

## Delegations Statute

### 1. Purpose

The University Council is the governing body of the University. It delegates much of its responsibility to the Vice-Chancellor, the Academic Board and Committees of Council. In turn, the Vice-Chancellor is authorised to, and does, delegate responsibilities to members of Staff and the Academic Board.

This Statute sets out these delegations and provides the basis for, and the limits on, the exercise of all Delegated Authority (including Financial and Human Resources) at Victoria University of Wellington.

### 2. Organisational Scope

This is a University-wide Statute. It applies to all Council members and Staff of the University and its controlled entities.

### 3. Definitions

For the purposes of this Statute, unless otherwise stated, the following definitions shall apply:

Business Case	a business case prepared in accordance with the direction of the Chief Financial Officer
Delegated Authority	the granting of power to a member of Staff to act on behalf of the University in accordance with this Statute
Delegations Schedule	the schedule of all formally approved Delegated Authority contained in Appendix 4
FDA	Financial Delegated Authority
HRDA	Human Resources Delegated Authority
Project	any expenditure of: (a) \$100,000 or more to purchase assets (other than land or buildings) or to invest in a new service, course or function; or (b) \$200,000 or more to purchase or improve land or buildings
Staff	Any person with an employment agreement with the University on a permanent basis (including full and part-time) or a fixed term of greater than six months
Statute	this Delegations Statute, including its appendices

### 4. Policy Content and Guidelines

#### 4.1 Definitive Source

- 4.1.1 This Statute is the definitive source of all formally approved Delegated Authority. Where there is any conflict between this Statute and any other University statute, policy, procedure, guideline or document, this Statute will take priority unless determined otherwise by:

- (a) Council, in the case of a conflict affecting the Delegated Authority of Council, the Academic Board, a Committee of Council or the Vice-Chancellor; or
- (b) the Vice-Chancellor, in the case of any other conflict.

4.1.2 Where a Delegated Authority is not contained in this Statute, the matter must be referred to the Vice-Chancellor. The Vice-Chancellor must obtain Council approval if the matter falls outside the Vice-Chancellor's Delegated Authority or if the Vice-Chancellor considers it appropriate to do so.

## 4.2 Principles

The exercise of Delegated Authority at the University is subject to the following principles:

### *Granting and holding Delegated Authority*

- (a) Delegated Authority may only be held by, or granted to, Council, Committees of Council, the Academic Board, the Vice-Chancellor or a member of Staff.
- (b) Delegated Authority is granted through this Statute.

### *Use of Delegated Authority*

- (c) Delegated Authority holders have the authority to use their Delegated Authority and commit the University in accordance with this Statute.
- (d) Delegated Authority may be used only in the best interests of the University and towards achieving the University's mission and strategic goals.
- (e) Delegated Authority holders are accountable for their use of Delegated Authority. In using Delegated Authority, Delegated Authority holders must:
  - i. comply with this Statute, any relevant legislation and any relevant University statute, policy or procedure;
  - ii. have proper regard to any standards, generally accepted practice and the potential risks to the University as a result of each exercise of Delegated Authority (including the possibility of setting an undesirable precedent);
  - iii. seek appropriate advice where necessary and prior to using or committing Delegated Authority (including HR, legal and/or financial advice).
- (f) Managers of Staff may use the Delegated Authority held by those members of Staff within that manager's reporting line.
- (g) A Delegated Authority holder may not use their Delegated Authority in a situation where the Delegated Authority holder has a conflict of interest (as defined in the Conflicts of Interest Statute). In such a situation, the Delegated Authority must be exercised by an appropriate higher level manager.
- (h) Delegated Authority holders are not compelled to exercise delegations. Holding a delegation does not oblige the holder to exercise the delegation if, in holder's opinion, some special or unusual circumstances are involved which make it sensible or desirable that the issue be escalated for consideration at a more senior level.

### *Sub-delegation*

- (i) Delegated Authority cannot be sub-delegated to other members of Staff except as specifically provided in this Statute. Any sub-delegation remains in force until it expires or is revoked in writing.

