



The Council of the University of New South Wales

Delegations of Authority

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Section 1 Introduction

The register of delegations (“Register”) is a resolution of the Council of the University of New South Wales made on 22 August 2011. It commenced on 1 September 2011 and wholly replaced the register of delegations made by the Council on 27 April 2009.

The Register is amended from time to time in accordance with Section 2.2. This version is:

Version 3.1	Amended by UNSW Council on 19 February 2018
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The delegations in this Register revoke all previous corresponding delegations to the extent that they are inconsistent with those previous delegations. This includes the revocation of inconsistent delegations which are currently stated in University Policy, Procedure or Guidelines.

Previously delegated authority is not revoked unless it is inconsistent with this Register.

Acts performed under previous delegations are not invalidated by the revocation of delegations of authority in this Register.

These delegations apply to all University activities whether within foundations, centres, associations or institutes, but only where the body is not itself incorporated.

These delegations are limited by law to those persons and authorities referred to in the University of New South Wales Act 1989 and the University of New South Wales By-law 2005 (“by-laws”) (see Section 1.1). i.e. Officers and authorities of the University, members and committees of the Council and to University-affiliated research institutes and their officers, subject always to each officer or body being expressly referred to in the Register.

For modification history, see Annexure A.

1.1 Rationale and scope

Section 16 of the *University of New South Wales Act (1989)* provides:

“The Council may, in relation to any matter or class of matters, or in relation to any activity or function of the University, by resolution, delegate all or any of its functions (except this power of delegation) to any member or committee of the Council or to any authority or officer of the University or to any other person or body prescribed by the by-laws”.

The purpose of the Register is to be the source of the functions which the Council authorises particular officers and bodies of the University to carry out regularly. However, this Register is not an exclusive statement of all delegated authority. Some delegations of Council authority are and will be, from time to time, stated in other resolutions of the Council and in Policy documents.

Procedures to be followed by delegates in the exercise of their delegated authority do not appear in this Register. Reference to relevant Policy, Procedure and Guideline documents and other advisory information is contained in a separate Delegates' Manual.

Where the authority of an officer derives expressly from a delegation, the exercise of that authority is in the officer's capacity as a delegate.

Other functions are, or may be, performed by various officers pursuant to authority derived from:

- other legislation, including University Rules (for example, delegated authority to the Academic Board, the President and Vice-Chancellor and the Registrar under the UNSW by-laws.)
- applicable industrial agreements (e.g. Enterprise Bargain)
- University Policy, Procedure and Guidelines e.g. as developed by the President and Vice-Chancellor under the authority of the Council.

The delegations of authority in this Register do not impliedly, and may not be construed so as to authorise any officer or body other than the Council to:

- Appoint or terminate the appointment of the President and Vice-Chancellor.
- Determine the budget of the University.
- Establish and disestablish any Faculty.
- Establish Policy affecting only the Council members in their capacity as Council members.
- Establish Policy affecting only the Chancellor and Deputy Chancellor in their capacity in those offices.

1.2 General principles of delegation

The following principles apply to a delegate's level and scope of authority under any delegation of authority:

- 1.2.1 A delegation under this Register ordinarily relates to the delegate's office, or position, not to the individual in that position. Similarly, where a delegation is to a body by reference to the body's title, it relates to the body acting as a body, not to individual members of the body.
- 1.2.2 A reference to a delegation to a position or to a body is, if the position or the body is abolished, restructured or re-named, to be taken to be a reference to the principal successor to the functions of that position or body.
- 1.2.3 A person duly appointed as a temporary or acting occupant of a position has the authority delegated to the position in which he or she is acting.
- 1.2.4 A delegate may sign any document which is necessary to give effect to his or her function or authority. Except for the legally-binding agreements

specifically delegated to others in this Register (such as documents requiring the seal of the University), this includes, for example, the execution of a binding legal agreement such as a contract.

- 1.2.5 In some instances, a delegation of authority is given to several officers, including instances where a delegate has a direct reporting relationship to one of the other delegates. In addition to those cases, as a general principle, (unless noted specifically to the contrary in the 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 extends to each Supervisor in the hierarchy up to the President and Vice-Chancellor, 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.

This principle does not:

- (a) apply if a subordinate delegate has already, in a particular case, exercised the delegation;
- (b) enable an individual officer or another body to exercise a delegation conferred on a body or a committee, or
- (c) permit a supervising delegate to exceed his or her own financial delegation or act outside his or her Accountability Area.

- 1.2.6 If a delegate appoints or instructs another officer or body to give advice or make recommendations about the exercise of delegated authority, the delegate nevertheless remains responsible and accountable for the decision or action.

Unless expressly required to do so by this Register or otherwise by the Council, no delegate is authorised to nominate another officer to perform his or her delegated authority or function.

Where nomination is permitted, the nominating officer cannot exercise the same authority in a particular case if the Nominee has already exercised it.

- 1.2.7 Unless the context requires otherwise, a delegation ordinarily relates only to authorities or functions within the delegate's Accountability Area.
- 1.2.8 Nothing in this Register authorises a delegate to do any thing which is, or is likely to be, a breach of an approved code of conduct of the University.
- 1.2.9 A delegation cannot be exercised where the officer holding the delegation would be put in a position of conflict of interest. This includes, in particular, where the officer would obtain a personal benefit of some material kind. In such circumstances the conflicted delegate must refer the decision to his or her Supervisor and must not exercise the delegated authority without the counter signature of his or her Supervisor.

1.3 Interpretation

1.3.1 Definitions

Term	Meaning
Academic staff	Academic staff of the University of New South Wales, including teaching and research academic staff, research-only and any other classes of academic staff such as casual teaching staff.
Accountability Area	The organisational unit, area or group of areas for or within which a delegate is responsible, as reflected in duty statements and/or employment contracts.
Administrative update	An administrative update made to documents in accordance with the Policy Framework could include the following: <ul style="list-style-type: none"> • Changing the name and details of a staff member. • Changing the name of a position, unit, Document, publication, address (including URL), legislation or entity. • Updating an Appendix attached to a Document that does not affect the meaning or application of the Document. • Correcting grammar or spelling.
Budget Unit Head	A Vice-President, Deputy Vice-Chancellor, Pro-Vice-Chancellor, Dean or other senior officer to whom the VC has assigned responsibility for management of funds allocated to a unit named in the University budget.
Carrying Value	The value of the asset as at the date of write-off, disposal or retirement, which is based on the original cost of the asset less any depreciation or impairment costs recorded against the asset to date.
Codes of Conduct	Documents that express the behaviour that is expected and necessary to meet the core values and obligations of the University. Codes of Conduct are approved by Council and are always University-wide Documents. There are three Codes of Conduct at the University; a Staff Code of Conduct, a Student Code of Conduct and a Research Code of Conduct. Compliance with Codes of Conduct is mandatory.
Commercial Activity	Those activities defined under guidelines made pursuant to Division 3 of the University of New South Wales Act 1989, whether held in the University's Register of Commercial Activities or not.
Contract	As used in Section 5.3.8 and 5.3.9, includes a University purchase order or any other document having the effect, when signed or approved, of committing the University to the expenditure of its funds.
Course	A component of an academic program carried out over a session or part thereof with a specific unit of credit weighting.
Dean	Dean of a Faculty (includes the Rector, UNSW Canberra at the Australian Defence Force Academy).
Delegate	The substantive, acting or temporary occupant of a position, or a group of persons (e.g. a committee), with delegated authority under this document.
Division	Collection of administrative units that report to a single Budget Unit Head.
Divisional Head	The President and Vice-Chancellor; a Deputy Vice-Chancellor; and a Vice-President.

