Delegations of Authority Policy and Register

Section 1 - Purpose

(1) The Constitution of the Australian Catholic University enables:

a. The Senators to delegate their powers under the Constitution to Officers of the University. Clause 15.6 provides:
    i. The Senators may at any time confer upon any other Senator, any State Chapter or such other Officer of the Corporation as they select, such of the powers exercisable under the Constitution by the Senators (other than this power of delegation and the power to make Statutes and Regulations under clause 24) for such time as they may think fit and to be exercised for such objects and purposes and upon such terms and with such restrictions as they think expedient. They may at any time revoke, withdraw, alter or vary all or any of such powers. No delegation will prevent the exercise of any power by the Senate.
b. The Senate to appoint and delegate their powers to a committee of the University. Clause 16.1 provides:
    i. The Senate may constitute and appoint such committees (at least one-third of which consists of Senators) and may delegate any of their powers (other than this power of delegation and the power to make Statutes and Regulations under clause 24) to such committees as they think fit. The Senate may at any time revoke, withdraw, alter or vary all or any of such powers. No delegation will prevent the exercise of any power by the Senate.
c. The Vice-Chancellor and President is the chief executive officer of the University. Clause 21.2 provides:
    i. The Vice-Chancellor and President is the chief executive officer of the University and, subject to this Constitution, has such powers and duties as prescribed by the Statutes or, subject to the Statutes, as the Senate determines.

(2) The purpose of the Delegations of Authority Policy and Register is to be the source of the functions which the Senate authorises particular officers and bodies of the University to carry out regularly.

(3) The Delegations of Authority Policy and Register sets out authorisations conferred by the Senate on officers and bodies of the University and committees of Senate for the purpose of carrying out their functions.

Section 2 - Scope / Application

(4) The Delegations of Authority Policy and Register applies to the University and its controlled entities, if any.

(5) The Delegations of Authority Policy and Register is not the source of all delegated authority. Register actions may be taken by University staff under implied authority arising from position descriptions, policies, procedures, schedules, guidelines and practices.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the ACU Policy Portal for the latest version.

Section 3 - Acronyms

Dean, La Salle	Dean, La Salle Academy
Ac Reg	Academic Registrar
ADR	Associate Dean, Research
Assoc Dean	Associate Dean
Assoc Dir DCP	Associate Director, Development and Capital Projects
Assoc Dir Fin Ops	Associate Director, Financial Operations
Assoc Dir FM	Associate Director, Facilities Management
Assoc Dir Lib	Associate Director, Libraries
Assoc Dir Res Ops	Associate Director, Research Operations
ARC	Audit and Risk Committee
CAQC	Courses and Academic Quality Committee
CD	Campus Dean
CE	Chief Executive (Management Level 1)
CFO	Chief Financial Officer
CIDO	Chief Information and Digital Officer
CIPO	Chief Infrastructure & Properties Officer
CMO	Chief Marketing Officer
DVCC	Deputy Vice-Chancellor (Corporate)
CPO	Chief People Officer
DCOO	Deputy Chief Operating Officer
Dep Dir RC	Deputy Director, Rome Campus
DIIE	Dean, Innovation & Industry Engagement
Dir A	Director, Advancement
Dir CEI	Director, Centre for Education and Innovation
Dir GRS	Director, Graduate Research School
CLAGO	Chief Legal Assurance and Governance Officer
Dir RC	Director, Rome Campus
Dir SO	Director, Strategy and Operations
Dir SEE	Director, Student Experience and Enhancement
DP	Deputy Provost
DVC	Deputy Vice-Chancellor
DVCE	Deputy Vice-Chancellor (Education)
DVCRE	Deputy Vice-Chancellor (Research and Enterprise)
Exec Dean	Executive Dean

FRC	Finance and Resources Committee
GC	General Counsel
HDR	Higher Degree Research
HOS	Head of School
HREC	Human Research Ethics Committee
Lib Dir	Library Director
Mem Exec	Member of the Executive (Management Level 3)
Mem Line Mgt	Member of Line Management (Management Level 6)
Mem Mgt	Member of Management (Management Level 5)
Mem Sen Exec	Member of the Senior Executive (Management Level 2)
Mem Sen Mgt	Member of Senior Management (Management Level 4)
Nat Man ERS	National Manager, Employment Relations and Safety
Nat Man Gov	National Manager, Governance
NHMRC	National Health and Medical Research Council
OGC	Office of General Counsel
P&C	People and Capability
PC	Privacy Coordinator
PO	Privacy Officer
PVCE	Pro Vice-Chancellor (Engagement)
PVCGEP	Pro Vice-Chancellor (Global and Education Pathways)
PVCR	Pro Vice-Chancellor (Research)
RSC	Rome Steering Committee
SSC	Senate Standing Committee
ULTC	University Learning and Teaching Committee
URC	University Research Committee
VC	Vice-Chancellor and President
VCAC	Vice-Chancellor's Executive Board
WHS	Workplace Health and Safety

Section 4 - Definitions

Term	Definition
Agreement or Contract	includes a document having the effect, when signed or approved, of committing the University to legally binding obligations. This includes a University purchase order, deeds, consultancy or commercial contracts, research tenders, or any other document committing the University to legally binding obligations.
Delegate	means an officer or a group of persons (such as a committee) with delegated authority under this document.

Term	Definition		
Management Levels	means the following positions (in descending order):		
	1.	Chief Executive (Management Level 1)	means the Vice-Chancellor and President
	2.	Members of the Senior Executive (Management Level 2)	means the following positions: 1. Provost and Deputy Vice-Chancellor (Academic) 2. Deputy Vice-Chancellor (Corporate) 3. Deputy Vice-Chancellor (Research and Enterprise) 4. Deputy Vice-Chancellor (Education) 5. Executive Deans
		Members of the Executive (Management Level 3)	means the following positions: 1. Deputy Provost 2. Deputy Chief Operating Officer 3. Pro Vice-Chancellors 4. Research Institute Directors 5. Directorate Directors 6. Academic Registrar 7. General Counsel 8. Chair, Academic Board 9. Dean, Innovation & Industry Engagement 10. Director, Digital Education 11. Director, Graduate Research School 12. Director, Strategy and Operations
		Members of Senior Management (Management Level 4)	means the following positions: 1. Campus Deans 2. Dean, La Salle Academy 3. National Heads of School (including Dean, Thomas More Law School; Dean of Arts and Director, Institute of Humanities and Social Sciences) 4. Deputy Deans 5. Director, Global Engagement 6. Director, Pathways 7. Chief of Staff, Office of the Vice-Chancellor and President 8. Director, Portfolio and Program Management 9. Director, Programs and Policies 10. Director, Strategic Projects 11. Director, Corporate Services 12. Director, Rome Campus 13. Directorate Associate Directors 14. Associate Director, Research Operations
	5.	Members of Management (Management Level 5)	means the following positions: 1. Associate Deans 2. Research Institute Heads of Centres 3. Research Institute Senior Managers 4. Senior/National/Portfolio Managers 5. State/Deputy Heads of School 6. Deputy Director, Rome Campus
	6.	Members of Line Management (Management Level 6)	means the following positions: 1. Line Managers 2. Course Advisers 3. Team Leaders 4. National Unit Lead 5. Program Lead (Research Institute)
Policies procedures and guidelines	have the meanings set out in the Policy Development and Review Policy.		
University	means the Australian Catholic University Limited, including its controlled entities (if any), any affiliated institution and any educational institution located on University premises.		

Section 5 - Principles

(6) A delegation applies to the delegate's position and not to the individual in that position.

(7) Where a delegation is to a body (such as a Committee or a Board), it relates to the body acting as a body, not to individual members of the body.

(8) In exercising a delegation, a delegate must comply with all relevant legislation, the University's Constitution, Statutes, Resolutions of Senate; industrial awards and agreements. The Delegations of Authority Policy and Register is a 'superior' policy of Senate; it overrides any other University policies and procedures to the extent of any inconsistencies.

(9) A delegate must act in accordance with the ACU Mission, Identity and Values and the Code of Conduct for Staff, for the purpose delegated and not for any improper purpose.

(10) A delegate must not exercise a delegation that would provide the delegate with any direct or indirect personal benefit, or conflict of interest. In circumstances where an officer would obtain a personal benefit the conflicted delegate must refer the decision to their supervisor and must not exercise the delegated authority.

(11) Where the delegated authority is a 'Member of the Executive' or a 'Member of the Senior Executive', approval is sought from the relevant member who is in the delegate's direct reporting line.

(12) A person appointed as a temporary or acting occupant of a position has the authority delegated to the position in which they are acting.

(13) A delegate may not nominate a sub-delegate under their supervision to exercise a delegation for and on behalf of that delegate except where the Register specifically allows for a nominee, as authorised by Senate. If a delegate in accordance with the delegation register nominates a nominee, the delegate remains responsible and accountable for the decision or action. Where nomination is permitted, the nominating officer cannot exercise the same authority in a particular case if the nominee has already exercised it.

(14) A person who has immediate, intermediate or ultimate line management for a delegate may exercise the delegated authority of that delegate.

(15) A delegation that contains the words 'in consultation with', 'on advice from', 'on advice of', or 'on recommendation of' means that the delegation should not be exercised until the required consultation, advice or recommendation is received and considered. Written evidence of such consultation should be kept by the delegate.

(16) A delegate may sign any document to give effect to their function or authority, except for legally binding agreements or contracts specifically delegated to others as set out in the Register.

(17) Where a delegate is authorised to approve or enter into a legally binding agreement on behalf of the University, this also includes the authority to modify the terms of the original agreement. However, authority to terminate must be exercised by the relevant delegate upon advice from General Counsel or a legal practitioner employed as such by the University to ensure that the full legal implications of termination are considered.

(18) Notwithstanding the absence of an explicit delegation in the Register, all decision-making authority exercised by any University officer must be exercised in accordance with the foregoing Principles.

Section 6 - Roles and Responsibilities

Approval Authority

(19) The Approval Authority for this Policy is the Senate.

Governing Authority

(20) The Governing Authority for this Policy is the Senate Standing Committee.

Responsible Officer

(21) The Responsible Officer for this Policy is the Deputy Vice-Chancellor (Corporate).

Other Relevant Stakeholders

(22) The Chief Legal Assurance and Governance Officer is responsible for overseeing the operation, implementation and amendment of the Delegations, including consulting with staff and providing training with respect to the application of the Delegations.

Section 7 - Review

(23) In line with the Policy Development and Review Policy, this Policy is scheduled for annual review or more frequently if appropriate.

Section 8 - Further Assistance

(24) Further assistance may be sought from the Chief Legal Assurance and Governance Officer by logging a request via Service Central. Suggestions for further amendments to the Delegations may also be submitted via the Governance tab in Service Central.

