

*Federation University Australia Act 2010 (Vic)*

## **Federation University Australia**

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

## Table of Contents

<b>Instrument of Delegation .....</b>	<b>3</b>
1. Authority .....	3
2. Commencement .....	3
3. Definitions .....	3
4. The Council’s Delegation .....	4
5. Principles applying to Delegations .....	4
6. Delegation Bands .....	5
7. Delegations: Other Matters .....	5
8. The Council .....	6
9. Chancellor .....	6
10. Deputy Chancellors .....	6
11. Vice-Chancellor .....	6
<b>Register of Delegations .....</b>	<b>7</b>
Part 1: Financial and Commercial .....	7
Part 2: Legal and Contractual .....	13
Part 3: Human Resources .....	16
Part 4: Academic, Students and Awards .....	18
1. Sections of this Part .....	18
2. Definitions used in this Part .....	18
3. Portfolio References .....	18
<b>Legislative and Amendment History .....</b>	<b>25</b>

# Instrument of Delegation

## 1. Authority

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

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

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

## 2. Commencement

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

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

## 3. Definitions

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

Term	Definition
<b>Academic Levels A-E</b>	Academic employees as described in Parts 4 and 5 of the UEA
<b>Academic Regulations</b>	Federation University Australia (Academic) Regulations 2022
<b>Act</b>	<i>Federation University Australia Act 2010</i> (Vic.)
<b>Acting Officer</b>	A person duly appointed as an acting or temporary occupant of an office
<b>ADVC Engagement</b>	Associate Deputy Vice-Chancellor, Engagement
<b>AD</b>	Associate Director
<b>AD (TAFE)</b>	An Associate Director within the TAFE sector
<b>Bands</b>	Has the meanings in Clause 6
<b>CE</b>	Chief Executive
<b>CFO</b>	Chief Financial Officer
<b>COO</b>	Chief Operating Officer
<b>Council</b>	The Council of the University
<b>CLXO</b>	Chief Learner Experience Officer
<b>Dean</b>	Dean - of a School/Learning and Teaching/Students
<b>Dean GR</b>	Dean, Graduate Research School
<b>Dean Q&amp;A</b>	Dean, Quality and Accreditation
<b>delegate</b>	A person or entity to whom a power, duty or function is delegated under Clause 4 as further detailed in the Parts of the Register
<b>Delegation Table</b>	A table contained in a Part
<b>Deputy CFO</b>	Deputy Chief Financial Officer
<b>Director P&amp;C</b>	Director, People and Culture
<b>Director TAFE</b>	Director, Skills and Education Delivery TAFE
<b>Division</b>	Where context permits, means an organisational unit of the University other than an Institute, School or Federation TAFE (for example a Research Centre)
<b>DVC</b>	Deputy Vice-Chancellor
<b>DVC (GE&amp;Q)</b>	Deputy Vice-Chancellor (Global, Engagement and Quality)
<b>EBA</b>	Enterprise bargaining agreement: EBA includes the Union Enterprise Agreement 2023-2026, the FUA TAFE Teaching Staff Agreement 2019 and succeeding EBAs
<b>EM</b>	Education Manager as described in the TTSA

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

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

#### 4. The Council's Delegation

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

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

Each Part contains a Delegation Table, in which:

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

#### 5. Principles applying to Delegations

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

- (1) Delegates and Expenditure: A delegate must not exercise a power, function or duty which requires the expenditure of University funds, unless:

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

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

## 6. Delegation Bands

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

Band Number	Entity/Officer
1	Council
2	Resources Committee
3	Vice-Chancellor and President
4	Chief Financial Officer; Chief Operating Officer
5	Deputy Vice-Chancellor; Chief Learner Experience Officer Pro Vice-Chancellor and Executive Dean (Institute);
6	Executive Director; Deputy Chief Financial Officer; Director (Portfolio); Associate Deputy Vice-Chancellor; Director (TAFE); Deputy PVC (Learning and Teaching); Director (Research Centre); Deans; Director Regional Strategy and Engagement; Deputy Dean; Director Co-operative Placements; Registrar; Advisor to the Vice-Chancellor (Health); Program Director ERP;
7	Associate Dean; Associate Director (TAFE) Associate Director Commercial Services and Research Advisor Technology Parks;
8	HEW8+; Coordinator Academic Services; TAFE EM2; Coordinator Technical Services; Head (Academic Discipline)
9	Positions at HEW 4-7; Program Manager (TAFE) TAFE EM1;

## 7. Delegations: Other Matters

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

The Vice-Chancellor may impose financial limits or other conditions on an Acting Officer's delegation; the COO or CFO may impose financial limits or other conditions on an Acting Officer's delegation where the officer in question is within Band 6, Band 7, Band 8 or Band 9.

