

DELEGATION OF AUTHORITY POLICY (FMPM)



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1 PURPOSE

- 1.1 This policy outlines the authority conferred to the University Council and the Vice-Chancellor and President under the [Central Queensland University Act 1998](#) (Qld). It also specifies bodies and or individuals who are approved to exercise and/or delegate authority within the scope of the Act and this policy.

2 SCOPE

- 2.1 This policy applies to all staff and officers of the University and entities controlled by the University.
- 2.2 Staff with delegations have a responsibility when using a delegation to ensure:
- the action is within the power and limitation of their delegation, and
 - they have followed all relevant procedures and policies.
- 2.3 Delegates are responsible to the Vice-Chancellor and President for the results of exercising their delegations and the responsibilities allocated to them.

3 POLICY STATEMENT

- 3.1 CQUniversity has implemented this policy to ensure documentation of the appropriate legal authority to exercise powers and carry out certain actions for which staff and officers of the University are accountable. Its implementation is part of CQUniversity's commitment to responsible corporate governance. Delegation of authority and powers is accompanied by appropriate internal control structures and systems to enable efficient but controlled operation of the business.
- 3.2 The [Central Queensland University Act 1998](#) provides the Council of the University with full power to manage and control the finances, affairs, concerns and property of the University in such manner as to best promote the interests and purposes of the University. Council specifically has responsibility for the appointment of University staff, to manage and control the University's affairs and property and to manage and control the University's finances. Under the Act, the University has all the powers of an individual and may:

- enter into contracts
 - acquire, hold, dispose of, and deal with property
 - appoint agents and attorneys
 - engage consultants
 - fix charges, and other terms, for services and other facilities it supplies, and/or
 - do anything else necessary or convenient to be done for, or in connection with, its functions.
- 3.3 The University may exercise its powers inside or outside Queensland and Australia.
- 3.4 In carrying out its functions the Council may delegate its powers to:
- a member of the Council
 - a Committee or Board appointed by the Council, or
 - an appropriately qualified member of the University's staff.
- 3.5 However, the Council may not delegate its power:
- to make University statutes or rules, or
 - to adopt the University's annual budget.
- 3.6 The Vice-Chancellor and President is the Chief Executive Officer of the University and may exercise the powers and perform the functions conferred on the Vice-Chancellor and President by the [Central Queensland University Act 1998](#) (or another act) or by the Council. The Vice-Chancellor and President's powers under the [Central Queensland University Act 1998](#) (or another act) may be delegated to an appropriately qualified member of the University's staff.
- 3.7 Delegation may be for a specific occasion or on a continuing basis. All continuing delegation of power must be included in this policy. Continuing delegation of power to a committee must also be included in the committee's terms of reference. Continuing delegations may be withdrawn at any time by the delegating body or person.
- 3.8 Any authority delegated by Council or the Vice-Chancellor and President to a particular officer includes any person acting in the position of that officer on a temporary basis, unless otherwise specified at the commencement of the period of acting. In the event that an officer with a delegated authority is unable to carry out the duties associated with that delegation for any reason, including a conflict of interest or temporary incapacity or absence, the delegated authority devolves to that officer's immediate supervisor.
- 3.9 An officer with authority delegated by Council or the Vice-Chancellor and President may appoint another officer to exercise their delegation on their behalf (sub-delegation). All sub-delegations must comply with the following:
- be approved by the officer's immediate supervisor
 - not exceed 50% of the total authority delegated by Council or the Vice-Chancellor and President, and
 - be within the delegation limits determined by the Deputy Vice-Chancellor (Finance and Planning).
- 3.10 Where a sub-delegation is exercised, the appointed delegate will remain responsible and accountable for any decisions or actions exercised by the sub-delegate.
- 3.11 An officer's delegation may include one, or both of the following:
- a) **Financial delegation** refers to a financial limit for the expenditure of University funds. [Appendix 1: Expenditure/Receipt Authorities and Delegations](#) list the financial delegations that have been made to delegated officers.
 - b) **Functional delegation** refers to delegations to undertake particular functions, tasks and decisions, other than the expenditure of University funds. [Appendix 2: General Authorities and Delegations](#) list the functional delegations that have been made to delegated officers.

- 3.12 The delegations listed in this policy apply only to the operations and functions within the responsibility of the authorised delegate and within budgetary limits, except where specifically stated.
- 3.13 Unless specifically stated, the financial delegations listed in this policy apply to the cost of the transaction, exclusive of GST, but inclusive of other charges such as freight, taxes or duties.
- 3.14 The Deputy Vice-Chancellor (Finance and Planning), or nominee will maintain a Register of Delegations in the University's Financial Management System, detailing all staff holding a delegation and the organisational unit over which their delegation can be exercised.
- 3.15 In exceptional circumstances, delegations may be requested to apply to specific cost centre/s only, and not to the broader operations of the organisation unit. Such delegations must be approved by the Deputy Vice-Chancellor (Finance and Planning). The Deputy Vice-Chancellor (Finance and Planning), or nominee will maintain a manual Register of Delegations to document such exceptions.
- 3.16 Without exception, it is the responsibility of each authorised delegate to only exercise their delegation in accordance with the responsibility areas, budgetary limits and where appropriate, cost centres for which they have been granted delegation.
- 3.17 University policy documents also specify bodies or individuals with authority or delegated authority to determine matters relevant to those documents. The [Policy Document Development and Review Procedure](#) defines the University's policy document framework, and prescribes that policy documents must be consistent with the authorities and delegations in this policy.
- 3.18 This policy establishes internal controls regarding financial and non-financial decision-making by bodies and individuals who have been delegated authority to do so. As such, this policy forms part of the University's financial management framework, which is the [Financial Management Practice Manual](#) (FMPM) and its associated policies and procedures. This policy is to be read in conjunction with the FMPM.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Vice-Chancellor and President are responsible for establishing this policy, subject to Council approval.
- 4.2 The Director, Vice-Chancellor and President's Division and University Secretary is responsible for managing this policy's implementation.
- 4.3 The Director, Vice-Chancellor and President's Division and University Secretary and the Deputy Vice-Chancellor (Finance and Planning) share responsibility for monitoring, reviewing and ensuring compliance with this policy.

Reporting

- 4.4 No additional reporting is required.

Records management

- 4.5 A definitive list of officers who hold and may exercise financial delegation on behalf of the University and its entities, including acting appointments, sub-delegations and cost centre details, will be maintained in a Register of Delegations.
- 4.6 Staff must maintain all records relevant to administering this policy in a recognised University recordkeeping system.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Authority: refers to holders of those positions or committees which have been approved pursuant to this policy to hold and exercise a function.

Delegated Officers: refers to holders of those positions which have been approved pursuant to this policy to hold and exercise a financial delegation in regard to expenditure.

Expenditure/Receipt Delegation: refers to the dollar amount to which a delegated officer is authorised to commit and/or make expenditure in respect of an individual transaction.