Section 9 - Delegations of Authority Register

1. Corporate and Commercial

#	FUNCTION	DELEGATE	RELEVANT POLICY
Policies, Procedures and Guidelines			

#	FUNCTION		DELEGATE	RELEVANT POLICY
1.1	Approve:			Policy Development and Review Policy Policy Development and Review Procedure
	a) Policies		Approval Authority identified as the Senate, VC or nominee being a Mem Sen Exec, or Committee with appropriate remit in accordance with the Policy Development and Review Policy or as otherwise specified in this document	
	b) Procedures		Governing Authority for the relevant Policy or as otherwise specified in the relevant Policy	
	c) Guidelines and local protocols for the implementation of University policies in the following areas:		Responsible Officer being the relevant Mem Sen Exec or Mem Exec in accordance with the Policy Development and Review Policy as follows:	
	i.	Academic matters	Ac Reg, Provost, DVCRE	
	ii.	Advancement and alumni	Dir A	
	iii.	Finance	CFO	
	iv.	Governance	CLAGO	
	v.	Privacy and Freedom of Information	DVCC as PO	
	vi.	Human Resources	CPO	
	vii.	Information Technology	CIDO	
	viii.	International activities	PVCGEP	
	ix.	Library and Collections	Library Director	
	x.	Records capture, release and destruction, including archiving and access	CLAGO	
	xi.	Property	CIPO	
	xii.	Quality Assurance	CLAGO	
	xiii.	Risk and compliance	CLAGO	
	xiv.	Learning and Teaching	Dir CEI	
	xv.	Student administration	Ac Reg (Coursework); Dir GRS (HDR)	
	xvi.	Student wellbeing and campus life	Dir SEE	
	xvii.	Intellectual property assets of the University	DVCC; DVCRE	
	xviii.	Corporate engagement, marketing and communication	CMO	
Corporate and Governance				

#	FUNCTION	DELEGATE	RELEVANT POLICY
1.2	Approve: a) establishment and naming of campuses; and b) renaming and disestablishment of campuses	Senate on recommendation of VC	
1.3	Approve: a) establishment, naming, reorganisation and closure of management portfolios, offices, departments b) reorganisation of faculties	VC or Mem Sen Exec nominated by VC	
1.4	Approve establishment, naming, reorganisation and closure of units within faculties	VC or Mem Sen Exec nominated by VC	
1.5	Approve establishment or participation in (whether by means of debt, equity contribution of assets or by other means):		Commercial Activities Policy Commercial Activities Procedure
	a) Companies and other entities (including ACU controlled entities)	VC	
	b) Off-shore companies and other entities off-shore	Senate on recommendation of VC	
	c) Joint ventures	VC or DVCC or DVCRE	
	d) Cooperative teaching or research arrangements	Provost, DVCRE	
1.6	Approve business names (including application, renewal, transfer and cancellation)	VC or DVCC	
1.7	Approve and retain register of Faculty Operational Plans	Provost on recommendation of Exec Dean	
1.8	Appoint University representatives to outside bodies	VC or Mem Sen Exec (with notification to the VC)	
1.9	Appoint Electoral Officers in accordance with the Statutes	Corporation Secretary	
1.10	Approval of strategies arising out of the Strategic Plan approved by Senate	Senate, with endorsement by Academic Board for academic strategies	
1.10A	Approve enabling frameworks and operational plans	VC on recommendation of VCAC	
1.11	Approve the acceptance of risk over Tolerance Levels defined by the Risk Appetite Statement	VC for all risks	Risk Appetite Statement Enterprise Risk Management Framework Risk Management Policy Risk Management Procedure
		Relevant Mem Sen Exec appropriate to designated areas of risk ownership	
1.12	Approve amendments to these Delegations which are: a) minor and do not change substance or effect of the delegations or b) consequential on changes to a position title, policy, process or procedure	DVCC	

#	FUNCTION	DELEGATE	RELEVANT POLICY
1.13	Approve the engagement of a consultant or a contractor (including agency / contract staff engaged through preferred recruitment agencies or other suppliers) under a contract for services within the delegate's area of responsibility. In this clause: a) the engagement must not exceed the delegated limit in respect of any single transaction. That is, the total of each individual contract, order or commitment comprising the entire transaction must not exceed the total (overall) delegation limit. Invoice splitting is not permitted; b) clause 3.5 of the Delegations specifies the 'delegated limit in respect of any single transaction'; c) a 'consultant' means an individual or entity engaged by the University to evaluate the University's needs and provide expert advice and opinion within their specific area of expertise on strategic, operational or other activities of the University; d) a 'contractor' or 'independent contractor' means an individual or entity that the University engages to perform work for the University but who is not employed by the University. A contractor undertakes to produce a given result and the agreed payment becomes payable when the contractual conditions have been fulfilled; e) contractors and consultants are engaged via a 'contract for services' (or 'contract by performance') which refers to a contractual arrangement by which one person or entity agrees to provide workplace services to another. The contract is between two principals (which can either be a person or entity) and neither is the employer of the other; f) the exercise of this delegation relates to the following substantive areas of decision-making: academic, marketing, financial, human resources, property and information technology; and g) in the event of any inconsistency between this clause and any other clause of the Delegations, this clause shall prevail to the extent of any inconsistency.	Mem Exec	Determining Employee or Contractor Status Policy
1.14	Approve non-research private and University-based consulting and commercial activities for:		Paid Outside Work Policy Commercial Activities Policy Commercial Activities Procedure
	a) Academic Staff	Relevant Mem Sen Exec	
	b) Professional Staff	Relevant Mem Sen Exec	
	c) Mem Sen Exec	VC	
1.15	a) Negotiate	Relevant Mem Sen Mgt	Paid Outside Work Policy Commercial Activities Policy Commercial Activities Procedure
	b) Approve and enter into, modify the terms of or terminate	DVCRE on advice of GC or legal practitioner employed as such by the university	
	any University-based consulting and commercial activities agreement where ACU provides services to an external organization.		
1.15a	a) Negotiate	Relevant Mem Sen Mgt	Paid Outside Work Policy Commercial Activities Policy Commercial Activities Procedure
	b) Approve and enter into, modify the terms of or terminate	Relevant Mem Sen Mgt on advice of GC or legal practitioner employed as such by the university	
	a non-legally binding agreement or memorandum of understanding with a domestic or international entity to create a mutually beneficial industry partnership.		

#	FUNCTION	DELEGATE	RELEVANT POLICY
1.16	Approve dealings in the University's intellectual property assets not otherwise covered in these Delegations including authority to manage commercial and non-commercial exploitation and infringement of the University's intellectual property, subject to clause 28 of the Constitution of Australian Catholic University Limited	DVCC	

2. Legal and Compliance

#	FUNCTION	DELEGATE	RELEVANT POLICY	
Policies, Procedures and Guidelines				
2.1	Accept service of legal documents	GC or legal practitioner employed as such by the University on recommendation of GC		
2.1A	Seek advice from GC in respect of matters of corporate governance	Chancellor, Pro-Chancellor and VC in their capacities as Directors of ACU Limited, and the independent Chair ARC, on the recommendation of the Corporation Secretary (subject to GC's professional obligations and any conflicts of interest)		
2.2	To submit:			
	a) all statements of compliance required to be made by the University or by the Senate (with the exception of financial statements); or	VC or nominee of VC being a member of the Senior Executive or Executive		
	b) the Annual Information Statement on behalf of the University; or	DVCC, CLAGO, Nat Man Gov		
	c) statements or information updating the corporate record including Directors' details,	DVCC, CLAGO, Nat Man Gov		
	in accordance with legislation and the requirements of proper authorities under legislation			
2.3	Hold any licence or assume any title or office where required or permitted by law to be held or assumed on behalf of the University by a natural person and exercise any function or authority relevantly, required of, or permitted to be exercised by, that officeholder by the statute	VC or nominee of VC		
2.4	Settle legal proceedings or disputes	DVCC or nominee, VC or nominee, FRC or nominee within the limits of their respective general expenditure delegation		

#	FUNCTION	DELEGATE	RELEVANT POLICY	
2.5		a) Appoint and instruct external lawyers for the purpose of obtaining legal advice or services	Chancellor, VC, GC, DVCC or legal practitioner employed as such by the University authorised by GC, with a copy of all external legal advice to be provided to GC	
		b) Instruct external lawyers on matters relating to property leasing and property licensing	DVCC, GC, legal practitioner employed as such by the University authorised by GC, CIPO or nominee on recommendation of DVCC or GC subject to ongoing consultation with the OGC	
		c) Instruct external lawyers on matters relating to employment and industrial relations	DVCC, GC, legal practitioner employed as such by the University authorised by GC, CPO or nominee on recommendation of DVCC or GC, subject to ongoing consultation with the OGC	
		d) Appoint and instruct external lawyers for purposes other than the provision of privileged legal advice (e.g., registered migration agent services; provision of learning and development services)	GC or legal practitioner employed as such by the University; CPO or nominee	
2.6		Represent the University in a proceeding in a court or tribunal	(25) A legal practitioner employed as such by the University, or an external legal practitioner appointed in accordance with this document (26) CPO or nominee of CPO for matters in Fair Work Commission upon the recommendation of GC	
2.7		Waive University's right to maintain legal professional privilege in a specific instance	VC or DVCC	
2.8		Approve the use and disclosure of personal information (including sensitive information), subject to clauses 5.8A, 5.8B, 5.8C and 5.8D	PO, on recommendation of PC, GC or legal practitioner employed as such by the University	Privacy Act 1988 (Cth) Privacy Policy and Privacy Procedures
Executing ACU Agreements / Contracts				
2.9		Approve: a) the content and form; and b) the use and application; of ACU standard form of contracts, agreements and deeds	GC	
2.10		A document, excluding a deed, may be executed by a person with the relevant delegated authority without the seal of the University Note: See Section 4 (Property) for specific delegations relating to the execution of property-related documents	All delegates within their relevant delegated authority on advice of: a) GC, or b) a legal practitioner employed as such by the University, or c) a delegate holding a legal practitioner's practising certificate and who is authorised to provide legal advice to the University on specific matters (e.g., Nat Man ERS on employment relations matters)	

3. Finance

#	FUNCTION	DELEGATE	DELEGATION LIMIT	RELEVANT POLICY
General				

#	FUNCTION	DELEGATE	DELEGATION LIMIT	RELEVANT POLICY
3.1	Approve finance forms and authorisation approval processes prescribed for use in accounting procedures	CFO; Associate Director, Financial Operations		
3.2	Approve annual Operating Budget	Senate		
Own Expenditure				
3.3	Delegates must not approve the incurring of or the reimbursement of their own expenditures or advances even if it falls within their delegation limit. Such expenditure must be approved by that person's immediate supervisor	All delegates		
Non-Capital Expenditure Delegations				
3.4	Approve expenditure and payments not otherwise included elsewhere in the Delegations and not exceeding the delegation limit in respect of any single transaction, that is, for the total of each individual contract, order or commitment comprising the entire transaction. Invoice splitting is not permitted. This includes the authority to execute contracts on behalf of the University under conditions set out in the Procurement Policy or Delegations	FRC	Unlimited	Procurement Policy
		VC or DVCC jointly with Chair, FRC	$10,000,000	
		VC or DVCC	$3,000,000	
		Provost	$1,500,000	
		CFO	$1,000,000	
Note: With reference to clause 3.5 below, the financial delegation is distinct from the substantive delegation and delegates should only approve financial expenditure for areas of substantive responsibility for which they are otherwise authorised to act.				

