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<th>Delegation Type</th>
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<td></td>
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<td>Authorised to act for and on behalf of the University in the administration of any right or interest of the University in any intellectual property (includes appointing such persons as s/he thinks fit as agents or attorneys to act for and on behalf of the University in the administration of any such right or interest)</td>
<td>DS</td>
<td>1/01/1946</td>
<td>DVCRI</td>
<td>DVC (Research &amp; Innovation)</td>
<td>EXEC</td>
<td>Executive</td>
</tr>
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<td>HONORARY</td>
<td>Honorary and Ceremonial Status</td>
<td>Y 7</td>
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<td>Authorised to approve the appointment of ceremonial officers</td>
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<td>D1</td>
<td>Delegation Band 1</td>
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<tr>
<td></td>
<td></td>
<td>Y 8</td>
<td></td>
<td></td>
<td>Authorised to approve University Fellowships in accordance with University policy</td>
<td>DB</td>
<td>1/01/1946</td>
<td>D1</td>
<td>Delegation Band 3</td>
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<td>DISPUTES</td>
<td>Disputes</td>
<td>Y 9</td>
<td></td>
<td></td>
<td>Authorised to act on behalf of the University in the settlement of disputes</td>
<td>DS</td>
<td>1/01/1946</td>
<td>COO</td>
<td>Chief Operating Officer</td>
<td>EXEC</td>
<td>Executive</td>
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<td>LEGAL</td>
<td>Legal Authorities</td>
<td>Y 10</td>
<td></td>
<td>Authority to sign MOUs and other agreements governing student exchanges</td>
<td>27/06/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Establishment of Inter-institutional Links policy and procedures</td>
</tr>
<tr>
<td></td>
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<td>Y 11</td>
<td></td>
<td>Authority to sign MOUs and other agreements where a degree, diploma or certificate program of the University is to be offered in whole or in part in association with or by a partner institution in Australia or overseas</td>
<td>DB</td>
<td>1/01/1946</td>
<td>D1</td>
<td>Delegation Band 1</td>
<td>BANDED</td>
<td>Banded Delegations</td>
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<td>Y 12</td>
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<td>Authority to sign MOUs and other agreements to accept prior studies at another institution for status or exemption towards an ANU award for international students</td>
<td>DB</td>
<td>27/06/2017</td>
<td>D2</td>
<td>Delegation Band 2</td>
<td>BANDED</td>
<td>Banded Delegations</td>
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</tr>
</tbody>
</table>
### Authority to sign MOUs and other agreements between the University and other institutions in respect of exchanges, partnerships, collaborations and affiliations

1. Where no financial commitments are present
   - **DB** Delegation Band 2 BANDED Banded Delegations

2. Any MOUs and other agreements
   - **DB** Delegation Band 1 BANDED Banded Delegations

### Authority to sign Deeds and legal agreements and contracts (except tenancy agreements and leases) on behalf of the University

1. Within area of responsibility and available funds: Up to $500,000
   - **DB** Delegation Band 3 BANDED Banded Delegations

2. Within area of responsibility and available funds: Up to $1.5M
   - **DS** CFO Chief Finance Officer ADMINDI Admin Director

3. For all of University: Up to $5M
   - **DS** COO Chief Operating Officer EXEC Executive

4. For all of University: Up to $10M; and authority for matters above $10M within already approved budgets, in behalf of, and reported back to, Council
   - **DB** Delegation Band 1 BANDED Banded Delegations

### Authority to sign other legal documents on behalf of the University, including statutory declarations

1. Approve the registration of business names of University controlled entities, subject to Council-approved establishment of such an entity
   - **DB** Delegation Band 1 BANDED Banded Delegations

2. Approve the establishment of a University controlled entity
   - **DS** DVCRI DVC (Research & Innovation) EXEC Executive

### Authorised to act for and on behalf of the University in respect of all arrangements relating to copyright:

1. Authorise agreements between the University and copyright collection societies
   - **DS** COO Chief Operating Officer EXEC Executive

2. Authorities over financial aspects of copyright including management of University-wide copyright account
3. Authorities over general matters including approval of copyright agreements which assign or license University copyright to a third party (but excluding grants, research contracts and consultancy agreements)

<table>
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<tr>
<th>Delegation Type</th>
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<th>Profile Type Description</th>
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<td>DS</td>
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<td>COO</td>
<td>EXEC</td>
<td>Executive</td>
<td>Memo 11 Feb 02 Legal Office approved by VC 8 Mar 02</td>
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## Delegations Category ID: EXEC01

**Category Description:** Executive

### MISCOND: Allegations of Misconduct in Research

<table>
<thead>
<tr>
<th>Y</th>
<th>22</th>
<th>Authority to act for and on behalf of the University in relation to the role of CEO in the University’s procedures for dealing with allegations of misconduct in research.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DB</td>
<td>1/01/1946</td>
<td>D1</td>
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### LIQUOR: Sale of Liquor on Campus

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<th>Y</th>
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<th>Authority to administer the sale of liquor on campus</th>
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<td>DL</td>
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<td>DFS</td>
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### UNI SEAL: University Seal

<table>
<thead>
<tr>
<th>N</th>
<th>342</th>
<th>Direct the affixation of the University Seal</th>
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</thead>
<tbody>
<tr>
<td>DL</td>
<td>12/06/2013</td>
<td>VC</td>
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</table>

<table>
<thead>
<tr>
<th>Y</th>
<th>343</th>
<th>Appoint a custodian of the University seal</th>
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<tbody>
<tr>
<td>DL</td>
<td>12/06/2013</td>
<td>Council*</td>
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</table>

### UNI LEGISL: University Legislation

<table>
<thead>
<tr>
<th>N</th>
<th>431</th>
<th>Approve Rules and Orders specified in subsection 9.5 and 9.6 of the Vice-Chancellorship Statute</th>
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</thead>
<tbody>
<tr>
<td>DL</td>
<td>1/08/2013</td>
<td>VC</td>
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*Position/Committee does not have a delegations profile*
### ORDERS

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<th>Profile Type Description</th>
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<tbody>
<tr>
<td>N 30</td>
<td>Determine matters relating to the establishment and disestablishment of awards, and the variation of programs and courses, including pre-requisites, co-requisites, assessment methods and requirements for completion of programs</td>
<td>DL</td>
<td>28/02/2012</td>
<td>Academic Board*</td>
<td>ABS T.1(b), (d)</td>
<td><a href="https://www.legislation.gov.au/Details/F2017L01583">https://www.legislation.gov.au/Details/F2017L01583</a></td>
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<tr>
<td>N 31</td>
<td>Determine matters relating to the establishment, disestablishment and variation of courses, including pre-requisites, co-requisites, assessment methods and requirements for completion of courses</td>
<td>DL</td>
<td>1/08/2013</td>
<td>AssocDean Associate Dean</td>
<td>Academic</td>
<td>CAR 66</td>
<td><a href="https://www.legislation.gov.au/Details/F2016L01985">https://www.legislation.gov.au/Details/F2016L01985</a></td>
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### CRSEWRK

**Coursework Programs**

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<thead>
<tr>
<th>ACADREQ</th>
<th>Course and Program Requirements</th>
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<tbody>
<tr>
<td>N 32</td>
<td>Approve for publication as Orders in the Coursework Handbook, program and course requirements</td>
</tr>
<tr>
<td>N 284</td>
<td>Authorise release of Undergraduate and Graduate Handbooks</td>
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</tbody>
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### FEES

<table>
<thead>
<tr>
<th>EXEC</th>
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<tbody>
<tr>
<td>N 33</td>
<td>Set fees for ISF, DTF and Non-award courses</td>
</tr>
<tr>
<td>N 429</td>
<td>Appoint a nominee to collect fees payable</td>
</tr>
<tr>
<td>N 34</td>
<td>Set HECS fees (post 2005)</td>
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</table>

### ADMISSION

<table>
<thead>
<tr>
<th>SV</th>
<th>Admission</th>
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<tbody>
<tr>
<td>N 35</td>
<td>Set ATAR</td>
</tr>
<tr>
<td>N 36</td>
<td>Admit or deny admission of student to program</td>
</tr>
</tbody>
</table>

