

## Register of Delegations

### 1. Purpose

This Register sets out the authorities and functions that have been delegated by the Council to the Board and the Officers of UNSW College and is intended to provide a clear articulation of the delegated powers and authorities and their practical operation.

### 2. Scope

This Register is binding on all UNSW College staff, committees, or other similar groups, and any third party acting on behalf of UNSW College in performing any relevant activities or functions.

### 3. Policy statement

UNSW College, as a company incorporated under the *Corporations Act 2001* (Cth), is committed to good governance. This Register articulates delegations of authority and practical accountability in relation to business and academic functions, operations and decision-making mechanisms at UNSW College.

#### 3.1 Delegated Powers and Authority

The powers and authority delegated by the Board to Officers and other UNSW College staff are set out in the Schedule. The delegated powers and authority are subject to any conditions or other requirements set out in the column entitled 'Conditions'. As at the Effective Date:

- (a) all delegations in this Register revoke all previous delegations to the extent that they are inconsistent with the current Register; and
- (b) acts performed under previous delegations are not invalidated by the revocation of delegations of authority in this Register.

#### 3.2 Delegation Principles

The following principles apply to this Register and all delegations contained within them:

- (a) A delegation relates to the nominated position and not to the individual occupying the position from time to time.
- (b) Delegations to a group, such as the Board, confer authority on the group and not to the individual members of that group.
- (c) Where authority is delegated to a position or group that is restructured, renamed or abolished, all relevant delegations are assigned to the equivalent position or group that undertakes the predominant functions of the superseded position or group.

#### UNSW College

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UNSW Global Pty Limited ABN 62 086 418 582 trading as UNSW College™. UNSW College CRICOS Provider Code 01020K. UNSW College TEQSA Provider ID: PRV13020 (Institute of Higher Education)



- (d) Where a person is duly appointed in a temporary or acting capacity to a position, they are afforded the authority and delegations of that position, including financial delegation limits.
- (e) A Delegate may sign any document which is necessary to give effect to their function or authority, except for the legally-binding agreements specifically delegated to others in this Register.
- (f) A Delegate may engage an individual or body to provide advice regarding the authority or functions of their position. Despite this, the Delegate remains accountable for any decision or action in connection with the exercise of the delegated authority.
- (g) A Delegate may not nominate or authorise the exercise of the delegated authority by another person unless expressly authorised to do so by this Register or the Board.
- (h) Where authority has been delegated to a Nominee pursuant to this Register, the function may only be exercised by either the Delegate or the Nominee and not both.
- (i) Where authority is delegated to more than one position, the function can only be exercised by one Delegate in respect of the same matter.
- (j) Unless specifically indicated otherwise in this Register, a Delegate's Supervisor may exercise the delegated authority given to the Delegate even if not mentioned by title in the "Delegate" column. This principle applies to each Supervisor in the hierarchy up to the CEO, provided that any exercise of a delegation under this principle must only be by an Officer who holds immediate, intermediate or ultimate line management responsibility for the Delegate.
- (k) This Register does not authorise a Delegate to undertake any act or function that would, or is likely to, breach any UNSW College policy or procedure or any legislative or other legal obligations.
- (l) A Delegate must not exercise a delegated function or authority that will, or is likely to, give rise to a conflict of interest. In such a situation the Delegate must request that their Supervisor exercise the delegated authority.
- (m) A power to "nominate" or "appoint" includes a power to vary, suspend or cancel a nomination or appointment made under the power.

### **3.3 Conditional Delegations**

The process for fulfilling any conditions attached to a Delegation is set out below:

- (a) Noting by Council: matter must go to Council for review and noting in the form of a paper and must be evidenced by a minute to this effect.
- (b) Noting by Board: matter must go to Board for review and noting in the form of a Board Paper and must be evidenced by a minute to this effect.

- (c) Approval by Board: matter must go to Board for review and approval in the form of a Board Paper and must be evidenced by a minute to this effect.
- (d) In consultation with: requires that, as a minimum, a note on the matter must be provided (whether by way of email or memo) to the relevant person so that they have an opportunity to seek further information and provide input in the matter. A written record of such consultation must be kept.

#### 4. Legal and Policy Framework

- (a) The Register of Delegations provides a framework to facilitate UNSW College’s compliance with all of its obligations to UNSW Sydney, as its sole shareholder, and with all relevant legislative and regulatory obligations.
- (b) The Council has vested in the Board the authority to amend this Register unless the amendment substantially alters its meaning or application, in which case Council approval is required.

<b>Role</b>	<b>Responsibility</b>
Board of Directors	Approves and periodically reviews this Register.
Chief Executive Officer	Responsible for the implementation, adherence and review of this Register.
Academic Board	Responsible for the implementation and adherence to the Register with respect to academic and student matters.
Head of Legal, Risk & Compliance	The Head of Legal, Risk & Compliance is responsible for the day-to-day implementation of this Register and is the first point of contact for all relevant inquiries.
Executives and Managers	Responsible for assisting in the implementation of and adherence to this Register.

#### 5. Definitions

<b>Definitions and Acronyms</b>	
<b>Academic Program</b>	means a collection of courses (e.g. Foundation Studies Program, Diploma Program, Pre-Masters Program, Degree Program, etc.). It does not include dedicated English Language Courses (e.g. UEEC, FECC).
<b>Administrative Amendments</b>	means changes to a Policy which are minor in nature and do not alter the general meaning, scope, purpose, or intent of the document.



