

# Council Delegations Schedule



## 1 Purpose

To provide a framework for the Delegation of authority at the University.

## 2 Scope

This schedule must be read in conjunction with the Delegations Policy and is subordinate to it.

The schedule applies to all Council members, Employees, Students, members of Council committees, other University committees and unincorporated bodies of the University such as joint ventures, centres, associations and institutes.

## 3 Schedule

### 3.1 Council Delegations Schedule

The governing authority of the University of Southern Queensland (the University) is the Council. The Council is empowered to Delegate its powers, authorities, duties and functions.

The Council Delegates its powers, authorities, duties and functions in a variety of ways, including by:

1. Council resolution
2. approval of policies and procedures.

The Council Delegations Schedule is an extract of Delegations from various sources such as the *University of Southern Queensland Act 1998* (UniSQ Act), Policy Instrument documents of the University, and resolutions of the Council. The Council Delegations Schedule does not seek to introduce new Delegations for Council or to vary existing Delegations.

The purpose of the Council Delegations Schedule is to enable Delegations of the Council, its Committees, or officers of Council to be easily identified.

The Council Delegations Schedule is also a means by which Council formally endorses changes brought about by changes to the UniSQ Act, or the terms of reference of its Committees.

The Council Delegations Schedule sets out the authority of Council, its Committees, and designated officers to make Decisions or take actions, and sets the limits of such authority.

The following principles apply:

1. Council may not Delegate its powers to another group, position or Employee unless specifically stated in the Delegation
2. this document is intended as a quick reference. It does not relieve Council or its Members from their duty to be fully conversant with the source materials that affect their powers and which give the context and rationale for the exercise of such powers
3. in carrying out its Delegations, Council must give appropriate consideration to the University budget
4. all Delegations must be exercised in good faith and in accordance with the UniSQ Act, the Charter of University Governance and, where appropriate, University policies.

Queries or comments on the Council Delegations Schedule or in relation to a particular Delegation, should be directed to the University Secretary.

### 3.2 UniSQ Act

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Appoint, and terminate the appointment of, the Vice-Chancellor of the University	Council	Procedure 'Contracted Senior Positions Appointment Procedure'	Council, through the Remuneration Sub-Committee, reviews the performance, remuneration arrangements and renewal of contracts for senior executive positions, as provided in the Terms of Reference of the Remuneration Sub-Committee	UniSQ Act S32(1), S32(2) and S39D-F
Delegate powers	Vice-Chancellor			UniSQ Act

and duties of the Vice-Chancellor of the University				S11(3), S32(4), S32(5)
Terms of appointment of the Vice-Chancellor	Council			UniSQ Act S32(3)
Confer and revoke degrees, diplomas and certificates	Council	Policy 'Award Eligibility and Graduation Policy'		UniSQ Act S5(e)
Power to invest certain moneys	Council (delegated via the Financial Delegations Schedule)	Policy 'Investments and Cash Management Policy'		UniSQ Act S49-S55 Financial Management Practice Manual
Power to adopt the annual budget	Council		Cannot Delegate	UniSQ Act S11(2)(b)

### 3.3 Common Seal

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Maintain location of the Common Seal	University Secretary	'Use of the University Seal Policy', 'Use of the University Seal Procedure'		
Use of the Common Seal	Council (delegated to Vice-Chancellor)	'Use of the University Seal Policy', 'Use of the University Seal Procedure'		
Affixing the Common Seal to documents made by Council and	University Secretary	'Use of the University Seal Policy', 'Use of the University		

authorised to be sealed by Council		Seal Procedure'		
Signature of documents with the Common Seal affixed	Vice-Chancellor or Deputy Vice-Chancellor and University Secretary or such other person appointed by Council	'Use of the University Seal Policy', 'Use of the University Seal Procedure'		
Recording the use of the Common Seal	University Secretary	'Use of the University Seal Policy', 'Use of the University Seal Procedure'		