Term	Meaning
Faculty	A faculty constituted by the University Council in accordance with Part 6 of the University of New South Wales By-law 2005, or a body having similar status and equivalent responsibilities, such as UNSW Canberra at the Australian Defence Force Academy.
Faculty Board	The meeting of a Faculty constituted in accordance with the provisions of the University of New South Wales Rules, Section 3 (which states that the Faculty when it meets is called the Faculty Board), or a body performing equivalent functions for a faculty such as UNSW Canberra at the Australian Defence Force Academy.
Faculty Standing Committee	The executive body of a Faculty Board constituted in accordance with the provisions of the University of New South Wales Rules Section 3, or a body performing equivalent functions for a faculty such as UNSW Canberra at the Australian Defence Force Academy.
Guideline	A document identified as a “Guideline” of the University made by the Council or in accordance with delegated authority. Guidelines are documents that provide detail and context for particular matters that are generally the subject of a University legislative obligation, or a Policy, Standard or Procedure. Guidelines provide a pathway for staff and students to follow. A Guideline may be a University-wide Document or a Local Document. Compliance with Guidelines is not mandatory, however staff and students are strongly encouraged to comply with Guidelines wherever possible.
Local Document	Standards, Procedures or Guidelines that suit the specific needs of a Division, Faculty or School. Where a University-wide Document and a Local Document cover the same or similar subject matter, the Local Document must be consistent with the University-wide Document. A Local Document may be created using a Policy Framework template, but must have local branding.
Management Board	Senior management positions reporting directly to the President and Vice-Chancellor other than officers with “Dean” or “Rector” in their title.
Nominee	The UNSW officer nominated in writing by a delegate authorised under this Register to appoint a Nominee. A Nominee appointed in accordance with this Register is a delegate of the Council for the purposes referred to in the relevant delegation.
Paid Outside Work	Has the meaning given to that term in the UNSW Paid Outside Work Policy.
Policy	A document identified as a “Policy” of the University made by the Council or the President and Vice-Chancellor in accordance with delegated authority. Policies are documents that describe the principles that govern and guide conduct and decision making in a particular context. Policies are always University-wide Documents. They must be high-level and principles-based and express the objectives and intentions of the University. Compliance with Policies is mandatory.
Policy Framework	The UNSW Policy Framework is an operational structure for creating, managing and maintaining the University’s Codes of Conduct, Policies, Standards, Procedures and Guidelines. The elements of the Policy Framework are on the Governance Policy website.

Term	Meaning
Procedure	A document identified as a “Procedure” of the University made by the Council or in accordance with delegated authority. Procedures are operational documents that describe the processes and actions that are required to enable the implementation of a Policy. A Procedure may also be developed to ensure compliance with legislative requirements. A Procedure may be a University-wide Document or a Local Document (where permitted under relevant University-wide Documents). Compliance with Procedures is mandatory.
Professional staff	Non-academic staff of the University
Program	Sequence of courses leading to a degree or award conferred by the University
Program Authority	The officer listed in the UNSW Handbook entry as the program authority for a program.
Section	A section of this Register.
Specified Nominee	Has the meaning given in Section 6, paragraph E.
Standard	A document identified as a “Standard” of the University made by the Council or in accordance with delegated authority. Standards are documents that specify operational criteria for products, services and systems to ensure that they are safe, reliable and consistently perform the way that they are intended to. They are often developed for the purpose of meeting legal or industry-related requirements. A Standard may be a University-wide Document or a Local Document (where permitted under relevant University-wide Documents). Compliance with Standards is mandatory.
Stream	Specified sequence of study within a program
Supervisor	Responsible Head of a School, department or divisional unit who has others reporting to him or her; includes the Chancellor or Deputy Chancellor for the President and Vice-Chancellor
University Arms	The coat of arms granted to the University by the College of Arms.
University Senior Management Positions	Comprises the President and Vice-Chancellor, President Academic Board, and senior management positions reporting directly to the President and Vice-Chancellor.
University name	“The University of New South Wales”, “UNSW Sydney”, “UNSW” and any trade mark owned by or registered to the University.

1.3.2 Interpretation

In this Register:

- 1.3.2.1 A power to “nominate” includes a power to vary, suspend or cancel a nomination made under the power.
- 1.3.2.2 “Establish”, in relation to Policy, Procedure or Guideline has the meaning given in Section 4.1.
- 1.3.2.3 “Determine”, in relation to fees, charges and fines, has the meaning given in Section 5.1.

1.4 Nomination procedure

The Register contains instances where the Council requires an officer (e.g. President and Vice-Chancellor or Chief Financial Officer) to nominate other officers who will then have delegated authority for the purposes described in the Register. If the reference is to a “Specified Nominee”, then nominations may only be to an officer holding a position with the specified title.

The relevant Sections affecting nominations are:

Policy	4.2.3, 4.2.4, 4.2.5, 4.2.6.
Finance	Section 5 Introduction, paragraphs D and E, 5.1.4, 5.3.4, 5.3.6, 5.3.7.
Personnel	Section 6 Introduction, paragraphs D, E, and F, 6.1.6, 6.1.7, 6.1.12, 6.1.15, 6.1.16, 6.1.20(b), 6.1.21, 6.2.6, 6.2.7, 6.2.10, 6.2.12, 6.2.14, 6.4.1(d), 6.4.2(c), 6.5.2, 6.6.1(c), 6.6.2(b), 6.6.4
Academic	7.4.1, 7.4.2, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.5.10, 7.5.11, 7.5.12, 7.5.13, 7.5.14, 7.5.16, 7.5.19, 7.5.20, 7.5.21, .7.5.22, 7.5.23.
Administrative and general authorities.	8.2.2, 8.2.3, 8.3.1, 8.3.2.

- 1.4.1 A letter of nomination should contain words which refer to the identity and authority of both the nominating officer and the Nominee, such as:

“By the authority of the Council of the University under Section 5.3.4(a) of the Register of Delegations, I nominate the Deputy Vice-Chancellor Academic to exercise delegated authority to approve expenditure up to \$#. [Signed: President and Vice-Chancellor]”; or

“By the authority of the Council of the University under Section 7.4.1 of the Register of Delegations, I nominate [title] to approve admissions to

research higher degrees under Section 7.4.1(a).
[Signed: Dean of Graduate Research].”

- 1.4.2 Nominations by the Chief Financial Officer under Section 5.3.4(b) need not be made individually, provided that each Nominee is notified in writing of the delegated authority.

For nominations by the Chief Financial Officer under Section 5.3.4(b) a complete, current, record of all such nominations must be maintained in a manner which allows its reduction, as a whole, to printed form promptly upon the request of the Chancellor or the President and Vice-Chancellor.

Section 2 Register maintenance and amendment

2.1 Responsibility for the Register

2.1.1 Governance is responsible for:

- Maintaining the Register on the Governance website.
- Ensuring that the Register on the Governance website is updated with all authorised amendments and that version control identification appears in the Register in accordance with Section 2.3.1.
- Co-ordinating reviews of the Register and requests for amendment and bringing proposals to the Council as often as may be necessary.
- Presenting the Register to the Council at least every 2 years for ratification of any amendments made under Section 2.2.2.
- Monitoring and recording the reporting provisions of Section 3.

2.2 Amendment and review

Amendments to this Register may only be made as set out in Section 2.2.1 or 2.2.2.

2.2.1 By resolution of the Council.

A proposal for amendment of the Register may only be proposed to the Council if it has the concurrence of:

- the President and Vice-Chancellor;
- the University Solicitor and General Counsel, and
- one of (as appropriate):
 - a Deputy Vice-Chancellor;
 - President of the Academic Board; or
 - a Vice-President.

2.2.2 Minor amendments by the President and Vice-Chancellor (without Council resolution) in the following circumstances:

(a) Consolidations: Section 1.1 of this Register notes that some delegations of Council authority and function are stated in other Council resolutions or Policy documents i.e. not in this Register. The President and Vice-Chancellor is authorised by this resolution at his or her discretion, to:

(i) amend and issue versions of this Register incorporating Council delegations extracted from sources other than this Register; and

(ii) amend and issue versions of Policy documents approved by the Council prior to this Register, so as to ensure consistency with delegations as they are expressed in this Register; and

- (b) Successor amendments: i.e. where under Section 1.2.2 of this Register an officer assumes an authority or a function in cases where position duty statements or descriptions are amended, or a position title is changed, the President and Vice-Chancellor is authorised by this resolution to issue amended versions of this Register to reflect changes of that kind.

2.3 Version Control

2.3.1 Principles

2.3.1.1 this Register is identified by the Version number appearing in the table in Section 1: Introduction.

2.3.1.2 the number to the right of the point will increase after each minor amendment, whether following partial amendment by the Council or by the President and Vice-Chancellor under Section 2.2.2. Each such minor amendment will be recorded in the modification history table in Annexure A. (Version 1.2; 1.3 etc.)

2.3.1.3 a full revision and re-issue of the whole Register by the Council will require the number to the left of the point to increase by 1 and the number to the right to return to 0. This change will be recorded in Section 1: "Introduction", as well as in the modification history table in Annexure A.

Section 3 Reporting requirements

The President and Vice-Chancellor shall ensure that the following reports are made to the Council concerning the exercise of delegated authority.

3.1 Delegations to a committee of the Council

Report the exercise of a delegated authority or function to the next following Council meeting, either directly by the committee, or by inclusion in the President and Vice-Chancellor's report to the Council.

