



Authorities and Delegations at UNDA

Background

Under s.15B of The University of Notre Dame Australia Act (1989) (the **Act**), the Board of Directors is the governing body of the University and, subject to other provisions of the Act:

“is to exercise all the powers of the University and is to have the entire control and management of the affairs and concerns of the University”.

S. 17 of the Act appoints the Vice Chancellor as the Chief Executive Officer of the University. The University Statutes confirm that the Vice Chancellor is responsible for:

- (i) preserving and fostering the essential character of the University as a Catholic University;*
- (ii) managing the academic, administrative, financial and other affairs of the University;*
- (iii) leadership, management and development of the University;*
- (iv) representing the University before the public.*

Authority to Delegate

The Board of Directors has the power to delegate to any committee or officer of the University any power or duty of the Board (s.16 of the Act). The delegation must be in writing, executed by the Board, and may expressly authorise the delegate to further delegate the power or duty.

Under Statute 20 of the University Statutes, the Board delegates all the daily running of the University to the Vice Chancellor. The Vice Chancellor has the power to:

- (i) appoint, promote and dismiss staff, determine their remuneration, conditions of service, powers and duties, and determine University policies on these matters;*
- (ii) exercise general supervision over the activities and welfare of members of the staff and students of the University and over the academic affairs of the University;*
- (iii) determine and establish the Management Structure of the University and make such amendments as are from time to time required to ensure that the affairs of the University are managed effectively and responsibly;*
- (iv) approve, on behalf of the Board of Directors, the awarding of degrees, diplomas and awards to enrolled students who have attained standards approved by Boards of Examiners;*
- (v) formulate the University budget for submission to the Board of Directors for approval;*
- (vi) manage the human, financial and physical resources of the University;*
- (vii) determine University policy, including but not limited to policy on:
 - A. use of site and facilities of the University;*
 - B. research (on the advice and recommendation of the Research Committee); and*
 - C. academic issues (on the advice and recommendation of the Academic Committee).**

- (viii) incur expenditure up to a limit set by the Board of Directors on items for which budgetary provision has been made;*
- (ix) prepare the strategic plan of the University for consideration by the Board of Directors;*
- (x) establish and maintain an efficient and effective management structure for the University;*
- (xi) establish committees on such terms as he or she sees fit to advise on specific aspects relating to the management of the academic, administrative, financial and other affairs of the University;*
- (xii) sign documents for and on behalf of the University in situations where the Common Seal is not required to be affixed;*
- (xiii) ensure the implementation of the Statutes, By-laws, Regulations, Rules and policies of the University, and compliance with the responsibilities and obligations required by State and Commonwealth legislation;*
- (xiv) make any decision or take any action on behalf of the Board of Directors where the Vice Chancellor and Chancellor agree that the decision is urgent and requires immediate action and that it is not practicable to convene a special meeting of the Board of Directors, provided that where this power is exercised the use of the power shall be reported to the Board of Directors as soon as possible, and endorsement of the action taken shall be sought from the Board of Directors at its next meeting.*

The Vice Chancellor (under Statute 22.1) may delegate any of these powers, duties and responsibilities to another person or committee of the University (except the power to delegate).

Extent of Delegation

Delegation may be for a specific occasion or on a continuing basis.

Continuing delegation may be withdrawn at any time.

Any authority delegated by the Board or Vice Chancellor to a particular officer includes any person acting in the position on a temporary basis unless otherwise noted at the commencement of the acting period.

If an officer with delegated authority is unable to carry out their duties associated with that delegation at any point in time, the delegated authority evolves to that officer's immediate supervisor.

Delegations of Authority

Pursuant to this policy, the following schedules set out continuing delegations that the Vice Chancellor has expressly granted:

- a) General Delegations (Schedule A)
- b) Financial Delegations – Expenditure (Schedule B)
- c) Academic Delegations (Schedule C)
- d) Staffing Related Delegations (Schedule D)

Other delegations may occur from time to time in writing and the schedules will be updated on a regular basis. Responsibility for ensuring their accuracy lies with the University Secretary.

Exercise of Delegated Authority

Delegations do not by-pass policy or procedure. Individuals who are given delegated authority are responsible and accountable for ensuring that the exercise of the authority is in accordance with the following:

1. The Objects of the University.
2. The Strategic Plan and direction of the University.
3. The annual budget allocation (if applicable).
4. The legality and compliance of the proposed action.
5. That all policies and procedures of the University, as from time to time are in force, are followed.

Responsible Office: University Secretary
Effective Date: 1 January 2012
Modification History: