

# Council Delegations Schedule



## 1 Purpose

To provide a framework and guidance 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 non-incorporated bodies of the University such as 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:

1. resolutions;
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* (USQ Act), policies and procedures documents of the University and resolutions of the Council of the University. 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, and/or its Committees, and/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 USQ Act, and/or terms of reference of its Committees.

The Council Delegations Schedule will make clear the authority of Council, its Committees and designated officers to make Decisions or take actions; and defines the limits of that authority.

Some important principles apply:

1. Council may not delegate its powers to another group/individual unless specifically stated in the Delegation;
2. This document is intended as a quick reference. It does not relieve Council/Members from their duty to be fully conversant with the source materials that affect them and which give the context and rationale for the exercise of their powers.
3. In carrying out its Delegations, Council will need to consider budgetary constraints.
4. All Delegations must be carried out in good faith and in accordance with the USQ Act, the Charter of University Governance and, where appropriate, University policies.

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

### 3.2 USQ 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 'Appointments: Senior Positions 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	USQ Act S32(1), S32(2) and S39D-F
Delegate powers and duties of the	Vice-Chancellor			USQ Act S32(4), S32(5)

Vice-Chancellor of the University				
Terms of appointment of the Vice-Chancellor	Council			USQ Act S32(3)
Confer and revoke degrees, diplomas and certificates	Council	Policy 'Award Eligibility and Graduation Policy'		USQ Act S5(e)
Power to invest certain moneys	Council (delegated via the Financial Delegations Schedule)	Policy 'Investments and Cash Management Policy'		USQ Act S49-S55 Financial Management Practices Manual
Power to adopt the annual budget	Council		Cannot delegate	USQ Act S11(2)(b)
Power to approve expenditure of funds received by way of bequest, donation or special grant	Council		Cannot delegate	USQ Act S11(2)(c)

### 3.3 Common Seal

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Safe custody of the Common Seal	University Secretary	Policy 'Use of the University Seal Policy'		
Use of the Common Seal	Council (delegated to Vice-Chancellor)	Policy 'Use of the University Seal Policy'		
Affixing the Common Seal to documents made	University Secretary	Policy 'Use of the University Seal Policy'		

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

### 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			

### 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	Council	Charter of University Governance 1.11		

Committees and the Academic Board are determined by Council. This includes any review of the roles, functions and membership provisions of committees		and 1.12		
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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			USQ Act S39
<p>The Academic Board must:</p> <p>Advise the Council about teaching, scholarship and research matters concerning the University; and</p> <p>Formulate proposals for the academic policies of the University; and</p> <p>Monitor the academic activities of the University's faculties; and</p> <p>Promote and encourage</p>	Academic Board	Academic Board Terms of Reference		USQ Act S39(3)

scholarship and research at the University.				
Exercise all the functions of the Academic Board during the periods between ordinary meetings of Academic Board on any matter which the Chair, Academic Board has determined to be of an urgent nature that ought not await consideration by the Academic Board at its next meeting	Academic Board Executive Committee	Academic Board Executive Committee Terms of Reference		
Authority to relax any Academic Policy of the University to provide for exceptional circumstances	Vice-Chancellor	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	Vice-Chancellor			

expenses incurred at overseas graduation ceremonies				
Authorise reimbursement of travel and accommodation expenses for community members of Council	University Secretary	Financial Delegations Schedule		Financial Management Practices Manual
Authorise reimbursement of expenses for community members of Council	University Secretary	Financial Delegations Schedule		Financial Management Practices 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 Committee)	Audit and Risk Committee Terms of Reference		

### 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	Chancellor's Committee	Chancellor's Committee Terms of Reference		

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				
Nominate, on delegated authority of Council, prospective members of Council to the relevant appointment authorities	Chancellor's Committee			
Consider and approve the appointment and termination of the University Secretary	Chancellor's Committee			

### 3.10 Honorary Awards Committee

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 Committee

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 termination of employment of the Head of Internal Audit by the University	Audit and Risk Committee	Audit and Risk Committee Terms of Reference		
Review and approve a Strategic Internal Audit Plan on a triennial basis	Audit and Risk Committee			
Review and approve the annual internal	Audit and Risk Committee			

audit plan, its scope and progress and any significant changes to the plan				
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### 3.12 Finance and Facilities

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
<p><b>Financial and Business Operations</b></p> <p>Monitor the strategic planning basis for, and assessment of, the University's financial position, including its controlled entities</p> <p>Evaluate and make recommendations for Council's approval, of borrowings by the University</p> <p>Consider and recommend for Council's approval, the annual budget and the Operational and Resource Management Plan</p>	Council	Finance and Facilities Committee Terms of Reference		

