

DELEGATIONS POLICY



Approved by Council: 14 March 2012

Revised by Council: 28 August 2013, 9 March 2016, 21 September 2016, 4 October 2017,
15 August 2018

Related Documents

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

Corporations Act (2001)

University of Divinity Act (1910)

Administrative Governance Policy

Fees Policy

Investment Policy

Office of the Vice-Chancellor (OVC) Staff Policy

Regulation 1: General Provisions

Travel Policy

1. Introduction

This Policy sets out the general principles governing the delegation of the University of Divinity Council's powers and authority to the Vice-Chancellor, Chief Financial Officer, Senior Management Team and the Finance and Investment Committee, in accordance with Section 18A 'Delegation' in the *University of Divinity Act (1910)*. A Schedule of Delegations is provided.

2. Authority of the Council

2.1 Under the *University of Divinity Act (1910)*, the Council is the governing authority of the University and its primary responsibilities include

- a) Approving and monitoring systems of control and accountability of the University in accordance with section 50AA of the Corporations Act [section 6 (2) (i)]
- b) Overseeing and monitoring the assessment and management of risk across the University, including commercial undertakings [section 6 (2) (j)]
- c) Approving any significant commercial activities of the University [section 6 (2) (l)].

2.2 The Council, both directly and via its Committees and Academic Board, directs its attention to matters of governance and delegates to the OVC the authority necessary for operational management, within an appropriate control framework.

2.3 The Council does not delegate the authority to

- a) Enter into strategic commitments, and

- b) Commence or conclude litigation, other than that associated with the recovery of debts.

3. Principles of Delegation

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

4. Framework of Control

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

- 4.4 Delegations are to positions, not to individual persons. Acting appointees may exercise the same powers as the permanent appointee to a position, subject to the approval of the Vice-Chancellor.
- 4.5 No delegate may delegate a delegation.
- 4.6 Authority should be exercised at the lowest level delegate in the first instance and escalated to a superior level delegate if the lower delegate is unavailable or has a conflict of interest.
- 4.7 Delegation limits apply to the total value of the transaction (not to instalments). Any variation to the transaction value is subject to re-approval by an appropriate delegated authority.
- 4.8 The Schedule of Delegation must be reviewed annually by the Council.

5. Exercise of Delegations

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

6. Roles, Responsibilities and Accountabilities

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

7. Definitions

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

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

7.3 Abbreviations:

BM = Business Manager

CFIC = Chair of the Finance and Investment Committee

CFO = Chief Financial Officer

FIC = Finance and Investment Committee

NA = No Authority

SMT= Senior Management Team. The members of SMT are:

- a) Chief Financial Officer
- b) Director of Academic Services
- c) Director of Learning and Teaching
- d) Director of Research
- e) Events and Communications Manager
- f) University Secretary
- g) Vice-Chancellor

VC = Vice-Chancellor

General Financial Delegations						
Activity/Position	Chancellor (replacing Council)	FIC	VC	CFO	SMT (column added)	Approval Rules
Operating Expenditure within Council Approved Budget	Unlimited	Unlimited	Unlimited	< \$5,000	< \$3,000	SMT authorised to approve operating expenditure within areas of responsibility.
Operating Expenditure outside Council Approved Budget	Unlimited	<\$50,000	<\$25,000	NA	NA	VC must notify the FIC of any transactions exceeding budget by \$10,000 or more. FIC may only approve one transaction of \$25,000 or greater in any one year - subsequent transactions must be approved by Council.
Capital Expenditure within Council Approved Budget	Unlimited	Unlimited	Unlimited	< \$5,000	< \$3,000	VC must to notify the FIC of any transactions above \$10,000.
Capital Expenditure outside Council Approved Budget	Unlimited	<\$20,000	<\$10,000	NA	NA	VC must notify the FIC of any transactions exceeding budget. FIC may only approve one transaction of \$10,000 or greater in any one year - subsequent transactions must be approved by Council.
Open and maintain bank accounts including cheque signatories, authorisations for electronic transfers, payment and receipting processes,	NA	NA	Approve	Approve	NA	
Approve finance forms and authorisation approval processes prescribed for use in accounting procedures	NA	NA	NA	Approve	NA	
Disposal & Write Off of Assets	Unlimited	Unlimited	<\$20,000	<\$5,000	NA	VC must notify the FIC of any disposal or write off of assets that affect the annual operating result.
Specific Financial Delegations						
Payroll	Approve	Approve	Approve	Approve	NA	Approval of payroll requires any two stated authorised delegates.
Reimbursement of Council/Committee Member Expenses	Unlimited	>\$1,000 (FIC) <\$1,000 (CFIC)	<\$1,000	NA	NA	Decision is subject to budget limitations noted above. VC may only approve a reimbursement request from the CFIC within stated limits.