#	FUNCTION	DELEGATE	DELEGATION LIMIT	RELEVANT POLICY
3.5	Approve expenditure and payments for overhead and operating budgets within the delegate's area of responsibility not otherwise included elsewhere in the Delegations and not exceeding the delegated limit in respect of any single transaction, that is, for the total of each individual contract, order or commitment comprising the entire transaction. Invoice splitting is not permitted. This includes the authority to execute contracts on behalf of the University under conditions set out in the Procurement Policy or Delegations	• VC or nominee • Provost • DVCE • DVCRE • DCOO	$1,000,000	Procurement Policy
		CIPO	$250,000	
		Mem Exec	$150,000	Procurement Policy
		Mem Sen Mgt	$50,000	Procurement Policy
		Assoc Dean	$30,000	
		National Manager Facilities Management	$20,000	
		Mem Mgt	$10,000	Position Titles for Professional Staff Policy
		• Mem Line Mgt • Senior Administrative Officer within a Department • Chief Investigator of a research project	$5,000	
		Administrative Officers	$1,000	Position Titles for Professional Staff Policy
Banking				
3.6	Open and maintain bank accounts including styles, cheque signatories, signature for international authorisations for electronic transfers, payment and receipting processes, credit card facilities, and provide indemnities required by the bank on behalf of the University	DVCC CFO		
3.7	Appoint officers to sign, countersign or endorse instruments required to operate University bank accounts (two signatures must be required for all documents)	CFO		
Capital Funded Projects (not otherwise provided for)				
3.8	Approve projects within project budget approved by Senate or FRC Approve expenditure and payments in relation to approved capital projects authorised under contracts and purchase orders not exceeding the delegation limit in respect of any single transaction; that is, for the total of each individual contract, order or commitment comprising the entire transaction. Invoice splitting is not permitted	a) FRC	Unlimited	
		b) VC or DVCC	$3,000,000	
		c) Relevant Mem Exec	$2,000,000	
		d) Relevant Mem Sen Mgt	$200,000	
		e) Senior Project Manager for the relevant project as nominated by relevant Mem Exec	$100,000	

#	FUNCTION	DELEGATE	DELEGATION LIMIT	RELEVANT POLICY
3.9	Approve allocation of capital in the approved Annual Capital Plan budget Approve and execute contracts and purchase orders for programs of work within approved Annual Capital Plan budget and substantive area of delegated responsibility Approve expenditure and payments in relation to programs of work within approved Annual Capital Plan budget not exceeding the delegation limit in respect of any single transaction; that is, for the total of each individual contract, order or commitment comprising the entire transaction. Invoice splitting is not permitted	a) DVCC	$3,000,000	
		b) Relevant Mem Exec	$250,000	
		c) Relevant Mem Sen Mgt	$80,000	
		d) Senior Project Manager for the relevant project as nominated by relevant Mem Exec	$20,000	
Credit Cards				
3.10	Approve the issue of, and credit limits associated with, corporate credit cards to staff	CFO		Purchase Card Policy
Contracts and Purchase Orders for Goods and Services				
3.11	Contracts and Purchase Orders for Goods and Services	CFO		
3.12	Sign on behalf of the University contracts not required to be under seal for the provision of services, hire or loan of goods and rental of premises either by the University or procured for the University	a) DVCC	$10,000,000	
		b) CFO	$1,000,000	
3.13	Determine rates for			
	a) facilities hire; and	DVCC on recommendation of CIPO		
	b) residential services	DVCE on recommendation of Dir SEE		
Fees and Charges				
3.14	Approve annual schedule of tuition fees and associated tuition charges including Strategic Projects and any subsequent variations	VC on recommendation of Provost / DVCC / DVCRE		
3.15	Approve prices of:			
	a) publications;	Provost; DVCRE		
	b) merchandise; and	DVCC		
	c) fees and charges for other University programs, services and equipment	DVCC; Provost; DVCRE		

#	FUNCTION	DELEGATE	DELEGATION LIMIT	RELEVANT POLICY
3.16	a) Waive or refund, in full or in part, domestic coursework student fees	DVCE or DVCE's nominee; Ac Reg	$30,000	
	b) Waive or refund, in full or in part, domestic HDR student fees	DVCRE or DVCRE's nominee; Dir GRS	$30,000	
	c) Waive or refund, in full or in part, domestic student charges	Provost; Ac Reg; Dir GRS	$5,000	
	d) Waive or refund, in full or in part, student library fines and charges	Information Services Librarian, Senior Library Technician	$500	
	e) Waive or refund, in full or in part, domestic and international student fees and charges relating to student accommodation and non-academic student programs	DVCE on recommendation of Dir SEE or Ac Reg	$100,000	
3.17	Discount international student fee in form of scholarship	Provost on recommendation of PVCGEP		
3.18	Approve fee refund for full-fee-paying international students:			
	a) prior to commencement	PVCGEP (Coursework); DVCRE (HDR)		
	b) following commencement	Ac Reg (Coursework); Dir GRS (HDR)		
3.19	Fees for external examiners			
	a) Undergraduate / postgraduate coursework	Provost		
	b) Postgraduate research	DVCRE		
3.20	a) Apply for VET funding	PVCGEP		
	b) Oversee processes in relation to VET FEE HELP or any comparable VET funding scheme (VFH)	PVCGEP		
	c) Execute any Statutory Declaration or other authority certifying VET student enrolments and related VFH	CFO		
3.21	Determine rates for fines and penalties	DVCC		
3.22	Determine rates for parking	DVCC		
Grants				
3.23	Accept grants on behalf of the University:			
	a) Research grants	DVCRE; PVCR; Assoc Dir Res Ops		
	b) Special purpose/grants other than research	Mem Sen Exec		
Insurance				
3.24	Approve Risk Framework, Insurance Renewal	ARC on recommendation of DVCC	Unlimited	

#	FUNCTION	DELEGATE	DELEGATION LIMIT	RELEVANT POLICY
3.24A	Approve departure from ACU's minimum insurance requirements in circumstances of low risk	DVCC upon recommendation of CFO with advice to the University's relevant insurer		Procurement Policy
Investment of Funds				
3.25	Approve policy on investment of funds	FRC		
3.26	Engage and terminate the use of external fund managers	FRC		
3.27	Invest monies of the University, subject to any conditions of a relevant Trust Agreement and FRC investment policy	a) FRC	Unlimited	
		b) DVCC	$10,000,000	
		c) CFO	$10,000,000	
		d) Assoc Dir Fin Ops	$7,500,000	
Loan of Equipment				
3.28	Authorise the loan of equipment to outside bodies	a) Mem Sen Exec	Unlimited	
		b) Mem Exec	$25,000	
Payments to Staff				
3.29	In respect of the payment of salaries, wages and allowances, including: • PAYG tax; • Payroll tax; • remittance of salary deductions to external organisations; and • any extraordinary or one-off payroll transactions such as salary back payments under the Staff Enterprise Agreement and remediation payments for unpaid salary:			
	a) Approve detailed arrangements for payments	DVCC, CPO, CFO, Associate Director, Workforce Systems, Reporting and Payroll, National Manager, Payroll Services		
	b) Authorise payments	VC, DVCC, CFO	$35,000,000 per pay period	
	c) Authorise extraordinary payments not otherwise covered by a) or b)	VC or DVCC jointly with Chair, FRC on advice of CFO and with advice to Senate	$50,000,000 per pay period	
3.30	In respect of the payment of employer Superannuation:			
	a) Approve detailed arrangements for payments	DVCC, CPO, CFO, Associate Director, Workforce Systems, Reporting and Payroll, National Manager, Payroll Services		
	b) Authorise payments	VC, DVCC, CFO	$5,000,000 per pay period	
	c) Authorise extraordinary payments not otherwise covered by a) or b)	VC or DVCC jointly with Chair, FRC on advice of CFO and with advice to Senate	$15,000,000 per pay period	

#	FUNCTION	DELEGATE	DELEGATION LIMIT	RELEVANT POLICY
Payments to Deceased Person				
3.31	Approve payment to a person other than the personal legal representative where an amount is due to a deceased person at the date of death	On advice from GC or legal practitioner employed as such by the University any of the following:		
		a) DVCC	$1,500,000	
		b) CFO	$1,000,000	
		c) CPO	$150,000	
Reimbursement without Receipt				
3.32	Approve limits for reimbursement without receipt	CFO		
Recoveries and Write-offs (Non-property Capital Assets)				
3.33	Authorise recovery of monies owed to the University by deduction from salary	CFO; CPO		
3.34	Write off assets and debts	a) FRC	Unlimited	
		b) DVCC	$100,000	
		c) CFO	$50,000	
3.35	Write off salary over-payments	a) DVCC	$100,000	
		b) CFO	$50,000	
Sale, Disposal of Assets (Non-property Capital Assets)				
3.36	Approve the sale, trade-in, cannibalisation, scrapping, disposal by gift or donation or write off of assets of specified written down value	a) FRC	Unlimited	Procurement Policy
		b) VC or DVCC	$10,000,000	
		c) CFO	$1,000,000	
		d) Assoc Dir Fin Ops	$5000	
Student Loans				
3.37	Approve student loans (excluding Commonwealth loans schemes such as OS-HELP) in accordance with applicable policy and procedure	a) PVCGEP (international student loans)	$10,000	
		b) Provost; DVCC	$100,000	
Travel				
3.38	Approve overseas travel requests for their areas of responsibility (subject to relevant policies and procedures)	Mem Sen Exec		Travel Policy
3.39	Approve domestic travel requests for their areas of responsibility (subject to relevant policies and procedures)	Mem Exec; Mem Sen Mgt; Mem Mgt		Travel Policy
Collections				

#	FUNCTION	DELEGATE	DELEGATION LIMIT	RELEVANT POLICY
3.40	Approve expenditure and payments for the purpose of Library acquisitions within approved budget	Lib Dir	$250,000	
		Assoc Dir Lib	$100,000	
		Library Manager (Collections and Access)	$90,000	
		Library Manager (Data Quality and Digitisation)	$10,000	
Debt Issue				
3.41	Issue debt in either the Australian Medium-Term Note market or US Private Placement market	CFO	Within a maximum volume of $250,000,000, maturity of up to 30 years and with a yield no greater than 4.5%	

4. Property

Note: In this section, unless otherwise indicated, there is a distinction between:

a. authority to approve (including negotiate) the contents of a document; and
b. authority to execute a document.

