applicable industrial instruments (i.e. the University's Enterprise Agreement, Awards, Australian Workplace Agreements and Individual Transitional Employment Agreements);
  - (iii) University policies and procedures, and guidelines as amended from time to time (except to the extent of any inconsistency with this Rule).
- (6) The University's Enterprise Agreement provides for certain functions to be performed by the University. While these functions may not require a delegation of authority from Senate, where appropriate they are included in this Rule for the avoidance of doubt.

- (7) A University committee, authority, officer, employee, consultant or contractor may not exercise a function without delegated authority from the Senate.

## **PART 2 PRINCIPLES GOVERNING THE EXERCISE OF DELEGATIONS**

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- (1) The following principles apply to a delegate's level and scope of authority under any delegation of authority (whether it appears in this Rule or elsewhere).
- (2) This Rule constitutes an important legal document (not a policy or guideline) conferring on the individual delegates specified the authority of the Senate to perform the particular functions delegated to them. To the extent of any inconsistency, this Rule prevails over any University policy, procedure or guideline.
- (3) If the exercise of a function in accordance with this Rule requires the exercise of some preliminary or ancillary administrative function, then the delegated authority extends to the exercise of that function.
- (4) Where authority is delegated in this Rule to approve transactions, then that authority extends to the negotiation of all terms and execution of all documents necessary to give effect to those transactions, as prescribed in the section relevant to such transactions.
- (5) Subject to any financial limits, where authority is delegated in this Rule to enter into a contract or other document effecting a transaction, then delegated authority extends to varying or amending the terms of that contract or other document.
- (6) A delegation applies only to a delegate's accountability area unless otherwise specified.
- (7) A delegate of the Senate is not authorised to sub-delegate (by way of an agency or in any other way) any or all of the delegate's delegated functions to another person or group of persons.
- (8) In the performance of a delegated function that a delegate has been authorised to perform, a delegate may use input from a designated source of expertise provided that the Senate delegate retains ultimate responsibility and accountability for the exercise of the delegation. Some delegations include a specific requirement to consult with a named officer, body, or person more senior in the lines of responsibility. When exercising their delegations, delegates should undertake consultation to the extent required by this Rule, or otherwise as reasonably considered appropriate, whilst retaining ultimate responsibility and accountability for the performance of the delegated function, subject, however, in the case of the delegations of authority conferred by Parts 4.5 and 5.2 where, in the event that the Gift Acceptance Committee expresses the opinion that a potential gift, bequest, devise or sponsorship should not be accepted the decision on that account shall be referred by the Vice-Chancellor to the Senate.
- (9) A delegation of authority applies to the occupant of the position described in this document, and may be exercised by a person formally appointed in writing, whether by means of the person's job description or otherwise, on an acting or temporary basis to that position.
- (10) These delegations of authority apply to all University activities including foundations, centres, associations and institutes not separately incorporated.
- (11) In exercising a delegation with respect to a transaction, the delegate must estimate the cost of the transaction as a whole, over the term of the transaction. For the purpose of making this calculation, the following principles apply:
- (a) a transaction must not be assessed in components or parts, such as instalments, tranches, or the cost of individual items;

- (b) the total gross cost of the transaction (including all taxes and duties) must be estimated;
  - (c) no reduction may be made in respect of any set-off, trade-in or the like.
- (12) Any delegation to incur expenditure must be exercised within the limits of the relevant approved budget or other approved source of funds.
- (13) A delegate who is ultimately subject to the direction and supervision of the Vice-Chancellor through established lines of accountability is, in the exercise of delegations, also subject to the direction and supervision of delegates more senior than the delegate in the lines of accountability. Delegates more senior in the lines of accountability to a delegate named in these delegations of authority may exercise a delegation conferred on that named delegate but in accordance only with its terms.
- (14) The Vice-Chancellor has authority to exercise any delegations made by Senate in this Rule, except delegations made to a member or Committee of Senate or delegations pertaining to the terms of appointment and/or resignation or retirement of the Vice-Chancellor.
- (15) Where the Senate or an authorised delegate of the Senate approves a change to the University's administrative structure or to the title of an employee's position, with the effect that there is a reassignment of responsibility for a particular delegated function, authority to perform that delegated function is reassigned accordingly.
- (16) Where a delegate proposes to exercise a delegation under Part 7 (Human Resources) which would directly affect the occupant of a position which directly reports to the delegate, the delegate must obtain the approval of his or her supervisor before exercising the delegation.

### **PART 3 INTERPRETATION**

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- (1) The delegations are specified in table form, using a standard framework with the following elements:

<b>Activity</b>	the strategic University activity to which the function relates.
<b>Function</b>	the subject of the delegation.
<b>Appointed Delegate</b>	the specified position, on the holder of which the delegation is conferred.
<b>Exercise Conditions</b>	the conditions governing the exercise of the delegation.
<b>Expertise</b>	the advice required for the delegate to effectively exercise the delegation.
<b>Financial limits</b>	The financial limits within which the delegate is authorised to exercise the delegation.
<b>Consultation</b>	the consultation required for the delegate to effectively exercise the delegation.
<b>Notification</b>	notification required to be made to a specified person, body or register after a delegation is exercised.

(2) For the purpose of this document only, the following terms have these meanings:

<b>academic staff</b>	means academic staff of the University, including teaching and research academic staff, research only and teaching focused academic staff, who are neither exempt staff nor English Language Teaching staff
<b>accountability area</b>	means the organisational unit (e.g. a faculty, School, responsibility centre, administrative unit) for which a delegate is responsible or carries fiscal responsibility
<b>Act</b>	means <a href="#">The University of Sydney Act 1989</a> (as amended)
<b>AD PPRM</b>	means the Associate Director – Procurement Portfolio and Relationship Management
<b>adjunct titles</b>	means titles conferred on persons from business, the professions or external bodies who it is intended will make a substantial and regular contribution to the teaching, research, scholarship or creative work of the University
<b>Advance database</b>	means the University’s database of information relating to gifts and bequests
<b>Alumni Council</b>	means the Standing Committee of Convocation established by section 52 of <a href="#">The University of Sydney By-law 1999 (as amended)</a>
<b>Alumni Council Executive</b>	means the Executive Committee of the Alumni Council as constituted from time to time
<b>ARC</b>	means the Australian Research Council
<b>Asset Register</b>	means the University’s register of assets
<b>Associate Dean</b>	means an Associate Dean of a faculty or University school, appointed in accordance with the relevant University rules, policy and procedures
<b>authorised bank signatories</b>	means individuals authorised to sign and open cheques, authorise debits to the University’s bank accounts and enter into agreements with the University’s bank
<b>BEC</b>	means the Buildings and Estates Committee of Senate
<b>casual staff</b>	means a staff member who is engaged and paid on an hourly rate or sessional basis
<b>CDIP</b>	means Commercial Development and Industry Partnerships (previously known as Sydnovate)
<b>CFO</b>	means the Chief Financial Officer
<b>CHRO</b>	means the Chief Human Resources Officer
<b>CIO</b>	means the Chief Information Officer

<b>classification assessment team</b>	means the team established under the Enterprise Agreement to advise the Chief Human Resources Officer on the classification of professional staff appointments
<b>clinical academic titles</b>	means titles conferred by the University upon persons who are not University staff who meet teaching needs, on a regular basis, which the University may not otherwise satisfy and who may also contribute to the University's research activities
<b>commercial activity</b>	means a commercial activity as defined in section 26A of the Act, and in the <a href="#">Guidelines Concerning Commercial Activities</a> made from time to time under section 26B of the Act
<b>conjoint appointments</b>	means a form of appointment by the University of employees who are or will also be employees of external bodies (such as an Area Health Service) who will contribute to the teaching, research or other goals of the University
<b>corporate card holder</b>	means a University representative issued with a University corporate credit card
<b>CPO</b>	means the Chief Procurement Officer
<b>DCFO</b>	means the Deputy Chief Financial Officer
<b>DCF</b>	means the Director, Corporate Finance
<b>DCIS</b>	means the Director, Campus Infrastructure and Services
<b>Dean</b>	means the Dean of a faculty. Where appropriate, a reference to Dean includes a reference to the Academic Director of the Charles Perkins Centre
<b>delegate</b>	means an employee, member or committee of Senate or any other person or entity to whom or to which a delegation has been made by Senate
<b>Delegated Officer (Staffing)</b>	means the Chief Human Resources Officer (who has a standing appointment as Delegated Officer (Staffing)) and such other person or persons as may be appointed by the Vice-Chancellor to exercise the functions of Delegated Officer (Staffing) from time to time
<b>DGSR</b>	means the Director, Global Student Recruitment
<b>DHOS</b>	means a Deputy Head of School within a faculty
<b>DHD</b>	means the Deputy Head of School and Deputy Dean of a University school
<b>DMC</b>	means the Director, Marketing and Communications
<b>DMCE</b>	means the Director, Museums and Cultural Engagement
<b>DRM</b>	means the Director, Risk Management
<b>DSHW</b>	means the Director, Safety Health and Wellbeing
<b>DSGM</b>	means the Director, Sydney Global Mobility

<b>DSSS</b>	means the Director, Student Support Services
<b>DVC</b>	means a collective reference to: Provost and Deputy Vice-Chancellor; Deputy Vice-Chancellor (Education); Deputy Vice-Chancellor (Research); Deputy Vice-Chancellor (Registrar); Deputy Vice-Chancellor (International); Deputy Vice-Chancellor (Indigenous Strategy and Services); and any other Deputy Vice-Chancellor
<b>DVC(Ed)</b>	means the Deputy Vice-Chancellor (Education)
<b>DVC(ISS)</b>	means the Deputy Vice-Chancellor (Indigenous Strategy and Services)
<b>DVC(R)</b>	means the Deputy Vice-Chancellor (Research)
<b>DVC(Reg)</b>	means the Deputy Vice-Chancellor (Registrar)
<b>Enterprise Agreement</b>	means the University of Sydney Enterprise Agreement 2013-2017 or any replacement agreement
<b>EPMO</b>	means the Enterprise Portfolio Management Office within the office of the Vice-Principal (Strategy)
<b>exempt position</b>	means a position to be filled by an exempt staff member
<b>exempt staff</b>	means staff to whom the University's Enterprise Agreement does not apply
<b>FAC</b>	means the Finance and Audit Committee of Senate
<b>FCT</b>	means Financial Control and Treasury
<b>FGM</b>	means Faculty General Manager
<b>Future Fund</b>	means the fund, established by the University, constituted by: <ul style="list-style-type: none"> <li>(a) gifts or bequests made to the University which are the absolute property of the University, or the proceeds of such gifts or bequests, the corpus of which the University has determined should be preserved with the intention that the income be applied to support the University's operating costs; and</li> <li>(b) such other moneys as may be contributed, with or without conditions, to the fund by the University</li> </ul>
<b>GAB</b>	means the Gift Administration Board
<b>GC</b>	means the General Counsel
<b>Gifts Register</b>	means the University's Register of Gifts and Bequests
<b>Gift Acceptance Committee</b>	means the committee established under the <a href="#">Gift Acceptance Policy</a> for the purpose of advising the University as to whether any particular gift satisfies the gift acceptance principles established by that policy or any successor committee which performs a like function.