- (j) A Delegated Authority holder may sub-delegate Delegated Authority to another member of Staff by:
  - i. giving a specific sub-delegation of a particular Delegated Authority (other than FDA or HRDA which cannot be sub-delegated under this paragraph without the written approval of the Chief Operating Officer (in the case of FDA), Director, Human Resources (in the case of HRDA) or the Vice-Chancellor); or
  - ii. formally appointing that member of Staff in an acting or relieving role.
- (k) A person who is sub-delegated authority may exercise that authority, subject to any conditions or limits imposed by this Statute or the original Delegated Authority holder.
- (l) Sub-delegations must be in writing (including email), specify the duration of the sub-delegation, specify any limits on the sub-delegation and, in the case of a sub-delegation under 4.2(k)(ii), must specify whether FDA or HRDA is being sub-delegated or not.
- (m) Sub-delegation of Delegated Authority is a transfer of authority but not of accountability.
- (n) Sub-delegated Authority may not be further sub-delegated without the prior written approval of the Vice-Chancellor.
- (o) A Delegated Authority holder may appoint a person or group, such as a committee, to advise about the exercise of a delegation, but the Delegated Authority holder remains responsible and accountable for making the decision.

### 4.3 Reserved Powers of Council

The matters set out in Appendix 3 (the Reserved Powers of Council) require specific approval from Council and cannot be delegated without an express delegation from Council.

### 4.4 Delegated Authority Rules – General

- 4.4.1 The detailed rules for exercising specific individual Delegated Authorities are contained in Appendix 4. General rules relating to financial, HR, contract and communications & external relations delegations are set out in clauses 4.5-4.8 below.
- 4.4.2 A Delegated Authority Holder must inform his or her manager as soon as possible if an exercise of Delegated Authority is in relation to an issue that is potentially contentious or controversial or may have political implications. Where necessary, the Vice-Chancellor must advise the Council.
- 4.4.3 All Delegated Authorities in this Statute refer to a position and not to the individual holder of that position.
- 4.4.4 If there is any uncertainty as to whether a particular Delegated Authority is applicable to a particular matter, the Delegated Authority holder should refer the matter to his or her line manager (in the first instance) or the General Counsel.

### 4.5 FDA Rules

- 4.5.1 FDA must be exercised in accordance with the approved budget and any applicable approved business case.

#### *Budget*

- 4.5.2 The budget is prepared in advance of each financial year and must be approved by Council. Once approved:
  - (a) the Vice-Chancellor has authority to act within the budget, ensuring that the budgeted surplus (expressed as a percentage of revenue) is met;

- (b) Subsequent to approval by Council of the budget, Council may approve an alternative spending authority and revised target surplus for the financial year and, if so, the Vice-Chancellor has authority to act within the revised spending authority ensuring the budgeted surplus or target surplus is met;
- (c) Delegated Authority holders have authority to commit and spend money (including entering into the necessary contracts and financial transactions):
  - i. up to their FDA; and
  - ii. within an approved budget,

however, a Delegated Authority holder has no authority to commit and spend money on Projects (even if the Project is contained in the budget) until a business case for that Project is approved (see 4.5.3 below).

*Note: the expenditure of 'windfall profits' such as significant income from the sale of assets must be approved by Council.*

### *Business Case*

- 4.5.3 A Business Case must be prepared for any Project and must be approved by a person holding appropriate FDA. Once approved, Delegated Authority holders have authority to commit and spend money on the Project (including entering into the necessary contracts and financial transactions):
- (a) up to their FDA; and
  - (b) within the approved business case.

### *FDA generally*

- 4.5.4 Any member of Staff who anticipates overspending his/her approved budget or approved business case must obtain approval from his/her line manager. Equally, a line manager will have to seek higher approval from a person with the appropriate FDA if the overspend would cause that line manager to exceed his/her approved budget or approved business case.
- Note: This applies at a total rather than an individual line level unless the CFO determines otherwise (for example, where exceeding budget would require lines for special items (e.g. scholarships) to be used for a different purpose).*
- 4.5.5 Any use of FDA must relate to the whole of a transaction or project rather than individual components. (For example it is not permissible to approve (1) the payment of instalments for the acquisition of an item where the aggregate cost is above the FDA held; or (2) incremental budget increases to a project business case where the new aggregate project budget is above the FDA held or (3) a transaction that has been structured in such a way to avoid or circumvent the FDA limits.)
- 4.5.6 Before committing to any expenditure beyond the current financial year or approved budget, the Delegated Authority Holder must have reasonable grounds to believe that adequate provision will be made in future budgets to meet that commitment.

