

Delegations of Authority

REGISTER

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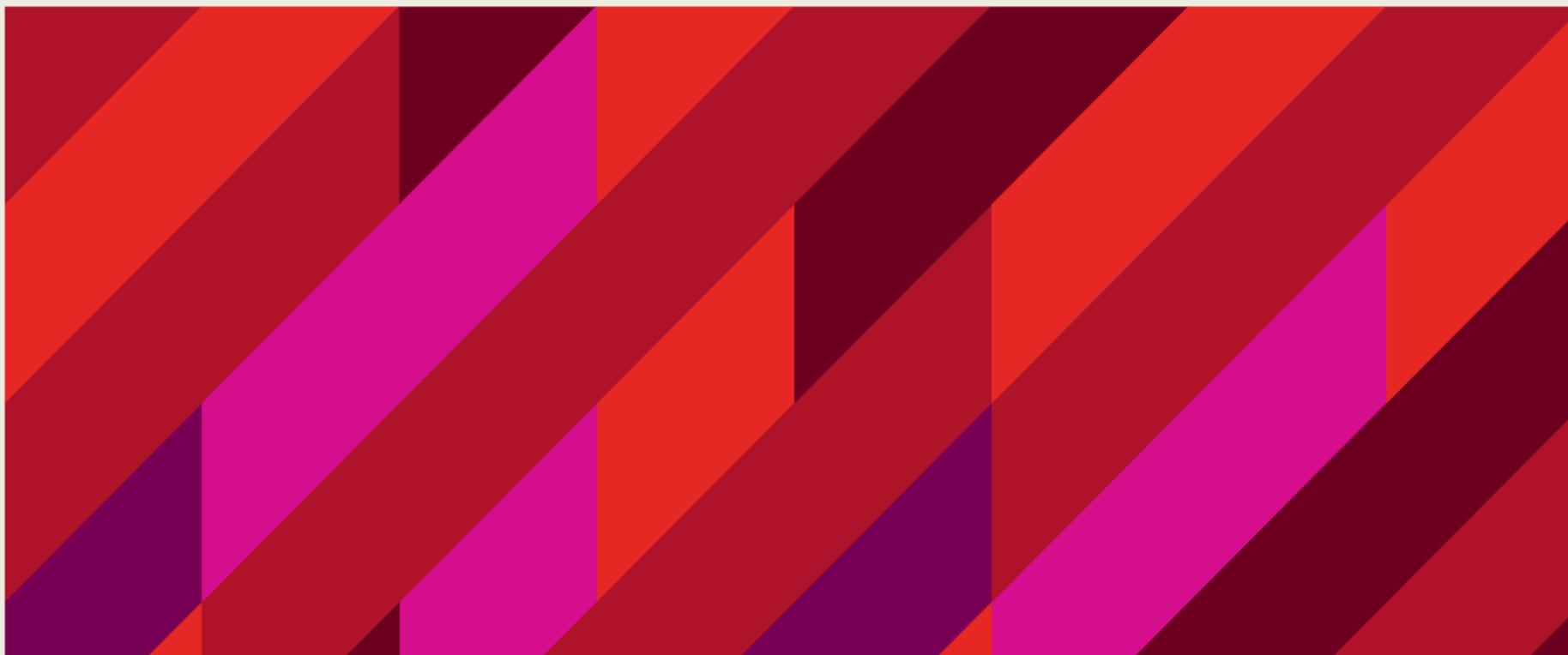


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INTRODUCTION

The Delegations of Authority Register

The Delegations of Authority Register (“Register”) arises from resolution of the Macquarie University Council made on 8 December 2016 in accordance with Section 17 of the Macquarie University Act 1989.

The Register must be read in conjunction with the Delegations of Authority [Policy](#) and specifically the general principles of delegation contained within that Policy.

The Register will commence on 9 January 2017 and wholly replace the register of delegations made by the Council on 5 December 2013.

The Register is amended periodically in accordance with the Delegations of Authority [Policy](#). This version is:

Version 2.11 Amended by the Finance and Facilities Committee in accordance with the Delegations of Authority [Policy](#) on 28 May 2020.

The delegations in this Register revoke all previous delegations to the extent that they are inconsistent with those previous delegations. Previously delegated authority is not revoked unless it is inconsistent with this Register. Acts performed under previous delegations are not invalidated by the revocation of delegations of authority in this Register or any change to the responsible delegate and/or position description.

For the amendment history, see Annexure A.

Interpretation

- A delegation that contains the words ‘after consultation with’, ‘after endorsement by’, or ‘on recommendation of or from’ means that the delegation should not be exercised until the required consultation, endorsement or recommendation is received and considered.
- A delegation that contains the word ‘and’ means that the delegation should not be exercised unless the required parties have provided approval jointly or severally.
- A body, committee, officer or employee position (usually in acronym form) that is separated from another body, committee, officer or employee position by an oblique line (/) means that the body, committee, officer or employee position have equal status with respect to that delegation (e.g. VC/DVC).
- Where a delegate is required to possess special qualifications or training this is noted.

PRINCIPLES

The [Delegations of Authority Policy](#) specifies the following principles which must be applied when referring to the Delegations of Authority Register.

Delegation

- (a) A Delegation relates to the Delegate’s office, or position, not to the individual in that position. Similarly, where a Delegation is to a body by reference to the body’s title, it relates to the body acting as a body, not to individual members of the body.
- (b) A person duly appointed as a temporary or acting occupant of an office has the authority Delegated to the position in which they are acting, unless otherwise specified in the Delegations of Authority Register.
- (c) A Delegation to a position or to a body, if the position or the body is abolished, has a change in name or a change in structure, is to be regarded as referring to the successor to the functions of that position or body.
- (d) Unless the context requires otherwise or unless otherwise specified (for example, Band C+ or Band D+ approval levels):
 - i) a Delegation applies only to a Delegate’s accountability area; and
 - ii) the Delegation to approve includes the Delegation to rescind, vary or terminate.
- (e) A specific or particular Delegation will prevail over a general Delegation.
- (f) If the exercise of a function requires the exercise of some preliminary, incidental or ancillary administrative function, then the Delegation extends to the exercise of that function.
- (g) In the event of any inconsistency between a policy approved by Council or a resolution of Council which predates the Delegations of Authority Register, the Register prevails to the extent of the inconsistency.
- (h) A Delegate who is ultimately subject to the direction and supervision of the Vice-Chancellor through established lines of accountability is, in the exercise of Delegations, also subject to the direction and supervision of Delegates more senior than the Delegate in the lines of accountability.
- (i) Delegates more senior in the lines of accountability to a Delegate named in the Delegations of Authority Register may exercise a Delegation conferred on that named Delegate but only in accordance with its terms.
- (j) In exercising a function, a Delegate may seek appropriate advice in order to be properly informed. However, the Delegate must exercise the Delegation without any undue influence by any other body, committee, officer or employee.

Delegate band approval levels

- (a) In this Policy, the following band approval levels apply:

Band	Members
Band A++	Council
Band A+	Finance and Facilities Committee (F&FC)
Band A	Vice-Chancellor
Band B	Members of the Executive Group
Band C+	For whole of University financial expenditure and procurement expenditure: Deputy Group CFO For whole of University procurement expenditure: Group Director, Strategic Procurement For whole of University information technology expenditure: CIO For whole of University property and facilities expenditure: Director, Property

Band C	Unit heads who report to members of the Executive Group (excluding Heads of Department and Heads of Schools), and the General Counsel
Band D+	In their area of responsibility: Procurement Category Managers
Band D	Those identified by a Band C member as requiring such Delegation (i.e. Academic Level E / HEW 10)
Band E	Those identified by a Band C member as requiring such Delegation (i.e. Academic Level D or C / HEW 9 or 8)
Band F	Those identified by a Band C member as requiring such Delegation (i.e. Academic Level B or A / HEW 7 or 6)

(b) In relation to Financial Expenditure Delegations and procurement Delegations:

- the Vice-President, Finance and Resources (Band B), and the Deputy Group CFO (Band C+), may act on behalf of any organisational unit of the University in the absence of the Delegate, having verified due diligence of the procurement process.

(c) In relation to procurement Delegations:

- the Group Director, Strategic Procurement may act on behalf of any organisational unit of the University in the absence of the Delegate for an expenditure of less than or equal to \$1m (Band C+), following a due diligence process; and
- Procurement Category Managers may act in the absence of the Delegate for a procurement process specific to their area of responsibility for an expenditure of less than or equal to \$250k (Band D+), following a due diligence process.

(d) In relation to information technology Delegations:

- the Chief Information Officer (CIO) may act on behalf of any organisational unit of the University in the absence of the Delegate for an expenditure of less than or equal to \$1m (Band C+), following a due diligence process.

(e) In relation to property and facilities Financial Expenditure Delegations:

- the Director, Property may act on behalf of any organisational unit of the University in the absence of the Delegate for an expenditure of less than or equal to \$1m (Band C+), following a due diligence process.

Signing of documents

(a) A Delegate may sign any document which is necessary to give effect to their function or authority, including a legally-binding agreement (other than deeds), except where the authority to execute is specifically delegated to others in the Delegations of Authority Register. If a Delegate is a committee or other body and the body has authority to execute a document, the document may be executed by:

i) the chair or their nominee; or

ii) if there is no chair, a person whom the body resolves may execute the contract on behalf of the body.

(b) Notwithstanding the above, only employees and officers appointed under a formal Power of Attorney may execute deeds.

Calculating cost of a transaction

In exercising a Delegation with respect to a transaction, the Delegate must estimate the cost of the transaction as a whole, over the term of the transaction. For the purpose of making this calculation, the following principles apply:

- a transaction must not be assessed in components or parts, such as instalments, tranches, or the cost of individual items;
- the total gross cost of the transaction (excluding GST) must be estimated; and
- no reduction may be made in respect of any set-off, trade-in or the like.

Authorised Agents

Delegates identified in section 2 (Finance and Property) of the Delegations of Authority Register are not permitted to authorise another officer or employee of the University to exercise their function as an Authorised Agent.

For Delegations listed in the remaining sections of the Delegations of Authority Register and where appropriate, the Delegate is permitted to authorise another officer or employee of the University to exercise their function as an Authorised Agent for or on their behalf if it is impracticable for the Delegate to act otherwise than through others, subject to the following:

- (a) the authorisation may be general or limited;
- (b) the authority must be given in writing signed by the Delegate and may be revoked in whole or in part in writing signed by the Delegate;
- (c) the Authorised Agent must exercise the authority in accordance with any requirements stated in the Delegations of Authority Register;
- (d) the Authorised Agent may, in exercise of that function, exercise any other administrative function that is preliminary, incidental or ancillary to the authorised function;
- (e) the Delegate remains responsible for ensuring that the authority is exercised properly by the Authorised Agent;
- (f) a function duly exercised by an Authorised Agent is deemed to have been exercised by the Delegate;
- (g) if a particular officer or the holder of a particular office is authorised to perform the function:
 - i) the authorisation does not cease to have effect merely because the person who was the particular officer or the holder of a particular office when he or she was authorised to perform the function ceases to be that officer or hold that office; and
 - ii) the person for the time being occupying or acting in the office concerned is taken to be the Authorised Agent; and
- (h) the Delegate may still perform a function even if they have appointed an Authorised Agent to do so.

Delegates will normally only appoint an Authorised Agent to act on their behalf where permitted, for a single exercise or in the short term. Refer to the Delegations of Authority Procedure for detail.

Conflict of interest

- (a) A Delegation or authority cannot be exercised where the Delegate or Authorised Agent has a conflict of interest. This includes, in particular, where the Delegate or Authorised Agent would obtain a personal benefit of some material kind.
- (b) Delegates and Authorised Agents must not approve matters including their own appointment, remuneration, payment or reimbursement, promotion, transfer or secondment, travel, absence or termination.
- (c) Delegates and Authorised Agents must not approve matters relating to family members and/or others with whom they have a close personal relationship.
- (d) In the circumstances outlined in 5.6 (a) – (c) the conflicted Delegate or Authorised Agent must refer the decision to their supervisor and must not exercise the Delegation or authority without the approval of their supervisor.

