

Delegations Rule Schedule A

9 February 2017

NB: Delegations must be exercised within the framework of Southern Cross University's Code of Conduct, Rules, Policy, Procedures and any external legislative requirements.

Description of delegation	Limit	Delegate	Code	ID	Note
1. Finance					
Assets - accounting					
Approve the adjustment of records.		Director, Financial Operations	S4	FN2	
		Vice President (Finance)	S3	FN1	
Assets - disposal					
Approve disposal of assets via 'trade in'.		Manager, Management Accounting Services	S5	FN3	
		Manager, Payroll and Asset Services	S5	FN4	
		Manager, Taxation and Transactions	S5	FN5	
		Tender Board	NT2	FN6	
Approve disposal of surplus attractive assets for nil consideration.		Director, Financial Operations	S4	FN7	
Approve disposal of surplus plant, equipment and inventory via sale.		Tender Board	NT2	FN8	
Banking					
Enter into arrangements (e.g. style of account, etc.) within policy and approve opening and closing of accounts. Cannot be approved by one delegate alone - must be approved jointly with another delegate.		Director, Financial Operations	S4	FN11	
		Vice Chancellor	G2	FN10	
Borrowing					
Approve University borrowing.		Refer SCU Act	NT2	FN12	
Budget - Approve					
A: Approve annual overall University budget and forecast.		Council	G1	FN13	

Description of delegation	Limit	Delegate	Code	ID	Note
B: Approve an annual expenditure budget for each organisational unit within overall Council approved budget and forecast.		Vice Chancellor	G2	FN15	
Credit cards					
Issue or revoke University Corporate Credit Card to or from a staff member (excluding the Vice Chancellor).		Director, Financial Operations	S4	FN31	
		Senior Deputy Vice Chancellor	S3	FN33	
		Vice President (Finance)	S3	FN32	
Set credit card limits (except for Vice Chancellor).		Vice President (Finance)	S3	FN34	
Set limit and issue or revoke University Corporate Credit Card to/from Vice Chancellor.		Chancellor	NT2	FN35	
Debts - write offs, refunds etc.					
Approve the 'write off' of debt.	\$100,000	Vice Chancellor	G2	FN36	
	\$50,000	Executive	G3	FN37	
	\$25,000	Director, Financial Operations	S4	FN38	
	\$500	Head of Work Unit	G4	FN39	
Waive, refund, remit or issue credit note for student association membership fees, student contributions, tuition fees, ancillary fees, residential fees, fines and penalties, and all other student related charges or contributions.	\$3,500,000	Vice Chancellor	G2	FN86	
	\$100,000	Executive	G3	FN56	
	\$25,000	Director, Financial Operations	S4	FN57	
		Director, Student Administration Services	S4	FN58	
Waive, refund, remit or issue credit note for University fees charges and fines unless otherwise defined in this schedule.	\$3,500,000	Vice Chancellor	G2	FN86	
	\$100,000	Executive	G3	FN60	
	\$25,000	Director, Financial Operations	S4	FN61	

Description of delegation	Limit	Delegate	Code	ID	Note
Expenditure - budgeted					
Approve, commit or incur expenditure within approved budget. The delegate may authorise any employee under that delegate's supervision to exercise the delegation in the name of the delegate in accordance with the Delegations Rule and using the approved Authorisation Form, for transactions up to a maximum of \$10,000.	\$50,000	Head of Work Unit	G4	FN63	
Approve, commit or incur expenditure within approved budget.	\$200,000	Executive	G3	FN64	
	\$100,000	Director, Financial Operations	S4	FN65	
Approve, commit or incur expenditure within approved budget. Amounts between \$1M and \$3.5M are reportable to Council.	\$3,500,000	Vice Chancellor	G2	FN85	
Expenditure - Council Approved Contracts					
Approve, commit or incur expenditure for transactions arising from a Council approved contract and that fall within the framework and limit of the transactions previously approved by Council.	Total Contract Value	Vice President (Finance)	S3	FN66	
Expenditure - crisis					
Approve expenditure of funds in a crisis or emergency event in accordance with Crisis Management Plan. Exercise of delegation is reportable to Council.	\$1,000,000	Director, Financial Operations	NT2	FN67	
Fees - approve					
Approve and set student ancillary fees, residential fees, fines and penalties, and all other student related charges.		Director, Student Administration Services	S4	FN68	
Approve and set Student Association Membership fees.		Vice Chancellor	G2	FN69	
Approve and set student contributions amounts.		Vice President (Global)	S3	FN88	NEW
Approve and set tuition fees.		Vice President (Global)	S3	FN89	NEW