## 8. The Council

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

## 9. Chancellor

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

## 10. Deputy Chancellors

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

## 11. Vice-Chancellor

The Vice-Chancellor may:

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

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

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

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# Register of Delegations

## Part 1: Financial and Commercial

**Note:**

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

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

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

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

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value limit	Additional Conditions or Information
<b>General Financial Delegations</b>				
<b>1.1. All income (including research)</b>	1.	Resources Committee (Band 2).	\$15,000,000	N/A
	2.	Band 3 Officer.	\$5,000,000	N/A
	3.	Band 4 Officer.	\$4,000,000	N/A
	4.	PVC Research	\$1,000,000	Value Limit applies only to research activities (including Cooperative Research Centres), exclusive of in-kind contributions
	5.	Band 5 Officer.	\$350,000	N/A
	6.	Band 6 Officer.	\$150,000	N/A
	7.	Manager, Advancement and Alumni (Band 8).	\$150,000	This delegation applies to donated income only.
	8.	AD, Projects and Assets Services (Band 7)	\$50,000	Value Limit applies only to management of maintenance works, minor works and projects.
	9.	Band 7 Officer.	\$25,000	N/A

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value limit	Additional Conditions or Information
	10.	Senior Facilities Manager, Western Campuses (Band 8); Facilities Manager, Eastern Campuses (Band 8);	\$20,000	See No. 8
	11.	Band 8 Officer.	\$5,000	N/A
	12.	Band 9 Officer.	\$1,000	N/A
<b>1.2. Expenditure within annual budget (including research)</b>  <i>Note: Expenditure within annual budget includes 'in-kind' contributions and all contingencies unless otherwise stated.</i>	13.	Resources Committee (Band 2).	\$15,000,000	N/A
	14.	Band 3 Officer.	\$5,000,000	N/A
	15.	Band 4 Officer.	\$4,000,000	N/A
	16.	PVC Research.	\$1,000,000	Value Limit applies only to research activities (including Cooperative Research Centres) exclusive of in-kind contributions.
	17.	Band 5 Officer.	\$350,000	N/A
	18.	Band 6 Officer.	\$150,000	N/A
	19.	AD, Projects and Assets Services (Band 7).	\$100,000	Value Limit applies only to management of maintenance works, minor works and projects including utility invoices.
	20.	Senior Facilities Manager, Western Campuses; Facilities Manager, Eastern Campuses (Band 8).	\$25,000	See No. 19
	21.	Band 7 Officer.	\$25,000	N/A
	22.	Band 8 Officer.	\$5,000	N/A
	23.	Band 9 Officer.	\$1,000	N/A
<b>1.3. Expenditure outside annual budget (including research)</b>	24.	Resources Committee (Band 2).	\$4,000,000	N/A
	25.	Band 3 Officer; Band 4 Officer.	\$1,000,000	<i>Note 1: Expenditure outside annual budget has not been approved by Council as part of the annual budget; it includes 'in-kind' contributions and all contingencies unless otherwise stated.</i>  <i>Note 2: Expenditure outside annual budget is to be reported to Council as follows: (1)</i>



Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value limit	Additional Conditions or Information
				<i>Material amounts: reported to next scheduled Council meeting; (2) Non-material amounts: reported every six months.</i>
<b>1.4. Tender/quote exemption</b>	26.	Resources Committee (Band 2).	\$4,000,000	<i>Note: exemptions to the University's procedural requirements must be applied in exceptional circumstances only and not for the purposes of avoiding competitive processes.</i>
	27.	Band 3 Officer; Band 4 Officer.	\$2,000,000	
	28.	Manager, Strategic Procurement (Band 8).	\$350,000	
<b>1.5. Sale/purchase/ assignment or licensing of intellectual property</b>	29.	Resources Committee (Band 2).	\$4,000,000	<i>Note 1: These activities must comply with the University's legislative and policy framework.</i>  <i>Note 2: Material transactions to be reported to the Council or Resources Committee (as appropriate) at its next scheduled meeting; non-material transactions to be reported at least annually.</i>
	30.	Band 3 Officer; Band 4 Officer.	\$2,000,000	
<b>1.6. Acquire, alienate, mortgage, charge or otherwise deal with real property</b>	31.	Resources Committee (Band 2).	\$4,000,000	<i>Note 1: These activities must comply with the Victorian Government's and the University's legislative and policy frameworks.</i>  <i>Note 2: Material transactions to be reported to the Council or Resources Committee (as appropriate) at its next scheduled meeting; non-material transactions to be reported at least annually.</i>
	32.	Band 3 Officer; Band 4 Officer.	\$2,000,000	
<b>1.7. Lease (including assign, sublet, vary or surrender) real property</b>	33.	Resources Committee (Band 2).	\$15,000,000	<i>Note 1: Leases longer than 21 years require Ministerial consent (ref the Act).</i>  <i>Note 2: Material lease-related transactions to be reported to the Council or the Resources Committee (as appropriate) at its next scheduled meeting; non-material transaction to be reported at least annually.</i>
	34.	Band 3 Officer.	\$5,000,000	
	35.	Band 4 Officer.	\$4,000,000	
	36.	Executive Director, TAC (Band 6).	\$150,000	
<b>1.8. Sale of assets (other than real property or intellectual property)</b>	37.	Resources Committee (Band 2).	\$15,000,000	<i>Note: Sales of material assets to be reported to the Council or the Resources Committee (as appropriate) at its next scheduled meeting; sales of non-material assets to be reported at least annually.</i>
	38.	Band 3 Officer; Band 4 Officer.	\$1,000,000	
	39.	Band 5 Officer.	\$350,000	