<b>Appeals Committee</b>	means the Student Review & Appeals Committee established to determine all appeals made by students in accordance with the <u>Student Review and Appeal Policy</u> (the membership of which is provided for in that policy).
<b>Controlled Products</b>	means those products or services delivered by the College which are subject to a third party agreement with UNSW Sydney.
<b>Endorsement</b>	means to support a proposal which a position or group does not have the delegated authority to approve.
<b>English Language Course</b>	means the English Language Courses run by UNSW College which includes, without limitation, University English Entry Course, Foundation English Entry Course, Tertiary Orientation Program and Essential Academic English.
<b>Delegate</b>	means the position or group to which certain authority or power has been granted by this Register. A Delegate must be a UNSW or UNSW College staff member or a person who is otherwise approved in writing by the CEO.
<b>Executive</b>	means the principal executive heading a business group or service function or portfolio of groups or functions within UNSW College who is a direct report to the CEO.
<b>Governance</b>	means the framework of rules, relationships, systems, processes and practices by which the Directors and management of UNSW College ensure that they fulfil their corporate, academic and legislative responsibilities in relation to UNSW College and UNSW Sydney (as its sole shareholder).
<b>High Risk Travel</b>	means work-related Travel to a destination with one of the following risk ratings: (a) DFAT Level 3 ('Reconsider your need to Travel') or Level 4 ('Do not travel'); or (b) iSOS 'High' or 'Extreme' risk.
<b>Material Change</b>	means changes to an Academic Program involving: <ul style="list-style-type: none"> <li>▪ more than 25% of the total number of program units/subjects;</li> <li>▪ substantial variations to program delivery; or</li> <li>▪ substantial changes to program nomenclature; duration; entry requirements; outcomes; and structure.</li> </ul>
<b>Material Change Notification</b>	means the mandatory notification of certain changes to TEQSA. Section 29(1)(a) of the TEQSA Act requires that a registered higher education provider must notify TEQSA if an



	event happens or is likely to happen that will significantly affect the provider's ability to meet the HES Framework.
<b>Nominee</b>	means the position that has been delegated authority or functions in writing by a Delegate where permitted by, and pursuant to, the terms of this Register. A Nominee must be a UNSW or UNSW College staff member or a person who is otherwise approved in writing by the CEO.
<b>Non-Significant Change</b>	means a change to a Foundation Program that does not fall within the definition of a Significant Change.
<b>Non-Material change</b>	means a change to an Academic Program that does not fall within the definition of a Material Change.
<b>Officer</b>	means a person who makes or participates in making decisions that affect the whole, or a substantial part of, the business of UNSW College, such as the CEO or a Director.
<b>Policy</b>	means a document that is developed for a specific business purpose pursuant to the terms of this Register which applies to the staff and students of UNSW College.
<b>Register of Delegations or Register</b>	means this document including the list of delegated functions and powers set out in the Schedule, as amended from time to time.
<b>Significant Change</b>	means, as per the National Standards for Foundation Programs, changes to a Foundation Program involving: <ul style="list-style-type: none"> <li>▪ more than 25% of the total number of program units/subjects;</li> <li>▪ substantial variations to program delivery; or</li> <li>▪ substantial changes to program nomenclature; duration; entry requirements; outcomes; and structure.</li> </ul>
<b>Student Misconduct Committee</b>	means the Committee established to make decisions about certain student misconduct matters at first instance, that arise under the <u>Student Misconduct Policy</u> .
<b>Supervisor</b>	means the position that is responsible for management of a Delegate or other relevant role.



<b>Tier</b>	means the level of financial delegation assigned to particular position titles or equivalent positions at UNSW College for the purpose of allocating financial delegations in accordance with this Register, as set out in Part 3 of the Schedule.
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<b>Related Policy Documents and Supporting Documents</b>	
Legislation / Government policy	<a href="#">Australian Qualifications Framework</a> <a href="#">Education Services for Overseas Students (ESOS) Act 2000 (Cth)</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021 (Cth)</a> <a href="#">Higher Education Support Act 2003 (Cth)</a> <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018</a>
Policy	<a href="#">UNSW Global Pty Limited Constitution</a> <a href="#">Quality Assurance Framework</a> <a href="#">Policy Framework Policy</a>
Forms	N/A

## 6. Policy Governance

<b>Register of Delegations</b>	
Category/Business Group	College-wide
Published Externally (Yes/No)	No
Approver	Board of Directors
Responsible Officer	Chief Executive Officer
Contact Officer	Head of Legal, Risk & Compliance
Effective Date	20 October 2023
Next Review Date	20 October 2026
Version	2.0

## 7. Revision History

Version	Approved by	Approval date	Effective date	Sections modified
2.0	UNSW College Board of Directors	20 October 2023	20 October 2023	<ul style="list-style-type: none"> <li>Updated position titles throughout the document as necessary.</li> <li>Section 5: Definitions and Acronyms – Inserted new</li> </ul>



				<p>definitions for:</p> <ul style="list-style-type: none"><li>○ Academic Program</li><li>○ Administrative Amendments</li><li>○ Endorsement</li><li>○ English Language Course</li><li>○ Significant Change</li><li>○ Non-Significant Change</li><li>○ Material Change</li><li>○ Non-Material Change</li><li>○ Material Change Notification</li></ul> <ul style="list-style-type: none"><li>● Section 2: Financial Authorities – Amended the delegates and added a new condition that payments of refunds to students are to be authorised by the Chief Finance Officer or nominee. Items updated: 2.20, 2.33, 2.38, 2.41, 2.39, 2.42 and 2.43, 2.48, and 2.57.</li><li>● Section 2 and Section 3: Clarification regarding GST</li><li>● Section 4: Academic and other Product Offerings Available. Items updated: 4.12, 4.13, 4.18.</li><li>● Section 6 (item 6.2): Policy Authorities and Principles</li><li>● Other changes to formatting, layout and referencing.</li></ul>
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## SCHEDULE