ACRONYMS, TERMS AND WORDS

Definition of Acronyms, Words and Terms Used within the Document

Acronyms	
CIO	Chief Information Officer
DCFO	Deputy Chief Financial Officer
DVCA	Deputy Vice-Chancellor (Academic)
DVCE	Deputy Vice-Chancellor (Engagement)
DVCMH	Deputy Vice-Chancellor (Medicine and Health)
DVCR	Deputy Vice-Chancellor (Research)
DVC	Deputy Vice-Chancellors
F & F	Finance and Facilities Committee
General Counsel	University General Counsel
HDR	Higher Degree Research
HR	Human Resources
IT	Information Technology
MI	Macquarie International
MQU	Macquarie University
PVC	Pro Vice-Chancellor
PVCI	Pro Vice-Chancellor (International)
PVCRI	Pro Vice-Chancellor (Research Innovation)
PVC HDRT&P	Pro Vice-Chancellor (HDR Training and Partnerships)
RP	Reserved Powers of Council and Council committees
Registrar	University Registrar
VC	Vice-Chancellor
VPFR	Vice-President Finance and Resources
VPPS	Vice-President People and Services
WH & S	Workplace Health and Safety

Terms and words as used in this document	
Head of Office	Heads of all units reporting directly to a DVC/VPPS/VPFR as defined by the University organisation chart, and the General Counsel
Executive Group	Vice-Chancellor, Deputy Vice-Chancellors, Executive Deans, Vice-President Finance and Resources, Vice-President People and Services
Faculty	An administrative grouping of research, academic and professional staff and students based on the area they teach, support and study, established under the Reserved Powers of Council. The University's Faculties are: the Faculty of Arts, Faculty of Science and Engineering, Faculty of Medicine, Health and Human Sciences, and the Macquarie School of Business

1. CORPORATE, LEGAL AND COMMERCIAL

Delegates must adhere to the Delegations of Authority [Policy](#) including the Principles which apply to the exercise of all delegations (refer pages 7 and 8 above).

General

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
1.1	Establish policies, procedures, schedules & guidelines and be responsible for subsequent compliance in the following areas:				
	Academic matters	Academic Senate		Policy Framework Policy	Record on policy file and publish on Policy Central
	Campus life	VPPS			
	Corporate engagement, advancement, marketing, communication & alumni	DVCE			
	Finance & Property	VPFR			
	Human Resources	VPPS			
	Information Technology	VPPS			
	International activities	DVCE			
	Legal and Privacy	General Counsel			
	Library	DVCA			
	Policies for records capture, release & destruction, including archiving & access	General Counsel	Records and Archives Manager		
	Quality Assurance	DVCA			
	Research & Higher Degree Research administration	DVCR			
	Risk and compliance	VPFR (Risk) General Counsel (Compliance)			
Schools, preschools, day care centres and clinics sitting within Faculties	Relevant Executive Dean after consultation with other appropriate members of Executive Group				
Workplace Health and Safety	VPPS				
Student administration and student wellbeing	DVCA (in conjunction with DVCR for HDR students)				
Policies which fall outside the above categories	VC				
1.2	Approve Policy on Intellectual Property	Council following endorsement by VC		Intellectual Property Policy	Report to Council

Corporate and Governance

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
1.3	Upon a resolution of Council to affix the University seal to a document, affix and attest the affixing of the seal to that document	One of the Chancellor/Deputy Chancellor/VC/ or any one of the DVCs together with the Registrar		MQU Act 27 Macquarie University By-law s31	Record in minutes of Council
1.4	Approve establishment, naming, reorganisation and closure of senior management portfolios, offices, departments, institutes and university centres; and reorganisation of faculties	VC VC after consultation with DVCR where centre or institute has a primary research focus			Report to Council
1.5	Approve establishment, naming, reorganisation and closure of centres and units within faculties	VC on recommendation from Executive Dean/ DVCA and after consultation with DVCR where centre or unit has a primary research focus		Faculty Research Centres Policy	Record on file
1.6	Approve establishment or participation in (whether by means of debt, equity contribution of assets or by other means):				
	Companies (excluding MQU controlled entities) and other entities	VC/DVC and VPFR		MQU Act 16 (1 B) Contract Management International Agreements Policy	Report to Council/Committee of Council
	Off-shore companies and other entities off-shore	VC/DVC and VPFR			
	Joint ventures including cooperative teaching arrangements	DVCA after consultation with VPFR and if appropriate PPCI			
Non-binding Memoranda of Understanding					

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
1.7	Develop, lead and implement MQU Strategic Plan	VC		MQU Act 16 (1 B) RP5	Report to Council
1.8	Approve Faculty Strategic Plans	VC following endorsement by Executive Dean			Report to Council for review on a periodic basis
1.9	Appoint University representatives to outside bodies	VC/DVC/ VPPS		MQU By-law s22	Record on file
	For companies in which Access Macquarie Limited holds an equity position, exercise rights and obligations as a shareholder, including but not limited to: appointment/removal of director(s); participation and voting in general meetings; approval of changes in equity positions, subject to the equity investment not leading to a new Controlled Entity, as defined in the Controlled Entities Policy (and consistent with the Delegations of Authority Policy Reserved Powers of Council and Council Committees RP17).	Council on the recommendation of F & F where equity holding is >50%		Delegations of Authority Policy Reserved Powers of Council and Council Committees	Record in the minutes of Council
		AMQ Board where equity holding is ≤50%		Controlled Entities Policy	Report to the VC for subsequent report to F & F
1.10	Appoint University representatives to attend member/shareholder meetings of Controlled Entities	VC		Section 250D of the Corporations Act 2001	Record on file
1.11	Receive and act on public interest disclosures	Chancellor/VC/VPFR /VPPS		Reporting Wrongdoing Public Interest Disclosures Policy	Record on file
1.12	Approve Sport Blues Awards	VPPS on recommendation of Campus Life Blues Committee			Record on student file and in Committee Minutes

Legal

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
1.13	Accept service of legal documents	General Counsel			Record on file
1.14	Approve commencement of legal proceedings and approve settlement of legal proceedings, following consultation with the office holder with delegated authority to approve the settlement documents:				
	Employee relations	Director, HR			Record on file
Other proceedings	VC on the recommendation of the General Counsel				

1.15	Appoint external lawyers	General Counsel VPPS for industrial legal matters			Record on file
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1.16	Approve MQU standard form of contracts, deeds, instruments and dealings	General Counsel		Contract Management Policy Procurement Policy and ProcureRight Instructions	Record on file
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Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
1.17	Execute contracts, instruments and dealings:				
	In MQU standard form contract without amendment	Staff according to financial delegations in the context of the Procurement Policy and ProcureRight Instructions and Contract Management Policy		Contract Management Policy Procurement Policy and ProcureRight Instructions	Record on file
	Non-standard contracts, instruments and dealings or amended MQU standard contracts, instruments and dealings	Staff according to financial delegations in the context of the Contract Management Policy and after consultation with Solicitors from the Office of General Counsel			

1.18	Execute deeds, leases (or any other real property instruments), agreements and contracts	Any one of VC/ any DVC/ VPFR*/Registrar/General Counsel/VPPS* or Director, HR acting under power of attorney (as informed, where appropriate, by the delegate nominated in any other relevant paragraph in this Delegations of Authority Register) [* Effective on registration with the Land Titles Office NSW]			Report to Council
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Commercial

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
1.19	Maintain a Register of Commercial Activities	VPFR			Report to Council
1.20	Approve and execute applications for Private and University Consulting for:				
	Academic Staff	Relevant member of Executive Group		Outside Work Policy	Record on file
	Professional Staff				
	Members of Executive Group	VC			
1.21	Direct staff member to cease Private and University Consulting for:				
	Academic Staff	Relevant member of Executive Group		Outside Work Policy	Record on file
	Professional Staff				
	Members of Executive Group	VC			
1.22	Establish University Clinics	VC		University Clinics Policy	Report to Council

Other delegations relevant to this section: RP2, RP5, RP12, RP13, RP16, RP18, RP19, RP20, RP21, RP22

Definition of terms used in this section:

Centres and units within faculties - an activity or group within a faculty that bears the name 'Centre' or activity or group that has its own letterhead or website or relates directly to the public (i.e. not only through the faculty)

Controlled entity - a person, group of persons or body of which the University or the Council has control within the meaning of Section 39(1A) or 45A (1A) of the Public Finance and Audit Act 1983 (NSW)

Private and University Consulting - Private consulting is undertaken by a member of staff as a private provider. University consulting is via contract between MQU and a client. Both types of consulting require prior permission of the University

Register of Commercial Activities - A listing of all University Commercial Activities as specified in [Section 21C of the MQU Act](#)

Reorganisation - addition and/or subtraction of elements that does not make a fundamental change to the larger organisational unit

Senior management portfolios - the offices and other units that are the management responsibility of a member of the Executive

University Clinic - a clinic providing services such as health (e.g. medical, audiology, speech pathology, psychology and physiotherapy) to the community, with accompanying opportunities for teaching and research

University representative to an outside body - Appointment based on a formal request from a significant community or government organisation in which the appointee represents the University; a University representative to an outside body does not act as the representative of the University when discharging their duties on the body (e.g. as a Director)

2. FINANCE AND PROPERTY

Introduction

This section specifies who has delegated authority to make key financial decisions. The delegations must be read in conjunction with the Guidelines on Commercial Activities (under review), as required by section 21B of the Macquarie University Act, 1989 noting that the Delegations of Authority Register is the source of authority for financial expenditure delegation limits.

Delegates must adhere to the Delegations of Authority [Policy](#) including the Principles which apply to the exercise of all delegations (refer pages 7 and 8 above).

In accordance with the Delegations of Authority [Policy](#), Delegates are not permitted to appoint an Authorised Agent for the exercise of any financial expenditure delegations listed in this section of the Delegations of Authority Register.

General

Ref	Function	Delegate	References	Reporting and Recording Requirements
2.1	Approve policies on finance and property	VPFR	Policy Framework Policy	Report to Council
2.2	Approve changes to Finance and Property Delegations of Authority	F & F		Record in minutes of F & F
2.3	Undertake quarterly review of:			
	University performance against budget	F & F		Record in minutes of F & F
	University investments			

Own Expenditure

Ref	Function	Delegate	References	Reporting and Recording Requirements
2.4	Delegates must not approve the incurring of, or the reimbursement of their own expenditures or advances even if it falls within their delegation limit. Such expenditure must be approved by a more senior line manager.	All Delegates	Contract Management Policy	Record on file

Standard Expenditure Delegations

Note: Financially commit the University and/or incur debts or liabilities for the University not exceeding the amounts indicated for any single transaction, that is, for the total of each individual order or commitment subject to approved budget limits.

Ref	Function	Delegate (Band Approval Level)	Band Approval Level Members	Delegate Limit	References	Reporting and Recording Requirements
2.5	<p>This includes the authority to execute contracts, instruments and dealings (other than deeds) and other documents on behalf of the University under conditions set by the Contract Management Policy (and the conditions to which delegation 1.17 refers).</p> <p>Delegated limits include: the sum of the face value of the contract; the value of any embedded guarantees and indemnities; and the value of all future options at the University's discretion.</p> <p>Any variation to a contract must be approved by the original Delegate unless the value of the original contract plus the variation exceeds the Delegate's Limit. In which case, the variation must be approved by the Delegate with the appropriate Limit.</p> <p>In accordance with the Delegations of Authority Policy, Delegates are not permitted to appoint an Authorised Agent for the exercise of any financial expenditure delegation.</p>	A++	Council	>\$50M		<p>Report to the next meeting of F & F where a standard expenditure delegation is exercised by Band Approval Level A (VC) for expenditure between \$5m and \$10m.</p> <p>Record in the minutes of Council, or F & F, or record on file</p>
		A+	F & F	≤\$50M		
		A	VC	≤\$10M		
		B	Members of the Executive Group	≤\$2M		
		C+	<ul style="list-style-type: none"> For whole of University Financial and Procurement expenditure: Deputy Group CFO For whole of University Procurement expenditure: Group Director, Strategic Procurement For whole of University Information Technology expenditure: CIO For whole of University Property and Facilities expenditure: Director, Property 	≤\$1M		
		C	Unit heads who report to members of the Executive Group (excluding Heads of Department and Heads of Schools), and the General Counsel	≤\$250,000		
		D+	In their area of responsibility: Procurement Category Managers	≤\$250,000		
		D	Those identified by a Band C member as requiring such delegation (i.e. Academic Level E / HEW 10)	≤\$100,000		

		E	Those identified by a Band C member as requiring such delegation (i.e. Academic Level D or C / HEW 9 or 8)	≤\$50,000		
		F	Those identified by a Band C member as requiring such delegation (i.e. Academic Level B or A / HEW 7 or 6)	≤\$5,000		

Notes:

- the Vice-President, Finance and Resources (Band B), and the Deputy Group CFO (Band C+), may act on behalf of any organisational unit of the University in the absence of the Delegate, having verified due diligence of the procurement process.

