

University Delegations - Governing Policy

1. Purpose

1.1 This policy outlines the approach and principles for the delegation of authority within the University.

1.2 This policy must be read in conjunction with the associated Delegations Manual and Schedules (staff access only).

2. Scope and application

2.1 This policy applies to all University staff and members of the University decision-making or advisory bodies.

2.2 Delegations outlined in this policy and the supporting Delegations Manual and Schedules apply to all University activities across all campuses and locations, excluding Third-Party Managed Campuses.

2.3 By their nature and in accordance with *University of the Sunshine Coast Act 1998 (Qld)*, delegations can only be made to natural persons, either persons within the University's Council or being a member of the University's staff.

3. Definitions

3.1 Refer to the University's Glossary of Terms for definitions as they specifically relate to policy documents.

4. Policy statement

4.1 The University ensures that delegations comply with statutory and legislative requirements, including the requirements under the *University of the Sunshine Coast Act 1988 (Qld)*

4.2 Delegations are a critical component of University governance to ensure strong, effective and efficient governance and management of the University. This commitment to sound corporate governance, academic governance, and administrative practices represents a significant responsibility for those who hold delegations of authority.

4.3 Delegations enable the University's officers to act on behalf of the University. Delegations provide formal authority to staff to commit the University or incur liabilities for the University.

4.4 Delegations of authority must:

- (a) support the implementation of objectives and the achievement of goals in the University's strategic plan;
- (b) provide authority to University staff, committees and bodies in accordance with the University's policy documents;
- (c) be officially recorded and accessible to the University community;
- (d) align responsibilities and accountabilities in a way that facilitates efficiency and effectiveness, and also increases the accountability of staff for their performance;
- (e) reflect the University's commitment to probity and equity in all of its activities; and
- (f) place decision-making powers as close as possible to the point of service delivery within the University, thus allowing decisions to be made more efficiently and effectively in response to stakeholder needs.

5. Principles

5.1 Delegations

5.1.1 The University's approach to delegations is guided by principles set out in the University Governance – Governing Policy.

5.1.2 The University's approach to delegations focuses on:

APPROVAL AUTHORITY

Council

RESPONSIBLE EXECUTIVE MEMBER

Vice-Chancellor and President

DESIGNATED OFFICER

Director, Governance and Risk Management

FIRST APPROVED

7 December 2010

LAST AMENDED

15 October 2024

REVIEW DATE

15 October 2025

STATUS

Active

(a) the powers and functions ensconced in legislation, including:

(i) *University of the Sunshine Coast Act 1998* (Qld); and

(ii) other relevant legislative requirements;

(b) the legislative power vested in either the Council or the Vice-Chancellor and President and their delegations of authority, where it is legally able to be re-assigned or delegated;

(c) the conferral of delegations of authority in Instruments of Delegations, such as:

(i) formal instruments of specific delegation to senior officers;

(ii) Council codes, policies, procedures and plans;

(iii) terms of reference for boards or committees;

(iv) formal written agreements; and

(v) other instruments as Council sees fit (including the University's Delegations Manual and Schedules);

(d) maintaining the University's Delegations Manual and Schedules as the official record of any functions, duties or powers that have been delegated on an ongoing basis by the Council, Vice-Chancellor and President or under the *University of the Sunshine Coast Act 1998* (Qld) or other relevant legislation and which also identifies the source document to which the delegation relates; and

(e) ensuring that adequate records of delegations made for a specific occasion are maintained.

5.2. Authorities and responsibilities

5.2.1 Council gives authority to the Director, Governance and Risk Management to maintain the Delegations Manual and Schedules.

5.2.2 Regarding the UniSC Financial Management Schedule, Council gives authority:

(a) to the Vice-Chancellor and President to amend the Schedule for sub-delegations up to and including A\$500,000;

(b) to the Chief Financial Officer to amend the Schedule for sub-delegations up to and including A\$100,000; and

(c) to the Chief Financial Officer to maintain the Schedule.

5.2.3 From the date approved by the Council, this policy and the supporting Delegations Schedules supersede and revoke all previous delegations of authority. Acts performed under previous delegations of authority are not invalidated by this policy and the supporting Delegations Manual and Schedules.

5.3. Review

5.3.1 The Director, Governance and Risk Management is to review this policy and make available to Council the related Delegations Manual and Schedules at least every 12 months.

6. Authorities/Responsibilities

6. The following authorities/responsibilities are delegated under this policy:

ACTIVITY	UNIVERSITY OFFICER/COMMITTEE
Maintain the Delegations Manual and Schedules	Director, Governance and Risk Management
Review the University Delegations – Governing Policy and make available to Council the related Delegations Manual and Schedules at least every 12 months.	Director, Governance and Risk Management
Amend the UniSC Financial Management Schedule for sub-delegations up to and including A\$500,000	Vice-Chancellor and President
Amend the UniSC Financial Management Schedule for sub-delegations up to and including A\$100,000	Chief Financial Officer
Maintain the UniSC Financial Management Schedule	Chief Financial Officer

Appendix

Delegations Manual and Schedules (staff access only)

END

RELATED DOCUMENTS

- Conflict of Interest - Governing Policy
- Financial Management Practices - Operational Policy
- Management of Contracts and Memoranda of Understanding (MOUs) - Operational Policy
- Policy Framework - Governing Policy
- Resolution of Complaints (Staff) - Guidelines
- Staff Code of Conduct - Governing Policy
- University Governance - Governing Policy

RELATED LEGISLATION / STANDARDS

- University of the Sunshine Coast Act 1998 (Qld)
- Crime and Corruption Act 2001 (Qld)