6 RELATED LEGISLATION AND DOCUMENTS

Related Policy Document Suite

[Financial Accountability Act 2009](#)

[Financial and Performance Management Standard 2009](#)

[Financial Management Practice Manual \(FMPM\)](#)

[Higher Education Support Act 2003](#)

[Procurement Policy](#)

[Procurement Principles](#)

[Procurement Procedure](#)

[Removal of Financial Liability due to Special Circumstances Policy and Procedure](#)

[Travel Policy and Procedure](#)

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Advisory Committee to Approval Authority	Audit, Risk and Finance Committee
Administrator	Director, Vice-Chancellor and President's Division and University Secretary
Next Review Date	26/08/2019

Approval and Amendment History	Details
Original Approval Authority and Date	Council 24/11/2008
Amendment Authority and Date	Council 23/11/2009; Council 26/07/2010; University Secretary 01/09/2010 (due to expiration of Statutes); University Secretary 07/12/2010 (due to terms of reference change); Vice-Chancellor and President 11/07/2011; University Secretary 24/02/2012; Council 06/05/2013; University Secretary 24/05/2013; University Secretary 13/08/2013; University Secretary 29/10/2013; University Secretary 12/03/2014; Vice-Chancellor and President 24/06/2014; Updated to reflect Travel Policy and Procedure 15/07/2014; Council 24/06/2015; Council 26/08/2015; Deputy Vice-Chancellor (Student Experience and Governance) 01/04/2016; Council 25/08/2016; Director, Vice-Chancellor and President's Division and University Secretary 21/12/2017; Director, Vice-Chancellor and President's Division and University Secretary 11/01/2018.
Notes	

9 APPENDICES

Appendix 1: Expenditure/receipt authorities and delegations

Delegated Officers / Committee	Authority for capital expenditure	Authority to commit funds other than capital	Authority to sign for both receipt of income & expenditure agreements and contracts	Asset transfers	Asset disposals	Write-off bad debts and obsolete and irreparable stores or equipment	Removal of financial liability (fee waiver)	Approves leases	Approves tenders	Approves spending of bequests, donations or special grant monies	Approves procurement of goods or services for reason of expediency	Authority to open accounts	Authority to sign accounts receivable requisitions
Council									Over \$10 000 000 refer to note 19				
Vice-Chancellor and President	Unlimited within budget refer to notes 1, 10 \$1 000 000 outside Council approved budget refer to note 15	Unlimited within budget refer to notes 1, 11 \$1 000 000 outside Council approved budget refer to note 15	Unlimited within budget refer to note 1 \$1 000 000 outside Council approved budget refer to notes 15, 19	Unlimited within budget refer to notes 1, 3 \$1 000 000 outside Council approved budget refer to note 15	Unlimited within budget refer to notes 1, 4 \$1 000 000 outside Council approved budget refer to note 15	Unlimited within budget refer to notes 1, 5 \$1 000 000 outside Council approved budget refer to note 15	Unlimited within budget refer to notes 1, 7 \$1 000 000 outside Council approved budget refer to note 15	Unlimited within budget refer to notes 1, 8 \$1 000 000 outside Council approved budget refer to note 15	Unlimited within budget refer to note 9 \$1 000 000 outside Council approved budget refer to notes 15, 19	refer to note 13	\$550 000 within budget refer to note 14		Unlimited within budget refer to note 1 \$1 000 000 outside Council approved budget refer to note 15
Provost, Deputy Vice-Chancellors		\$750 000 refer to notes 1, 2	\$750 000 refer to notes 1, 12 \$400 000 Provost and DVC (Research) refer to note 12	\$750 000 refer to notes 1, 3	\$750 000 refer to notes 1, 4	\$750 000 refer to notes 1, 6	\$750 000 refer to notes 1, 7		Unlimited refer to note 9				\$750 000 refer to note 1
Deputy Vice-Chancellor (Finance and Planning)		\$3 000 000 refer to notes 1, 2	\$750 000 refer to note 1	\$750 000 refer to notes 1, 3	\$750 000 refer to notes 1, 4	\$750 000 refer to notes 1, 6	\$750 000 refer to notes 1, 7		Unlimited refer to note 9			Open bank accounts and appoint signatories	\$3 000 000 refer to note 1

Delegated Officers / Committee	Authority for capital expenditure	Authority to commit funds other than capital	Authority to sign for both receipt of income & expenditure agreements and contracts	Asset transfers	Asset disposals	Write-off bad debts and obsolete and irreparable stores or equipment	Removal of financial liability (fee waiver)	Approves leases	Approves tenders	Approves spending of bequests, donations or special grant monies	Approves procurement of goods or services for reason of expediency	Authority to open accounts	Authority to sign accounts receivable requisitions
Pro Vice-Chancellors		\$400 000 refer to notes 1, 2	\$400 000 refer to note 1	\$400 000 refer to notes 1, 3	\$400 000 refer to notes 1, 4				Unlimited refer to note 9				\$400 000 refer to note 1
All Directors and Principal Advisor, Procurement		\$100 000 refer to notes 1, 2	\$100 000 refer to note 1	\$100 000 refer to notes 1, 3	\$100 000 refer to notes 1, 4								\$100 000 refer to note 1
Directors of Facilities Management Directorate and Information and Technology Directorate	Up to the value of the approved project refer to note 16	\$200 000 refer to notes 1, 2, 17	\$200 000 refer to note 1	\$100 000 refer to notes 1, 3	\$100 000 refer to notes 1, 4								\$200 000 refer to note 1
Associate Vice-Chancellors		\$100 000 refer to notes 1, 2	\$100 000 refer to note 1	\$100 000 refer to notes 1, 3	\$100 000 refer to notes 1, 4								\$100 000 refer to note 1
Deans (Higher and Vocational Education)		\$100 000 refer to notes 1, 2	\$100 000 refer to note 1	\$100 000 refer to notes 1, 3	\$100 000 refer to notes 1, 4								\$100 000 refer to note 1
Research Project Leaders		\$3 000 refer to notes 1, 2											
Supervisors		\$3 000 refer to note 18											\$20 000 refer to note 20

