

Governance Delegations Schedule (Council approved - 20 February 2025)

Reference Code	Subcategory	Authority Delegated To:	Tier Level	Authority Description / Power	Conditions/Limits of Delegated Authority	Permitted Sub-delegation
G01	Strategic governance matters	Council	0	Govern the University	In accordance with the relevant legislation and investment and strategic plans	No sub-delegation permitted, unless authorised in writing by Council
G02	Strategic governance matters	Council	0	Approve the University's long-term strategic direction, strategic plan, mission, values and vision (including institution KPIs)		No sub-delegation permitted, unless authorised in writing by Council
G03	Strategic governance matters	Council	0	Approve the overall annual budget of the organisation	On the recommendation of the Audit and Risk Committee	No sub-delegation permitted, unless authorised in writing by Council
G04	Strategic governance matters	Council	0	Approve the Annual Report	On the recommendation of the Audit and Risk Committee	No sub-delegation permitted, unless authorised in writing by Council
G05	Strategic governance matters	Council	0	Appoint, reappoint (and remove) a Vice-Chancellor		No sub-delegation permitted, unless authorised in writing by Council
G06	Strategic governance matters	Council	0	Monitor and evaluate the Vice-Chancellor's performance	On the recommendation of the Vice-Chancellor's Employment Committee (or equivalent)	No sub-delegation permitted, unless authorised in writing by Council
G07	Strategic governance matters	Council	0	Appoint (and remove) an acting Vice-Chancellor		No sub-delegation permitted, unless authorised in writing by Council
G08	Strategic governance matters	Vice-Chancellor	1	Appoint (and remove) an acting Vice-Chancellor	Where the appointment is to cover the Vice-Chancellor's temporary absence	No sub-delegation permitted, unless authorised in writing by Council
G09	Strategic governance matters	Council	0	Authorise other people to sign documents on behalf of the University		No sub-delegation permitted, unless authorised in writing by Council
G10	Strategic governance matters	Council	0	Oversee and monitor the assessment and management of risk across the University and its controlled entities		No sub-delegation permitted, unless authorised in writing by Council
G11	Strategic governance matters	Council	0	Appoint the external auditor, approve external audit fees and approve related documents		Sub-delegation permitted to Chancellor to sign related documents on behalf of Council (after approval by Council)
G12	Strategic governance matters	Council	0	Approve the internal audit plan	On recommendation of Audit and Risk Committee	No sub-delegation permitted, unless authorised in writing by Council
G13	Strategic governance matters	Council	0	Agree to the disestablishment of the University and its incorporation in another institution of the same class or a different class		No sub-delegation permitted, unless authorised in writing by Council
G14	Strategic governance matters	Chancellor	0	Act as spokesperson for the Council and the University on governance issues		Sub-delegation permitted to Pro-Chancellor
G15	Strategic governance matters	Council	0	Grant honorary degrees and fellowships and other awards	On recommendation of Honours and Appointments Committee and in accordance with the Honorary Awards and Honours Conferred by the University Council Policy	No sub-delegation permitted, unless authorised in writing by Council
G16	Strategic governance matters	Vice-Chancellor	1	Grant fellowships and awards (other than Council granted fellowships and awards)	Must consult with the Academic Administration Committee	Sub-delegation permitted one tier down
G17	Strategic governance matters	Council	0	Approve naming rights (note the Vice-Chancellor's naming rights delegations in the Naming Rights Policy)	In accordance with Naming Rights Policy	Partial sub-delegation to Vice-Chancellor permitted in accordance with Naming Rights Policy
G18	Strategic governance matters	Vice-Chancellor	1	Approve naming rights	In accordance with Naming Rights Policy	No sub-delegation permitted, unless authorised in writing by Council
G19	Strategic governance matters	Vice-Chancellor	1	Approve the use of the University's name by other organisations or entities		No sub-delegation permitted, unless authorised in writing by Council
G20	Strategic governance matters	Assistant Vice-Chancellor Engagement	2	Approve the manufacture and distribution of items bearing a mark, symbol or writing associated with the University	In accordance with Advertising and Brand Management Policy	Sub-delegation down one tier permitted
G21	Strategic governance matters	Vice-Chancellor	1	Make decisions relating to membership and payment of fees relating to any students association (excluding the setting of the Student Services Levy which is reserved for Council)	In accordance with section 264 of the Education and Training Act 2020	Sub-delegation down one tier permitted

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G22	Strategic governance matters	Vice-Chancellor	1	Approve changes to Delegated Authorities	In accordance with Delegation of Authority Policy	No sub-delegation permitted, unless authorised in writing by Council