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value limit	Additional Conditions or Information
<b>Restricted Financial Delegations</b>				
<b>1.9. Payroll related payments (including taxation, superannuation, WorkCover and payments to relevant authorities)</b>	<b>40.</b>	CFO (Band 3); Deputy CFO (Band 6); Head, Corporate Finance (Band 8).	Amount required each month as calculated from the payroll.	N/A
<b>1.10. Payments to partner providers under our agreements where the funds have already been received</b>	<b>41.</b>	CFO (Band 3).	Amount provided for in partner provider agreement.	N/A
	<b>42.</b>	Deputy CFO (Band 6).	\$5,000,000	N/A
	<b>43.</b>	Head, Corporate Finance (Band 8).	\$1,500,000	N/A
<b>1.11. Approve student refunds</b>	<b>44.</b>	Head, Financial Operations; Head, Corporate Finance (Band 8).	\$40,000	Value Limit represents individual value.
	<b>45.</b>	Senior Manager, Student Finance (Band 8).	\$30,000	Value Limit represents individual value.
<b>1.12. Write off bad debts</b>  <i>Note: The CFO to provide an annual report to the Resources Committee which lists all bad debts which have been written off in that year.</i>	<b>46.</b>	Resources Committee (Band 2).	\$5,000,000	N/A
	<b>47.</b>	CFO (Band 3).	\$50,000	Value Limit represents individual value. Annual limit \$2,000,000.
	<b>48.</b>	Head, Corporate Finance (Band 8)	\$5,000	Value Limit represents individual value. Annual limit is \$750,000.
<b>Asset Revaluations and Investments</b>				
<b>1.13. Asset revaluation</b>	<b>49.</b>	CFO (Band 3).	No limit	<i>Note 1: The CFO to report to the Resources Committee on all asset revaluations. Note 2: Material revaluations to be reported to the Resources Committee at its next scheduled meeting; otherwise revaluations recorded in annual financial statements.</i>
<b>1.14. Invest funds</b>	<b>50.</b>	CFO (Band 3),	No limit	Investments are at the direction of the Council/ Resources Committee (as appropriate) on the recommendation of the Investment Management Subcommittee. Investment decisions must comply with the

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value limit	Additional Conditions or Information
				requirements of the University's Investment and Debt Guidelines.
<b>Treasury Operations</b>				
<b>1.15. Borrow money</b>	<b>51.</b>	Resources Committee (Band 2).	\$500,000	Any proposed borrowing amount greater than \$500,000 to be referred to Council.
<b>1.16. Bank account: open, close or alter a bank account in the University's name. Add, alter, or delete signatories</b>	<b>52.</b>	Vice-Chancellor and CFO.	No limit	Actions to be taken jointly by Vice-Chancellor and CFO.  Changes in banking arrangements to be reported to the Resources Committee.
<b>Scholarships and Prizes</b>				
<b>1.17. Establish, modify, or revoke conditions for the award of scholarships and prizes</b>	<b>53.</b>	Band 3 Officer; Band 4 Officer.	\$1,000,000	N/A
	<b>54.</b>	Band 5 Officer.	\$350,000	N/A
	<b>55.</b>	Band 6 Officer.	\$150,000	N/A
<b>Fees</b>				
<b>1.18. Set fees for Higher Education and TAFE</b>	<b>56.</b>	Band 3 Officer.	N/A	Set tuition fees
	<b>57.</b>	Band 3 Officer.	N/A	Set student ancillary fees, fines and penalties and other student-related charges
	<b>58.</b>	Band 3 Officer.	N/A	Set student services and amenities fee
<b>1.19. Amend individual course tuition fees</b>	<b>59.</b>	Executive Dean (Institute); PVC CE TAFE: (Band 5).	N/A	Delegation applies only to amendments to individual HE/TAFE courses at approved fee levels
	<b>60.</b>	PVC Research.	N/A	Delegation applies only to amendments to individual HDR and GCR courses at approved fee levels
	<b>61.</b>	Director TAFE (Band 6).	N/A	Delegation applies only to amendments to individual TAFE courses at approved fee levels