Notes

- 1 Delegation is subject to the availability of funds within approved budgetary limitations for expenditure, and subject to normal business considerations, such as the capacity to deliver, for income.
- 2 Commits funds on behalf of the University on any costing.
- 3 Refers to all asset transfers with a net value up to the delegation. Delegation limits do not apply to asset transfers resulting from an organisational repositioning.
- 4 Refers to all disposals of assets, including donations, with a net value up to the delegation.
- 5 Refers to the write-off of all bad debts, and obsolete, irreparable or missing stores and equipment to the value of the delegation on any costing.
- 6 Refers to the write-off of all obsolete, irreparable and missing stores and equipment to the value of the delegation on any costing. Delegation does not include the write-off of bad debts, which is restricted to the Vice-Chancellor and President only.
- 7 Refers to the removal of financial liability of all types permitted under the [Removal of Financial Liability due to Special Circumstances Policy and Procedure](#).
- 8 Refers to the approval of all leases with a total commitment up to the value of the delegation.
- 9 Refers to the approval of all commitments arising from formal tender processes for recurrent and/or operational expenses relevant to the tender recommendation (excluding leases). Delegation does not include the approval to commit resources to pursue a business opportunity by way of tender application (bid) or the execution of any subsequent contracts. These are restricted to the Vice-Chancellor and President and Council only.
- 10 Unlimited authority for capital expenditure when within approved budgetary limitations.
- 11 Unlimited authority for operating expenditure when within approved budgetary limitations.
- 12 Specific delegation limit applies to entering into contracts with an external party/ies to provide research and research or academic consultancy services. Delegation must only be exercised by the Provost or Deputy Vice-Chancellor (Research).
- 13 Refers to the expenditure of money raised for a specific purpose by way of bequest, donation or special grant. Expenditure must be in accordance with the purpose and requirements of the money raised as per the Bequest Management Policy.
- 14 Refers to the procurement of goods or services that do not comply with the [Procurement Policy, Principles](#) and [Procedures](#) (evaluation of written proposals). Delegation must only be exercised to procure goods or services required to meet an urgent need.
- 15 When exercising this delegation, verbal approval from the Chancellor is required and must be reported to the next scheduled Council meeting via the Audit, Risk and Finance Committee or Strategic Planning and Projects Committee (in accordance with their Terms of Reference).
- 16 Refers only to projects approved by Council or the Executive Management Committee.
- 17 Unlimited authority for the re-negotiation of existing corporate contracts.
- 18 All staff holding a supervisory role are granted automatic financial delegation to approve the committal of funds for travel and purchase related expenditure. Delegation must be exercised in accordance with the [Travel Policy and Procedure](#) and [Procurement Policy, Principles](#) and [Procedure](#). The delegation limit is inclusive of GST.
- 19 Refers to the approval to commit resources to pursue a business opportunity by way of tender application (bid) and the execution of any subsequent contracts. Projects with a total value greater than \$1,000,000 but less than \$10,000,000 may be approved by the Strategic Planning and Projects Committee.
- 20 All staff holding a supervisory role are granted automatic financial delegation to approve accounts receivable requisitions to raise an invoice.

Appendix 2: General authorities and delegations

Note: Policy documents referred to in Appendix 1 are published in the [CQUniversity Policy Site](#).

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GOVERNANCE AUTHORITIES AND DELEGATIONS

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GOVERNANCE			
Function	Authority	Delegated to	Reporting Requirement/s
Statutes and rules			
May make and amend University statutes and rules under statutes on matters as specified in the CQU Act 1998, s57	Council	May not be delegated	Decision recorded in Council minutes
Legislation and compliance			
Approves the University's approach to legislative compliance on the advice of the Audit, Risk and Finance Committee	Council		Considered by Audit, Risk and Finance Committee and recommended to Council Decision recorded in Council minutes
Responsible for internal review of decisions made by the University's Right to Information Officer as Review Officer defined under the Right to Information Act 2009	Vice-Chancellor and President		
Delegate of the University as required under the Gene Technology (Queensland) Act 2006 in regard to issues relating to the Gene Technology Regulator	Provost		
Approves general purpose permits under the Liquor Act 1992	Senior Deputy Vice-Chancellor (International and Services)		
Approves administrative access to restricted records under the Public Records Act 2002	University Secretary		
Responsible for receiving public interest disclosures and acting on them and for keeping confidential records of disclosures and actions as responsible officer defined under the Public Interest Disclosure Act 2010	University Secretary		
Seal			
Affixes the Central Queensland University Seal in other cases or where the matter is formal or of other special significance to the University	Chancellor	Also delegated to: Vice-Chancellor and President Director, Vice-Chancellor and President's Division and University Secretary as Secretary to Council	

GOVERNANCE			
Function	Authority	Delegated to	Reporting Requirement/s
Affixes the Central Queensland University Seal in other cases or where the matter is formal or of other special significance to the University	Chancellor	Also delegated to: Vice-Chancellor and President Director, Vice-Chancellor and President's Division and University Secretary as Secretary to Council	The Director, Vice-Chancellor and President's Division and University Secretary is to maintain a register of the use of the University Seal. The use of the University Seal is to be reported to the next ordinary meeting of Council. Refer to the University Seal Use and Custody Policy and Procedure
Affixes the Central Queensland University Seal to a deed to which CQUniversity is a party, or to a contract where there is a legal requirement that it be executed under seal or if the other party insists	Chancellor	Also delegated to: Vice-Chancellor and President Director, Vice-Chancellor and President's Division and University Secretary as Secretary to Council	The Director, Vice-Chancellor and President's Division and University Secretary is to maintain a register of the use of the University Seal. The use of the University Seal is to be reported to the next ordinary meeting of Council. Refer to the University Seal Use and Custody Policy and Procedure
Affixes the Central Queensland University Seal to all awards and testamurs of the University issued in respect of a degree, diploma or certificate to which a person has been admitted	Chancellor Vice-Chancellor and President		The Director, Vice-Chancellor and President's Division and University Secretary is to maintain a register of the use of the University Seal. The use of the University Seal is to be reported to the next ordinary meeting of Council. Refer to the University Seal Use and Custody Policy and Procedure
CQUniversity name, logo and slogan			
Approves corporate identity	Vice-Chancellor and President		
Authorises the use of the CQUniversity name and logo by third parties	Director, Vice-Chancellor and President's Division and University Secretary as Secretary to Council		
Code of Conduct			
Approves the Code of Conduct	Council	May not be delegated	Decision recorded in Council minutes Refer to the Code of Conduct

GOVERNANCE			
Function	Authority	Delegated to	Reporting Requirement/s
Principal Officers			
Elects a Chancellor (CQU Act 1998, s30)	Council	May not be delegated	Decision recorded in Council minutes
Approves the removal of the Chancellor (CQU Act 1998, s40D)	Council	May not be delegated	Decision recorded in Council minutes
Elects a Council member as Deputy Chancellor (CQU Act 1998, s31)	Council	May not be delegated	Decision recorded in Council minutes
Appoints a Vice-Chancellor and President (CQU Act 1998, s32)	Council	May not be delegated	Decision recorded in Council minutes
Approves the removal of a Vice-Chancellor and President (CQU Act 1998, s40D)	Council	May not be delegated	Decision recorded in Council minutes
Approves the appointment and removal of the President of Academic Board (CQU Act 1998, s40A)	Council	May not be delegated	Decision recorded in Council minutes
Council membership			
Appoints additional members to Council (CQU Act 1998, s16)	Council	May not be delegated	Decision recorded in Council minutes
Approves removal or restoration of members of Council convicted of indictable offences (CQU Act 1998, s26)	Council	May not be delegated	Decision recorded in Council minutes
Identification of prospective members of Council to the Council and Chancellor	Council	Chancellor's Committee	Considered by Chancellor's Committee and recommended to Council Decision recorded in Council minutes Refer to the Chancellor's Committee Terms of Reference
Committees			
Approves the establishment of Academic Board, its membership and Terms of Reference (CQU Act 1998, s40)	Council	May not be delegated	Decision recorded in Council minutes
May establish Council committees as it deems necessary or convenient for the governance and operation of CQUniversity and determines the membership, terms of reference, procedures and reporting requirements of such committees	Council	May not be delegated	Decision recorded in Council minutes Terms of References published in CQUniversity Policy Site
Has authority to carry out the functions as outlined in the approved terms of reference of the committee	Chancellor's Committee		Refer to the Chancellor's Committee Terms of Reference