Description of delegation	Limit	Delegate	Code	ID	Note
Set other University fees, charges and fines within Policy settings.		Vice President (Global)	S3	FN90	NEW
Financial statements – annual					
Adoption of annual financial statements.		Council	G1	FN74	
Investment					
Invest funds in accordance with policy (requires both Specialist delegates to approve).		Director, Financial Operations	S4	FN75	
		Vice President (Finance)	S3	FN76	
Lending					
Approve lending and guaranteeing (external) unless otherwise specified in this register.		Council	G1	FN79	
Approve Student Loan.	\$1,500	Student Financial Assistance Officer	S5	FN80	
Scholarships and prizes					
Approve conditions (including authorised decision makers) for the award of Scholarships and Prizes.		Academic Board	NT2	FN82	
		Executive	S3	FN83	
Student grants					
Approve a student grant.	\$3,500,000	Vice Chancellor	G2	FN87	

Description of delegation	Limit	Delegate	Code	ID	Note
2. Human Resources					
01. Industrial instruments					
Sign Enterprise Agreements (EAs) on behalf of the University.		Vice Chancellor	G2	HR1	
02. Remuneration					
Approve remuneration for appointments above normal academic and professional staff levels.		Vice Chancellor	G2	HR2	
Approve remuneration to be offered on appointment where the commencing salary point is higher than the minimum salary for the classification (requires G4 and S4 delegates acting jointly).		Director, Human Resources	S4	HR4	
		Head of Work Unit	G4	HR5	
Determine remuneration for Vice Chancellor.		Remuneration Committee	NT2	HR83	
Approve maximum annual percentage salary increase for staff at Head of Work Unit and above not covered by the SCU enterprise agreement.		Remuneration Committee	NT2	HR84	
02. Remuneration - advanced payment					
Approve payment in advance to staff where the advance is acknowledged as a debt to the University in cases of financial hardship.		Director, Financial Operations	S4	HR6	
		Director, Human Resources	S4	HR7	
Approve payment of salary in advance to staff where Special Studies Leave is approved in accordance with University Policy.		Director, Human Resources	S4	HR8	
02. Remuneration - allowances and payments					
Approve Academic Special Duties Payments.		Head of Work Unit	G4	HR9	
Approve additional responsibilities allowances (including subject and course coordination allowances) for a period exceeding twelve months.		Executive	G3	HR10	
Approve additional responsibilities allowances (including subject and course coordination allowances) for a period up to and including twelve months.		Head of Work Unit	G4	HR11	