3.2 Specific delegations

Report to the next following meeting of the Council, the exercise of each of the following delegations:

- 3.2.1 Section 4.2.1 and 4.2.2: establishment of University Policy by the President and Vice-Chancellor.
- 3.2.2 Section 5.3.4 (a): nomination of financial delegations by the President and Vice-Chancellor to Management Board members.
- 3.2.3 Section 7.2.1: establishment of a degree, diploma, certificate or other award program by the Academic Board.
- 3.2.4 Section 8.1: use of the seal (by entry into the seal register).
- 3.2.5 Section 8.3.1: participation by the University as a shareholder or member in an incorporated entity.
- 3.2.6 Section 8.4.1A: disposition of University real property.

3.3 President and Vice-Chancellor's reports to the Council

The President and Vice-Chancellor is to report to Council, in a manner and at intervals appropriate to the subject matter, information and commentary related to the exercise of the delegations in the Register.

Section 4 University Policy

Introduction

- A.** The *Policy Framework Policy* describes the principles for developing Codes of Conduct, Policies, Standards, Procedures and Guidelines.
- B.** Codes of Conduct are established by Council and are always University-wide documents. Establishment of a Code of Conduct cannot be delegated.
- C.** The terms “Policy”, “Standard”, “Procedure” and “Guideline” are defined in the *Policy Framework Policy* and in Section 1.3.1. Policy may only be established by the Council and, under delegated authority, by the President and Vice-Chancellor.
- D.** A Standard, Procedure or a Guideline may be made by an officer specifically delegated or nominated under Section 4.2.3, 4.2.4 or 4.2.7.
- E.** The order of precedence, as specified in the *Policy Framework Policy*, is: 1. Code of Conduct, 2. Policy, 3. Standard, 4. Procedure, and 5. Guideline. A document lower in the hierarchy must be consistent with a document higher in the hierarchy (where the documents relate to the same or similar subject-matter).
- F.** A Policy, Standard, Procedure or Guideline made by delegated authority has effect from the date of its approval by the delegate or Nominee or such other date as the delegate or Nominee determines.
- G.** A delegate or Nominee may establish a Policy, Standard, Procedure or Guideline which amends or is inconsistent with a Policy, Standard, Procedure or Guideline or any policy or procedure previously made, whether by the Council or under delegated authority. In relation to any category of document within the *Policy Framework* (i.e. a Code of Conduct, Policy, Standard, Procedure or Guideline) a later document may be inconsistent with an earlier document and in cases of inconsistency, the later document will prevail to the extent of the inconsistency.
- H.** Local Standards, Procedures or Guidelines that suit the specific needs of a Division, Faculty or School are referred to in the *Policy Framework Policy* as Local Documents. Local Documents must not be inconsistent with University-wide Codes of Conduct, Policies, Standards or Procedures dealing with the same or similar subject-matter.
- I.** Council affirms the principal role of the Academic Board in consulting with and advising the Council, the Chancellor, the Deputy Chancellor and the President and Vice-Chancellor on academic matters.

4.1 Policy establishment

For the purpose of Section 4.2 a delegation of authority to establish a Policy, Standard, Procedure or Guideline includes the authority to create, approve, amend and disestablish a Policy, Standard, Procedure or Guideline.

The Council delegates the authority to establish Policies, Standards, Procedures and Guidelines in accordance with Section 4.2. These delegations relate to Policies, which under the Policy Framework cannot be made as Local Documents, and to Procedures, Standards and Guidelines which are intended to apply to the whole University. With the exception of section 4.2.7, Section 4.2 of the Register deals with Documents intended to apply to the whole University.

4.2 Policy delegations	
Function/Authority	Delegate
4.2.1 Formulate and recommend Policies and Procedures relating to the functions conferred on Academic Board under the by-laws and Rules for approval and establishment by the President and Vice-Chancellor in accordance with section 4.2.2 (in the case of Policies), or by an officer listed in section 4.2.3 (in the case of Procedures).	Academic Board
4.2.2 Establish Policy.	President and Vice-Chancellor
4.2.3 Establish Standards, Procedures and Guidelines, including pursuant to a Policy.	President and Vice-Chancellor; Deputy Vice-Chancellor; Vice-President; Pro-Vice-Chancellor or a Nominee of any of the foregoing under Section 4.2.4.
4.2.4 Nominate an officer to establish a Standard, Procedure or a Guideline, including pursuant to a Policy.	President and Vice-Chancellor; Deputy Vice-Chancellor; Vice-President; Pro-Vice-Chancellor.
4.2.5 Nominate in, or in relation to, a Policy, Standard or Procedure an officer to have a function or authority expressly or impliedly referred to in the Policy, Standard or Procedure.	The delegate, or Nominee, under Section 4.2.2 or 4.2.3 who established the Policy or Procedure.
4.2.6 Perform a function or exercise an authority under a Policy, Standard or Procedure.	The officer identified in the relevant Policy, Standard or Procedure, and if more than one, any officers so identified.

4.2 Policy delegations	
Function/Authority	Delegate
4.2.7 Establish a Local Standard, Procedure or Guideline (a Local Document).	Dean (for Faculties); Head of School (for Schools); Director (for Divisions)
4.2.8 Approve an administrative update to a Code of Conduct.	President and Vice-Chancellor
4.2.9 Approve an administrative update to a Policy, Standard, Procedure or Guideline.	Director of Governance
4.2.10 Determination of policies on the use of the University's name, arms, or seal in connection with the conferral of any award in association with any other University or institution.	Chancellor, President and Vice-Chancellor, and President of the Academic Board acting together.

Section 5 Financial authorities and functions

Introduction

A. The exercise of a financial delegation involves binding the University and an external party in a legally-binding agreement. The purpose of delegating such authority to approve expenditure is to devolve the responsibility for those actions to appropriate operational levels.

In this regard, note that the University's accounts are subject to audit by the Auditor-General's office under the Public Finance and Audit Act, 1983. Section 12 of the Act states:

- (1) Expenditure shall be committed or incurred by an officer of an authority only within the limits of a delegation in writing conferred on the officer by a person entitled to make the delegation.
- (2) An officer of an authority who commits or incurs expenditure shall be responsible for the exercise of due economy.

B. The delegations of authority to incur expenditure are limited to approved sources of funds for the Budget Unit to which the delegate reports.

C. A financial limit on a delegation for incurring expenditure relates to the total cost of the transaction, not to instalments. It also applies to the original cost price of an item not the net cost after deductions of any trade-in or the like, and is exclusive of tax. The delegated authority includes the authority to vary the cost of an order for goods or services so long as the total cost (including the variation) is within the limits of the delegation. If the sum of the original cost plus the variation exceeds the delegated limit, then a delegate with an appropriate level of authority must approve the transaction.

D. A nomination by the President and Vice-Chancellor or the Chief Financial Officer under Section 5.3.4 is generally to observe the principle that an officer should not be authorised to approve expenditure of any amount which is in excess of 50% of the amount that officer's direct Supervisor is authorised to approve as a delegate.

E. Subject to the conditions of nomination or appointment under Section 5.3.8, the exercise of the delegations under Section 5.3.9 is not limited by the appointee's or Nominee's financial delegation under Section 5.3.4(b).

5.1 Fees, Charges and Fines

In this Section 5.1, "determine" includes approve, waive, exempt and refund.