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*Note: DVC stands for Deputy Vice-Chancellor, CAR stands for Council of Administration and Research, SAC stands for Student Administrator College, SADDRSS stands for Student Administrator (DRSS).*
<table>
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<tr>
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<th>Source/Reference URL</th>
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<tbody>
<tr>
<td>N 37</td>
<td>Approve deferment of offer of admission to an undergraduate program for up to twelve months without penalty</td>
<td>DL 12/06/2013 DA</td>
<td>Delegated Authority</td>
<td>ACAD</td>
<td>Academic</td>
<td>CAR 19</td>
<td><a href="https://www.legislation.gov.au/Details/F2016L01980">https://www.legislation.gov.au/Details/F2016L01980</a></td>
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<tr>
<td>N 38</td>
<td>Determine credit for students for courses/work undertaken within periods prescribed in the relevant Rule prior to date of application</td>
<td>DL 1/01/2016 DA</td>
<td>Delegated Authority</td>
<td>ACAD</td>
<td>Academic</td>
<td>CAR 23</td>
<td><a href="https://www.legislation.gov.au/Details/F2016L01980">https://www.legislation.gov.au/Details/F2016L01980</a></td>
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<tr>
<td>N 39</td>
<td>Determine limits within which credit may be granted towards completion of a program offered by a College for a coursework award</td>
<td>DL 1/01/2016 AssocDean</td>
<td>Associate Dean</td>
<td>ACAD</td>
<td>Academic</td>
<td>CAR 24</td>
<td><a href="https://www.legislation.gov.au/Details/F2016L01980">https://www.legislation.gov.au/Details/F2016L01980</a></td>
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<tr>
<td>Y 42</td>
<td>Review of decisions to refuse admission to a coursework program or review of other reviewable decisions</td>
<td>DL 1/01/2016 AssocDean</td>
<td>Associate Dean</td>
<td>ACAD</td>
<td>Academic</td>
<td>CAR 56, 57, 65</td>
<td><a href="https://www.legislation.gov.au/Details/F2016L01980">https://www.legislation.gov.au/Details/F2016L01980</a></td>
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<td>Y 43</td>
<td>Determine the outcome of an appeal against refusal of admission or against other reviewable decisions (on procedural grounds only)</td>
<td>DL 1/01/2016 DVCA</td>
<td>Deputy Vice-Chancellor (Academic)</td>
<td>EXEC</td>
<td>Executive</td>
<td>CAR 58, 59, 64</td>
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### Australian National University

**Delegations Category ID:** ACAD02  
**Category Description:** Academic

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<td>PROGRESS</td>
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**Delegation deleted 01/01/2016**

N 51  
Determine re-enrolment in a course after two failures for coursework students

**Delegation deleted 01/01/2016**

N 52  
Determine appeal against decision not to re-enrol in a course for coursework students
<table>
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<td>N 53</td>
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<td>Approve exclusion from undergraduate or graduate coursework for coursework students</td>
<td>DL</td>
<td>1/07/2014</td>
<td>DA</td>
<td>Delegated Authority</td>
<td>ACAD</td>
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<td>N 54</td>
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<td>Determine appeal against exclusion from undergraduate or graduate coursework for coursework students</td>
<td>DL</td>
<td>1/07/2014</td>
<td>Academic Progress Committee*</td>
<td>APR 13</td>
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<td>N 55</td>
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<td>Determine the outcome of an appeal on procedural grounds only</td>
<td>DL</td>
<td>16/06/2012</td>
<td>DVCA</td>
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<td>EXEC</td>
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<td>Authority to make Orders about academic progress of undergraduate students in the ANU Medical School</td>
<td>DL</td>
<td>1/01/1946</td>
<td>DVCA</td>
<td>Deputy Vice-Chancellor (Academic)</td>
<td>EXEC</td>
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<td>APR 17, 22</td>
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<td>Determine requirements of an examination of a coursework thesis</td>
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<td>Associate Dean</td>
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<td>College Dean</td>
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<td>N 58</td>
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<td>Approve special examination arrangements (for students with a temporary or chronic disability) as per Assessment Rule 1</td>
<td>DL</td>
<td>1/01/2016</td>
<td>Registrar</td>
<td>Registrar</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
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<td>For students who have dealt with the Disability Support Centre</td>
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<td>N 59</td>
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<td>Approve deferred examinations as per Assessment Rule for coursework courses</td>
<td>DL</td>
<td>1/01/2016</td>
<td>Registrar</td>
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<tr>
<td>N 62</td>
<td>Approve enrolment of a student in a course, pending result of supplementary assessment in a course which is a prerequisite for enrolment in that course</td>
<td>DL</td>
<td>1/08/2013 DA</td>
<td>DAC</td>
<td>Delegated Authority</td>
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<td>AR 16</td>
<td>DL</td>
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<tr>
<td>Y 69</td>
<td>Review a decision in relation to course results, and determine the outcome for coursework students</td>
<td>DL</td>
<td>12/06/2013 AssocDean</td>
<td>CollDean</td>
<td>College Dean</td>
<td>Academic</td>
<td>ANUCGR 3</td>
<td>AR 10</td>
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<td>ANUCGR 3</td>
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<td>Y 433</td>
<td>Determine an appeal on decision of Associate Dean on course results on procedural grounds only</td>
<td>DL</td>
<td>1/01/2016 CollDean</td>
<td>College Dean</td>
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<td>Academic</td>
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#### Category Description: Academic

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<td>N 70</td>
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<td>Approve/amend enrolment of student pending outcome of review</td>
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<td>18/06/2012 DA</td>
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<td>ACAD</td>
<td>Academic</td>
<td>AR 10(12)</td>
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<td>N 71</td>
<td>Admit student to program</td>
<td>DL</td>
<td>1/01/2016 DA</td>
<td>Delegated Authority</td>
<td>ACAD</td>
<td>Academic</td>
<td>RAR 17</td>
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<td>N 72</td>
<td>Approve concurrent undertaking of any other program</td>
<td>DL</td>
<td>12/06/2013 DA</td>
<td>Delegated Authority Research</td>
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<td>RAR 41(2)</td>
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<td>N 73</td>
<td>Determine credit for students</td>
<td>DL</td>
<td>1/01/2016 DA</td>
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<td>Academic</td>
<td>RAR 24</td>
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<td>N 74</td>
<td>Determine limits within which credit may be granted for a particular award or course</td>
<td>DL</td>
<td>1/01/2016 AssocDean</td>
<td>Delegated Authority Research Associate Dean</td>
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<tr>
<td>N 75</td>
<td>Review a decision to refuse admission to a research award program or review of other reviewable decision</td>
<td>DL</td>
<td>1/01/2016 AssocDean</td>
<td>Associate Dean</td>
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<td>RAR 95</td>
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<td>College Dean Research &amp; Innovation</td>
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<td>Determine the outcome of an appeal against refusal of admission or against other reviewable decision (on procedural grounds only)</td>
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<td>College Dean Research &amp; Innovation</td>
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<td>Academic</td>
<td>RAR 97</td>
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<td>Determine number of places available for a research degree program</td>
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<td>ACAD</td>
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<td>N 78</td>
<td>Approve transfer within and between research awards programs: For students within or into own College</td>
<td>DL</td>
<td>30/09/2010 DA</td>
<td>Delegated Authority Research</td>
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<tr>
<td>1</td>
<td>Approve appointment of supervisory panel for research degree students except under subrule 51(6) of Research Awards Rule</td>
<td>1/01/2016</td>
<td>DL DAR</td>
<td>Delegated Authority Research</td>
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<td>RAR 51</td>
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<td>428</td>
<td>Approve extension of maximum period for completion</td>
<td>1/01/2016</td>
<td>DL AssocDean</td>
<td>Associate Dean</td>
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<td>RAR 46</td>
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<td>84</td>
<td>Approve variation of individual attendance requirements</td>
<td>1/01/2016</td>
<td>DL CollDean</td>
<td>College Dean</td>
<td>ACAD Academic</td>
<td>RAR 34, 35, 36, 37</td>
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### Assessment

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<tr>
<td>N 89</td>
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<td>Approve extension (or further extension) of period for revising and resubmitting a thesis</td>
<td>DA</td>
<td>1/01/2016</td>
<td>DA</td>
<td>ACAD</td>
<td>Academic</td>
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### Results

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<td>N 92</td>
<td>Acad</td>
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<td>Approve award of research degrees</td>
<td>AssocDean</td>
<td>12/06/2013</td>
<td>AssocDean</td>
<td>ACAD</td>
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### Appeals

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<tr>
<td>Y 95</td>
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<td>Determine the outcome of an appeal of Appeals Committee decision (on procedural grounds only)</td>
<td>DVCRI</td>
<td>1/01/2016</td>
<td>DVCRI</td>
<td>EXEC</td>
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### Higher Doctorates

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<tr>
<td></td>
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<td>1 For other than Doctor of Medicine</td>
<td>Dean ANU Medical School*</td>
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<td>Dean ANU Medical School*</td>
<td>HDR 6.1</td>
<td>Medical School*</td>
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### ALL AWARDS