(e) In relation to financial and procurement delegations:

- the Group Director, Strategic Procurement may act on behalf of any organisational unit of the University in the absence of the Delegate for an expenditure of less than or equal to \$1m (Band C+), following a due diligence process; and
- Procurement Category Managers may act in the absence of the Delegate for a procurement process specific to their area of responsibility for an expenditure of less than or equal to \$250k (Band D+), following a due diligence process.

(f) In relation to procurement delegations:

(c) In relation to information technology delegations:

- the Chief Information Officer (CIO) may act on behalf of any organisational unit of the University in the absence of the Delegate for an expenditure of less than or equal to \$1m (Band C+), following a due diligence process.

(d) In relation to property and facilities expenditure delegations:

- the Director, Property may act on behalf of any organisational unit of the University in the absence of the Delegate for an expenditure of less than or equal to \$1m (Band C+), following a due diligence process.

Restricted Expenditure Delegations

Note: Financially commit the University and/or incur debts or liabilities for the University not exceeding the amounts indicated for any single transaction, that is, for the total of each individual order or commitment subject to approved budget limits.

Ref	Function	Delegate	Delegate Limit	References	Reporting and Recording Requirements
2.6	Approve payment of recurring services and utilities and those payments that are required by legislation. In particular: staff payroll, group tax, superannuation, other deductions. Each transaction requires joint approval from the delegate list	VPPS/ Director, HR/ Manager, Employee Relations, HR/ Manager Human Resources Client Relationships/ /Group Manager, Payroll Operations, HR/ Manager HR Systems and Application Support/Manager Business Improvement, HR	≤22M per fortnightly payroll run for the months of January to November ≤25M per fortnightly payroll run for the month of December		Record on file
2.7	Approve payment of coupon and interest in respect of the University's debt facilities	VC	Unlimited		Record on file
		VPFR / DCFO	≤\$14M		
2.8	Approve payment to controlled entities	F & F	Unlimited		
		VC	≤\$10M		
		VPFR / DCFO	≤\$5M		
		Director, Financial Control & Treasury / Director, Finance Shared Services / Director, Strategic Procurement	≤\$3M		Record on file

Ref	Function	Delegate	Delegate Limit	References	Reporting and Recording Requirements
2.9	Approve purchase requisitions for payments to non-lead research institutions, as detailed in signed research grant Multi-Institutional Agreements	VPFR	≤\$10M		Record on file
		DCFO	≤\$5M		
2.10	Approve and execute research agreements that are multi-institutional agreements associated with the Australian Research Council (ARC) or National Health and Medical Research Council (NHMRC)	VC	>\$10M		Record on file
		DVCR	≤\$10M		
		Director, Research Services plus CIO if an assessment of data management, integration, protection and governance is required	≤\$1M		
2.11	Approve and execute research agreements other than multi-institutional agreements, (including monetary and/or other MQU resources including staff time)	VC	>\$10M		Record on agreement file
		DVCR	≤\$10M		
		Director, Research Services	≤\$0.5M (≤\$200,000 in one year)		
2.12	Approve and execute research grant application and tender submissions that involve funding from University sources	VC	>\$10M		Record on file
		DVCR	≤\$10M		
		Director, Research Services	≤\$200,000		
2.13	Approve variations to central University funding for a research activity	Director, Research Services	≤\$20,000		Record on file
2.14	Approve grant applications and execute associated agreements in relation to the University's Enterprise Partnership Scheme and Intellectual Property Development Fund	Director, Commercialisation and Innovation/PVCRI	≤\$100,000		Record on agreement file
2.15	Approve on-payment of funds received under the Higher Education Support Act 2003 from the Commonwealth and the State Governments to the State Authorities Superannuation Trustee Corporation Scheme Administrators.	VPFR / VPPS	≤\$30M		Record on file

Major Property Capital Works

Note: Financially commit the University and/or incur debts or liabilities for the University not exceeding the amounts indicated for any single transaction, that is, for the total of each individual order or commitment subject to approved budget limits.

Ref	Function	Delegate	Delegate Limit	References	Reporting and Recording Requirements
2.16	Change previously approved projects greater than \$50M by 10% subject to a cap of \$5M	F & F			Record in minutes of Committee

Property

Ref	Function	Delegate	Delegate Limit	References	Reporting and Recording Requirements
2.17	Approve disposal of property off campus within the limitations of the MQU Act	F & F			Record in minutes of Committee
2.18	Review periodic report from Director, Property on operational matters, including but not limited to:				
	Sustainability initiatives, including waste management Energy and water consumption	F & F			Record in minutes of F & F
2.19	Approve execution of a lease; or licence of 6 months or more, over University-owned premises where rent receipts over the total lease period: (In this section, 'rent receipts' means the first year's rental income amount multiplied by the number of years of the term, excluding option periods.) Note: The University may not grant a lease of University lands acquired from the NSW government for a term greater than 21 years without the consent of the Minister				
	\$10M and above	F & F			Record in minutes of F & F
	Do not exceed \$10M	VC			
	Do not exceed \$5M	VPFR			
Do not exceed \$1M	DCFO/Director Property				

Ref	Function	Delegate	Delegate Limit	References	Reporting and Recording Requirements
2.20	Approve execution of a lease; or licence of 6 months or more, over non-University premises where rent payments over the total lease or licence term: (In this section 'rent payments' means the first year's rental amount multiplied by the number of years of the term, excluding option periods.)				
	\$10M and above	F & F			Record on file
	Do not exceed \$10M	VC			
	Do not exceed \$5M	VPFR			
Do not exceed \$1M	DCFO / Director Property				

Ref	Function	Delegate	Delegate Limit	References	Reporting and Recording Requirements
2.21	Approve acquisition and transfer of property. Note: Delegate limit for acquisition refers to purchase price and for disposal the net book value	Council	>\$50M		Record in minutes of Council
		F & F	≤\$50M		Report to Council
		VC	≤\$3M		Report to F & F
		VPFR	≤\$2M		
		Director-Property	≤\$150,000		

2.22	Periodically report to F & F on operational matters, including but not limited to:				
	Sustainability initiatives including waste management	Director-Property			Record in minutes of F & F
	Energy and water consumption				

Non-Property Capital Asset Write-Off and Disposal

Ref	Function	Delegate	Delegate Limit	References	Reporting and Recording Requirements
2.23	Approve Capital Asset Management Policy	VPFR		Capital Asset Management Policy	Report to Council
2.24	Approve the disposal of a non-property capital asset within area of responsibility with a Net Book Value		In accordance with financial expenditure delegations specified in delegation Error! Reference source not found.	Capital Asset Management Policy	Report to VPFR
2.25	Write-off assets and debts	VPFR	Unlimited but must inform F & F of Council		Report to F & F
2.26	Write-off salary over-payments	VPFR	Unlimited but must inform F & F of Council		Report to F & F

Student Loans

Ref	Function	Delegate	Delegate Limit	References	Reporting and Recording Requirements
2.27	Approve student loans	Director, Finance Shared Services or Revenue Manager, Office of Financial Services	≤\$2,000 per loan subject to annual budget limit >\$2,000 per loan on approval of Student Loan Committee	Student Loans and Grants Policy	Record on file
2.28	Approve payment plans for tuition fees	VPFR		Fee Rules	Record on file

Investment Funds

Ref	Function	Delegate	Delegate Limit	References	Reporting and Recording Requirements
2.29	Approve policy on investment of funds	F & F		Investment and Treasury Risk Management Policy	Report to Council
2.30	Engage and terminate the use of external fund managers	F & F			Record in minutes of Committee
2.31	Approve investment of funds categorised to an Internal Fund other than Operating Funds, in accordance with the Investment and Treasury Risk Management Policy. Each transaction requires two approvers from the delegate list, one of whom must have a delegation limit greater than the transaction value	VC	Unlimited	Investment and Treasury Risk Management Policy	Report to F & F
		VPFR	≤\$10M		
		Director, Financial Control & Treasury	≤\$7.5M		
		DCFO	≤\$7.5M		
		Director, Finance Shared Services	≤\$7.5M		
		Director, Strategic Procurement	≤\$7.5M		
	Approve investment of funds by Access Macquarie Limited categorised to an Internal Fund (sub-category Long-term investments in Higher Education sector and MQU spin- offs), as defined and governed by the Investment and Treasury Risk Management Policy, and subject to the equity investment not leading to a new Controlled Entity, as defined in the Controlled Entities Policy (and consistent with the Delegations of Authority Policy Reserved Powers of Council and Council Committees RP17).	Council	>\$50m	Delegations of Authority Policy Reserved Powers of Council and Council Committees Investment and Treasury Risk Management Policy Controlled Entities Policy	Record in the minutes of Council
		F&F	≤ \$50m	Delegations of Authority Policy Reserved Powers of Council and Council Committees Investment and Treasury Risk Management Policy Controlled Entities Policy	Record in the minutes of F & F and report to Council
		VC	≤\$10M	Investment and Treasury Risk Management Policy Controlled Entities Policy	Report to the next meeting of F & F
		AMQ Board	≤\$1.0M	Investment and Treasury Risk Management Policy Controlled Entities Policy	Report to the VC for subsequent report to F & F

2.32	Approve the transfer of Operating Funds (as defined in the Investment and Treasury Risk Management Policy) between the University's accounts with institutions listed in Appendix 2 of the Investment and Treasury Risk Management Policy to assist with the working capital management of the University. Each transaction requires two approvers from the delegate list, one of whom must have a delegation limit greater than the transaction value	VC	Unlimited	Investment and Treasury Risk Management Policy	Record on file
		VPFR	≤\$40M		
		Director, Financial Control & Treasury	≤\$20M		
		DCFO	≤\$20M		
		Director, Finance Shared Services	≤\$20M		
		Director, Strategic Procurement	≤\$20M		

Insurance

Ref	Function	Delegate	Delegate Limit	References	Reporting and Recording Requirements
2.33	Approve policy on insurable risk	VPFR		Insurable Risk Policy	Report to Council

Fees and Charges

Ref	Function	Delegate	Delegate Limit	References	Reporting and Recording Requirements
2.34	Approve annual schedule of tuition fees and charges	VC on recommendation of Revenue and Student Numbers Planning Group (RSNPG)		Tuition Fee Setting Policy	Report on MQU website and in minutes of committee
2.35	Waive or approve a refund of tuition fees for a domestic student	DVCA / Registrar			Record on student file
2.36	Approve fees refund for:				
	Full-fee-paying international student in coursework and non-award programs	VPFR / PPCI		International Fee Refund Policy	Record on student file
	Full-fee-paying international HDR candidates	PVC HDRT&P			
2.37	Determine appeal against refund of fees for:				
	Full-fee-paying international student in coursework and non-award programs	DVCA		International Fee Refund Policy	Record on student file
	Full-fee-paying international HDR candidates	DVCR			

2.38	Determine rates for fines and penalties	Executive Group on recommendation of Director-Property, University Librarian/ CIO/DVCA as relevant			Report on MQU website and record on file
2.39	Determine rates for parking	Executive Group on recommendation of Director-Property			Report on MQU website and record on file
2.40	Determine rates for goods and services:				
	Managed by or provided by a member of Executive Group	Executive Group member whose area of accountability is providing service			Report on MQU website and record on file
	Managed by or provided by the University Librarian	University Librarian			