GOVERNANCE			
Function	Authority	Delegated to	Reporting Requirement/s
Has authority to carry out the functions as outlined in the approved terms of reference of the committee	Audit, Risk and Finance Committee		Refer to the Audit, Risk and Finance Committee Terms of Reference
Has authority to carry out the functions as outlined in the approved terms of reference of the committee	Strategic Planning and Projects Committee		Refer to the Strategic Planning and Projects Committee Terms of Reference
Accredit and re-accredit higher and access education courses, terminate higher and access education courses	Academic Board		Decision recorded in Academic Board minutes
Approve academic policy	Academic Board		Decision recorded in Academic Board minutes
Accredit changes to higher and access education courses, new and changes to higher and access education units	Education Committee Research Higher Degrees Committee		Decision recorded in committee minutes Refer to the Education Committee Terms of Reference and Research Higher Degrees Committee Terms of Reference
May establish Vice-Chancellor and President's committees and determines the membership, terms of reference, procedures and reporting requirements of such committees	Vice-Chancellor and President		Decision recorded in Vice-Chancellor's Advisory Committee minutes Terms of Reference published in CQUniversity Policy Site
May establish temporary committees or working parties, if deemed necessary or convenient to carry out its functions	Vice-Chancellor and President		Decision recorded in Vice-Chancellor's Advisory Committee minutes
Elections			
Acts as returning officer for University elections	Director, Governance		Refer to the Election of Members to University Committees Procedure
Honorary awards			
Award or revoke honorary degrees or other awards	Council	May not be delegated	Considered by Ceremonial and Honorary Awards Committee and recommended to Council Decision recorded in Council minutes Refer to the Honorary Awards Criteria and Procedure

GOVERNANCE			
Function	Authority	Delegated to	Reporting Requirement/s
Approves honorary appointment as Emeritus Professor	Council	May not be delegated	Considered by Ceremonial and Honorary Awards Committee and recommended to Council Decision recorded in Council minutes Refer to the Emeritus Staff of the University Policy and Procedure
Legal and commercial			
Approves the appointment of agents and attorneys (CQU Act 1998, s6)	Council	Vice-Chancellor and President	
Contracts and agreements			
Approves University-level strategic agreements	Council		Considered by Strategic Planning and Projects Committee and recommended to Council Decision recorded in Council minutes
Signs formal documentation required to register and protect registrable intellectual property rights of the University throughout the world	Vice-Chancellor and President	Also delegated to: Deputy Vice-Chancellors Director, Vice-Chancellor and President's Division and University Secretary as Secretary to Council	
Authorises the University to enter into contracts with an external party/ies to provide research and consultancy services of any value	Vice-Chancellor and President Provost Deputy Vice-Chancellor (Research)		
Signs cooperative research centre agreements	Deputy Vice-Chancellor (Research)		
Approves international cooperation agreements	Senior Deputy Vice-Chancellor (International and Services)		
Signs contracts for appointment of agents for international student recruitment	Senior Deputy Vice-Chancellor (International and Services)		

GOVERNANCE			
Function	Authority	Delegated to	Reporting Requirement/s
Signs student exchange agreements	Senior Deputy Vice-Chancellor (International and Services)		
Signs information technology and software licensing agreements to be used by the University	Senior Deputy Vice-Chancellor (International and Services)	Also delegated to: Deputy Vice-Chancellor (Student Experience and Governance)	
Signs copyright agreements with Copyright Agency Limited and Screenrights	Director, Vice-Chancellor and President's Division and University Secretary		
Licences			
Nominated as radiation licensee on behalf of the University (two licences held)	Provost		
Associated entities			
Approves constitution, role and powers of the CQUniversity Student Association (CQU Act 1998, s34)	Council		Decision recorded in Council minutes
Approves all new ventures and changes in the ownership or shareholdings of existing ventures whether they are controlled entities or not	Council	May not be delegated	Considered by Strategic Planning and Projects Committee and recommended to Council Decision recorded in Council minutes
Approves appointments to the board of directors of controlled entities owned directly by CQUniversity	Council	May not be delegated	Considered by Strategic Planning and Projects Committee and recommended to Council Decision recorded in Council minutes
Approves the formation and taking part in corporations	Council	May not be delegated	Considered by Strategic Planning and Projects Committee and recommended to Council Decision recorded in Council minutes
Subsidiary companies			
Approves appointments as a director and company secretary of a University Company	Council		Considered by Strategic Planning and Projects Committee and recommended to Council Decision recorded in Council minutes

GOVERNANCE			
Function	Authority	Delegated to	Reporting Requirement/s
Planning			
Approves the University Strategic Plan and annual operating plans	Council	May not be delegated	<p>Considered at Vice-Chancellor's Advisory Committee and provides feedback</p> <p>Considered by Strategic Planning and Projects Committee and recommended to Council</p> <p>Decision recorded in Council minutes</p> <p>Refer to Planning and Reporting Policy (FMPM)</p> <p>Plans published in CQUniversity Policy Site</p>
Approves the planning framework for the University	Council	May not be delegated	<p>Considered by Strategic Planning and Projects Committee and recommended to Council</p> <p>Decision recorded in Council minutes</p> <p>Refer to Planning and Reporting Policy (FMPM)</p>
Approves Asset Management Plan (capital and information technology)	Council	May not be delegated	<p>Considered by Strategic Planning and Projects Committee and recommended to Council</p> <p>Decision recorded in Council minutes</p> <p>Refer to Planning and Reporting Policy (FMPM)</p> <p>Plan published in CQUniversity Policy Site</p>
Approves organisational unit (division/campus/other) operational plans	Relevant member within the University's Executive		Refer to Planning and Reporting Policy (FMPM)
Organisational structure			
Approves the broad academic structure of CQUniversity including the Divisions, regions, campuses and delivery sites (CQU Act 1998, s40)	Council	May not be delegated	<p>Considered by Academic Board and recommended to Council</p> <p>Decision recorded in Council minutes</p>
Approves the establishment of colleges of the University (CQU Act 1998, s39)	Council	May not be delegated	Decision recorded in Council minutes