Authority to approve a document is determined by the delegations identified in this section. Authority to execute a document on behalf of the University as a corporate body is governed by section 127 of the Corporations Act 2001 (Cth) and the Power of Attorney dated 28 October 2014 (BK 4677 No 305 Registered 4 November 2014 in New South Wales).

If, upon advice of General Counsel or a legal practitioner employed as such or engaged by the University, execution of any document under the Corporations Act 2001 (Cth) or the Power of Attorney is not required, authority to execute a document shall lie with the delegate authorised to negotiate and / or approve the relevant document, unless otherwise specified in the Delegations.

#	FUNCTION	DELEGATE	DELEGATION LIMIT	RELEVANT POLICY
General				
4.1	Approve the disposing of University real property or any interest in real property	a) FRC	Up to $50,000,000	
		b) VC or DVCC	Up to $10,000,000	
4.2	Approve the acquisition and transfer of real property including associated transaction costs	a) FRC	Up to $50,000,000	
		b) VC or DVCC	Up to $10,000,000	

#	FUNCTION	DELEGATE	DELEGATION LIMIT	RELEVANT POLICY
4.3	Act as the University's agent to acquire real property at auction approved in accordance with clause 4.2, above including to:	CIPO		
	a) bid at auction;		a) Up to the relevant financial delegation of the authorised body or delegate specified in these Delegations or any lesser amount approved by resolution of the authorised body or approved in writing by the authorised delegate	
	b) sign the contract of sale on behalf of the University;		b) In accordance with sub-clause a), above	
	c) pay a deposit up to the delegation limit; and		c) Up to $2,000,000 for a deposit on a property secured at auction	
	d) take all other steps necessary to effect the acquisition of property at auction within the limits of the authority delegated to the delegate		d) In accordance with sub-clause a), above	
4.4	Negotiate and approve conditions of a contract in relation to land acquisition, sale or development which has previously been approved by FRC or Senate	VC; DVCC; CIPO		
4.5	Approve agreements, arrangements, contracts, plans or any other documents, consequential to an acquisition or disposal of land approved by FRC or Senate	VC; DVCC		
4.6	Approve any document creating or effecting an approved positive or restrictive covenant, easement, mortgage or charge or effecting a subdivision of University land	VC; DVCC		
4.7	a) Approve and execute Development Applications, owner's consents to Development Applications	DVCC; CIPO		
	b) Approve designs with respect to any approved capital, facilities or overhead works or services			
4.8	Approve a lease over University-owned premises	a) FRC		
		b) VC or DVCC		
4.9	Approve a lease over non-University premises	a) FRC		
		b) VC or DVCC		
4.10	Approve and execute all property licences over University-owned premises or non-University owned premises	a) FRC		
		b) VC or DVCC		

#	FUNCTION	DELEGATE	DELEGATION LIMIT	RELEVANT POLICY
4.11	Approve any documents in relation to: a) Vacating premises leased by the University b) Vacating premises owned by the University for the purpose of a third-party entering into a lease of the premises c) Requiring a third-party tenant to vacate a property owned by the University	DVCC		
4.11A	Approve expenditure and payments (including rental) in relation to registered leases already entered into by the University where the University is the lessee, not exceeding the delegation limit for the total annual lease commitment. Invoice splitting is not permitted.	CIPO	$250,000 (total annual lease commitment)	
Capital Projects				
4.12	Approve overall allocation of capital for the buildings and the estates' capital plan	a) Senate	Unlimited	
		b) FRC	Up to $50,000,000	
4.13	Approve allocation of capital in the approved Annual Capital Plan budget to individual Capital Projects and Programs of Work	a) Senate	Unlimited	
		b) FRC	Up to $50,000,000	
		c) VC or DVCC	Up to $10,000,000	
		d) CIPO	Up to $2,000,000	
4.14	Approve and execute contracts and purchase orders for programs of work within the project budget Approve expenditure and payments in relation to approved capital projects not exceeding the delegation limit in respect of any single transaction; that is, for the total of each individual contract, order or commitment comprising the entire transaction. Invoice splitting is not permitted	a) VC or DVCC	Up to $10,000,000	
		b) CIPO	Up to $2,000,000	
		c) Assoc Dir DCP	Up to $200,000	
		d) Senior Project Manager for the relevant project as nominated by CIPO	Up to $100,000	
4.15	Approve and execute contracts and purchase orders for programs of work within approved Annual Capital Plan Budget and substantive area of delegated responsibility including minor capital works, asset replacement and end of lease capital works Approve expenditure and payments in relation to programs of work within approved Annual Capital Plan Budget not exceeding the delegation limit in respect of any single transaction; that is, for the total of each individual contract, order or commitment comprising the entire transaction. Invoice splitting is not permitted	a) DVCC	$1,500,000	
		b) CIPO	$250,000	
		c) Assoc Dir DCP, Assoc Dir FM	$80,000	
		d) Senior Project Manager for the relevant project as nominated by CIPO	$20,000	
4.16	Approve expenditure for feasibility studies ('seed funding') to determine the viability of property-related capital projects	a) DVCC	$3,000,000	
		b) CIPO	$250,000	
4.17	Exercise the powers and functions of the Corporation at a meeting of the Owners Corporation or Executive Committee of any property in which the University has a strata title interest	DVCC; CIPO		

#	FUNCTION	DELEGATE	DELEGATION LIMIT	RELEVANT POLICY
4.18	Represent the University at a meeting of the Owners Corporation or Executive Committee of any property in which the University has a strata title interest subject to any written directions provided by the relevant delegate identified in clause 4.17	CIPO		
4.19	Approve and execute contracts and purchase orders in accordance with approved facilities or maintenance plan	a) DVCC	Up to $10,000,000	
		b) CIPO	Up to $250,000	
		c) Assoc Dir FM	Up to $80,000	
		d) National Manager Facilities Management for the relevant project as nominated by CIPO	Up to $20,000	
		e) Facilities Manager	Up to $5,000	
4.20	Approve: a) building names; b) changes to building names; and c) removal of building names	Senate on the recommendation of the VC		Naming of Buildings, Facilities and Spaces Policy
4.21	Approve: a) the hire; and b) conditions of hire, of University facilities (excluding leases and licences)	CIPO	$250,000	

5. Information Technology

#	FUNCTION/AUTHORITY	DELEGATE	RELEVANT POLICY
Infrastructure			
5.1	Design, provide, maintain, upgrade and modify digital campus networks and approve or deny device attachments and network interconnections	CIDO	
5.2	Approve or deny changes to information Systems Management framework	DVCC upon recommendation of CIDO	
5.3	Approve electronic interfaces to enterprise production systems	CIDO upon recommendation of the business system owner	
5.4	Develop and implement an IT business continuity plan incorporating measures for disaster avoidance and recovery	DCOO upon recommendation of CIDO	
5.5	Approve digital certificates and domain name registrations	CIDO	
Information Security			
5.6	Take necessary action to assure continuity and security of the digital campus	CIDO	

#	FUNCTION/AUTHORITY	DELEGATE	RELEVANT POLICY
5.7	Approve commissioning and operation of outsourced and cloud-sourced services	DVCC upon recommendation of CIDO	
5.8	Authorise action in relation to information security requests in the context of the urgent procedures that protects computing and information systems	DVCC on recommendation of CIDO, CPO, GC, Provost or Ac Reg in combination or alone, depending on the nature of the incident	Information Security Policy Privacy Policy
5.8A	Authorise access to email, network and software applications of former members of staff and students to ensure business continuity	Relevant Mem Ex in consultation with CIDO following advice from PC	Information Security Policy Privacy Policy Employee Records Privacy Policy
5.8B	Authorise access to email, network and software applications of former members of staff and students for purposes relating to internal or external investigations involving a former staff member or student	CPO or Ac Reg in consultation with CIDO following advice from PC	Information Security Policy Privacy Policy Employee Records Privacy Policy
5.8C	Authorise access to email, network and software applications of current members of staff to ensure business continuity (excluding workplace surveillance)	Relevant Mem Ex on advice from PC with notification to PO, CPO or Ac Reg (as relevant) and CIDO	Information Security Policy Privacy Policy Employee Records Privacy Policy
5.8D	Authorise surveillance of current members of staff or students by monitoring or accessing: a) CCTV footage, b) ACU email accounts, c) usage of network and software applications, d) usage of access and security cards, and e) other means of electronic surveillance, including in relation to matters involving staff performance and discipline or to ensure safety and wellbeing of staff, students or members of the public	PO on advice from PC, GC, legal practitioner employed as such by the University or Nat Man ERS, as relevant, subject to the following requirements: • notification to be provided to the relevant Mem Sen Exec and the CPO (staff matters) and/or Ac Reg (student matters); • notification to the VC where any of the above University Officers have a conflict of interest; • notification to CIDO or CIPO, as relevant, for CIDO or CIPO to coordinate surveillance action (or nominee identified by the VC where the CIDO or CIPO has a conflict of interest) • written confirmation of approved surveillance action from CPO (staff matters) or Ac Reg (student matters) to be provided by the CIDO or CIPO (or nominee identified by the VC) to the member of staff undertaking the surveillance action	Workplace Surveillance Notification CCTV Privacy Collection Notice Information Security Policy Privacy Policy Employee Records Privacy Policy Code of Conduct for Staff Fraud and Corruption Control Framework Protected Disclosures Policy Protected Disclosures Procedure Managing Unsatisfactory Performance Policy Misconduct and Serious Misconduct Policy - Senior Management, Executive and Senior Executive Policy Misconduct and Serious Misconduct Policy Student Conduct Policy
5.9	Restrict email, network or software application threats and malware	CIDO	
Capital Projects			

#	FUNCTION/AUTHORITY	DELEGATE	RELEVANT POLICY
5.10	Approve allocation of capital in the approved Annual Capital Plan budget Approve and execute contracts and purchase orders for programs of work within the project budget approved by Senate or FRC or appropriate committee Approve expenditure and payments in relation to approved capital projects not exceeding the delegation limit in respect of any single transaction; that is, for the total of each individual contract, order or commitment comprising the total transaction. Invoice splitting is not permitted.	a) VC or DVCC	Up to $10,000,000
		b) CIDO	Up to $2,000,000
		c) Assoc Dir IT	Up to $200,000
		d) Senior Project Manager for the relevant project as nominated by CIDO	Up to $100,000
5.11	Approve and execute contracts and purchase orders for programs of work within approved Annual Capital Plan Budget and substantive area of delegated responsibility Approve expenditure and payments in relation to programs of work within approved Annual Capital Plan Budget not exceeding the delegation limit in respect of any single transaction; that is, for the total of each individual contract, order or commitment comprising the total transaction. Invoice splitting is not permitted.	a) DVCC	$3,000,000
		b) CIDO	$250,000
		c) Assoc Dir IT	$80,000
		d) Senior Project Manager for the relevant project as nominated by CIDO	$20,000