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<tr>
<td>N 98</td>
<td>Approve granting of degree</td>
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<td>DL</td>
<td>1/01/1946</td>
<td>DVC (Research &amp; Innovation)</td>
<td>EXEC</td>
<td>Executive</td>
<td>HDR 5.4, 8.5</td>
<td><a href="https://www.legislation.gov.au/Details/F2015L01799">https://www.legislation.gov.au/Details/F2015L01799</a></td>
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<tr>
<td>Y 100</td>
<td>Interim denial of student access to University facilities, premises or activities, including examinations or assessments</td>
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<td>DL</td>
<td>1/01/2016</td>
<td>AssocDean Associate Dean ACAD Academic ANUCGR 3</td>
<td>DR 6, 8, 22</td>
<td><a href="https://www.legislation.gov.au/Details/F2018L00319">https://www.legislation.gov.au/Details/F2018L00319</a></td>
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<td>Up to 20 working days for students within own College</td>
<td>DL</td>
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<td>CollDean College Dean Registrar ADMIN R</td>
<td>DR 10, 22</td>
<td><a href="https://www.comlaw.gov.au/Details/F2013L01475">https://www.comlaw.gov.au/Details/F2013L01475</a></td>
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<td></td>
<td>Up to 20 working days for all students</td>
<td>DL</td>
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<td>VC</td>
<td>EXEC</td>
<td>Executive</td>
<td>DR 5.4, 5.5, 7.4, 22</td>
<td><a href="https://www.legislation.gov.au/Details/F2013L01462">https://www.legislation.gov.au/Details/F2013L01462</a></td>
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<td>CollDean Registrar VC</td>
<td>EXEC</td>
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<td>DR 11, 22</td>
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<td>Y 103</td>
<td>Appoint a panel of persons to investigate alleged misconduct</td>
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<td>For students within own College</td>
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<td>CollDean College Dean</td>
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<td>DR 10, 22</td>
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<td>Determine action to be taken following inquiry into alleged misconduct as per the Discipline Rules</td>
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<td>For students within own College</td>
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<td>CollDean College Dean</td>
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<td>Review a reviewable decision if the decision is considered inappropriate</td>
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<td>23/12/2014</td>
<td>VC</td>
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<td>DR 21, 22</td>
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<td>Determine penalty for failure to meet the terms of student undertaking imposed for academic misconduct</td>
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<td>Appoint a Delegated Authority</td>
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<td>1/08/2013</td>
<td>AssocDean</td>
<td>Associate Dean ACAD Academic</td>
<td>ANUCGR 3</td>
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<td>Deny an applicant or a student access to all or any of University facilities, premises or activities</td>
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<td>1/01/1946</td>
<td>Registrar</td>
<td>Registrar ADMINDIR Admin Director</td>
<td>MLR 6.1</td>
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<td>Determine action to be taken following inquiry into alleged serious health condition</td>
<td>DL 1/01/1946</td>
<td>Registrar</td>
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<td>MLR 5</td>
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<td>Determine action to be taken in cases of breaches of conditions</td>
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<td>EXEC Executive</td>
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<td><strong>DISRULES</strong></td>
<td>Application of Discipline Rule</td>
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<td>Determine whether proceedings to be under Discipline or Medical Leave Rules</td>
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<td>VC Vice-Chancellor</td>
<td>EXEC Executive</td>
<td>MLR 15</td>
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<td>Appeals - Medical Leave Rules</td>
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<td>Appoint Medical Appeals Panel including Panel Chair, Secretary and person to assist Panel</td>
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<td>Vary period of denial of access to University facilities, premises or activities of student making an appeal under MLR</td>
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* Position/Committee does not have a delegations profile
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<td>Employ academic staff including approval for advertisement and composition of selection committee</td>
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#### Category Description: Human Resources

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<td>Honorary Status (Emeritus, Academic Status and Visitors) Policy</td>
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<td>Employ, extend or convert to continuing contingent funded the fixed term employment of general staff without advertisement beyond a total employment period of 12 months</td>
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<td>Convert fixed term appointment of general staff to continuing (contingent funded) appointment of 12 months or more where a &quot;normal competitive&quot; selection process was undertaken initially</td>
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### Category Description: Human Resources

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### Remuneration

#### General

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<td>Approve University motor vehicle (or equivalent allowance) as part of general staff salary package</td>
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<td>N 158</td>
<td>Approve academic staff salary packages in accordance with University policy including salary level, loadings and allowances (excluding motor vehicle) and employment expenditure</td>
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<td></td>
<td>2 All academic staff (including Level E)</td>
<td>DHR</td>
<td>Director, Human Resources</td>
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<td>N 159</td>
<td>Approve University motor vehicle (or equivalent allowance) for Deans, Directors and other academic staff</td>
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<tr>
<td>Y 160</td>
<td>Approve salary packages (salary level, packaging arrangements, employment expenditure) for Executive, College Dean or Director</td>
<td>D1</td>
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<td>12/06/2013</td>
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**REMARKS:**
- [Procedure](http://policies.anu.edu.au/procedures/senior_management_appointments/procedure)
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<td>N 162</td>
<td>Authorise the payment of market loadings for academic staff in accordance with University policy</td>
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<td>D8</td>
<td>D2</td>
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<tr>
<td></td>
<td>Up to $30,000 p.a.</td>
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<td>DHR</td>
<td>Director, Human Resources</td>
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<td></td>
<td>Over $30,000 p.a. for all academic staff including a Director/DVC/PVC</td>
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<td>D8</td>
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<td>D8</td>
<td>DHR</td>
<td>Director, Human Resources</td>
<td>ADMINDIR</td>
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<tr>
<td>Y 163</td>
<td>Approve payment of Academic Merit loadings for Level E3 staff and above in accordance with University policy</td>
<td>12/06/2013</td>
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<td>D8</td>
<td>D1</td>
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**ACADEMIC & GENERAL Staff**

| N 164          | Approve changes to employment arrangements for general and academic staff such as change of hours, work pattern or supervisor | 12/06/2013 |                      | D8           | D5                     | Delegation Band 5 | BANDED       | Banded Delegations |
|                | 1 Staff within area of responsibility |            |                      | D8           | D5                     | Delegation Band 5 | BANDED       | Banded Delegations |
|                | 2 All general staff                 |            |                      | D8           | D5                     | Delegation Band 5 | BANDED       | Banded Delegations |
| Y 165          | Approve casual sessional academic payments | 27/02/2017 |                      | D8           | D8                     | Delegation Band 8 | BANDED       | Banded Delegations |
|                | D7                                     |            |                      | D8           | D7                     | Delegation Band 7 | BANDED       | Banded Delegations |
|                | D6                                     |            |                      | D8           | D6                     | Delegation Band 6 | BANDED       | Banded Delegations |
| Y 166          | Approve casual timesheets for general staff | 27/02/2017 |                      | D8           | D8                     | Delegation Band 8 | BANDED       | Banded Delegations |
|                | D7                                     |            |                      | D8           | D7                     | Delegation Band 7 | BANDED       | Banded Delegations |
|                | D6                                     |            |                      | D8           | D6                     | Delegation Band 6 | BANDED       | Banded Delegations |

**PROBATION Probation**

| ACADEMIC Academic staff |                      |                      |                      | D8           | D4                     | Delegation Band 4 | BANDED       | Banded Delegations |
|-------------------------|----------------------|----------------------|----------------------| D8           | D4                     | Delegation Band 4 | BANDED       | Banded Delegations |
| Y 167                   | Confirm employment for an academic staff member at end of probation | 12/06/2013 |                      | D8           | D4                     | Delegation Band 4 | BANDED       | Banded Delegations |
| N 168                   | Extend probation in respect of an academic staff member on a continuing appointment | 1/03/2012 |                      | D8           | D4                     | Delegation Band 4 | BANDED       | Banded Delegations |
| N 170                   | Annul continuing academic employment prior to completion of probationary period | 12/06/2013 |                      | D8           | D4                     | Delegation Band 4 | BANDED       | Banded Delegations |

**GENERAL General staff**

| N 172                   | Confirm general staff employment at end of probation | 12/06/2013 |                      | D8           | D4                     | Delegation Band 4 | BANDED       | Banded Delegations |

