



JAMES COOK  
UNIVERSITY  

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AUSTRALIA

## James Cook University Delegations Schedule

### **The JCU Act 1997 (Qld)**

Under the JCU Act 1997 (Qld), the James Cook University Council (the Council) is the University's governing body and may do anything necessary or convenient in connection with its functions. The Council must act in the way that appears to it most likely to promote the University's interests.

The Council may delegate its powers to:

- a. an appropriately qualified member of the Council; or
- b. a Committee consisting of appropriately qualified persons, but which must include one or more members of the Council; or
- c. an appropriately qualified member of the University's staff.

However, the Council may not delegate its power to make an election policy or to adopt the University's annual budget. These powers are recorded in the JCU Delegations Schedule under 'Council Reserved Powers'.

### **JCU Delegations Schedule**

The JCU Delegations Schedule lists the specific delegations conferred by Council to Committees of Council, the Chancellor and Vice Chancellor and the powers it retains for itself. A small number of other positions also hold delegations conferred by Council, and these too are recorded in this Delegations Schedule.

In general, Council will retain high-level decision making powers concerning:

- governance matters;
- risk management;
- legal and regulatory compliance;
- strategy;
- significant financial matters;
- commercial activities;
- executive appointments, including terms and conditions of employment;
- significant changes to the University's organisational structure;
- award of Honorary awards; and
- appointment of Emeritus Professors

### **Committees of Council**

Council confers power to its Committees in line with the purpose, functions, duties and responsibilities of the Committee as described in the relevant Committee Charter. Delegations to Committees of Council complement the Committee Charters. All the delegations to Committees of Council specified in this Delegations Schedule are delegations made by the Council.

From time to time, circumstances will exist where Committees will not be able to resolve a matter within the regular schedule of meetings. In these circumstances, the Chairperson of the Committee will organise the matter to be considered by members by circulating resolution. Where it is not practical for the matter to be put to members by circulating resolution, Council delegates to the Chairperson of the Committee, or the University Secretary, the authority to finalise a matter executively, if so resolved by the Committee. The approval of the matter by the Chairperson shall be reported to the Committee at its next meeting.

### **The Vice Chancellor**

The Vice Chancellor is the chief executive officer of the University and may exercise the powers and perform the functions conferred on the Vice Chancellor by the JCU Act, another Act or the Council.

Council delegates to the Vice Chancellor the power to manage the day-to-day operations of the University.

The Vice Chancellor may sub-delegate power conferred by Council to an appropriately qualified member of the University's staff, with Council's express permission.

The powers conferred to the Vice Chancellor listed in this Delegations Schedule are those that Council does not permit the Vice Chancellor to sub-delegate.

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## 1. Council Reserved Powers

Function reference	Function	Source
1.1	Make an election policy	JCU Act
1.2	Adopt the University's annual budget	JCU Act

## 2. Council Retained Powers

### 2.1 Council Retained Powers - Strategy

Category	Function reference	Function	Other documents
Strategy	2.1.1	Approve the University's Corporate Strategy	Council Handbook
	2.1.2	Approve the University's Planning and Performance Framework	Council Handbook
	2.1.3	Establish or disestablish a teaching or research discipline	Council Handbook
	2.1.4	Establish a new campus, either on shore or off shore	Council Handbook
	2.1.5	Approve third party teaching arrangements	Council Handbook
	2.1.6	Establish, acquire or dispose of a Controlled or Non-controlled entity	Council Handbook
	2.1.7	Overall responsibility for the stewardship of the University's Estate including approval of campus and other master plans	Council Handbook
	2.1.8	Approve first instance of off shore delivery of a program	Coursework Approval Procedure Schedule B

## 2. Council Retained Powers

### 2.2 Council Retained Powers - Staff

Staff	2.2.1	Appoint the Vice Chancellor as the chief executive officer of the University, and monitor their performance	Council Handbook
	2.2.2	Approve Vice Chancellor remuneration on appointment	Council Handbook
	2.2.3	Create/change positions with the Employment Classification Band 3 (Deputy Vice Chancellor) or above.	Council Handbook
	2.2.4	Set the parameters for enterprise bargaining negotiations, including financial clearance through consultation with the Finance and Infrastructure Committee, to reach agreement that financial provision can be accommodated	Council Handbook
	2.2.5	Approve Honorary Awards	Council Handbook
	2.2.6	Appoint Emeritus Professors	Council Handbook
	2.2.7	Oversee the governance of ethics (as it relates to the employees of JCU) e.g. setting the ethical tone, approving the Staff Code of Conduct, the Code of Conduct – University Council and Conflicts of Interests policies	Council Handbook
	2.2.8	Oversee, review and monitor of the culture and engagement of the University's staff including approval of any related documentation, where applicable	Council Handbook
	2.2.9	Review and monitor the implementation of equity and related strategies including approval of any related documentation, where applicable	Council Handbook

### 2.3 Council Retained Powers - Financial

Category	Function reference	Function	Other documents
Financial	2.3.1	Approve the University's annual budget	Council Handbook
	2.3.2	Approve the Triennium Budget incorporating Annual Budgets and a Capital Management Plan	Council Handbook

## 2. Council Retained Powers

	2.3.3	Approve Statement of Significant Accounting Policies (included in Annual Financial Reports)	Council Handbook
	2.3.4	Approve Financial Reports and Statements from all sources of funds, including Controlled Entity reports	Council Handbook
	2.3.5	Approve Borrowing program requirements	Council Handbook
	2.3.6	Acquire and dispose of property in excess of \$2m, including purchasing, acquiring, disposal of, or writing off real property	Council Handbook
	2.3.7	Approve expenditure, including goods and services, plant and equipment over \$12m	Financial Delegations Register
	2.3.8	Sponsorship by the University of external parties / students over \$500,000	Financial Delegations Register
	2.3.9	Approval of major or minor capital projects and strategic initiatives (with accompanying business plan) of projects greater than \$5m	Council Handbook and Financial Delegations Register
	2.3.10	Approval of variations to major or minor capital project where the amended scope and budget of the project exceeds 5% of the prior limit approved for projects over \$5m	Council Handbook and Financial Delegations Register
	2.3.11	Approval for the University to enter into leases, licenses and permits greater than \$12m	Financial Delegations Register
	2.3.12	Approval of other Australian and international contracts and agreements over \$12m not covered below in 2.3.13 to 2.3.14	Financial Delegations Register
	2.3.13	Approval of contracts and agreements for expenditure (goods and services, contractors and consultants) over \$12m	Financial Delegations Register
	2.3.14	Approval of deeds of settlement and release, including non-research confidentiality and non-disclosure agreements, including deeds with a financial settlement value over \$5m	Financial Delegations Register
	2.3.15	Approval to purchase in relation to capital and infrastructure (C & I) plan projects over \$5m	Financial Delegations Register

## 2. Council Retained Powers

### 2.4 Council Retained Powers - Governance

Governance	2.4.1	Elect the Chancellor and the Deputy Chancellor	JCU Act and Council Handbook
	2.4.2	Appoint, or re-appoint, the Chairperson of Academic Board and the Deputy Chairperson of Academic Board	Council Handbook
	2.4.3	Appoint additional members of Council on the recommendation of Chancellor's Committee	Council Handbook
	2.4.4	Make recommendations to State Government for Governor in Council appointed members of Council on the advice of the Chancellor's Committee	Council Handbook
	2.4.5	Approve Standing Orders of Council	Council Handbook
	2.4.6	Approve policies, procedures and delegations as per the JCU Policy and Delegations Responsibilities Map	Council Handbook JCU Policy and Delegation Responsibilities Map
	2.4.7	Appoint the Executive Delegation Group to serve over the Christmas period	Council Handbook
	2.4.8	Approve Charters of Committees of Council	Council Handbook
	2.4.9	Approve and monitor systems of control and accountability, including general overview of any Controlled Entities (as defined in section 50AA of the Corporations Act)	Council Handbook
	2.4.10	Use and reproduction of the Armorial Bearings and the Badge of the University	Council Handbook
	2.4.11	Approve the design of a University Medal	Council Handbook <a href="#">Recognition of Academic Excellence Procedure</a>
	2.4.12	Approve the use of the JCU Crest, University Name or Initials, and/or Armorial Bearings for memorabilia purposes	Council Handbook <a href="#">Use of Corporate Identifiers Policy</a>
	2.4.13	Amend the JCU Student Association constitution (power of veto)	Council Handbook



### 3. Delegations to Academic Board / Chairperson of Academic Board

Function reference	Function	Other documents
3.1	Establish one or more committees to perform the functions of Academic Board, including determining the roles, responsibilities, composition and operating guidelines of the sub-committee(s)	Academic Board Charter
3.2	Approve policies and procedures as per the JCU Policy and Delegations Responsibilities Map	<ul style="list-style-type: none"> <li>• JCU Delegations Policy</li> <li>• Policy Development and Review Policy</li> <li>• Policy and Delegations Responsibilities Map</li> </ul>
3.3	Authority to approve: <ul style="list-style-type: none"> <li>• Full Course proposals</li> <li>• Reinstatement of a previously Discontinued Course</li> <li>• Amendments to a Course as prescribed in Schedule B</li> <li>• Discontinuation of a Course</li> </ul>	Academic Board Charter Coursework Approval Procedure Schedule B
3.4	Approve annual reports on compliance with Academic related policies where prescribed	Academic Board Charter
3.5	Approve special admissions schemes	Admissions Policy, para 7.
3.6	Approve Schedule II of the Admissions Policy	Admissions Procedures
3.7	Approve PhD Awards	HDR Conferral Procedure
3.8	Approve the design of Academic Dress	Academic Board Charter Award Finalisation and Graduation Policy
3.9	Where a matter relevant to the duties and responsibilities of the Board is not possible to be finalised at a meeting, the Chairperson of Academic Board may act executively to finalise the matter if so resolved by the Board.	Academic Board Charter s10

## 4. Delegations to Committees of Academic Board

Function reference	Committee	Function	Other documents
4.1	Education Committee	Approve the annual Academic Calendar	Education Committee Terms of Reference
4.2	Research Committee	Amend course structures and award requirements of higher degree by research awards	Research Committee Terms of Reference
4.3	Research Committee	Discontinue higher degree by research awards	Research Committee Terms of Reference
4.4	Research Committee	Suspend the offering of higher degree by research awards	Research Committee Terms of Reference
4.5	Research Committee	Authority to: <ul style="list-style-type: none"> <li>• Approve new HDR research based subjects (except as part of the establishment of a new course)</li> <li>• Discontinue an existing HDR subject</li> <li>• Amend the details of an existing HDR subject</li> <li>• Suspend the offering of an existing HDR subject</li> </ul>	Research Committee Terms of Reference
4.6	Research Committee	Approve all variations of research scholarships, bursaries and prizes	Research Committee Terms of Reference
4.7	Research Committee	Authority to introduce new research (HDR) subjects availability or to amend the attributes of all existing research subjects	Research Committee Terms of Reference
4.8	University Appeals Committee	Authority to determine the outcome of an appeal from a student	<ul style="list-style-type: none"> <li>• Academic and Statutory Decisions Review and Appeal Procedure</li> <li>• Complaint and Conduct Decisions Appeal Procedure</li> </ul>