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value limit	Additional Conditions or Information
<b>Corporate Purchasing Card</b>				
<b>1.20. Issue or revoke a University Corporate Purchasing Card for a staff member</b>	<b>62.</b>	Band 3 Officer; Band 4 Officer; Band 5 Officer; Head, Financial Operations (Band 8).	Within annual budget	<u>Note:</u> The Council authorises the issue of the Vice-Chancellor's Corporate Purchasing Card.
<b>1.21. Amend an individual's credit card limit</b>	<b>63.</b>	Band 3 Officer; Band 4 Officer; Deputy CFO (Band 6).	Within annual budget	N/A
<b>1.22. Certify purchasing card expenditure by Chancellor or Deputy Chancellor</b>	<b>64.</b>	Secretary to Council	Within annual budget	N/A
<b>1.23. Certify purchasing card expenditure by Vice-Chancellor</b>	<b>65.</b>	Chancellor	Within annual budget	N/A
<b>1.24. Certify purchasing card expenditure (other)</b>	<b>66.</b>	Band 3 Officer; Band 4 Officer; Band 5 Officer; Band 6 Officer; Band 7 Officer; Band 8 Officer.	Within annual budget	A certifying officer must account for expenditure in the officer's cost centre and must review transactions appearing on cardholders' statements.
<b>1.25. Purchasing card transaction limit</b>	<b>67.</b>	Chancellor; Band 3 Officer; Band 4 Officer; Band 5 Officer; Financial Services HUB Central Purchasing Officers (Band 9).	\$10,000	N/A
		Deputy Chancellor; Band 6 Officer.	\$5,000	N/A
	<b>68.</b>	Band 7 Officer; Band 8 Officer; Academic Levels B – E.	\$2,500	N/A
	<b>69.</b>	Band 9 Officer; Academic Level A.	\$1,000	N/A
<b>1.26. Monthly limit</b>	<b>70.</b>	Chancellor; Band 3 Officer; Band 4 Officer; Band 5 Officer, Financial Services HUB Central Purchasing Officer (Band 9).	\$25,000	N/A
	<b>71.</b>	Deputy Chancellor; Band 6 Officer; Band 7 Officer; Band 8 Officer; Academic Levels B – E.	\$15,000	N/A
	<b>72.</b>	Band 9 Officer; Academic Level A.	\$5,000	N/A

## Part 2: Legal and Contractual

Note:

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

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

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

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

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

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value Limit	Additional Conditions or Information
	11.	PVC Research; DVC (GE&Q).	\$1,000,000	Research agreements only limit applies to PVC Research
	12.	Advisor to the Vice-Chancellor (Health) (Band 6).	\$350,000	Research agreements only
<b>2.4. Sign Commonwealth Supported Grant Funding Agreement</b>	13.	Band 3 Officer.	No limit	N/A
<b>2.5. Sign Skills First VET Funding Agreement</b>	14.	Band 3 Officer; PVC CE TAFE.	No limit	N/A
<b>2.6. Sign VETDSS Agreement</b>	15.	Band 3 Officer; COO; PVC CE TAFE; Director TAFE (Band 6).	No limit	N/A
<b>2.7. Sign Higher Education Destination Agreement</b>	16.	Vice-Chancellor; COO; PVC CE TAFE.	N/A	N/A
<b>2.8. Sign residential services licence agreement</b>	17.	Band 3 Officer; COO; Executive Director, TAC (Band 6).	N/A	N/A
<b>2.9. Sign placement agreements (domestic) between the University and its students</b>	18.	Band 3 Officer; COO; Executive Dean (Band 5); DVC (GE&Q); ADVC Engagement (Band 6); Dean GRS (Band 6); Director TAFE (Band 6); AD (TAFE) (Band 7).	N/A	N/A
<b>2.10. Sign placement agreements (international) between the University and its students</b>	19.	Band 3 Officer; Band 4 Officer; DVC (GE&Q) (Band 5); ADVC Engagement (Band 6).	N/A	N/A
<b>2.11. Sign placement agreements between the University and Industry</b>	20.	ADVC Engagement (Band 6); Director Co-operative Placements (Band 6).	N/A	N/A
<b>2.12. International agent agreements and student exchange/mobility agreements</b>	21.	Band 3 Officer; DVC (GE&Q); Executive Director Global (Band 6).	Within annual budget	N/A
<b>2.13. Articulation agreements</b>	22.	Band 3 Officer; DVC (GE&Q); Executive Dean; PVC CE TAFE; Dean GR; Executive Director Global (Band 6).	N/A	N/A
<b>2.14. Confidentiality agreements</b>	23.	Band 3 Officer; Band 4 Officer; Band 5 Officer; Band 6 Officer.	N/A	N/A

Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Value Limits/Additional Conditions or Information	
			Value Limit	Additional Conditions or Information
<b>2.15. Accept service</b>	<b>24.</b>	Band 3 Officer; Band 4 Officer; Head of Legal.	N/A	N/A
<b>2.16. Initiate or settle legal proceedings</b>	<b>25.</b>	Band 3 Officer; Band 4 Officer.	Total settlement amount must be within the delegate's financial delegation	N/A
<b>2.17. Instruct/request advice from Legal Office</b>	<b>26.</b>	Band 3 Officer; Band 4 Officer; Band 5 Officer; Band 6 Officer; Band 7 Officer.	No limit	N/A
<b>2.18. Appoint and instruct external lawyers and patent attorneys</b>	<b>27.</b>	Chancellor; Band 3 Officer; Band 4 Officer; Head of Legal; Director P&C (Band 6).	Within annual budget	Delegation to Director P&C is for employment law matters only
<b>2.19. Waive legal privilege</b>	<b>28.</b>	Band 3 Officer; Band 4 Officer.	N/A	N/A
<b>2.20. Sign leases of real property (including assignment, subletting, variation and surrender of lease)</b>  <i>Note: The monetary amount relates to the entire term of the lease. Leases for a period of greater than 21 years require Ministerial approval.</i>	<b>29.</b>	Resources Committee (Band 2).	See Part 1 (Item 1.7)	N/A
	<b>30.</b>	Band 3 Officer.	See Part 1 (Item 1.7)	N/A
	<b>31.</b>	Band 4 Officer.	See Part 1 (Item 1.7)	N/A
	<b>32.</b>	Executive Director, TAC (Band 6).	See Part 1 (Item 1.7)	N/A
<b>2.21. Sign caveats and plans, including plans of subdivision and plans of consolidation</b>	<b>33.</b>	Band 3 Officer; Band 4 Officer.	N/A	N/A
<b>2.22. Establish a controlled entity</b>	<b>34.</b>	Council (Band 1).	N/A	In accordance with the Act Section 18 and Operations Regulation Part 3

## Part 3: Human Resources

### Note:

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

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

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

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



Column 1 Item: Power, function or duty	No.	Column 2 Delegate	Column 3 Conditions and limitations	
			Value limit	Other Conditions and limitations
<b>Sessional contracts, casual payroll forms and timesheets</b>				
<b>3.6. Engagement of casual and sessional staff</b>	<b>12.</b>	Band 3 Officer; Band 4 Officer; Band 5 Officer; Band 6 Officer; AD Commercial Services and Technology Parks; AD (TAFE).	Within annual budget	Within portfolio
<b>3.7. Authorisation of timesheets</b>	<b>13.</b>	Band 3 Officer; Band 4 Officer; Band 5 Officer; Band 6 Officer; AD Commercial Services and Technology Parks; Program Manager (TAFE) (Band 9); TAFE EM1 (Band 9).	Within annual budget	Delegated officers (other than TAFE EM1) may authorise their direct reports to review and endorse submitted timesheets

## Part 4: Academic, Students and Awards

### 1. Sections of this Part

- Section 1: Student Lifecycle (Higher Education)
- Section 2: Student Lifecycle (TAFE)
- Section 3: Higher Degree by Research Students
- Section 4: Graduation and Qualifications
- Section 5: Courses (Higher Education)
- Section 6: Courses (TAFE)
- Section 7: General Academic Delegations
- Section 8: Student Misconduct

### 2. Definitions used in this Part

**GCR** means the Graduate Certificate in Research course

**Master** means a Master's degree award, by research or coursework

**PhD** means a Doctor of Philosophy award

**RPL** means recognition of prior learning

**VET** means vocational and education training

**Student Misconduct Officer** means a Student Integrity Officer; or an officer employed in an Institute, School, Federation TAFE, or a Division whose responsibilities, in accordance with University legislation and procedures, include initiating, coordinating and/or conducting an investigation into alleged student misconduct (for example an Academic Integrity Officer).