[URL]: https://policies.anu.edu.au/policydocument/ANUP_000532
[URL]: https://policies.anu.edu.au/policydocument/ANUP_000524
[URL]: http://hr.anu.edu.au/employment-at-anu/enterprise-agreement
[URL]: http://hr.anu.edu.au/employment-at-anu/enterprise-agreement
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<td>N 173</td>
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<td></td>
<td>Extend probation period, or annul employment prior to completion of probation period for all general staff</td>
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<td>12/06/2013</td>
<td>DHR</td>
<td>Director, Human Resources</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
<td>Varied EA 2010-2012</td>
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<td>N 175</td>
<td>SUPPORT Supporting our Staff</td>
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<td>Approve incremental progression for academic and general staff in accordance with University procedure</td>
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<td>1 Staff under the direction of a nominated supervisor</td>
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<td>2 Accelerated increment within classification level for general staff</td>
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<td>N 176</td>
<td>OVERPAY Salary Overpayments</td>
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<td>Approve additional salary by waiving salary overpayment instead of recovery for academic and general staff in accordance with procedures</td>
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<td></td>
<td>1 For total amount of $1,000 or less</td>
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<td>2 For total amount more than $1,000</td>
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<td>GEN CLASS Classification Level - General Staff</td>
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<td>Classification of new positions or reclassification of existing positions of general staff</td>
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<td>2 All general staff positions including SM2 and above</td>
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<td>PROM ACAD Promotion - Academic Staff</td>
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<td>Approve academic staff promotions (excluding out of round promotions)</td>
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<td>2 Levels E1- E3 (Distinguished Professor)</td>
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<td>Paid leave, including purchased leave and LWOP for periods of less than 12 months</td>
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<td>3</td>
<td>All staff, for any period</td>
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<td>Director, Human Resources</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
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<td>Y 184</td>
<td>Authority to approve changes to the ANU radiation licence(s) issued under the Australian Radiation Protection and Nuclear Safety Act 1998 for radiation sources, apparatus and facilities under the control of the relevant area</td>
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<td>1/01/1946</td>
<td>D1</td>
<td>Delegation Band 1</td>
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<td>Banded Delegations</td>
<td>VC is the ARPANSA Radiation licensee under the Australian Radiation Protection and Nuclear Safety Act 1998</td>
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<td>Y 185</td>
<td>Maintain and modify the relevant Source and Apparatus information for the following:</td>
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<td>CASS, CAP, CMBE, CPS, CECS</td>
<td>DB</td>
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<td>Within the Human Resources Division (monitoring and calibration)</td>
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<td>Director, Human Resources</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
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### Australian National University

**Delegations Category ID:** HR03  
**Category Description:** Human Resources

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<tr>
<td>REHAB</td>
<td>Rehabilitation &amp; Workers' Compensation</td>
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<td>Authority to exercise the powers and functions of the University as a 'rehabilitation authority' as defined by the Safety, Rehabilitation and Compensation Act, 1988. NOTE: Only the Vice-Chancellor may delegate functions of the 'rehabilitation authority' under this delegation</td>
<td></td>
<td>Y 186 7/06/2019</td>
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<td>REHABDEL</td>
<td>Rehabilitation Delegate</td>
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<td>SRC Act</td>
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<td>1 All powers and functions with the exception of those in S62 of the Act (reconsideration of determinations)</td>
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<td>Director, Human Resources</td>
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<td>2 All powers and functions including those in S62 of the Act (reconsideration of determinations)</td>
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<td>Rehabilitation Reconsid Delegate</td>
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<td>Authority to exercise the powers and functions of the University as a 'claims management determining authority' as defined by the Safety, Rehabilitation and Compensation Act, 1988</td>
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<td>Y 456 26/06/2018</td>
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### SEPARATNS Separations

| N 187 | Approve retirement or redundancy schemes | DB | 1/01/1946 | D1 | Delegation Band 1 | BANDED | Banded Delegations | 1446/1998 5.6.2 | http://hr.anu.edu.au/employment-at-anu/enterprise-agreements |
| N 188 | Approve termination/separation of general staff on any grounds including redundancy or medical retirement, and pre-retirement contracts | DB | 1/01/1946 | DHR | Director, Human Resources | ADMININDIR | Admin Director | Varied EA 2010-2012 | http://hr.anu.edu.au/employment-at-anu/enterprise-agreements |
| N 189 | Approve academic staff termination/separation on any grounds other than redundancy | DB | 12/06/2013 | DHR | Director, Human Resources | ADMININDIR | Admin Director | Varied EA 2010-2012 | http://hr.anu.edu.au/employment-at-anu/enterprise-agreements |
| Y 190 | Approve redundancy for academic staff | DB | 1/01/1946 | D1 | Delegation Band 1 | BANDED | Banded Delegations | Varied EA 2010-2012 | http://hr.anu.edu.au/employment-at-anu/enterprise-agreements |
### Australian National University

**Delegations Category ID: HR03**  
**Category Description: Human Resources**

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<td>Authorise outside earnings for general and academic staff</td>
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<td>All staff including College Deans and Directors</td>
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<td>All staff including DVCs/PVCs</td>
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<td>Approve an application to hold or continue to hold office in a non-University company</td>
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<td>All academic staff</td>
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<td>Approve appointment to hold office in a University-related or other company ex officio (subsequent to appointment to ANU)</td>
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<td>Chancellor*</td>
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<td>Y 197</td>
<td>Appoint University representatives to the governing bodies of Affiliated Colleges, on the recommendation of the nominated officer</td>
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<td>DHR</td>
<td>Director, Human Resources</td>
<td>ADMINDIR</td>
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<td>Level 3 countries: all formal student exchange participants</td>
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<td>Level 4 countries: all staff and students; and exempt requirement (in exceptional circumstances) to buy out war exclusion for Level 4 countries</td>
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<td>ADMINDIR</td>
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### Delegations Category Description: Human Resources

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<td>COO</td>
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**POLICIES** Policies and frameworks

| 201 N           | Subject to authorisation by Council, sign University Enterprise Agreements/Collective Agreements | DB | 7/06/2019 | D1 | Delegation Band 1 | BANDED | Banded Delegations | Council Charter (reserved power (f)) | [Link](https://www.anu.edu.au/files/committee/ANU%20Council%20Charter%202018%20%20%20%20%20%20%20%20%20.pdf) |

**EA & LEASE** Enterprise Agreement Conditions and Novated Lease

| 206 Y           | Approve Novated Lease Agreements on behalf of the University for staff salary sacrificing through designated service provider | DS | 1/01/1946 | ADHR | A/Director, Human Resources | ADMINOTHER | Admin Other Resources | 1446/1998 5.7 |                     |

**DISPUTES** Disputes

| 207 N           | Resolve industrial disputes | DS | 1/01/1946 | ADHR | A/Director, Human Resources | ADMINOTHER | Admin Other Resources | 1446/1998 5.7 |                     |
| 208 N           | Appoint mediators or conciliators in respect of all industrial matters | DS | 1/01/1946 | ADHR | A/Director, Human Resources | ADMINOTHER | Admin Other Resources | 1446/1998 5.7 |                     |

**SYSTEMS** Systems

| 209 Y           | Approve access to HR Management System | DS | 12/06/2013 | ADHR | A/Director, Human Resources | ADMINOTHER | Admin Other Resources | 1446/1998 6.12.1 |                     |
| 210 Y           | Authorise data changes/minor modifications to HR Management system | DS | 12/06/2013 | ADHR | A/Director, Human Resources | ADMINOTHER | Admin Other Resources | 1446/1998 6.12.1 |                     |
| 211 N           | Authorise major modifications or system changes to HR Management system | DS | 1/01/1946 | D1 | Delegation Band 1 | BANDED | Banded Delegations | 1446/1998 6.12.2 |                     |

*Position/Committee does not have a delegations profile*
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<td>DS</td>
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<td>Within available University funds, up to $10M; and authority for matters above $10M within already approved budgets, on behalf of, and reported back to, Council</td>
<td></td>
<td></td>
<td>D1</td>
<td>Delegation Band 1</td>
<td>BANDED</td>
<td>Banded Delegations Council Sept 2016</td>
<td></td>
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</tr>
<tr>
<td>DS</td>
<td>25</td>
<td>Purchase goods and services (excluding the signing of related contracts) within available project funds for pre-approved Capital project contracts</td>
<td>12/06/2013</td>
<td>DES</td>
<td>Director, Facilities &amp; Services</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
<td></td>
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</tr>
<tr>
<td>DS</td>
<td>26</td>
<td>Purchase pool and research vehicles for the ANU Fleet</td>
<td>12/06/2013</td>
<td>D3</td>
<td>Delegation Band 3</td>
<td>BANDED</td>
<td>Banded Delegations</td>
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<tr>
<td>DS</td>
<td>27</td>
<td>Approve purchase of a vehicle with a private use component (except at the time of appointment) in accordance with:</td>
<td>12/06/2013</td>
<td>D3</td>
<td>Delegation Band 3</td>
<td>BANDED</td>
<td>Banded Delegations</td>
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<tr>
<td>ASSETS</td>
<td>N</td>
<td>Approve the write off of inventories and assets</td>
<td>1/08/2016</td>
<td>D3</td>
<td>Delegation Band 3</td>
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<tr>
<td>ASSETS</td>
<td>N</td>
<td>Approve the write off of inventories and assets</td>
<td>1/08/2016</td>
<td>D2</td>
<td>Delegation Band 2</td>
<td>BANDED</td>
<td>Banded Delegations</td>
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<tr>
<td>ASSETS</td>
<td>N</td>
<td>Approve the write off of inventories and assets</td>
<td>1/08/2016</td>
<td>CFO</td>
<td>Chief Finance Officer</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
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<tr>
<td>DS</td>
<td>28</td>
<td>Approve the write off of inventories and assets</td>
<td>1/08/2016</td>
<td>COO</td>
<td>Chief Operating Officer</td>
<td>EXEC</td>
<td>Executive</td>
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<tr>
<td>DS</td>
<td>29</td>
<td>Approve the write off of inventories and assets</td>
<td>1/08/2016</td>
<td>D1</td>
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<td>BANDED</td>
<td>Banded Delegations</td>
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## Australian National University