### 3.4 Election of Staff and Student Members to Council

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Perform the role of Returning Officer	University Secretary	'Council Election Procedure'		

### 3.5 Council Committees

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Approve establishment of Council Committees and working parties	Council	Charter of University Governance 1.3		
All Terms of Reference of Council Committees and	Council	Charter of University Governance 1.11 and 1.12		

the Academic Board are determined by Council. This includes any review of the roles, functions and membership provisions of committees				
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### 3.6 Academic Board

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Establish an Academic Board	Council			UniSQ Act S39(1)
Determine the membership of the Academic Board	Council			UniSQ Act S39(2)
Appoint the Chairperson of the Academic Board	Council			UniSQ Act S39A
Action urgent items normally within the Academic Board's remit which cannot be managed within the Board's regular business processes, and report to the Academic Board any resolutions or urgent items of business so undertaken	Academic Board Executive Committee	Academic Board Executive Committee Terms of Reference		

### 3.7 Entitlements of Community Members of Council

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Approve attendance at overseas graduation ceremonies	Vice-Chancellor and Chancellor			
Authorise reimbursement of expenses incurred at overseas graduation ceremonies	Vice-Chancellor			
Authorise reimbursement of travel and accommodation expenses for community members of Council	University Secretary	Financial Delegations Schedule		Financial Management Practice Manual
Authorise reimbursement of expenses for community members of Council	University Secretary	Financial Delegations Schedule		Financial Management Practice Manual

### 3.8 Internal Audit Charter

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Approve Internal Audit Charter	Council (on recommendation of Audit and Risk)	Audit and Risk Committee Terms of Reference		

	Committee)			
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### 3.9 Chancellor's Committee

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Exercise all the powers, authorities, duties, and functions of the Council (other than powers specifically excluded under legislation) during the periods between ordinary meetings of Council on any matter which the Chancellor has determined to be of an urgent nature that ought not await consideration by the Council at its next meeting and report back to Council	Chancellor's Committee	Chancellor's Committee Terms of Reference		
Nominate, on delegated authority of Council, prospective members of Council to the relevant appointment authorities	Chancellor's Committee			
Consider and	Chancellor's			

approve the appointment and termination of the University Secretary	Committee			
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### 3.10 Honorary Awards

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Approve honorary Awards and titles and report to Council on Awards to be conferred	Honorary Awards Committee	Honorary Awards Committee Terms of Reference;  Policy 'Honorary Award and Title Policy'		
Confer honorary Awards and titles	Council			
Revoke an honorary Award or title	Council			

### 3.11 Audit and Risk

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
<b>Internal Audit</b>				
Approve the appointment of and any subsequent changes to the Head of Internal Audit position, including any proposed	Audit and Risk Committee	Audit and Risk Committee Terms of Reference		



termination of employment of the Head of Internal Audit by the University				
Review and approve a Strategic Internal Audit Plan on a triennial basis	Audit and Risk Committee	Audit and Risk Committee Terms of Reference		
Review and approve the annual internal audit plan, monitor its scope and progress and approve any significant changes to the plan	Audit and Risk Committee	Audit and Risk Committee Terms of Reference		
Review and approve internal audit reviews conducted in accordance with the annual internal audit plan	Audit and Risk Committee	Audit and Risk Committee Terms of Reference		

### 3.12 Finance and Facilities

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
<b>Financial and Business Operations</b>				
Approve borrowings by the University  Approve the University's annual plan and budget	Council (on recommendation of Finance and Facilities Committee)			

Approve the annual accounts and financial aspects of the Annual Report				
Approve fees and charges for Award bearing Courses imposed by the University				
Approve monthly financial statements				
Approve changes to financial Delegations involving authority amounts of \$5,000,000 and above				
<b>Investment Management</b>				
Approve the investment strategy of the University	Council (on recommendation of Finance and Facilities Committee)			