### 3. Portfolio References

**Provost**

**GE&QP:** Global, Engagement and Quality Portfolio

**LEP:** Learner Experience Portfolio

**TAFEP:** Federation TAFE Portfolio

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

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

<b>Column 1</b> Item: Description of power, function or duty	<b>No.</b>	<b>Column 2</b> Delegate	<b>Column 3</b> Conditions/ Additional Information
<b>4.14. Approve miscellaneous or cross- institution enrolment in a course</b>	<b>14.</b>	Executive Dean; Dean; Deputy Dean.	N/A
<b>4.15. Cancel the enrolment of an international student who does not follow the enrolment advice relating to progression requirements, or who has failed to meet relevant visa conditions.</b>	<b>15.</b>	Vice-Chancellor; DVC (GE&Q).	N/A
<b>Transition and Orientation</b>			
<b>4.16. Allow a student to take a reduced load consistently with an intervention strategy to assist the student to make satisfactory academic progress.</b>	<b>16.</b>	Executive Dean; PVC CE TAFE; Dean; Deputy Dean.	N/A
<b>4.17. Allow an international student (visa-holder) to transfer to another educational institution</b>	<b>17.</b>	DVC (GE&Q).	N/A
<b>Assessment</b>			
<b>4.18. Approve the content of examination papers</b>	<b>18.</b>	Executive Dean; Dean; Deputy Dean.	N/A
<b>4.19. Amend assessment items as specified in the unit outline</b>	<b>19.</b>	Executive Dean; PVC CE TAFE; Dean; Deputy Dean; Unit Coordinator.	N/A
<b>4.20. Vary, in special circumstances, assessment requirements of a unit</b>	<b>20.</b>	Executive Dean; Deputy Dean; Dean.	N/A
<b>4.21. Ratify unit/coursework results</b>	<b>21.</b>	Institute/School Board.	N/A
<b>4.22. Authorise a second re-mark or deny the request (and, if denied, to provide the student with a written reason)</b>	<b>22.</b>	Executive Dean; Deputy Dean; Dean.	N/A
<b>4.23. Accept a late application for review of an assessment</b>	<b>23.</b>	Executive Dean; Deputy Dean; Dean.	N/A
<b>4.24. Approve items which may be taken into an examination room</b>	<b>24.</b>	Registrar LEP.	N/A
<b>4.25. Allow persons (other than candidates and supervisors) into an examination room</b>	<b>25.</b>	Registrar LEP.	N/A
<b>4.26. Approve a deferred examination</b>	<b>26.</b>	Executive Dean; Dean; Deputy Dean.	N/A
<b>4.27. Determine content of deferred and supplementary examinations</b>	<b>27.</b>	Executive Dean; Dean; Deputy Dean.	N/A
<b>Academic Progression</b>			
<b>4.28. Cancel the enrolment of an international coursework student who does not comply with the applicable enrolment procedure</b>	<b>28.</b>	DVC (GE&Q).	N/A

<b>Column 1</b> Item: Description of power, function or duty	<b>No.</b>	<b>Column 2</b> Delegate	<b>Column 3</b> Conditions/ Additional Information
4.29. Determine the continued enrolment of a student in a course and impose any conditions on that enrolment	29.	Executive Dean; Dean GR; Deputy Dean.	N/A
4.30. Decide whether a student who has failed to achieve minimum academic standards is to be suspended, excluded or allowed to continue enrolment in the course and (if so) determine any conditions applying to that enrolment	30.	Executive Dean; Dean; Deputy Dean.	N/A
4.31. Allow a student to withdraw from a course without academic penalty due to special circumstances not related to the student's ability or diligence	31.	Executive Dean; Dean; Deputy Dean.	N/A
4.32. Waive academic penalty where a student withdraws from a course after the final date for withdrawal without penalty	32.	Executive Dean; Dean; Deputy Dean.	N/A
4.33. Approve a student's enrolment or selection of course where the selection does not conform to the requirements of the award or where enrolment in a particular course is restricted	33.	Executive Dean; Dean; Deputy Dean.	N/A
4.34. Approve leave of absence for an undergraduate or postgraduate coursework student	34.	Executive Dean; Dean; Deputy Dean.	N/A
<b>SECTION 2 – STUDENT LIFECYCLE (TAFE)</b>			
4.35. Determine admission requirements	35.	Director TAFE.	N/A
4.36. Determine progression and completion requirements	36.	Director TAFE.	N/A
<b>SECTION 3 – RESEARCH STUDENTS</b>			
4.37. Approve a new HDR course	37.	Academic Board.	N/A
4.38. Develop and amend the attributes of a research course and research training	38.	Research Committee.	See Research Committee Charter
4.39. Offer admission to a HDR course	39.	PVC Research; Dean GR.	N/A
4.40. Approve the final outcome of a progress report or candidature milestone for a HDR course	40.	PVC Research; Dean GR.	N/A
4.41. Vary a candidature in relation to continuation, suspension or discontinuation for research and doctoral studies	41.	PVC Research; Dean GR.	N/A
4.42. Determine whether a complaint in relation to academic or resource matters for research masters and doctoral candidates has legitimate grounds for appeal, is frivolous (etc)	42.	PVC Research; Dean GR.	N/A