Banking and Debt

Ref	Function	Delegate	Delegate Limit	References	Reporting and Recording Requirements
2.41	Open and close bank accounts (including styles, cheque signatories, signature for internal authorisations for electronic transfers, payment and receipting processes) and credit card facilities	VPFR/DCFO			Record on file
2.42	Approve transactions on behalf of the University under the Central Treasury Agreement with controlled entities Note: as per delegation 2.31	VC	Unlimited		Record on file
		VPFR	≤\$10M		
		Director, Financial Control & Treasury	≤\$7.5M		
		DCFO	≤\$7.5M		
	Director, Finance Shared Services/Director, Strategic Procurement	≤\$7.5M			
2.43	Approve bank and similar guarantees, including letters of credit, on behalf of the University and controlled entities	F & F	>\$10M		Record on file
		VC and VPFR	≤\$10M		
		VPFR	≤\$7.5M		
2.44	Approve all new borrowing agreements and capital-raising activities (excluding leasing)	Council on the advice of F & F	Unlimited, but incremental debt must not cause a breach of gearing ratios or interest cover as stipulated in the Investment Policy		Record on file

Ref	Function	Delegate	Delegate Limit	References	Reporting and Recording Requirements
2.45	Approve changes (e.g. duration, fees and interest rates) to the terms and conditions of an existing borrowing agreement authorised by Council. This does not extend to changes in the overall borrowing limit approved by Council. For the avoidance of doubt this does not include hedging arrangements, which require separate approval from F & F	VC and VPFR	Unlimited		Report to F & F and Council

2.46	Approve transactions (e.g. drawdowns and repayments) permitted under an existing borrowing agreement authorised by Council	VC and VPFR	Unlimited		Report to F & F and Council
		VPFR	≤\$50M		

Facilities

Ref	Function	Delegate	References	Reporting and Recording Requirements
2.47	Determine rates for facilities hire	VPFR	Facilities Hire Policy Facilities Usage Policy Core Business Hours Policy	Report on MQU website and record on file

University Travel

Ref	Function	Delegate	References	Reporting and Recording Requirements
2.48	Approve University Travel on terms set out in Travel Policy:			
	Member of Council	VC	Travel Policy	Record on file
	VC	Chancellor/Deputy Chancellor		
	DVC	VC or acting VC If not available then a DVC or the VPFR as per Travel Policy		
	Executive Dean/Dean/Head of Office	DVC/VPFR		
Academic and Professional Staff	Executive Dean/Dean/Head of Office			

Other delegations relevant to this section: 1.1, RP6, RP7, RP8, RP27, RP28, RP29, RP30, RP31, RP32, RP33, RP34

Definition of terms used in this section:

Contract - University purchase order or any other document having the effect (when signed or approved) of committing the University to the expenditure of its funds

Controlled entity - a person, group of persons or body of which the University or the Council has control within the meaning of Section 39(1A) or 45A (1A) of the Public Finance and Audit Act 1983 (NSW)

Goods and services -materials and services for which the University charges a fee, such as teaching materials, copy and print services, sporting equipment and access to sporting facilities, access to major infrastructure, laboratories and equipment

GST –Delegation limits referred to are GST exclusive

Purchase order - a type of contract that has the effect (when signed or approved) of committing the University to the expenditure of its funds

3. INFORMATION TECHNOLOGY

Delegates must adhere to the Delegations of Authority [Policy](#) including the Principles which apply to the exercise of all delegations (refer pages 7 and 8 above).

Policy

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
3.1	Approve policies in relation to Information Technology	VPPS		Policy Framework Policy	Report to Council

Infrastructure

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
3.2	Provide and maintain core IT infrastructure and resources. Approve or deny device attachments and network connections	CIO		Acceptable Use of IT Resources Policy Network Policy (under review)	
3.3	Approve or deny changes to any IT production systems on the recommendation of the business system owner	IT Change Advisory Board		IT Infrastructure & Systems Change Management Policy (under review)	Record in change management system
3.4	Approve any system or data interface or integration to any IT production system	Director of Infrastructure and Applications, IT		IT Infrastructure & Systems Change Management Policy (under review)	Record in change management system
3.5	Develop and implement any measures to mitigate strategic IT risks	CIO			Report to Audit and Risk Committee by CIO
3.6	Approve digital certificates and domain name registrations	Director of Infrastructure and Applications, IT			Record in change management system

Information Security

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
3.7	Take necessary action to ensure the integrity, continuity and security of University IT systems and services, institutional data and information assets	CIO		Policy for Protection against Viruses and Spam (under review) Acceptable Use of IT Resources Policy Information Security Policy	Report to VPPS
3.8	Approve commissioning, operation or decommissioning of any outsourced and cloud-sourced storage, computing and service and execute relevant agreements	CIO according to financial expenditure delegations in the context of the Procurement Policy and ProcureRight Instructions and Contract Management Policy		Information Security Policy	Report to VPPS
3.9	Authorise action in relation to information security requests in the context of the Information Security Procedures (Code Yellow)	CIO, Director HR, General Counsel and/or DVCA in conjunction or alone, depending on the nature of the incident		Information Security Policy CCTV and Workplace Surveillance Policy (under development) Acceptable Use of IT Resources Policy Staff Code of Conduct Student Code of Conduct	Report to VPPS Report by VPPS to VC at discretion of VPPS
3.10	Restrict email, network or software application threats and malware	Director of Infrastructure and Applications, IT		Information Security Policy Acceptable Use of IT Resources Policy	Record on file
3.11	Restrict, prioritise, shape or otherwise alter internet and intranet data and voice flows	CIO		Acceptable Use of IT Resources Policy Information Security Policy	Record on file
3.12	Review, link, interface, audit or publish the University's institutional data	CIO		Information Security Policy	

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
3.13	Initiate, conduct, approve and review decisions related to privacy legislation such as Privacy Impact Assessments pertaining to students	General Counsel after consultation with relevant members of Executive Group and other areas such as IT, Risk and Assurance	Compliance and Privacy Manager	University Privacy Policy	

Other delegations relevant to this section: 1.1, 2.5, 6.2, 6.4, 9.18, 9.20

Definition of terms used in this section:

Code Yellow - an Information Security Procedure and mechanism to manage information security action to protect computing and information systems in relation to account lockout or extension, surveillance, privacy breach and/or law/regulatory enforcement

Digital campus - the virtual extension of Macquarie University and its entities into electronic space, including but not limited to internet and intranet networks, web systems, social networks, eResearch, teaching and learning technologies, organisational interconnections and all other digital resources and assets

Digital certificate - an electronic document that uses an electronic signature to bind a public cryptography key with an identity – information such as the name of a person or an organization, their address, and the like. The certificate can be used to verify that a public key belongs to an individual

Digital production system - Digital campus assets that form part of the line of business daily operations of Macquarie University. This scope embraces but is not limited to all software application or voice or data network elements that are used:

- by a majority of any of the three campus populations (students, academia, staff)
- by the general public to interact with the university
- for any financial transactions
- to ensure the integrity or reputation of the university
- to interconnect with supply chain partners, for example: University Admissions Centre, OUA, and AARNET
- to hold any University information of record or secure intellectual property
- in critical operations (like safety, life support, power, water, cooling and communication)

4. HUMAN RESOURCES

Introduction

This section confirms who has delegated authority to make key human resources (HR) decisions. The original sources of authority for HR decisions are:

- Council and
- Macquarie University Enterprise Agreements (EAs).

Delegates must adhere to the Delegations of Authority [Policy](#) including the Principles which apply to the exercise of all delegations (refer pages 7 and 8 above).

The following principles governing the exercise of delegation apply specifically to this section:

- in the case of inconsistency with the authorities defined in this Delegations of Authority Register and the EAs, provisions specified in the EAs prevail;
- the Delegations of Authority Register clarifies the authority for a majority of key decisions but is not an exclusive statement of all HR authority. Some delegations of authority may be stated in other resolutions of the Council and in other policies and procedures;
- the Delegations of Authority Register contains only the relevant authority(ies) for various HR decisions. It does not articulate the procedural requirements that need to be addressed prior to the authority considering the decisions. The procedural requirements are specified in the relevant policies and procedures;
- in instances where the delegate is Member of Executive Group/Head of Office/Faculty General Manager, the delegation is limited to the relevant portfolio;
- if the delegate considers a decision to be particularly sensitive or complex, the delegate is encouraged to refer the decision to the Director, HR; and
- where it is unclear as to who has the authority to make a HR decision, in the first instance the authority will reside with the Director, HR.

Policy

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.1	Approve new and amended HR policies	VPPS		Policy Framework Policy	Report to Council
	Approve new and amended HR policies relating specifically to the academic workforce	VPPS after consultation with DVCA and DVCR and Academic Senate			

Position Classification

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.2	Approve classification of professional staff position descriptions	Manager Employee Relations		Position Classification for Professional Staff Policy Professional EA Clauses 43.1-43.9	Record on file
4.3	Determine classification appeal for Professional staff	Director, HR		Position Classification for Professional Staff Policy Professional EA Clauses 43.10-43.15	Record on file

Recruitment, Selection and Appointment

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.4	Grant approval to recruit for continuing and fixed term positions	Member of Executive Group/Head of Office/Faculty General Manager			
4.5	Approve appointment to continuing and fixed-term positions: (Where appointments are made across faculties/offices, approvals are required from delegates from all respective work areas. If academic staff are appointed to offices only the relevant member of the Executive Group has delegated authority to approve appointment).				
	VC	Council		Recruitment, Selection and Appointment Procedure Academic EA Clause 7.1 , 9 , 10 and 11 Professional EA Clause 7.1 , 9 , 10 and 11	
	Members of Executive Group	VC			
	Pro Vice-Chancellor	Relevant member of Executive Group			
	Head of Department	Executive Dean			
	Academic level A-E	Executive Dean			
	Professional positions above HEW 10	Relevant member of Executive Group			
	Professional positions HEW 1-10	Relevant member Executive Group/Head of Office/Faculty General Manager			
	MUIC Teaching positions	Head of Office			
4.6	Make an offer of employment to:				
	Vice-Chancellor	VPPS		Recruitment, Selection and Appointment Procedure Academic EA Clause 7.1 , 9 , 10 and 11 Professional EA Clause 7.1 , 9 , 10 and 11	
	Members of the Executive Group	Director, HR			
	Pro Vice-Chancellor	Director, HR			
	Head of Department	Head, HR Client Services			
	Academic levels D and E	HR Manager			
	Academic levels A-C	HR Consultant/HR Officer			
	Professional positions above HEW 10	Senior Employee Relations Consultant			
	Professional positions HEW 10	HR Manager			
	Professional positions HEW 1-9	HR Consultant/HR Officer			
	MUIC Teaching positions	HR Consultant/HR Officer			

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.7	Negotiate and approve variations to terms and conditions of offer (excluding salary loadings) for:				
	VC	Chancellor		Recruitment, Selection and Appointment Procedure	
	Members of the Executive Group	VC			
	PVC	Relevant member of the Executive Group			
	Academic Levels A-E	Executive Dean			
	Professional positions above HEW 10	Relevant member of the Executive Group			
	Professional positions HEW 1-10	Relevant member of Executive Group/Head of Office/Faculty General Manager			
MUIC Teaching positions	Head of Office				
4.8	Issue variation letter to:				
	VC	VPPS			
	Members of the Executive Group	Director, HR			
	PVC	Director, HR			
	Head of Department	Head HR Client Services			
	Academic Levels D-E	HR Manager			
	Academic Levels A-C	HR Consultant/HR Officer			
	Professional positions above HEW 10	Senior Employee Relations Consultant			
	Professional positions HEW 10	HR Manager			
Professional positions HEW 1-9	HR Consultant/HR Officer				
MUIC Teaching positions	HR Consultant/HR Officer				
4.9	Negotiate and approve specific terms and conditions of appointment above or outside Enterprise Agreement entitlements	Director, HR			
4.10	Review and determine appeal against non-appointment from an internal candidate	Director, HR		Academic EA Clauses 7.2-7.6 Professional EA Clauses 7.2-7.6	Record on file