### 3.13 Vice-Chancellor

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Report to Council on the affairs of the University	Vice-Chancellor	Charter of University Governance 1.6		
Delegate powers and duties of the University Secretary	University Secretary	Charter of University Governance 1.9		Position Description of University Secretary held by

				the People Portfolio
<b>Fee Adjustment</b>				
Adjustment (from 2014 onwards) of any service fee payable by Students	Vice-Chancellor		Within the Commonwealth indexation cap. Any increase in approved fee to be reported to Council.	Council decision, 10 December 2012
<b>Fee Setting</b>				
Approve amendments relative to Council approved fees to the extent of +/- 10% for Services Fees, including Student Services Amenities Fees, Library Fees and Charges, and Administrative Fees and Charges	Vice-Chancellor * * Reporting to Council on all fee setting flexibility arrangements to be incorporated into the Annual Fee Setting process			Council decision, 28 October 2019
Approve amendments relative to Council approved fees for Domestic and International Non-Award, Undergraduate, Postgraduate and Research Full-Fee Courses, with a cumulative value in any year up to 10% of the approved Domestic and International Full-Fee paying budget for that year	Vice-Chancellor * * Reporting to Council on all fee setting flexibility arrangements to be incorporated into the Annual Fee Setting process			Council decision, 5 December 2022

Approve amendments relative to Council approved fees to the extent of +/- 10% for Residential Colleges Accommodation Fees	Vice-Chancellor * * Reporting to Council on all fee setting flexibility arrangements to be incorporated into the Annual Fee Setting process			Council decision, 10 December 2018 and 11 December 2017
Approve amendments relative to Council approved fees to the extent of +/- 20% for group UniSQ Residential College accommodation bookings	Vice-Chancellor * * Reporting to Council on all fee setting flexibility arrangements to be incorporated into the Annual Fee Setting process			Council decision, 10 December 2018
Approve new fees for additional refurbished UniSQ Residential College blocks where the proposed rate is the same as the rate previously approved by Council for the same or similar accommodation	Vice-Chancellor * * Reporting to Council on all fee setting flexibility arrangements to be incorporated into the Annual Fee Setting process			Council decision, 10 December 2018
Approve amendments relative to Council approved fees and commissions to the extent of:  i) +/- 10% amendments to International Partner Fees;	Vice-Chancellor * * Reporting to Council on all fee setting flexibility arrangements to be incorporated into the Annual Fee Setting process			Council decision, 11 December 2017

<p>ii) Up to 5% in volume-based incentives for domestic and international recruitment agents; and</p> <p>iii) Up to 5% in volume-based discount incentives for international and domestic partners</p>				
<p>Approve:</p> <p>i) Additional subject area groups (eg Business and Commerce) which are to be charged at the same Council approved rate as other subject area groups for the same partner or student cohort; and</p> <p>ii) Additional subject area prefixes (eg ACC, ECO) which are to be charged at the same Council approved rate within the relevant subject area group</p>	<p>Vice-Chancellor *</p> <p>* Reporting to Council on all fee setting flexibility arrangements to be incorporated into the Annual Fee Setting process</p>			<p>Council decision, 11 December 2017</p>

### 3.14 Appointment, Performance and Remuneration of the Vice-Chancellor

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Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Approve and amend Appointment, Performance and Remuneration of Vice-Chancellor Policy	Council (Chancellor's Committee on recommendation of Remuneration Sub-Committee considers the performance and remuneration of the Vice-Chancellor)	Chancellor's Committee and Remuneration Sub-Committee Terms of Reference		
Appointment of the Vice-Chancellor	Council	Procedure 'Contracted Senior Positions Appointment Procedure'		UniSQ Act S32(2)
Annual Review of Vice-Chancellor's Performance	Council (delegated to Chancellor and Deputy Chancellor)	Charter of University Governance 1.7		UniSQ Act S32(3)
Recommend the appointment of an Acting Vice-Chancellor	Vice-Chancellor (in consultation with Chancellor for acting appointments in excess of 1 month)	Policy 'Human Resources Delegations Schedule'		
Recommend the composition of Selection Panel for Vice-Chancellor	Council	Charter of University Governance 1.8, Procedure 'Contracted Senior Positions Appointment Procedure'		

