
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 at Victoria University of Wellington.

2. Application of Statute

This Statute applies to Staff Members.

Statute Content

3. Definitive Source

3.1 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.

3.2 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. 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 and may be granted through specific delegations given to specific roles (as listed in Appendix 4) or through Delegated Authority levels. The Delegated Authority levels (and the roles within each level) are set out in Appendix 1.

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, Te Tiriti o Waitangi Statute, any other relevant Policy Document, and any relevant legislation.
 - (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); and
 - (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. In such a situation, the Conflict of Interest must be disclosed and managed in accordance with the Conflict of Interest Statute and any use of 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 the holder's opinion, some special or unusual circumstances are involved which make it sensible or desirable to not commit the University and/or that the issue be escalated for consideration at a more senior level.
- (i) A Delegated Authority holder may appoint a person or group, such as a committee, to advise about the exercise of Delegated Authority, but the Delegated Authority holder remains responsible and accountable for exercising that Delegated Authority.

Sub-delegation

- (j) 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.
- (k) A Delegated Authority holder may sub-delegate Delegated Authority to another member of Staff by:
 - (i) formally appointing that member of Staff in an acting or relieving role; or
 - (ii) 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 an SLT member
- (l) 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.
- (m) Sub-delegations must be in writing (including email), specify the duration of the sub-delegation, and specify any limits on the sub-delegation.
- (n) When Delegated Authority is sub-delegated under this Statute, the original Delegated Authority holder and the holder of the sub-delegation are both responsible and accountable for the exercise of that Delegated Authority.
- (o) Sub-delegated Authority may not be further sub-delegated without the prior written approval of the Vice-Chancellor.

5. Reserved Powers of the Council

- 5.1 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.

6. Delegated Authority Rules – General

- 6.1 The detailed rules for exercising specific individual Delegated Authorities are contained in Appendix 4. General rules relating to financial, HR, contract, and communications and external relations delegations are set out in clauses 7 to 10 below.
- 6.2 A Delegated Authority Holder must inform their manager as soon as possible if an exercise or potential exercise of Delegated Authority is in relation to an issue that is potentially contentious or controversial or may have reputational or political implications. Where necessary, the Vice-Chancellor must advise the Council.
- 6.3 All Delegated Authorities in this Statute refer to a position and not to the individual holder of that position.
- 6.4 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 their line manager (in the first instance) or the General Counsel.

7. FDA rules

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

Budget

- 7.2 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;
 - (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 authority;
 - (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 7.3 below).

Business Case

- 7.3 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.

Note: A Business Case (or another approval) does not need approval from SLT as a whole if it already falls under the Delegated Authority of an individual SLT member.

FDA generally

- 7.4 Any member of Staff who anticipates overspending their approved budget or approved business case must obtain approval from their 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 their 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).

- 7.5 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:
- (a) the payment of instalments for the acquisition of an item where the aggregate cost is above the FDA held; or
 - (b) incremental budget increases to a project business case where the new aggregate project budget is above the FDA held; or
 - (c) a transaction that has been structured in such a way to avoid or circumvent the FDA limits).
- 7.6 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.

8. Contract and Transaction Delegated Authority Rules

- 8.1 All contracts must be approved and signed:
- (a) in the case of an expenditure contract, by a person holding the appropriate FDA for the total contract value (which may span over multiple financial years);
 - (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 memoranda of understanding), by a person holding the appropriate Delegated Authority as set out in the Delegations Schedule,
- however, in all cases and to avoid doubt, a Delegated Authority holder must not approve or sign a contract where they have a conflict of interest (as defined in the Conflicts of Interest Statute).
- 8.2 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](#)).
- 8.3 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.
- 8.4 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.