## 4. Delegations to Committees of Academic Board

Function reference	Committee	Function	Other documents
4.9	Curriculum Committee	<p>Authority to:</p> <ul style="list-style-type: none"> <li>Suspend or make amendments to a <b>Course</b> as prescribed in Schedule B;</li> <li>Approve new, discontinue, suspend or make amendments to a <b>Major</b> as prescribed in Schedule B;</li> <li>Approve new, discontinue, suspend or make amendments to a <b>Subject</b> as prescribed in Schedule B.</li> <li>Approve new, discontinue, suspend or make amendments to a <b>Module</b> as prescribed in Schedule B;</li> <li>Approve course ATARs.</li> </ul>	Coursework Approval Procedure - Schedule B

## 5. Delegations to Audit, Risk and Compliance Committee

Function reference	Function	Other documents
5.1	Approve the audited statutory financial statements and reports	Audit, Risk and Compliance Committee Charter
5.2	Approve the Internal Audit Charter	Audit, Risk and Compliance Committee Charter
5.3	Approve the Internal Audit operational plan and annual work schedule.	Audit, Risk and Compliance Committee Charter

5.4	Approve the University's insurance strategy and the primary insurance arrangements or any amendments to the primary insurance arrangements.	Audit, Risk and Compliance Committee Charter
5.5	Where a matter relevant to the duties and responsibilities of the Committee is not possible to be finalised at a meeting, the Chairperson of the Committee may act executively to finalise the matter if so resolved by the Committee.	Audit, Risk and Compliance Committee Charter

## 6. Delegations to Chancellor's Committee

Function reference	Function	Other documents
6.1	Set the parameters within which the Chancellor may negotiate the salary, allowances, remuneration and conditions of employment of the Vice Chancellor.	Chancellor's Committee Charter
6.2	Approve the Vice Chancellor's annual salary increase and performance bonus.	Chancellor's Committee Charter
6.3	Approve the annual salary increase of the University Executive (Deputy Vice Chancellors) and Senior Staff (Deans and Directors).	Chancellor's Committee Charter
6.4	Where a matter relevant to the duties and responsibilities of the Committee is not possible to be finalised at a meeting, the Chairperson of the Committee may act executively to finalise the matter if so resolved by the Committee	Chancellor's Committee Charter

## 7. Delegations to Council Remuneration Committee

Function reference	Function	Other documents
7.1	Set and approve remuneration arrangements for members of Council, its Committees and Controlled Entity Directors, including the University's policy in relation to such arrangements.	Council Remuneration Committee Terms of Reference

## 8. Delegations to Finance and Infrastructure Committee

Function reference	Function	Other documents
8.1	Approve the financial implication of matters considered and endorsed by other committees of Council	Finance and Infrastructure Committee Charter
8.2	Control the investment of all moneys of the University including moneys held in trust	Finance and Infrastructure Committee Charter
8.3	Approve the terms and conditions of borrowings	Finance and Infrastructure Committee Charter
8.4	Approve policies and procedures as per the Policy and Delegations Framework and the Financial Management Practice Manual	JCU Policy and Delegations Framework Finance and Infrastructure Committee Charter
8.5	Approve write-off of losses over \$50,000	Finance and Infrastructure Committee Charter
8.6	Approve donated real property to and from the University above \$2m*	Finance and Infrastructure Committee Charter
8.7	Approve asset revaluation threshold limits	Finance and Infrastructure Committee Charter
8.8	Approve a report detailing action taken in respect of revenue which has been held in a suspense account for more than 6 months	Finance and Infrastructure Committee Charter
8.9	Appoint external investment professionals, specifically including Investment Manager(s)	Finance and Infrastructure Committee Charter
8.10	Authority to approve the granting of, or variation to any other loan, including other advances (not remuneration loan or salary advance) over \$5m from all sources	Finance and Infrastructure Committee Charter
8.11	Authority to purchase and dispose of high risk or non-liquid investments is unlimited from all sources	Finance and Infrastructure Committee Charter