### 3.15 Appointment, Performance and Remuneration of Senior

## Executives

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Determine the position establishment of the University	Council and Vice-Chancellor	Procedure 'Position Establishment and Evaluation Procedure'		
Approve composition of Selection Panel for the above	Vice-Chancellor	Procedure 'Recruitment, Selection and Appointment Procedure'		
Recommends appointments	Selection Panel	Procedure 'Recruitment, Selection and Appointment Procedure'		
Determines whether to accept recommendation from Selection Panel	Vice-Chancellor	Procedure 'Recruitment, Selection and Appointment Procedure'		
Consider and approve recommendations from the Remuneration Sub-Committee relating to the performance and remuneration of the Senior Management Team (excluding the Vice-Chancellor), and report to Council on remuneration arrangements for these positions	Chancellor's Committee	Chancellor's Committee Terms of Reference		

### 3.16 Strategic Planning

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
University Strategic Plan:  Approve/ Review  Implement/ Monitor	Council, Vice-Chancellor and Senior Executive team	Integrated Planning and Performance Procedure		

### 3.17 Establishment, Operation and Review of Organisational Structures and Operational Units

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Approve the establishment, operation and review of a Division	Vice-Chancellor	Integrated Planning and Performance Procedure		
Approve the creation, dissolution or merger of units	Vice-Chancellor	Integrated Planning and Performance Procedure		
Approve the establishment of a University company, and the appointment of Chairperson and Board members	Council (on advice and recommendation from the Vice-Chancellor)			UniSQ Act S60-S61

### 3.18 University Policy



<b>Delegated Authority</b>	<b>Existing Delegation</b>	<b>Policy/Council Delegation (where applicable)</b>	<b>Scope/Limits of Delegation</b>	<b>Source of Authority</b>
Approve new and revised policies and procedures concerning University wide operations	Refer to Policy Framework	Governance Policy - Council  Academic Quality Policy - Academic Board  Executive Policy - Vice-Chancellor or Vice-Chancellor's nominated officer  University Procedure - Vice-Chancellor or Vice-Chancellor's nominated officer		

### 3.19 Students - Graduation

<b>Delegated Authority</b>	<b>Existing Delegation</b>	<b>Policy/Council Delegation (where applicable)</b>	<b>Scope/Limits of Delegation</b>	<b>Source of Authority</b>
Determine Academic Dress	Provost	Policy 'Award Eligibility and Graduation Policy - Academic Dress Schedule'		
Determine Format of Testamurs	Council			
Posthumous Awards	Chancellor	Policy 'Award Eligibility and Graduation Policy'	Any Awards approved are to be reported to Council	

### 3.20 Appeals

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Academic Appeal	Student Academic Appeals Committee	Student Academic Appeals Committee Terms of Reference  Policy 'Student Grievance Resolution Policy'  Procedure 'Student Appeals Procedure '		
Non-academic Appeal	Relevant responsible officer	Policy 'Student Grievance Resolution Policy'  Procedure 'Student Appeals Procedure'		

### 3.21 Grievance Resolution

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
In terms of the broader University community and its operations, determine whether a Complaint is upheld or dismissed	Vice-Chancellor	Policy 'Code of Conduct Policy' and Policy 'Disciplinary Action for Misconduct or Serious Misconduct'		

In terms of Council and the conduct of its business	Chancellor	Policy 'Policy on Complaints Involving Council Members'		
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### 3.22 Students - Conduct

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Power to exclude Students	Vice-Chancellor	Policy 'Student General Conduct Policy'		
Set and apply penalties for Student misconduct	Vice-Chancellor	Policy 'Student General Conduct Policy'		
Student General Misconduct	Student General Misconduct Committee	Student General Misconduct Committee Terms of Reference  Policy 'Student General Conduct Policy'  Procedure 'Student General Misconduct Procedure'		

## 4 References

Nil.