Description of delegation	Limit	Delegate	Code	ID	Note
02. Remuneration - deferred salary					
Approve deferred salary scheme arrangements in accordance with University Policy.		Head of Work Unit	G4	HR12	
02. Remuneration - motor vehicles					
A. Approve access to a fully serviced University motor vehicle or other fringe benefit for staff.		Executive	G3	HR13	
B. Approve access to a fully serviced University motor vehicle or other fringe benefit for staff where the relevant Executive delegate is unavailable.		Vice President (Finance)	S3	HR14	
02. Remuneration - progression					
Award accelerated incremental progression within the salary range in accordance with the appropriate industrial instrument and/or University policies.		Executive	G3	HR15	
Withhold incremental progression in accordance with the appropriate industrial instrument and/or University policies.		Executive	G3	HR17	
03. Recruitment and appointment - approve					
academic staff - Approve recruitment in accordance with the appropriate industrial instrument and/or University policies for academic staff positions below the level of Professor.		Executive	G3	HR18	
Approve recruitment in accordance with the appropriate industrial instrument and/or University policies for all positions at or above the level of Professor and Executive appointments with comparable remuneration.		Vice Chancellor	G2	HR19	
professional staff - Approve recruitment in accordance with the appropriate industrial instrument and/or University policies for all professional staff positions below the level of Executive appointments (within any University cost centre).		Director, Human Resources	S4	HR85	
		Vice President (Finance)	S3	HR20	

Description of delegation	Limit	Delegate	Code	ID	Note
professional staff - Approve recruitment in accordance with the appropriate industrial instrument and/or University policies for all professional staff positions below the level of Executive appointments.		Executive	G3	HR21	
03. Recruitment and appointment - approve selection panel recommendations					
academic staff - Approve the recommendations of a selection panel for all academic staff positions (excluding positions at or above the level of Professor and executive appointments with comparable remuneration, Heads of School and Directors).		Senior Deputy Vice Chancellor	S3	HR22	
Approve the recommendations of a selection panel for Positions at or above the level of Professor including executive appointments with comparable remuneration, Heads of School and Directors.		Vice Chancellor	G2	HR23	
professional staff - Approve the recommendations of a selection panel for all professional staff positions excluding positions at or above the level of Professor and executive appointments with comparable remuneration, Heads of School and Directors.		Executive	G3	HR24	
professional staff - Approve the recommendations of a selection panel for all professional staff positions within any University cost centre, excluding positions at or above the level of Professor and executive appointments with comparable remuneration, Heads of School and Directors.		Director, Human Resources	S4	HR86	
		Vice President (Finance)	S3	HR25	
03. Recruitment and appointment - by invitation					
Approve appointments by invitation in accordance with University Policy unless otherwise specified in this register.		Vice Chancellor	G2	HR26	
Approve temporary appointments by invitation (including casual and fixed term) for more than twelve months in accordance with University Policy.		Executive	G3	HR27	
Approve temporary appointments by invitation (including casual and fixed term) for up to and including twelve months in accordance with University Policy.		Head of Work Unit	G4	HR28	
03. Recruitment and appointment - other					

Description of delegation	Limit	Delegate	Code	ID	Note
Approve appointment as Emeritus Professor.		Council	G1	HR29	
04. Offers of employment					
Approve and sign offers of employment for written offers in accordance with appointment approvals.		Director, Human Resources	S4	HR31	
Sign offers of employment for casual contracts in accordance with appointment approvals.		Head of Work Unit	G4	HR32	
05. Employment conditions and variations - approve					
Approve conditions of employment not governed by a current industrial instrument and resolve special cases falling outside HR policies.		Vice Chancellor	G2	HR33	
05. Employment conditions and variations - convert casual					
Approve applications for conversion from casual to non-casual employment for eligible professional staff in accordance with the appropriate industrial instrument and/or policies.		Executive	G3	HR34	
Approve applications for conversion from casual to non-casual employment for eligible professional staff within any University cost centre, in accordance with the appropriate industrial instrument and/or policies.		Vice President (Finance)	S3	HR35	
05. Employment conditions and variations - convert fixed-term					
Approve applications for conversion from fixed-term to continuing employment for eligible academic staff, in accordance with the appropriate industrial instrument and/or policies.		Senior Deputy Vice Chancellor	S3	HR36	
Approve applications for conversion from fixed-term to continuing employment for eligible professional staff within any University cost centre, in accordance with the appropriate industrial instrument and/or policies.		Vice President (Finance)	S3	HR37	
05. Employment conditions and variations - fractions					
Vary full time or part time appointment fractions on a continuing basis.		Executive	G3	HR39	