Function/Authority	Delegate
5.1.1 Determine fees for award programs.	President and Vice-Chancellor

5.1 Fees, Charges and Fines	
In this Section 5.1, “determine” includes approve, waive, exempt and refund.	
Function/Authority	Delegate
5.1.2 Determine fees and charges for non-award programs.	Deputy Vice-Chancellor; Vice-President, Finance and Operations; Chief Financial Officer; Dean
5.1.3 Determine fees for goods and services of any kind: (a) managed by, or provided by a University Senior Management Position (other than a Dean); (b) managed by, or provided by, the University Librarian (c) otherwise.	Deputy Vice-Chancellor; Vice-President, Philanthropy; Vice-President, Finance and Operations; Chief Financial Officer; Vice-President, External Relations University Librarian Deputy Vice-Chancellor; Vice-President, Philanthropy; Vice-President, Finance and Operations; Vice-President, External Relations; Chief Financial Officer; Pro-Vice-Chancellor; Dean
5.1.4 Determine scales for fines and penalties: (a) for misuse of library resources (b) for misuse of information and communication technology resources (c) otherwise	University Librarian Chief Digital Officer President and Vice-Chancellor or Nominee

5.2 Gift, Sponsorship and Grant Funds	
Function/Authority	Delegate
5.2.1 Accept a gift, bequest, sponsorship up to and including: (a) \$25M; (b) \$10M; (c) \$5M.	(a) Finance Committee; (b) President and Vice-Chancellor; (c) Vice-President, Philanthropy

5.2 Gift, Sponsorship and Grant Funds	
Function/Authority	Delegate
5.2.2 Accept research grants.	President and Vice-Chancellor; Deputy Vice-Chancellor; Pro-Vice-Chancellor; Director, Research Grants and Contracts; Director, Research Strategy Office; Director, Knowledge Exchange
5.2.3 Accept industry/commercial grants.	President and Vice-Chancellor; Deputy Vice-Chancellor; Pro-Vice-Chancellor; Director, Research Grants and Contracts; Director, Research Strategy Office; Director, Knowledge Exchange
5.2.4 Accept a sponsorship for co-operative scholarship, internship or work integrated learning program or initiative for amounts: a) up to \$500,000. b) Over \$500,000	a) Director, Student Services and Systems b) Deputy Vice-Chancellor

5.3 Expenditures and Financial Commitments	
Function/Authority	Delegate
5.3.1 Approve borrowings and credit facilities up to and including \$20M.	Finance Committee
5.3.2 (a) Open and close a bank account and credit card facility; and (b) Appoint an officer to operate a bank account.	President and Vice-Chancellor; Director of Treasury and Investment Services
5.3.3 Approve expenditure for any one transaction up to and including \$30M.	Finance Committee, President and Vice-Chancellor

5.3 Expenditures and Financial Commitments	
Function/Authority	Delegate
<p>5.3.3A Approve expenditure for any one transaction up to and including \$10M for statutory payments only.</p> <p>(In this Section 5.3.3A, “statutory payments” means those taxes, dues and payments which are required by law to be paid and are laid down by either State or Federal Government, statutory entities or local authorities, including but not limited to Corporation Tax, Payroll Tax, GST, Superannuation and Pay As You Go (PAYG) Withholding).</p>	<p>Chief Financial Officer; Director of Group Financial Control</p>
<p>5.3.4 Determine and notify a level of financial delegation to be exercised, as Nominee, by:</p> <p>(a) Deputy Vice-Chancellor; Vice-President, Chief Financial Officer, Dean and any officer with the word “Dean” in his or her title; and</p> <p>(b) all others.</p>	<p>President and Vice-Chancellor</p> <p>Chief Financial Officer</p>
<p>5.3.5 Waive the whole of, or part of, an individual student’s fees.</p>	<p>Deputy Vice-Chancellor</p>
<p>5.3.6 Approve expenditure up to the amounts determined and notified by the President and Vice-Chancellor under Section 5.3.4 (a).</p>	<p>Deputy Vice-Chancellor; Vice-President; Pro-Vice-Chancellor; Deans and officers with the word “Dean” in his or her title (as Nominees of the President and Vice-Chancellor under Section 5.3.4 (a)).</p>
<p>5.3.7 Approve expenditure up to the amounts determined and notified by the Director of Finance under Section 5.3.4 (b).</p>	<p>Nominees of the Chief Financial Officer under Section 5.3.4 (b).</p>
<p>5.3.8 Execute Contracts for capital works projects, including the authorisation of purchase orders and variations to the Contract, provided that the total cost of the Contract (including variations) is within the limits of the expenditure approved by the relevant delegate and is otherwise as approved by the relevant delegate.</p>	<p>Director, Estate Management; Associate Director, Development, Estate Management</p>

5.4 Write-offs, Disposals, and Retirement of Assets	
Function/Authority	Delegate
<p>5.4.1 Approve write-off of bad debts up to and including:</p> <p>(a) \$1M;</p> <p>(b) \$500,000, per item.</p>	<p>President and Vice-Chancellor</p> <p>Chief Financial Officer</p>
<p>5.4.2 Approve disposal of assets or equipment by:</p> <p>(a) trade-in, sale or donation; or</p> <p>(b) write-off or retirement,</p> <p>with Carrying Value per item as follows:</p> <p>(i) up to and including \$20M;</p> <p>(ii) up to and including \$5M;</p> <p>(iii) up to and including \$2M;</p> <p>(iv) up to and including \$100,000;</p> <p>(v) up to and including \$50,000.</p>	<p>Finance Committee</p> <p>President and Vice-Chancellor; Vice-President, Finance and Operations</p> <p>Chief Financial Officer</p> <p>Director, Group Financial Control</p> <p>Associate Director, Group Financial Control</p>

5.5 Investment Transactions	
Function/Authority	Delegate
<p>5.5.1 Execute documents related to investment transactions, subject to the terms of the appropriate Power of Attorney created by resolution of the Council.</p>	<p>Attorneys appointed under the Power of Attorney.</p>
<p>5.5.2 Instruct the University's third party investment custodian in settlement of transactions.</p>	<p>Director of Treasury and Investment Services</p>

5.6 Workers' Compensation	
Function/Authority	Delegate
<p>5.6.1 Enter into, vary and terminate workers' compensation self-insurance licence.</p>	<p>President and Vice-Chancellor</p>

Section 6 Personnel authorities and functions

Introduction

A. An officer or authority of the University has the authority and may perform the functions referred to under an industrial agreement including an Enterprise Agreement or Australian Workplace Agreement. In the event of any inconsistency between these delegations in Section 6 and any relevant industrial instrument, the provisions of the industrial instrument prevail.

B. The financial authorities and functions delegations in Section 5 do not apply to limit the delegations given under this Section 6.

C. In this Section 6, unless otherwise stated, a delegation to appoint to a position includes a delegation to appoint a person to act in a position.

D. In this Section 6, a reference to a “Nominee” has the meaning given to that term in Section 1.3 Interpretation of this Register.

E. In this Section 6, a reference in any sub-section to a “Specified Nominee” means and is limited to:

(1) in the case of the Vice-President, Human Resources, to an officer with the title “Senior Human Resources Manager”; and

(2) in the case of a Dean, to an officer with the title “Deputy Dean” or “Associate Dean”.

F. Where there is a reference in this Section 6 to a named office with the addition of the words “Nominee” or “Specified Nominee”, the officer occupying the office may nominate in writing one or more appropriate officers to have that same authority having regard to the limits set out in paragraph E above. The officer entitled to make a nomination must only nominate the least number of Nominees or Specified Nominees as is necessary for the exercise of the authority, having regard to the nature of the task, such as the nominee’s specialist knowledge attaching to a particular faculty or other authority or body. An officer holding a position referred to in paragraph E as a Specified Nominee has no authority unless nominated in accordance with Section 1.4 of this Register. Refer to Section 1.2.6, 1.3, and 1.4 of this Register for further principles applicable to nomination.

6.1 Appointment to positions	
Function/Authority	Delegate
6.1.1 Appoint University Senior Management Positions (other than President and Vice-Chancellor and the President of the Academic Board).	Selection Committee appointed in accordance with procedures determined by Council.
6.1.2 Establish Emeritus position.	President and Vice-Chancellor

6.1 Appointment to positions	
Function/Authority	Delegate
6.1.3 Appoint to an Emeritus position.	President and Vice-Chancellor
6.1.4 Appoint Pro-Vice-Chancellor or position with 'Dean' in the title reporting to a Deputy Vice-Chancellor.	President and Vice-Chancellor
6.1.5 Appoint Scientia Professor.	President and Vice-Chancellor
6.1.6 Appoint Professor or equivalent research only position (other than SHARP appointments, see 6.1.13).	Deputy Vice-Chancellor.
6.1.7 Appoint Associate Professor or equivalent research only position (other than SHARP appointments, see 6.1.13).	Deputy Vice-Chancellor.
6.1.8 Appoint to a position with 'Dean' in the title other than University Senior Management Position or as provided in Section 6.1.4 (e.g. Deputy Dean, Associate Dean).	Deputy Vice-Chancellor
6.1.9 Appoint Head of School.	Deputy Vice-Chancellor
6.1.10 Appoint Head of a department: (a) within a School; (b) otherwise.	Head of School; Deputy Vice-Chancellor
6.1.11 Appoint Head of a Research Centre or Director of a Centre.	Deputy Vice-Chancellor
6.1.12 Confer academic title (e.g. Visitor, Conjoint, Adjunct) (a) where the person is a current Professional staff employee (b) for all other persons at levels A–C (c) for all other persons at levels D–E	Deputy Vice-Chancellor Dean (or Specified Nominee) Deputy Vice-Chancellor
6.1.13 Appoint Strategic Hires and Retention Pathways (SHARP) appointees	Management Board
6.1.14 Not used	
6.1.15 Re-appoint to their existing level, appointees under Sections 6.1.6, 6.1.7, 6.1.12, 6.1.13, 6.1.16, 6.1.21.	Vice-President, Human Resources (or Specified Nominee)