## **4.6 Contract and Transaction Delegated Authority Rules**

- 4.6.1 All contracts must be approved and signed:
- (a) in the case of an expenditure contract (including procurement contracts, inbound contracts for service and supplier contracts), by a person holding the appropriate FDA for the total contract value;
  - (b) in the case of an employment contract, by a person holding the appropriate HRDA and FDA; and

- (c) in the case of any other contract (including revenue contracts, relationship contracts and memoranda of understanding), by a person holding the appropriate Delegated Authority as set out in the Delegations Schedule.
- 4.6.2 The approver of the contract must ensure that the terms and conditions are acceptable to the University and that contractual commitments are covered by an approved budget or business case, and are in accordance with all applicable policy requirements (including, in the case of procurement contracts, the Procurement Policy).
- 4.6.3 Where available, a University approved template must be used. Any variations to such templates must be approved by Legal Services prior to the contract being approved.
- 4.6.4 Where there is no University template (or, for any reason, the University template cannot be used) the approver must ensure the contract is reviewed by Legal Services.
- 4.6.5 In accordance with the Public Bodies Contracts Act 1959, any contract with a value of greater than 50% of the Vice-Chancellor's delegated authority must be reported to Council.

### **4.7 HRDA Rules**

- 4.7.1 Delegated Authority holders hold and may exercise HRDA only in relation to roles within that holder's team. In addition, but without limiting the powers of other HRDA holders:
  - (a) the Vice-Chancellor and the Director, Human Resources hold HRDA and may exercise that HRDA in relation to all roles of the University; and
  - (b) the Provost holds and may exercise HRDA in relation to all academic roles of the University.
- 4.7.2 Where any person holding HRDA of level 2 or below is appointing a direct report, the HRDA in relation to that appointment lifts one level to the 'oversight manager'. For example, a direct report to a 'Level 4' manager is approved by a 'Level 3 manager' or above.
- 4.7.3 Before exercising any HRDA, and in particular any Delegated Authority relating to entitlements and obligations under an employment agreement, the holder must review the relevant employment agreement and, if necessary, seek advice from the relevant HR manager/advisor.

### **4.8 Miscellaneous Delegated Authority Rules**

#### *Media*

- 4.8.1 All media releases and media interviews must comply with the University's Media Management Guidelines and Social Media Guidelines. In accordance with these Guidelines, Academic Staff may comment to the media on relevant matters within their disciplines and fields of expertise, and as envisaged under the Education and Training Act 2020.

#### *Legal proceedings*

- 4.8.2 Initiation and defence of any significant potential or actual legal proceedings (including arbitration or litigation in any court, tribunal or authority) must be:
  - (a) approved by the Vice-Chancellor in consultation with the General Counsel or the Manager, Employment Law and Employment Relations; and
  - (b) reported to Council in a timely manner.

#### *Legal/Financial/Tax advice*

- 4.8.3 Any instruction of external legal advice must be given or approved by the General Counsel or the Manager, Employment Law and Employment Relations (within FDA).

- 4.8.4 Any instruction of external tax or finance advice must be given or approved by the Chief Financial Officer (within FDA).

### *Director and Trustee fees*

- 4.8.5 The setting or agreement of directors' or trustees' fees for University subsidiaries (other than the Foundation) must be approved by the Vice-Chancellor. Trustees' fees for the Foundation must be approved by Council.

## **4.9 Roles and responsibilities**

### *Delegating managers*

- 4.9.1 Delegating managers are responsible for implementing and operating this Statute within their teams. They are accountable for:

- (a) oversight of this Statute within their team;
- (b) ensuring that any Delegated Authorities within their team reflect the requirements of the roles and responsibilities within the team and that suggested amendments are submitted to the General Counsel in writing;
- (c) ensuring that any sub-delegations are in writing; and
- (d) ensuring that members of Staff in their team (including acting Staff) are aware of, and provide written acknowledgment of their understanding and acceptance of, their powers and obligations.

### *Delegated Authority holders*

- 4.9.2 Delegated Authority holders are accountable for ensuring that they:

- (a) are aware of their current Delegated Authority;
- (b) actually hold Delegated Authority for any power or authority that they intend to use;
- (c) comply with this Statute in exercising Delegated Authority; and
- (d) do not misrepresent their authority to third parties.

- 4.9.3 Delegated Authority holders who act outside their Delegated Authority may be subject to disciplinary action, up to and including dismissal.