<b>HBMS</b>	means the Head, Brand and Marketing Services
<b>HEO #</b>	means a higher education officer being a member of the professional staff of the University at the level designated by the number immediately following (e.g., HEO 10) and English Language Teacher classifications.
<b>HOA</b>	means Head of Administrative area, which means a senior staff member, outside a faculty or University school, whose position is declared as such by the Vice-Chancellor in writing and recorded as such in the relevant human resources recordkeeping systems
<b>HOS</b>	means a Head of School, which means head of a school within a faculty, including a Head of school and Dean, or a Head of School and Dean of a University school, appointed in accordance with the relevant University rules, policies and procedures. Where appropriate, a reference to a HOS includes a reference to the Director, China Studies Centre; the Director, Sydney Southeast Asia Centre; a Director, Brain and Mind Centre; the Chief Executive Officer, John Grill Centre for Project Leadership; or the Director, University of Sydney Institute of Agriculture.
<b>HOSD(US)</b>	means Head of School and Dean of a University school
<b>HR</b>	means Human Resources
<b>HWDD</b>	means the Head, Web and Digital Development
<b>ICC</b>	means the Investment and Commercialisation Committee of Senate
<b>independent contractor</b>	means a party engaged directly by the University pursuant to a contract for services. In the context of workforce engagements, this includes sole traders, companies or partnerships with whom the University enters into an agreement for the provision of specified individuals to supply specific skills, services or consultancy arrangements. It does not include individuals engaged through labour hire agencies. Independent contractors are not employees of the University.
<b>investment consultant</b>	means a consultant, approved by ICC, appointed to advise the University about its investment funds portfolio
<b>labour hire agency</b>	means a recruitment agency or labour engagement specialist contracted by the University to provide temporary labour resourcing services
<b>land bank property</b>	means real property which is surplus to the University's needs but is being held for strategic reasons
<b>Level #</b>	means a level designated by the letter immediately following (e.g., Level A) as the letters are used in the Enterprise Agreement for academic staff
<b>major capital works project</b>	means a capital works project for which the total approved budget is greater than \$10M



<b>mobile application</b>	means a computer program which runs on a mobile electronic device such as a smart phone or tablet computer
<b>NHMRC</b>	means the National Health and Medical Research Council
<b>nominated University organisation</b>	means any of International House Council, Law Extension Committee, Mandelbaum House Council, Student Disciplinary Appeals Committee, Sydney University Sport and Fitness General and Management Committees, Student Proctorial Board or University of Sydney Union Board of Directors
<b>non-financial gift</b>	means a gift of real or personal property other than a gift of cash or its equivalent
<b>OGC</b>	means the Office of General Counsel
<b>Principal Officer</b>	means a collective reference, for the purpose of this document to:  Vice-Chancellor and Principal Deputy Vice-Chancellor Vice-Principal General Counsel Director, University Libraries
<b>PCG</b>	means a Project Control Group, being a body appointed by the BEC to exercise responsibility for overseeing and supervising the delivery of a major capital works project
<b>professional staff</b>	means employees of the University who are not academic staff including English Language Teaching staff
<b>Project Director</b>	means an officer, employee or contractor of the University with responsibility for delivering a major capital works project
<b>Property Register</b>	means the University's register of owned and leased real property interests
<b>Provost</b>	means the Provost and Deputy Vice-Chancellor
<b>PVC(GE)</b>	means the Pro Vice-Chancellor (Global Engagement)
<b>PVC(SCP)</b>	means the Pro Vice-Chancellor (Strategic Collaborations and Partnerships)
<b>remuneration package</b>	means annual salary and other monetary benefits, including loadings, allowances and performance bonus payments, but excluding employer superannuation contributions and shift penalty rates
<b>school</b>	means an organisational unit or equivalent budget unit established by the Vice-Chancellor on recommendation of the Provost and reporting through a faculty
<b>secondary logo</b>	means a logo, other than the University logo, used by a University entity

<b>Senate Human Resources Committee</b>	means the Human Resources Committee established by resolution of the Senate as constituted from time to time
<b>SGM</b>	means School General Manager, which is a general manager of a University school
<b>SGS</b>	means a professional staff position graded within the Senior Professional staff range, which comprises eight levels (1 to 8) above HEO 10. Where an SGS position is an exempt position, the delegations of authority relating to exempt staff must be applied, except where otherwise specified
<b>SM</b>	means School Manager, which is a manager of a school within a faculty
<b>sponsorship</b>	means a commercial relationship between a funder and a recipient through which the funder receives a material benefit in return for making a financial or other commitment to the recipient
<b>standard rate</b>	means the salary rate (excluding loadings and allowances) applicable to a current or prospective staff member's classification or level (as specified in the relevant enterprise agreement or award) or, in the case of professional staff in roles at or above HEO 10, University's official remuneration scales
<b>student organisation</b>	means any of the Student Representative Council, Sydney University Postgraduate Representative Association, Sydney University Sport and Fitness or University of Sydney Union
<b>Tender Board</b>	means the board established by the CFO to review and approve acquisition of goods and services by tender process
<b>University digital publishing channel</b>	means a digital publishing channel which is either owned or controlled by the University or located on a web domain owned or controlled by the University
<b>UE</b>	means University Executive, which is the senior management committee comprised of the Vice- Chancellor, Deputy Vice-Chancellors, Deans of Faculties, Vice-Principals and Chair of the Academic Board
<b>UE CCPC</b>	means the University Executive Curriculum and Course Planning Committee
<b>UE Ed</b>	means the University Executive Education Committee
<b>UE FP</b>	means the University Executive Financial Performance Committee
<b>UE Ops</b>	means the University Executive Operations Committee
<b>UE R</b>	means the University Executive Research Committee
<b>UE SGB</b>	means the University Executive Strategy Governance Board

<b>UE SL</b>	means the University Executive Student Life Committee
<b>UE WHS</b>	means the University Executive Work Health and Safety Committee
<b>University logo</b>	means the crest with the University of Sydney word mark
<b>University school</b>	means a University school established by Senate and constituted in accordance with the <i>University of Sydney (Governance of Faculties and University Schools) Rule 2016</i>
<b>VC</b>	means the Vice-Chancellor and Principal
<b>VP(Ad)</b>	means the Vice-Principal (Advancement)
<b>VP(ER)</b>	means the Vice-Principal (External Relations)
<b>VP(O)</b>	means the Vice-Principal (Operations)
<b>VP(S)</b>	means the Vice-Principal (Strategy)

- (3) A heading to a Part or Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a section or subsection is a provision of this Rule even if it is in a heading.
- (4) A note, marginal note, footnote or endnote is not a provision of this Rule.

## PART 4 BRAND AND MARKETING

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
4.1 Marketing	4.1.1 Approve University marketing policies	VC		DMC; DGSR; OGC	UE		Brand Policy; Procurement Policy	Policies Development and Review Procedures; Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Procurement: Tendering Procedures
	4.1.2 Approve marketing campaigns, including advertising campaigns, and market research	VC	>\$750K	DMC; DGSR	Provost; DVC(Reg); UE	Brand and Marketing Services	Brand Policy; Procurement Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Procurement: Tendering Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		DVC(Reg); DMC	≤\$750K	Marketing and Communications Division; Student Recruitment and Admissions		UE		
		DSSS (in relation to student accommodation)	≤\$150K	DMC; Brand and Marketing Services		Brand and Marketing Services		
		Dean; HOSD(US)	≤\$50K	DMC; Brand and Marketing Services				
<b>4.2 University image and brand management (including use of University logo and name)</b>	4.2.1 Approve policy for management of the University's brand including use of the University logo	VC		OGC; DMC	UE	OGC	Brand Policy	
	4.2.2 Approve use of the University logo in University-owned publications, including electronic publications and digital publishing channels	HBMS					Brand Policy	
	4.2.3 Approve the separate use or reproduction of elements of the University logo	HBMS					Brand Policy	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	4.2.4 Approve use or reproduction of the University Logo by third parties	HBMS					Brand Policy	
	4.2.5 Approve use of the University logo, except on letterhead, by affiliates, associates and academic title holders who are not employees	HBMS		Dean; CHRO; HOSD(US)			Brand Policy; Outside Earnings of Academic Staff Policy	
	4.2.6 Approve use of the University logo on letterhead by affiliates, associates and academic title holders who are not employees	DHD;DHOS		Brand and Marketing Services			Brand Policy; Outside Earnings of Academic Staff Policy	
	4.2.7 Approve use of the University's name (including variations of the University's name) by third parties	HBMS		CDIP	Dean; HOSD(US)		Brand Policy	
	4.2.8 Approve use of secondary logos or graphical devices	VC		DMC	UE	Brand and Marketing Services	Brand Policy	
	4.2.9 Approve display of a third party's logo or branding on a University digital publishing channel	DMC		HWDD; HBMS	Channel owner		Brand Policy	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>4.3 University digital publishing channels</b>	4.3.1 Direct the removal of content from a University digital publishing channel that damages the University's reputation	VC		DMC; OGC; HWDD	Provost; relevant Dean or HOSD(US); Channel owner	CIO; UE	Brand Policy; Public Comment Policy	
	4.3.2 Direct the removal of inaccurate information from a University digital publishing channel	DMC		HWDD	Channel or application owner; relevant Dean or HOSD(US); CIO	OGC; CIO	Brand Policy; Public Comment Policy	
	4.3.3 Approve creation of University web domain names or sub-domains	DMC		HWDD	Channel owner; ICT	CIO		
	4.3.4 Approve establishment of University digital publishing channels or domain names on infrastructure not owned by the University	DMC		HWDD; HBM	Channel owner	OGC; Relevant Dean or HOSD(US); HOA	Brand Policy	
	4.3.5 Approve publication of mobile application for external communications purposes through a University digital publishing channel	DMC		HWDD	Application owner		Brand Policy	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>4.4 Naming</b>	4.4.1 Exercise right to name Chairs	VC		Provost	Relevant Dean or HOSD(US)	Senate		
	4.4.2 Exercise right to name University positions other than Chairs, where external funding support is provided (see also 5.2)	VC	Sufficient funding guaranteed for duration	Provost	Relevant Dean or HOSD(US)	Gifts Register	Gift Acceptance Policy; Naming Policy – Positions and Events	Gift Acceptance Procedures
	4.4.3 Exercise right to name University buildings, other physical assets and University centres	Authority retained by Senate			VC; Provost; UE	Property Register	Naming of Buildings and Other Significant Physical Assets Policy	
	4.4.4 Exercise right to name rooms (including lecture theatres, laboratories, libraries, classrooms or meeting rooms)	VC			UE	Property Register	Naming of Buildings and Other Significant Physical Assets Policy	
<b>4.5 Sponsorship</b>	4.5.1 Approve acceptance of sponsorship from third parties (other than sponsorship of Chairs)	FAC	>\$10M	OGC; DMC	VC; relevant Dean or HOSD(US)		Gift Acceptance Policy	
		VC	≤\$10M	OGC; DMC	VP(Ad); relevant Dean or HOSD(US)			
		DVC	≤\$1M	OGC; DMC	VC; VP(Ad); Dean			



DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		DMC; Director, University Libraries	≤\$500K	DMC				
		Dean	≤\$250K	DMC	Relevant HOS			
		HOSD(US)	≤\$150K	DMC				
		DHOS	≤\$50K	DMC				
	4.5.2 Approve acceptance of sponsorship from third parties for a chair	VC		OGC	UE; Gift Acceptance Committee; VP(Ad)			
	4.5.3 Approve sponsorship to third parties	DMC	>\$200K	Brand and Marketing Services; Faculty Marketing Manager		UE	Sponsorship Policy	
		Dean; Director, University Libraries	≤\$200K	Brand and Marketing Services; Faculty Marketing Manager	DMC; FGM			
		HOSD(US)	≤\$150K	Brand and Marketing Services; Faculty Marketing Manager	SGM			
		DHOS	≤\$50K	Brand and Marketing Services; Faculty Marketing Manager	SM			

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>4.6 University trade marks and business names</b>	4.6.1 Approve applications for, assignment of or other dealings in trade marks or business names (including cancellation)	DMC		OGC	Director CDIP; Dean; or DMC (as case requires)	Group Secretary		

## PART 5 FUNDRAISING AND ALUMNI RELATIONS

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE				
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures			
<b>5.1 Fundraising</b>	5.1.1 Approve policy for fundraising activities	VC		VP(Ad);	UE						
	5.1.2 Approve University-wide fundraising campaigns and initiatives	VC	>\$1M	VP(Ad)	UE		Gift Acceptance Policy	Fundraising Procedures; Gift Acceptance Procedures			
		DVC	≤\$1M		UE						
		VP(Ad)	≤\$100K			UE					
	5.1.3 Approve fundraising activities undertaken on behalf of the University, including by controlled entities, centres and foundations	VC	>\$1M	VP(Ad)	UE; Relevant Dean or HOSD(US)						
		DVC	≤\$1M		UE Relevant Dean or HOSD(US)						
		VP(Ad)	≤\$100K		Relevant Dean or HOSD(US)	UE					
	<b>5.2 Gifts and bequests</b>	5.2.1 Approve acceptance of gift or bequest whether to the whole or a part of the University (such as a faculty) for a Chair or Chairs, and establish terms for its management	VC			UE; Gift Acceptance Committee; VP(Ad); GAB; Relevant Dean HOSD(US)			Advance database; Gifts Register	Gift Acceptance Policy; Naming Policy – Positions and Events; Gift Administration Policy	Gift Acceptance Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	5.2.2 Approve acceptance of a non-financial gift, bequest or devise whether to the whole or a part of the University (such as a museum or collection) which is subject to a condition that it be maintained in perpetuity, rather than being sold, and establish terms for its management	VC	>\$1M		Gift Acceptance Committee; GAB; Relevant Dean or HOSD(US)		Gift Acceptance Policy; Gift Administration Policy	Gift Acceptance Procedures
		Provost	≤\$1M		Relevant Dean or HOSD(US)		Gift Acceptance Policy; Gift Administration Policy	Gift Acceptance Procedures
	5.2.3 Approve acceptance of gift, bequest or devise whether to the whole or a part of the University (such as a faculty) and establish the terms for its management	FAC	>\$10M	OGC	Development Office; ; Relevant Dean or HOSD(US)	Senate; Advance database; Gifts Register; UE	Gift Acceptance Policy; Gift Administration Policy	Gift Acceptance Procedures
		VC	≤\$10M	OGC	FAC; Gift Acceptance Committee; UE; Development Office; GAB; Relevant Dean or HOSD(US)	Dean; Advance database; Gifts Register	Gift Acceptance Policy; Gift Administration Policy	Gift Acceptance Procedures
		DVC; Dean	≤\$5M	OGC	VC; Gift Acceptance Committee; Development Office; GAB; Relevant Dean or HOSD(US)	Advance database; Gifts Register; UE	Gift Acceptance Policy; Gift Administration Policy	Gift Acceptance Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		HOSD(US); Director, University Libraries; University Archivist; DMCE; VP(Ad)	≤\$1M	OGC	Gift Acceptance Committee, Development Office. In the case of VP(Ad), also DVC(Ed); DVC(Reg); GAB; Relevant Dean or HOSD(US)	Advance database; Gifts Register; UE	Gift Acceptance Policy; Gift Administration Policy	Gift Acceptance Procedures
		DHOS	≤\$100K		Gift Acceptance Committee; Development Office; GAB	Advance database; Gifts Register	Gift Acceptance Policy; Gift Administration Policy	Gift Acceptance Procedures
	5.2.4 Determine or vary the manner of administration of a gift or bequest where the terms of the gift or bequest permit the Senate of the University to do so	VC		OGC	Relevant Dean or HOSD(US)	Trusts Office; Gifts Register	Gift Acceptance Policy; Gift Administration Policy	Gift Acceptance Procedures
<b>5.3 Non-research funding agreements</b>	5.3.1 Approve agreements with government for the acceptance of funds other than in relation to research or Commercial Activity	DVC; VP(O)	>\$250K	Deputy CFO; OGC				
		Dean; HOSD(US)	≤\$250K	Finance Director; OGC				

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	5.3.2 Approve agreements with non-government entities for the acceptance of funds other than in relation to research or Commercial Activity	DVC; VP(O)	>\$250K	Deputy CFO; OGC				
		Dean; HOSD(US)	≤\$250K	Finance Director; OGC				
<b>5.4 Alumni Engagement</b>	5.4.1 Approve policy for alumni engagement activities	VC		VP(Ad); OGC	UE	Alumni Council		
	5.4.2 Approve procedures and guidelines for alumni engagement activities	VP(Ad)		OGC		Alumni Council		
	5.4.3 Approve development and implementation of alumni engagement activities	VC	>\$500K	VP(Ad)	Relevant Dean or HOSD(US)	Alumni Council; UE		
		VP(Ad)	≤\$500K		Relevant Dean or HOSD(US)	VC; Alumni Council		
	5.4.4 Approve establishment of alumni associations	VC		VP(Ad)	Relevant Dean or HOSD(US)	Alumni Council; Register of Entities; UE		Alumni Associations Model Constitution
	5.4.5 Approve alumni-related University events	VC	>\$500K	VP(Ad)		Alumni Council		
		VP(Ad)	≤\$500K			VC; Alumni Council		
	5.4.6 Determine recipients of annual alumni awards	Alumni Council						

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>5.5 Foundations</b>	5.5.1 Approve establishment or disestablishment of a foundation	VC		OGC	VP(Ad)	Group Secretary	Foundations Policy	
	5.5.2 Approve amendments to rules of a foundation	VC		OGC	VP(Ad)	Group Secretary	Foundations Policy	

## PART 6 FINANCIAL AND INFRASTRUCTURE

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>6.1 Financial and infrastructure policy</b>	6.1.1 Approve University financial and infrastructure policy	VP(O)		CFO; CPO; CIO; Chief Investment Officer;  DCIS; Chair Tender Board; OGC	VC; UE; UE FP	FAC (Annual Report)		
<b>6.2 Budgeting and allocation of funds</b>	6.2.1 Determine and approve budgets and allocations including: Capital Program, Repairs & Maintenance Program, Capital Development Program - Information Technology and Research revenue	Authority retained by Senate		CFO	VC; FAC			
	6.2.2 Revise approved capital budget if the total allocation across the University would materially change as a result of the revision	FAC		CFO	VC; UE; VP(O)	Senate		



DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	6.2.3 Revise approved operational budgets if the total allocation across the University would not change as a result of the revision or if the total capital budget allocation increases	VP(O)		CFO	VC	FAC		
	6.2.4 Revise budget allocations within portfolios or Faculties to respond to organisational changes or other initiatives	CFO			Relevant DVCs (for portfolios); relevant Dean or HOSD(US) (for Faculties or University Schools); VP(O)			
<b>6.3 Capital expenditure and strategic initiatives based on business case approval</b>	6.3.1 Approve capital expenditure projects or strategic initiative business case within approved University budget total	FAC; ICC (in respect of expenditure from the Future Fund on account of student housing projects approved by BEC)	>\$10M		UE; CFO; UE SGB	Senate; UE Ops	Procurement Policy; Work Health and Safety Policy	Work Health and Safety Procedures
		VC	≤\$10M		UE FP; CFO; CPO; UE SGB	FAC; UE; EP MO; UE Ops	Procurement Policy; Work Health and Safety Policy	Work Health and Safety Procedures
		Provost; VP(O)	≤\$3M	DVC; CFO; DCIS; CIO	CFO; CPO; UE FP; UE SGB	VC; SEG; EP MO UE Ops	Procurement Policy; Work Health and Safety Policy	Work Health and Safety Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		CFO	≤\$1M	CIS Directors; Finance Directors; CIO	Capital Expenditure - UE; Officer responsible for the relevant budget unit; AD PPRM	CPO; UE FP; UE SGB; EPMO	Procurement Policy; Work Health and Safety Policy	Work Health and Safety Procedures
		DVC; VP(S); CIO; DCIS; PVC(SCP)	≤\$500K	CIS Directors; Finance Directors; CIO	Procurement Category Manager	CPO; EPMO	Procurement Policy; Work Health and Safety Policy	Work Health and Safety Procedures
		Deputy Dean; Principal Officer	≤\$200K	CIS Directors; Finance Directors; CIO			Procurement Policy; Work Health and Safety Policy	Work Health and Safety Procedures
		DHD; HOS, HOA	≤\$100K	CIS Directors; Finance Directors; CIO			Procurement Policy; Work Health and Safety Policy	Work Health and Safety Procedures
<b>6.4 Expenditure of funds</b>	6.4.1 Suspend payment of an approved expenditure if funding cannot be confirmed	CPO; CFO; DCFO; Finance Director				Approving Officer		
<b>Note:</b> <i>These delegations apply to transactions</i>								