### 1. Personnel and Human Resource Authorities

	<b>Delegation to</b>	<b>Authorised conduct</b>	<b>Conditions</b>
1.1.	Head of Human Resources or Nominee	Make an offer of employment, determine terms of employment and remuneration or substantively vary employment agreement.	In consultation with relevant Supervisor.
1.2.	Head of Human Resources or Nominee	Make an offer of casual employment.	Subject to being contracted on HR template agreement.
1.3.	Head of Human Resources or relevant Executive	Make an offer of employment, determine terms of employment and remuneration, or substantively vary employment agreement to: Academic management (including those academic staff at Levels E and above; and Professional staff at a management level (below that of an Executive); or any equivalent classifications.	N/A
1.4.	CEO or Chief of Staff	Make an offer of employment, determine terms of employment and remuneration, or substantively vary employment agreement to an Executive.	Noted by Board.
1.5.	Head of Human Resources or Supervisor	Appoint someone temporarily to a position in an acting capacity, other than to act in the capacity as the CEO or Executive.	Where the Head of Human Resources or Supervisor is not an Executive, with the approval of the relevant Executive.
1.6.	CEO or Chief of Staff	Appoint someone temporarily to a position in an acting capacity as an Executive.	Noted by the Board.



	<b>Delegation to</b>	<b>Authorised conduct</b>	<b>Conditions</b>
1.7.	Head of Human Resources or Nominee	Vary administrative terms of an employment contract, other than the employment contract of the CEO or an Executive.	N/A
1.8.	Supervisor	Approve all leave for supervised staff other than leave referred to below.	N/A
1.9.	Head of Human Resources	Approve leave without pay for all staff other than CEO and Executives.	Approval by Supervisor of person taking leave.
1.10.	CEO	Approve leave without pay for Executives.	Noted by Board.
1.11.	Chairman	Approve leave without pay for CEO.	Approved by Board.
1.12.	CEO or Nominee	Enter into new collective staff industrial agreements.	In consultation with UNSW Vice-President, Operations or Nominee. Approval by Board.
1.13.	CEO or Nominee	Renegotiate existing collective staff industrial agreements.	In consultation with UNSW Vice-President, Operations or Nominee Noting by Board.
1.14.	CEO	Approve standard remuneration review including any salary increases, where no collective agreement applies, for all staff.	
1.15.	Chairman	Approve standard remuneration review including any salary increases for CEO.	Approval of the Board.
1.16.	CEO	Approve salary bonus pool Executive Team.	Approval by Board.

<b>Delegation to</b>		<b>Authorised conduct</b>	<b>Conditions</b>
1.17.	CEO on recommendation of Executives	Appropriation of allocated 'bonus pool' funds to business units and individuals other than the CEO.	N/A
1.18.	Head of Human Resources or Nominee	Complete a travel risk management assessment for any proposed High Risk Travel.	Requires: (a) consultation with UNSW Insurance team; and (b) written approval of Chair, College Audit & Risk Committee.
1.19.	Head of Human Resources	Approve termination of employment, including all terms of termination, for all UNSW College Staff, except Executives, Head of Human Resources and CEO.	In consultation with relevant Supervisor with approval of the relevant Executive.
1.20.	CEO	Approve all terms of employment termination for Executives and Head of Human Resources.	In consultation with Chief of Staff. Noting by Board.
1.21.	Chairman	Approve all terms of employment termination for CEO.	In consultation with UNSW Deputy Vice Chancellor (Academic Quality) or Nominee Approval by Board.
1.22.	Both of the following: College Supervisor and UNSW Supervisor	Make an offer of employment, determine terms of employment and remuneration, or substantively vary employment agreement for all UNSW and UNSW College shared services staff. It is assumed that these staff will be UNSW staff.	In consultation with UNSW Vice-President, Operations or Nominee.
1.23.	Both of the following: College Supervisor and	Approve termination and all terms of termination for all UNSW and UNSW College shared services staff. It is	In consultation with UNSW Vice-President,

	<b>Delegation to</b>	<b>Authorised conduct</b>	<b>Conditions</b>
	UNSW Supervisor	assumed that these staff will be UNSW staff.	Operations or Nominee.

## 2. Financial Authorities

The delegations set out in this Part 2 should be read in conjunction with, and are subject to, the financial delegation limits set out in Part 3 (*Financial Delegation Limits*).

	<b>Delegation to</b>	<b>Authorised conduct</b>	<b>Conditions</b>
2.1.	Relevant Executive	Other than for Controlled Products, determine pricing for existing products and services.	In consultation with Chief Finance Officer or Nominee. Approval of CEO.
2.2.	Relevant Executive	Other than for Controlled Products, determine fees for new products and services.	In consultation with Chief Finance Officer or Nominee. Approval of CEO.
2.3.	Relevant Executive	Recommend fees for Controlled Products to UNSW.	In consultation with Chief Finance Officer or Nominee. Approval of CEO.
2.4.	UNSW Vice-Chancellor or Nominee	Set fees for Controlled Products.	Approval of relevant DVC.
2.5.	Relevant Executive	Determine pricing for projects, tenders and contracts up to \$100,000.	N/A
2.6.	Relevant Executive	Determine the nature and quantum of any administration fees and penalties to be charged to clients.	N/A
2.7.	Board	Approve commercial terms of operational contracts over \$2M.	Approval of CEO.
2.8.	CEO and Chief Finance Officer jointly	Approve commercial terms of operational contracts, projects and tenders between \$1M to \$2M.	In consultation with relevant Executive (where applicable).
2.9.	CEO or Chief	Approve commercial terms of	In consultation