Consider and recommend for the joint endorsement of the Committee and the Audit and Risk Committee for Council's approval, the annual accounts and financial aspects of the Annual Report

Review and monitor financial performance indicators

Maintain guidelines for the financial budgeting process and reviewing any variations to the budget on a semester basis

Review and monitor the financial aspects of endowments and donations and making recommendations to Council

Review fees and charges for Award bearing Courses imposed by the University and recommending same to Council

Review funding

levels of the  
Capital  
Management  
Plan and making  
recommendations  
to Council

Review financial  
statements and  
making  
recommendations  
to Council on  
adoption of such  
statements

Review finance  
policies and  
practices and  
levels of debt  
arrears and  
monitoring  
recovery actions

Review and  
monitor cost  
reduction  
strategies and  
initiatives

Monitor financial  
performance of  
University  
controlled entities

Review changes  
to financial  
Delegations and  
making  
recommendations  
to Council.

**Asset  
Management**

Consider  
significant asset  
acquisition and  
disposal and

making recommendations to Council as appropriate

Review and monitor asset replacement programs and effectiveness of same

Review and monitor the management and utilisation of buildings and grounds within a campus plan

Monitor program status against contractual arrangements

Review and monitor capital projects and works program of the University

Monitor insurance arrangements for University assets.

**Investment Management and Contract**

Review and monitor the investment strategy of the University and making recommendations to Council as appropriate

<p>Monitor the level of assets to be held in investment pools</p> <p>Monitor the performance of investment pools including the performance against benchmarks relative to marked performance</p> <p>Receive regular reports on changes in the management of investment portfolios</p> <p>Oversee, monitor and review business case, contract development and contract performance for University projects</p> <p>Advise Council on proposals to form, participate in, or be a member of companies and other entities</p> <p>Oversee, monitor and review arrangements for commercialisation of Intellectual Property.</p>				
<p><b>Fee Adjustment</b></p>	<p>Vice-Chancellor</p>		<p>Within the Commonwealth</p>	<p>Council decision 10 December</p>

Adjustment (from 2014 onwards) of any service fee payable by Students			indexation cap. Any increase in approved fee to be reported to Council.	2012
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### 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 Human Resources

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

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	Council	Procedure		USQ Act S32(2)

the Vice-Chancellor		'Appointments: Senior Positions Procedure'		
Annual Review of Vice-Chancellor's Performance	Council (delegated to Chancellor and Deputy Chancellor)	Charter of University Governance 1.7		USQ 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 'Appointments: Senior Positions 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 Classification Procedure'		
Approve composition of Selection Panel for the above	Vice-Chancellor	Procedure 'Recruitment and Selection Procedure'		
Recommends appointments	Selection Panel	Procedure 'Recruitment and Selection'		



		Procedure'		
Determines whether to accept recommendation from Selection Panel	Vice-Chancellor	Procedure 'Recruitment and Selection 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	Policy 'Institutional Planning Policy and Procedure'		

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

<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 the establishment, operation and review of a Division	Vice-Chancellor	Procedures 'Organisational Section Reviews Policy and Procedure'		
Approve the creation, dissolution or merger of units	Vice-Chancellor	Procedures 'Organisational Section Reviews Policy and 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)			USQ 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 and Procedure 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		
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### 3.19 Academic Matters

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Approve graduates eligible for Awards 'with Distinction' Faculty Prizes and University Medals	Vice-Chancellor (on the recommendation of the relevant Executive Dean)	Policy 'Medals and Awards with Distinction Schedule'		
Approve Awards for:  Teaching Excellence  Programs and Services that Enhance Learning  Research, Scholarship or Postgraduate Research Supervision	Vice-Chancellor	Procedure 'Employee Recognition and Reward Procedure'		
Approve new, and changes to existing, academic quality policy	Academic Board	Academic Board Terms of Reference		

### 3.20 Students - Graduation

Delegated	Existing	Policy/Council	Scope/Limits of	Source of
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Authority	Delegation	Delegation (where applicable)	Delegation	Authority
Determine Academic Dress	Pro Vice-Chancellor (Student Services)	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	

### 3.21 Appeals

Delegated Authority	Existing Delegation	Policy/Council Delegation (where applicable)	Scope/Limits of Delegation	Source of Authority
Academic Appeal	Academic Appeals Committee	Academic Appeals Committee Terms of Reference  Policy 'Student Complaint and Appeal Policy'  Procedure 'Academic Appeal Procedure'		
Non-academic Appeal	Non-Academic Appeals Committee	Non-Academic Appeals Committee Terms of Reference  Policy 'Student Complaint and Appeal Policy'		