6. Human Resources

#	FUNCTION	DELEGATE		RELEVANT POLICY
Own Recommendation				
6.1	A delegate may not approve where they are the recommending University Officer. Members of Management Level 1 (Chief Executive) and Management Level 2 (Members of the Senior Executive) are exceptions.	All Delegates		
Recruitment				
#	FUNCTION	DECISION TO RECRUIT	APPROVAL OF APPOINTMENT	RELEVANT POLICY
6.2	Vice-Chancellor and President	Senate	Senate	Senior Management, Executive and Senior Executive Employment Conditions Policy
6.3	Member of the Senior Executive and PVCs	VC	Senate on recommendation of VC	Constitution of Australian Catholic University Limited
6.4	Member of the Executive	Vice-Chancellor and President	Mem Sen Exec	Senior Management, Executive and Senior Executive Employment Conditions Policy

#	FUNCTION	DELEGATE		RELEVANT POLICY
6.5	Continuing and fixed-term (including further appointments):			Recruitment and Selection Policy Employment of Fixed Term Staff Policy Senior Management, Executive and Senior Executive Employment Conditions Policy Related: Expressions of Interest Policy
	Academic Levels A to D	Mem Sen Exec	Mem Sen Exec	
	Academic Level E	Mem Sen Exec	Mem Sen Exec	
	Professional Staff HEW 1 to 9	Mem Sen Exec	Mem Sen Exec	
	Staff above HEW 9	Mem Sen Exec	Mem Sen Exec	
	Other Staff	Mem Sen Exec	Mem Sen Exec	
6.6	Casual staff (excluding sessional staff)	Mem Exec or nominee	Nominated Supervisor with notification to Mem Exec	Employment of Casual Professional Staff Policy Employment of Casual Academic Staff Policy
6.7	Sessional staff	Nominated Supervisor with notification to relevant Mem Exec or Senior Mgt	Mem Exec or relevant Mem Sen Mgt	Employment of Sessional Academic Staff Policy
6.8	Not used			
6.9	Placement arising from redeployment or redundancy	Mem Sen Exec on recommendation of Mem Exec	Mem Sen Exec on recommendation of Mem Exec	Major Change, Notice, Redeployment, Redundancy and Voluntary Early Retirement Policy Income Maintenance Policy
#	FUNCTION	DELEGATE		RELEVANT POLICY
6.10	Non-standard appointment (outside of normal provisions)	Mem Sen Exec with advice from P&C		Recruitment and Selection Policy
6.10A	Approve appointments where an off-campus location is designated in the employment contract (domestic and international)	VC with advice from CPO		Recruitment and Selection Policy Recruitment of Overseas Staff Procedure
6.11	Mandate to teach theological subjects	VC with communication from the relevant ecclesiastical authority		
6.12	Employer sponsorship for appointment of overseas staff including Employer Nomination Scheme, Temporary Business Long Stay and Visiting Academic	CPO or nominee makes the employer application for sponsorship appointment		Recruitment and Selection Policy Recruitment of Overseas Staff Procedure
6.13	Travel expenses and relocation allowance associated with appointment to the University			Travel and Relocation Expenses Policy
	a) International	Mem Sen Exec on advice from P&C		
	b) National within limits set under Travel and Relocation Expenses Policy	Nominated Supervisor with notification to the Mem Exec and on advice from P&C		
	c) National outside limits set under Travel and Relocation Expenses Policy	Mem Sen Exec on advice from P&C		

#	FUNCTION	DELEGATE	RELEVANT POLICY
6.14	Secondments		Internal Secondment Policy External Secondment Policy
	a) Internal	Mem Exec	
	b) External	Mem Sen Exec on advice from P&C	
6.15	Staff transfers		Staff Transfers Policy
	a) Academic Level E and above HEW 9	Mem Sen Exec	
	b) Other staff		
	i. Within organisational unit	Mem Exec	
	ii. Between organisational units	Mem Sen Exec	
6.16	Academic Promotion		Academic Promotions Policy
	a) Academic Levels B, C and D	Provost when Academic Promotions Committee chaired by a nominee of the Provost who holds a substantive position at Level E	
	b) Academic Level E	Provost when where Academic Promotions Committee chaired by a nominee, or VC if chaired by the Provost	
6.16A	Assessment of qualification experience	Exec Dean or Nat HOS	Academic Staff Teaching Qualifications and Equivalent Professional Experience Policy
6.17	Letters of offer	CPO or nominee	Appointment of Staff Policy
Assignments and Acting Appointments			
6.18	a) Deputy Dean	Deputy Provost	Higher Duties Allowance for Academic Staff Policy
	b) Assoc Dean	Deputy Provost	
	c) National Head of School	Deputy Provost	
	d) State Head of School	Exec Dean	
	e) Deputy Head of School	Exec Dean	
	f) Other responsibilities within a School	Exec Dean	
	g) Other responsibilities within an Academy	Academy Dean	
	h) Other responsibilities within a Research Institute	DVCRE	
6.19	a) Acting Vice-Chancellor and President > 4 weeks	Senate	Senior Executive, Executive and Senior Management Leave and Associated Arrangements Policy
	b) Acting Vice-Chancellor and President < 4 weeks	VC	
6.20	Acting Member of the Senior Executive (Management Level 2)	VC	Senior Executive, Executive and Senior Management Leave and Associated Arrangements Policy

#	FUNCTION	DELEGATE	RELEVANT POLICY
6.21	Acting Member of the Executive (Management Level 3)	Mem Sen Exec	Senior Executive, Executive and Senior Management Leave and Associated Arrangements Policy
6.22	Acting Academic managers		Higher Duties Allowance for Academic Staff Policy
	a) Deputy Dean / Assoc Dean / Academy Deputy Dean: Up to 6 months > 6 months	Exec Dean; Deputy Provost	
	b) National Head of School: Up to 6 months > 6 months	Exec Dean; Deputy Provost	
	c) State Head of School/Deputy Head of School: Up to 6 months > 6 months	Nat HOS; Exec Dean	
	d) Deputy Head of Academy/Academy Deputy Dean: Up to 6 months > 6 months	Academy Dean; Deputy Provost	
6.23	Professional Staff acting appointment	Mem Exec	Higher Duties Allowance for Professional Staff Policy
Employment Related Payments and Working Arrangements			
6.24	Payment of salary loading (capped at 20%)	Mem Sen Exec with advice from CPO or nominee	Salary Flexibility Policy
6.25	Payment of timesheets for casual staff (hours worked)	Nominated Supervisor	Employment of Casual Professional Staff Policy Employment of Casual Academic Staff Policy
6.26	Payment of motor vehicle expenses	Nominated Supervisor	Reimbursement of Actual Expenses Policy
6.27	Shiftwork for Professional Staff		Shiftwork for Professional Staff Policy Related: Flexible Working Arrangements Policy
	a) Introduction of shiftwork arrangement	Mem Exec	
	b) Payment of shift allowance	Nominated Supervisor	
6.28	Overtime for Professional Staff		Overtime for Professional Staff Policy
	a) Prior approval to direct staff to undertake overtime	Mem Exec	
	b) Time in lieu	Nominated Supervisor	
	c) Payment including meal allowance	Nominated Supervisor	
6.29	On-Call Arrangements for Professional Staff		• On Call Arrangements for Professional Staff Policy
	a) Prior approval of on-call arrangements	Mem Exec	
	b) Payment of overtime for on-call staff required to return to the University	Nominated Supervisor	

#	FUNCTION	DELEGATE	RELEVANT POLICY
6.30	Flexible Work Arrangements for Professional Staff		• Flexible Working Arrangements Policy
	a) Operation of working arrangements	Nominated Supervisor	
	b) Payment of excess accumulated time credits	Mem Exec	
6.31	Paid		• Paid Inside Work Policy • Paid Outside Work Policy
	a) Inside Work	Mem Exec	
	b) Outside Work	Mem Exec	
6.32	Variations to Employment fraction		• Flexible Working Arrangements Policy
	a) Up to six weeks	a) Nominated Supervisor	
	b) Greater than six weeks	b) Mem Exec	
6.33	Incremental Progression (until common incremental progression date approved and implemented)	Nominated Supervisor	• Incremental Progression for Academic Staff Policy • Incremental Progression and Salary Review for Professional Staff Policy
6.34	Authority to direct a staff member to attend a medical examination in association with ill-health	CPO or nominee	• Personal Leave Policy • Medical Assessment Policy
6.35	Approval of Position Classification Request	Mem Exec	• Position Classification for Professional Staff Policy
6.36	Parental Leave		• Parental Leave Policy • Related: Management of Staff Unattached from Substantive Position Policy
	a) Associated with the birth or an infant or adoption of a pre-school age child	Nominated Supervisor	
	b) Foster parent leave	Nominated Supervisor	
	c) For staff unattached from substantive position	CPO or nominee	
6.37	Leave Without Pay		• Leave Without Pay Policy • Related: Management of Staff Unattached from Substantive Position Policy
	a) Up to 12 months	Mem Exec	
	b) Over 12 months	Mem Sen Exec in consultation with P&C on a case-by-case basis	
6.38	Extraordinary leave	Mem Sen Exec on advice from CPO	• Extraordinary Leave Policy

#	FUNCTION	DELEGATE	RELEVANT POLICY
6.39	All other leave	Nominated Supervisor	• Recreation Leave (including Annual Leave) Policy • Australian Defence Forces Reserve Leave Policy • Community Service and Emergency Services Leave Policy • Living Organ Donors Leave Policy • Long Service Leave Policy • Provision of Support for Victims of Family or Domestic Violence Policy • Trade Union Training Leave Policy
6.40	Instruction to clear annual leave or long service leave	Nominated Supervisor	• Recreation Leave (including Annual Leave) Policy • Long Service Leave Policy
6.41	Continue annual leave accrual above 40 days	Mem Exec following advice from CPO or nominee	• Recreation Leave (including Annual Leave) Policy
Managing for Performance			
6.42	Probation – Confirmation of Employment		• Probation for Continuing Academic Staff Policy • Probation for Fixed Term Academic Staff Policy • Probation for Professional Staff Policy
	a) Continuing Academic Staff	Mem Sen Exec	
	b) Fixed-Term Academic Staff	Mem Exec	
	c) Professional Staff	Mem Exec	
6.43	Progress Plan for Professional Staff process or equivalent Progress Plan for Academic Staff process or equivalent	Nominated Supervisor with notification to Mem Exec (where necessary)	• Progress Plan for Academic Staff Policy • Progress Plan for Professional Staff Policy • Related: Managing Unsatisfactory Performance Policy • relevant Probation Policy • Position Classification for Professional Staff Policy
6.44	Professional development course approval	Nominated Supervisor	• Professional Learning for Academic Staff Policy • Professional Development for Professional Staff Policy
6.45	Study time and/or financial assistance	Nominated Supervisor with notification to the Mem Exec	• Study Support for Academic Staff Policy