	<b>Delegation to</b>	<b>Authorised conduct</b>	<b>Conditions</b>
	Finance Officer	operational contracts, projects and tenders up to \$1M.	with relevant Executive (where applicable).
2.10.	Relevant Executive	Approve commercial terms of operational contracts up to \$100,000.	N/A
2.11.	CEO or Executives	Accept gifts, bequests, corporate sponsorship up to \$50,000.	N/A
2.12.	CEO or Nominee	Accept gifts, bequests, corporate sponsorship over \$50,000.	N/A
2.13.	CEO	Accept Industry/commercial grants.	N/A
2.14.	CEO and Chief Finance Officer jointly	Approve borrowings and bank credit facilities up to and including \$1 million.	Noting by Board.
2.15.	CEO and Chief Finance Officer jointly	Approve borrowings and bank credit facilities over \$1 million.	Approval by Board.
2.16.	CEO and Chief Finance Officer jointly	(a) Open and close a bank account and credit card facility; and (b) Appoint an Officer to operate a bank Account.	N/A
2.17.	CEO	Approve non-budgeted capital expenditure in any amount.	Approval by Board.
2.18.	Executives	Approve expenditure up to the amounts for the relevant expenditure set out in the annual approved financial budgets.	N/A
2.19.	Relevant Executive or their Nominee	Waive the whole of, or part of, an individual student's fees (with the exception of Scholarships).	
2.20.	In the Executive Director Academic portfolio: Director Academic Programs; Director Learning and	Approve the payment of refunds to students.	Compliance with the Student Refunds Policy and Fees Policy.  Payments to be



	Delegation to	Authorised conduct	Conditions
	<p>Teaching; Director of Studies Academic English; and Deputy Director, Academic Programs.</p> <p>In the Executive Director, Students portfolio: Head of Student Experience; Head of Student and Program Administration.</p> <p>In the Executive Director, Future Students and Business Development portfolio: Head of Admissions and Student Systems.</p>		authorised by the Chief Finance Officer or Nominee.
2.21.	Relevant Executive	Approve the granting of scholarships for students undertaking study at UNSW College where the amount is less than \$5,000.	N/A
2.22.	Relevant Executive	Approve the granting of scholarships for students undertaking study at UNSW College where the amount is greater than \$5,000 individually or greater than \$50,000 in aggregate.	Approval by CEO or Chief Finance Officer.
2.23.	Chief Finance Officer	Approve departures from the requirements of the Procurement	Approval by CEO.

Delegation to		Authorised conduct	Conditions
		Policy, for example: quote and tender exemptions or procurements exceeding \$250,000.	
2.24.	CEO	Approve expenses and business expenditure incurred on corporate credit cards by Executives.	N/A
2.25.	Executives	Approve expenses and business expenditure incurred on corporate credit cards by their direct reports and any other staff member within their group.	N/A
2.26.	Senior Managers with a Tier 5 Financial Delegation Limit	Approve expenses and business expenditure incurred on corporate credit cards by their direct reports and staff members working within their reporting line/sub-group.	N/A
2.27.	Managers within the Executive Director Academic's portfolio, with either a Tier 5 or 6 Delegation Limit	Approve expenses and business expenditure incurred on corporate credit cards by their direct reports and staff members working within their reporting line/sub-group.	
2.28.	Chief Finance Officer	Approve supplier to become a Preferred Supplier.	N/A
2.29.	Executives	Approve a Preferred Supplier Nomination Form.	Consultation with Chief Finance Officer or Nominee.
2.30.	Board, CEO or Executives (dependant on financial impact)	Approve a change request in relation to a Business Case.	Approval of relevant delegate depending on the amount of the financial impact arising from the change.
2.31.	Chairman or Nominee (who	Approve expenses, including credit card expenses and domestic and	N/A

	<b>Delegation to</b>	<b>Authorised conduct</b>	<b>Conditions</b>
	must be a Director of the Company)	international travel for CEO.	
2.32.	CEO	Approve domestic and international travel for Executives.	High Risk Travel requires: (a) consultation with the Head of Human Resources And UNSW Insurance team; and (b) written approval from the Chair, College Audit & Risk Committee.
2.33.	CEO or Nominee	Travel in a class higher than Economy or its equivalent for staff members other than those that fall under the exceptions as per the Business Expense Policy.	See Travel Procedure and Business Expense Policy.
2.34.	Executives	Approve domestic and international travel, for direct reports and any other staff member within their group.	High Risk Travel requires: (a) consultation with the Head of Human Resources and UNSW Insurance team; and (b) written approval from the Chair, College Audit & Risk Committee.

	<b>Delegation to</b>	<b>Authorised conduct</b>	<b>Conditions</b>
2.35.	Relevant Executive or their Nominee	Authorise request for payment of invoices for recurring expenditure which is due by operation of contract. For example, Overseas Student Health Insurance, rent and commission payments.	Subject to relevant contract being properly executed in accordance with this Register.
2.36.	Chief Finance Officer or Head of Financial Operations (depending on amount)	Approve payment of invoices for recurring expenditure which is due by operation of contract. For example, Overseas Student Health Insurance, rent and commission payments.	Subject to relevant contract being properly executed in accordance with this Register.
2.37.	Chief Finance Officer or Nominee	Can issue invoices.	Subject to approval of relevant delegate, in invoice request.
2.38.	Direct Report to the Chief Finance Officer	Approve the issuing of invoices up to \$100,000.	N/A
2.39.	Chief Finance Officer and a Direct Report to the Chief Finance Officer jointly	Approve the issuing of invoices above \$100,000.	Noting by the CEO for invoices over \$1,000,000.
2.40.	Direct Report to the Chief Finance Officer	Approve the issuing of credit notes.	Subject to credit note being no more than the total of the original invoice.
2.41.	Procurement Lead; Administration Officer (IT); Operations Coordinator or their Nominee.	Can issue a purchase order.	Subject to approval of relevant delegate, in purchase order request.
2.42.	Chief Financial Officer; Head of Financial Operations;	Approve the issuing of a purchase order up to: <ul style="list-style-type: none"> <li>▪ \$1,000,000 – Chief Finance Officer or Nominee</li> </ul>	N/A



