

## DELEGATIONS POLICY



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Approved by Council: 14 Mar 2012  
Revised by Council: 28 Aug 2013, 9 Mar 2016, 21 Sep 2016, 4 Oct 2017, 15 Aug 2018, 9 Oct 2019, 17 Jun 2020, 10 May 2023, 13 Aug 2025

### Related Documents

Australian Charities and Not-for-profits Commission Act (2012)

Corporations Act (2001)

University of Divinity Act (1910)

*Governance Policy*

*Fees Policy*

*University Employment Policy*

Regulation 1 Council

*Travel Policy*

### 1. Introduction

- 1.1 This Policy sets out the general principles governing the delegation of the University of Divinity Council's powers and authority in accordance with Section 18A 'Delegation' in the *University of Divinity Act (1910)*. A Schedule of Delegations is provided.

### 2. Authority of the Council

- 2.1 Under the *University of Divinity Act (1910)*, the Council is the governing authority of the University and its primary responsibilities include:
- a) Approving and monitoring systems of control and accountability of the University in accordance with section 50AA of the Corporations Act [section 6 (2) (i)]
  - b) Overseeing and monitoring the assessment and management of risk across the University, including commercial undertakings [section 6 (2) (j)]
  - c) Approving any significant commercial activities of the University [section 6 (2) (l)].
- 2.2 The Council, both directly and via its Committees and Academic Board, directs its attention to matters of governance and delegates to the Office of the Vice-Chancellor the authority necessary for operational management, within an appropriate control framework.
- 2.3 The Council does not delegate the authority:
- a) To enter into strategic commitments, and
  - b) To commence or conclude litigation, other than that associated with the recovery of debts.

### **3. Principles of Delegation**

- 3.1 The principles by which the Council delegates its authority to exercise powers are set out below.
- 3.2 The Council retains control over its statutory obligations and key strategic decisions, and monitors issues that significantly impact the University.
- 3.3 The law requires the Council to remain accountable for matters for which it has delegated authority. The Council must implement an appropriate level of control over all delegates who exercise authorities on behalf of the Council.
- 3.4 The Council may delegate authority in operational matters, to limits specified in this document, to its Finance and Risk Committee, the Vice-Chancellor and members of the Senior Leadership and OVC Management Teams to facilitate efficient decision making.
- 3.5 Except for the matters always reserved for the Council and any other matter delegated to the Vice-Chancellor and the Senior Leadership and OVC Management Teams above the specified limits, the Council delegates its powers to the Vice-Chancellor to manage and operate the University on a day-to-day basis.
- 3.6 The Council delegates specific powers to the Finance and Risk Committee and the Vice-Chancellor, up to the delegation limits as set out in the Delegation Schedule below, and other supporting policies. The Vice-Chancellor may delegate aspects to management and staff of the Office of the Vice-Chancellor, to facilitate efficient day-to-day management of the University.

### **4. Framework of Control**

- 4.1 The Council is responsible for the framework of control within the University. In this regard it has established various Committees and the Academic Board, and has developed comprehensive policies, procedures and practices to assist it in its overall control. In exercising a delegated authority to either approve a transaction or to execute a document, a delegate must observe the following principles.
- 4.2 The delegate must exercise their authority subject to and in accordance with the law, the University's policies and procedures, and within any limits of their delegation.
- 4.3 In exercising their delegated authority a delegate must ensure that:
  - a) There is provision in the budget for any proposed expenditure, or it is otherwise approved by the Council, or as otherwise stated in this instrument of delegation
  - b) The decision is for a proper purpose in the conduct of business for the University
  - c) The delegate would not personally benefit, or create an actual or perceived conflict of interest
  - d) The authority is associated with the delegate's normal function and area of responsibility.
- 4.4 Delegations are to positions, not to individual persons. Acting appointees may exercise the same powers as the permanent appointee to a position, subject to the approval of the Vice-Chancellor.

- 4.5 No delegate may delegate a delegation.
- 4.6 Authority should be exercised at the lowest level delegate in the first instance and escalated to a superior level delegate if the lower delegate is unavailable or has a conflict of interest.
- 4.7 Delegation limits apply to the total value of the transaction (not to instalments). Any variation to the transaction value is subject to re-approval by an appropriate delegated authority.
- 4.8 The Schedule of Delegations must be reviewed annually by the Council.