**Delegations Category ID: FIN04**  
**Category Description: Finance**

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<th>Profile ID Description</th>
<th>Profile Type</th>
<th>Profile Type Description</th>
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<tr>
<td>N 234</td>
<td>Approve the disposal of goods, services and costs by various means including sale</td>
<td>1. Up to $50,000 (original purchase price)</td>
<td>DB</td>
<td>1/08/2016</td>
<td>D3</td>
<td>Delegation Band 3</td>
<td>BANDED</td>
<td>Banded Delegations</td>
<td>Council 888/2015, Item 8</td>
<td>1446/1998 4.4</td>
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<td></td>
<td>2. Up to $100,000 (original purchase price)</td>
<td>DB</td>
<td></td>
<td>D2</td>
<td>Delegation Band 2</td>
<td>BANDED</td>
<td>Banded Delegations</td>
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<tr>
<td></td>
<td></td>
<td>3. Up to $100,000 (original purchase price) for all areas of the University</td>
<td>DS</td>
<td></td>
<td>CFO</td>
<td>Chief Finance Officer</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
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<td></td>
<td>4. Up to $10 million for all areas of the University</td>
<td>DB</td>
<td></td>
<td>D1</td>
<td>Delegation Band 1</td>
<td>BANDED</td>
<td>Banded Delegations</td>
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</table>

### BANKING  
**Banking**

| N 238 | Deal with all matters relating to University bank accounts and credit facilities including the appointment of officers with signing authorities | DS | 12/06/2013 | CFO | Chief Finance Officer | ADMINDIR | Admin Director | 1446/1998 4.9 |
| N 239 | Exercise signing authority in respect of the University bank accounts and credit facilities | DS | 12/06/2013 | CFO | Chief Finance Officer | ADMINDIR | Admin Director | |

### TENDERS  
**Tenders (goods and services including consultancy services)**

| N 240 | Approve release of procurement processes over $250K and/or high risk procurement processes (including open approaches to market) | 1. For matters within area of responsibility (excluding exemptions from tendering), up to $500,000 | DB | 12/12/2016 | D3 | Delegation Band 3 | BANDED | Banded Delegations | Council 888/2015, Item 8 | 1446/1998 4.2.1, 4.2.2 |
| | | 2. For matters within area of responsibility (excluding exemptions from tendering), up to $1.5M | DB | | D2 | Delegation Band 2 | BANDED | Banded Delegations | | |
| | | 3. For matters within area of responsibility (excluding exemptions from tendering), up to $2M | DS | | DFS | Director Facilities & Services | ADMINDIR | Admin Director | | |
| | | 4. University-wide (excluding exemptions from tendering), up to $2M | DS | | COO | Chief Operating Officer | EXEC | Executive | | |
| | | 5. University-wide (including exemptions from tendering), up to $5M | DS | | COO | Chief Operating Officer | EXEC | Executive | | |
| | | 6. University-wide (including exemptions from tendering), up to $10M; and authority for matters above $10M within already approved budgets, on behalf of, and reported back to, Council | DB | | D1 | Delegation Band 1 | BANDED | Banded Delegations | Council Sept 2016 | |

**Delegation deleted 01/08/2016 and combined with 240**

| Y 241 | Call for and accept tenders, limited or public, up to $1m, University-wide (excluding exemptions from tendering), in line with University policy and procedures. | DS | 12/06/2013 | CFO | Chief Finance Officer | ADMINDIR | Admin Director | |


### Australian National University

**Delegations Category ID: FIN04**  
**Category Description: Finance**

<table>
<thead>
<tr>
<th>Sub-Category ID</th>
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<th>Profile Type</th>
<th>Profile Type Description</th>
<th>Source/Reference Description</th>
<th>Source/Reference URL</th>
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<tbody>
<tr>
<td><strong>DEBTORS</strong></td>
<td>Debtors (excluding current staff)</td>
<td>N 242</td>
<td>Declare debts irrecoverable and approve recovery of debts by instalment</td>
<td>DB</td>
<td>1/08/2016</td>
<td>D2</td>
<td>Delegation Band 2</td>
<td>BANDED</td>
<td>Banded Delegations</td>
<td>Council 888/2015, Item 8</td>
<td>1446/1998 4.5.2</td>
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<td></td>
<td></td>
<td>N 242</td>
<td>Up to $10,000</td>
<td>DS</td>
<td>CFO</td>
<td>Chief Finance Officer</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>N 242</td>
<td>Up to $50,000, for all areas of the University</td>
<td>DS</td>
<td>COO</td>
<td>Chief Operating Officer</td>
<td>EXEC</td>
<td>Executive</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>N 242</td>
<td>Up to $10 million for all areas of the University</td>
<td>DB</td>
<td>D1</td>
<td>Delegation Band 1</td>
<td>BANDED</td>
<td>Banded Delegations</td>
<td></td>
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</tr>
</tbody>
</table>

| **GIFTS**       | Gifts and bequests | N 247 | Accept gifts and bequests to the University | DB | 12/06/2013 | D3 | Delegation Band 3 | BANDED | Banded Delegations |  |  |
|                 |                           | N 247 | Up to $5,000 | DB | D2 | Delegation Band 2 | BANDED | Banded Delegations |  |  |
|                 |                           | N 247 | Up to $50,000, for all areas of the University | DS | CFO | Chief Finance Officer | ADMINDIR | Admin Director |  |  |
|                 |                           | N 247 | All gifts to the Library | DS | DITS | Director, Information Technology Services | ADMINDIR | Admin Director |  |  |
|                 |                           | N 247 | All gifts to the University Art Collection | DS | DSIS | Director, Scholarly Info Ser | ADMINDIR | Admin Director |  |  |
|                 |                           | N 247 | All gifts, bequests and donations to the University made through the Endowment | DS | DEndow | Director, Endowment | ADMINDIR | Admin Director |  |  |
|                 |                           | N 247 | No limit | DS | COO | Chief Operating Officer | EXEC | Executive |  |  |

| **SERVICES**    | Provision of Services by the ANU (excluding research/education tenders) | Y 248 | Respond to tenders for services | DB | 12/06/2013 | D3 | Delegation Band 3 | BANDED | Banded Delegations |  |  |
|                 |                           | Y 248 | For matters within area of responsibility | DS | COO | Chief Operating Officer | EXEC | Executive |  |  |
|                 |                           | Y 249 | University-wide | DS |  |  |  |  |  |  |  |
|                 |                           | Y 249 | Approve provision of goods and services (including the signing of related contracts) | DB | 12/06/2013 | D3 | Delegation Band 3 | BANDED | Banded Delegations |  |  |
|                 |                           | Y 249 | For matters within area of responsibility | DS | COO | Chief Operating Officer | EXEC | Executive |  |  |

*Position/Committee does not have a delegations profile*
### Australian National University