		Procedure 'Non-Academic Appeal Procedure'		
University Appeal	University Appeals Panel	University Appeals Panel Terms of Reference  Policy 'Student Complaint and Appeal Policy'  Procedure 'University Appeal Procedure'		

### 3.22 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', 'Conflict Resolution Mechanisms and Grievances for Committees and Boards 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'		

### 3.23 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 Code of Conduct Policy'		
Set and apply penalties for Student misconduct	Vice-Chancellor	Policy 'Student Code of Conduct Policy'		
Student General Misconduct	Student General Misconduct Committee	Student General Misconduct Committee Terms of Reference  Policy 'Student Code of 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>Approved Date</b>	25/3/2019
<b>Effective Date</b>	25/3/2019
<b>Review Date</b>	25/3/2022
<b>Relevant Legislation</b>	<a href="#">University of Southern Queensland Act 1998</a>

<b>Related Policies</b>	<a href="#">Award Eligibility and Graduation Policy</a> <a href="#">Code of Conduct Policy</a> <a href="#">Conflict Resolution Mechanisms and Grievances for Committees and Boards Policy</a> <a href="#">Honorary Award and Title Policy</a> <a href="#">Institutional Planning Policy and Procedure</a> <a href="#">Investments and Cash Management Policy</a> <a href="#">Organisational Section Reviews Policy and Procedure</a> <a href="#">Policy on Complaints Involving Council Members</a> <a href="#">Research Code of Conduct Policy</a> <a href="#">Student Code of Conduct Policy</a> <a href="#">Student Complaint and Appeal Policy</a> <a href="#">Use of the University Seal Policy</a>
<b>Related Procedures</b>	<a href="#">Academic Appeal Procedure</a> <a href="#">Academic Integrity Procedure</a> <a href="#">Appointments: Senior Positions Procedure</a> <a href="#">Disciplinary Action for Misconduct or Serious Misconduct Procedure</a> <a href="#">Employee Recognition and Reward Procedure</a> <a href="#">Non-Academic Appeal Procedure</a> <a href="#">Position Establishment and Classification Procedure</a> <a href="#">Recruitment and Selection Procedure</a> <a href="#">Research Code of Conduct: Management of Potential Breaches Procedure</a> <a href="#">Student General Misconduct Procedure</a> <a href="#">University Appeal Procedure</a>
<b>Related forms,</b>	<a href="#">Academic Appeals Committee Terms of Reference</a>

<p><b>publications and websites</b></p>	<p><a href="#">Academic Board Terms of Reference</a></p> <p><a href="#">Academic Integrity Procedure Penalty Schedule</a></p> <p><a href="#">Audit and Risk Committee Terms of Reference</a></p> <p><a href="#">Chancellor's Committee Terms of Reference</a></p> <p><a href="#">Charter of University Governance</a></p> <p><a href="#">Council Committee Terms of Reference</a></p> <p><a href="#">Council Terms of Reference</a></p> <p><a href="#">Finance and Facilities Committee Terms of Reference</a></p> <p><a href="#">Honorary Awards Committee Terms of Reference</a></p> <p><a href="#">Medals and Awards with Distinction Schedule</a></p> <p><a href="#">Non-Academic Appeals Committee Terms of Reference</a></p> <p><a href="#">Remuneration Sub-Committee Terms of Reference</a></p> <p><a href="#">Student General Misconduct Committee Terms of Reference</a></p> <p><a href="#">Student General Misconduct Procedure Penalty Schedule</a></p> <p><a href="#">University Appeals Panel Terms of Reference</a></p>
<p><b>Definitions</b></p>	<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 include: Associate Degree, Diploma, Bachelor Degree, Bachelor Honours Degree, Graduate Certificate, Graduate Diploma, Master Degree (both Coursework and research), Doctoral Degree (both Coursework and research) and Higher Doctorate.</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>



Council means the governing body, the University of Southern Queensland Council.

#### [Decision](#)

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 USQ 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.

#### [Executive Dean](#)

For the purposes of these Policies and unless otherwise defined in a specific Policy, the term 'Executive Dean' means the chief executive officer of a Faculty.

#### [Student](#)

A person who: has been Admitted or Enrolled in an Academic Program at the University, but has not yet graduated from the program; or has been Enrolled in a Course at the University but has not yet completed the Course.

#### [University](#)

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

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

<b>Keywords</b>	Schedule, delegation, responsibilities, authority, spending, procurement, opinion, represent USQ, financial, purchasing
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