<b>Column 1</b> Item: Description of power, function or duty	<b>No.</b>	<b>Column 2</b> Delegate	<b>Column 3</b> Conditions/ Additional Information
4.43. Approve leave of absence for a research student	43.	PVC Research; Dean GR.	N/A
4.44. Determine RPL for a research student	44.	PVC Research; Dean GR.	N/A
4.45. Discontinue a research student's candidature where the student's supervisor becomes unable to supervise the candidate and no suitable replacement can be found	45.	PVC Research; Dean GR.	N/A
4.46. Monitoring management processes relating to student complaints and grievances and evaluating outcomes	46.	Research Committee.	See Research Committee Charter; see also Complaints Management Procedure
<b>SECTION 4: QUALIFICATIONS AND GRADUATION</b>			
4.47. Certify completion by a student of all requirements for the granting of a coursework award	47.	Registrar, LEP.	The Registrar must be satisfied that there is a record that all requirements for the granting of the award have been met.
4.48. Recommend to Council the conferral of PhD, Master, HE and VET awards	48.	Academic Board.	See Academic Board Charter
4.49. Authorise a reissue a testamur where there has been an administrative error	49.	Chair, Academic Board.	The Chair, Academic Board must confer with the Chancellor before authorising
<b>SECTION 5 – COURSES (HIGHER EDUCATION)</b>			
4.50. Approve or reject a business case for proposed new HE courses	50.	Academic Course Portfolio Committee ( <i>formally Higher Education Business Approval Committee</i> ).	See Academic Course Portfolio Committee Charter
4.51. Recommend new courses for approval by the Academic Board	51.	Curriculum Committee.	See Curriculum Committee Charter
4.52. Approved proposed new courses leading to an award	52.	Academic Board.	See Academic Board Charter
4.53. Approve modifications to courses	53.	Curriculum Committee.	See Curriculum Committee Charter
4.54. Approve stacking of short courses for a credit-bearing award	54.	Curriculum Committee.	See Curriculum Committee Charter
4.55. Develop schedules of exemptions and credits for prior learning	55.	Curriculum Committee.	See Curriculum Committee Charter
4.56. Suspend a course or a unit	56.	Institute/School Board.	N/A

<b>Column 1</b> Item: Description of power, function or duty	<b>No.</b>	<b>Column 2</b> Delegate	<b>Column 3</b> Conditions/ Additional Information
4.57. Approve new availabilities and change availability (including “not offer”) for units and courses	57.	Executive Dean; PVC CE TAFE; Dean; Deputy Dean.	N/A
4.58. Approve new availabilities and change availability (including “not offer”) for a major, minor or a course	58.	Institute/School Board.	N/A
4.59. Approve external course accreditation submissions, responses and action plans	59.	Institute Board.	N/A
4.60. Oversee the regular schedule of course reviews	60.	Executive Dean; Dean Q&A; Dean GR; Deputy Dean.	See Reg 14, Academic Regulations.
<b>SECTION 6 – COURSES (TAFE)</b>			
4.61. Recommend to Curriculum Committee additions and deletions from the University’s Scope of Registration	61.	TAFE Course Approval Committee.	See TAFE Course Approval Committee Charter
4.62. Approve additions and deletions from the Scope of Registration	62.	Curriculum Committee.	See Curriculum Committee Charter
4.63. Assess the financial viability of the Scope of Registration	63.	TAFE Course Approval Committee.	See TAFE Course Approval Committee Charter
<b>SECTION 7 – GENERAL ACADEMIC DELEGATIONS</b>			
4.64. Authority to approve the annual Academic Calendar	64.	Registrar, LEP.	N/A
4.65. Authority to approve a non-standard Academic Calendar or amend the Academic Calendar	65.	Registrar, LEP.	N/A
4.66. Authority to approve the curricula in articulation agreements	66.	Curriculum Committee.	N/A
4.67. Authority to recommend academic policy/procedures	67.	Academic Board.	N/A
<b>SECTION 8 – STUDENT MISCONDUCT</b>			
4.68. Take action under the following Students Regulation related to: - 50 (1): <i>Investigation of suspected student misconduct</i>	68.	Student Misconduct Officer.	See Instrument of Delegation, Clause 7
4.69. Take action under the following Students Regulations related to: - 50 (2): <i>Investigation of suspected student misconduct</i> - 52 (1): <i>Sanctions for student misconduct</i>	69.	Executive Dean; PVC CE TAFE; Chair of Research Panels.	See Instrument of Delegation, Clause 7
4.70. Take action under the following Students Regulations related to: - 50 (1): <i>Investigation of suspected student misconduct</i>	70.	Student Misconduct Committee.	See Instrument of Delegation, Clause 7

<b>Column 1</b> Item: Description of power, function or duty	<b>No.</b>	<b>Column 2</b> Delegate	<b>Column 3</b> Conditions/ Additional Information
<ul style="list-style-type: none"> <li>- <b>50 (2): Investigation of suspected student misconduct</b></li> <li>- <b>51 (1): Student Misconduct Committee</b></li> <li>- <b>52 (2): Sanctions for student misconduct</b></li> </ul>			
<b>4.71. Take action under the following Students Regulation related to:</b> <ul style="list-style-type: none"> <li>- <b>53: Summary exclusion</b></li> </ul>	<b>71.</b>	University staff member, Authorised Officer or Security Officer.	See Instrument of Delegation, Clause 7
<b>4.72. Take action under the following Students Regulation related to:</b> <ul style="list-style-type: none"> <li>- <b>54: Emergency intervention and serious incidents</b></li> </ul>	<b>72.</b>	Band 5 Officer; Registrar.	See Instrument of Delegation, Clause 7