**Delegations Category ID: F&S06**  
**Category Description: Facilities and Services**

<table>
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<tr>
<th>Sub-Category</th>
<th>Sub-Category Description</th>
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<th>Delegation Description</th>
<th>Delegation Type</th>
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<th>Profile ID Description</th>
<th>Profile Type</th>
<th>Profile Type Description</th>
<th>Source/Reference Description</th>
<th>Source/Reference URL</th>
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<tbody>
<tr>
<td>CAPTL MGT</td>
<td>Capital Management Plans</td>
<td></td>
<td>N 260</td>
<td>Approve capital management plans of the University, including capital works, maintenance and other expenditures relating to the physical assets of the University</td>
<td>12/12/2016</td>
<td>Council*</td>
<td></td>
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<td></td>
<td>Council Sept 2016</td>
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<tr>
<td></td>
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<td></td>
<td>N 261</td>
<td>Act on behalf of the University and enter into contractual commitments with external entities in terms of all buildings and grounds matters within approved capital management plans</td>
<td>DS 12/06/2013</td>
<td>DFS</td>
<td>Director, Facilities &amp; Services</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
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<tr>
<td>SPACE MGT</td>
<td>Space management</td>
<td></td>
<td>Y 266</td>
<td>Determine level of rental and lease fees applicable to all University buildings (excluding properties managed by Residential and Campus Communities and Investment portfolio), including the signing of related contracts</td>
<td>DS 12/06/2013</td>
<td>CFO</td>
<td>Chief Finance Officer</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
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<tr>
<td>ASSETS</td>
<td>Land and Buildings</td>
<td></td>
<td>N 267</td>
<td>Acquisition and disposal of University land and assets, including demolition of buildings (excluding lands and buildings held as part of University investment portfolio)</td>
<td>7/08/2019</td>
<td>Council Charter (reserved power (g))</td>
<td></td>
<td></td>
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<td></td>
<td><a href="https://www.anu.edu.au/files/committee/ANU%20Council%20Charter%20%2820July%202018%29.pdf">https://www.anu.edu.au/files/committee/ANU%20Council%20Charter%20%2820July%202018%29.pdf</a></td>
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<td></td>
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<td></td>
<td>Land and buildings excluding those on, or adjoining, the Acton campus: up to $10M</td>
<td>DB D1</td>
<td>Delegation Band 1</td>
<td>BANDED</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Land and buildings including those on, or adjoining, the Acton campus, and all land and buildings of significance on other campuses: no limit</td>
<td>DS</td>
<td>Council*</td>
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<td></td>
<td>N 268</td>
<td>Approve the naming, re-naming or de-naming of buildings or significant University infrastructure</td>
<td>7/08/2019</td>
<td>Council*</td>
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<td></td>
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<td>Council Charter (reserved power (h))</td>
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<tr>
<td>CAMPUS DEL</td>
<td>Other Campus-wide delegations</td>
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<td>Y 270</td>
<td>Approve the closure of University buildings for a planned event scheduled during normal operating hours</td>
<td>DS 12/06/2013</td>
<td>DFS</td>
<td>Director, Facilities &amp; Services</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
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<td>N 271</td>
<td>Authorised to declare an emergency</td>
<td>DS 12/06/2013</td>
<td>DFS</td>
<td>Director, Facilities &amp; Services</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Y 272</td>
<td>Authorised to maintain good order on campus, including the issue of eviction notices and calling in AFP</td>
<td>DS 12/06/2013</td>
<td>DFS</td>
<td>Director, Facilities &amp; Services</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
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</tbody>
</table>

- **Delegation deleted 12/12/2016 and combined in 220**
The Designated Authority may issue summonses in relation to offences under the Parking and Traffic Statute. NOTE: the Statute provides that the designated authority means the Vice-Chancellor or the Vice-Chancellor’s nominee. The designated authority may delegate to a person all or any of his or her powers and functions under the Statute.

Determine prescribed penalties for infringements and upper limits for parking fees

Exercise the functions of the Designated Authority, including as administering authority for infringement notice offences, under the ANU (Parking and Traffic) Statute (including applied ACT parking and traffic legislation). NOTE: Only the Vice-Chancellor or his/her nominated delegate may sub-delegate functions of the Designated Authority under this legislation

1. Exercise the functions of the designated authority under the following provisions of the ANU (Parking & Traffic) Statute: S10 (Issue of parking permits); S12 (Replacement of lost etc. parking permits); and S14 (Cancellation of parking permits)
2. Exercise the functions of the administering authority under the following provisions of the Road Transport (General) Act 1999 (ACT) as those provisions apply under the ANU (Parking and Traffic) Statute: S29 (Extension of time to do things); S35 (Application for Withdrawal – decision); and S36 (Infringement notice – withdrawal)
3. Laying informations in the ACT Magistrates Court for offences against the ANU (Parking and Traffic) Statute and taking other actions in relation to prosecutions for those offences
4. All functions of the Designated Authority

* Position/Committee does not have a delegations profile
## Australian National University

**Delegations Category ID: RSS07**

**Category Description: Registrar and Student Services**

<table>
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<th>Sub-Category Description</th>
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<tr>
<td>Y 279</td>
<td>Approve access to ESP Students System</td>
<td>DS</td>
<td>Registrar</td>
<td>12/06/2013</td>
<td>Registrar</td>
<td>ADMINDIR</td>
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<td>N 281</td>
<td>Authorise major modifications or system changes to ESP Students System</td>
<td>DB</td>
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<td>1/01/1946</td>
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<td>FEES</td>
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<tr>
<td>N 286</td>
<td>Authorise the official release and issue of student and course fees</td>
<td>DL</td>
<td>Registrar</td>
<td>1/01/1946</td>
<td>Registrar</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
<td><a href="https://www.legislation.gov.au/Details/F2015L02043">Details</a></td>
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<tr>
<td>Y 287</td>
<td>In respect of fees for domestic, overseas and HECS students, and fees for incidental services, authority to collect fees, impose late fees, collect payment by instalments, accept arrangements for third party payment of fees &amp;/or approve refunds of fees</td>
<td>DL</td>
<td>Registrar</td>
<td>1/01/2016</td>
<td>Registrar</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
<td><a href="https://www.legislation.gov.au/Details/F2015L02043">Details</a></td>
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<tr>
<td>N 288</td>
<td>Extend time for payment of fees and exempt late or other fees (but not beyond census date for Commonwealth supported students)</td>
<td>DL</td>
<td>Registrar</td>
<td>12/06/2013</td>
<td>Registrar</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
<td><a href="https://www.legislation.gov.au/Details/F2015L02043">Details</a></td>
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<tr>
<td>N 289</td>
<td>Cancel the enrolment of students who are in breach of their fees obligations</td>
<td>DL</td>
<td>Registrar</td>
<td>12/06/2013</td>
<td>Registrar</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
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<td>N 290</td>
<td>Approve application to revive enrolment</td>
<td>DL</td>
<td>Registrar</td>
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<td>ADMINDIR</td>
<td>Admin Director</td>
<td><a href="https://www.legislation.gov.au/Details/F2015L02043">Details</a></td>
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<td>N 291</td>
<td>Where fees remain unpaid, disallow enrolment or re-enrolment in a program or course, withhold transcript of academic records, withhold results of any assessment &amp;/or grant of an award</td>
<td>DL</td>
<td>Registrar</td>
<td>1/01/2016</td>
<td>Registrar</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
<td><a href="https://www.legislation.gov.au/Details/F2015L02043">Details</a></td>
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<td>Y 293</td>
<td>Grant Diplomat Tuition Fee Concession</td>
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<td>Registrar</td>
<td>12/06/2013</td>
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<tr>
<td>N 294</td>
<td>Approve fee waivers for scholarship purposes (including partial and full tuition waivers but excluding Co-tutelle arrangements):</td>
<td>DS</td>
<td>Registrar</td>
<td>15/02/2013</td>
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<td>For own College</td>
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<td>AssocDean</td>
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<tr>
<td>2</td>
<td>For all Colleges</td>
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<td>Registrar</td>
<td>ADMINDIR</td>
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<tr>
<td>Y 295</td>
<td>Approve new sponsors for student fee contracts</td>
<td>DS</td>
<td>1/01/1946 Registrar</td>
<td>Registrar</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
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<tr>
<td>Y 296</td>
<td>Administer scholarships and prizes and execute decisions of the relevant scholarship committee</td>
<td>DS</td>
<td>7/09/2019 Registrar</td>
<td>Deputy Vice-Chancellor (Academic)</td>
<td>EXEC</td>
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<td>DS</td>
<td>DVCA</td>
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<td>Executive</td>
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<td>PVCI</td>
<td>PVC (Innovation)</td>
<td>EXEC</td>
<td>Executive</td>
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<tr>
<td>N 297</td>
<td>Accept prizes and scholarships on behalf of the University from external and internal donors</td>
<td>12/06/2013</td>
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<td>D3</td>
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<td>N 298</td>
<td>Approve terms and conditions of award for prizes and scholarships</td>
<td>1/01/1946</td>
<td>Registrar</td>
<td>Registrar</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
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<tr>
<td>N 299</td>
<td>Determine number of Postgraduate scholarships to be awarded each year</td>
<td>1/01/1946</td>
<td>DVCA</td>
<td>Deputy Vice-Chancellor (Academic)</td>
<td>EXEC</td>
<td>Executive</td>
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<tr>
<td>Y 300</td>
<td>Release information on University scholarships and prizes</td>
<td>12/06/2013</td>
<td>Registrar</td>
<td>Registrar</td>
<td>ADMINDIR</td>
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<td>N 301</td>
<td>Award College specific prizes and scholarships</td>
<td>12/06/2013</td>
<td>Assosciate Dean</td>
<td>Registrar</td>
<td>ACAD</td>
<td>Academic</td>
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<tr>
<td>N 302</td>
<td>Offer University scholarships, following appropriate rankings</td>
<td>12/06/2013</td>
<td>Registrar</td>
<td>Registrar</td>
<td>ADMINDIR</td>
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<td>N 303</td>
<td>Suspend or terminate a scholarship where scholars do not achieve at the appropriate level</td>
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<td>Registrar</td>
<td>Registrar</td>
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<tr>
<td>N 304</td>
<td>Award University Medals and Prizes (including Tillyard Prize)</td>
<td>12/06/2013</td>
<td>Registrar</td>
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<td>Y 305</td>
<td>Approve annual funding for the Student Loans Scheme and appoint committees to consider loans and grants</td>
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<td>Y 306</td>
<td>Approve student loans and grants</td>
<td>1/01/1946</td>
<td>Registrar</td>
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<tr>
<td>N 307</td>
<td>Approve debt write-off under the Loans Scheme according to University policies</td>
<td>1/01/1946</td>
<td>CFO</td>
<td>Chief Finance Officer</td>
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### Delegations Category ID: SRIE08
#### Category Description: Student Recruitment & International Education