#	FUNCTION	DELEGATE	RELEVANT POLICY
Separation from Employment			
6.46	Resignation or retirement:		• Notice of Resignation or Retirement Policy
	a) In accordance with conditions of appointment	Mem Exec	
	b) Contrary to conditions of appointment	Mem Exec with advice from CPO or nominee	
6.47	Dismissal, termination or suspension:		• Misconduct and Serious Misconduct Policy • Misconduct and Serious Misconduct Policy - Senior Management, Executive and Senior Executive Policy
	a) Members of Senior Management employed under a senior management employment agreement	Relevant Mem Sen Exec upon advice from the relevant Mem Exec	
	b) Members of the Executive	VC upon advice from the relevant Mem Sen Exec	
	c) Members of the Senior Executive	SSC upon advice from the VC	
	d) VC	Senate, upon advice from the Chancellor and SSC	
	e) All other staff	VC	
	f) In the case of suspension with pay	VC	
6.48	Termination during probation	VC through relevant Mem Exec with advice from CPO or nominee	• Probation for Continuing Academic Staff Policy • Probation for Professional Staff Policy • Probation for Fixed Term Academic Staff Policy
6.49	Termination during minimum employment period	VC through relevant Mem Exec with advice from CPO or nominee	
6.50	Variation of employment contract due to shortage of work (casual academic staff and casual professional staff only)	Nominated Supervisor	• Employment of Casual Academic Staff Policy • Employment of Casual Professional Staff Policy
6.51	Termination due to ill-health	Mem Sen Exec with advice from CPO or nominee	• Medical Assessment Policy
6.52	Redundancy: authority to declare a position surplus to University requirements including as part of an approved Change Plan	VC with advice from CPO or nominee	• Major Change, Notice, Redeployment, Redundancy and Voluntary Early Retirement Policy • Major Change, Notice, Redeployment, Redundancy and Voluntary Early Retirement Procedure

#	FUNCTION	DELEGATE	RELEVANT POLICY
6.53	Redundancy: authority to execute a deed or any other document effecting a redundancy or separation from the University	DVCC, CPO following approval of redundancy by VC in accordance with clause 6.52	• Major Change, Notice, Redeployment, Redundancy and Voluntary Early Retirement Policy • Major Change, Notice, Redeployment, Redundancy and Voluntary Early Retirement Procedure
6.54	Acceptance, upon instructions from the relevant delegate, of a negotiated outcome arising out of conciliation or substantive proceedings in the Fair Work Commission including execution of a document, excluding a deed, substantially effecting release and/or settlement of any claim, in accordance with clause 2.10	CPO upon instructions from the VC or DVCC	
Working with Children and Vulnerable Persons			
6.55	a) Staff working with children and vulnerable persons check	CPO or nominee	
	b) Students working with children and vulnerable persons check	Mem Exec or nominee	
	c) Students in clinical placements children and vulnerable persons check	Mem Exec or nominee	
Police Checks			
6.56	Police checks for staff working in specific roles	CPO or CFO or their respective nominees	

7. Academic and Student Matters

#	FUNCTION	DELEGATE	RELEVANT POLICY
General			
7.1	Approve policies and procedures on academic matters falling under Statute 2.5 - The Academic Board	Academic Board	• Policy Development and Review Policy • Policy Development and Review Procedure
7.2	Approve academic calendar for each year	Academic Board on recommendation of SALPC	• Common Academic Calendar Policy
7.3	Award coursework degrees, associate degrees, diplomas and certificates	VC on recommendation of Chair, Academic Board	• Statute 6.1 - Conferral of Awards • Conferral and Graduation Policy
Academic Award Course Offerings			

#	FUNCTION	DELEGATE	RELEVANT POLICY
7.4	Approve establishment of a: a) degree, b) diploma, c) certificate or other award course, or d) non-award course, including approve program, course rules and academic requirements, to be offered by ACU or by a third-party provider provided that such approval does not: • represent a departure from the current ACU Strategic Plan, • involve a new strategic initiative, • involve the expenditure of substantial additional capital or recurrent costs in accordance with parameters established by the FRC, and/or • represent a departure from the current Constitution of ACU.	Academic Board with notification to Senate	• Course Accreditation, Amendment and Review Policy • Educational Partnerships Policy
7.5	Approve establishment of a: a) degree, b) diploma, c) certificate or other award course, or d) non-award course, including approve program, course rules and academic requirements, to be offered by ACU or by a third-party provider that: • represents a departure from the current ACU Strategic Plan, • involves a new strategic initiative, • involves the expenditure of substantial additional capital or recurrent costs in accordance with parameters established by the FRC, and/or • represents a departure from the current Constitution of ACU.	Senate, on recommendation of Academic Board	• Course Accreditation, Amendment and Review Policy • Educational Partnerships Policy
7.6	Approve course proposals, change types and approvals pathways	The relevant approver identified in Schedule 4 of the Course Accreditation and Amendment Procedure, as amended from time to time, with notification to Senate of any subsequent amendments to the 'Approve' list in Schedule 4	• Course Accreditation, Amendment and Review Policy • Course Accreditation and Amendment Procedure • Course Review Procedure
Student Admissions			

#	FUNCTION	DELEGATE	RELEVANT POLICY
7.7	Approve admission of:		• Coursework: Admission to Coursework Programs Policy • HDR: Higher Degree Research Policy
	a) Domestic coursework students (including waiving GPA requirements)	Ac Reg or designated officer appointed by the Ac Reg in accordance with the Admission to Coursework Programs Policy	
	b) International coursework students	PVCGEP or designated officer appointed by the PVCGEP in accordance with the Admission to Coursework Programs Policy	
	c) HDR Domestic students	Dir GRS on recommendation of relevant ADR in accordance with the Higher Degree Research Policy	
	d) HDR International Students	PVCGEP on recommendation of relevant ADR and Dir GRS in accordance with the Higher Degree Research Policy	
Student Enrolment and Progression			
7.8	Approve annual enrolment load plan and subsequent amendments for:		
	a) Domestic coursework students	VC on recommendation of Provost	
	b) International coursework students	VC on recommendation of Provost and in consultation with PVCGEP	
	c) Domestic and International HDR students	VC on recommendation of DVCRE and in consultation with Provost	
7.9	Determine minimum rate of progress in a program of study	Academic Board on recommendation of the CAQC and / or URC	• Course Accreditation, Amendment and Review Policy • Academic Regulations • Higher Degree Research Policy
7.10	Approve recognition of prior learning, advanced standing and credit transfer		• Academic Regulations • Recognition of Prior Learning Policy
	a) Coursework students	Faculties; Ac Reg in consultation with Faculties	
	b) HDR students	Dir GRS in consultation with ADR	
	c) credit transfers between double and single components of a degree and between courses within a qualification pathway	Ac Reg or nominee	
7.10a	Assess progression of HDR students to next stage of candidature	If progress is satisfactory, ADR; unsatisfactory progress is assessed by PVCR on recommendation of ADR	• Higher Degree Research Policy

#	FUNCTION	DELEGATE	RELEVANT POLICY
7.11	Determine that the requirements for a degree have been satisfied		• Academic Regulations • Conferral and Graduation Policy
	a) Coursework students	Ac Reg on recommendation of Faculties	
	b) HDR students	Dir GRS on recommendation of ADR	
7.12	Terminate candidature of a coursework student for failure to progress	Exec Dean on recommendation of Nat HOS	• Academic Regulations
7.13	Cancel enrolment due to non-payment of fees or submission of falsified or fraudulent information		• Academic Regulations • Higher Degree Research Policy
	a) Coursework students	Ac Reg or nominee	
	b) HDR students	Dir GRS or nominee	
Assessment			
7.14	Determine whether a student has experienced a serious and unavoidable disruption to studies, for the purpose of granting special consideration	National Unit Lead or Course Adviser; Director, Pathways or nominee	• Special Consideration Procedure • Assessment Policy
7.15	Approve final grade for a unit of study	Nat HOS, State/Deputy HOS on the advice of National Unit Lead; Director, Pathways or nominee	• Academic Regulations
Prizes, Awards and Scholarships			
7.16	Determine the requirements for the award of a University Medal	Academic Board on recommendation of Ac Reg	• Recognition of Academic Excellence Policy
7.17	Approve the award of a University Medal within the requirements	Academic Board on recommendation of Ac Reg or Chair, Academic Board, in accordance with the Policy	• Recognition of Academic Excellence Policy
7.18	Determine conditions for bursaries, scholarships, fellowships and prizes for:		• Scholarships and Awards Policy • Administration of Scholarships and Awards Procedure
	a) Coursework students	Ac Reg	
	b) HDR students	Dir GRS	
7.19	Consider and determine a review or appeal	Responsible Officer(s) or University Appeals Committee pursuant to the Student Appeals Policy and Student Appeals Procedure	• Student Appeals Policy • Student Appeals Procedure
7.20	Consider and resolve a complaint: a) Academic matters relating to a Faculty or School b) Non-academic matters c) Student complaint regarding conduct of another student	Responsible Officer(s) pursuant to the Student and Public Complaints Policy and Student and Public Complaints Procedure	• Student and Public Complaints Policy • Student and Public Complaints Procedure
Student Misconduct			
7.21	Breaches of Academic Honesty	As prescribed by the Student Academic Integrity and Misconduct Policy	• Student Academic Integrity and Misconduct Policy • Student Academic Misconduct Procedure

#	FUNCTION	DELEGATE	RELEVANT POLICY
7.22	Student Misconduct	As prescribed by the Student Conduct Policy and Managing Student Misconduct Procedure	• Student Conduct Policy • Managing Student Misconduct Procedure
Executive Approvals			
7.23	Exercise the powers and authority of the Academic Board on procedural matters as per circumstances outlined in the Course Accreditation and Amendment Procedure and Course Review Procedure requiring action before the next scheduled Academic Board meeting and / or when it is not possible or practicable for the Academic Board to exercise the function in a particular case	Chair, Academic Board with notification to Academic Board at the first available opportunity	• Course Accreditation, Amendment and Review Policy • Course Accreditation and Amendment Procedure • Course Review Procedure
7.24	Exercise the powers and authority of the Academic Board on non-procedural matters in circumstances where a critical incident is declared requiring action before the next scheduled Academic Board meeting and/or when it is not possible or practicable for the Academic Board to exercise the function in a particular case	Chair, Academic Board with notification to Academic Board at the first available opportunity	• Critical Incident Management Policy • Course Accreditation, Amendment and Review Policy • Course Accreditation and Amendment Procedure • Course Review Procedure