GOVERNANCE			
Function	Authority	Delegated to	Reporting Requirement/s
Approves the establishment of organisational unit (division/region/campus/other) structures	Council		Decision recorded in Council minutes
Approves the establishment and closure of University research institutes and centres on advice of Research Committee of Academic Board and Academic Board	Council	Academic Board	Considered by Research Committee and recommended to Academic Board Considered by Academic Board and outcome reported to Council for noting Decision recorded in Academic Board minutes
Approves the University to enter into Cooperative Research Centres	Council (if a company)	Otherwise delegated to: Deputy Vice-Chancellor (Research)	Provost reports to Council as required Decision recorded in Council minutes
Physical facilities			
Approves naming of physical facilities or organisation units in recognition of distinguished service by specific persons or financial contributions made to the University	Council	May not be delegated	Considered at Ceremonial and Honorary Awards Committee and recommended to Council Decision recorded in Council minutes Refer to Naming of Assets Policy
Approves development, construction and maintenance within the Asset Management Plan	Vice-Chancellor and President		
Authorises management and allocation of facilities and space	Vice-Chancellor and President	Also delegated to Senior Deputy Vice-Chancellor (International and Services)	
Manages and supervise colleges and property held for colleges of the University	Senior Deputy Vice-Chancellor (International and Services)		
Vehicles			
Approves removal and detention of illegally parked or abandoned vehicles (CQU Act 1998, Schedule 1 Part 2 s9)	Senior Deputy Vice-Chancellor (International and Services)	Also delegated to: authorised person appointed by Senior Deputy Vice-Chancellor (International and Services)	

GOVERNANCE			
Function	Authority	Delegated to	Reporting Requirement/s
Information technology and library resources			
Approves and imposes penalties and administrative charges for library items	Senior Deputy Vice-Chancellor (International and Services)		
Routine or urgent matters			
May exercise executive action in routine or urgent matters except those which are required to be dealt with by Council	Chancellor's Committee	May not be further delegated	Considered by Chancellor's Committee and recommended to Council Decision recorded in Council minutes Refer to Chancellor's Committee Terms of Reference
Policy			
Approves the policy for the establishment of Acting Vice-Chancellor and President	Council	May not be delegated	Decision recorded in Council minutes Refer to Acting Vice-Chancellor and President Policy
Approves policies relating to the governance, planning, and organisation of the University	Council	May not be delegated	Decision recorded in Council minutes Policies published in CQUniversity Policy Site
Approves University management (corporate and general strategic) policies	Vice-Chancellor and President		Considered by Vice-Chancellor's Advisory Committee and recommended to Strategic Planning and Projects Committee Considered by Strategic Planning and Projects Committee and recommended to Council Decision recorded in Council minutes Policies published in CQUniversity Policy Site
Approves/updates those policy and practice matters which are of significance for the University and which have a direct impact across more than one area of the University e.g. legislative framework, organisational profile, risk management, audit, performance management	Vice-Chancellor and President		Decision recorded in Vice-Chancellor's Advisory Committee minutes Policies published in CQUniversity Policy Site

GOVERNANCE			
Function	Authority	Delegated to	Reporting Requirement/s
Approves University health and safety policies	Vice-Chancellor and President		Decision recorded in Vice-Chancellor's Advisory Committee minutes Policies published in CQUniversity Policy Site
Approves equity-related policies	Vice-Chancellor and President		Decision recorded in Vice-Chancellor's Advisory Committee minutes Policies published in CQUniversity Policy Site
Approves policies that relate to the operations within a region, campus, division, unit or centre and which will not impact on or affect other regions, campuses, divisions, units or centres operations	Vice-Chancellor and President	Also delegated to: Deputy Vice-Chancellors	Decision recorded in Vice-Chancellor's Advisory Committee minutes Policies published in CQUniversity Policy Site
Approves policies for the management of hire and use of the University's facilities, equipment to external parties and any conditions of use to be imposed on users	Vice-Chancellor and President		Decision recorded in Vice-Chancellor's Advisory Committee minutes Refer to Hire and Use of University Facilities and Equipment by External Parties Procedure

FINANCIAL MANAGEMENT AUTHORITIES AND DELEGATIONS

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FINANCIAL MANAGEMENT			
Function	Authority	Delegated to	Reporting Requirement/s
Expenditure / commitment of funds			
Approves delegations for the spending of funds	Council	May not be delegated	Decision recorded in Council minutes
Undertakes an annual review of spending of bequest, donation or special grant monies	Audit, Risk and Finance Committee		Considered by Audit, Risk and Finance Committee and recommended to Council Decision recorded in Council minutes
Subject to the availability of funds within approved budget limits and consistent with the University's plans, policies and procedures, and within applicable legislation can expend funds within approved delegated limits	University Officer as designated in the Financial Management Practice Manual and related policies and procedures		
Hospitality expenditure			
Determines reimbursement of expenses to Council members if a question arises as to the reasonableness of any expenses incurred, or whether an expense was incurred in the performance of a member's duties	Council		Considered by Chancellor's Committee and recommended to Council Decision recorded in Council minutes
Specific financial arrangements			
Has full authority over all University resources and there is no limit to the value of transactions that it can approve. It will create and approve a system of financial delegations throughout the University appropriate for its operations	Council	Delegation is unlimited	
Approves the credit management of the University including student debtors, general debtors, discounts and debt write-offs	Audit, Risk and Finance Committee		Considered by the Audit, Risk and Finance Committee and recommended to Council Decision recorded in Council minutes
Loans			
Approves loans on behalf of CQUniversity where repayable within three years or on demand.* <i>*Note: Treasurer approval is required for loans repayable over a period of three years or more.</i>	Council	May not be delegated	Decision recorded in Council minutes

FINANCIAL MANAGEMENT			
Function	Authority	Delegated to	Reporting Requirement/s
Makes loans to students experiencing financial hardship	Deputy Vice-Chancellor (Strategic Development, Student Experience and Wide Bay Burnett)		Refer to Special Assistance for Students – Student Loan Scheme Policy and Procedure
Credit cards			
Authorises issue of University credit cards and sets credit card transaction limits and determines limits for monthly expenditure	Deputy Vice-Chancellor (Finance and Planning)		On the recommendation of the relevant member of the University's Executive
Accounts			
Approves banking arrangements including the opening and closing of bank accounts (foreign currency and offshore accounts with the approval of the Treasurer) and appointment of signatories	Deputy Vice-Chancellor (Finance and Planning)		Considered by Audit, Risk and Finance Committee and recommended to Council Decision recorded in Council minutes
Approves the creation of suspense accounts	Deputy Vice-Chancellor (Finance and Planning)		
Investments and borrowings			
Approves investments of all funds within policy	Deputy Vice-Chancellor (Finance and Planning)		Considered by Audit, Risk and Finance Committee and recommended to Council Decision recorded in Council minutes Refer to the Investments Policy and Investments Procedure
Budget			
Adopts the University's annual budget and approves all subsequent amendments to the budget (CQU Act, s55)	Council	May not be delegated	Considered by Audit, Risk and Finance Committee and recommended to Council Decision recorded in Council minutes
Monitors and controls spending against the budget, including adopts budget reviews	Council	May not be delegated	Budget also monitored by Audit, Risk and Finance Committee Considered by Audit, Risk and Finance Committee and recommended to Council Decision recorded in Council minutes
Approves a budget timetable by 31 March each year	Deputy Vice-Chancellor (Finance and Planning)		Considered by Audit, Risk and Finance Committee and recommended to Council Decision recorded in Council minutes