	<b>Delegation to</b>	<b>Authorised conduct</b>	<b>Conditions</b>
	Finance Manager; Senior Financial Accountant	<ul style="list-style-type: none"> <li>▪ \$100,000 – Head of Financial Operations or Nominee</li> <li>▪ \$50,000 – Finance Manager or Nominee</li> <li>▪ \$20,000 – Senior Accountant or Nominee</li> </ul>	
2.43.	Direct Report to the Chief Finance Officer	Approve the write-off of bad debts up to and including \$100,000.	N/A
2.44.	Direct Report to the Chief Finance Officer	Approve the write-off of bad debts up to and including \$200,000.	Noting by Chief Finance Officer.
2.45.	Chief Finance Officer	Approve the write-off of bad debts over \$200,000 and up to and including \$500,000.	Noting by Board.
2.46.	Chief Finance Officer	Approve the write-off of bad debts above \$500,000.	Approval by Board.
2.47.	Chief Finance Officer	Approve disposal of assets up to a value of \$1,000,000 by: <ul style="list-style-type: none"> <li>(a) trade-in, sale or donation; or</li> <li>(b) write-off or retirement.</li> </ul>	Approval by CEO.
2.48.	Direct Report to the Chief Finance Officer	Approve disposal of assets up to a value of \$100,000 by: <ul style="list-style-type: none"> <li>(a) trade-in, sale or donation; or</li> <li>(b) write-off or retirement.</li> </ul>	N/A
2.49.	Chief Finance Officer or CEO	Approve disposal of assets having a value over \$1,000,000 by: <ul style="list-style-type: none"> <li>(a) trade-in, sale or donation; or</li> <li>(b) write-off or retirement.</li> </ul>	Approval by Board.
2.50.	Chief Finance Officer	Execute documents related to investment, finance or banking transactions up to \$1,000,000.	Approval by CEO.
2.51.	Chief Finance Officer	Execute documents related to investment, finance or banking transactions over \$1,000,000.	Approval by Board.
2.52.	Chief Finance Officer	Enter into or vary workers' compensation insurance or other	N/A

	Delegation to	Authorised conduct	Conditions
		business insurances.	
2.53.	CEO	Approve time-sheets of casual employees reporting directly to the CEO.	N/A
2.54.	Executives	Approve time-sheets of casual employees working within their group.	N/A
2.55.	Education Managers in the Executive Director Academic's portfolio	Approve time-sheets of casual employees working within their reporting line/sub-group.	N/A
2.56.	Direct Report to the Chief Finance Officer	Approve payment of fortnightly payroll irrespective of amount.	N/A
2.57.	Chief Finance Officer	Approve new financial delegations.	

Note: The financial authority monetary amounts provided in the table above are exclusive of GST.

### 3. Financial Delegation Limits

#### Part A: Financial Delegation Tiers/Limits

To facilitate the implementation of the financial delegations as set out in Part 2: *Financial Authorities* above, the relevant financial limits for each position are set out below. All financial limits are subject to any other conditions or approvals as set out in this Register. A master list of all individuals who hold a Financial Delegation in accordance with this Part 3A: Financial Delegation Limits, will be kept by the Finance Department.

Financial Delegation Tier	Financial Delegation Limits <sup>1</sup>	Delegates <sup>2</sup>
Tier 1	Over \$2 million	Board.
Tier 2	Up to \$2 million	CEO and Chief Finance Officer jointly.

<sup>1</sup> Financial Delegation Limits are exclusive of GST.

<sup>2</sup> All Financial Delegations are confirmed in a staff member's position description, which are recorded in the 'College HR' system. To validate a staff member's eligibility for the financial delegations set out in this table, staff members must also have such delegation confirmed in their position description.

<b>Financial Delegation Tier</b>	<b>Financial Delegation Limits<sup>1</sup></b>	<b>Delegates<sup>2</sup></b>
Tier 3	\$1,000,000	CEO and Chief Finance Officer.
Tier 4	\$100,000	Executives and Head of Financial Operations.
Tier 5	\$50,000	Finance Manager and Senior Managers with “Heads of” in their titles or who, as part of their role, have responsibility for: <ul style="list-style-type: none"> <li>(a) purchasing goods and services on behalf of UNSW College;</li> <li>(b) entering into contracts on behalf of UNSW College;</li> <li>(c) approving time-sheets of casual employees;</li> <li>(d) processing refunds of tuition fees; or</li> <li>(e) accounting transactions as set out in Part 2 of this Register.</li> </ul>
Tier 6	\$20,000	Senior Accountant, Accountants, Managers and Education Managers who, as part of their role, have responsibility for: <ul style="list-style-type: none"> <li>(a) purchasing goods and services on behalf of UNSW College;</li> <li>(b) approving the time-sheets of casual employees; and/or</li> <li>(c) accounting transactions as set out in Part 2 of this Register.</li> </ul> <p>Staff members who, as part of their role, travel internationally for business and have responsibility for:</p> <ul style="list-style-type: none"> <li>(a) booking accommodation and/or paying travel expenses for other staff members; and/or</li> <li>(b) coordinating and booking facilities and accommodation for programs and events located offshore.</li> </ul>
Tier 7	\$10,000	Education Managers who, as part of their role, have responsibility for approving timesheets of casual employees.

<b>Financial Delegation Tier</b>	<b>Financial Delegation Limits<sup>1</sup></b>	<b>Delegates<sup>2</sup></b>
Tier 8 <sup>3</sup>	\$5,000	Staff members who, as part of their role: <ul style="list-style-type: none"> <li>(a) travel internationally for business;</li> <li>(b) who coordinate and book facilities and accommodation for programs and events,</li> </ul> who are issued a credit card for the purpose of incurring such business related expenses.
Tier 9	\$2,000	Staff members who, as part of their role: <ul style="list-style-type: none"> <li>(a) travel domestically in Australia; or</li> <li>(b) hold an administrative/ operational/ executive support position with responsibility for purchasing goods and services as part of their role, who are issued a credit card for the purpose of incurring such business related expenses.</li> </ul>

### **Part B: Credit Card Limits**

To facilitate the implementation of the financial delegations as set out in Part 2: Financial Authorities above and the operation of the Credit Card Policy and Procedure, the relevant credit card limits applicable for Delegates are set out below. A master list of all individuals who hold a credit card in accordance with the Tiers set out in this Part 3B: Credit Card Limits, will be kept by the Finance Department.