8.12	Donation by the University of cash over \$20,000 from all sources	Finance and Infrastructure Committee Charter
8.13	Provide governance oversight of the development/construction of all significant new buildings and major infrastructure projects (\$5 million or greater) including design at various stages, and value management where required	Finance and Infrastructure Committee Charter
8.14	Finalise the siting of projects and major infrastructure, precinct plans, landscaping architecture (soft and hard built environment) and other elements of the Masterplans	Finance and Infrastructure Committee Charter
8.15	Approve the naming of a University facility where the naming is to honour people, companies or organisations.	Finance and Infrastructure Committee Charter Naming of Professorial Chairs, Facilities, Scholarships and Prizes Policy
8.16	Where a matter relevant to the duties and responsibilities of the Committee is not possible to be finalised at a meeting, the Chairperson of the Committee may act executively to finalise the matter if so resolved by the Committee	Finance and Infrastructure Committee Charter

## 9. Delegations to Work Health and Safety Committee

Function reference	Function	Other documents
9.1	Approval of Work Health and Safety Policies and Procedures as per the Policy and Delegations Framework.	WHS Committee Charter
9.2	Where a matter relevant to the duties and responsibilities of the Committee is not possible to be finalised at a meeting, the Chairperson of the Committee may act executively to finalise the matter if so resolved by the Committee	WHS Committee Charter

## 10. Delegations to the Chancellor

Function reference	Function	Other documents
10.1	Authority to approve the purchase and distribution of gift cards and vouchers used in lieu of cash payment for services or provided as a gift or award over \$10,000 for members of Council and Committees of Council	Financial Delegations Register
10.2	Authority to bestow a reportable gift or benefit up to the value of \$5,000	Reportable Gifts and Benefits Procedure
10.3	Authority to approve entertainment or payments relating to hospitality or entertainment expenses over \$5,000 for members of Council and Committees of Council	Financial Delegations Register
10.4	Authority to executively approve conferral of all Awards outside of Council meetings	Academic and Student Delegations Register
10.5	Manage performance evaluation issues associated with the Vice Chancellor	Council Charter

## 11. Delegations to the Vice Chancellor

Function reference	Function	Other documents
11.1	Authority to purchase, acquire, dispose of, or write off University real property up to \$2m from all sources to purchase or dispose of individual properties	
11.2	Review the final submission and make the final determination of any disciplinary sanction as a result of misconduct / serious misconduct	JCU EA Clause 50.6
11.3	Terminate employment on the grounds of ill health	JCU EA Clause 51(g)
11.4	Approve closure of the University for the Christmas and New Year period and direct staff to take up to three days of their accrued leave entitlement.	JCU EA Clause 35
11.5	Approve appointment of a Distinguished Professor	Distinguished Professor Procedure

## 12. Delegations to the University Secretary

Function reference	Function	Other documents
12.1	Authority to affix University Seal to relevant contracts and documents	As per the resolution 4.6(1) of item 7.6, Council meeting 11/97, 4 December 1997
12.2	Where a matter relevant to the duties and responsibilities of Committees of Council or Academic Board is not possible to be finalised at a meeting, the University Secretary may act executively to finalise the matter if so resolved by the Committee or Board.	JCU Model Charter s10

## 13. Delegations to other University staff

Function reference	Delegate	Function	Other documents
13.1	Curriculum Committee Chairperson	Authority to executively approve coursework matters as prescribed in Schedule B.	<a href="#">Coursework Approval Procedure - Schedule B</a>



## Administration

NOTE: Printed copies of this Delegations Schedule are uncontrolled, currency can only be assured at the time of printing.