FINANCIAL MANAGEMENT			
Function	Authority	Delegated to	Reporting Requirement/s
Financial statements			
Approves the signing of the Annual Financial Statements	Council	Audit, Risk and Finance Committee	Considered by Audit, Risk and Finance and noted by Council Decision recorded in Committee and Council minutes
Recommends that the Chancellor, Vice-Chancellor and President and Deputy Vice-Chancellor (Finance and Planning) sign the Management Certificate which accompanies the Annual Financial Statements	Council	Audit, Risk and Finance Committee	Decision recorded in Audit, Risk and Finance Committee minutes Decision reported to Council
Approves the Council Members' Report for inclusion in the University's Annual Report	Council	Also delegated to: Chancellor's Committee	Report must be signed by a member of Council Considered by Audit, Risk and Finance Committee and recommended to Council or the Chancellor's Committee Decision recorded in Council minutes
The Chair of University's subsidiary companies signs the Annual Financial Statements	Council	May not be delegated	
Audit			
Approves the University's Audit, Compliance and Risk Management framework, Strategic Audit plan and annual Internal Audit plan on the advice of the Audit, Risk and Finance Committee	Council		Considered by Audit, Risk and Finance Committee and recommended to Council Decision recorded in Council minutes
Fees			
Approves Tuition Fees and set Student Contribution Amount (In accordance with Higher Education Support Act 2003)	Council	Delegated to: Vice-Chancellor and President	Considered by Executive Management Committee and recommended to Vice-Chancellor and President Decision recorded in minutes
Approves fees and charges	Vice-Chancellor and President	May be further delegated at the discretion of the Vice-Chancellor and President	

FINANCIAL MANAGEMENT			
Function	Authority	Delegated to	Reporting Requirement/s
Approves waiver of fees	Vice-Chancellor and President	Also delegated to: Director, Vice-Chancellor and President's Division and University Secretary Director, Governance	Refer to Waiver Policy and Procedure (FMPM)
Specific circumstances in which students may be granted exemption from payment of fees	Vice-Chancellor and President		
Determines whether a student is granted exemption from payment of fees	Director, Vice-Chancellor and President's Division and University Secretary	Also delegated to: Director, Governance	
Removal of financial liability (fee waiver) of the types permitted under the University's Removal of Financial Liability Due to Special Circumstances Policy and Procedure	Director, Vice-Chancellor and President's Division and University Secretary	Also delegated to: Director, Governance Deputy Director, Student Governance	Refer to the Removal of Financial Liability Due to Special Circumstances Policy and Procedure
Approve fee corrections and reversals	Director, Vice-Chancellor and President's Division and University Secretary	Also delegated to: Director, Governance Deputy Director, Student Governance	
Policy			
Approves the framework for approving and updating the University financial policies	Council	May not be delegated	Considered by Audit, Risk and Finance Committee and recommended to Council Decision recorded in Council minutes Policies published in CQUniversity Policy Site
Approves policy for special assistance for students – student loans scheme	Council	May not be delegated	Considered by Audit, Risk and Finance Committee and recommended to Council Decision recorded in Council minutes Refer to the Special Assistance for Students – Student Loan Scheme Policy and Procedure

FINANCIAL MANAGEMENT			
Function	Authority	Delegated to	Reporting Requirement/s
Approves policy for write-offs and bad debts	Council	Audit, Risk and Finance Committee	Considered at Audit, Risk and Finance Committee and noted by Council Decision recorded in Committee and Council minutes Refer to the Bad Debts Procedure (FMPM)
Approves refund and excess payment policies	Council		Considered at Audit, Risk and Finance Committee and recommended to Council Decision recorded in Council minutes Refer to the Student Refund and Credit Balance Policy and Procedure
Approves policy on payment plans	Council		Considered at Audit, Risk and Finance Committee and recommended to Council Decision recorded in Council minutes Refer to the Payment Plans Procedure (FMPM) and Payment Plan Procedure (VET)
Approves procurement policies	Council		Considered at Audit, Risk and Finance Committee and recommended to Council Decision recorded in Council minutes Refer to the Procurement Policy (FMPM) , Procurement Principles and Procurement Procedure (FMPM)
Approves investment management policies	Council	Audit, Risk and Finance Committee	Considered at Audit, Risk and Finance Committee and noted by Council Decision recorded in Committee and Council minutes Refer to the Treasury Investments Policy and Procedure

FINANCIAL MANAGEMENT			
Function	Authority	Delegated to	Reporting Requirement/s
Approves policies for the physical verification of assets	Council		<p>Considered at Audit, Risk and Finance Committee and recommended to Council</p> <p>Decision recorded in Council minutes</p> <p>Refer to the Assets and Portable and Attractive Items Stocktake Policy and Procedure</p>

HUMAN RESOURCES AUTHORITIES AND DELEGATIONS

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HUMAN RESOURCES			
Function	Authority	Delegated to	Reporting Requirement/s
Industrial agreements			
Signs industrial agreements on behalf of the University	Vice-Chancellor and President		
Distinguished appointments			
Approves appointment to a personal chair	Vice-Chancellor and President		<p>Considered by Personal Chair Committee and recommended to Vice-Chancellor and President</p> <p>Vice-Chancellor and President notifies Council of the appointment</p> <p>Appointment recorded in Council Minutes</p> <p>Refer to the Personal Chair Procedure</p>
Appoints persons to honorary, adjunct and visiting positions	Vice-Chancellor and President or nominee	May be further delegated	Refer to the Appointment of Adjunct and Visiting Academics Policy and Procedure and the Appointment and Conduct of Visiting Chaplains Procedure
Creation of positions			
Approves the position descriptions of all University positions except that of Vice-Chancellor and President	Vice-Chancellor and President	May be further delegated	
Approves the establishment of permanent and fixed-term positions, approves appointment to positions, confirms appointment to positions (after relevant probationary periods)	Senior Deputy Vice-Chancellor (International and Services)	May be further delegated	
Recruitment / appointment			
Approves the appointment of casual staff	Vice-Chancellor and President	Relevant member within the University's Executive or delegate	
Approves application for conversion from casual to non-casual employment and the associated creation of a fixed-term or permanent position for all staff	Senior Deputy Vice-Chancellor (International and Services)		
Approves appointment of Research Centre directors and Institute directors	Deputy Vice-Chancellor (Research)		

HUMAN RESOURCES			
Function	Authority	Delegated to	Reporting Requirement/s
Appoints staff other than those specified above	Vice-Chancellor and President	Relevant member within the University's Executive or delegate	
Appoints authorised persons for the control of traffic and conduct on University land	Senior Deputy Vice-Chancellor (International and Services)		
Renewal of contracts			
Approves the renewal of contracts for members of the University's Executive	Chancellor's Committee		Vice-Chancellor and President recommended to Chancellor's Committee Considered by Chancellor's Committee and recommended to Council Decision recorded in Council minutes
Approves the renewal of contracts for senior staff who report directly to the Vice-Chancellor and President	Vice-Chancellor and President		Approved by the Vice-Chancellor and President
Termination of employment			
Approves any special/ex-gratia payment upon termination of employment where payment is not legally due under a contract of employment	Vice-Chancellor and President		Section 41 (1) of the Financial Management Standard 2009 requires the University to maintain a register of payments made in excess of \$5000 Special Payments Register maintained by People and Culture Directorate Special Payments Register reviewed by Corporate Accountants Team, Finance and Planning Division
Approves applications for early retirement scheme	Vice-Chancellor and President		
Determines termination of employment of staff on medical grounds	Vice-Chancellor and President		
Declares positions redundant	Vice-Chancellor and President		