## **5. Exercise of Delegations**

- 5.1 The exercise of a delegation must be evidenced in writing. For routine transactions such as operational expenditure and travel, the signing of the relevant form or similar document by an authorised delegate is sufficient evidence of the exercise of the delegation as long as the purpose for which the exercise was made is clearly described in the document.
- 5.2 Approval exercised online within a computerised system, which has secured login access and a unique username for tracking the delegate's approval against transactions, is sufficient to meet the requirements of this section.

## **6. Roles, Responsibilities and Accountabilities**

- 6.1 The Council is responsible for establishing delegations of powers conferred upon the Council under the *University of Divinity Act 1910*.
- 6.2 The Vice-Chancellor is responsible for granting and approving any delegations relating to the powers conferred upon the Vice-Chancellor under the *University of Divinity Act 1910*.
- 6.3 Delegates must exercise their powers in accordance with:
- a) any conditions to which the delegation is subject; and
  - b) this Policy and any other relevant policies and procedures.
- 6.4 The University Secretary:
- a) acts as the central point of contact for delegations within the University
  - b) liaises with relevant officers and committees to review and update delegations
  - c) maintains the Schedule of Delegations
  - d) may amend the Schedule of Delegations only insofar as delegations conferred by other Policies of the Council or the Academic Board are amended by approved changes to those Policies
  - e) coordinates reports to the Vice-Chancellor on the exercise of delegated powers as required by the Vice-Chancellor.

## **7. Definitions**

- 7.1 **Operational Expenditure:** Running costs of the University providing immediate value to the organisation and expensed in total when incurred.

7.2 **Capital Expenditure:** Purchases of fixed and intangible assets that are expected to provide value to the University for a period greater than twelve months and are depreciated or amortised over their useful life.

7.3 **Abbreviations:**

CFRC = Chair of the Finance and Risk Committee

FRC = Finance and Risk Committee

NA = No Authority

OVC-MT = OVC Management Team. The membership of OVC-MT is determined by the Vice-Chancellor:

- a) Academic Compliance Manager
- b) Financial Controller
- c) Information Technology Manager
- d) Operations Manager
- e) Student Services Manager
- f) University Secretary

SLT = Senior Leadership Team. The membership of the SLT is determined by the Vice-Chancellor:

- a) Dean of Academic Programs
- b) Dean of the School of Graduate Research
- c) Dean of Research Strategy

VC = Vice-Chancellor

**8. Date of Next Review**

8.1 This Policy must be reviewed no later than 31 December 2026.

| <b>Schedule 1: General Financial Delegations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |            |            |                                 |               |                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------|------------|---------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General Rules:</b> <ol style="list-style-type: none"> <li>1. All payments (whether electronically or by cheque) must be dually signed by authorised bank signatories with at minimum one signatory from Category A Signatories: Vice-Chancellor and Chair of the FRC; Category B Signatories: Financial Controller and Accountant. Where required the VC can authorise another member of staff to be registered as a Category B signatory with the banking institution</li> <li>2. All decisions with financial effect are subject to whether necessary funds are/will be available</li> <li>3. Except for Petty Cash transactions, up to a limit of \$50, the University does not make payments in cash</li> </ol> |                |            |            |                                 |               |                                                                                                                                                       |
| <b>Activity</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Council</b> | <b>FRC</b> | <b>VC</b>  | <b>SLT</b>                      | <b>OVC-MT</b> | <b>Approval Rules</b>                                                                                                                                 |
| Operating Expenditure within Council Approved Budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Unlimited      | Unlimited  | Unlimited  | < \$10,000                      | < \$5,000     | SLT and OVC-MT authorised to approve operating expenditure within areas of responsibility                                                             |
| Operating Expenditure outside Council Approved Budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Unlimited      | < \$50,000 | < \$30,000 | NA                              | NA            | VC must notify FRC of transactions exceeding budget by \$10,000 or more. FRC may only approve one transaction of \$30,000 or greater in any one year. |
| Capital Expenditure within Council Approved Budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Unlimited      | Unlimited  | Unlimited  | < \$10,000                      | < \$5,000     | VC must notify FRC of any transactions above \$10,000                                                                                                 |
| Capital Expenditure outside Council Approved Budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Unlimited      | < \$20,000 | < \$10,000 | NA                              | NA            | VC must notify FRC of any transactions exceeding budget. FRC may only approve one transaction of \$10,000 or greater in any one year.                 |
| Open and maintain bank accounts including cheque signatories, authorisations for electronic transfers, payment and receipting processes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | NA             | NA         | Approve    | Approval by VC's delegate only  | NA            |                                                                                                                                                       |
| Approve finance forms and authorisation approval processes prescribed for use in accounting procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | NA             | NA         | Approve    | Approval by VC's delegate only  | NA            |                                                                                                                                                       |
| Disposal and write-off of assets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Unlimited      | Unlimited  | < \$20,000 | By VC's delegate only <\$10,000 | NA            | VC must notify FRC of any disposal or write-off of assets that affect the annual operating result.                                                    |
| <b>Schedule 2: Specific Financial Delegations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |            |            |                                 |               |                                                                                                                                                       |
| <b>Activity</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Council</b> | <b>FRC</b> | <b>VC</b>  | <b>SLT</b>                      | <b>OVC-MT</b> | <b>Approval Rules</b>                                                                                                                                 |