### *General Counsel*

- 4.9.4 The General Counsel is responsible for:

- (a) maintaining and overseeing this Statute and the delegations process;
- (b) ensuring that all original delegations are held in safe custody;
- (c) managing an annual review of this Statute;

### *Senior Managers*

- 4.9.5 The following senior managers are responsible for ensuring that appropriate controls are in effect to monitor compliance and for reporting material breaches of this Statute to the Vice-Chancellor and the chair of the Audit and Risk Committee as soon as practicable:

- (a) Chief Financial Officer, in relation to Financial Delegated Authority;

- (b) Director, Human Resources, in relation to HR Delegated Authority;
- (c) Provost, in relation to academic and research Delegated Authority;
- (d) General Counsel, in relation to contract Delegated Authority.

### 4.10 Exceptions

In exceptional circumstances (such as a major incident or civil emergency) the Vice-Chancellor (or other most senior manager available if the Vice-Chancellor is not available) may suspend normal lines of authority and make executive decisions as the situation requires, until such time as the Council resolves otherwise. Where practicable, the exercise of any power under this clause which is ordinarily reserved for Council should be made in consultation with the Chancellor (or other most senior member of Council available if the Chancellor is not available).

## 5. Legislative Compliance

The University is required to manage its policy documentation within a legislative framework. The legislation directing this statute is the Education and Training Act, Crown Entities Act 2004, Public Finance Act 1989, Public Service Act 2020, Public Bodies Contracts Act 1959 and the Victoria University of Wellington Act 1961.

## 6. References

Conduct Policy  
Fees Statute  
Gift and Koha Policy  
Sensitive Expenditure Policy  
Travel and Expenses Policy  
Treasury Statute

## 7. Appendices

Appendix 1 – Delegated Authority Levels  
Appendix 2 – Financial Delegated Authority Limits  
Appendix 3 – Reserved Powers of Council  
Appendix 4 – Delegations Schedule

## 8. Approval Agency

Council.

The Vice-Chancellor is authorised to amend any Delegated Authority or Delegated Authority level contained in this Statute with the exception of any Delegated Authority or Delegated Authority level expressed as being held by Council, a Committee of Council, the Academic Board, or the Vice-Chancellor.

The Audit and Risk Committee of Council will review this Statute on an annual basis.

## 9. Approval Dates

This Statute was approved on:	12 December 2016 (effective from 1 January 2017)
This Statute be reviewed by:	1 December 2017

## 10. Policy Sponsor

Vice-Chancellor

## 11. Contact Person

The following person may be approached on a routine basis in relation to this Statute:

General Counsel

Ext: 6551



## Appendix 1

## Delegated Authority Levels

Level	Description	Includes
0	Council	
1	Vice-Chancellor	
2	Senior Leadership Team (SLT)	<ul style="list-style-type: none"> <li>• Chief Operating Officer</li> <li>• Deputy Vice-Chancellors</li> <li>• Director, Human Resources</li> <li>• Pro Vice-Chancellors and Deans of Faculties</li> <li>• Provost</li> <li>• Vice-Provosts</li> </ul>
3	Tier 3 Heads and Directors	<ul style="list-style-type: none"> <li>• Assistant Vice-Chancellors</li> <li>• Chief Financial Officer</li> <li>• Dean of Architecture and Design</li> <li>• Dean of Education</li> <li>• Dean of Engineering</li> <li>• Dean, Faculty of Graduate Research</li> <li>• Dean of Science</li> <li>• Director, Academic Office</li> <li>• Director, Property Services</li> <li>• Director, Student and Campus Living</li> <li>• Director, Strategic Projects</li> <li>• Director, Safety, Risk and Assurance</li> <li>• Director, Centre for Academic Development</li> <li>• Director, Centre for Lifelong Learning</li> <li>• Director, Communications and Marketing</li> <li>• Director, Information Technology Services</li> <li>• Director, Planning and Management Information</li> <li>• Director, Student Academic Services</li> <li>• Directors of standalone Institutes or Centres that report to a DVC or PVC</li> <li>• Executive Director, Development Office</li> <li>• Head of School</li> <li>• University Librarian</li> <li>• General Counsel</li> </ul>
4	Tier 4 Managers	<ul style="list-style-type: none"> <li>• Managers of an Institute, Centre or significant group that is a sub-unit of a Faculty Office, School or CSU, or a stand-alone group that is not itself a CSU</li> <li>• Deputy and Associate Directors</li> <li>• Deputy and Associate Deans</li> <li>• Deputy Head of School</li> </ul>
5	Other Managers	Managers of small groups which are sub-units of Schools, CSUs, Institutes, Centres, significant groups or standalone groups. Includes School Managers, Team Leaders and other roles which have HR delegations (i.e. some management responsibilities for staff)
6	Supervisors and Administrators	Staff who supervise other employees. They have day-to-day operational responsibility for a staff member or group of staff (and may be delegated some HR responsibility for those staff)
7	Staff with no Financial or HR delegated authority	