7A. Adjunct and Honorary Titles

#	FUNCTION	DELEGATE	RELEVANT POLICY
7.A1	In respect of the following titles: • Adjunct Professor • Honorary Professor		• Appointment of Adjunct and Honorary Title Guideline
	a) Propose or second a nomination or renewal	DVCE; Directors of Research Institutes and Research Centres; Executive Deans	
	b) Second a nomination or renewal	Deputy Dean, PVCE; PVCGEP; PVCR; Dean, La Salle Academy; Nat HOS; Dir CEI; Chair, Academic Board	
	c) Approve a nomination or renewal	VC on recommendation of the Provost and DVCRE	
7.A2	In respect of the following titles: • Adjunct Associate Professor • Honorary Fellow • Clinical Associate Professor • Clinical Fellow		• Appointment of Adjunct and Honorary Title Guideline
	a) Propose or second a nomination or renewal	DVCE; Directors of Research Institutes and Research Centres; Executive Deans	
	b) Second a nomination or renewal	Deputy Dean; PVCE; PVCGEP; PVCR; Dean, La Salle Academy; Nat HOS; Dir CEI; Chair, Academic Board	
	c) Approve a nomination or renewal	Provost and DVCRE	

8. Research and Higher Degree Research Administration

#	FUNCTION	DELEGATE	RELEVANT POLICY
Policy			
8.1	Approve policies and procedures on academic matters falling under Statute 2.5 - The Academic Board	Academic Board	• Policy Development and Review Policy • Policy Development and Review Procedure
Research Administration			
8.2	Establish and dis-establish University Research Centres, Academies and Research Institutes	Senate on advice of VC and Academic Board	
8.3	Approve submission of Commonwealth Government reports in relation to research and higher degree research	VC on advice from DVCRE or DVCC	• Research Agreements
8.4	Approve participation in research arrangements that involve:		
	a) Establishment of an ACU controlled entity	VC or DVCRE	
	b) ACU involvement in an incorporated or other entity with other parties	VC or DVCRE	
8.5	Approve research and higher degree research agreements with with commercial components and commercial and non-commercial partners that:		• Joint (Cotutelle) Doctoral Enrolment Policy
	a) involve an off-shore partner	DVCRE	
	b) are funded by ACU (including monetary and/or other ACU resources including staff time)	DVCRE; PVCR; Assoc Dir Res Ops	
	c) establish international and domestic PhD arrangements, including cotutelle and joint PhD	DVCRE	
8.5a	Approve agreements or any other arrangements where ACU is service provider that contain minority research components.	DVCRE	
8.6	Approve research and higher degree research agreements funded by, or with contributions from, the Australian Research Council or NHMRC	DVCRE; PVCR; Assoc Dir Res Ops	
8.7	Approve agreements granting any right in intellectual property arising out of research conducted by or on behalf of the University	DVCRE, PVCR, DVCC	
8.8	Approve agreements or any other arrangements (including a Deed of Settlement arising out of a dispute) varying or revoking any right in intellectual property	DVCRE, DVCC	
8.8A	Approve agreements for access to services, data and third-party facilities for research purposes	Assoc Dir Res Ops	
Research Applications			
8.9	Approve submission of external research grant applications and contract submissions that involve:		
	a) funding from University sources	DVCRE; PVCR; Assoc Dir Res Ops	
	b) in kind contribution	DVCRE; PVCR; Assoc Dir Res Ops	

#	FUNCTION	DELEGATE	RELEVANT POLICY
8.10	Approve participation in clinical trials	DVCRE; PVCR; Assoc Dir Res Ops	
8.11	Approve applications for registration, alienation, maintenance and prosecution (including abandonment) of intellectual property arising out of research conducted by or on behalf of the University	DVCRE, DVCC	
Higher Degree Research			
8.12	Appoint a Principal Supervisor and at least one other Supervisor to an HDR student	ADR	• Higher Degree Research Supervision Policy
8.13	Award Research Higher Degree	VC on recommendation of Chair, Academic Board	• Statute 6.1 - Conferral of Awards • Conferral and Graduation Policy
8.14	Terminate candidature of a Higher Degree Research student	PVCR on recommendation of ADR	• Higher Degree Research Policy
Research Scholarships			
8.15	Approve allocation of:		• Higher Degree Research Policy
	a) Internal HDR scholarship	PVCR	
	b) External HDR scholarship – funded or co-funded	PVCR	
8.16	Submit HDR report to external scholarship funding agencies	DVCRE	
Internal Research Funding			
8.17	Approve central University funding for a research activity	DVCRE	
Research Ethics			
8.18	Approve conduct of research involving humans	Chair, HREC	
Staff Research			
8.19	[REPEALED]		
8.20	Approve private and University consulting involving research for Academic Staff where the activity is not otherwise captured in clause 1.13	DVCRE on recommendation of ADR	• Paid Outside Work Policy

9. Educational, Academic and International Agreements

#	FUNCTION	DELEGATE	RELEVANT POLICY
Third-Party Agreements			

#	FUNCTION	DELEGATE	RELEVANT POLICY
9.1	a) Negotiate,	VC or nominee, Provost, DVCRE, DVCE, Exec Dean	• Educational Partnerships Policy • Third Party and Educational Partnerships Procedure • Joint (Cotutelle) Doctoral Enrolment Policy • Commercial Activities Policy
	b) approve and enter into,	VC or nominee, Provost, DVCRE	
	c) modify the terms of, and	VC or nominee, Provost, DVCRE	
	d) terminate,	VC or nominee, Provost, DVCRE on recommendation of relevant Exec Dean and following advice from GC or legal practitioner employed as such by the University	
	an agreement or memorandum of understanding (or similar document) with another Australian educational institution or other domestic entity creating an educational partnership		
9.2	a) Negotiate,	VC or nominee; Provost; DVCRE; PVCGEP; DVCE; Exec Dean	• Educational Partnerships Policy • Third Party and Educational Partnerships Procedure • Joint (Cotutelle) Doctoral Enrolment Policy
	b) approve and enter into,	VC or nominee; Provost; DVCRE; PVCGEP	
	c) modify the terms of, and	VC or nominee; Provost; DVCRE; PVCGEP	
	d) terminate,	VC or nominee; Provost; DVCRE on recommendation of PVCGEP and following advice from GC or legal practitioner employed as such by the University	
	an agreement or memorandum of understanding (or similar document) with an international educational institution or foreign entity creating an educational partnership		
Articulation and Affiliation Agreements			
9.3	a) Negotiate, b) approve and enter into, c) modify the terms of, and d) terminate, an articulation agreement with another educational institution	VC; Provost on recommendation of relevant Exec Dean subject to advice from GC or legal practitioner employed as such by the University in relation to instances of termination	
9.4	Approve the terms and conditions under which affiliated educational, research, or support organisations gain access to the facilities or services of the University	Provost; DVCRE; DVCC; DVCE	• Timetabling of Learning and Teaching Activities Policy • Timetabling of Learning and Teaching Activities Procedure
Student Placement Agreements			
9.5	a) Negotiate, b) approve and enter into, c) modify the terms of, and d) terminate, an agreement with an external organisation for the purposes of providing clinical or other experience for students as a part of their course	Provost; Exec Dean; DVCRE; PVCR subject to advice from GC or legal practitioner employed as such by the University in relation to instances of termination	Educational Partnerships Policy; Third Party and Educational Partnerships Procedure

#	FUNCTION	DELEGATE	RELEVANT POLICY
9.6	a) Negotiate, b) approve and enter into, c) modify the terms of, and d) terminate individual student placement agreements (including HDR internships)	Exec Dean; National Head of School; Dir GRS subject to advice from GC or legal practitioner employed as such by the University in relation to instances of termination	Educational Partnerships Policy; Third Party and Educational Partnerships Procedure
International			
9.7	a) Negotiate, b) approve and enter into, c) modify the terms of, and d) terminate academic agreements with educational providers with respect to admission of international students to the University	PVCGEP on recommendation of relevant Exec Dean subject to advice from GC or legal practitioner employed as such by the University in relation to instances of termination	Educational Partnerships Policy; Third Party and Educational Partnerships Procedure
9.8	a) Negotiate, b) approve, enter into, c) modify the terms of, and d) terminate agreements with overseas agents with respect to international student recruitment activities or other overseas agency arrangements	PVCGEP subject to advice from GC or legal practitioner employed as such by the University in relation to instances of termination	
Community Engagement			
9.9	a) Negotiate,	VC or nominee	
	b) approve and enter into,	VC or nominee in consultation with DVCRE for agreements involving research	
	c) modify the terms of, and	VC or nominee in consultation with DVCRE for agreements involving research	
	d) terminate,	VC or nominee on recommendation of Head, ACU Engagement, subject to advice from GC or legal practitioner employed as such by the University in relation to instances of termination	
	a mutual benefit type memorandum of understanding (or similar document) for community engagement activities with an Australian educational institution or other non-commercial domestic entity without specific financial commitment		

#	FUNCTION	DELEGATE	RELEVANT POLICY
9.10	a) Negotiate,	VC or nominee	
	b) approve and enter into,	VC or nominee in consultation with DVCRE for agreements involving research	
	c) modify the terms of, and	VC or nominee in consultation with DVCRE for agreements involving research	
	d) terminate,	VC or nominee on recommendation of Head, ACU Engagement, subject to advice from GC or legal practitioner employed as such by the University in relation to instances of termination	
	a mutual benefit type memorandum of understanding (or similar document) for community engagement activities with an international educational institution or other non-commercial international entity without specific financial commitment		
Leadership, Satellite and Study Centres			
9.11	Approve: a) establishment, and b) disestablishment of domestic and international Satellite and Leadership Centres	Senate on recommendation of VC	• Satellite Centres Policy
Commercial Activities / Agreements			
9.11a	a) Negotiate	Relevant Mem Sen Mgt	• Commercial Activities Policy • Commercial Activities Procedure
	b) Approve and enter into, modify the terms of or terminate	DVCRE on advice of GC or legal practitioner employed as such by the university	
	any University-based consulting and commercial activities agreement where ACU provides services to an external organisation.		
9.11b	a) Negotiate	Relevant Mem Sen Mgt	• Commercial Activities Policy • Commercial Activities Procedure
	b) Approve and enter into, modify the terms of or terminate	Relevant Mem Sen Mgmt on advice of GC or legal practitioner employed as such by the university	
	memorandum of understanding with a domestic or international entity to create a mutually beneficial industry partnership.		
Other			
9.12	a) Negotiate, b) approve and enter into, c) modify the terms of, and d) terminate any agreement or contract not covered elsewhere in this section 9	DVCC on advice of GC or legal practitioner employed as such by the University	See also 2.10 (Legal – entering into contracts)

10. International

#	FUNCTION	DELEGATE	RELEVANT POLICY
General			
10.1	Approve appointment of international education agents	PVCGEP	
10.2	Approve commission structures of international education agents	PVCGEP in consultation with CFO	
10.3	Approve establishment of off-shore agencies	Provost on recommendation of PVCGEP	
10.4	Approve appointment of transnational education provider	Provost on recommendation of PVCGEP and relevant Exec Dean	
Student Exchange			
10.5	Approve Student Exchange and Study Abroad agreements	PVCGEP	