Common Seal

- 8.5 The University must have a common seal in the format approved from time to time by the Council.
- 8.6 The common seal:
- (a) must be affixed to qualification certificates;

- (b) may be affixed to other documents at the discretion of the Vice-Chancellor (with such affixing reported to Council in a timely manner); and
- (c) is not required to be affixed to contracts or other enforceable obligations (including deeds) governed by section 274 of the Education and Training Act 2020.

8.7 The common seal must be countersigned (either electronically or in writing) by:

- (a) *Qualification Certificates*: two members of the Council (usually the Chancellor and the Vice-Chancellor); and
- (b) *Other Documents*: two members of Staff.

9. HRDA Rules

9.1 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, People and Capability 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.

9.2 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.

9.3 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.

10. Miscellaneous Delegated Authority Rules

Media

10.1 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

10.2 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

10.3 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).

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

Director and Trustee fees

- 10.5 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.

11. Roles and Responsibilities*Delegating managers*

- 11.1 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 comply with, this Statute.

Delegated Authority holders

- 11.2 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.
- 11.3 Delegated Authority holders who act outside their Delegated Authority may be subject to disciplinary action, up to and including dismissal.

General Counsel

- 11.4 The General Counsel is responsible for:
- (a) maintaining and overseeing this Statute and the delegations process;
 - (b) ensuring that records of all delegations and sub-delegations are maintained;
 - (c) managing the regular review of this Statute;

Senior Managers

- 11.5 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, People and Capability, 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.

12. Exceptions

- 12.1 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).

13. Amendments and Review

- 13.1 The Vice-Chancellor is authorised to amend any Delegated Authority or Delegated Authority level contained in this Statute except for any Delegated Authority or Delegated Authority level expressed as being held by Council, a Committee of Council, the Academic Board, or the Vice-Chancellor.
- 13.2 The Audit and Risk Committee of Council will review this Statute on a regular basis.

14. Definitions

In this Statute, unless otherwise stated, the following definitions shall apply:

| | |
|----------------------|---|
| Business Case | a business case prepared in accordance with the Investment Framework Guidelines |
| Conflict of Interest | has the meaning given in the Conflicts of Interest Statute |
| 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 |
| HR | Human Resources |
| HRDA | Human Resources Delegated Authority |
| Policy Document | has the meaning given in the Policy Framework |
| Project | any project as defined in the Investment Framework Guidelines |
| Staff | an employee of the University |
| Statute | this Delegations Statute, including its appendices |

15. Related Documents

[Education and Training Act 2020](#)
[Crown Entities Act 2004](#)
[Public Finance Act 1989](#)
[Victoria University of Wellington Act 1961](#)
[Conflicts of Interest Statute](#)
[Fees Policy](#)
[Gift and Koha Policy](#)
[Investment Framework Guidelines](#)
[Policy Framework](#)
[Procurement Policy](#)
[Sensitive Expenditure Policy](#)
[Staff Conduct Policy](#)

[Te Tiriti o Waitangi Statute](#)
[Travel and Expenses Policy](#)
[Treasury Statute](#)

16. Document Management and Control

Essential Record

| | |
|------------------|---------------------------------|
| Approver | Te Rūnanga - Council |
| Approval Date | 13 June 2022 |
| Effective Date | 13 June 2022 |
| Next Review Date | 13 June 2025 |
| Policy Sponsor | Tumu Whakarae - Vice-Chancellor |
| Policy Owner | General Counsel |
| Policy Contact | Manager, Legal Operations |

Modification History

| Date | Approval Agency | Details |
|--------------|-----------------|--|
| 6 April 2023 | Vice-Chancellor | Minor Amendments to Appendix. New note under clause 7.3. |