Description of delegation	Limit	Delegate	Code	ID	Note
Vary full time or part time appointment fractions on a temporary basis up to 12 months.		Head of Work Unit	G4	HR40	
05. Employment conditions and variations - redeployment					
Approve redeployment of academic staff as the result of redundancy and other transfers within the University.		Senior Deputy Vice Chancellor	S3	HR92	
Approve redeployment of Executive Staff as the result of redundancy and other transfers within the University.		Vice Chancellor	G2	HR93	
Approve redeployment of professional staff from any cost centre as the result of redundancy and other transfers within the University.		Director, Human Resources	S4	HR87	
		Vice President (Finance)	S3	HR94	
06. Employment strategy					
Approve the targeting of positions in accordance with the University's Indigenous Employment Strategy.		Vice Chancellor	G2	HR45	
07. Workload matters - allocation					
Allocate individual workloads for academic staff in accordance with University policy.		Head of Work Unit	G4	HR46	
07. Workload matters - attendance					
Approve professional staff working hours in accordance with the Enterprise Agreement.		Head of Work Unit	G4	HR49	
07. Workload matters - duties					
Reassign duties at the same classification level within work unit.		Head of Work Unit	G4	HR50	
09. Relieving appointments					
Approve relieving appointments (acting arrangements) for Executive.		Vice Chancellor	G2	HR54	
Approve relieving appointments (acting arrangements) for Head of Work Unit.		Executive	G3	HR55	

Description of delegation	Limit	Delegate	Code	ID	Note
Approve relieving appointments (acting arrangements) for positions below the level of Head of Work Unit for periods exceeding twelve months continuous service in a relieving position.		Executive	G3	HR56	
Approve relieving appointments (acting arrangements) for positions below the level of Head of Work Unit for periods up to twelve months continuous service in a relieving position.		Head of Work Unit	G4	HR57	
Approve relieving appointments (acting arrangements) for the Vice Chancellor.		Vice Chancellor	G2	HR82	
10. Employment classification					
Approve the reclassification of new and existing professional staff positions in accordance with University policy.		Director, Human Resources	S4	HR88	
Approve the outcome of a review of classification decision for professional positions in accordance with University policy.		Vice President (Finance)	S4	HR97	
11. Leave - without pay					
Approve leave without pay applications in excess of 6 months.		Executive	G3	HR90	
Approve leave without pay applications up to and including 6 months.		Head of Work Unit	G4	HR91	
12. Staff rewards					
Approve staff rewards for outstanding performance in accordance with the appropriate University program.		Vice Chancellor	G2	HR74	
13. Disciplinary action					
Approve disciplinary action for unsatisfactory performance or misconduct in accordance with the appropriate industrial instrument or University policies.		Vice Chancellor	G2	HR75	
14. Terminate employment - other					
Terminate employment (except via resignation/retirement).		Vice Chancellor	G2	HR76	

Description of delegation	Limit	Delegate	Code	ID	Note
14. Terminate employment - resignation					
Provide formal letter of acceptance.		Director, Human Resources	S4	HR77	
14. Terminate employment - resignation/retirement					
Accept or withdraw resignation from Executive staff.		Vice Chancellor	G2	HR78	
Accept or withdraw resignation from Head of Work Unit.		Executive	G3	HR79	
Accept or withdraw resignation from employees below the level of Head of Work Unit.		Head of Work Unit	G4	HR95	
15. First Aid Officers					
Appoint First Aid Officers and approve payment of a first aid allowance in accordance with the appropriate industrial instrument.		Manager, Workplace Health & Safety	S5	HR96	