Probation

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.11	Confirm employment during period of probation for:				
	Academic Staff	Relevant member of Executive Group/Head of Office/Faculty General Manager on recommendation from the staff member's immediate supervisor		Academic EA Clause 13.9(a) and 13.11 Professional EA Clause 13.9(a) and 13.11 Probation Procedure	Record on file
	Professional Staff				
MUIC Teaching Staff					
4.12	Terminate employment during or at the end of period of probation for:				
	Academic Staff	Director, HR based on determination of Executive Dean for academic staff and Manager for professional staff		Academic EA Clauses 13.9(b)-13.11 Professional EA Clauses 13.9(b)-13.11 Probation Procedure	Record on file
	Professional Staff				
MUIC Teaching Staff					
4.13	Determine the outcome of a probation appeal for an academic staff member	Director, HR		Academic EA Clauses 13.13-13.16 Probation Procedure	Record on file
4.14	Approve extension of probation period in exceptional circumstances where a staff member took a period of approved leave longer than 4 weeks	Director, HR		Academic EA Clause 13.3 Professional EA Clause 13.3 Probation Procedure	Record on file

Outside Work

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.15	Approve applications for outside work for which a staff member derives a monetary benefit (except where this is part of any University consultancy) by:				
	Members of the Executive Group	VC		Academic EA Clause 20 Professional EA Clause 20 Outside Work Policy / Procedure	Record on file
	Professional staff above HEW 10	Relevant member of Executive Group			
	Academic Staff	Executive Dean			
	Professional staff HEW 1-10	Relevant member of Executive Group / Executive Dean/Head of Office			
MUIC Teaching Staff					
4.16	Direct a staff member to cease all involvement in outside work with a monetary value	Relevant member of Executive Group/Head of Office		Academic EA Clause 20 Professional EA Clause 20 Outside Work Policy / Procedure	Record on file

Leave

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.17	Approve leave for a staff member (except Leave Without Pay and Special Leave)	Supervisor		Academic EA Clauses 26-35 Professional EA Clauses 26-35 Annual Leave Policy Education Leave Policy Long Service Leave Policy Other Leave Policy Parental/Partner's Leave Policy Personal Leave Policy	Record on file
4.18	Approve Leave Without Pay for 12 months or less	Relevant member of Executive Group/Head of Office/Faculty General Manager		Academic EA Clause 37 Professional EA Clause 37 Leave Without Pay Procedure	Record on file

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.19	Approve Leave Without Pay in excess of 12 months for:				
	Academic Staff	Director, HR after consultation with DVCA		Academic EA Clause 37 Professional EA Clause 37 Leave Without Pay Procedure	Record on file
	Professional Staff	Director, HR			
	MUIC Teaching Staff				
4.20	Approve Special Leave	Director, HR		Academic EA Clause 36 Professional EA Clause 36 Special Leave Procedure	Record on file
4.21	Direct a staff member to clear accumulated annual leave and long service leave	Director, HR or Deputy Director, HR after consultation with relevant member of Executive Group / Head of Office / General Manager		Academic EA Clauses 27.5-27.7 and 29.5 Professional EA Clauses 27.5-27.7 and 29.5 Annual Leave Policy / Procedure Long Service Leave Policy / Procedure	Record on file

Academic Promotion

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.22	Approve promotion for an academic staff member to:				
	Levels B and C	Executive Dean		Academic EA Clause 42 Academic Promotion Policy/Procedure	Record on file and in report
	Level D	DVCA			
	Level E	VC			
4.23	Issue letter effecting promotion	Director, HR		Academic Promotion Policy/Procedure	Record on file
4.24	Determine appeal against an academic promotion decision	VC on recommendation from Academic Promotion Appeals Committee		Academic Promotion Policy/Procedure	Record on file and in report
4.25	Approve applications for:				
	Special leave to waive a specific general rule or requirement for academic promotion	Director HR, DVCA, and DVCR, on recommendation from Executive Dean		Academic Promotion Policy/Procedure	
	Out-of-round promotion				

Performance Management

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.26	Withhold incremental progression in accordance with Enterprise Agreement	Director, HR on recommendation of supervisor		Academic EA Clause 39.1 Professional EA Clause 39.1 Incremental Progression Policy/Procedure	Record on file
4.27	Approve accelerated progression for:	Relevant member of Executive Group/Head of Office		Academic EA Clauses 39.2-39.3 Professional EA Clauses 39.3-39.4 Incremental Progression Policy/Procedure	Record on file
	Academic Staff				
	Professional Staff				
	MUIC Teaching Staff				
4.28	Take disciplinary action for unsatisfactory performance in accordance with the Enterprise Agreements	Director, HR		Academic EA Clause 46 Professional EA Clause 46	Record on file

Salary and Payments

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.29	Approve setting a new salary loading or increasing an existing salary loading	Director, HR on recommendation from member of Executive Group/Head of Office/Faculty General Manager		Salary Loadings Policy/Procedure	Record on file
4.30	Approve continuation of existing salary loadings	Relevant member of Executive Group/Head of Office/Faculty General Manager		Salary Loadings Policy/Procedure	Record on file
	Discontinue salary loadings				
4.31	Approve Higher Duties Allowance for a period up to 12 months	Head of Department/Head of Office/Faculty General Manager		Academic EA Schedule 4.1-4.7 Professional EA Clause 42	Record on file
	Approve Higher Duties Allowance for a period exceeding 12 months	Director, HR			
4.32	Approve responsibility allowance where Higher Duties Allowance does not apply	Director, HR		Salary Loadings Policy/Procedure	Record on file
4.33	Approve payment of bonuses for:				
	VC	Chancellor			Record on file
	Member of Executive Group	VC			
Other academic or professional staff	Director, HR on recommendation of relevant member of Executive Group/Head of Office				

Academic Workload Management

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.34	Approve faculty workload model	Executive Dean		Academic EA Clause 18	
4.35	Approve individual workload allocation	Head of Department		Academic EA Clause 18	

Flexible Work

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.36	Approve requests for variation of fraction for academic, professional, and MUIC teaching staff	Head of Department/Head of Office/Faculty General Manager		Academic EA Clause 19 Professional EA Clause 19 Flexible Work Policy/Procedure	
4.37	Approve requests for variable working hours scheme for professional staff	Supervisor		Academic EA Clause 19 Professional EA Clause 19 Flexible Work Policy/Procedure	
4.38	Approve requests for home-based working arrangements	Supervisor		Academic EA Clauses 19.5-19.6 Professional EA Clauses 19.5-19.6 Flexible Work Policy/Procedure	

Change Management

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.39	Approve change proposals	VPPS after consultation with Executive Group		Academic EA Clause 44 Professional EA Clause 44	
4.40	Approve an exchange of positions ('job swap') between a staff member being retrenched and another continuing staff member who has indicated they may accept a voluntary redundancy	Director, HR or Manager Employee Relations		Academic EA Clause 45.18 Professional EA Clause 45.18	

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.41	Approve re-employment of a staff member who has received a voluntary redundancy or retrenchment package within one year of the last day of duty	Director, HR or Manager Employee Relations		Academic EA Clause 45.19 Professional EA Clause 45.19	

Staff Complaint Resolution

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.42	Determine final steps in complaint resolution process and conclude process in accordance with the Complaint Management Procedure for Staff	Director, HR		Complaint Management Procedure for Staff	Record on file

Misconduct and Discipline

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.43	Suspend a staff member with or without pay for alleged misconduct in accordance with procedures specified in the Enterprise Agreements	VC		Academic EA Clauses 47.12, 48.20-48.22. Professional EA Clause 47.12	Record on file
4.44	Take disciplinary action against a staff member for misconduct, including termination, following a specified procedure	DVC		Academic EA Clauses 47 and 48 Professional EA Clause 47	Record on file
4.45	Terminate a staff member not covered by an Enterprise Agreement	Director, HR on recommendation from a relevant member of Executive Group			Record on file
4.46	Determine the outcome of misconduct investigation following a Misconduct Investigation Report	DVC or equivalent		Academic EA Clauses 47 and 48 Professional EA Clause 47	Record on file

Separation

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.47	Approve terms of employment termination settlement, including pre-retirement contracts for:				
	VC	Chancellor			Record on file
	Member of Executive Group	VC			
All other academic and professional staff positions	Director, HR				
	Approve or decline voluntary redundancy application	Director, HR or Manager Employee Relations		Academic EA Clauses 45.15-45.18 Professional EA Clauses 45.15-45.18	
4.48	Declare positions redundant and terminate the employment of staff covered by the Enterprise Agreement on the grounds of redundancy	Director, HR		Academic EA Clause 45 Professional EA Clause 45	Record on file
4.49	Declare positions redundant and terminate the employment of staff not covered by the Enterprise Agreement on the grounds of redundancy	Director, HR after consultation with the VC		Academic EA Clause 45 Professional EA Clause 45	Record on file
4.50	Approve redundancy or retrenchment decision following an escalation to the redundancy review process	Relevant DVC		Academic EA Clause 45 Professional EA Clause 45	Record on file
4.51	Termination on the grounds of incapacity	Director, HR		Academic EA Clause 55 Professional EA Clause 55	Record on file
4.52	Termination on the grounds of unsatisfactory performance	Director, HR		Academic EA Clause 46 Professional EA Clause 46	Record on file

Honorary Academic Titles

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.53	Approve conferral of honorary academic titles (includes Honorary, Visiting, Adjunct and Conjoint categories):				
	All Honorary, Visiting, Clinical, Conjoint titles and Adjunct Fellow title	Relevant Executive Dean or relevant DVC for non-Faculty areas		Honorary Academic Titles Policy	Record on file
	Adjunct Professor title	VC			
4.54	Renew honorary academic titles:				
	All Honorary, Visiting, Clinical, Conjoint titles and Adjunct Fellow title	Relevant Executive Dean or relevant DVC for non-Faculty areas		Honorary Academic Titles Policy	Record on file
	Adjunct Professor title	VC			
4.55	Approve progression to a higher level (except for Conjoint title holders)	Executive Dean or relevant DVC for non-Faculty areas		Honorary Academic Titles Policy	
4.56	Approve progression via the University academic promotion process for Conjoint title holders to the following levels:				
	Levels B and C	Executive Dean		Honorary Academic Titles Policy	
	Level D	DVCA		Academic Promotion Policy	
	Level E	VC			
4.57	Withdraw honorary academic titles:				
	All Honorary, Visiting, Clinical and Conjoint categories	Executive Dean or relevant DVC for non-Faculty areas after consultation with Director, HR		Honorary Academic Titles Policy	
	Adjunct Professor title	VC after consultation with Executive Dean or relevant DVC for non-Faculty areas and Director, HR			

Distinguished Professor Title

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
4.58	Approve appointment as Distinguished Professor	VC		Award of Distinguished Professor Policy (under review)	Record in minutes of Committee and report to Council

Other delegations relevant to this section: 1.1, RP11, RP22, RP23, RP25, RP26

5. ACADEMIC MATTERS

Delegates must adhere to the Delegations of Authority [Policy](#) including the Principles which apply to the exercise of all delegations (refer pages 7 and 8 above).