6.1 Appointment to positions	
Function/Authority	Delegate
6.1.16 Appoint Associate Lecturer, Lecturer or Senior Lecturer or equivalent research-only position (other than SHARP appointments, see 6.1.13); Deputy (or Associate) Head of School.	Dean (or Specified Nominee)
6.1.17 Appoint casual Academic Staff.	Head of School
6.1.18 Appoint Acting President and Vice-Chancellor up to a maximum of 3 months	Chancellor; or President and Vice-Chancellor in accordance with protocol determined by the Chancellor
6.1.19 Appoint Acting University Senior Management Positions (excepting President of the Academic Board) for a maximum period of 12 months.	President and Vice-Chancellor
6.1.20 Establish: (a) Procedures for the membership of all selection committees (b) membership of all selection committees.	Nominations and Remuneration Committee Vice-President, Human Resources or Nominee; Dean or Divisional Head.
6.1.21 Appoint all other Professional Staff	Vice-President, Human Resources (or Specified Nominee)

6.2 Remuneration and Conditions of Employment	
Function/Authority	Delegate
6.2.1 Determine remuneration and conditions of service for the Vice-Chancellor.	Nominations and Remuneration Committee
6.2.2 Determine remuneration and conditions of service for University Senior Management Positions: (a) upon appointment; (b) on an annual basis.	President and Vice-Chancellor Nominations and Remuneration Committee

6.2 Remuneration and Conditions of Employment	
Function/Authority	Delegate
6.2.3 Approve promotion to Professor.	President and Vice-Chancellor
6.2.4 Approve promotion to: (a) Conjoint Professor; (b) academic levels other than Professor.	Deputy Vice-Chancellor
6.2.5 Approve salary supplementation schemes, including faculty-based schemes.	President and Vice-Chancellor
6.2.6 Approve salary supplementation to individual officers.	Vice-President, Human Resources (or Specified Nominee)
6.2.7 Approve Head of School loadings.	Vice-President, Human Resources (or Specified Nominee)
6.2.8 Approve Paid Outside Work for: (a) Dean; (b) Head of School and other direct reports to Dean; (c) all other Academic staff	President and Vice-Chancellor Dean Head of School
6.2.9 Approve annual salary increment of more than two steps.	Deputy Vice-Chancellor
6.2.10 Approve annual salary increment of two steps.	Dean or Specified Nominee; Divisional Head or Nominee.
6.2.11 Approve annual salary increment of one step.	Supervisor
6.2.12 Determine remuneration on appointment for all Professional staff.	Vice-President, Human Resources or Specified Nominee
6.2.13 Determine remuneration increases and bonuses for Professional staff positions at levels 10-14.	President and Vice-Chancellor
6.2.14 Approve loadings and allowances for special responsibility.	Vice-President, Human Resources or Specified Nominee

6.3 Leave	
Function/Authority	Delegate
6.3.1 Approve all leave other than leave referred to in Section 6.3.2, 6.3.3 and 6.3.4 below.	Supervisor
6.3.2 Approve leave without pay: (a) up to 6 months; (b) over 6 and up to 24 months; and (c) over 24 months and up to 36 months.	Dean; Divisional Head Deputy Vice-Chancellor President and Vice-Chancellor
6.3.3 Approve application for Special Studies Program.	Dean; Divisional Head
6.3.4 Approve financial assistance, in excess of limits specified in the SSP policy for staff undertaking Special Studies Program.	Dean; Divisional Head

6.4 Separation	
Function/Authority	Delegate
6.4.1 Approve terms of employment termination settlements, including pre-retirement contracts for: (a) President and Vice-Chancellor; (b) University Senior Management Positions other than the President and Vice-Chancellor; and (c) others	Nominations and Remuneration Committee President and Vice-Chancellor Vice-President, Human Resources or Specified Nominee

6.4 Separation	
Function/Authority	Delegate
6.4.2 To the extent there is no relevant industrial agreement or to the extent not specified, approve dismissal or redundancy for: <ul style="list-style-type: none"> (a) University Senior Management Position; (b) Academic staff; (c) Professional staff. 	President and Vice-Chancellor Deputy Vice-Chancellor Vice-President, Human Resources or Specified Nominee

6.5 Industrial Agreements	
Function/Authority	Delegate
6.5.1 Enter into collective staff industrial agreements.	President and Vice-Chancellor
6.5.2 Enter into individual staff industrial agreements.	Vice-President, Human Resources or Specified Nominee

6.6 Employment Contracts	
Function/Authority	Delegate
6.6.1 Make an offer of employment to: <ul style="list-style-type: none"> (a) President and Vice-Chancellor (b) University Senior Management Positions (excluding President and Vice-Chancellor) (c) Head of School 	Chancellor Vice-President, Human Resources Vice-President, Human Resources (or Specified Nominee)
6.6.2 Make an offer of employment to Academic Staff: <ul style="list-style-type: none"> (a) levels A-C (b) levels D-E 	Human Resources Consultant; Human Resources Officer Vice-President, Human Resources (or Specified Nominee)



6.6 Employment Contracts	
Function/Authority	Delegate
6.6.3 Make an offer of employment to Professional staff: (a) levels 1-9 (b) levels 10+	Human Resources Consultant; Human Resources Officer Senior Human Resources Consultant
6.6.4 Vary an employment contract	Vice-President, Human Resources (or Specified Nominee)

Section 7 Academic authorities and functions

Introduction

Where there is a reference in this Section 7 to a named office with the addition of the words "or Nominee", the officer occupying the office may nominate in writing one or (subject to the limitation in 7.4.2) more appropriate officers to have that same authority. The officer entitled to make a nomination must only nominate such minimum number of Nominees as is necessary for the exercise of the authority, having regard to the nature of the task, such as the Nominee's specialist knowledge attaching to a particular faculty or other authority or body. Refer also to Section 1.2.6, 1.3 and 1.4 of this Register for further principles applicable to nomination.

7.1 Conferral of Degrees	
Function/Authority	Delegate
7.1.1 Admit to a degree and/or award a candidate whose name appears on: (a) the official program at a graduation ceremony; (b) a document prepared in a form which is authorised in a Procedure established under Section 4.2.3.	Chancellor; Deputy Chancellor; Pro-Chancellor; President and Vice-Chancellor; Deputy Vice-Chancellor; Pro-Vice-Chancellor Chancellor; Deputy Chancellor; Pro-Chancellor; President and Vice-Chancellor; Deputy Vice-Chancellor; Pro-Vice-Chancellor
7.1.2 Present a testamur to a candidate listed in the official program at a graduation ceremony.	Chancellor; Deputy Chancellor; Pro-Chancellor; President and Vice-Chancellor; Deputy Vice-Chancellor; Pro-Vice-Chancellor; University Senior Management Position named by the Chancellor for a specific instance
7.1.3 Admit a candidate to a degree or an award other than at a graduation ceremony in exceptional circumstances.	Chancellor or Deputy Chancellor, with President and Vice-Chancellor or Deputy Vice-Chancellor
7.1.4 Present a testamur other than at a graduation ceremony.	Chancellor; Deputy Chancellor; Pro-Chancellor; President and Vice-Chancellor; University Senior Management Position named by the Chancellor for a specific instance
7.1.5 Revoke a degree or award to which a person has been admitted	Chancellor; Deputy Chancellor; Pro-Chancellor; President and Vice-Chancellor; Deputy Vice-Chancellor; Pro-Vice-Chancellor
7.1.6 Approve form of academic dress.	Deputy Vice-Chancellor

7.2 Academic Offerings	
NB: In this Section 7.2, “establish” includes the authority to amend and disestablish, including give or change a title.	
Function/Authority	Delegate
7.2.1 Establish a degree, diploma, certificate, enabling program or other award program, including approval of program and award rules and academic requirements.	Academic Board
7.2.2 Establish Course.	Faculty Board or Faculty Committee established by the Faculty Board pursuant to the Rules.
7.2.3 Establish Stream within Program.	Faculty Board or Faculty Committee established by the Faculty Board pursuant to the Rules.
7.2.4 Approve Course prerequisites.	Faculty Board or Faculty Committee established by the Faculty Board pursuant to the Rules.
7.2.5 Approve University participation in special admission schemes.	President and Vice-Chancellor
7.2.6 Establish, within University admission requirements, faculty procedures for: (a) admission criteria; (b) advanced standing; (c) credit transfer.	Faculty Board or Faculty Committee established by the Faculty Board pursuant to the Rules.
7.2.7 Provide general oversight of the Academic Program Review process of the University’s academic coursework and research programs.	Academic Board

7.3 Academic Structures: Schools, Centres and Departments	
NB: In this Section 7.3 “establish” includes the authority to amend and disestablish, including give or change a title.	
Function/Authority	Delegate
7.3.1 Establish and name a school. Change the name of an existing school or its location within or between Faculties.	A committee comprising Chancellor, President and Vice-Chancellor and President of the Academic Board acting unanimously.