Description of delegation	Limit	Delegate	Code	ID	Note
3. Legal					
Contracts A: Standard Agreements					
Sign Standard Agreements (non research) that are published as being Standard Agreements on the Legal Office's website, if the financial value of the arrangement is less than the specified financial limit, and there are no changes required to the terms of the agreement or no Special Conditions to be inserted.	\$3,500,000	Vice Chancellor	G2	LG84	
	\$200,000	Executive	G3	LG38	
	\$100,000	Director, Financial Operations	S4	LG74	
	\$50,000	Head of Work Unit	G4	LG39	
Contracts B: Non-standard Agreements					
Sign Non-Standard Agreements (non-research, non-educational) for procurement related activities only, where the financial value of the arrangement is less than the specified financial limit.	\$100,000	Director, Financial Operations	S4	LG68	
Contracts B: Non-standard Agreements					
Sign Non-Standard Agreements (non-research, non-educational) where the financial value of the arrangement is less than the specified financial limit.	\$3,500,000	Vice Chancellor	G2	LG89	
	\$200,000	Executive	G3	LG69	
	\$50,000	Head of Work Unit	G4	LG96	
Contracts C: Research Agreements					
Sign Research Agreements. Limit is measured in terms of SCU's total cash contribution to the agreement only - any financial benefit to be derived by SCU under the agreement does not limit the delegate's authority to sign.	\$3,500,000	Vice Chancellor	G2	LG91	
	\$500,000	Director, Research and Commercial Services	S4	LG78	
		Senior Deputy Vice Chancellor	S3	LG77	
		Vice President (Finance)	S3	LG76	
Contracts D: Educational Agreements					
Jointly-Sign Educational Agreements with either the Senior Deputy Vice Chancellor or Vice Chancellor.		Executive	G3	LG72	

Description of delegation	Limit	Delegate	Code	ID	Note
Sign Educational Agreements where the financial value of the arrangement is less than the specified financial limit. Requires joint signatures of two SCU delegates to be binding - one of which must be either the Senior Deputy Vice Chancellor under delegation LG73 or Vice Chancellor under delegation LG71.	\$3,500,000	Vice Chancellor	G2	LG90	
	\$200,000	Senior Deputy Vice Chancellor	S3	LG73	
Contracts E: Other					
Within delegate's financial delegation limit, approve and enter into any Agreement not covered elsewhere in this Schedule.	\$3,500,000	Vice Chancellor	G2	LG85	
Contracts F: SCU Land					
Lease any university lands provided the term of the lease does not exceed 21 years and is otherwise consistent with the requirements of the SCU Act.	\$200,000	Vice President (Operations)	G3	LG81	
Exercise Council powers in relation to real property unless otherwise delegated in this Schedule A.	Specified in the SCU Act	Council	G1	LG79	
Exercise Council's power to sell or lease SCU real property, or lease land from another party, for transactions within the specified financial limit and other limits imposed by the SCU Act.	\$3,500,000	Vice Chancellor	G2	LG92	
Deeds					
Authority to execute Deeds. Delegation must be jointly exercised by the Vice Chancellor and Council Secretary subject to the Vice Chancellor's expenditure limit.		Council Secretary	S4	LG94	
	\$3,500,000	Vice Chancellor	G2	LG93	
External lawyers					
Appoint and manage external lawyers to represent the University on human resource/staffing matters.		Director, Human Resources	S4	LG50	
Appoint and manage external lawyers to represent the University.	\$3,500,000	Vice Chancellor	G2	LG86	
	\$50,000	Head, Governance Services	S4	LG52	
	\$20,000	Manager, Legal Office	S5	LG83	
	\$5,000	University Lawyer	S5	LG53	