Appendix 1: Delegated Authority Levels

| Level | Description | Includes (but not limited to) |
|-------|---|---|
| 0 | Council | |
| 1 | Vice-Chancellor | |
| 2 | Senior Leadership Team (SLT) | <ul style="list-style-type: none"> • Chief Financial Officer • Chief Operating Officer • Deputy Vice-Chancellors • Director, People and Capability • Pro Vice-Chancellors • Provost • Vice-Provosts |
| 3 | Tier 3 Heads and Directors | <ul style="list-style-type: none"> • Assistant Vice-Chancellors • Deans • Directors of central service units (including the Chief Information Officer, Executive Director, Development Office, General Counsel, and the University Librarian) • Directors of standalone Institutes or Centres that report to a DVC or PVC • Heads of School • Faculty Operations Managers |
| 4 | Tier 4 Managers | <ul style="list-style-type: none"> • Deputy and Associate Directors • Deputy and Associate Deans • Deputy Heads of School • Group Financial Controller • 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 |
| 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 Staff. 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)

Note: a ✓ means that the relevant Authority may be exercised by Staff holding the relevant level

| Authority | Level 0 Council | Level 1 Vice- Chancellor | Level 2a COO and CFO | Level 2b SLT other than COO and CFO | Level 3 Tier 3 Heads and Directors | Level 4 Tier 4 Managers | Level 5 Other managers | Level 6 Supervisors and Administrators |
|---|--------------------|---|-------------------------|---|---|--|------------------------------|---|
| Approve budget | | | | | | | | |
| Approve budget | Unlimited | - | - | - | - | - | - | - |
| Approve business case as per Investment Framework Guidelines | | | | | | | | |
| Approve business cases | Unlimited | \$5,000,000 | \$3,000,000 | \$1,000,000 | \$250,000 | - | - | - |
| Approve fixed and working capital lines for subsidiaries and controlled entities | Unlimited | \$5,000,000 | \$5,000,000 | - | - | - | - | - |
| Sign, amend, renew or terminate contracts | | | | | | | | |
| Expenditure contracts ¹ | Unlimited | \$25,000,000 | \$20,000,000 | \$10,000,000 | \$5,000,000 | \$1,000,000 | - | - |
| Revenue Contracts ² | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - | - |
| Research Contracts ³ | ✓ | ✓ | - | Provost VPR | Director Research Office | - | - | - |
| Acquisition of land or buildings ⁴ | Unlimited | \$5,000,000 | \$1,000,000 | - | \$250,000 (Director Property Services only) | - | - | - |
| Disposal of land, buildings or other assets ⁵ Note, \$ limits relate to market value | Unlimited | \$5,000,000 | \$1,000,000 | \$1,000,000 | \$500,000 (Assets other than land or buildings only) | \$200,000 (Assets other than land or buildings only) | - | - |
| MOUs, joint ventures, collaboration agreements or other relationship agreements with other institutions or organisations | ✓ | ✓ | ✓ | ✓ | Director, International Director, Strategic Partnerships and Engagement | - | - | - |
| Management and commercialisation of intellectual property | ✓ | ✓ | - | VPR | Director, Research Office | - | - | - |
| Enabling agreements (including material transfer, confidentiality, scholarship, supervision, student placement agreements) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - | - |
| Deeds ⁶ | ✓ | - | - | - | - | - | - | - |
| Approve employment agreements | For VC only | In accordance with the HR authorities set out in the Delegations Schedule | | | | | | |
| Approve financial transactions | | | | | | | | |
| Approve purchase orders and financial transactions (including purchase card transactions but excluding sponsorship, gifts and koha) | Unlimited | \$10,000,000 | \$3,000,000 | \$3,000,000 | \$250,000 | \$100,000 | \$20,000 | \$2,000 |
| Approve sponsorships (where University provides funding) | Unlimited | \$100,000 | \$10,000 | \$10,000 | \$5,000 \$20,000 (Director , Student and Campus Living only in relation to student activities) | - | - | - |
| Approve gifts and koha | Unlimited | \$2,000 | \$1000 | \$1000 (\$2,000 DVC (Māori) only) | \$500 | \$400 | - | - |

¹ Includes procurement of goods or services, construction contracts. Must be within an approved budget or business case and in accordance with the Procurement Policy.