General

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
5.1	Approve policies on academic matters	Academic Senate and its Committees	Faculty Boards are authorised to - establish and approve course-specific Inherent Requirements for courses delivered by a Faculty - approve Work-Integrated Learning arrangements for units	Academic Senate Rules	Report to Council via Academic Senate report to Council
5.2	Approve the annual Academic Year Plan	DVCA following consultation with Academic Senate			Publish on MQU website and disseminate within MQU

Academic Award Course Offerings

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
5.3 (cont. over page)	Approve establishment or disestablishment of a degree, diploma, certificate or other award course, including approve program and award rules and academic requirements to be offered by MQU or by a third party provider	Academic Senate following Business Case approval by Executive Dean after consultation with DVCA	Faculty Boards are authorised to waive course requirements for individual students in award courses, with the following exceptions: 1. waiving the volume of learning requirements; and 2. waiving the minimum amount of study required at Macquarie under the RPL Policy.	Academic Senate Rules	Report to Council via Academic Senate report to Council

(cont. from prev. page)			<p>completed at each unit level in a major or specialisation;</p> <p>8. recommend to Academic Senate the removal of majors, specialisations, and designated minors from a course;</p> <p>9. approve the inclusion or exclusion of a specific unit as an elective unit within an option set of a course;</p> <p>10. approve amendments within the groupings of units in an approved major or specialisation, in accordance with the Curriculum Architecture Policy, including:</p> <p>(a) the total number of essential units required;</p> <p>(b) the inclusion or exclusion of a specific unit as an essential unit;</p> <p>(c) the total number of elective credit points required to be completed.</p>		
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Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
(cont. from prev. page)			<p>6. recommend to Academic Senate amendments to the learning outcomes of a major or specialisation in a course;</p> <p>7. recommend to Academic Senate amendments to the number of credit points required to be completed at each unit level in a major or specialisation;</p> <p>8. recommend to Academic Senate the removal of majors, specialisations, and designated minors from a course;</p> <p>9. approve the inclusion or exclusion of a specific unit as an elective unit within an option set of a course;</p> <p>10. approve amendments within the groupings of units in an approved major or specialisation, in accordance with the Curriculum Architecture Policy, including:</p> <p>(a) the total number of essential units required;</p> <p>(b) the inclusion or exclusion of a specific unit as an essential unit;</p> <p>(c) the total number of elective credit points required to be completed.</p>		

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
5.5	Approve prerequisites for degrees, diplomas, certificates and other award courses	Academic Senate	Faculty Boards are authorised to approve changes to requisite requirements for units, including pre- and co-requisites and Not to Count for Credit With units	Academic Senate Rules	Record in Academic Senate minutes
5.6	Determine a Faculty's unit offerings, including the approval of new units and the amendment, renewal or disestablishment of existing units	Faculty Boards		Faculty Board Terms of Reference	Record in Faculty Board minutes
5.7	Approve annual enrolment load planning for:	VC on recommendation of Revenue and Student Numbers Planning Group (RSNPG)			Record in minutes of Revenue and Student Numbers Planning Group meeting
	Domestic students				
	International students				
	HDR students				

Non-Award Offerings

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
5.8	Approve offering of short courses, workshops, study tours and other non-award courses	Executive Dean/Managing Director Access Macquarie			Record on file

Student Enrolment and Progression

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
5.9	Determine minimum rate of progress in a program of study	Academic Senate	Faculty Boards are authorised to establish and approve course-specific Inherent Requirements for courses delivered by a Faculty	Academic Progression Policy	Record in Academic Senate minutes
5.10	Deem one unit as equivalent to another unit completed by a student	Executive Dean/Director MUIC		General Coursework Rules 10(9)	Record on student file

Assessment

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
5.11	Approve final grade for a unit of study	Faculty Boards		Faculty Rules	Record on minutes of Faculty Board Record on student file
5.12	Approve a change of academic grade after ratification	DVCA	Registrar	Withdrawal and Discontinuance Policy	Record on student file

Prizes and Scholarships

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
5.13	Determine the requirements for the award of the University Medal	Academic Senate			Record in Academic Senate minutes
5.14	Approve the award of a University Medal within the requirements	DVCA			Record in Academic Senate minutes Record on student file
5.15	Determine conditions for prizes and scholarships except philanthropic scholarships:				
	University-wide	Academic Senate			Record in Academic Senate minutes
	Specific to a Faculty	Relevant Faculty Board			Record in Faculty Board minutes
	Specific to an Office	Relevant Head of Office			Record on file
5.16	Approve award of Vice-Chancellor's Commendation for an Outstanding Thesis	Research and Research Training Committee			Report to Academic Senate

Higher Degree Research

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
5.17	Appoint a Principal Supervisor and at least one other Supervisor to an HDR student	Executive Dean		HDR Supervision Policy	Record on student file
5.18	Approve appointment as Adjunct Supervisor	Executive Dean		HDR Supervision Policy	Record on student file

Other delegations relevant to this section: RP4, RP23, RP24, RP40, 1.1, 6.1, 6.10, 7.1, 7.9, 7.15, 7.16, 7.17

Definition of terms used in this section:

Academic Year Plan – Defined as the academic sessions, including teaching and University vacations

6. STUDENT ADMINISTRATION AND STUDENT SERVICES

Delegates must adhere to the Delegations of Authority [Policy](#) including the Principles which apply to the exercise of all delegations (refer pages 7 and 8 above).

General

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
6.1	Approve annual Academic Calendar	DVCA	Registrar		Publish on University website
6.2	Approve release of student information	Registrar	Director Student Administration	Release of Student Information Policy	Record on student file
6.3	Approve exceptions to the Student Experience Surveying Policy	DVCA and for surveys on non-academic matters after consultation with the Registrar	Registrar	Student Experience Surveying Policy	Record approval on survey
6.4	Approve broadcast communications to students	DVCA and for communications on non-academic matters after consultation with the Registrar	Registrar for communications on academic matters		Record approval on communication
6.5	Application of reasonable adjustment for students with a disability	Registrar	Associate Director Student Wellbeing	Disability Discrimination Act 1992 Disability Standards for Education 2005 Disability Services Act 1993 The Anti-Discrimination Act 1977 (NSW) The MQU Disability Action Plan 2012-17	Record on student file

Admission

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
6.6	Approve admission of:				
	International and domestic Higher Degree Research candidates, including Joint Research Degrees and Cotutelle	DVCR		Admission to Coursework Programs Policy	
	Domestic students to coursework and non-award programs	DVCA	Registrar		
International students to coursework and non-award programs	DVCA	PVCI			
6.7	Approve procedures to defer enrolment for:				
	International and domestic Higher Degree Research candidates, including Joint Research Degrees and Cotutelle	DVCR		Deferment of a Coursework Program Offer Procedure	
	Coursework students	Registrar	Director of Student Administration		
International coursework students	DVCA	PVCI			

Enrolment

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
6.8	Approve transfer of a student from one coursework program to another in accordance with approved requirements	Registrar	Director of Student Administration	Course Transfer (Undergraduate Coursework) Policy	Record on student file

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
6.9	Approve recognition of prior learning:				
	For coursework programs	Registrar	Director of Student Administration Faculty Boards are authorised to: 1. approve RPL for non-formal and informal learning for admission 2. approve unspecified credit for designated PACE units (including for articulation arrangements)	Recognition of Prior Learning Policy Recognition of Prior Learning Assessment Procedure	Record on student file
	For MUIC programs	Foundation Program Manager (Foundation Programs)			

Prizes and Scholarships

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
6.10	Approve acceptance of scholarships and prizes, except philanthropic scholarships, for coursework students	>\$30,000 Manager Coursework Scholarships and Prizes			

Progression

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
6.11	Determine academic standing for coursework students	Registrar		Academic Progression Policy	Record on student file
6.12	Suspend a coursework student for failing to meet academic progression requirements	Registrar		Academic Progression Policy	Record on student file
6.13	Exclude a coursework student for failing to meet academic progression requirements	Registrar		Academic Progression Policy	Record on student file
6.14	Exclude a coursework student for failing to meet professional or clinical program requirements	Registrar		General Coursework Rules 10(7)	Record on student file
6.15	Advise the termination of candidature of a Higher Degree Research candidate	DVCR on recommendation of Executive Dean		Higher Degree Research Rules, 14(4)	Record on student file

Completion

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
6.16	Determine that requirements for a coursework degree have been satisfied	Registrar			Record on student file
6.17	Determine that requirements for a Higher Degree Research award have been satisfied	Research and Research Training Committee			Record on student file and record in Committee minutes
6.18	Determine content of Academic Transcripts and course completion documentation	Registrar			Record on file

Appeals

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
6.19	Receive an academic appeal	Registrar		Academic Appeals Policy	Record on student file
6.20	Establish a Panel to hear an Academic Appeal	Registrar		Academic Appeals Policy	Record on student file and record in minutes of panel meeting
6.21	Determine appeals against Withdrawal Without Academic Penalty	Registrar	Director of Student Administration	Withdrawal without Penalty (Coursework) Procedure	Record on student file

Complaints and Grievances

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
6.22	Receive and manage formal complaints from students and members of the public	Registrar		Complaint Management Procedure for Students and Members of the Public	Record on Central Register

Student Discipline

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
6.23	Receive and assess:				
	Allegations of research misconduct by HDR candidates	DVCR		Student Discipline Procedure , Part 3,8(2): Part 5, 19	Record on student file
	All other allegations of student misconduct or misconduct by Student Organisations	Registrar			
6.24	Establish a University Discipline Committee to manage any allegation of student misconduct	Registrar		Student Discipline Procedure Part 5, 16	Record on student file
6.25	Determine findings in relation to and apply sanctions for student misconduct	University Discipline Committee		Student Discipline Procedure Part 5, 17,18, Schedules 1,2 and 3	Record on student file, record in minutes of meeting
6.26	Revoke an award as the result of serious misconduct	University Discipline Committee		Student Discipline Procedure Schedule 2, 19(g)	Record on student file, record in minutes of meeting
6.27	Suspend or ban a student from campus as a result of an allegation of serious misconduct	Registrar		Student Discipline Procedure Part 2, 5	Record on student file
6.28	Remove a student for disruptive behaviour	Registrar		Student Discipline Procedure Part 2, 6	Record on student file
6.29	Establish a University Discipline Committee Appeals Panel	Registrar		Student Discipline Procedure , Part 6, 22	Record in minutes of meeting
6.30	Determine if a student can appeal against a decision of a University Discipline Committee	Registrar		Student Discipline Procedure , Part 6, 24	Record on student file
6.31	Hear appeals against decisions made by a University Discipline Committee	University Discipline Committee Appeals Panel		Student Discipline Procedure Part 6, 24	Record on student file

Student Organisations

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
6.32	Approve student organisation election codes of conduct and rules	Registrar		Student Election Rules	Publish on Student Representative Committee website
6.33	Approve the Constitution of the Student Representative Committee	Council			Record in minutes of Council
6.34	Determine expenditure of the Student Amenities Fees and ensure compliance with legislative obligations	DVCA in conjunction with Registrar and VPFR		Student Services and Amenities Act 2011	
6.35	Approve amendments to the Constitution of the Student Representative Committee	Student Experience Committee			Record in minutes of Student Experience Committee and report to Council

Other delegations relevant to this section: RP4, RP24, 1.1, 2.45, 2.46, 2.47, 5.1, 7.1

Definition of terms used in this section:

Academic Calendar - the annual calendar of academic administrative and fee dates, examination periods, census dates, deadlines and closing dates.

Recognition of prior learning - a process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine eligibility for admission to an award and/or the granting of credit

7. RESEARCH AND HIGHER DEGREE RESEARCH ADMINISTRATION

Delegates must adhere to the Delegations of Authority [Policy](#) including the Principles which apply to the exercise of all delegations (refer pages 7 and 8 above).