Appendix 2

Financial Delegated Authority Limits (GST exclusive)

Authority	Level 0 Council	Level 1 Vice- Chancellor	Level 2a Chief Operating Officer (COO)	Level 2b SLT other than COO	Level 3a Chief Financial Officer (CFO)	Level 3b Tier 3 Heads and Directors other than CFO	Level 4 Tier 4 Managers	Level 5 Other managers	Level 6 Supervisors and Administrators
<b>Approve budget</b>									
Approve budget	Unlimited	-							
<b>Approve business case as per Investment Analysis Framework</b>									
Approve business cases	Unlimited	\$5,000,000	\$3,000,000	\$1,000,000	\$100,000	\$100,000	-	-	-
Approve fixed and working capital lines for subsidiaries and controlled entities	Unlimited	\$3,000,000	\$2,000,000	-	\$1,000,000	-	-	-	-
<b>Approve contracts</b>									
Approve expenditure contracts and revenue contracts with associated unfunded costs (within approved budget or business case)	Unlimited	\$25,000,000	\$20,000,000	\$10,000,000	\$10,000,000	\$1,000,000	\$100,000	-	-
Approve land or building acquisitions and disposals (including leases)	Unlimited	\$5,000,000	\$1,000,000	-	-	-	-	-	-
Approve asset disposals (other than land or buildings) (with the written consent of the Secretary for Education, if required) Note, \$ limits relate to market value	Unlimited	\$5,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$500,000	\$200,000	-	-
Approve employment agreements	For VC only	In accordance with the HR authorities set out in the Delegations Schedule							
Approve other contracts (including non-expenditure and research contracts)	Unlimited	In accordance with the Contract authorities set out in the Delegations Schedule							
<b>Approve financial transactions</b>									
Approve purchase orders and financial transactions (including purchase card transactions but excluding sponsorship, gifts and koha)	Unlimited	\$10,000,000	\$3,000,000	\$1,000,000	\$500,000	\$100,000	\$50,000	\$10,000	\$2,000
Approve sponsorships (where University provides funding)	Unlimited	\$100,000	\$5,000	\$5,000 (\$10,000 - DVC (Engagement))	\$5,000	\$2,000	\$20,000 (Director , Student and Campus Living only in relation to student activities)	-	-
Approve gifts and koha	Unlimited	\$2,000	\$400	\$400 (\$2,000 DVC (Māori) only)	\$400	\$400	\$400	-	-
Tax payments	Unlimited	\$10,000,000	\$5,000,000	-	\$5,000,000	-	\$2,000,000 (Deputy CFO only)	-	-
Debt and asset write-offs [over \$50]	Unlimited	\$500,000	\$200,000	\$100,000	\$50,000	\$20,000 (Director, Student Academic Services)	-	-	-
Approve underlying payroll batch to release for payment	Unlimited	\$15,000,000	-	\$10,000,000 (Director, Human Resources only)	\$10,000,000	-	-	-	-
Approve discounts on tuition fees and student services levies	Unlimited	25%	-	25% (DVC Engagement only)	-	25% (AVC International and AVC International Engagement only)	-	-	-
<b>Approve Treasury actions (limited to specified roles). All transactions require 2 approvers and must be in accordance with the Treasury Statute</b>									
<b>Debt management</b>									
Core borrowing - debt management (drawdown and repayment)	Unlimited (Finance Committee)	\$50,000,000	\$50,000,000	-	\$20,000,000	-	\$10,000,000 (Deputy CFO only, within	-	-

## Delegations Statute

Authority	Level 0 Council	Level 1 Vice- Chancellor	Level 2a Chief Operating Officer (COO)	Level 2b SLT other than COO	Level 3a Chief Financial Officer (CFO)	Level 3b Tier 3 Heads and Directors other than CFO	Level 4 Tier 4 Managers	Level 5 Other managers	Level 6 Supervisors and Administrators
	Chair - with notification to full Council)						debt facility limits)		
Inter-bank transfer	Unlimited (Finance Committee Chair - with notification to full Council)	\$50,000,000	\$50,000,000	-	\$20,000,000	-	\$10,000,000 (Deputy CFO only, within debt facility limits)	-	-
<b>Hedging</b>									
Interest rate risk management contracts (Transactions must match identified liabilities)	Unlimited (Finance Committee Chair - with notification to full Council)	\$50,000,000	\$50,000,000	-	\$20,000,000	-	\$20,000,000 (Deputy CFO only, within debt facility limits )	-	-
Foreign exchange risk management contracts (Transactions must match identified liabilities)	Unlimited (Finance Committee Chair - with notification to full Council)	\$2,000,000	\$2,000,000	-	\$1,000,000	-	\$500,000 (Deputy CFO only)	-	-