7.3 Academic Structures: Schools, Centres and Departments	
NB: In this Section 7.3 “establish” includes the authority to amend and disestablish, including give or change a title.	
Function/Authority	Delegate
7.3.2 Establish and disestablish a University Centre or Institute.	Deputy Vice-Chancellor; Pro-Vice-Chancellor (Research)
7.3.3 Establish, disestablish and change Departments which are part of a school or faculty.	President and Vice-Chancellor

7.4 Student Admission	
Function/Authority	Delegate
7.4.1 Approve admission of a student to a program of study for: (a) research higher degree programs; (b) other.	Dean of Graduate Research or Nominee. Director of Student Services and Systems; Manager Student Administration, UNSW Canberra at the Australian Defence Force Academy or Nominee.
7.4.2 Approve admission to an honours program additional to the duration of a pass degree.	Director of Student Services and Systems; Manager Student Administration, UNSW Canberra at the Australian Defence Force Academy or Nominee (1 only)
7.4.3 Approve English language proficiency admission requirements.	Academic Board
7.4.4 Determine English language qualifications recognised by the University	Deputy Vice-Chancellor

7.5 Student Enrolment and Progression	
<i>Undergraduate and Postgraduate Coursework Students</i>	
Function/Authority	Delegate
7.5.1 Approve deferral of commencement of enrolment in a coursework program (postgraduate or undergraduate) from one admission period to another and nominate one other officer to also have that authority.	Director of Student Services and Systems; Manager Student Administration, UNSW Canberra at the Australian Defence Force Academy or Nominee
7.5.2 Approve advanced standing, credit transfer, and exemptions for coursework (undergraduate or postgraduate) students.	Director of Student Services and Systems; Manager Student Administration, UNSW Canberra at the Australian Defence Force Academy or Nominee
7.5.3 Approve programs of study and variations to core requirements for coursework (undergraduate or postgraduate) students.	Director of Student Services and Systems; Manager Student Administration, UNSW Canberra at the Australian Defence Force Academy or Nominee
7.5.4 Approve transfer of a student from one coursework program to another.	Director of Student Services and Systems; Manager Student Administration, UNSW Canberra at the Australian Defence Force Academy or Nominee
7.5.5 Approve the discontinuation of program or course enrolment at the request of coursework (undergraduate or postgraduate) student.	Director of Student Services and Systems; Manager Student Administration, UNSW Canberra at the Australian Defence Force Academy or Nominee
7.5.6 Approve results of assessment for coursework (undergraduate or postgraduate) students.	Faculty Board or Committee established by the Dean following a recommendation of the Faculty Board
7.5.7 Approve request for leave from a program for a coursework (undergraduate or postgraduate) student for up to two semesters.	Program Authority
7.5.8 Approve request for leave from an undergraduate Program for more than two semesters.	Program Authority
7.5.9 Determine whether or not a coursework (undergraduate or postgraduate) student has satisfied requirements for the award of a degree.	Program Authority

7.5 Student Enrolment and Progression	
<i>Undergraduate and Postgraduate Coursework Students</i>	
Function/Authority	Delegate
7.5.9A Suspend or exclude a coursework (undergraduate or postgraduate) student for lack of progress	Director, Student Services and Systems,
7.5.9B Suspend or exclude a coursework (undergraduate or postgraduate) student for misconduct or serious misconduct	Director of Integrity; Director of Student Services and Systems; Deputy Vice-Chancellor
<i>Research Higher Degree Students</i>	
Function/Authority	Delegate
7.5.10 Approve deferral of enrolment in a research higher degree Program from one admission period to another.	Dean of Graduate Research or Nominee.
7.5.11 Approve research area and changes to research area for students in research higher degree Programs.	Dean of Graduate Research or Nominee.
7.5.12 Appoint supervisors, co-supervisors, supervisory panels, and other supervision arrangements and changes to supervision arrangements, for students in research higher degree Programs.	Dean of Graduate Research or Nominee.
7.5.13 Determine progression requirements and review procedures for research candidates.	Dean of Graduate Research or Nominee.
7.5.14 Approve variation to a research higher degree student's Program of study.	Dean of Graduate Research or Nominee.
7.5.15 Not used	
7.5.16 Approve discontinuation of enrolment of a research higher degree student at the student's request.	Dean of Graduate Research or Nominee.
7.5.17 Determine assessment results for a research higher degree student in any coursework undertaken.	Faculty Board or Committee established by the Dean following a recommendation of the Faculty Board
7.5.18 Not used	
7.5.19 Approve a research higher degree student's periods of fieldwork away from the University	Dean of Graduate Research or Nominee.

7.5 Student Enrolment and Progression	
<i>Undergraduate and Postgraduate Coursework Students</i>	
Function/Authority	Delegate
7.5.20 Determine whether or not a research higher degree student's progress is satisfactory.	Dean of Graduate Research or Nominee.
7.5.21 Approve transfer of a student from one research program to another	Dean of Graduate Research or Nominee
7.5.22 Terminate a research higher degree student's candidature if progress is unsatisfactory or candidature has lapsed	Dean of Graduate Research or Nominee
7.5.22A Suspend or exclude a research higher degree student for misconduct, serious misconduct or research misconduct	Deputy Vice-Chancellor; Pro-Vice-Chancellor (Research Training); Director of Integrity; Director of Student Services and Systems
7.5.23 Determine whether or not a research higher degree student has satisfied requirements for the award of a degree	Dean of Graduate Research or Nominee
7.5.24 Determine whether or not an applicant for a higher doctorate has satisfied the requirements for the award of a degree	Academic Board

7.6 Student Re-admission and Appeals	
Function/Authority	Delegate
7.6.1 Determine application by a student for re-admission, after exclusion, to undergraduate and postgraduate coursework programs and awards.	Program Authority
7.6.2 Determine an appeal against suspension or exclusion for a coursework (undergraduate or postgraduate) student: (a) for lack of progress; (b) for misconduct or serious misconduct	Re-Enrolment Appeal Committee Deputy Vice-Chancellor
7.6.3 Determine appeal by a research student.	Complaints Appeals Committee

7.7 Student Degree Award	
Function/Authority	Delegate
7.7.1 Determine criteria for the award of honours within the programs of the faculty.	Faculty Board or Faculty Committee established by the Faculty Board pursuant to the Rules
7.7.2 Determine, for a student in the faculty, the award of a pass degree or an Honours degree.	Faculty Board or Committee established by the Dean following a recommendation of the Faculty Board
7.7.3 Determine the award of a: (a) degree with distinction (b) masters coursework degree with excellence	Faculty Board or Committee established by the Dean following a recommendation of the Faculty Board

7.8 Student Prizes and scholarships	
Function/Authority	Delegate
7.8.1 Determine terms and conditions for : (a) research scholarships; (b) other scholarships and awards (c) prizes.	Deputy Vice-Chancellor Research Deputy Vice-Chancellor Academic; Director, Student Services and Systems Dean
7.8.2 Determine recipients, in accordance with terms and conditions approved under 7.8.1, of: (a) research scholarships; (b) other scholarships and awards (c) prizes	Deputy Vice-Chancellor Research Director, Student Services and Systems; Manager, UNSW Scholarships Dean; Deputy Dean, Associate Dean; Head of School
7.8.3 Determine recipients of University Medals.	Council-appointed committee.