G23	Council membership and procedure	Council	0	Appoint as a member of the Council, the Vice-Chancellor and up to 4 other people (one member following consultation with Ngai Tahu and three other members, two of whom must be graduates of UC)	In accordance with the Constitution of the University of Canterbury	No sub-delegation permitted, unless authorised in writing by Council
G24	Council membership and procedure	Council	0	Elect a Chancellor and Pro-Chancellor	In accordance with Council Member Appointments and Elections Statute	No sub-delegation permitted, unless authorised in writing by Council
G25	Council membership and procedure	Council	0	Appoint Chair of Council Committees (except Academic Board)	In accordance with each respective Committee's terms of reference	No sub-delegation permitted, unless authorised in writing by Council
G26	Council membership and procedure	Council	0	Determine rates of payment for members of Council (other than the Vice-Chancellor)	In accordance with schedule 11, clause 17 of the Education and Training Act 2020 and the Public Services Commission requirements	No sub-delegation permitted, unless authorised in writing by Council
G27	Council membership and procedure	Council	0	Decide how to fill casual vacancies on Council (includes deciding not to fill a vacancy that occurs within 3 months of the end of the Council Member's term of office)	For Council appointees	No sub-delegation permitted, unless authorised in writing by Council
G28	Council membership and procedure	Council	0	Dismiss or suspend a member of Council or recommend to the Minister that a member be suspended or removed from office		No sub-delegation permitted, unless authorised in writing by Council
G29	Council membership and procedure	Council	0	Initiate action against a member of Council for breach of any individual duty		No sub-delegation permitted, unless authorised in writing by Council
G30	Council membership and procedure	Council	0	Recommend to the Minister that the Constitution of the Council be amended		No sub-delegation permitted, unless authorised in writing by Council
G31	Council membership and procedure	Council	0	Determine Council's annual work plan and any matters to support the business of Council		No sub-delegation permitted, unless authorised in writing by Council
G32	Council membership and procedure	Council	0	Determine procedures for meetings of Council and Committees of Council		No sub-delegation permitted, unless authorised in writing by Council
G33	Council membership and procedure	Council	0	Manage disclosures of interest from Members of Council		No sub-delegation permitted, unless authorised in writing by Council
G34	Council membership and procedure	Council	0	Review and assess the performance of Council on a regular basis		No sub-delegation permitted, unless authorised in writing by Council
G35	Council membership and procedure	Chancellor	0	Undertake performance appraisal of each Council member (except the Vice-Chancellor) on an annual basis	In accordance with Minister guidance	No sub-delegation permitted, unless authorised in writing by Council
G36	Council membership and procedure	Council	0	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 (including determining the structure of such and the terms of reference)		No sub-delegation permitted, unless authorised in writing by Council
G37	Council membership and procedure	Council	0	Delegate or revoke any of Council's powers to the Vice-Chancellor or to a committee (including the Academic Board)		No sub-delegation permitted, unless authorised in writing by Council
G38	Council membership and procedure	Vice-Chancellor	1	Sub-delegate (or revoke) powers to member(s) of staff	For powers delegated to the Vice-Chancellor	No sub-delegation permitted, unless authorised in writing by Council
G39	Subsidiaries, controlled and other entities	Council	0	Appoint trustees to the University of Canterbury Foundation and appoint representatives of Council to other boards (e.g. Canterbury Museum)		No sub-delegation permitted, unless authorised in writing by Council
G40	Subsidiaries, controlled and other entities	Council	0	Appoint directors and trustees of University subsidiaries and controlled entitites where the University has a major shareholding/interest		No sub-delegation permitted, unless authorised in writing by Council
G41	Subsidiaries, controlled and other entities	Vice-Chancellor	1	Appoint directors and trustees of University subsidiaries and controlled entities where the University has a minor shareholding/interest		No sub-delegation permitted, unless authorised in writing by Council
G42	Subsidiaries, controlled and other entities	Vice-Chancellor	1	Enter into partnership agreements, other contracts and agreements with Halls of Residence		Sub-delegation permitted to Executive Director - People, Culture and Campus

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G43	Subsidiaries, controlled and other entities	Council	0	Approve any new subsidiary or controlled entity of the University or the disestablishment of any existing entity		Sub-delegation to Vice-Chancellor permitted