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
governed by the Procurement Policy, the expenditure of funds sourced from research grants and any other expenditure transactions not separately specified in these delegations. See also sections 8.3.4, 10.3.7 and 12.6	6.4.2 Approve acquisition of goods and services from a supplier, other than an independent contractor or a labour hire agency as specified in clause 6.4.3	FAC  (Contract to be executed under seal or by VC)	>\$10M	CFO; DCIS; OGC	VC, CPO. Where acquired for a portfolio or faculty, relevant DVC or Dean	Senate	Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Procurement: Tendering Procedures; Travel Procedures
		VC	≤\$10M	CFO; DCIS; OGC	CPO; Where acquired for a portfolio, faculty or University school: relevant DVC, Dean or HOSD(US)	FAC	Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Procurement: Tendering Procedures; Travel Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		Provost; CFO	≤\$5M	Finance Director; DCIS; OGC	CPO; Where acquired for a portfolio, faculty or University school: relevant DVC, Dean or HOSD(US)		Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Procurement: Tendering Procedures; Travel Procedures
		DCIS	≤\$2M	Finance Director; OGC	Where acquired for a portfolio, faculty or University school: relevant DVC, Dean or HOSD(US)	CPO	Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Procurement: Tendering Procedures; Travel Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		DVC; CIO; DMC	≤\$500K	Procurement Category Manager	Where acquired for a portfolio, faculty or University school: relevant DVC, Dean or HOSD(US). If on non-University standard terms: OGC	CPO	Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Procurement: Tendering Procedures; Travel Procedures
		Deputy Dean; DHD; Principal Officer; CIS Divisional Manager Corporate Services; PVC(SCP)	≤\$200K	Procurement Category Manager	If not on University standard terms: OGC		Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Travel Procedures
		HOA; FGM; SGM; CIS Manager Rural Operations	≤\$100K				Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
								Allowable Expense Procedures; Procurement: Purchase Order Procedures; Travel Procedures
		Level E; SM; HEO 10;  ARC Research Centre Director; Library staff HEO 9	≤\$50K				Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Travel Procedures
		Chief Investigator; Level D; HEO 8	≤\$25K				Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Travel Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		Level C; HEO 6; HEO 5 in Finance Staff; Farm Manager	≤\$10K				Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Procurement: Non-Allowable Expense Procedures; Procurement: Purchase Order Procedures; Travel Procedures
		University credit card holder	≤\$5K				Procurement Policy; Travel Policy	Procurement and Purchasing Guidelines; Corporate Card Procedures; Non-allowable Expense Procedures; Travel Procedures
	6.4.3 Approve acquisition of services of specifically identified individuals from an independent contractor or a labour hire agency	VC; DVC; VP(O)	>\$500K	CPO; OGC if not using standard University terms; CHRO	Where acquired for a portfolio, faculty or University school: relevant DVC, Dean or HOSD(US)		Procurement Policy; Workforce Engagements and Payments Policy	Relevant procurement procedures; Temporary Labour Hire Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		GC; CFO; DCIS; CIO	≤\$500K	CPO; OGC if not using standard University terms; CHRO	Where acquired for a portfolio, faculty or University school: relevant DVC, Dean or HOSD(US)		Procurement Policy; Workforce Engagements and Payments Policy	Relevant procurement procedures; Temporary Labour Hire Procedures
		Deputy Dean; DHD; Other Principal Officer; PVC(SCP)	≤\$200K	CPO; CHRO			Procurement Policy; Workforce Engagements and Payments Policy	Relevant procurement procedures; Temporary Labour Hire Procedures
		DHOS; HOA; FGM; SGM	≤\$100K	CHRO			Procurement Policy; Workforce Engagements and Payments Policy	Relevant procurement procedures; Temporary Labour Hire Procedures
	6.4.4 Approve issue of University credit card to named individual; set credit card limit	Finance Director; Associate Director Finance					Procurement Policy; Travel Policy	Relevant procurement procedures; Corporate Card Procedures; Travel Procedures
<b>6.5 Contracts for approved major capital works for building projects</b>	6.5.1 Approve entry into contracts	BEC (contract to be executed under seal or by VC or by DCIS under Power of Attorney)	>\$10M (up to approved project budget)	OGC; Project Director	PCG (if any); VP(O)	Senate	Work Health and Safety Policy; Procurement Policy	Work Health and Safety Procedures



DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		PCG (contract to be executed under seal or by DCIS under Power of Attorney)	≤\$10M	OGC; Project Director		BEC; VP(O)	Work Health and Safety Policy; Procurement Policy	Work Health and Safety Procedures
		Project Director	≤\$500K	OGC		PCG (if any)		
	6.5.2 Approve variations to contracts, within the approved project budget	BEC (contract to be executed under seal or by VC)	Individual variation >\$500K	OGC; Project Director	FAC, if approval would result in exceeding original project budget	Senate	Work Health and Safety Policy; Procurement Policy	Work Health and Safety Procedures
			Any variation where total aggregate variations >3% of the approved project budget, calculated since date of last BEC approval of aggregate variations.	OGC; Project Director	FAC, if approval would result in exceeding original project budget	Senate		
		PCG (contract to be executed by VC or by DCIS under Power of Attorney)	Individual variation ≤\$500K	OGC; Project Director	BEC, if approval would result in exceeding original project budget	BEC		
	Aggregate variations ≤3% of the approved project budget, calculated since date of last BEC approval of aggregate variations							

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		Project Director	Individual variation ≤\$100K	OGC	PCG, if approval would result in exceeding original project budget	PCG	Work Health and Safety Policy; Procurement Policy	Work Health and Safety Procedures
			Aggregate variations ≤1.5% of the approved project budget.					
<b>6.6 Real Property</b>	6.6.1 Approve the acquisition of real property	FAC; ICC (contract to be executed under seal, by VC or by DCIS under Power of Attorney)	>\$10M	OGC		Senate; Property Register		
		VC	≤\$10M	CFO; DCIS; OGC	Chair of FAC	Property Register		
	6.6.2 Approve the disposal of real property consistently with Part 4, Division 2 of the Act	VC; ICC (contract to be executed by VC or by DCIS under Power of Attorney)		DCIS; Chief Investment Officer; OGC	Chair of ICC	Property Register		
	6.6.3 Approve leases and licences whether as tenant or landlord consistently with Part 4, Division 2 of the Act (other than student residential agreements as referred to in 16.1.3)	DCIS; CFO (In relation to land bank properties)		DCIS; OGC	VP(O); CIO, where there is a potential impact on ICT operations; DSSS, in relation to student accommodation; relevant FGM or SGM	Property Register		

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	6.6.4 Approve any other dealing with real property consistently with Part 4, Division 2 of the Act	DCIS		DCIS; OGC	CIO, where there is a potential impact on ICT operations; relevant FGM or SGM	Property Register		
	6.6.5 Determine policy and procedures for the security and manner of use of University land and buildings	DCIS		OGC	CFO; UE			
	6.6.6 Determine policy and procedures for the security and manner of use of University land and buildings held in land bank	VP(O)		OGC	CFO			
	6.6.7 Determine policy for the hire of University venues	DCIS		OGC	UE; VP(O)			
<b>6.7 Student loans</b>	6.7.1 Approve student loans	DVC(Reg)	>\$10K					Student Loan Procedures – Accounts Receivable
		DSSS	≤\$10K					Student Loan Procedures – Accounts Receivable
	6.7.2 Approve emergency student cash loans	DSSS	≤\$5K					Student Loan Procedures – Accounts Receivable

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>6.8 Payments</b>	6.8.1 Approve payment schedules for accounts payable financial transactions	Financial Controller; Treasurer, FCT						Payment Procedures
	6.8.2 Approve payment schedules for payroll system transactions and payments for payroll tax, group tax from payroll and superannuation	Director, HR Service Centre						Payment Procedures
	6.8.3 Sign manual cheques and open cheques for cash	Authorised Bank Signatories						Payment Procedures
	6.8.4 Approve refund of trade debtor overpayments	Financial Controller; Treasurer, FCT; Order to Cash Manager, FCT						Trade Debtors Procedures – Accounts Receivable
	6.8.5 Approve refund of student fee overpayments	Order to Cash Manager, FCT; Manager, Finance and Student Administration, Fees and Scholarships						
	6.8.6 Approve payment schedules for remittances on trust for employees of the University who are	Financial Controller; Treasurer, FCT						

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	beneficiaries of State Super defined benefits funds							
<b>6.9 Pricing decisions</b>	6.9.1 Approve annual pricing of student fees	Provost			DVC(Reg); Dean; HOSD(US)	UE CCPC		
	6.9.2 Approve pricing of other services (excluding grants)	DHOS; FGM; SGM						
<b>6.10 Sales, write-offs and disposals</b>	6.10.1 Operational sales of approved and budgeted business activities	Principal Officer; DVC; CFO; DCIS	>\$200K					
		DHOS; HOA	≤\$200K					
		FGM; SGM	≤\$100K					
	6.10.2 Approve write-off, disposal of goods and sale of assets (excluding real property, University art and heritage items, and other property held subject to the terms of a trust)	VC	>\$500K					Asset Disposal Procedures – Plant and Equipment
DVC; VP(O); DCIS		≤\$500K					Asset Disposal Procedures – Plant and Equipment	
Principal Officer; Deputy Dean; CIO; CIS Manager Rural Operations; PVC(SCP)		≤\$200K					Asset Disposal Procedures – Plant and Equipment	
<i>Note: In relation to writing off student debts or library fines only, these delegations apply to the total value of each write off transaction rather than to individual components of the transaction.</i>								

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		DHD	≤\$100K					Asset Disposal Procedures – Plant and Equipment
		DHOS; HOA; FGM; SGM; Farm Manager	≤\$10K					Asset Disposal Procedures – Plant and Equipment
	6.10.3 Approve write-off of library fines	Library staff HEO6	≤\$1K				Student Debtor Sanctions Policy	Student Debtor Sanctions Procedures
<b>6.11 Investment and capital management</b>	6.11.1 Oversee and approve strategy for management of University medium and long term investments (includes policies, mandates, asset allocations, earnings targets, spending goals, financial risk and Future Fund)	Reserved to ICC by Committee Constitution		CFO; Chief Investment Officer	VP(O)	VC	Investment Policy	Investment Portfolio Procedures
	6.11.2 Except in relation to a controlled entity, appoint directors or other representative of the University	DVC; VP(O)				Group Secretary	Investment Policy	Investment Portfolio Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	6.11.3 Except in relation to a controlled entity, exercise voting rights of the University arising from its membership of a company, partnership, other incorporated body or joint venture (including appointing a proxy to exercise such rights)	Chief Investment Officer; CFO		CFO; GC	VP(O)		Investment Policy	Investment Portfolio Procedures
	6.11.4 Execute medium and long term investments transactions in accordance with registered policies and mandates approved by ICC	Chief Investment Officer; Associate Director, External Investments					Investment Policy	Investment Portfolio Procedures
	6.11.5 Approve investment and redemption of University medium and long term funds in accordance with registered policies and mandates approved by ICC	Chief Investment Officer			CFO	ICC	Investment Policy	Investment Portfolio Procedures
	6.11.6 Establish investment common fund(s) and exercise the powers set out in clause 3 of Schedule 2 of the University of Sydney	Chief Investment Officer			CFO	ICC	Investment Policy	Investment Portfolio Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	Act 1989 (as amended)							
	6.11.7 Appoint and terminate appointment of investment consultants	ICC		Chief Investment Officer			Investment Policy	Investment Portfolio Procedures
	6.11.8 Appoint and terminate appointment of external investment managers	ICC	>\$50M	Chief Investment Officer			Investment Policy	Investment Portfolio Procedures
		Chief Investment Officer	≤\$50M and within approved strategic asset allocation target sectors			ICC	Investment Policy	Investment Portfolio Procedures
	6.11.9 Change sector benchmark for performance measurement and evaluation	Chief Investment Officer			Investment consultant	ICC	Investment Policy	Investment Portfolio Procedures
<b>6.12 Treasury management</b>	6.12.1 Oversee and approve strategy for management of University short term investments (including policies, asset allocations, earnings targets, spending goals and financial risk).	VP(O)				FAC	Treasury Management Policy	Treasury Management Procedures
	6.12.2 Execute short term treasury management transactions in accordance with registered policies	Treasurer, FCT					Treasury Management Policy	Treasury Management Procedures



DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	6.12.3 Approve investment and redemption of University short term funds in accordance with registered policies	Treasurer, FCT			CFO	FAC	Treasury Management Policy	Treasury Management Procedures
<b>6.13 Dealings with University art and heritage items</b>	6.13.1 Approve sale or other disposition of University art and heritage collections not subject to the terms of a trust	VC	>\$1M	DMCE	Curator of relevant museum or collection	Asset Register and relevant collection catalogue		
		Provost	≤\$1M	DMCE				
		DMCE	≤\$100K					
	6.13.2 Approve loan of University art and heritage items not subject to the terms of a trust	VC	>\$1M	DMCE	Curator of relevant museum or collection	Asset Register and relevant collection catalogue		
		Provost	≤\$1M	DMCE				
		DMCE	≤\$100K					
<b>6.14 Borrowing money</b> (These delegations effected by cognate resolution of Senate, in accordance with s37 of the Act)	6.14.1 Authority to borrow money and raise capital (including issuance of securities or debentures), subject to approval by the Governor on the recommendation of the Treasurer	FAC (contract to be executed under seal or by VC)		CFO	ICC			
	6.14.2 Undertake transactions permitted under an agreement for loan authorised by FAC under clause 6.14.1	CFO; Chief Investment Officer; Treasurer, FCT			Asset & Liability Committee		Treasury Management Policy	Treasury Management Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	6.14.3 Undertake transactions necessary to implement risk management strategies in accordance with registered policies	CFO; Chief Investment Officer; Treasurer, FCT; Associate Director, External Investments			Asset & Liability Committee		Treasury Management Policy	Treasury Management Procedures
<b>6.15 Banking and investment accounts</b>	6.15.1 Approve bank signatories, including signature for internal authorisations for electronic transfers	FAC				Register of bank and investment fund accounts		
	6.15.2 Approve all arrangements concerning the University's bank accounts (e.g. opening and closing, styles, cheque signatories, payment and receipting processes)	CFO				Register of bank and investment fund accounts		Bank Account Procedures; Imprest Bank Account Procedures
	6.15.3 Approve investment fund authorised operators, including electronic transfers and trade instructions and all arrangements concerning the University's investment fund transactions (including money market instruments,	CFO				Register of bank and investment fund accounts		

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	hedging and in specie share transfers)							

## PART 7 HUMAN RESOURCES

Note: Section 2.16 applies to the exercise of delegations in this part

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
<b>7.1 Human Resources policy</b>	7.1.1 Approve HR policy solely applying to academic staff and functions	Provost			OGC	CHRO; VP(O)	Senate		
	7.1.2 Approve other HR policy	VP(O)			CHRO; OGC	UE; UE Ops	Senate		
<b>7.2 Workforce planning</b>	7.2.1 Approve official remuneration scales and ranges for all levels, and standard conditions of employment (including authorising the Enterprise Agreement)	VC			CHRO	CFO; Provost; VP(O); UE Ops	Senate Human Resources Committee		
	7.2.2 Approve establishment of positions and reclassification of professional staff positions	Senate	VC; DVC; Dean; HOSD(US)						
		VC	Chair				Provost; Relevant dean	Senate	
		VC; VP(O)	Exempt positions above SGS 8 other than VC; DVC; Dean; HOSD(US)		CHRO	Senate			

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
		Provost	Level E HOS; DHOS; DHD; Deputy Dean Associate Dean						
		Deputy Dean; DHD	Level D and below						
		Principal Officer; Deputy Dean; DHD		SGS 8 and below	CHRO				
		DHOS	Level B and below	SGS 2 and below		Dean			
		HOA		SGS 2 and below					
		FGM; SGM		HEO 10 and below		Dean			

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
<b>7.3 Appoint staff and determine individual conditions of employment</b>  <b>Note:</b> <i>“Conditions of employment” includes conversion of full-time to part-time and vice versa; temporary internal transfer; external secondment / exchange and consequential variations to conditions.</i>	7.3.1 Appoint continuing, fixed term or casual staff – including determining level of position	Senate	VC; DVC		CHRO			Staff Selection and Recruitment Policies; Workforce Engagements and Payments Policy	Temporary Labour Hire Procedures
		Senate Human Resources Committee	Pro Vice-Chancellor; Dean; HOSD(US)	Appointment of any other Principal Officer	CHRO				
		VC	Chair; Level E academic staff		CHRO				
		Principal Officer	All exempt academic staff below Level E	All professional staff	CHRO	Dean			
		Deputy Dean; DHD	Level D and below	SGS 8 and below					
		DHOS	Level B and below	SGS 2 and below					
		HOA; FGM		SGS 2 and below					
		SGM		HEO 10 and below					

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
<b>EXEMPT STAFF</b>									
	7.3.2 Determine remuneration package for exempt staff	Senate Human Resources Committee	VC		CHRO		Senate	Staff Selection and Recruitment Policies; Workforce Engagements and Payments Policy	Temporary Labour Hire Procedures
		VC	DVC; University Chair	Any other Principal Officer	CHRO				
	7.3.3 Determine non-remuneration conditions of employment for exempt staff, including extension or renewal of fixed term employment for staff other than VC	Senate Human Resources Committee (excluding extension or renewal of appointment)	DVC; University Chair			VC		Staff Selection and Recruitment Policies; Workforce Engagements and Payments Policy	Temporary Labour Hire Procedures
		VC		Any other Principal Officer	CHRO				
	7.3.4 Determine all terms and conditions of employment (including remuneration and extension or renewal of fixed term employment for other exempt staff)	VC	Dean; HOSD(US)	All professional staff above SGS 8	CHRO				
		Provost	Level E						

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
		Dean; HOSD(US)	Deputy Dean; DHD		CHRO				
		Deputy Dean; DHD	Level D and below						
		Principal Officer; Deputy Dean; DHD		SGS 8 and below					
		DHOS	Level B and below	SGS 2 and below					
		HOA; FGM		SGS 2 and below					
		SGM		HEO 10 and below					
<b>NON-EXEMPT STAFF</b>									
	7.3.5 Approve remuneration package of more than 25% above standard rate for non-exempt staff	Principal Officer	All academic staff	Non-exempt SGS staff	CHRO			Staff Selection and Recruitment Policies; Workforce Engagements and Payments Policy	Temporary Labour Hire Procedures
	7.3.6 Approve remuneration package of up to 25% above standard rate for non-exempt staff	Dean; Principal Officer; HOSD(US)	All academic staff	Non-exempt SGS staff		CHRO			
		DHOS	Casual academic staff only	HEO 10 and below		CHRO			



DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
		HOA; FGM; SGM		HEO 9 and below					
	7.3.7 Approve all other terms and conditions of employment for non-exempt staff (including extension or renewal of fixed term contracts)	Principal Officer	Level E; HOS; DHOS; Deputy Dean; DHD	Non-exempt SGS staff	CHRO				
		Dean; HOSD(US)	Associate Dean		CHRO				
		Deputy Dean; DHD	Levels A - D	Non-exempt SGS staff					
		DHOS	Casual staff	HEO 10 and below	CHRO	Dean			
		HOA; FGM; SGM		HEO 10 and below					
<b>7.4 Performance bonuses</b>	7.4.1 Approve payment of performance bonuses	Senate Human Resources Committee	VC; DVC		CHRO	Senate			
		VC	Dean; HOSD(US)	All exempt professional staff	CHRO		Senate Human Resources Committee		
		Provost	Level E; All other exempt academic staff		Dean, CHRO		VC		
		Deputy Dean; DHD	All non-exempt academic staff		CHRO				

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
		Principal Officer		All other Professional staff	CHRO				
		FGM		SGS 2 and below					
		SGM		HEO 9 and below					
<b>7.5 Appointment of Head of School or Head of Administration area</b>	7.5.1 Approve appointment of HOS or DHOS	Provost	HOS; DHOS		CHRO	Dean			
	7.5.2 Approve appointment of HOA	Principal Officer;		HOA	CHRO				
<b>7.6 Conferral and revocation of titles</b>	7.6.1 Confer and revoke academic titles for non-professorial staff	Authority retained by Senate	VC; DVC				Honorary Titles Policy	Honorary Titles Procedures	
		Senate Human Resources Committee	Pro-Vice Chancellor; other Principal Officer; Dean			Provost			
	7.6.2 Confer and revoke academic titles for 12 months or more	VC	Visiting Professor; Adjunct Professor; Clinical Professor NHMRC, ARC or other nationally competitive fellowship Professor			Provost			
		Deputy Dean; DHD	Adjunct Associate Professor; Clinical Associate Professor			Provost			

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
	7.6.3 Confer and revoke academic titles for less than 12 months	Deputy Dean; DHD	Adjunct Professor; Adjunct Associate Professor; Clinical Professor; Clinical Associate Professor; Visiting Professor; Professorial Fellow		HOS; faculty				
	7.6.4 Confer and revoke academic titles	VC	Emeritus Professor		Provost	Senate	Honorary Titles Policy; Titles of Sir Hermann Black, Bosch, Challis, Kellion, McCaughey & Peter Nicol Russell Chairs Policy	Honorary Titles Procedures	
		VC	Conjoint Professor		Provost				
		Deputy Dean; DHD	Conjoint Associate Professor; Adjunct Senior Lecturer; Adjunct Lecturer; Adjunct Associate Lecturer; Clinical Senior Lecturer; Clinical Lecturer; Clinical Associate Lecturer; Conjoint Senior Lecturer; Conjoint Lecturer; Conjoint Associate					Honorary Titles Policy	Honorary Titles Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
			Lecturer; Honorary Professor; Honorary Associate Professor; Honorary Reader; Honorary Senior Lecturer; Honorary Lecturer; Honorary Associate Lecturer; Honorary Senior Principal Research Fellow; Honorary Principal Research Fellow; Honorary Postdoctoral Fellow; Honorary Senior Research Fellow; Honorary Research Fellow; Honorary Associate; Visiting Scholar; Visiting Fellow; NHMRC, ARC or other nationally competitive fellowship Senior Lecturer, Lecturer or Associate Lecturer						
	7.6.5 Confer and revoke academic titles for non-staff members for 12 months or more	VC	Senior Principal Research Fellow					Honorary Titles Policy	Honorary Titles Procedures
		Deputy Dean; DHD	Principal Research Fellow			Provost		Honorary Titles Policy	Honorary Titles Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
	7.6.6 Confer and revoke academic titles for non-staff members for less than 12 months	Deputy Dean; DHD	Senior Principal Research Fellow; Principal Research Fellow					Honorary Titles Policy	Honorary Titles Procedures
	7.6.7 Confer and revoke academic titles for non-staff members	Deputy Dean; DHD	Senior Research Fellow; Research Fellow; Postdoctoral Fellow					Honorary Titles Policy	Honorary Titles Procedures
<b>7.7 Probation and confirmation</b>	7.7.1 Extend the period of probation	Principal Officer	All exempt staff		CHRO				
		Deputy Dean; DHD; DHOS	All other academic staff		CHRO	Dean			
		DHOS; HOA; FGM; SGM		All other professional staff	CHRO				
	7.7.2 Approve progression from probation to confirmation period	Provost	All exempt academic staff		CHRO	Dean			
		Deputy Dean; DHD; DHOS	All other academic staff						
	7.7.3 Continue confirmation (at annual confirmation review)	Provost	All exempt academic staff		CHRO	Dean			
		Deputy Dean; DHD; DHOS	All other academic staff		CHRO	Dean			