## 5 Schedule Information

<b>Accountable Officer</b>	University Secretary
<b>Responsible Officer</b>	Executive Officer (Council)

<b>Policy Type</b>	Governance Policy
<b>Policy Suite</b>	<a href="#">Delegations Policy</a>
<b>Approved Date</b>	26/6/2023
<b>Effective Date</b>	26/6/2023
<b>Review Date</b>	26/6/2028
<b>Relevant Legislation</b>	<a href="#">University of Southern Queensland Act 1998</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	<a href="#">Award Eligibility and Graduation Policy</a> <a href="#">Code of Conduct Policy</a> <a href="#">Honorary Award and Title Policy</a> <a href="#">Investments and Cash Management Policy</a> <a href="#">Policy Framework</a> <a href="#">Policy on Complaints Involving Council Members</a> <a href="#">Recognition and Reward Policy</a> <a href="#">Research Code of Conduct Policy</a> <a href="#">Student General Conduct Policy</a> <a href="#">Student Grievance Resolution Policy</a> <a href="#">Use of the University Seal Policy</a>
<b>Related Procedures</b>	<a href="#">Contracted Senior Positions Appointment Procedure</a> <a href="#">Integrated Planning and Performance Procedure</a> <a href="#">Position Establishment and Evaluation Procedure</a> <a href="#">Recruitment, Selection and Appointment Procedure</a> <a href="#">Research Code of Conduct: Management of Potential Breaches Procedure</a> <a href="#">Student Academic Misconduct Procedure</a> <a href="#">Student Appeals Procedure</a>

	<a href="#">Student General Misconduct Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">Academic Board Terms of Reference</a> <a href="#">Student Academic Misconduct Penalty Schedule</a> <a href="#">Audit and Risk Committee Terms of Reference</a> <a href="#">Chancellor's Committee Terms of Reference</a> <a href="#">Charter of University Governance</a> <a href="#">Council Terms of Reference</a> <a href="#">Finance and Facilities Committee Terms of Reference</a> <a href="#">Financial Management Practice Manual</a> <a href="#">Honorary Awards Committee Terms of Reference</a> <a href="#">Medals and Awards with Distinction Schedule</a> <a href="#">Remuneration Sub-Committee Terms of Reference</a> <a href="#">Student General Misconduct Committee Terms of Reference</a> <a href="#">Student General Misconduct Procedure Penalty Schedule</a>
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Award</a></p> <p>The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award are listed in the Program Nomenclature Schedule.</p> <p><a href="#">Complaint</a></p> <p>A Complaint is an “expression of dissatisfaction made to or about the University, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required”.</p> <p><a href="#">Council</a></p> <p>Council means the governing body, the University of Southern Queensland Council.</p> <p><a href="#">Decision</a></p>

A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.

#### [Delegate \(verb\)](#)

Delegate (verb) means to authorise an officer, Employee or committee of the University with decision-making power or authority to decide to take action in a specified area.

#### [Delegation](#)

A formal authority or power granted to Council members, Employees and Council committees to make Decisions on behalf of the University.

#### [Employee](#)

A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

#### [Policy Instrument](#)

A Policy Instrument refers to an instrument that is governed by the Policy framework. These include Policies, Procedures and Schedules.

#### [Student](#)

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

#### [University](#)

The term 'University' or 'UniSQ' means the University of Southern Queensland.

#### **Definitions that relate to this schedule only**

#### **Keywords**

Schedule, delegation, responsibilities, authority, spending, procurement, opinion, represent UniSQ, financial, purchasing