<b>Credit Card Tiers<sup>4</sup></b>	<b>Credit Card Limits</b>	<b>Delegates</b>
Tier 3	\$30,000	CEO and Chief Finance Officer <sup>5</sup> .
Tier 6	\$20,000	Staff members who, as part of their role, have responsibility for purchasing goods and services on behalf of UNSW College where such purchases can only be made by credit card. Staff members who, as part of their role, travel internationally for

<sup>3</sup> Tier 8 and 9 Delegations are limited to the incurring of expenses on corporate credit cards in accordance with the Credit Card Policy. Delegates with a Tier 8 or 9 Delegation may not enter into contracts or otherwise make commitments on behalf of UNSW College.

<sup>4</sup> The numbering of Credit Card Tiers is set to match the financial delegation Tiers. In the majority of cases a staff member's financial delegation tier will match their credit card tier. In no case will a staff member have a credit card limit greater than their financial delegation.

<sup>5</sup> Limited use as registered credit card for Company preferred travel booking service.

		<p>business regularly and have responsibility for:</p> <ul style="list-style-type: none"> <li>(a) booking accommodation and/or paying travel expenses for other staff members; and/or</li> <li>(b) coordinating and booking facilities and accommodation for programs and events located offshore.</li> </ul>
Tier 7	\$10,000	<p>Staff members who, as part of their role, have responsibility for:</p> <ul style="list-style-type: none"> <li>(a) purchasing goods and services on behalf of UNSW College; and/or</li> <li>(b) coordinating and booking facilities and accommodation for programs and events.</li> </ul> <p>Staff members who, as part of their role:</p> <ul style="list-style-type: none"> <li>(a) travel internationally for business regularly; and/or</li> <li>(b) travel to high-risk destinations.</li> </ul>
Tier 8	\$5,000	<p>Staff members who, as part of their role:</p> <ul style="list-style-type: none"> <li>(a) travel internationally for business; or</li> <li>(b) who coordinate and book facilities and accommodation for programs and events.</li> </ul>
Tier 9	\$2,000	<p>Staff members who, as part of their role:</p> <ul style="list-style-type: none"> <li>(a) travel domestically in Australia; or</li> <li>(b) hold an administrative/ operational/ executive support position with responsibility for purchasing goods and services.</li> </ul>

#### 4. Academic and other Product Offerings Authorities

	Delegation to	Authorised conduct	Conditions
4.1.	Academic Board	<p>Confer awards of the College upon candidates who are eligible in line with relevant Policy.</p> <p>Note: excludes Controlled Products, which may lead to awards conferred by UNSW Sydney.</p>	

	<b>Delegation to</b>	<b>Authorised conduct</b>	<b>Conditions</b>
4.2.	Academic Board	Give directions to the Head of Student and Program Administration on the content of testamurs, including signatories.	
4.3.	Head of Student and Program Administration or Nominee	Determine the content of and issue testamurs to candidates who have been conferred awards of the College under item 4.1 above.	Subject to the directions of Academic Board
4.4.	Academic Board	Approve variations to the standard requirements for completion of an award, in exceptional circumstances for a particular student, in line with relevant Policy.	On the recommendation of Executive Director, Academic
4.5.	Academic Board	Make recommendations to the Board as to whether an award that has been conferred should be rescinded.	
4.6.	Academic Board	Establish a new Academic Program or product line, including the relevant academic offering rules, requirements and prerequisites, where there is no conflict or competition with the academic offerings of UNSW Sydney and the offering does not concern Controlled Products.	Business case approved by Board
4.7.	Academic Board	Establish a new Academic Program or Product line, or vary an existing academic offering or product line where there is, or may be, a conflict or competition with the academic offerings of UNSW Sydney or the offering concerns a Controlled Product.	In consultation with UNSW Deputy Vice Chancellor (Academic Quality) and Approval by UNSW Academic Board. Business case approved by

Delegation to		Authorised conduct	Conditions
			Board.
4.8.	Academic Board	Approve a Material Change to an Academic Program (no conflict or competition with UNSW Sydney programs). Note: Excludes Foundation Studies.	Business case approved by the Board.
4.9.	Academic Board	Approve a Material Change to an Academic Program (actual or potential conflict or competition with UNSW Sydney programs). Note: Excludes Foundation Studies.	In consultation with UNSW DVC (Academic Quality) and approval by UNSW Academic Board. Business case approved by the Board.
4.10.	Education Manager	Approve a Non-Material Change to an Academic Program.	Noted by Teaching & Learning Quality Committee and Program Development & Review Committee.
4.11.	Academic Board	Approval of Significant or Non-Significant Changes to a Foundation Studies program.	On recommendation of Program Development & Review Committee.
4.12.	Executive Director Academic or Nominee	Submit to TEQSA for accreditation and CRICOS registration: (a) a new Academic Program; or (b) a Non-Material Change to an existing Academic Program, including programs which involve	Endorsement by Board.