² Includes provision of goods or services (other than research) by the University. Must be treated as an Expenditure Contract if the contract involves unfunded costs

³ Includes provision of research services, research grants, research subcontracts and research collaborations

⁴ Includes agreements for sale and purchase, leases, licences and occupancy agreements)

⁵ Includes agreements for sale and purchase, leases, licences and occupancy agreements) (with the written consent of the Secretary for Education, if required)

⁶ Deed = a document which, if entered into by an individual is required to be entered into by deed. Under s167A of the Education Act 1989, these documents must be signed by 2 or more members of the Council

| Authority | Level 0 Council | Level 1 Vice- Chancellor | Level 2a COO and CFO | Level 2b SLT other than COO and CFO | Level 3 Tier 3 Heads and Directors | Level 4 Tier 4 Managers | Level 5 Other managers | Level 6 Supervisors and Administrators |
|--|--|--------------------------------|-------------------------|---|---|--|------------------------------|---|
| Tax payments | Unlimited | \$20,000,000 | \$20,000,000 | - | - | - | - | - |
| Debt and asset write-offs [over \$50] | Unlimited | \$500,000 | \$200,000 | \$100,000 | \$20,000 (Director, Titoko and Director, Student and Campus Living - for student debt only) | - | - | - |
| Approve payroll payment | Unlimited | \$Unlimited | \$15,000,000 | \$15,000,000 (Director, People and Capability only) | - | - | - | - |
| Approve discounts on tuition fees and student services levies | Unlimited | 80% | - | 25% (DVC Engagement only) | 25% (Director, International Director, Strategic Partnerships and Engagement) | - | - | - |
| Approve Treasury actions (limited to specified roles). All transactions require 2 approvers and must be in accordance with the Treasury Statute | | | | | | | | |
| Debt management | | | | | | | | |
| Core borrowing - debt management (drawdown and repayment) | Unlimited (Finance Committee Chair - with notification to full Council) | \$50,000,000 | \$50,000,000 | - | - | \$10,000,000 (Group Financial Controller only, within debt facility limits) | - | - |
| Inter-bank transfer | Unlimited (Finance Committee Chair - with notification to full Council) | \$50,000,000 | \$50,000,000 | - | - | \$10,000,000 (Group Financial Controller only, within debt facility limits) | - | - |
| Hedging | | | | | | | | |
| 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 (Group Financial Controller 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 | - | - | \$500,000 (Group Financial Controller only) | - | - |

Appendix 3: Reserved Powers of Council

| Authority | Conditions |
|--|---|
| Governance | |
| 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 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 | |
| Academic | |
| Establish an Academic Board and consider any advice from the Academic Board | |
| Determine the composition of the Academic Board | |
| Grant (and rescind) 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 |
| | |
| | |
| Determine wording on Qualification Certificate | |
| Approve amendment of already issued Qualification Certificate | Other than editorial corrections (such as a misspelling or formatting errors) which can be approved by the Graduation Office |
| Finance and Contracts | |
| Approve any matter requiring a "Level 0" approval in the Financial Delegated Authority Limits set out in Appendix 2 | |
| Set tuition fees, fees for the provision of student services (known as the Student Services Levy), fees to assist students suffering exceptional financial hardship (known as the Student Assistance Levy), and any other fees prescribed by the Council | |
| 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 | taking into account the recommendations of the Audit and Risk Committee |
| Approve format of the common seal | |
| Countersigning the affixing of the common seal onto qualification certificates | Common seal must be countersigned on qualification certificates by two members of Council (usually the Chancellor and the Vice-Chancellor). |
| Enter into agreements which, if made by a private person, must be by deed. | Requires signature of at least 2 members of Council |

Appendix 4: Delegations Schedule

The Delegations Schedule is available at

<http://www.wgtn.ac.nz/about/governance/delegations/delegations-schedule-search-tool>