Description of delegation	Limit	Delegate	Code	ID	Note
Intellectual property rights					
Approve applications, maintenance, prosecution and registration of intellectual property (including copyright, circuit layouts, know how, patents, business names, trademarks and plant breeder's rights). The exercise of this delegation is to be reported to the following meeting of Council for noting.		Deputy Vice Chancellor (Research)	S3	LG56	
		Director, Research and Commercial Services	S4	LG58	
		Senior Deputy Vice Chancellor	S3	LG57	
Approve assignment of Intellectual Property (IP) rights in accordance with University Policy, as it relates to Research.		Deputy Vice Chancellor (Research)	S3	LG59	
Approve assignment of Intellectual Property (IP) rights in accordance with University Policy, as it relates to Teaching.		Deputy Vice Chancellor (Academic)	S3	LG95	
Litigation					
Commence litigation and/or alternative dispute resolution for any University matter where the University is a plaintiff or defendant.	\$3,500,000	Vice Chancellor	G2	LG87	
Settlements					
Settle court, legal or other proceedings and bind the University.	\$3,500,000	Vice Chancellor	G2	LG88	
Subpoenas, summons, writs, searches, warrants					
Accepting service of court processes or subpoenas on behalf of the University.		University Legal Office Staff	NT2	LG66	
University premises					
Ban persons other than students from SCU premises.		Vice Chancellor	G2	LG67	

Description of delegation	Limit	Delegate	Code	ID	Note
4. Governance					
Clinical trial approval					
Approve submission of clinical trial notifications to the Therapeutic Goods Administration.		Director, Office of Research	S4	GV74	NEW
Approve submission of clinical trial details to the Australian New Zealand Clinical Trials Registry.		Director, Office of Research	S4	GV75	NEW
Approve related clinical trial documentation such as Investigators Borchure and Protocols.		Director, Office of Research	S4	GV76	NEW
Commercial activities					
Approve application for the establishment of Cooperative Research Centres or equivalent for financial liability.		Deputy Vice Chancellor (Research)	S3	GV2	
Commercial activities - appoint negotiators					
Approve appointment of Authorised Negotiator/s as set out in the Commercial Activities Guidelines.		Executive	G3	GV3	
Commercial activities - approval					
Provide conditional or final approval of Commercial Activities.	\$3,500,000	Vice Chancellor	G2	GV72	
	\$200,000	Director, Research and Commercial Services	S4	GV61	
		Vice President (Global)	S3	GV62	
Companies, controlled entities and foundations					
Appoint directors or other representatives of the University to controlled or affiliated commercial entities.		Council	G1	GV9	
Approve the establishment and/or winding up of related controlled entities, companies and foundations of the University.		Council	G1	GV10	
Authorise the University becoming a member/shareholder of a not-for-profit incorporated association, where the total financial liability exposure for the University is limited to less than \$10,000.	\$10,000	Vice Chancellor	G2	GV11	

Description of delegation	Limit	Delegate	Code	ID	Note
Authorise the University becoming a member/shareholder of a research related entity. Membership or shareholding must not be related to investment but rather to participation and governance of the related research collaboration.		Vice Chancellor	G2	GV12	
Authorise the University becoming a member/shareholder of an entity unless otherwise specified in this register.		Council	G1	GV13	
Authority to exercise all of the other powers that Council may exercise in relation to a company of which the University is a member or shareholder (including a company that is a controlled entity of the University) at meetings of its members or of its creditors and debenture holders and in respect of resolutions to be passed without meetings. The exercise of such powers including a decision not to exercise such powers, must be reported to the forthcoming meeting of Council.		Council Secretary	NT2	GV15	
Corporate identity					
Approve the use of University name and logo.		Executive Director, CCR	S3	GV16	
		Head, Communications and Publications	S4	GV59	
Approve registration or deregistration of a business name under which SCU conducts a business.		Vice Chancellor	G2	GV71	
Delegations framework					
Approve and amend Schedule B SCU Reporting Lines.		Vice Chancellor	G2	GV17	
Governance Documents - 1. Rules					
Amend Rules or arrangements that cause hardship to students (requires two delegates acting jointly).		Academic Board, Chair	NT2	GV18	
		Vice Chancellor	G2	GV19	
Approve departure from Rules (requires two delegates acting jointly).		Academic Board, Chair	NT2	GV21	
		Vice Chancellor	G2	GV20	