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS					GOVERNANCE	
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
	7.7.4 Extend the period of confirmation	Provost	All exempt academic staff		CHRO	Dean			
		Deputy Dean; DHD; DHOS	All other academic staff		CHRO	Dean			
	7.7.5 Confirm appointment of academic staff	Dean; HOSD(US)	All academic staff		CHRO				
	7.7.6 Waive or reduce period of confirmation or probation for academic staff	Principal Officer	Level E and all other exempt academic staff			Dean			
		Dean; HOSD(US)	Level D and below						
<b>7.8 Promotion and reclassification</b>	7.8.1 Approve promotion of academic staff	VC	To Level E		Provost		Academic Promotions Policy	Academic Promotions Procedures	
		Provost	To Level D and below		Dean; HOSD(US)				
<b>7.9 Annual close down</b>	7.9.1 Approve annual close down dates and arrangements	VC					UE		
<b>7.10 Dispute and grievance resolution</b>	7.10.1 Resolve employment and human resource disputes and grievances, including making settlement offers on behalf of the University	Principal Officer	All staff		GC	CHRO	UE Ops		

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
	7.10.2 Appoint Delegated Officer (Staffing)	VC			CHRO		UE Ops		
<b>7.11 Termination of employment</b>  <i>Note: For termination on the grounds of ill-health, see section 7.13.</i>  <i>For termination on the grounds of redundancy, see section 7.14.</i>	7.11.1 Terminate employment	Authority retained by Senate	VC						
		Senate Human Resources Committee	DVC	Other Principal Officers	GC; CHRO		CHRO		
		VC	Level E; PVC		GC; CHRO		CHRO		
		Provost	Other academic staff		GC; CHRO		CHRO		
		Deputy Dean; DHD	Casual academic staff		GC; CHRO		CHRO		
		Principal Officer		Exempt professional staff	GC; CHRO		CHRO		
		DHOS; HOA; FGM		All other professional staff	GC; CHRO		CHRO		
		SGM; SM		HEO 10 and below					

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
	7.11.2 Terminate employment during or at end of probation	VC	Level E	All exempt professional staff					
		Deputy Dean; DHD	Level D and below	All exempt professional staff					
		DHOS; HOA; FGM; SGM		All other professional staff					
	7.11.3 Terminate employment during or at end of confirmation period	VC	All academic staff			CHRO			
		Provost	Level E			CHRO			
		Dean; HOSD(US)	Level D and below			CHRO			
<b>7.12 Performance warnings and disciplinary action other than termination</b>	7.12.1 Issue performance warning under the Enterprise Agreement	Principal Officer; HOS; HOA; Deputy Dean; HOSD(US); DHOS	All non-exempt staff		GC; CHRO		CHRO		
	7.12.2 Impose all forms of disciplinary action other than termination	VC	DVC		GC; CHRO		CHRO		
		Provost	Dean; HOSD(US); Deputy Dean						



DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
		Dean; HOSD(US); Principal Officer; PVC(SCP)	All other exempt staff		GC; CHRO		CHRO		
		DHOS; HOA; FGM; SGM		All other professional staff	GC; CHRO		CHRO		
		Deputy Dean; DHD	All other academic staff		GC; CHRO		CHRO		
		DHOS	Casual academic staff						
<b>7.13 Ill health</b>	7.13.1 Carry out functions relating to termination for ill-health in the Enterprise Agreement (except termination), including requiring medical examination	DHOS; HOA; FGM; SGM	All staff		GC; CHRO	Provost; DVC			
	7.13.2 Terminate employment on grounds of ill-health	Senate	VC		CHRO; DSHW	Provost; Principal Officer			
		VC;VP(O)	Exempt staff			Provost			
		Provost	All other academic staff						

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
		CHRO		All other professional staff					
<b>7.14 Redundancy</b>	7.14.1 Declare positions redundant and terminate employment on grounds of redundancy	VC	DVC	GC; CHRO; VP(O); VP(Ad)	GC; CHRO	Senate Human Resources Committee	Senate		
		Provost	All other academic staff						
		VP(O)		All other professional staff					
		Deputy Dean; DHD; HOA		All non-exempt professional staff		Provost; CHRO; VP(O)			
	7.14.2 Carry out functions relating to termination for redundancy in Enterprise Agreement	DHOS	All academic staff		CHRO		Provost		
		DHOS; HOA; FGM; SGM		All professional staff	CHRO				
<b>7.15 Voluntary early retirement</b>	17.15.1 Approve voluntary early retirement schemes	VC	All academic staff						
		VP(O)		All professional staff					

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE		
Activity	Function		Staff Level		Expertise	Consultation	Notification	Policies	Procedures
			Academic	Professional					
<b>7.16 External affiliations</b>	7.16.1 Approve staff affiliations with other universities	DVC; Deputy Dean; DHD	All staff		CHRO				
<b>7.17 External employment</b>	7.17.1 Approve staff member accepting outside work separate from normal duties in the University	DVC; Deputy Dean; DHD	All academic staff		CHRO	DVC; Provost		Outside Earnings of Academic Staff Policy	
<b>7.18 Appointment of affiliates (i.e. non-employees)</b>	7.18.1 Approve appointment of teaching or research affiliates upon whom no title is conferred	Deputy Dean; DHD; DHOS					HR		
	7.18.2 Approve appointment of volunteers	Deputy Dean; DHD; DHOS; HOA; FGM; SGM							

## PART 8 INFORMATION AND COMMUNICATION TECHNOLOGY

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>8.1 Information and Communication Technology policy</b>	8.1.1 Approve policy relating to information and communication technology resources	CIO		OGC	UE; VC; VP(O)		Policy on Use of University Information and Communications Technology Resources; Information Security Policy	
<b>8.2 Provision and delivery of ICT services</b>	8.2.1 Approve progression from preliminary feasibility to development stage of enterprise level application system	CIO		CFO if ≥\$100K	Provost; DVC(Reg) VP(O)			
	8.2.2 Determine charges for ICT services	CIO		CFO	VP(O)			
	8.2.3 Develop & implement ICT disaster recovery plan	Director (Risk Management)			Provost; VP(O); CFO; DCIS; CIO			
	8.2.4 Approve engagement of third party providers of ICT or systems integration services	CIO		OGC	VP(O)			

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>8.3 Acquisition of software</b>  <b>Note:</b> See also section 6.4 for delegations relating to expenditure of funds.	8.3.1 Acquire software or software as a service (cloud)	FAC	>\$10M initial or annual cost	CIO; Procurement; OGC	DVC(Ed); VP(O)		Procurement Policy	Procurement and Purchasing Guidelines; Procurement; Purchase Order Procedures; Procurement: Tendering Procedures
		CIO; CFO	≤\$10M initial or annual cost	CIO; Procurement; OGC	DVC(Ed); VP(O)		Procurement Policy	Procurement and Purchasing Guidelines; Procurement; Purchase Order Procedures; Procurement: Tendering Procedures
		Director, Service Management (ICT)	≤\$500K initial or annual cost	CIO; Procurement; OGC	DVC(Ed); VP(O)		Procurement Policy	Procurement and Purchasing Guidelines; Procurement; Purchase Order Procedures; Procurement: Tendering Procedures

## PART 9 INTERNATIONAL

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>9.1 International policy</b>	9.1.1 Approve policy for the accommodation of the University's international students	DVC(Reg)		CHRO; OGC	DSSS; PVC(GE)	DOGE		
	9.1.2 Approve policies for the establishment and management of off-shore operations in which the University has a controlling interest	VC		OGC; CFO	Provost; DOGE; VP(O); UE	DVC(Reg); DOGE		
<b>9.2 International student experience</b>	9.2.1 Approve University-wide, student exchange or study abroad agreements with other universities	DVC(Reg)		DVC (Ed); OGC	PVC(GE)	PVC(GE)		
	9.2.2 Approve, student exchange or study abroad agreements with other universities relating to a faculty or University school	DVC(Reg)		OGC	Relevant HOS; Relevant Dean or HOSD(US)	PVC(GE)	Conjoint Ventures in Postgraduate Courses Policy	
	9.2.3 Approve University-wide student placement agreements with international providers	DVC(Reg)		OGC	Provost	PVC(GE)	Student Placement Policy	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	9.2.4 Approve student placement agreements for students from a Faculty or University school with international providers	DVC(Reg)			Provost; Dean; PVC(GE)	DIS; DOGE	Student Placement Policy	
<b>9.3 Appointment of international agents</b>	9.3.1 Approve agreements appointing international agents for the University	DVC(Reg)		OGC	PVC(GE)			
<b>9.4 Travel expenditure</b>	9.4.1 Approve travel arrangements and budgets for Special Studies Program and Visiting Scholars	Dean; HOSD(US)			DSHW	DVC(Ed); PVC(GE)	Special Studies Program Policy	Special Studies Program Procedures
<b>9.5 International Program Development Fund</b>	9.5.1 Administer and manage International Program Development Fund	PVC(GE)				UE		International Program Development Fund Guidelines
<b>9.6 Memoranda of Understanding</b>	9.6.1 Approve memoranda of understanding with overseas institutions not involving research	VC			DSGM; Relevant Dean or HOSD(US); PVC (GE)			
	<b>Note:</b> See clause 12.4 if research involved							

## PART 10 LEGAL AFFAIRS

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>10.1 Legal affairs policy</b>	10.1.1 Approve policy relating to the University's legal affairs	GC			VC	UE		
<b>10.2 Confidentiality agreements</b>	10.2.1 Approve confidentiality agreements imposing obligations on third parties to protect confidential information owned or held by the University	Relevant DVC; VP(O); GC; CIO; DCIS; HOS; Director, CDIP; CPO; Director, Research Grants & Contracts Administration; Funding Director, Research Development; PVC(SCP)		OGC (if exercised other than by GC)				
	10.2.2 Approve confidentiality agreements imposing obligations on the University to protect confidential information owned or held by third parties	Relevant DVC; VP(O) GC; CIO; DCIS; HOS; Director, CDIP; CPO; Director, Research Grants & Contracts; Administration; Funding Director, Research Development; PVC(SCP)		OGC (if exercised other than by GC)	Relevant HOS			



DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>10.3 Legal processes and execution</b>	10.3.1 Accept service of court process on behalf of the University	GC						
	10.3.2 Accept service of documents in relation to taxation matters	CFO						
	10.3.3 Institute or settle court, legal or other formal proceedings (including apprehended or threatened proceedings) and legally bind the University in matters conducted in the Federal Court or Supreme Court	VC		GC		Senate		
	10.3.4 Institute or settle court, legal or other formal proceedings (including apprehended or threatened proceedings) and legally bind the University in matters conducted in lower courts and tribunals	GC				Senate		

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	10.3.5 Settle court, legal or other formal proceedings (including apprehended or threatened proceedings) and legally bind the University in matters conducted in lower courts and tribunals and relating to HR management	CHRO		GC				
	10.3.6 Affix the University seal to any document (NB. This includes execution of any deed)	Any two of VC; DVC; VP(O); Registrar; GC; Secretary to Senate						
	10.3.7 Appoint external lawyers, approve costs agreements, and authorise payments  <b>Note:</b> See also FAC terms of reference	GC						
<b>10.4 Records management</b>	10.4.1 Approve policies, procedures and guidelines for records capture, release and destruction, including archiving and access	GC		Group Secretary; Manager, Archives & Records Management	GC			

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	10.4.2 Make access directions and decisions required under Part 6 of State Records Act 1998 (NSW)	GC		Manager, Archives & Records Management; Group Secretary				

## PART 11 WORK HEALTH AND SAFETY

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>11.1 Work health and safety policy</b>	11.1.1 Approve policy related to work health and safety	Authority retained by Senate		DSHW	VC; CHRO; UE; UE WHS	Relevant Senate Committees; Academic Board	Injury and Illness Management Policy; Work Health and Safety Policy	Injury and Illness Management Procedures; Work Health and Safety Procedures
<b>11.2 Travel to destinations subject to Australian government advisories</b>	11.2.1 Approve travel to destination subject to “do not travel” recommendation from the Australian government	Principal Officer		DSHW	Dean; HOA; HOS; CHRO		Travel Policy	Travel Procedures
	11.2.2 Approve travel to destination subject to “reconsider your need to travel” recommendation from the Australian government	Principal Officer		DSHW	Provost; VP(O); Dean; HOA;	DARM	Travel Policy	Travel Procedures

## PART 12 RESEARCH

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>12.1 Research policy</b>	12.1.1 Approve policy for the conduct of the University's research activities	DVC(R)		PVC(SCP); Director CDIP; Director, Research Development; Director, Research Grants & Contracts	VC; Academic Board; UE R	OGC		
<b>12.2 Cooperative Research Centres</b>	12.2.1 Approve application to establish or for membership of a Cooperative Research Centre	DVC(R)			Provost; VP(O); relevant Deans and HOSD(US)	CFO		
	12.2.2 Approve agreement for establishment of Cooperative Research Centre	DVC(R)		OGC	Provost; VP(O); Director, CDIP in relation to intellectual property provisions of agreement	CFO	Research Agreements Policy; Guidelines Concerning Commercial Activities	
<b>12.3 Centres and institutes</b>	12.3.1 Approve application to establish or disestablish a centre or institute	Provost			DVC(R); DVC(Ed); DVC(Reg)		Centres: Policy for Establishment Management and Review	
<b>12.4 Memoranda of understanding, research agreements &amp; grants</b>	12.4.1 Approve memoranda of understanding in relation to research	DVC(R)		PVC(SCP)	VC	PVC(GE) (if international)	Research Agreements Policy	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	12.4.2 Approve research agreements with commercial and non-commercial partners	VC	>\$10M, or >5 yrs duration	OGC	DVC(R); PVC(SCP); Director, CDIP in relation to intellectual property provisions;	PVC(GE) (if international)		
		DVC(R)	≤\$10M, and ≤5 yrs duration	OGC	PVC(SCP); Director, CDIP; Director, Research Grants & Contracts for agreements with non-commercial partners	PVC(GE) (if international)		
	12.4.3 Approve research agreements with commercial partners or scholarship agreements which are linked to a research agreement with a commercial partner	Director, CDIP	≤\$2M and ≤5 yrs duration	OGC		PVC(GE) (if international)	Research Agreements Policy; Guidelines Concerning Commercial Activities	
	12.4.4 Approve research agreements with non-commercial or publicly funded partners other than agreements referred to in 12.4.5	Director, Research Grants & Contracts; Director, Research Development	≤\$2M and ≤5 yrs duration	OGC	Director, CDIP in relation to intellectual property provisions	PVC(GE) (if international)	Research Agreements Policy	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	12.4.5 Approve research training or scholarship agreements with non-commercial or publicly funded partners	DVC(Ed); Director, Research Grants & Contracts	≤\$2M and ≤5 yrs duration	OGC	Director, CDIP in relation to intellectual property provisions	PVC(GE) (if international)		
	12.4.6 Approve research training or scholarship agreements with non-commercial or publicly funded entities, where such agreements relate only to international students	DVC(Ed)		OGC	DIS	PVC(GE)		
<b>12.5 Research grant applications</b>	12.5.1 Approve submission of research grant proposal other than proposals referred to in 12.5.2	Director, Research Grants & Contracts; Director, Research Development	All		Relevant HOS or HOSD(US)			Research proposal approval form signed by HOS or HOSD(US)
	12.5.2 Approve submission of research or training scholarship proposals	DVC(Ed)	All		Relevant HOS or HOSD(US)	DVC(R)		Research proposal form approved by HOS or HOSD(US)
<b>12.6 Research grant payments and refunds</b>	12.6.1 Approve payments from CDIP fund	Director, CDIP						
	12.6.2 Approve refund of unexpended grant funds to funding body	DHOS; Deputy Dean; DHD; DVC(Ed)						

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>12.7 Clinical trials agreements</b>	12.7.1 Approve clinical trials	PVC (SCP)		OGC				
	12.7.2 Approve modifications to site approvals for clinical trials where risk assessment of modified trial is "high" or above	PVC (SCP)						
	12.7.3 Approve modifications to site approvals for clinical trials, where risk assessment for modified trial is less than "high"	Director, Research Integrity and Ethics Administration						
<b>12.8 Intellectual property</b>	12.8.1 Approve applications for registration, maintenance and prosecution (including abandonment) of intellectual property	Director, CDIP					Intellectual Property Policy	
	12.8.2 Execute documents to facilitate application for registration, maintenance and prosecution (including abandonment) of intellectual property	CDIP Manager Intellectual Property			Director, CDIP		Intellectual Property Policy	



DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	12.8.3 Approve agreements granting any right in intellectual property	Director, CDIP		OGC			Intellectual Property Policy	
<b>12.9 Agreements affected by Australian government sanctions</b>	12.9.1 Approve an application for a permit licence or other government authorisation or approval, including any change to a condition of an authorisation or approval that relates to an agreement or other research activity.	DVC(R)		OGC	Relevant Dean or HOSD(US); Director, CDIP	Director, CDIP		

## PART 13 EDUCATION AND STUDENT MANAGEMENT

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>13.1 Student management policies</b>	13.1.1 Approve policy and procedures relating to student management and support	DVC(Reg); DVC(Ed)		OGC	VC; DSSS; UE; UE SL; UE Ed			
	13.1.2 Approve policy for domestic and international student recruitment	DVC(Reg)		DI (in respect of International student recruitment); OGC	VC; UE; UE Ed			
	13.1.3 Approve guidelines for performance of domestic and international students	DVC(Reg); DVC(Ed)		Deans	VC; UE Ed			
	13.1.4 Approve requirements regarding pre-requisites for courses	DVC(Reg); DVC(Ed)		Deans	Provost; UE Ed			
<b>13.2 Student welfare and activities</b>	13.2.1 Establish policies and plans to accommodate students with a disability, and policies in respect of assistance with student housing	DVC(Reg)		CHRO; Manager WH&S	Provost; UE; UE Ops; UE Ed			
	13.2.2 Approve amendments to constitutions of student organisations	Chancellor, on advice from VC						

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>13.3 Student practicum placements</b>	13.3.1 Approve student placement agreements involving single faculty or University school	Deputy Dean; DHD		OGC; DRM			Student Placement Policy	
	13.3.2 Approve student placement agreements including multiple faculties or University schools	DVC(Ed)		OGC; DRM			Student Placement Policy	
<b>13.4 Course delivery</b>	13.4.1 Approve co-delivery of courses	DVC(Ed)			Relevant Dean or HOSD(US)			
<b>13.56 Agreements for educational services, to be provided to or by the University</b>	13.5.1 Approve institutional agreements for cotutelle or other joint higher degree by research awards	DVC(Reg)			VC	PVC(GE)	Cotutelle Scheme Policy;  University of Sydney (Higher Degree by Research) Rule	
	13.5.2 Approve individual student agreements for cotutelle or other joint higher degree by research program	DVC(Reg)			Relevant Dean or HOSD(US)		Cotutelle Scheme Policy;  University of Sydney (Higher Degree by Research) Rule	
	13.5.3 Approve agreements for educational services involving the establishment of a joint venture campus	VC		OGC; DVC(Ed)	UE; Academic Board	DIS; DOGE	Agreements for Educational Services Policy	Agreements for Educational Services Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	13.5.4 Approve agreements for provision of educational services to a commercial or non-commercial partner, where those services are badged with the University's logo or otherwise identified as being produced by the University	VC	>\$2M, or >5 years' duration	OGC; VP(O); DVC(Ed)	UE; UE Ed; Academic Board		Guidelines Concerning Commercial Activities; Agreements for Educational Services Policy	Agreements for Educational Services Procedures
		DVC(Ed)	≤\$2M and ≤5 years' duration	OGC; VP(O)	UE; UE Ed; Academic Board		Guidelines Concerning Commercial Activities; Agreements for Educational Services Policy	Agreements for Educational Services Procedures
	13.5.5 Approve agreements for provision of educational services to a commercial or non-commercial partner, where those services are not badged with the University's logo or otherwise identified as being produced by the University	VC	>\$2M, or >5 years' duration	OGC; VP(O); DVC(Ed)	UE; UE Ed; Academic Board		Guidelines Concerning Commercial Activities; Agreements for Educational Services Policy	Agreements for Educational Services Procedures
		DVC(Ed)	≤\$2M and ≤ 5 years' duration	OGC; VP(O)	UE; UE Ed; Academic Board		Guidelines Concerning Commercial Activities; Agreements for Educational Services Policy	Agreements for Educational Services Procedures
		Dean; HOSD(US)	≤\$500K and ≤ 5 years' duration	OGC; VP(O); DVC(Ed)	Academic Board	UE Ed	Guidelines Concerning Commercial Activities; Agreements for Educational Services Policy	Agreements for Educational Services Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	13.5.6 Approve agreements for acquisition of educational services from a commercial or non-commercial partner	VC	>\$2M, or >5 years' duration	OGC; VP(O) ; DVC(Ed)	UE; UE Ed; Academic Board		Guidelines Concerning Commercial Activities; Agreements for Educational Services Policy	Agreements for Educational Services Procedures
		DVC(Ed)	≤\$2M and ≤ 5 years' duration	OGC; VP(O)	UE; UE Ed; Academic Board		Guidelines Concerning Commercial Activities; Agreements for Educational Services Policy	Agreements for Educational Services Procedures
		Dean; HOSD(US)	≤\$500K and < 5 years' duration	OGC; VP(O)	DVC(Ed); Academic Board	UE Ed	Guidelines Concerning Commercial Activities; Agreements for Educational Services Policy	Agreements for Educational Services Procedures
<b>13.6 Teaching affected by Australian government sanctions</b>	13.6.1 Approve application for permit to teach or continue to teach or provide research training to a student from a country subject to Australian government sanctions	Dean; HOSD(US)		OGC	DVC(Reg)	DVC(Reg)		
<b>13.7 Appointment of Senate representatives</b>	13.7.1 Appoint a person who is not a fellow of Senate as representative on a nominated University organisation	Senate Nominations and Appointments Committee						