G44	Strategic governance matters	Council	0	Approve or amend or rescind General Regulations		No sub-delegation permitted, unless authorised in writing by Council
G45	Strategic governance matters	Council	0	Approve or amend or rescind Qualification Regulations	Must consult with Academic Board	Sub-delegation permitted to Vice-Chancellor
G46	Strategic governance matters	Council	0	Approve or amend or rescind Statutes and Policies (where Council is Approval Authority)	In accordance with Metapolicy	No sub-delegation permitted, unless authorised in writing by Council
G47	Strategic governance matters	Vice-Chancellor	1	Approve or amend or rescind Policies, Processes, Procedures, Guidelines (where Vice-Chancellor is Approval Authority)	In accordance with Metapolicy. In consultation with Policy Unit and SLT	No sub-delegation permitted, unless authorised in writing by Council
G48	Strategic governance matters	Senior Leadership Team Members	2	Approve or amend or rescind Policies, Processes, Procedures, Guidelines (where SLT Member is Approval Authority)	In accordance with Metapolicy. In consultation with Policy Unit and SLT	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
G49	Strategic governance matters	Senior Leadership Team Members	2	Approve new or substantially amended policies for University-wide consultation	In consultation with Policy Unit and SLT	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
G50	Strategic governance matters	Policy Approval Authority		Approve minor amendments and/or editorial corrections to Policies, Processes, Procedures, Guidelines	In accordance with Metapolicy and in consultation with Policy Unit	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
G51	Strategic governance matters	Vice-Chancellor	1	Approve urgent amendments to any Policies, Procesess, Procedures, Guidelines (except policies where Council is Approval Authority)	In exceptional circumstance such as a major incident or emergency in order to respond to those circumstances. Any such amendment is temporary in duration and must be reviewed as soon as practicable. This excludes any provision that contains or reflects any legal, regulatory or external compliance requirements.	No sub-delegation permitted, unless authorised in writing by Council
G52	Strategic governance matters	Vice-Chancellor	1	Approve any deviation or exception or waive the requirements of any Regulation, Policy or Procedure (except Regulations, Policies or Procedures where Council is Approval Authority)	In consultation with Approval Authority	No sub-delegation permitted, unless authorised in writing by Council
G53	Strategic governance matters	Senior Leadership Team Members	2	Approve any supplementary documents, where another Policy allows discretion (for example Faculty-specific or Service Unit-specific policy or procedure)		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
G54	Strategic governance matters	Council	0	Approve the design of the common seal		No sub-delegation permitted, unless authorised in writing by Council
G55	Strategic governance matters	Council	0	Approve the design of the coat of arms		No sub-delegation permitted, unless authorised in writing by Council
G56	Fraud	Fraud Response Group		Determine action to be taken in relation to suspected fraud (including determining whether investigation is warranted)	In accordance with Fraud Response Policy and Procedures	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
G57	Fraud	Fraud Response Group		Access all University records and premises and examine, copy and/or remove any documents or information without individuals' consent	In accordance with Fraud Response Policy and Procedures	Sub-delegation by Fraud Response Group permitted
G58	Protected Disclosure	Vice-Chancellor	1	Determine action to be taken in relation to Protected Disclosure	In accordance with Protected Disclosures Policy	No sub-delegation permitted, unless authorised in writing by Council
G59	Protected Disclosure	Registrar	2	Determine action to be taken in relation to Protected Disclosure	In accordance with Protected Disclosures Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
G60	Media and Communications	Vice-Chancellor	1	Act as official spokesperson for the University on University matters (excluding University governance matters)		Sub-delegation permitted one tier down and to Director of Communications and Events
G61	Media and Communications	Senior Leadership Team Members	2	Approve communications distributed to all staff and/or all students (e.g. all staff emails or all student emails)	Must consult with Director of Communications and Events	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
G62	Media and Communications	Director of Communications and Events	3	Approve communications distributed to all staff and/or all students (e.g. all staff emails or all student emails)	Must consult with relevant SLT member	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
G63	Legal	Vice-Chancellor	1	Swear an affidavit for the University on University matters		Sub-delegation permitted