Description of delegation	Limit	Delegate	Code	ID	Note
Approve Rules in accordance with the Rules for the Academic Board and its Committees.		Academic Board	NT2	GV22	
Approve Rules in accordance with the Southern Cross University By-Law 2005.		Academic Board	NT2	GV23	
		Vice Chancellor	G2	GV24	
Governance Documents - 2. Policy					
Approve Internal Audit Policies.		Audit and Risk Management Committee	NT2	GV25	
Approve Policies in accordance with the Rules for the Academic Board and its Committees.		Academic Board	NT2	GV27	
Approve Policies related to the Investment of University funds.		Council	G1	GV28	
Approve Policies relating to all aspects of University marketing, promotion, advertising and other electronic and print material and media production (excluding scholarly work externally published).		Executive Director, CCR	S3	GV29	
Approve Policies relating to the University's Commercial Activities.		Council	G1	GV30	
Approve SCU Health Clinic Policies.		Clinical Governance Board	NT2	GV31	
Approve Student Loan Policies.		Director, Student Administration Services	S4	GV32	
Approve the Policies of the University except where otherwise designated by Council.		Vice Chancellor	G2	GV33	
Approve University's banking arrangements Policy.		Council	G1	GV34	
Governance Documents - 3. Procedures					
Approve Procedures in accordance with the Rules for Academic Board and its Committees.		Academic Board	NT2	GV35	

Description of delegation	Limit	Delegate	Code	ID	Note
		Academic Board, Chair	NT2	GV36	
Approve Procedures relating to the University's Commercial Activities in accordance with Rules and Policy.		Vice President (Global)	S3	GV37	
Approve Procedures unless otherwise designated by Council.		Executive	G3	GV38	
Approve Procedures, standards and protocols for all aspects of University marketing including promotion, advertising, print and electronic materials and media production and to enforce compliance. Excludes scholarly work externally published.		Executive Director, CCR	S3	GV39	
Approve SCU Health Clinic Procedures.		Clinical Governance Board	NT2	GV40	
Approve Human Resources Procedures		Director, Human Resources	G4	GV66	
Governance Documents - 4. Guidelines					
Approve University Guidelines.		Head of Work Unit	G4	GV41	
Insurance					
Approve Insurance arrangements.		Council	G1	GV42	
Approve the appointment of insurers/brokers.		Executive	G3	GV43	
Internal audit					
Appoint internal auditors.		Audit and Risk Management Committee	NT2	GV44	
Marketing					
Approve domestic marketing material.		Executive Director, CCR	S3	GV45	
Approve international marketing material.		Director, SCU International	S4	GV46	

Description of delegation	Limit	Delegate	Code	ID	Note
Media release					
Approve the issue of official University media releases.		Head, Communications and Publications	S4	GV48	
Research funding					
Approve research funding submissions and research grant applications on behalf of the University. Financial limit relates to SCU's total cash contribution to project only.	\$3,500,000	Vice Chancellor	G2	GV73	
	\$500,000	Director, Research and Commercial Services	S4	GV64	
Strategic plan					
Approval of the University's Strategic Plan.		Council	G1	GV51	
Taxation					
The University's public officer for purpose of the Income Tax Assessment Act 1936 and other legislation related to taxation.		Director, Financial Operations	NT2	GV52	
University seal					
Authority to affix the Seal of the University to any document. Affixing of Seal should be advised at the next Council meeting.		Council Secretary	NT2	GV53	
		Vice Chancellor	G2	GV54	
Sign under Seal of the University any document: Requiring the affixing of the Seal of the Southern Cross University Act 1993, the By- Laws made under the Act and by virtue of any University rule, regulation or policy; that another party to the document requests to be signed under the Seal provided that the particular use of the Seal on that document is approved by the Vice Chancellor; that the Vice Chancellor deems should be signed under the Seal; which is required by law to have the Seal affixed; such Testamurs and other academic certificates issued to any person as evidence that an award has been conferred upon that person by the University that have been approved by Council (the exercise of this delegation, in all cases, requires two delegates signing jointly. The delegation to sign Testamurs or other academic certificates under seal may be exercised by any two delegates. To affix the seal to any other document, one of the delegates must be the Council Secretary).		Chancellor	NT2	GV68	