|                                                                               |                |                                     |            |                                |               |                                                                                                                                                     |
|-------------------------------------------------------------------------------|----------------|-------------------------------------|------------|--------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Project variations with a financial impact                                    | Unlimited      | Unlimited                           | < \$10,000 | NA                             | NA            | Decision is subject to limits in Schedule 1.                                                                                                        |
| Reimbursement of Council or Committee member expenses                         | Unlimited      | > \$1,000 (FRC)<br>< \$1,000 (CFRC) | < \$1,000  | NA                             | NA            | Decision is subject to limits in Schedule 1. VC may only approve a reimbursement request from the CFRC within stated limits.                        |
| Reimbursement of staff expenses                                               | Unlimited      | Unlimited                           | < \$5,000  | < \$1,000                      | < \$1,000     | Decision is subject to limits in Schedule 1.                                                                                                        |
| Approve the issue of and credit limits associated with corporate credit cards | NA             | NA                                  | Approve    | Approval by VC's delegate only | NA            | <i>Note:</i> Chancellor to approve VC credit card.                                                                                                  |
| Special functions and entertainment                                           | Unlimited      | Unlimited                           | < \$5,000  | < \$2,000                      | < \$2,000     | Decision is subject to limits in Schedule 1.                                                                                                        |
| Staff development expenditure                                                 | Unlimited      | Unlimited                           | < \$5,000  | < \$2,000                      | < \$2,000     | Decision is subject to limits and delegations in Schedule 1 and Schedule 3.                                                                         |
| Payroll                                                                       | Approve        | Approve                             | Approve    | Approval by VC's delegate only | NA            | Approval of payroll requires any two stated authorised delegates.                                                                                   |
| Debt recovery by court action                                                 | Approve        | Approve                             | NA         | NA                             | NA            |                                                                                                                                                     |
| Declaration of indebtedness where debtor is declared insolvent                | Approve        | Approve                             | NA         | NA                             | NA            |                                                                                                                                                     |
| Tuition fee distributions                                                     | Approve        | Approve                             | Approve    | Approval by VC's delegate only | NA            | Decision must be in accordance with the Fees Policy and the Collegiate Agreements.                                                                  |
| Industry funding distributions                                                | Approve        | Approve                             | Approve    | Approval by VC's delegate only | NA            | Decision must be within terms and limits of relevant funding agreement or annual declaration by College, Library or sponsor.                        |
| Donation distributions                                                        | Approve        | Approve                             | Approve    | Approval by VC's delegate only | NA            | Decision must be within terms and limits of Regulation 10 Fund Record and approved projects.                                                        |
| <b>Schedule 3: Employment Delegations</b>                                     |                |                                     |            |                                |               |                                                                                                                                                     |
| <b>Activity</b>                                                               | <b>Council</b> | <b>FRC</b>                          | <b>VC</b>  | <b>SLT</b>                     | <b>OVC-MT</b> | <b>Approval Rules</b>                                                                                                                               |
| Position creation including approving terms of employment                     | Approve        | Approve                             | Approve    | NA                             | NA            | Decision is subject to limits in Schedule 1. Council must be notified of any decision. Authority for appointment of VC resides solely with Council. |
| Employment of staff                                                           | Approve        | NA                                  | Approve    | NA                             | NA            | VC may delegate employment procedures to other OVC staff                                                                                            |