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	13.7.2 Appoint representative to Student Appeals Panel	VC			DVC(Reg)			
<b>13.8 Third party payment of student fees</b>	13.8.1 Approve arrangements (including financial guarantees to the University) for third party payment of student fees and expenses	DVC(Reg)		OGC			Third Party Payment of Student Fees Policy	Third Party Payment of Student Fees Procedures
<b>13.9 Bursaries, prizes and scholarships</b>	13.9.1 Approve award of University-wide scholarships and prizes	DVC(Reg)						
	13.9.2 Approve student bursaries	DVC(Reg)	>\$10K					
		DSSS	≤\$10K					
<b>13.10 Waiver of tuition fees</b>	13.10.1 Approve waiver of student tuition fees for non-Commonwealth supported student	DVC(Reg)		OGC	CFO			
<b>13.11 Use of student information</b>	13.11.1 Approve use of student information for the purposes of learning analytics	DVC(Ed)		OGC	Privacy Officer		Privacy Policy	Privacy Management Plan

## PART 14 COMMERCIAL AND CORPORATE ACTIVITIES

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
14.1 Associations and affiliations (excluding controlled entities and activities concerned with investment and capital management of University funds)	14.1.1 Other than in the case of a transaction involving the formation or acquisition of a controlled entity, approve promotion, naming or establishment of, or participation in (whether by means of debt, equity, contribution of assets or other means), partnerships, trusts, companies and other incorporated bodies, or joint ventures (except for the purpose of or in consideration for intellectual property rights) or in relation to the establishment of joint venture campuses as provided in Clause 13.5.3	DVC		GC; CFO	VC; VP(O)	Group Secretary	Associated & Affiliated Entities Policy	Associated & Affiliated Entities Operational Guidelines
	14.1.2 Other than in the case of a transaction involving the formation or acquisition of a controlled entity, approve promotion, naming or establishment of, or	DVC(R)		GC; CFO	VC; Director, CDIP; VP(O)	Group Secretary	Associated & Affiliated Entities Policy	Associated & Affiliated Entities Operational Guidelines

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	participation in (whether by means of debt, equity, contribution of assets or other means), partnerships, trusts, companies and other incorporated bodies, or joint ventures for the purpose of or in consideration for intellectual property rights							
	14.1.3 Appoint directors or other representative of the University	DVC; VP(O)				Group Secretary	Associated & Affiliated Entities Policy	Associated & Affiliated Entities Operational Guidelines
	14.1.4 Exercise voting rights of the University arising from its membership of a company, partnership, other incorporated body or joint venture (including appointing a proxy to exercise such rights)	DVC; VP(O)				Group Secretary	Associated & Affiliated Entities Policy	Associated & Affiliated Entities Operational Guidelines
<b>14.2 Commissioned research</b>	14.2.1 Approve contracts, memoranda of understanding and other arrangements for commissioned research	VC	>\$10M or >5 years' duration	OGC	DVC(R); Director, CDIP; PVC(SCP)		Guidelines Concerning Commercial Activities; Research Agreements Policy	



DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
		DVC(R)	≤\$10M and ≤ 5 years' duration	OGC	Director, CDIP; PVC(SCP)		Guidelines Concerning Commercial Activities; Research Agreements Policy	
		Director, CDIP	≤ \$2M and ≤ 5 years' duration	OGC	PVC(SCP)	DVC(R)	Guidelines Concerning Commercial Activities; Research Agreements Policy	
	14.2.2 Approve agreements for commissioned research which are linked to scholarship agreement(s)	Director, CDIP			DVC(Ed)		Guidelines Concerning Commercial Activities; Research Agreements Policy	
<b>14.3 Other commercial activities</b>	14.3.1 Approve commercial activities to be conducted through a faculty or University school if the HOS has assessed the proposed commercial activities and has recommended the undertaking of such commercial activities	Director, CDIP; Chief Investment Officer; DCIS (as relevant); DVCs of affected portfolios; VP(O)	≤\$100K	CFO	Relevant Dean or HOSD(US)		Guidelines Concerning Commercial Activities	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	14.3.2 Approve commercial activities to be conducted through a faculty or University school if the Dean or HOSD(US) has assessed the proposed commercial activities and has recommended the undertaking of such commercial activities	Director, CDIP; Chief Investment Officer; DCIS (as relevant); DVCs of affected portfolios; VP(O)	≤\$500K	CFO	VP(O)		Guidelines Concerning Commercial Activities	
	14.3.3 Approve commercial activities which have University wide application or a value greater than \$500K, if the CFO has assessed the proposed commercial activities and has recommended the undertaking of such commercial activities	Director, CDIP; Chief Investment Officer; DCIS (as relevant); DVCs of affected portfolios; VP(O)	>\$500K	CFO	VP(O)		Guidelines Concerning Commercial Activities	
<b>14.4 Provision of clinical services</b>	14.4.1 Approve proposals to provide clinical services	VP(O) and Provost jointly		GC	DVC(R); DVC(Ed); Dean	DRM		
<b>14.5 Controlled and external entities</b>	14.5.1 Approve establishment or acquisition of a controlled entity	VC	>\$1M	GC	DVC; VP(O); DRM; CFO	Group Secretary	Controlled Entity Policy	Controlled Entity Procedures
		VP(O); Provost	≤\$1M	GC	VC; DVC; DRM; CFO	Group Secretary	Controlled Entity Policy	Controlled Entity Procedures

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	14.5.2 Approve decisions by a controlled entity which require University consent, or arrangements for a controlled entity which require University agreement	VP(O); Provost		CFO; GC	DVC	Group Secretary	Controlled Entity Policy	Controlled Entity Procedures
	14.5.3 Exercise voting rights of the University arising from its membership of a company, partnership, other incorporated body or joint venture (including appointing a proxy to exercise such rights)	VP(O); Provost		CFO; GC	DVC	Group Secretary	Controlled Entity Policy; Associated and Affiliated Entities Policy	Controlled Entity Procedures; Associated and Affiliated Entities Operational Guidelines
	14.5.4 Appoint directors or other representative of the University and determine the remuneration for such appointment	VP(O); Provost				Group Secretary	Controlled Entity Policy; Associated and Affiliated Entities Policy	Controlled Entity Procedures; Associated and Affiliated Entities Operational Guidelines
	14.5.5 Approve transactions resulting in a change of control where there is a sale, realisation or other disposition of all or part of the University interest in any company,	VC	>\$500K	GC	UE FP; VC	Group Secretary	Controlled Entity Policy; Associated and Affiliated Entities Policy	Controlled Entity Procedures; Associated and Affiliated Entities Operational Guidelines

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	partnership, other incorporated body or joint venture, or approve the winding up of any company partnership, other incorporated body or joint venture.	DCIS; CFO; DVC	≤\$500K	GC	UE FP; VP(O)	Group Secretary	Controlled Entity Policy; Associated and Affiliated Entities Policy	Controlled Entity Procedures; Associated and Affiliated Entities Operational Guidelines
	14.5.6 Approve transactions not resulting in a change of control where there is a sale, realisation or other disposition of all or part of the University interest in any company, partnership, other incorporated body or joint venture	VP(O); Provost	>\$500K	GC	UE FP; VC	Group Secretary	Controlled Entity Policy; Associated and Affiliated Entities Policy	Controlled Entity Procedures; Associated and Affiliated Entities Operational Guidelines
	partnership, other incorporated body or joint venture	DCIS; CFO; DVC	≤\$500K	GC	UE FP; VP(O)	Group Secretary	Controlled Entity Policy; Associated and Affiliated Entities Policy	Controlled Entity Procedures; Associated and Affiliated Entities Operational Guidelines

## PART 15 CEREMONIAL MATTERS

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>15 Formal ceremonies</b>	15.1 Preside at graduations (i.e. admit to the appropriate degree or degrees and award the appropriate diploma or diplomas to those who have qualified for the degree or diploma concerned and whose names appear in the printed list contained in the official program)	Chancellor; Deputy Chancellor; Vice-Chancellor; Pro-Chancellor; Chair, Academic Board; Provost; DVC						
	15.2 Approve graduation dates	DVC(Reg)						
	15.3 Change disciplines to be presented at any graduation ceremony or the scheduled time for any such ceremony with notice to the graduands concerned	DVC(Reg)			Graduands concerned			
	15.4 Approve academic dress	DVC(Reg)						
	15.5 Nominate a member of the Alumni Council or other eminent alumnus to act as	President, Alumni Council			DVC(Reg)			

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
	Esquire Bedell							

## PART 16 STUDENT ACCOMMODATION

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS				GOVERNANCE	
Activity	Function		Financial	Expertise	Consultation	Notification	Policies	Procedures
<b>16.1 Appointments and agreements</b>	16.1.1 Appoint operator panel	DVC(Reg)		OGC; DSSS	CPO			
	16.1.2 Approve operator	DVC(Reg)		OGC; DSSS	CPO; CFO			
	16.1.3 Approve terms of student residential agreements	DSSS		OGC; DCIS				
	16.1.4 Approve allocation of student housing	DSSS		OGC; DCIS				
	16.1.5 Approve reservation agreements for student accommodation in properties not owned by the University	DVC(Reg)		OGC; DSSS; DCIS				
<b>16.2 Fees and rents</b>	16.2.1 Determine rents	CFO; DVC(Reg)		OGC; DSSS; DCIS	UE Ops; ICC		Any relevant tax rulings	
	16.2.2 Determine fees and charges other than rents	HOA		OGC			Any relevant tax rulings	
	16.2.3 Approve write off of student accommodation debts	DVC(Reg)		CFO				
	16.2.4 Approve waiver of student rents, fees or other charges relating to accommodation, in exceptional circumstances	DSSS				CFO		