Delegation to		Authorised conduct	Conditions
		<p>third party arrangements.</p> <p>Note: Excludes Foundation Studies and Pre-Masters programs.</p>	
4.13.	Executive Director Academic or Nominee	<p>Submit to TEQSA for CRICOS registration:</p> <p>(a) a new Foundation Studies program; or</p> <p>(b) a new English Language Course; or</p> <p>(c) a new Pre-Masters program; including programs which involve third party arrangements.</p>	
4.14.	Executive Director Academic or Nominee	Submit to TEQSA for approval any Significant Changes to a Foundation Studies program.	Approval by Academic Board.
4.15.	Executive Director Academic or Nominee	Notify to TEQSA any Non-Significant Changes to a Foundation Studies program.	Approval by Academic Board.
4.16.	Academic Board	Approve the withdrawal of a program and associated teach-out plan.	Endorsement by Executive Team Noted by Board Relevant UNSW Faculties consulted.
4.17.	Executive Director Academic or Nominee	Submit to TEQSA application to withdraw Academic Program including teach-out plan.	Approval of Academic Board.
4.18	Chief Executive Officer or Nominee	Submit a Material Change Notification to TEQSA.	Endorsement by Head of Legal, Risk & Compliance.
4.19.	Academic Board	Establish a third party arrangement for the whole or partial delivery of an Academic Program.	Endorsement by Executive Team. Business case



Delegation to		Authorised conduct	Conditions
			approved by the Board.
4.20.	Academic Board	Establish courses and streams within existing Foundation Studies academic offerings including rules, requirements and prerequisites (subject to the Company's obligations in respect of Controlled Products including under any education services or third party agreement).	
4.21.	Head of Admissions and Student Systems	Approve admission of a student to an academic offering.	Approval of relevant Academic Head, in accordance with relevant Policy.
4.22.	Academic Board	Determine English language admission requirements for UNSW College applicants whose previous education was not in English.	Noted by Board. Noted by UNSW Admissions and Board of Studies.
4.23.	Head of Admissions and Student Systems	Approve deferral of commencement of enrolment in a coursework program from one admission period to another.	Approval of relevant Academic Head, in accordance with relevant Policy.
4.24.	Relevant Academic Head	Approve recognition of prior learning for a student seeking admission.	In accordance with relevant Policy
4.25.	Head of Admissions and Student Systems  Head of Student and	Approve transfer of a student from one coursework program or stream to another.	Approval of relevant Academic Head, in accordance

	<b>Delegation to</b>	<b>Authorised conduct</b>	<b>Conditions</b>
	Program Administration		with relevant Policy.
4.26.	Head of Admissions and Student Systems  Head of Student and Program Administration	Approve withdrawals from a program.	Approval of relevant Academic Head, in accordance with relevant Policy.
4.27.	Relevant Academic Head	Determine whether or not a student has satisfied requirements for the award of an academic offering.	For Controlled Products, with reference to education services / third party Agreement.
4.28.	Student Misconduct Committee (as first decision-maker)	Suspend or exclude a student for Serious Student Misconduct (other than where process is handled by UNSW Sydney under agreements relating to Controlled Products).	N/A
4.29.	Relevant Manager within the Academic or Student portfolios	Determine and impose penalties other than suspension or exclusion, for both Academic and Non-Academic student misconduct (other than where process is handled by UNSW Sydney under agreements relating to Controlled Products), in line with relevant Policy.	
4.30.	Appeals Committee	Determine an appeal by a student against suspension or exclusion on grounds of Serious Student Misconduct (other than where process is handled by UNSW Sydney under agreements relating to Controlled Products).	N/A

Delegation to		Authorised conduct	Conditions
4.31.	Appeals Committee	Determine an appeal against: (a) cancellation of enrolment; or (b) report to Department of Home Affairs (or any subsequent related Government Departments); and (c) any other matter properly raised by a student under a College Policy,  other than where process is handled by UNSW Sydney under agreements relating to Controlled Products.	N/A
4.32.	Chief Executive Officer or Nominee	Convey the award of scholarships or prizes to students subject to the relevant specified criteria.	N/A

## 5. Legal, Governance and Compliance Authorities

Delegation to		Authorised conduct	Conditions
5.1.	Company Secretary	Affix the seal (if any) to appropriately authorised contracts or other documents required to be executed under seal.	Approvals or conditions in accordance with this Register.
5.2.	Head of Legal, Risk & Compliance	Accept service of court or other legal processes as UNSW College Proper Officer.	Noted by Board Notify General Counsel of UNSW (except for procedural processes such as

	<b>Delegation to</b>	<b>Authorised conduct</b>	<b>Conditions</b>
			subpoenas).
5.3.	CEO	Provide all statements of compliance required to be made in accordance with legislation and the requirements of proper authorities under legislation, with the exception of financial statements.	Noted by Board. Notify College Audit & Risk Committee. Notify relevant UNSW department (for example, Risk or Legal).
5.4.	Chief Finance Officer	Provide all statements of compliance required to be made in accordance with legislation and the requirements of proper authorities under legislation relating to financial statements.	Noted by Board. Notify College Audit & Risk Committee. Notify UNSW Finance.
5.5.	CEO	Hold any licence or assume any title or office where required or permitted by law to be held or assumed on behalf of UNSW College by a natural person and exercise any function or authority relevantly required of, or permitted to be exercised by, that officeholder by the statute.	N/A
5.6.	Executives	Appoint and manage the engagement of external lawyers under terms of engagement where estimate of fees is less than \$50,000.	With approval of, and ongoing consultation with, the Head of Legal, Risk & Compliance.
5.7.	Head of Legal, Risk & Compliance	Appoint external lawyers under terms of engagement where estimate of fees is less than \$50,000.	N/A
5.8.	Head of Legal, Risk &	Appoint external lawyers under	With



	<b>Delegation to</b>	<b>Authorised conduct</b>	<b>Conditions</b>
	Compliance	terms of engagement where estimate of fees is greater than \$50,000 and no more than \$100,000.	approval of CEO and Chief of Staff. Noted by General Counsel of UNSW.
5.9.	Head of Legal, Risk & Compliance	Appoint external lawyers under terms of engagement where estimate of fees is greater than \$100,000.	In consultation with General Counsel of UNSW. Approval of CEO. Noted by Board.
5.10.	CEO	Waive UNSW College's right to maintain legal professional privilege in a specific instance.	Noted by Board. Must notify General Counsel of UNSW.
5.11.	Head of Legal, Risk & Compliance or Nominee	Issue, communicate or distribute any document containing or attaching legal advice, including electronic forwarding by email (other than where the recipients include Head of Legal, Risk & Compliance or Nominee).	Nominee must have current NSW Practising Certificate.
5.12.	Head of Legal, Risk & Compliance or their Nominee	Conduct litigation or other dispute resolution process on behalf of UNSW College, including the engagement of external lawyers, and undertake and perform any related duties.	In consultation with General Counsel of UNSW on general conduct of the matter.