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<td>RECRUIT PR</td>
<td>Recruitment program</td>
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<td>Y 313</td>
<td>Approve arrangements for cooperative recruitment ventures</td>
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<td>Associate Director (Student Recruitment)</td>
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<td>N 314</td>
<td>Sign contracts on behalf of the University in respect of arrangements relating to student recruitment with external agencies</td>
<td>DS</td>
<td>7/06/2019 ADSR</td>
<td>Associate Director (Student Recruitment)</td>
<td>ADMOTHER</td>
<td>Admin Other</td>
<td>Council 888/2015, Item 8</td>
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<td></td>
<td></td>
<td>1 Up to $500,000</td>
<td>DS</td>
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<td>Pro Vice-Chancellor (International Strategy)</td>
<td>EXEC</td>
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<td>2 Up to $1.5M</td>
<td>DS</td>
<td>PVCIS</td>
<td>Vice-President (Engagement &amp; Global Relations)</td>
<td>EXEC</td>
<td>Executive</td>
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<td>3 Up to $10M</td>
<td>DS</td>
<td>VC</td>
<td>Vice-Chancellor</td>
<td>EXEC</td>
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<td></td>
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<td>Y 315</td>
<td>Appoint and manage domestic and international recruitment agents, including authorising level and payment of commissions</td>
<td>DS</td>
<td>7/06/2019 ADSR</td>
<td>Associate Director (Student Recruitment)</td>
<td>ADMOTHER</td>
<td>Admin Other</td>
<td>Council 888/2015, Item 8</td>
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<td>1 Up to $500,000</td>
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<td>2 Up to $1.5M</td>
<td>DS</td>
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<td>Vice-President (Engagement &amp; Global Relations)</td>
<td>EXEC</td>
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<td>3 Up to $10M</td>
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<td>Y 316</td>
<td>Approve and release incentives schemes and other activities, eg scholarship and prize programs, student placements, with schools and colleges</td>
<td>DS</td>
<td>7/06/2019 ADSR</td>
<td>Associate Director (Student Recruitment)</td>
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<td>Admin Other</td>
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<td>INTNL ED</td>
<td>International education</td>
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<td>X 312</td>
<td>Act on behalf of the University in negotiations with AusAID in respect of international students</td>
<td>DS</td>
<td>8/04/2016 DISP</td>
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<td>N 318</td>
<td>Sign contracts with DFAT on behalf of the University in respect of international students</td>
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<td>7/06/2019 PVCIS</td>
<td>Pro Vice-Chancellor (International Strategy)</td>
<td>EXEC</td>
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<td>Y 320</td>
<td>Authorise exchange programs and accept exchange students on behalf of the University</td>
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<td>DS</td>
<td>7/06/2019 PVCIS Pro Vice-Chancellor (International Strategy)</td>
<td>EXEC</td>
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<td>VPEGR</td>
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<td>N 321</td>
<td>Approve grants and loans for International Student Financial Assistance (ISFA) in accordance with the scheme's Guidelines and Procedures</td>
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<td>DS</td>
<td>12/06/2013 Registrar Registrar ADMINDIR Admin Director</td>
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<td>N 322</td>
<td>Determine outcome of an appeal made under the International Student Financial Assistance Scheme</td>
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<td>DS</td>
<td>12/06/2013 Registrar Registrar ADMINDIR Admin Director</td>
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<td>2 For Grant Scheme and Loan Scheme</td>
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<td>DS</td>
<td>Registrar DVCA Deputy Vice-Chancellor (Academic) EXEC Executive</td>
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<td>326</td>
<td>Y Submit applications for grants, research contracts or consultancy applications on behalf of the University to any funding agency</td>
<td>Y</td>
<td>DB</td>
<td>20/08/2013</td>
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<td>Director, Research Office</td>
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<td><a href="https://policies.anu.edu.au/ppl/document/ANUP_001228">https://policies.anu.edu.au/ppl/document/ANUP_001228</a></td>
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**AGREEMENTS - Agreements and contracts**


1. Up to $1 million
2. No limit


1. Up to $1 million
2. No limit

| 329            | Determine the level and extent of the University’s involvement in a CRC, partnership, joint venture or other formal research collaboration where the University contributes cash or in-kind | N | 1/08/2016 | | | | | | | Council 888/2015, Item 8 |

1. Up to $1.5M
2. Up to $5M
3. Up to $10M
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<tbody>
<tr>
<td>N 330</td>
<td>Sign contracts involving the commercialisation of IP within portfolio responsibilities</td>
<td>DS DVCRI</td>
<td>DVC (Research &amp; Innovation)</td>
<td>12/06/2013</td>
<td>EXEC</td>
<td>Executive</td>
<td>Council Charter (reserved power(s))</td>
<td><a href="https://www.anu.edu.au/files/committees/ANU%20Council%20Charter%2820%20July%202018%29.pdf">https://www.anu.edu.au/files/committees/ANU%20Council%20Charter%2820%20July%202018%29.pdf</a></td>
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<td>1</td>
<td>Up to $5 million</td>
<td>DS DVCRI</td>
<td>DVC (Research &amp; Innovation)</td>
<td>EXEC</td>
<td>Executive</td>
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<td>2</td>
<td>Up to $10 million</td>
<td>DS PVCI</td>
<td>PVC (Innovation)</td>
<td>EXEC</td>
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<tr>
<td>3</td>
<td>No limit</td>
<td>DS PVCI</td>
<td>PVC (Innovation)</td>
<td>EXEC</td>
<td>Executive</td>
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<tr>
<td>Y 331</td>
<td>Sign non-disclosure agreements relating to ANU Intellectual Property</td>
<td>DS DVCRI</td>
<td>DVC (Research &amp; Innovation)</td>
<td>EXEC</td>
<td>Executive</td>
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<tr>
<td>Y 332</td>
<td>Sign materials transfer agreements relating to ANU Intellectual Property</td>
<td>DS DVCRI</td>
<td>DVC (Research &amp; Innovation)</td>
<td>EXEC</td>
<td>Executive</td>
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<td>Commence, oversee and manage any litigation where the University is a plaintiff or a</td>
<td>DS</td>
<td>1/08/2016</td>
<td>GenCounsel</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
<td>Council 888/2015, Item 8</td>
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<td>defendant including accepting service of court processes or subpoenae on behalf of</td>
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<td>the Uni; appointment of external lawyers to represent University; and authorisation</td>
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<td>of payment of legal accounts</td>
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<td>COO</td>
<td>EXEC</td>
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<td>3 Up to $10M</td>
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<td>VC</td>
<td>EXEC</td>
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<td>Appoint external lawyers for any University business or purpose including managing</td>
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<td>the briefing of external lawyers and determination of the source of payment for</td>
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<td>external lawyers (including from any central Uni account established for that purpose)</td>
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### Australian National University