Reimbursement of Staff Expenses	Unlimited	Unlimited	<\$5000	<\$1,000	<\$1,000	<i>Decision is subject to budget limitations noted above.</i>
Project Variations with a Financial Impact	Unlimited	Unlimited	<\$10,000	NA	NA	<i>Decision is subject to budget limitations noted above.</i>
Special Functions & Entertainment	Unlimited	Unlimited	<\$5000	<\$1,000	<\$1,000	<i>Decision is subject to budget limitations noted above.</i>
Staff Development Expenditure	Unlimited	Unlimited	<\$5000	<\$2,000	<\$1,000	<i>Approval is in conjunction with the employment delegation table. Decision is subject to budget limitations noted above.</i>
Debt Recovery by Court Action	Approve	Approve	NA	NA	NA	
Declaration of indebtedness where Debtor is declared insolvent	Approve	Approve	NA	NA	NA	
Tuition Fee Distributions to Colleges and Libraries of the University	Approve	Approve	Approve	Approve	NA	<i>According to percentages governed within the Fees Policy.</i>
Industry Funding Distributions to Colleges and Libraries of the University	Approve	Approve	Approve	Approve	NA	<i>According to the terms and limits of the relevant funding agreement and/or annual declaration by the College or Library.</i>
Approve the issue of, and credit limits associated with, corporate credit cards to staff	Approve	NA	Approve	Approve	NA	<i>Chancellor approve VC credit card</i>
Donation Distributions to Colleges and Libraries of the University	Approve	Approve	Approve	Approve		<i>According to the terms and limits of the relevant fund record and its approved projects.</i>

All payments (whether electronically or by cheque) must be dually signed by authorised bank signatories with at minimum one signatory from Category A

Category A Signatories: Vice-Chancellor, Chief Financial Officer, and Chair of the FIC; Category B Signatories: Business Manager and Financial Accountant

Where required the VC can authorise another member of staff be registered as a signatory with the banking institution.

All decisions with financial effect are subject to whether necessary funds are/will be available.

Except for Petty Cash transactions, up to a limit of \$50, the University does not make payments in cash.

Employment/Employee Related Delegations

Activity/Position	Chancellor (replacing Council)	FIC	VC	CFO	SMT (column added)	Approval Rules
Position Creation including approving the terms of employment	Approve	Approve	Approve	NA	NA	<i>Authority for the appointment of VC resides solely with Council. Decision must be made in conjunction with Financial Delegations table. Council must be notified of any decision.</i>
Approval of Consultants/Temporary Employees	Unlimited	Unlimited	Unlimited	Up to the lesser of 6 weeks employment term or \$5,000 total cost	Up to the lesser of 2 weeks employment term or \$1,000 total cost	<i>Decision must be made in conjunction with Financial Delegations table.</i>
Annual, Personal/Carers, and Long Service Leave	Approve	Unlimited	Unlimited	Direct staff only	Direct staff only	<i>VC leave must be approved by Chancellor.</i>
Staff Development	Approve	NA	Unlimited	Direct staff only	Direct staff only	<i>VC leave must be approved by Chancellor.</i>