### Approval details

Policy Custodian	Vice Chancellor
Approval Authority	Council
Date for next Major Review	18/06/2025

### Revision history

Version	Approval date	Implementation date	Details	Author
25-2	NA – administrative amendments	29/07/2025	Function 2.4.12 updated to include University Name and Initials and/or Armorial Bearings for memorabilia purposes, in alignment with changes to the Use of Corporate Identifiers Policy to remove references to the Awards and Ceremonies Committee.	Policy Officer
25-1	NA – administrative amendments	04/07/2025	Amendments made throughout Schedule consequential to decision taken by Council to disestablish the Awards and Ceremonies Committee. Delegations redistributed as approved by Council.	University Secretary
24-2	NA – administrative amendments	01/10/2024	Amendments made throughout Schedule consequential to decisions taken by Council to disestablish Human Resources Committee and Estate Committee. Delegations redistributed to Council and/or other committees/positions as approved by Council.	University Secretary
24-1	NA – administrative amendments	20/03/2024	<ul style="list-style-type: none"><li>Amendments made consequential to decisions previously taken by Council to functions 2.1.1, 2.1.2, 2.1.8 (deleted), 2.1.9 (deleted); 2.2.3</li></ul>	University Secretary; Policy Officer

			<ul style="list-style-type: none"> <li>Function 2.1.10 renumbered to 2.1.8</li> <li>Function 3.7 document reference corrected</li> </ul>	
23-3	16/10/2023	18/10/2023	<ul style="list-style-type: none"> <li>Amendments to functions 2.1.10, 3.3, 4.9, 4.10 (removed), 4.11 (removed) and 16.1 to align with establishment of Coursework Approval Procedure Schedule B</li> <li>Amendments to JCU Enterprise Agreement clause references to align with new EA.</li> </ul>	Policy Officer
23-2	NA – administrative amendments	11/05/2023	<ul style="list-style-type: none"> <li>Administrative amendments made to functions 3.1, 3.3, 3.4, 4.1, 10.10, 10.11, and 10.12 to correct source documents;</li> <li>Amendment to function 3.3 to remove reference to approval of divisional academic performance following amendment to Academic Board Charter and merging of academic divisions into one Academy.</li> <li>Administrative amendment to function 10.6 to align with Finance Committee Charter.</li> </ul>	Policy Officer; University Secretary
23-1	16/03/2023	14/04/2023	<ul style="list-style-type: none"> <li>Functions 4.9-4.11 added and delegated to Curriculum Committee;</li> <li>Review date extended by 2 years as per Council decision (1/22) to increase scheduled review times from 3 years to 5 years;</li> <li>Function 4.7 and 4.8 source documents updated;</li> <li>Function 11.6 removed due to disestablishment of Provost position (subsequent function references renumbered);</li> <li>New function 12.1 added, allowing WHS Committee to approve policies as per the Policy and Delegations Responsibilities Map (subsequent function referenced renumbered).</li> </ul>	Chair, Academic Board  Policy Officer

			<ul style="list-style-type: none"> <li>Administrative amendment to add the authority to approve procedures to committees, per amendments approved by Council (at same meeting) to the Policy Development and Review Policy.</li> </ul>	
21-1	29/07/2021	15/09/2021	Addition of delegation to Chancellor to bestow reportable gifts and benefits arising from establishment of the Reportable Gifts and Benefits Procedure.	Policy Officer
20-3	03/12/2020	15/01/2021	Addition of delegation to Chairpersons of Academic Board, Audit, Risk and Compliance Committee, Awards and Ceremonies Committee, Chancellor's Committee, Estate Committee, Finance Committee, Human Resources Committee, Work Health and Safety Committee and University Secretary to executively finalise a matter where resolved by the relevant Committee to do so. Addition of clarifying information in the Committees of Council section outlining the above delegation.	Director, Planning, Performance and Analytics
20-2	23/10/2020	09/12/2020	Authority to approve a JCU Distinguished Professor delegated to the Vice Chancellor (previously retained by Council).	Quality, Standards and Policy Officer
20-1	18/06/2020	04/08/2020	New JCU Delegations Schedule approved by Council (3/20) 18/06/2020.	Director, Planning, Performance and Analytics