HUMAN RESOURCES			
Function	Authority	Delegated to	Reporting Requirement/s
Promotion			
Approves academic promotions Level B to E	Vice-Chancellor and President		Considered by Academic Promotions Committee and recommended to Vice-Chancellor and President Refer to Academic Promotions Policy and Procedure and Academic Promotions Committee Terms of Reference
Approves progression of TAFE educational staff in accord with relevant industrial instruments and University policy	Vice-Chancellor and President	Provost	Refer to Teaching Qualifications (Approved Teaching Qualification for TAFE Educational Staff) Procedure
Classification			
Approval of all professional staff classification levels	Senior Deputy Vice-Chancellor (International and Services)	May be further delegated	
Progression			
Approves normal incremental progression of academic, TAFE educational and all professional staff	Supervisors with budget responsibilities		
Secondment			
Approves secondment for staff for a period of up to 12 months	Supervisors with budget responsibilities		Refer to Secondment and Exchange Procedure
Approves secondment for staff for a period of greater than 12 months but less than 24 months	Senior Deputy Vice-Chancellor (International and Services)		Refer to Secondment and Exchange Procedure
Approves secondment for staff for a period of greater than 24 months	Vice-Chancellor and President		Refer to Secondment and Exchange Procedure
Salary, loadings, bonuses and remunerations			
Approves market loadings	Vice-Chancellor and President		
Supplementation of any employee's pay and benefits at any time with additional monetary or other benefits	Vice-Chancellor and President		
Reviews and approves the remuneration and conditions of the Vice-Chancellor and President and members of the University's Executive	Chancellor's Committee		Considered by Chancellor's Committee and noted by Council Decision recorded in Committee and Council minutes
Approves annually the level of remuneration for the Vice-Chancellor and President and members of the University's Executive	Chancellor's Committee		Considered by Chancellor's Committee and noted by Council Decision recorded in Committee and Council minutes

HUMAN RESOURCES			
Function	Authority	Delegated to	Reporting Requirement/s
Approves and modifies allowances for academic positions with significant management responsibility	Chancellor's Committee		
Higher duties			
Approves higher duties and associated allowances for directly reporting officers	Relevant member within the University's Executive	Also delegated to: Pro Vice-Chancellors, Associate Vice-Chancellors, Deans, Associate Deans, and Directors	Refer to Higher Duties Policy and Procedure
Ordinary and casual hours			
Approves ordinary and casual hours for eligible staff	Supervisors, or approved administrative nominee		
Overtime			
Approves overtime for eligible staff	Supervisors with budget responsibilities		
Leave			
Approves standard forms of leave for staff members	Supervisors		Refer to Annual Leave Procedure
Approves parental leave	Supervisors		Refer to Parental Leave Procedure
Approves all leave for University Executives and senior staff who report directly to the Vice-Chancellor and President	Vice-Chancellor and President		
Approves leave without pay for periods of four weeks or less	Supervisor		Refer to Leave Without Pay Procedure
Approves leave without pay for periods greater than four weeks and up to 12 months	Supervisor and relevant Dean or Director		Refer to Leave Without Pay Procedure
Approves leave without pay for periods greater than 12 months	Supervisor, Provost, and relevant Deputy Vice-Chancellor		Refer to Leave Without Pay Procedure
Approves period of paid leave for exceptional circumstances for all staff	Vice-Chancellor and President		Refer to Leave Without Pay Procedure
Approves accrual of excess long service leave	Vice-Chancellor and President		Refer to Long Service Leave Procedure
Staff development			
Approves professional development courses for academic, TAFE educational and all professional staff	Supervisors		Refer to Professional Development Budgeting Policy

HUMAN RESOURCES			
Function	Authority	Delegated to	Reporting Requirement/s
Approves professional development courses for senior professional staff (HEW Level 10 Band F and above)	Relevant member within the University's Executive		Refer to Professional Development Budgeting Policy
Staff study support			
Approves staff study support	Vice-Chancellor and President Provost, relevant Deputy Vice-Chancellor, Director or Associate Vice-Chancellor		Refer to Staff Study Support Procedure
Official travel			
Approves international travel for the Vice-Chancellor and President	Chancellor	Also delegated to Director, Vice-Chancellor and President's Division and University Secretary	Refer to Travel Policy and Procedure
Approves international travel for academic and TAFE educational staff	Deputy Vice-Chancellor (Finance and Planning) Vice-Chancellor and President for all travel deemed extreme risk		Refer to Travel Policy and Procedure
Approves international travel for all professional staff	Deputy Vice-Chancellor (Finance and Planning) Vice-Chancellor and President for all travel deemed extreme risk		Refer to Travel Policy and Procedure
Approves domestic and international travel for the Chancellor, Deputy Chancellor and Council Members	Director, Vice-Chancellor and President's Division and University Secretary as Secretary to Council		Refer to Travel Policy and Procedure
Approves domestic travel for all staff (excluding members of the Senior Executive)	Supervisors		Refer to Travel Policy and Procedure
Outside work			
Approves outside work for the Vice-Chancellor and President	Chancellor's Committee		Considered by Chancellor's Committee and recommended to Council Decision recorded in Council minutes Refer to Paid Outside Work Procedure
Approves outside work for senior staff who report directly to the Vice-Chancellor and President	Vice-Chancellor and President		Refer to Paid Outside Work Procedure

HUMAN RESOURCES			
Function	Authority	Delegated to	Reporting Requirement/s
Approves outside work for Directors, Deans, Pro Vice-Chancellors, Associate Vice-Chancellors	Provost, relevant Deputy Vice-Chancellor		Refer to Paid Outside Work Procedure
Approves outside work for academic, TAFE educational or all professional staff	Relevant member within the University's Executive		Refer to Paid Outside Work Procedure
Workplace conduct and performance			
Determines appropriate action after formal investigation of discrimination or workplace related grievances and bullying	Vice-Chancellor and President		Refer to Workplace Harassment (including Sexual Harassment), Workplace Bullying and Unlawful Discrimination Policy and Procedure
Investigates any allegations of misconduct, incapacity or negligence against the Vice-Chancellor and President, and determines the penalty or outcome if the matters is proven	Council	May not be delegated	Considered by Chancellor's Committee and recommended to Council Decision recorded in Council minutes
Draws up the Vice-Chancellor and President's performance agreement and assesses the Vice-Chancellor and President's performance against that agreement	Chancellor's Committee		Considered by Chancellor's Committee and recommended to Council Decision recorded in Council minutes
Review and monitor the performance of University Executives who report directly to the Vice-Chancellor and President	Vice-Chancellor and President		Considered by Vice-Chancellor and President and recommended to Chancellor's Committee for noting Decision recorded in Chancellor's Committee minutes
Considers matters of unsatisfactory performance and determines disciplinary action for University Executives	Vice-Chancellor and President		Considered by Vice-Chancellor and President and recommended to Chancellor's Committee for noting Decision recorded in Chancellor's Committee minutes
May suspend an employee with or without pay	Vice-Chancellor and President		
Approves the performance review, planning and development process for staff	Vice-Chancellor and President		
Considers matters of unsatisfactory performance and determines disciplinary action for academic, TAFE educational and all professional staff	Vice-Chancellor and President		
May suspend an employee with or without pay	Vice-Chancellor and President		

