

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 |

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| 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 | | |

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| 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 | | |

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| 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)

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 | | | |

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| 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 |
|--|--------------------------|--|----------------------------|---------------------|
| Internal Audit | | | | |
| 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 | | |

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| 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 |
|---|---|--|----------------------------|---------------------|
| Financial and Business Operations | | | | |
| Approve borrowings by the University Approve the University's annual plan and budget | Council (on recommendation of Finance and Facilities Committee) | | | |

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| 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 | | | | |
| Investment Management | | | | |
| 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 |

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| | | | | the People Portfolio |
| Fee Adjustment | | | | |
| 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 |
| Fee Setting | | | | |
| 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 |

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| 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 |

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| <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

| Delegated Authority | Existing Delegation | Policy/Council Delegation (where applicable) | Scope/Limits of Delegation | Source of Authority |
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| 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

| Delegated Authority | Existing Delegation | Policy/Council Delegation (where applicable) | Scope/Limits of Delegation | Source of Authority |
|-------------------------------|----------------------------|--|---|----------------------------|
| 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' | | |

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| 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

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| Accountable Officer | University Secretary |
| Responsible Officer | Executive Officer (Council) |

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

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| | Student General Misconduct Procedure |
| Related forms, publications and websites | Academic Board Terms of Reference Student Academic Misconduct Penalty Schedule Audit and Risk Committee Terms of Reference Chancellor's Committee Terms of Reference Charter of University Governance Council Terms of Reference Finance and Facilities Committee Terms of Reference Financial Management Practice Manual Honorary Awards Committee Terms of Reference Medals and Awards with Distinction Schedule Remuneration Sub-Committee Terms of Reference Student General Misconduct Committee Terms of Reference Student General Misconduct Procedure Penalty Schedule |
| Definitions | <p>Terms defined in the Definitions Dictionary</p> <p>Award</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>Complaint</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>Council</p> <p>Council means the governing body, the University of Southern Queensland Council.</p> <p>Decision</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