|                                                    |                                                             |           |                                     |                     |                                                                                                                |                                                     |
|----------------------------------------------------|-------------------------------------------------------------|-----------|-------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
|                                                    |                                                             |           |                                     |                     |                                                                                                                | but may not delegate signing Employment Agreement   |
| Promotion or reclassification of staff             | NA                                                          | NA        | Approve                             | NA                  | NA                                                                                                             | Decision is subject to University Employment Policy |
| Engagement of consultant or temporary employees    | Unlimited                                                   | Unlimited | Unlimited                           | NA                  | NA                                                                                                             | Decision is subject to limits in Schedule 1.        |
| Approval of Staff Salary Scale                     | Approve                                                     | NA        | Approve                             | NA                  | NA                                                                                                             | Decision is subject to University Employment Policy |
| Approval of leave                                  | Approve                                                     | Unlimited | Unlimited                           | Direct reports only | Direct reports only                                                                                            | VC leave is approved by the Chancellor.             |
| Staff development activities                       | Approve                                                     | NA        | Unlimited                           | Direct reports only | Direct reports only                                                                                            | VC development is approved by the Chancellor.       |
| <b>Schedule 4: Academic Delegations</b>            |                                                             |           |                                     |                     |                                                                                                                |                                                     |
| <b>Activity</b>                                    | <b>Officer</b>                                              |           | <b>Policy</b>                       |                     | <b>Approval Rules</b>                                                                                          |                                                     |
| Approval of procedures or forms                    | VC                                                          |           | All                                 |                     | VC may approve procedures or forms for implementation of a Policy                                              |                                                     |
| Academic documents                                 | Chancellor and VC                                           |           | Regulation 1.6.2                    |                     | Approval to affix seal to and sign a testamur, diploma or certificate                                          |                                                     |
| Academic staff accreditation: unit delivery        | Dean Academic Programs                                      |           | Academic Staff 7.2                  |                     |                                                                                                                |                                                     |
| Academic staff accreditation: honorary researchers | Dean Research Strategy                                      |           | Academic Staff 7.5                  |                     |                                                                                                                |                                                     |
| Academic staff accreditation: supervisors          | Dean School of Graduate Research                            |           | Academic Staff 7.4                  |                     |                                                                                                                |                                                     |
| Academic staff classification and promotion        | VC                                                          |           | Academic Staff 9.3 and Regulation 8 |                     | VC approves Level A and B; Academic Promotions Committee approves Level C and D; Council approves Level E      |                                                     |
| Admissions: coursework students                    | Dean Academic Programs                                      |           | Admissions                          |                     | Admit or refuse to admit applicants to coursework programs on recommendation of College                        |                                                     |
| Admissions: HDR students                           | Dean School of Graduate Research                            |           | Admissions                          |                     | Admit or refuse to admit applicants to HDR programs on recommendation of School of Graduate Research Committee |                                                     |
| Code of Conduct                                    | VC                                                          |           | Regulation 9.3.3                    |                     | Appointment of authorised officers for Code of Conduct and associated policies                                 |                                                     |
| Credit and RPL                                     | Dean Academic Programs                                      |           | Credit 12.8                         |                     | Approve or reject applications for credit or RPL                                                               |                                                     |
| Leave of Absence                                   | Dean Academic Programs;<br>Dean School of Graduate Research |           | Enrolment 10.5, 11.4                |                     | Approve or reject applications for leave of absence                                                            |                                                     |

|                       |                                       |                       |                                                                       |
|-----------------------|---------------------------------------|-----------------------|-----------------------------------------------------------------------|
| Research Grants       | Research Grants Panel                 | Research Grants       | Award of research grants (within Council approved budget)             |
| Research Scholarships | School of Graduate Research Committee | Research Scholarships | Award of research scholarships (within Council approved budget)       |
| Results release       | Dean Academic Programs                | Assessment 12.4       | DAP authorises release of final grades for assessment tasks and units |
| Thesis examinations   | Dean School of Graduate Research      | Minor Thesis 13       | Approve forms to support thesis examinations                          |
| Unit Record approval  | Dean Academic Programs                | Unit 9.1, 10.3        | Approval or revision of Unit Records                                  |