HUMAN RESOURCES			
Function	Authority	Delegated to	Reporting Requirement/s
Voluntary employment and/or separation			
Approves applications for voluntary part-time employment, voluntary redeployment and/or voluntary separation	Vice-Chancellor and President		
Policy			
Approve the recruitment and selection procedures for the University	Chancellor's Committee for Vice-Chancellor and President, Provost, Deputy Vice-Chancellors, Pro Vice-Chancellors, Associate Vice-Chancellors and equivalent executive positions Vice-Chancellor and President for all other positions		Executive positions considered by Chancellor's Committee and recommended to Council Decision recorded in Council minutes For all other staff, refer to Recruitment and Selection Procedure
Approves human resources policies resulting from industrial and agreements and instruments and relating to operational staffing matters	Vice-Chancellor and President		Decision recorded in Vice-Chancellor's Advisory Committee minutes Policies published in CQUniversity Policy Site

ACADEMIC AUTHORITIES AND DELEGATIONS

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ACADEMIC			
Function	Authority	Delegated to	Reporting Requirement/s
Research centres and institutes			
Approves the University to enter into Cooperative Research Centres	Council (if a company)	Otherwise delegated to: Deputy Vice-Chancellor (Research)	
Courses and units			
Approve specific higher education course entry requirements and minimum language requirements	Academic Board		Decision recorded in Academic Board minutes Refer to English Language Proficiency Requirements Policy and Procedure
Approves higher education course quotas	Vice-Chancellor and President		
Accredits new higher and access education courses including the structure, mapping to graduate attributes, and course learning outcomes	Academic Board		Decision recorded in Academic Board minutes
Terminates higher and access education courses and approves transition and teach-out strategies	Academic Board		Decision recorded in Academic Board minutes
Approves proposals made by a Division for alternative higher education course structures for individual students or groups of students	Academic Board		Decision recorded in Academic Board minutes
Monitors professional body accreditation status	Academic Board		Decision recorded in Academic Board minutes
Accredits changes to existing higher and access education courses, including the structure, mapping to graduate attributes, and course learning outcomes	Education Committee Research Higher Degrees Committee		Decision recorded in committee minutes
Accredits new higher and access education units, including the assessment processes and terminates higher and access education units	Education Committee Research Higher Degrees Committee		Decision recorded in committee minutes
Accredits changes to higher and access education units, including the assessment processes	Education Committee		Decision recorded in committee minutes
Determines schedules of exemptions and academic standing of students in higher education courses	Education Committee Research Higher Degrees Committee		Decision recorded in committee minutes

ACADEMIC			
Function	Authority	Delegated to	Reporting Requirement/s
Determines schedules of exemptions and academic standing of students in access and vocational education courses	Education Committee		Decision recorded in committee minutes
Decisions regarding vocational education and training courses and units, including but not limited to, accreditation, termination, changes to course/unit structure, changes to and evaluation of courses and units, and assessment	Education Committee		Refer to Vocational Education and Training (VET) Qualifications (Scope of Registration) Policy and Procedure
Evaluation of courses, units and teaching			
Monitor academic matters including course and unit reviews; policy reviews; enrolment, admissions, attrition, progression	Academic Board		Decision recorded in Academic Board minutes
Admission and credit			
Prescribes procedures to be followed for all matters relating to admission	Deputy Vice-Chancellor (Strategic Development, Student Experience and Wide Bay Burnett)		Considered by Learning and Teaching Committee and recommended to Academic Board. Decision recorded in Academic Board minutes Procedures published in CQUniversity Policy Site
Makes offers of admission	Deputy Vice-Chancellor (Strategic Development, Student Experience and Wide Bay Burnett)		
Approves deferral of admission in accordance with University policy	Deputy Vice-Chancellor (Strategic Development, Student Experience and Wide Bay Burnett)		
Enrolment and progression			
Approves the academic calendars for each year	Academic Board		Decision recorded in Academic Board minutes Academic Calendars published on CQUniversity website
Unsatisfactory performance, academic dishonesty and student misconduct			
Administer the University's appeals process, providing a fair, transparent and accountable process for staff and students	Academic Board		Decision recorded in Academic Board minutes

ACADEMIC			
Function	Authority	Delegated to	Reporting Requirement/s
Hears and determines cases of student misconduct and imposes fines or penalties on students found guilty of misconduct	As nominated in the relevant policies and procedures		Refer to Student Behavioural Misconduct Procedure , Academic Misconduct Procedure , and Student Research Misconduct Policy and Procedure and Student Rules (VET) Policy
Determine appeals from students of the University on academic matters	Appeals Committee		Decision recorded in Appeals Committee statement of reasons
Graduation and conferral of awards			
Confers awards	Vice-Chancellor and President		On ratification of the Provost
Confers research higher degree awards	Deputy Vice-Chancellor (Research)		Considered by Research Higher Degrees Committee and recommended to the Deputy Vice-Chancellor (Research)
Approves the award of University and School medals	Provost		Refer to the University Medals Procedure and School Medals Procedure
Physical facilities			
Investigates reported allegations of breaches of conditions for acceptable use of information facilities and takes action on the alleged breach which may include the imposition of penalties	Director, Governance		Refer to the Student Behavioural Misconduct Policy and Procedure
Committees			
Approves structure of sub-committees of Academic Board	Academic Board		Decision recorded in Academic Board minutes
Policy			
Approve the policies relating to academic standards of admission to the University of students for all awards	Academic Board		Decision recorded in Academic Board minutes Policies published in CQUniversity Policy Site
Approves course rules and policies for specific higher education and access courses	Academic Board		Decision recorded in Academic Board minutes Policies published in CQUniversity Policy Site
Approves course rules for specific vocational education and training courses	Education Committee		Refer to the University's VET Qualifications (Scope of Registration) Policy and Procedure and relevant policy documents

ACADEMIC			
Function	Authority	Delegated to	Reporting Requirement/s
Develops, approves, monitors, reports and adjudicates on academic policies	Academic Board		Decision recorded in Academic Board minutes Policies published in CQUniversity Policy Site
Approves policy for ownership and exploitation of intellectual property	Vice-Chancellor and President		