Appendix 3

Reserved Powers of Council

Authority	Conditions
<b>Governance</b>	
Govern the University	in accordance with relevant legislation and the Investment Plan and Strategic Plan
Approve the University's long-term strategic direction, Strategic Plan, Mission, Values and Vision	
Approve the Investment Plan	
Approve the budget	on the recommendation of the Finance Committee
Approve the Annual Report	on the recommendation of the Audit and Risk Committee
Appoint, reappoint (and remove) a Vice-Chancellor	
Monitor and evaluate the Vice-Chancellor's performance	on the recommendation of the HR Committee
Appoint (and remove) an acting Vice-Chancellor	
Authorise other people to execute documents on behalf of the University	
Oversee and monitor the assessment and management of risk across the University and its controlled entities	
Approve the internal audit charter	on the recommendation of the Audit and Risk Committee
Approve statutes	
Agree to the disestablishment of the University and its incorporation in another institution of the same class or a different class	
Agree to the incorporation in the University of another institution or other institutions, whether of the same class as itself or a different class from itself	
Grant honorary degrees and Hunter Fellowships	on the recommendation of the Victoria Honours Committee
Approve naming rights	on the recommendation of the Victoria Honours Committee
Determine objective criteria for consideration of Council members	
Appoint as a member of Council the Vice-Chancellor and up to 7 other people	taking into account the recommendations of the Nominations Panel
Elect (and remove) a Chancellor and Pro-Chancellor	
Determine rates of payment for members of Council (other than the Vice-Chancellor)	
Dismiss or suspend a member of Council or recommend to the Minister that a member be removed from office	
Initiate action against a member of Council for breach of any individual duty	
Recommend to the Minister that the Constitution of the Council be amended	
Determine Council's annual work plan and anything necessary to support the business of Council	
Determine procedures for meetings of Council and Committees of Council	
Manage disclosures of interest from Members of Council	
Assess the performance of Council	
Appoint, alter, discharge and reconstitute committees of Council, other committees to exercise delegated powers and boards or other bodies within the University to give advice to Council	
Delegate or revoke any of Council's powers to the Vice-Chancellor or to a committee (including the Academic Board)	
Decide how to fill casual vacancies on Council	Includes deciding not to fill a vacancy that occurs within 3 months of the end of Council member's term of office
Appoint trustees of the Victoria of University of Wellington Foundation	
Approve any new subsidiary or controlled entity of the University or the disestablishment of any existing entity	
<b>Academic</b>	
Establish an Academic Board and consider any advice from the Academic Board	
Determine the composition of the Academic Board	
Grant (and revoke) qualifications and awards	
Decide on grievance about an action of the Academic Board	in accordance with section 4.3(c) of the Academic Board statute
Establish targeted admissions schemes for students from equity groups	
Determine minimum entry requirements	
Determine wording on Qualification Certificate	
Approve amendment of already issued Qualification Certificate	
<b>Finance and Contracts</b>	
Approve any matter requiring a "Level 0" approval in the Financial Delegated Authority Limits set out in Appendix 2	
Determine tuition fees and student services levies	taking into account the recommendations of the Finance Committee
Approve limits on treasury financial transactions and financial authorities (as set out in the Treasury Statute)	taking into account the recommendations of the Finance Committee
Authorise grants or loans to the Vice-Chancellor, members of staff, students, or to any association of staff or students, and guarantee loans to the Vice-Chancellor or members of staff for housing purposes	
Approve the level of insurance coverage	
Authorise the common seal to be affixed to any document	Common seal must be countersigned by two people (other than for qualification certificates), one of whom must be a member of Council.
Enter into agreements which, if made by a private person, must be by deed.	Requires common seal to be affixed and countersigned by two people with delegated authority (at least one of whom must be a member of Council).

## Appendix 4

### Delegations Schedule

The Delegations Schedule is available at  
<http://www.victoria.ac.nz/about/governance/delegations/delegations-schedule-search-tool>