Policy

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
7.1	Approve policies on research and higher degree research administration	DVCR		Policy Framework Policy Macquarie University Code for the Responsible Conduct of Research	Report to Council

Research Administration

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
7.2	Establish and dis-establish:				
	University Research Centres and Institutes	VC on recommendation from DVCR		Faculty Research Centres Policy	Report to Council
	Faculty Research Centres	VC after consultation with DVCR and on recommendation from Executive Dean			Report to VC
7.3	Approve alteration to schedule of charges set out in Research Indirect (Overheads) Costs Policy	DVCR		Research Indirect (Overheads) Costs Policy	Record on file
7.4	Approve submission of Commonwealth Government reports in relation to research and higher degree research	DVCR			Record on file

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
7.5	Approve procedures and guidelines for welfare of animals used for scientific purposes	Animal Ethics Committee		Animal use for Scientific Purposes Policy Animal Ethics Committee Terms of Reference State Animal Research Legislation Australian Code for the Care and Use of Animals for Scientific Purposes	Annual report from AEC to the DVCR
7.6	Responsibility for overall institutional governance with respect to the care and use of animals	DVCR		Animal use for Scientific Purposes Policy State Animal Research Legislation Australian Code for the Care and Use of Animals for Scientific Purposes	Reports to state and territory government bodies and record on file
7.7	Issue Animal Research Authorities to conduct research or teaching involving animals, subject to any approvals or conditions recommended by the Animal Ethics Committee	Chair, Animal Ethics Committee (or in their absence, Deputy Chair)		Animal use for scientific purposes Policy Animal Ethics Committee Terms of Reference State Animal Research Legislation Australian Code for the Care and Use of Animals for Scientific Purposes	Annual report from AEC to the DVCR

Research Agreements

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
7.8	Approve participation in research arrangements that involve:				
	Establishment of a MQU controlled entity	Council on advice of DVCR			Record in minutes of Council
	MQU involvement in an incorporated entity with other parties	VC			Record on file and report to Council
	Establishment of an entity off-shore that does not meet the definition of a controlled entity	VC on advice of DVCR and DVCE			
7.9	Approve research and higher degree research agreements with commercial and non-commercial partners that are:				
	Involving off-shore partner	DVCR after consultation with DVCE			Record on agreement file
	Non-funded	DVCR/PVCRI/Director, Research Services / Director, Commercialisation and Innovation			
	Funded (including monetary and/or other MQU resources including staff time)	Refer to Restricted Expenditure Delegations section – Clauses 2.10-2.13			
	International and domestic PhD arrangements, including Cotutelle and joint PhD	Academic Senate			
	Confidentiality or Non-Disclosure Agreements	Director, Commercialisation and Innovation/PVCRI			
	Material Transfer Agreements	Director, Commercialisation and Innovation/PVCRI			
	Royalty License Agreements	Director, Commercialisation and Innovation/PVCRI			
Approve grant applications and execute associated agreements in relation to the University's Enterprise Partnership Scheme and Intellectual Property Development Fund	Refer to Restricted Expenditure Delegations section – Clause 2.15				

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
7.10	Approve and execute agreements assigning or granting rights over University- owned IP to third parties (outgoing IP)	DVCR/PVCRI, on advice from Director, Commercialisation and Innovation		Intellectual Property Policy	Record on agreement file
	Approve and execute agreements assigning or granting rights over third party-owned IP to the University (incoming IP)	Director, Commercialisation and Innovation			Record on agreement file

Research Applications

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
7.11	Approve submission of research grant applications and tender submissions that involve:				
	Funding from University sources	DVCR			Record on research grant file
	In kind contribution	Director, Research Services			
7.12	Approve participation in clinical trials	DVCR on recommendation from relevant Executive Dean			Report to Audit and Risk Committee at discretion of DVCR
7.13	Approve applications for registration, maintenance and prosecution (including abandonment) of intellectual property	DVCR			Record on file
7.14	Maintenance and prosecution of Intellectual Property	Director, Commercialisation and Innovation			Record on file and report to DVCR

Research Scholarships

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
7.15	Approve allocation of:	DVCR			Record on student file
	Internal HDR scholarship				
	External HDR scholarship (funded or co-funded)				
7.16	Submit HDR report to external scholarship funding agencies	Pro Vice-Chancellor, Higher Degree Research Training and Partnerships			Record on student file

Internal Research Funding

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
7.17	Approve central University funding for research or HDR activities	DVCR			Record on file

Research Ethics

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
7.18	Approve the use of animals for scientific purposes	Animal Ethics Committee		Animal use for Scientific Purposes Policy Animal Ethics Committee Terms of Reference	Annual report from AEC to the DVCR and Report according to external requirements and record on file
7.19	Approve conduct of research involving humans	MQU Human Research Ethics Committee(s)		Macquarie University Human Research Ethics Statement National Statement on Ethical Conduct in Human Research Macquarie University Human Research Ethics Policy	Report according to external requirements and record on file
7.20	Review applications for research with bio hazardous material (including Genetically Modified Organisms)	Institutional Biosafety Committee		Biosafety and Biosecurity Policy	Report according to external requirements and record on file

Staff Research

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
7.21	Approve Outside Studies Program and Fellowship	Executive Dean		Outside Studies Program Policy	Record on file
7.22	Determine appeal against approval of Outside Studies Program and/or Fellowship	Outside Studies Appeal Committee		Outside Studies Program Policy	Record in minutes of Committee
7.23	Appointment as “Designated Person” for the purposes of any complaint or allegation concerning a breach of the Australian Code for the Responsible Conduct of Research	DVCR		Macquarie University Code for the Responsible Conduct of Research Australian Code for the Responsible Conduct of Research	Record on research integrity file
7.24	Approve appointment as Adjunct Supervisor	Executive Dean/Dean		HDR Supervision Policy	Record on student file
7.25	Specific roles and responsibilities of the DVCR as set out in the Macquarie University Code for the Responsible Conduct of Research	Director, Research Ethics and Integrity		Macquarie University Code for the Responsible Conduct of Research	Report to Council

Other delegations relevant to this section: 1.1, 1.2, 5.7, 5.17, 5.18, 6.6, 6.19, 6.20, 6.21, 6.29, 6.30, 6.31

Definition of terms used in this section:

Cotutelle - a simultaneous enrolment in a PhD at Macquarie and one of its partner universities that will enable a candidate to submit one thesis for joint recognition

8. LIBRARY, MUSEUMS AND COLLECTIONS

Delegates must adhere to the Delegations of Authority [Policy](#) including the Principles which apply to the exercise of all delegations (refer pages 7 and 8 above).

Library

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
8.1	Approve policies in relation to the Library	DVCA on recommendation from the University Librarian		Policy Framework Policy	Report to Council
8.2	Approve procedures and schedules in relation to Library policies	University Librarian			Report to DVCA

Museums and Collections

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
8.3	Approve the establishment or disestablishment of a museum or collection	DVCA	University Librarian		Report on MQU website and record on file
8.4	Approve policy in relation to museums and collections	DVCA	University Librarian		Report to Council

Other delegations relevant to this section: 1.1

Definition of terms used in this section:

Museums and collections - Museums, art galleries and designated collections of artefacts, including works of art, that may be available to the public and subject to curating

9. MARKETING, FUNDRAISING, ALUMNI AND COMMUNICATION

Delegates must adhere to the Delegations of Authority [Policy](#) including the Principles which apply to the exercise of all delegations (refer pages 7 and 8 above).

Policy

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
9.1	Approve policies in relation to corporate engagement, advancement, group marketing and domestic student recruitment	DVCE		Policy Framework Policy	Report to Council

Marketing and Branding

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
9.2	Approve style of University name and logo	VC			Record on file
9.3	Approve Shared Identity Guide	DVCE		Brand Identity Guidelines	Record on file
9.4	Approve choice of public internet domain names and URLs	Chief Marketing Officer			Report to CIO and record on file
9.5	Approve information architecture of Macquarie University website	Web Steering Committee	Digital Director	Web Governance Policy	Record on file
9.6	Approve marketing campaign and execute relevant contracts, in accordance with financial expenditure delegations, at:				
	University level	DVCE			Record on file
	Faculty level	Chief Marketing Officer after consultation with Executive Dean			
Other University entities	Chief Marketing Officer after consultation with Head of Office				
9.7	Approve use of Macquarie brand on publically accessible materials	Chief Marketing Officer		Brand Identity Guidelines	Record on approval request
9.8	Approve use of Macquarie brand as part of a sponsorship agreement with a third party and execute relevant contracts	DVCE/Chief Marketing Officer after consultation with Head of Office/ Executive Dean			Record in Sponsorship Agreement

Memorials

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
9.9	Approve memorial and tribute events and objects and execute relevant contracts, in accordance with financial expenditure delegations	Director Campaign and Principal Gifts after consultation with Director Property for installations on University land or buildings and the Registrar for students		Death of a Student or Staff Procedure Memorial Service for a Serving Staff Member Protocol	Record on file

Fundraising

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
9.10	Approve naming rights and execute relevant contracts for:				
	University Chair	VC		Naming Recognition Policy	Report to Council
University building and other physical assets			Donations and Fundraising Policy (under review)		
9.11	Approve establishment and disestablishment of foundations	DVCE			Record on file

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
9.12	Approve acceptance of cash gifts and bequests and execute relevant contracts for:				
	Cash donations where <u>none</u> of the following conditions apply: <ul style="list-style-type: none"> The donation is towards a purpose not previously agreed by the University Executive Group The donation is made with significant conditions attached, which may prove difficult or costly for the University to honour Acceptance of the donation may put the University at reputational risk 	F & F > \$20M VC > \$5M and ≤ \$20M DVCE > \$1M ≤ \$5M Director Campaign and Principal Gifts ≤ \$1M		Donations and Fundraising Policy (under review)	Record in minutes. In all cases, record in Advancement electronic database, report to Director Campaign and Principal Gifts
Cash donations where any of the above conditions apply	Dual approval from both the authorised role listed above and the immediate higher authority in the above list		In all cases, record in Advancement electronic database, report to Director Campaign and Principal Gifts		
Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
9.13	Approve acceptance of non-cash donations:				
	Cultural Gifts (e.g. works of art and cultural artefacts)	Dual approval, both from the delegate with the financial limits specified in 9.12 and DVCA /other DVC	University Librarian		
	Non-cash financial assets (e.g. buildings, land, equity and debt investments) Note: Such assets will only be accepted if they meet the investment parameters of the Investment Policy, otherwise they will be liquidated upon receipt	Dual approval, both from the delegate with the financial limits specified in 9.12 and VPFR		Investment Policy Donations and Fundraising Policy and Procedures (under review)	
Non-cash non-financial assets (e.g. equipment and materials)	Dual approval, both from the delegate with the financial limits specified in 9.12 and the delegate in accordance with financial expenditure delegations specified in delegation 2.5				

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
9.14	Liquidation of non-cash donations that have been accepted under delegation 9.13 Note: Unless stipulated to the contrary in the donor agreement or under the terms of the donations made under the Cultural Gifts Program, management has the right to liquidate non-cash donations accepted under delegation 9.13				
	Cultural Gifts	VC and DVCA	University Librarian	Donations and Fundraising Policy (under review)	
	Real Property	VPFR			
	Other non-cash financial assets (e.g. equity and debt investments)	VPFR			
Other non-cash non-financial assets (e.g. equipment and materials)	In accordance with financial expenditure delegations specified in delegation 2.5				

9.15	Approve fundraising campaigns and initiatives and execute relevant contracts:				
	University-wide	VC		Donations and Fundraising Policy (under review)	In all cases, report to DVCE
	Faculties and other units	DVCE after consultation with Executive Dean/ Head of Office			
	Controlled entities where Board approval has been obtained	DVCE			

Alumni

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
9.16	Approve establishment and execute relevant contracts of:				
	University Alumni association, chapter or network in Australia	DVCE			Report to VC
	University Alumni association, chapter or network off-shore	DVCE after consultation with PPCI			

9.17	Approve alumni-related University activities and execute relevant contracts	Director, Alumni Relations			Record on file
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Communication

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
9.18	Approve inclusion in This Week and Macquarie broadcast communications	Relevant member of Executive Group/CIO			Record on file
9.19	Approve media release	Relevant member of Executive Group/Chief Marketing Officer/Director Communications		Public Comment Policy	Record on file
9.20	Approve content for corporate pages of MQU website	Chief Marketing Officer		Web Governance Policy	Record on file

Other delegations relevant to this section: 1.1, 2.5

Definition of terms used in this section:

Content – The information and experience conveyed to consumers over a digital channel such as text, documents, data, applications, images, audio and video

Fundraising campaigns and initiatives – Major public or targeted fundraising activity with specified strategy and approved budget. This does not include meetings with potential donors, discipline or unit-based social events, alumni activities or acknowledgement activities for existing donors and benefactors

Marketing campaign – major public or targeted advertising spend with specified strategy and approved budget. This does not include marketing activities such as speaking to Careers Advisors or groups of potential students, providing information on request, establishing relationships with high school clubs and societies and the like

This Week – Electronic newsletter that is broadcast to all staff and other subscribers

University domain name – identifying set of letters that defines a realm of administrative autonomy, authority, or control on the Internet or on private intranets

10. INTERNATIONAL

Delegates must adhere to the Delegations of Authority [Policy](#) including the Principles which apply to the exercise of all delegations (refer pages 7 and 8 above).

Policy

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
10.1	Approve policies on international activities	DVCE		Policy Framework Policy	Report to Council

Off-Shore Activities

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
10.2	Approve appointment of international agents	DVCE	PVCI		Record on agent contract file
10.3	Approve commission structures	VPFR on recommendation from PVCI			Record on agent contract file
10.4	Approve establishment of off-shore agencies	DVCE	PVCI		Record on agreement file
10.5	Establishment of off-shore offices	DVCE			Report to VC

International Student Fees

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
10.6	Discount International student fee in form of scholarship	VC on recommendation of Revenue and Student Numbers Planning Group (RSNPG)			Record on student file

Student Exchange

Ref	Function	Delegate	Authorised Agents	References	Reporting and Recording Requirements
10.7	Approve and execute Student Exchange, Study Abroad and Dual Degree Partnership agreements	DVCE/ DVCR for HDR student exchanges and research dual degree arrangements	PVCI (for non-HDR arrangements)	International Agreements Policy	Record on agreement file

Other delegations relevant to this section: 1.1, 1.6, 2.46, 2.47, 5.7, 6.6, 7.8, 7.9, 9.16

ANNEXURE A – AMENDMENT HISTORY

Version	Effective From	Approving Authority	Sections Modified	Amendment
2.0	8 December 2016	Council	Complete Review and Revision	All Sections Inclusion of Student Administration and Student Services
2.1	29 April 2017	Vice-Chancellor	Sections 1, 2, 3, 4, 5, 6, 8 and 9 Sections 2, 6, 8 and 9 to appoint authorised agents of the DVCA & R	Amendments to reflect the abolition of the role of DVC S&R and the establishment of the role of DVCA & R The appointment of authorised agents of the DVCA & R Updated urls in all sections
2.2	20 September 2017	F & F	Section 2	New Delegations for 73 improved clarity and guidance in the areas of Banking and Debt, Investment of Funds and Non-Property Capital Asset Write-Off and Disposal Increases in authority limits for two Restricted Expenditure Types: payroll and library Amendments to reflect the abolition of the role of Director, Operations and the establishment of the roles of Director, Finance Shared Services and Director Strategic Procurement
2.3	16 December 2017	Vice-Chancellor	Sections 1,2 3, 6, 7,9 and 10	Change of COO&DVC functions to VC, DVCA & R , CFO, DHR as appropriate The appointment of authorised agents of the VC, DVCA & R and CFO Removal of Delegations 2.16 and 2.17 and renumbering of Section 2 Updated urls in HR and Finance sections
2.4	9 March 2018	Vice-Chancellor	All relevant Sections	Change of DVCA & R to DVCA or Registrar as appropriate Change of PVCS to Registrar
2.5	11 December 2018	Vice-Chancellor	Sections Acronyms, Terms and Words; 1; 2; 3;6 ; 7; 9; 10	Addition of new position VPSS DHR to VPSS 1.1 and 1.12 effective 10 December 2018 Removal of Ombudsman 6.23 effective 11 December 2018 DVCCEA to DVCE effective 1 December 2018 PVCi reporting line to DVCE effective 1 December 2018 Update of position of Director Campus Wellbeing to Manager Allied Health 6.5 effective 1 December 2018 Update of position of Director Campus Life to Registrar 9.9 effective 1 December 2018

2.6	8 May 2019	Council	Sections: Acronyms, Terms and Words; 1; 4	<p>Inclusion of definition of Faculty to enable the change of name from Faculty of Business and Economics to Macquarie Business School, approved by Council 13 December 2018 Resolution 18/53</p> <p>Inclusion of VPSS in definition of Head of Office for clarity</p> <p>Amendment of 1.18 to include leases (or any other real property instruments), agreements and contracts under power of attorney, approved by Council 4 April 2019 Resolution 19/09</p> <p>Update to Enterprise Agreement References in Section 4 following introduction of new Academic and Professional Enterprise Agreements</p>
2.7	31 July 2019	Vice-Chancellor	All relevant Sections	<p>Inclusion of authorisations to Faculty Boards endorsed by Academic Senate 23 July 2019 Resolution 19/78 (Delegations 5.1, 5.3, 5.4, 5.5, 5.9, 6.9)</p> <p>Inclusion of Principles of delegations extracted from the Delegations of Authority Policy</p> <p>Position title updates:</p> <ul style="list-style-type: none"> - CFO to VPF - DHR to VPHR - Director, Research Training and International Research Training Partnerships to Pro Vice-Chancellor, Higher Degree Research Training and Partnerships (Delegation 7.16) - Director Research Office to Director Research Services (Delegations 2.11, 2.12, 2.13, 2.14, 7.9, 7.11) - Head Governance Services to Director Governance Services and Deputy Registrar (Delegations 6.2, 6.19, 6.20, 6.22) - Director of Academic Services to Director Student Administration (Delegations 6.2, 6.7, 6.8, 6.9, 6.21)
2.8	10 September 2019	Finance and Facilities Committee	Sections 2 and 7	<p>2.6 Restricted Expenditure recurring payroll – change to delegation limit</p> <p>2.7 Restricted expenditure coupon and bank interest – change to function and delegation limit</p> <p>2.11 – amendment of function and addition of VC and DVCR as delegates with limits (from 7.9)</p> <p>2.12 – addition of VC and DVCR as delegates with limits (from 7.9)</p> <p>2.13 – addition of VC and DVCR as delegates with limits (from 7.9)</p> <p>Delegation 2.15 added (moved from 7.9)</p> <p>New delegation 2.19 and subsequent re-numbering of the financial delegations that follow in Section 2</p> <p>2.53 (was 2.51) – amendment of function and addition of F&F as a delegate with limit</p>

				<p>7.9 – relocation of financial delegations to Section 2 and addition of DVCR and / or PVCRI in other categories as appropriate</p> <p>7.10 – addition of PVCRI on outgoing IP</p>
2.9	6 March 2020	Vice-Chancellor	All relevant Sections	<p>Insertion of statement concerning adherence with Delegations of Authority Policy and the Principles at the beginning of each section.</p> <p>Acronyms, Terms and Words, 1, 2, 3, 4, 6, 9, 10 –</p> <ul style="list-style-type: none"> • replacement of VPHR with VPPS or Director HR as appropriate • replacement of VPF with VPFR • replacement of VPSS with VPPS or VPFR as appropriate, including for IT functions and Property functions respectively. <p>Acronyms, Terms and Words – addition of General Counsel in definition of Head of Office; update to list of Faculties to remove Faculty of Human Sciences and amend name of Faculty of Medicine, Health and Human Sciences</p> <p>1.1 – addition of approval in the area of Legal and Privacy for the General Counsel; amendment of approval for Records management policies from DVC(A) to General Counsel and Compliance policies from VPSS to General Counsel.</p> <p>2.5 – alignment of standard expenditure limits for the VPPS and VPFR with those for DVCs, as approved by F&FC 11 February 2020.</p> <p>2.6 – inclusion of Director HR and uplift of delegation limits, as approved by F&FC 11 February 2020.</p> <p>2.5, 2.8, 2.41, 2.42, 2.52– replacement of Director Planning and Performance with Deputy CFO effective from 4 October 2019.</p> <p>2.10 – replacement of Director Financial Control and Treasury with Deputy CFO.</p> <p>2.44 – removal of VPFR and DVCR for alignment with current practice</p> <p>2.46 – approval of fee refund for full fee paying international HDR candidates amended from DVCR to PVC HDRT&P</p> <p>3.13 – delegate for matters related to privacy legislation changed from DVC(A) to General Counsel; Compliance and Privacy Manager added as Authorised Agent.</p> <p>4.25 – change to delegates in line with the Academic Promotion Policy/Procedure.</p> <p>5.3 and 5.4 – changes to wording in Agent arrangement, endorsed by Academic Senate 22 October 2019, Item 2.2 Resolution 19/106.</p> <p>5.7 – change of consultation from Executive Group to RSNPG for alignment with current practice</p> <p>1.16, 1.17, 3.8 – update of references from the Procurement Handbook to the Procurement Policy and ProcureRight Instructions.</p>

				<p>6.2, 6.19, 6.20, 6.22 – removal of Director Governance Services and Deputy Registrar as an Agent.</p> <p>6.5 – update of position title from Manager Allied Health to Associate Director Student Wellbeing.</p> <p>6.9 – update of position title from MUIC Academic Director to Foundation Program Manager (Foundation Programs).</p> <p>6.26 – added “University” to Discipline Committee for clarity</p> <p>Section 6 – definition of Academic Calendar clarified to remove meeting dates for Committees.</p> <p>7.10 – amended placement of PVCRI in the delegation.</p> <p>9.10 – update of reference from the Naming Rights for University Chairs (Donation or Sponsorship) Policy to the Naming Recognition Policy.</p> <p>10.2 – addition of PVCRI as an Authorised Agent, approved by DVCE 31 October 2019.</p> <p>10.6 – change from VPF/PVCI to VC on recommendation of RSNPG in order to align approval of fee waivers with approval of fees</p>
2.10	18 March 2020	Vice-Chancellor	Delegation 2.5	Inclusion of Authorised Agent arrangements in place until midnight Friday 5 June 2020 for Delegates with an expenditure limit of \$50,000 or above.
2.11	28 May 2020	Finance and Facilities Committee	Delegation 2.5	<p>Inclusion of CIO in Standard Expenditure delegation 2.5 with a limit of ≤\$0.5M, Resolution FFC 20/19</p> <p>Inclusion of VPFR and VPPS as Authorised Agents of the CIO, Resolution FFC 20/20</p> <p>Extension of Authorised Agent arrangements until midnight Wednesday 30 September, Resolution FFC 20/20</p>
2.12	1 January 2021	Council	Section 2 Finance and Property	<ol style="list-style-type: none"> 1) establishment of Band Approval Levels for effect on 1 January 2021; 2) approval of the new Delegation Limits and the reporting requirement for the Vice-Chancellor’s increased expenditure ifor effect on 1 January 2021; 3) rescission of the following “Restricted Expenditure Delegations” in section 2 (Finance and Property) of the Delegations of Authority Register, for effect on 1 January 2021: <ol style="list-style-type: none"> a. Delegation 2.9 for recurring services and utilities (Facilities); b. Delegation 2.16 for voice and data communication charges; c. Delegation 2.17 for overseas health cover; and d. Delegation 2.18 for recurring services and utilities (Library); 4) rescission of the following “Major Property Capital Works” and “Property” delegations in section 2 (Finance and Property) of the Delegations of Authority Register, for effect on 1 January 2021: <ol style="list-style-type: none"> a. Delegations 2.21, 2.22, 2.23, 2.24 and 2.25 for approval and execution of contracts, contract variations, purchase orders, purchase order amendments and invoices;

				<ul style="list-style-type: none"> b. Delegation 2.30 for remedial action where contract commitments are not being met; and c. Delegation 2.32 for maintenance and renovation agreements; <p>5) amendment of section 5.4 in the Delegations of Authority Policy and the Notes in section 2 (Finance and Property) of the Delegations of Authority Register to remove the ability for Delegates to appoint Authorised Agents for any financial expenditure delegations</p> <p>6) amendment of the following “Restricted Expenditure Delegations”, “Fees and Charges” and “Banking and Debt Delegations” in section 2 (Finance and Property) of the Delegations of Authority Register, effective immediately:</p> <ul style="list-style-type: none"> a. Delegation 2.7 increasing limits for payment of coupon and interest in respect of the University’s debt facilities, deleting the Deputy Vice-Chancellors and adding the Deputy Group CFO; b. Delegation 2.8 increasing limits for payments to controlled entities, adding a delegation for the Vice-Chancellor and a delegation for the Finance and Facilities Committee; c. Delegation 2.42 increasing limits for transfer of operating funds between the University’s investment accounts; d. Delegation 2.45 adding the Registrar as a delegate, and removing the Registrar as an authorised agent; e. Delegation 2.46 adding the PPCI as a delegate, and removing the PPCI as an authorised Agent; f. Delegation 2.51 adding the Deputy Group CFO as a delegate to open and close bank accounts and credit card facilities; and g. Delegation 2.56 adding the Vice-President, Finance and Resources as a delegate to approve transactions permitted under existing borrowing agreements; <p>7) creation of a new delegation under “Student Loans” in section 2 (Finance and Property) adding the Vice-President, Finance and Resources as a delegate to approve payment plans for tuition fees, effective immediately; and</p> <p>8) other administrative amendments to the Delegations of Authority Policy and Register as recommended by the Director, Governance Services effective immediately.</p>
2.13	19 February 2021	Council	Section 1 Corporate, Legal and Commercial, Corporate Governance Section 2 Finance and Property, Investment Funds	1.9 and 2.31 – Addition of authorities regarding Access Macquarie Limited Update to name of policy - Investment and Treasury Risk Management Policy

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