Delegation to		Authorised conduct	Conditions
			With approval of the Board and General Counsel of UNSW on material or milestone decisions. Board to be kept informed of general progress.
5.13.	Head of Legal, Risk & Compliance	Execute deeds of release and waivers of rights as authorised signatory of UNSW College.	Approval by the CEO.
5.14.	<ul style="list-style-type: none"> <li>• CEO</li> <li>• Company Secretary</li> <li>• Directors</li> </ul>	Execute deeds and other contracts required to be signed in accordance with the <i>Corporations Act</i> on behalf of UNSW College.	As otherwise set out in this Register.
5.15.	<ul style="list-style-type: none"> <li>• CEO</li> <li>• Executives</li> </ul> <p>Direct reports to Executives in accordance with financial delegation limits set out in this Register.</p>	Execute contracts as authorised signatory of UNSW College subject to the following: <ul style="list-style-type: none"> <li>(a) compliance with the Procurement Policy;</li> <li>(b) the value of the contract being within the signatory's financial delegation;</li> <li>(c) the contract relates to their areas of responsibility;</li> <li>(d) each contract must include a cap on UNSW College's liability of no greater than \$100,000; and</li> <li>(e) the contract must be governed by NSW law;</li> </ul>	N/A

Delegation to		Authorised conduct	Conditions
		<b>OR</b> the contract has been approved by the Head of Legal, Risk & Compliance or their Nominee.	
5.16.	Executives	Execute Non-Disclosure Agreements as authorised signatory of UNSW College.	Approval by the Head of Legal, Risk & Compliance or their Nominee.
5.17.	CEO or Executives	Submit responses to 'requests for proposals' or tenders.	With approval of CEO where successful bid would require expenditure or investment above relevant delegation limits.
5.18.	CEO	Approve and execute any document disposing of UNSW College real property with a value up to and including \$500,000.	Noted by Board.
5.19.	CEO	Approve and execute any document disposing of UNSW College real property valued over \$500,000.	Approval by Board. Noted by Council.
5.20.	CEO	Execute any document creating or effecting a positive or restrictive covenant, easement, mortgage or charge or effecting a Subdivision of UNSW College land.	Approval by Board.
5.21.	CEO or Chief Finance Officer	Execute a lease or licence, of 6 months or less, over UNSW College-owned premises.	N/A
5.22.	CEO or Chief Finance Officer	Enter into a lease or licence, of 6 months or less.	N/A
5.23.	CEO or Chief Finance Officer	Execute a lease or licence, of 6 months or more, over UNSW	Noted by Board.

Delegation to		Authorised conduct	Conditions
		College-owned premises where rent receipts over the total lease period will not exceed \$1 million.  In this Section and the one below " <b>rent receipts</b> " means the first year's rental income amount multiplied by the number of years of the term, excluding option periods.	
5.24.	CEO or Chief Finance Officer	Execute a lease or licence, of 6 months or more, over UNSW College-owned premises where rent receipts over the total lease period will exceed \$1 million.	Approval by Board.
5.25.	CEO or Chief Finance Officer	Enter into a lease or licence, of 6 months or more, where rent costs over the total lease period will not exceed \$1 million.	Noted by Board.

## 6. Policy Authorities and Principles

When creating and updating its policies UNSW College shall align its policies with the corresponding UNSW Sydney policy or procedure, to the extent that it is commercially and practically viable. Where it is not commercially and practically viable for UNSW College to align its policies with UNSW Sydney, UNSW College shall instead incorporate into its policies, the underlying principles of the UNSW policy to the extent relevant.

Delegation to		Authorised conduct	Conditions
6.1.	CEO or Nominee	Establish, amend or approve UNSW College corporate, business or operational Policies that do not concern academic or student matters.	In consultation with relevant Executive(s) and Legal and Compliance.  No less than one report to the Board per annum on new or revised Policies.
6.2.	CEO or Nominee	Approve Administrative	In consultation



Delegation to		Authorised conduct	Conditions
		Amendments to UNSW College Policies concerning academic or student matters.	with relevant Executive(s) and Legal and Compliance. No less than one report to the Board per annum on revised Policies.
6.3.	CEO or Executives	Establish or amend corporate, business or operational Procedures, including pursuant to a Policy, that do not concern academic or student matters.	In consultation with Legal and Compliance.
6.4.	Executives or their Nominee	Establish or amend guidelines and local documents, related to corporate, business or operational Policies and Procedures that do not concern academic or student matters.	N/A
6.5.	Academic Board	Establish, amend or approve UNSW College Policies concerning academic or student matters.	In consultation with Legal and Compliance. No less than one report to the Board per annum on new or revised Policies.
6.6.	Executive Director Academic	Establish or amend Procedures, including pursuant to a Policy, concerning academic matters.	In consultation with Legal and Compliance.
6.7.	Executive Director, Students	Establish or amend Procedures, including pursuant to a Policy, on matters relating to student welfare and academic services.	In consultation with Legal and Compliance.