Description of delegation	Limit	Delegate	Code	ID	Note
		Council Secretary	NT2	GV69	
		Deputy Chancellor	NT2	GV70	
		Vice Chancellor	G2	GV67	

Description of delegation	Limit	Delegate	Code	ID	Note
5. Student Administration					
Admission					
Approve admission for international students (excluding for Higher Degrees by Research awards).		Director, SCU International	S4	SA1	
Approve student admission for Higher Degrees by Research awards.		Higher Degrees Research Committee	NT2	SA2	
Approve student admission for non-award, undergraduate and post-graduate coursework awards (excluding international students).		Director, Student Administration Services	S4	SA3	
Contracts - student loans					
Sign student loan agreement within parameters of University Policy.		Student Financial Assistance Officer	S5	SA4	
Examination Periods					
Approve Examination and Special Examination Periods.		Vice Chancellor	G2	SA6	
Readmission					
Approve readmission after Expulsion from the University.		Deputy Vice Chancellor (Academic)	S3	SA11	NEW
Student Administration Other					
As per the Rules Relating to Awards and other Governance Documents approved by the Academic Board.		Academic Board	NT2	SA9	
Surrender of Awards					
Revoke and require the surrender of an award of the University.		Council	NT1	SA10	

Description of delegation	Limit	Delegate	Code	ID	Note
6. Embedded Delegations					
Committee terms of reference					
www.scu.edu.au/policy		Audit and Risk Management Committee	NT2	ED1	
Governance documents rule					
http://policies.scu.edu.au/view.current.php?id=00159		Academic Board, Chair	NT2	ED2	
		Executive	NT2	ED3	
Multi-badged degree policy					
http://policies.scu.edu.au/view.current.php?id=00181		Deputy Vice Chancellor (Research)	NT2	ED5	
		Vice President (Global)	NT2	ED4	
Rules for academic board and its committees					
http://policies.scu.edu.au/view.current.php?id=00157		Academic Board	NT2	ED6	
		Academic Board Appeals Committee	NT2	ED10	
		Academic Board Executive Committee	NT2	ED7	
		Accreditation Committee	NT2	ED8	
		College Board	NT2	ED11	
		Committees of Examiners	NT2	ED12	
		Higher Degrees Research Committee	NT2	ED9	
		School Board	NT2	ED13	
Student misconduct rule					
http://policies.scu.edu.au/view.current.php?id=00141		Academic Integrity Officer	NT2	ED14	
		Chair, Student Misconduct Committee	NT2	ED15	
		Chancellor	NT2	ED16	
		College Board, Chair	NT2	ED17	
		Council Appeals Committee	NT2	ED18	

Description of delegation	Limit	Delegate	Code	ID	Note
		Director, Special Research Centre	NT2	ED20	
		Director, Technology Services	NT2	ED22	
		Head of Campus	NT2	ED24	
		Head of College	NT2	ED25	
		Head of School	NT2	ED26	
		Liaison Librarian	NT2	ED27	
		School Board, Chair	NT2	ED28	
		Senior Deputy Vice Chancellor	NT2	ED29	
		Student Misconduct Appeals Committee	NT2	ED30	
		Student Misconduct Committee	NT2	ED31	
		Student Misconduct Committee, Chair	NT2	ED32	
		University Librarian	NT2	ED33	
		Vice Chancellor	NT2	ED34	
		Deputy Vice Chancellor (Academic)	NT2	ED19	
		Director, Student Administration Services	NT2	ED21	
	Vice President (Finance)	NT2	ED23		