7.9 Ethics in research involving humans and in the use of animals	
Function/Authority	Delegate
7.9.1 Approve, suspend, restrict or terminate the use of animals in research and teaching in individual cases.	Deputy Vice-Chancellor; Pro-Vice-Chancellor (Research)
7.9.2 Approve, suspend, restrict or terminate research involving human participants in individual cases.	Deputy Vice-Chancellor; Pro-Vice-Chancellor (Research)

7.10 Compliance in research and teaching using gene technology, high risk biological hazards (risk groups 3 and 4) and radiation	
Function/Authority	Delegate
7.10.1 Approve, suspend, restrict or terminate research and teaching activities involving genetically modified organisms or high risk biological hazards.	Deputy Vice-Chancellor; Pro-Vice-Chancellor (Research)
7.10.2 Approve, suspend, restrict or terminate research and teaching activities involving ionising or non-ionising radiation.	Deputy Vice-Chancellor; Pro-Vice-Chancellor (Research)

Section 8 Administrative and general authorities and functions

Introduction

Unless expressly provided in this Section 8, the delegations in this Section 8 do not operate to extend the financial delegations given to the named delegates under Section 5. Subject to the conditions of nomination or appointment under 5.3.8, the exercise of the delegations under 8.1.4(a) is not limited by the appointee's or Nominee's financial delegation under 5.3.4(b).

A reference in Subsection 8.1 to "Affix" or "Direct the affixing of" the seal includes the attestation of the affixation of the seal by signature on the sealed document.

8.1 Use of the Seal, Name and Arms of the University	
Function/Authority	Delegate
8.1.1 Affix the University seal to the certificate or other like document to be issued to any person as evidence of his/her admission to a degree or the award of diploma or certificate.	Deputy Vice-Chancellor, Pro-Vice-Chancellor
8.1.2 Affix the University seal to each by-law approved by the Council.	Vice-President, Finance and Operations; Vice-President and Chief of Staff; Vice-President, Human Resources.
8.1.3 Affix the University seal to other documents which are required to be under the seal of the University, and which have been approved by Council.	Vice-President, Finance and Operations; Vice-President and Chief of Staff; Vice-President, Human Resources
8.1.4 Direct the affixing of the University seal to documents required to be executed under Seal: (a) in the case of contracts (including deeds) for procuring capital works projects with prior authorisation of Council; and (b) in the case of documents required to be under seal, without prior authorisation of Council; and (c) in the case of leases required to be executed under seal, where rent receipts do not exceed \$1M. (In this Section 8.1.4 "rent receipts" means the first year's rental income amount multiplied by the number of years of the term, excluding option periods.)	Director, Estate Management; Associate Director, Development, Estate Management Chancellor; Deputy Chancellor; President and Vice-Chancellor; Deputy Vice-Chancellor; Vice-President Director, Estate Management; Director of Business and Campus Services

8.1 Use of the Seal, Name and Arms of the University	
Function/Authority	Delegate
8.1.5 Affix the University seal to documents which are required to be under the seal of the University and which have been directed to be sealed as a matter of urgency under the authority of Section 8.1.4(b).	Vice-President
8.1.6 Approve use of the University Arms or a University name by: (a) a person or a body other than the University; (b) an officer or body of the University, in connection with a Commercial Activity of the University.	Deputy Vice-Chancellor; Vice-President, External Relations

8.2 Legal and Statutory affairs	
Function/Authority	Delegate
8.2.1 Accept service of court process as the University's Proper Officer.	University Solicitor and General Counsel
8.2.2 Provide all statements of compliance required to be made by the University or by Council in accordance with legislation and the requirements of proper authorities under legislation, with the exception of financial statements.	President and Vice-Chancellor or Nominee member of the Management Board
8.2.3 Hold any licence or assume any title or office where required or permitted by law to be held or assumed on behalf of the University by a natural person and exercise any function or authority relevantly required of, or permitted to be exercised by, that officeholder by the statute.	President and Vice-Chancellor or Nominee
8.2.4 Appoint external lawyers under terms of engagement.	Chancellor; Deputy Chancellor; President and Vice-Chancellor; University Solicitor and General Counsel; Deputy University Solicitor and General Counsel
8.2.5 Engage external lawyers who have been appointed under Section 8.2.4 to conduct specific matters.	Vice-President, Human Resources; Director, Estate Management; University Solicitor and General Counsel

8.2 Legal and Statutory affairs	
Function/Authority	Delegate
8.2.6 Waive the University's right to maintain legal professional privilege in a specific instance.	President and Vice-Chancellor; Deputy Vice-Chancellor; Vice-President
8.2.7 Represent the University in connection with a proceeding in a court or tribunal or which is conducted pursuant to any statute.	A legal practitioner employed by the University or an external lawyer appointed under 8.2.4 or 8.2.5

8.3 Corporate Structures and Office-holders	
Function/Authority	Delegate
8.3.1 Promote, establish or participate in (whether by means of debt, equity contribution of assets or by other means) companies and other incorporated bodies, or joint ventures.	President and Vice-Chancellor, Deputy Vice-Chancellor or Nominee member of the Management Board.
8.3.2 Appoint persons (and nominate an "alternate", where applicable) to serve on behalf of the University on governing bodies of companies, ventures, and other organisations where the appointee is: (a) the Chancellor; (b) the President and Vice-Chancellor (c) where the appointment is to an organisation which is an affiliated research institute, New South Innovations Pty Ltd trading as UNSW Innovations, UNSW Global Pty Ltd or The University of New South Wales Foundation Ltd; and (d) in all other cases.	Nominations and Remuneration Committee Chancellor President and Vice-Chancellor Deputy Vice-Chancellor; Vice-President

<p>8.3.3 Appoint or approve specific cases of service (and appoint an “alternate” where applicable) by holders of University offices named or otherwise provided for (e.g. “ex-officio”) in agreements or constitutions approved by the University where the appointee is:</p> <p>(a) the Chancellor;</p> <p>(b) the President and Vice-Chancellor;</p> <p>(c) where the appointment is to an organisation which is an affiliated research institute; NewSouth Innovations Pty Ltd trading as UNSW Innovations, UNSW Global Pty Ltd or The University of New South Wales Foundation Ltd; and</p> <p>(d) in all other cases</p>	<p>Nominations and Remuneration Committee</p> <p>Chancellor</p> <p>President and Vice-Chancellor</p> <p>Deputy Vice-Chancellor; Vice-President</p>
<p>8.3.4 Appoint and authorise a person to act as proxy:</p> <p>(a) for the University where the University has no, or no available, appointee under Section 8.3.2 or 8.3.3; or</p> <p>(b) for an appointee under Section 8.3.2 or 8.3.3 where the appointee is not authorised by the terms of his or her appointment and/or under the relevant constitution to appoint his or her own proxy.</p>	<p>The delegate under Section 8.3.2 or 8.3.3 who appointed the relevant office holder or alternate.</p>
<p>8.3.5 Approve requests for appointment to the governing body of an external entity where the appointee is the:</p> <p>(a) President and Vice-Chancellor;</p> <p>(b) Deputy Vice-Chancellor; Vice-President; and</p> <p>(c) others, where the appointment is not to be held on behalf of the University (Section 8.3.2) or ex-officio (Section 8.3.3).</p>	<p>Chancellor</p> <p>President and Vice-Chancellor</p> <p>Deputy Vice-Chancellor; Vice-President</p>

8.4 University Property	
Function/Authority	Delegate
<p>8.4.1 Approve and execute any document acquiring University real property or any interest in real property up to and including:</p> <p>(a) \$20M;</p> <p>(b) \$4M.</p>	<p>Finance Committee (contract to be executed under seal, by President and Vice-Chancellor or by attorney under Power of Attorney)</p> <p>President and Vice-Chancellor</p>
<p>8.4.1A Approve and execute any document disposing of University real property or any interest in real property consistently with Part 4, Division 2 of the Act up to and including:</p> <p>(a) \$20M;</p> <p>(b) \$4M.</p>	<p>Finance Committee (contract to be executed under seal, by President and Vice-Chancellor or by attorney under Power of Attorney)</p> <p>President and Vice-Chancellor</p>
<p>8.4.2 Execute any document creating or effecting a positive or restrictive covenant, easement, mortgage or charge or effecting a subdivision of University land.</p>	<p>President and Vice-Chancellor; Vice-President, Finance and Operations; Vice-President and Chief of Staff</p>
<p>8.4.3 Execute a</p> <p>(A) lease; or</p> <p>(B) licence of 6 months or more, over University-owned premises where rent receipts over the total lease or licence period:</p> <p>(a) exceed \$10M;</p> <p>(b) do not exceed \$10M;</p> <p>(c) do not exceed \$5M;</p> <p>(d) do not exceed \$1M</p>	<p>Finance Committee (contract to be executed under seal, by President and Vice-Chancellor or by attorney under Power of Attorney)</p> <p>President and Vice-Chancellor</p> <p>Vice-President, Finance and Operations; Chief Financial Officer</p> <p>Director, Estate Management; Director of Business and Campus Services</p>

8.4 University Property	
Function/Authority	Delegate
(In this Section 8.4.3 “rent receipts” means the first year’s rental income amount multiplied by the number of years of the term, excluding option periods.)	