## Legislative and Amendment History

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

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

### Amendments:

Version No	Amending Body/Entity	Amendments made	Date of Amendment
1	Governance and Strategy Committee on behalf of the Council	Revisions to titles resulting from Senior Leadership realignment announced 20 November 2023	23 November 2023
1.1	Vice-Chancellor	Further revisions to titles resulting from Senior Leadership realignment announced 20 November 2023	14 December 2023
1.2	Vice-Chancellor	<ol style="list-style-type: none"> <li>1) Corrections made to sections 1.1-8, 1.2-21</li> <li>2) Section 3.5-9: remove duplication of HEW 1-10 with section 3.5-8</li> <li>3) Part 4: removal of multiple references to AP and ResearchP</li> </ol>	24 January 2024
1.3	Vice-Chancellor	<ol style="list-style-type: none"> <li>1) Addition of Heads of Centre, Skills and Education Delivery to 2.9: Sign placement agreements (domestic) between the University and its students</li> <li>2) Addition of 2.11: Signing of Placement agreements (University and Industry)</li> <li>3) Amend items relating to Curriculum Committee delegation: <ol style="list-style-type: none"> <li>a) Amend 4.53: Approve modifications to courses</li> <li>b) Amend 4.54: Approve stacking of short courses for a credit-bearing award</li> <li>c) Delete 4.63: Delegation to approve credit-bearing micro-credentials and micro-courses at TAFE level as approval is required by the Institute/School Board.</li> </ol> </li> <li>4) Part 1 – Items 1.9 (41), 1.10 (44), 1.11 (45) and 1.12 (49): Replace Financial Controller with Senior Financial Accountant (Band 7)</li> <li>5) Part 1 – Item 1.9 (40): Update position title from <i>Director, Finance &amp; Deputy CFO</i> to <i>Deputy CFO</i> (Band 6)</li> </ol>	06 March 2024
1.4	Vice-Chancellor	<ol style="list-style-type: none"> <li>1) Clause 3: Definitions- <ol style="list-style-type: none"> <li>a) Addition of: AD, AD TAFE, Director TAFE, Division, PVC, PVC CE TAFE</li> <li>b) Removal of: Provost</li> </ol> </li> <li>2) Clause 6: Delegation Bands- <ol style="list-style-type: none"> <li>a) <u>Band 5</u>: <ol style="list-style-type: none"> <li>i) Removal of Provost.</li> <li>ii) Addition of PVC and Executive Dean and PVC CE TAFE.</li> </ol> </li> <li>b) <u>Band 6</u>: <ol style="list-style-type: none"> <li>i) Removal of Executive Dean, Deputy CE TAFE, Director Global Market Development, Campus Director Wimmera.</li> <li>ii) Addition of Deputy Dean, Director (Research Centre), Director Co-operative Placements, Advisor to the Vice-Chancellor (Health).</li> <li>iii) Replace Advisor to the Provost (Special Projects) with Deputy PVC (Learning and Teaching).</li> </ol> </li> <li>c) <u>Band 7</u>: (new band established) <ol style="list-style-type: none"> <li>i) Addition of Associate Dean, Associate Director Commercial Services and Technology Parks</li> </ol> </li> </ol> </li> </ol>	1 November 2024

Version No	Amending Body/Entity	Amendments made	Date of Amendment
		<ul style="list-style-type: none"> <li>ii) Replace Head of Centre with Associate Director (TAFE)</li> <li>d) <u>Band 8</u>: (previously listed as Band 7)</li> <li>i) Addition of Head (Academic Discipline)</li> <li>ii) Replace Coordinator Schools Services to Coordinator Academic Services</li> <li>e) <u>Band 9</u>: (previously listed as Band 8)</li> <li>3) Part 1 –               <ul style="list-style-type: none"> <li>a) Items 1.1 and 1.2: Addition of Band 7 value limit of \$25,000</li> <li>b) Removal of Provost and reassignment of delegations as appropriate in line with current University structure</li> </ul> </li> <li>4) Part 2 –               <ul style="list-style-type: none"> <li>a) Removal of Provost and reassignment of delegations as appropriate in line with current University structure</li> <li>b) Items 2.2 and 2.3: Addition of Advisor to the Vice-Chancellor (Health) for Research agreements only to a value limit of \$350,000</li> <li>c) Item 2.22: new line item regarding establishment of a controlled entity</li> </ul> </li> <li>5) Part 3 –               <ul style="list-style-type: none"> <li>a) Removal of Provost and reassignment of delegations as appropriate in line with current University structure</li> </ul> </li> <li>6) Part 4 –               <ul style="list-style-type: none"> <li>a) Removal of Provost and reassignment of delegations as appropriate in line with current University structure</li> <li>b) Section 8: Consolidation of standalone Student Misconduct Instrument of Delegation (previously authorised by the Vice-Chancellor on 09/01/2023).</li> </ul> </li> </ul>	