11. Library and Collections

#	FUNCTION	DELEGATE	RELEVANT POLICY
Library			
11.1	Suspend or exclude a student from the Library or impose a fine or both for a breach of Library policies, procedures, guidelines, rules or processes	Lib Dir	
Collections			
11.2	Approve the establishment or disestablishment of a museum or collection	DVCE	
Artwork			
11.3	Approve the establishment or disestablishment of an artwork collection	VC	• Art Collection Policy

12. Marketing, Fundraising, Alumni and Communications

#	FUNCTION	DELEGATE	DELEGATION LIMIT	RELEVANT POLICY
Marketing and Branding				
12.1	Approve style of University name and logo	Senate on recommendation of VC		
12.2	Approve University brand	Senate on recommendation of VC		• Brand Guidelines
12.3	Approve use of University logo or other indicia by other parties in third-party agreements (commercial or non-commercial)	VC or DVCC		• Brand Guidelines
12.4	Approve applications for assignment of trademarks (including cancellation)	VC or DVCC		• Brand Guidelines
12.5	Approve other dealings in trademarks (including renewals)	VC or DVCC		• Brand Guidelines

#	FUNCTION	DELEGATE	DELEGATION LIMIT	RELEVANT POLICY
12.6	Approve marketing campaigns at:			
	a) University level	a) DVCC in consultation with Mem Sen Exec		
	b) Faculty level	b) CMO in consultation with Exec Dean		
	c) Staff Recruitment	c) CPO or nominee in consultation with Mem Exec		
Fundraising, Donations and Bequests				
12.7	Approve naming rights for University Chair	Senate on recommendation of VC		
12.8	Approve establishment and disestablishment of foundations	VC		
12.9	Approve acceptance of gifts and bequests	a) FRC	Unlimited	
		b) VC	$5,000,000	
		c) DVCC	$1,500,000	
		d) Lib Dir	$150,000 in relation to books, journals and library collections	
		e) Dir A	$150,000	
12.10	Approve acceptance of funding for scholarships and awards, including HDR scholarships and prizes	a) VC on recommendation of Dir A in consultation with the DVCRE and / or Ac Reg as relevant	>$150,000	
		b) Dir A in consultation with the Provost, DVCRE and / or Ac Reg as relevant	<$150,000	
12.11	Approve fundraising campaigns and initiatives:			
	a) University-wide	VC in consultation with Mem Sen Exec and / or Dir A, as relevant		
	b) Faculties and other units	Dir A in consultation with relevant Mem Sen Exec, Mem Exec or nominee Advancement and Alumni		
12.12	Approve alumni-related University activities	Dir A		
Communications				
12.13	Approve inclusion in ACU announcements and other ACU broadcast communications	Relevant Mem Exec and / or CMO		
12.14	Approve media release	Relevant Mem Sen Exec and / or CMO		
12.15	Approve content for corporate pages of ACU website	CMO		

#	FUNCTION	DELEGATE	DELEGATION LIMIT	RELEVANT POLICY
12.16	Approve sponsorship agreements and arrangements	a) FRC	Unlimited	
		b) VC	$500,000	
		c) DVCC	$150,000	
		d) CMO	$150,000	

13. Rome Campus

Note: The Delegations of Authority relating to the University's Rome Campus are to be exercised in Italy in accordance with any "Power of Attorney to the Legal Representative" or "Special Power of Attorney" approved by Senate from time to time and appropriately notarised and apostilled in accordance with Australian, Italian and International law. Specific delegations in relation to particular arrangement involving the Rome Campus are to be exercised in accordance with the delegations set out below.

#	FUNCTION/AUTHORITY	DELEGATE	RELEVANT POLICY
Rome Campus - General			
13.1	Coordination of all activities associated with the Rome Campus including property, finance, academic programs, administration and students	VC or nominee in consultation with the RSC	
13.2	Academic programs	Provost in consultation with the RSC	
13.3	Infrastructure and administration	DVCC, DCOO in consultation with the RSC	
13.4	Legal	DVCC, GC in consultation with the RSC	
13.5	Finance	DVCC, CFO in consultation with the RSC	
13.6	Properties and facilities	CIPO in consultation with the RSC	
13.7	Staffing	VC or nominee in consultation with CPO and the RSC	
13.8	Students	Provost in consultation with the RSC	
13.9	Campus Management	VC or nominee, Dir RC and Dep Dir RC in consultation with the RSC	

Schedule 1 – Extraordinary Delegations

Application

(27) This schedule shall only apply in circumstances where a critical incident has been declared in accordance with ACU's Critical Incident Management Framework.

(28) The application of this Schedule will cease to have effect once the critical incident has been declared closed by the Critical Incident Convener and administrative activities associated with the critical incident are no longer required. The date of cessation of this Schedule shall be reported to, and noted by, Senate at the next available opportunity.

Operation

(29) These delegations provide for streamlined decision making to ensure:

- flexibility;

- equitable and consistent application;
- operational agility; and
- transparency.

(30) Delegates must retain a register of decision making taken in accordance with the delegations in this Schedule for reporting to the next meeting of Academic Board and Senate respectively.

(31) The acronyms referred to in this Schedule are those used in the Delegations of Authority Policy and Register.

(32) The table below authorises the relevant delegate to temporarily suspend, vary, or dispense with requirements contained in the applicable instrument in accordance with clause 3 of this Schedule.

Academic and Student Matters

#	INSTRUMENT	RELEVANT PROVISION	DELEGATE
Application of Regulations, Policies, and Procedures			
S1.1	Academic Regulations	a) Withdrawal (Reg 5.3) b) Interruption of study (Reg 5.6) c) Results, Continuing Unit Grade (Reg 9)	VC on recommendation of the Chair, Academic Board
S1.2	Admission to Coursework Programs Policy	a) Deferment (s17) b) Transfers (s18)	VC (or nominee) on recommendation of Ac Reg
S1.3	Admission to Coursework Programs Procedure	a) Deferment (s2.3) b) Transfers (s4)	Ac Reg
S1.4	Assessment Policy	a) Number and weighting of assessment tasks (s5.2) b) Notification to Students of Assessment Requirements (s7) c) Attendance and Participation Requirements (s8)	VC (or nominee) on recommendation of Deputy Provost
S1.5	Assessment Procedure	a) Processes where personal circumstances affect performance (Table 2) b) Change to assessment task or criteria (Table 3, item 13) c) Applications for Special Consideration (Table 3, item 18)	Deputy Provost
S1.6	Special Consideration Procedure	a) Timing and submission of application (s7) b) Outcomes (s8) c) Notification (s9) d) Student responsibilities (s11)	Deputy Provost
S1.7	Student Fees Policy	a) Refund of fees (ss8, 9)	VC (or nominee) on recommendation of Ac Reg
S1.8	Examination Policy	a) Timing of examinations (s4) b) Examination organisation (s5) c) Location of examinations (s8)	VC (or nominee) on recommendation of Ac Reg
S1.9	Common Academic Calendar Policy [includes Study Periods as approved by Academic Board]	a) Construction of the common academic calendar (s4)	VC (or nominee) on recommendation of Ac Reg
S1.10	Common Academic Calendar Procedure	a) Development of the common academic calendar (s2) b) Variation from the common academic calendar (s3)	Ac Reg

Section 10 - Revisions made to this Policy

(33) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial Revision	Description of Revisions(s)
25 November 2014 (version 1)	Major	New policy approved by Senate
17 June 2015 (version 2)	Major	Amendments designed to broaden the scope of the authority of the Chair of Academic Board (executive approvals)
9 December 2015 (version 3)	Minor	Amendment to increase the financial delegation in clause 3.25 (in relation to payments to staff of salaries, wages and allowances)
13 October 2016 (version 4)	Major, minor and editorial	Amendments designed to clarify and expand upon individual delegations and to address minor inconsistencies (first major review)
10 April 2017 (version 5)	Major, minor and editorial	Amendments designed to reflect the new Management Levels, the new Pro Vice-Chancellor roles and other minor amendments
14 June 2017 (version 6)	Minor	Amendment to give effect to the new finance delegation in clause 3.40 recommended by the Standing and Finance Committee
30 November 2017 (version 7)	Major, minor and editorial	Amendments to various delegations (second major review)
13 June 2018 (version 8)	Major, minor and editorial	Amendments to various delegations including Property delegations; clarifying delegations in relation to the Rome Campus
8 April 2020 (version 9)	Major, minor and editorial	Amendments to various delegations
3 December 2020 (version 10)	Major, minor and editorial	Amendments to various delegations
14 October 2021 (version 11)	Major, minor and editorial	Amendments to various delegations
19 January 2022 (version 11a)	Editorial	Administrative amendment authorised by the Chief Operating Officer under clause 1.12 to rectify a transcription error in clause 6.5 (reverting to approved clause 6.5 of version 10)
16 June 2022 (version 12)	Major, minor and editorial	Amendments to various delegations as a result of changes in role and position titles; a review of academic, research, legal and various other delegations
8 December 2022 (version 13)	Minor and editorial	Insertion of new clause 1.13 relating to consultancy and contractor arrangements; the deletion of clause 6.8 and editorial changes to give effect to these amendments approved by tcourshe Chief Operating Officer under clause 1.12
27 March 2025 (version 14)	Editorial	Administrative amendment authorised by the Chief Operating Officer under clause 1.12(b) to appropriately assign authority in clauses 1.1(c)(xii) and 1.1(c)(xiii) (from Dir DASI to Dir LAG) and to delete Delegation 7A.3 which pertained to the defunct PM Glynn Institute.
30 May 2025 (version 15)	Editorial	Administrative amendment authorised by the Chief Operating Officer under clause 1.12(b) to update references to the Vice-President and Director, Mission and Identity.

Date	Major, Minor or Editorial Revision	Description of Revisions(s)
12 March 2026 (version 16)	Minor and editorial	Ammendments authroised by Senate under 2. Marketing, Fundraising, Alumni and Communications at Clause 12.9 to increase the amount of approved acceptance of gifts and bequests under the VC to $5,000,000. Position Group name changed from Course Coordinator (CCoord) to Course Adviser (CAdv) Position Group name changed from Lecturer in Charge (LIC) to National Unit Leader (NUL)

Status and Details

Status	Current
Effective Date	3rd November 2026
Review Date	3rd November 2031
Approval Authority	Senate
Approval Date	15th October 2026
Expiry Date	Not Applicable
Responsible Executive	Diane Barker Chief Legal Assurance and Governance Officer
Responsible Manager	Diane Barker Chief Legal Assurance and Governance Officer
Enquiries Contact	Matthew Charet National Manager, Governance Legal, Assurance and Governance Directorate