**Delegations Category ID: INVT12**  
**Category Description: Investment**

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<tr>
<td>INVESTMENT</td>
<td>Investment of funds</td>
<td>Y 346</td>
<td>Buy, sell and subscribe for Cth Bonds and Treasury Notes: Up to $250,000 for Student Managed Fund</td>
<td>DS</td>
<td>15/12/2017</td>
<td>SMFFC</td>
<td>SM Fund Convenor</td>
<td>ADMINOTHER Admin Other</td>
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<td>Y 348</td>
<td>Place/withdraw investments in negotiable certificates of deposit and interest-bearing bank deposits: Up to $500,000 for Student Managed Fund</td>
<td>DS</td>
<td>15/12/2017</td>
<td>SMFFC</td>
<td>SM Fund Convenor</td>
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<td>Y 350</td>
<td>Buy and sell accepted bank bills: Up to $500,000 for Student Managed Fund</td>
<td>DS</td>
<td>15/12/2017</td>
<td>SMFFC</td>
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<td>Y 351</td>
<td>Buy and sell listed fixed interest securities: Up to $250,000 for Student Managed Fund</td>
<td>DS</td>
<td>15/12/2017</td>
<td>SMFFC</td>
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<td>Y 356</td>
<td>Buy, sell and subscribe for equity securities and options: Up to $500,000 for Student Managed Fund</td>
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<td>Y 357</td>
<td>Buy, sell and subscribe units in property trusts listed on the Australian Stock Exchange: Up to $250,000 for Student Managed Fund</td>
<td>DS</td>
<td>15/12/2017</td>
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<td>ADMINOTHER Admin Other</td>
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<td>Y 448</td>
<td>Execute investment transactions (subject to investment policy &amp; procedures)</td>
<td>DS</td>
<td>7/06/2019</td>
<td>SMFFC</td>
<td>SM Fund Convenor</td>
<td>ADMINOTHER Admin Other</td>
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<td>N 449</td>
<td>Execute investment transactions (subject to investment policy &amp; procedures)</td>
<td>DS</td>
<td>7/06/2019</td>
<td>InvestOff</td>
<td>Investment Officer</td>
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<tr>
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<td>N 450</td>
<td>Execute a term deposit (subject to investment policy &amp; procedures)</td>
<td>DS</td>
<td>7/06/2019</td>
<td>InvestOff</td>
<td>Investment Director</td>
<td>ADMINOTHER Admin Other</td>
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<td></td>
<td>Y 362</td>
<td>Buy and sell investment property, subject to Finance Committee endorsement</td>
<td>DS</td>
<td>15/12/2017</td>
<td>COO</td>
<td>Chief Operating Officer</td>
<td>EXEC Exec</td>
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<td>N 451</td>
<td>Execute management contracts, lease and other agreements in relation to the management of investment properties (subject to investment policy &amp; procedures)</td>
<td>DS</td>
<td>15/12/2017</td>
<td>InvestDir</td>
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<td>N 452</td>
<td>Authorise expenditure in relation to maintenance &amp; capital improvements of investment properties within budget</td>
<td>DS</td>
<td>15/12/2017</td>
<td>CFO</td>
<td>Chief Finance Officer</td>
<td>ADMINTHR Admin Director</td>
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<tr>
<td></td>
<td></td>
<td>N 453</td>
<td>Authorise expenditure in relation to maintenance &amp; capital improvements of investment properties within budget</td>
<td>DS</td>
<td>15/12/2017</td>
<td>COO</td>
<td>Chief Operating Officer</td>
<td>EXEC Exec</td>
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<tr>
<td>N 454</td>
<td>Appoint fund managers, subject to endorsement by Finance Committee</td>
<td>DS</td>
<td>15/12/2017</td>
<td>COO</td>
<td>Chief Operating Officer</td>
<td>EXEC Executive</td>
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<td></td>
<td>1 Up to $50 million per fund manager agreement</td>
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<td>2 No limit</td>
<td>DS</td>
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<td>Council*</td>
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<tr>
<td>N 455</td>
<td>Appoint investment custodian</td>
<td>DS</td>
<td>15/12/2017</td>
<td>Council*</td>
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* Position/Committee does not have a delegations profile
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<td>INFRA SERV</td>
<td>Information Infrastructure and Services - access and use</td>
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<tr>
<td>N 382</td>
<td>Apply conditions additional to those in the II&amp;S Rule to the use of a service</td>
<td>DL</td>
<td>1/01/2016 RO</td>
<td>Responsible Officer</td>
<td>ADMINOTHER</td>
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<td>I&amp;SR 15(1)</td>
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<tr>
<td>Y 383</td>
<td>Appoint person(s) to examine information stored on information infrastructure</td>
<td>DL</td>
<td>12/06/2013 COO</td>
<td>Chief Operating Officer</td>
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<td>I&amp;SR 14(1)</td>
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<td>Y 384</td>
<td>Assign accounts, provide passwords or other authentication to users of the information infrastructure</td>
<td>DL</td>
<td>12/06/2013 RO</td>
<td>Responsible Officer</td>
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<td>I&amp;SR 7(4), 8(1)</td>
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<td>N 446</td>
<td>Approve the use of information infrastructure for personal or private gain, or for a financial gain to a third party</td>
<td>DL</td>
<td>1/01/2016 RO</td>
<td>Responsible Officer</td>
<td>ADMINOTHER</td>
<td>Admin Other</td>
<td>I&amp;SR 16</td>
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<td>Y 385</td>
<td>Require early return of library collection items, to take action in relation to lost, destroyed or damaged items and impose penalties</td>
<td>DL</td>
<td>12/06/2013 DSIS</td>
<td>Director, Scholarly Info Ser</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
<td>I&amp;SR 23, 24, 25, 26</td>
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<td>N 386</td>
<td>Act in regard to a person who commits or repeats an offence or otherwise contravenes the II&amp;S Rule, and impose penalties</td>
<td>DL</td>
<td>12/06/2013 RO</td>
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<td>Admin Other</td>
<td>I&amp;SR 30, 31</td>
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<td>Y 447</td>
<td>Suspend a person from use of the information infrastructure for an initial period of no longer than 20 working days</td>
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<td>1/01/2016 RO</td>
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<td>Admin Other</td>
<td>I&amp;SR 33(1)</td>
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<td>N 395</td>
<td>Records and Archives</td>
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<td>Authorise the transfer of custody of records</td>
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<td>Director, Scholarly Info Ser</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
<td>1446/1998 additions</td>
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<td>N 397</td>
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<td>Authorise records appraisal</td>
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<td>18/09/2015 DSIS</td>
<td>Director, Scholarly Info Ser</td>
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<td>Admin Director</td>
<td>1446/1998 additions</td>
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<td>N 398</td>
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<td>Make decisions in respect of requests made under the Freedom of Information Act for access to documents</td>
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<td>9/05/2011 MUR</td>
<td>Manager, University Records</td>
<td>ADMINOTHER</td>
<td>Admin Other</td>
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<td>DS</td>
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<td>Manager, University Archives</td>
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<td>Determine outcome of appeal against decisions made in respect of requests made under the Freedom of Information Act</td>
<td>DS</td>
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### Australian National University

**Delegations Category ID: UA16**  
**Category Description:** University Accommodation

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<td>Commission annual market valuations</td>
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<td>Of properties within portfolio of Accommodation Services</td>
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<td>Of all University accommodation properties within portfolio</td>
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<td>Director, Facilities &amp; Services</td>
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<td>Determine and authorise the release of fees and tariffs</td>
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<td>For properties within portfolio of Accommodation Services</td>
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<td>For Graduate House</td>
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<td>N 403</td>
<td>Determine service fees and charges in respect of cleaning, electricity, phone rates, application fee and all other fees and charges in respect of University accommodation within area of responsibility</td>
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<td>ADMINDIR</td>
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<td>MasterUH</td>
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<td><strong>TENANCY</strong></td>
<td>Tenancy agreements and rental schemes</td>
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<tr>
<td>Y 404</td>
<td>Sign tenancy agreements and leases on behalf of the University and in respect of University accommodation within area of responsibilities (except for properties in investment portfolio)</td>
<td></td>
<td></td>
<td></td>
<td>DS</td>
<td>18/09/2015</td>
<td>DFS</td>
<td>Director, Facilities &amp; Services</td>
<td>ADMINDIR</td>
<td>Admin Director</td>
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<tr>
<td>Y 405</td>
<td>Operate student rental guarantee scheme including guaranteeing of rental payments of students, payment of defaulters’ rent to external landlords or their agents, creation of defaulters as debtors, follow-up collection action including initiation of court proceedings</td>
<td></td>
<td></td>
<td></td>
<td>DS</td>
<td>7/06/2019</td>
<td>Registrar</td>
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<td>Admin Director</td>
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<td><strong>WORKS/CONTR</strong></td>
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<td>S 406</td>
<td>Let contracts for and purchase goods and services, including refurbishment and maintenance of University properties within area of responsibility</td>
<td></td>
<td></td>
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<td>DS</td>
<td>12/12/2016</td>
<td>MasterUH</td>
<td>Master, Uni House/Grad House</td>
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<td>Admin Director</td>
<td>Council 888/2015; Item 9</td>
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<td>Director, Facilities &amp; Services</td>
<td>ADMINDIR</td>
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1. Up to $50,000 per transaction  
2. Up to $100,000 per transaction  
3. Up to $1.5M for all University properties
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<th>Sub-Category ID</th>
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<th>Delegation Type</th>
<th>Effective Date</th>
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<td>Up to $5M for all University properties</td>
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<td></td>
<td>COO</td>
<td>Chief Operating Officer</td>
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<td>DS</td>
<td>Up to $10M for all University properties</td>
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<td>VC</td>
<td>Vice-Chancellor</td>
<td>EXEC</td>
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