8.5 Lease or Licence of non-University Premises	
Function/Authority	Delegate
<p>8.5 Execute a (A) lease; or (B) licence of 6 months or more, over non-University premises where rent payments over the total lease or licence term:</p> <p>(a) exceed \$10M;</p> <p>(b) do not exceed \$10M;</p> <p>(c) do not exceed \$5M;</p> <p>(d) do not exceed \$1M</p> <p>(In this Section 8.5 “rent payments” means the first year’s rental amount multiplied by the number of years of the term, excluding option periods.)</p>	<p>Finance Committee (contract to be executed under seal, by President and Vice-Chancellor or by attorney under Power of Attorney)</p> <p>President and Vice-Chancellor</p> <p>Vice-President, Finance and Operations; Chief Financial Officer</p> <p>Vice-President and Chief of Staff; Director, Estate Management ; Director of Business and Campus Services</p>

8.6 Work, Health and Safety	
Function/Authority	Delegate
8.6 Authority to request that work, use of equipment or an operation, ceases due to identified risks to the health and safety of workers, students or visitors or risks to the environment caused by UNSW’s operations or activities.	Vice President, Human Resources or Nominee under Section 4.2.4

ANNEXURE A

Register Modification History				
Version	Date Approved	Sections Modified	Approving authority	Amendment
1.0	27 April 2009	Not applicable	UNSW Council (CL09/15)	Original document effective 1 July 2009.
1.1	29 June 2009	7.8.2 (b)	UNSW Council (CL09/30)	'Pro Vice-Chancellor (Students) and Registrar' changed to 'Pro Vice-Chancellor'.
2.0	22 August 2011	1.2.4, 1.3.1, 1.4, 2.1, Section 5 Introduction, 5.1.3–4, 5.2.1, 5.2.4, 5.3.2–4, 5.3.8–9, 5.5.2, Section 6 Introduction, 6.1.6–7, 6.1.12–16, 6.1.18, 6.1.21, 6.2.6–7, 6.2.10, 6.2.12–14, 6.4.1, 6.5.1–2, 6.6, Section 7 Introduction, 7.2.1–3, 7.3.2, 7.4.1–2, 7.4.4, 7.5.7–9B, 7.5.15, 7.5.17–19, 7.5.21–23, 7.6.2, 7.8.1–4, 7.9, 7.10, Section 8 Introduction, 8.1.4–5, 8.2.1, 8.2.4–5, 8.2.7, 8.4.3, 8.5	UNSW Council (CL11/31)	Biennial review
2.1	20 August 2012	1.3.1, 5.3.8, 5.3.9, 7.1.1, 7.1.5 1.1–4, 2.2, 2.3, Section 3-3.3, Section 4 Introduction, 4.2.1–4, 4.2.8, Section 5 Introduction, 5.1.1–4, 5.2.1–3, 5.3.2–6, 5.3.8–5.4.2, 5.6.1, 6.1.1–12, 6.1.18–	UNSW Council (CL12/36)	Section 5: clarification of the delegation regarding contracts for capital works; Section 7 a change to conferral of degrees: to admit candidates to their award upon completion of requirements. Executive Team position titles updated

Register Modification History				
Version	Date Approved	Sections Modified	Approving authority	Amendment
		19, 6.2.2–5, 6.2.8–9, 6.2.13, 6.3.2, 6.4.1–2, 6.5.1, 6.6.1, 7.1.1–6, 7.2.5, 7.3.1–7.3.3, 7.4.4, 7.6.2, 7.8.1–2, 7.9.1–2, 7.10.1–2, 8.1.1–6, 8.2.2–4, 8.2.6, 8.3.1–3, 8.3.5, 8.4.1–3, 8.5		
2.2	25 February 2013	1.3.1, 2.2.1, 4.2.3, 4.2.4, 5.1.3, 5.2.1, 5.3.4, 5.3.6, 8.1.4, 8.2.6, 8.3.2, 8.3.3, 8.3.5 8.1.6 5.2.2 and 5.2.3	UNSW Council (CL13/03)	<p>Inclusion of the Vice-President, Advancement in relevant sections pertaining to the executive team functions/authority and as a successor to the position of Chief Executive UNSW Foundation.</p> <p>As head of the Division of Advancement and the University's key officer with respect to external relations, the Vice-President, Advancement can approve the use of the University Arms or a University name.</p> <p>Director UNSW Research Partnerships Unit added to these sections.</p>
2.3	17 June 2013	7.7.3	UNSW Council (CL13/21)	Inclusion of the award of masters coursework degrees with excellence.
2.4	21 October 2013	7.5.22A	UNSW Council (CL13/36)	<p>Delegation to PVC(S) to suspend or exclude a research higher degree student for misconduct in accordance with Student Misconduct Procedure.</p> <p>Confirmation that the</p>

Register Modification History				
Version	Date Approved	Sections Modified	Approving authority	Amendment
		7.5.24 7.6.1		Academic Board can determine award of higher doctorates. Amendment to clarify that the delegation to determine re-admission relates to coursework students only.
2.5	24 February 2014	1.3.1 and 5.4.2	UNSW Council (CL14/06)	Amendment to write-offs, disposals, and retirement of assets and additional term "Carrying Value" included in the definitions.
2.6	20 October 2014	5.3.3	UNSW Council (CL14/43)	Increased expenditure threshold in Section 5.3.3
2.7	25 August 2014 and 8 December 2014	1.3.1 7.2.2-6 7.5.6, 7.5.17, 7.7.2, 7.7.3	UNSW Council	Deletion of definition of Faculty Assessment Review Group Change all references to Faculty Standing Committee to Faculty Board or Faculty Committee established by the Faculty Board pursuant to the Rules Amend the delegations to the Faculty Assessment Review Group
		7.7.1		Change references to the Faculty Standing Committee to Faculty Board or Committee established by the Faculty Board pursuant to the Rules
		7.9.1-2 and 7.10.1-2		Amend delegation to include authority to suspend, restrict or terminate research in identified areas

Register Modification History				
Version	Date Approved	Sections Modified	Approving authority	Amendment
2.8	23 February 2015	6.1.6 and 6.1.7	UNSW Council	Inclusion of nominee of the President of the Academic Board for the purpose of selection committees
2.9	17 August 2015	1.3.1, 2.2, 4.2.3, 4.2.4, 5.1.2, 5.1.3, 5.3.4, 5.3.6, 5.4.2, 6, 6.1.4, 6.1.6, 6.1.7, 6.1.15, 6.1.20, 6.1.21, 6.2.6, 6.2.7, 6.2.12, 6.2.14, 6.4.1, 6.4.2, 6.5.2, 6.6.1, 6.6.2, 6.6.4, 7.4.1, 7.4.2, 7.5.1-7.5.5, 8.1.2-8.1.5, 8.2.4, 8.2.6, 8.3.2, 8.3.3, 8.3.5, 8.4.2, 8.4.3, 8.5	UNSW Council	Changes to the Executive Portfolios & Operational Governance Framework
2.10	7 December 2015	5.2.4, 7.5.9B, 7.5.22A	UNSW Council	Removal of Pro-Vice-Chancellor (Students) role.
2.11	22 February 2016	7.4.4, 7.5.22A, 7.6.3, 8.11	UNSW Council	Removal of roles Deputy Vice-Chancellor (Academic), and Director, Academic Administration.
2.12	30 March 2016	2.2, 4.2.3, 4.2.4, 5.1.3, 5.2.1, 5.3.4, 5.3.6, 8.1.4-8.1.6, 8.2.6, 8.3.2, 8.3.3, 8.3.5	UNSW Council	Addition of role Vice-President, Philanthropy
2.13	15 August 2016	1.3.1, 1.4.1, 2.2, 4.2.3, 4.2.4, 5.1.2 - 5.1.4, 5.2.2 – 5.2.4, 5.3.5, 5.3.6, 5.4.2, 6.1.6 – 6.1.12, 6.2.4, 6.2.9, 6.3.2, 6.4.2, 7.1.1 - 7.1.3, 7.1.5, 7.1.6, 7.3.2, 7.4.4, 7.5.9B, 7.5.22.A, 7.6.2, 7.8.1, 7.8.2, 7.9.1, 7.9.2, 7.10.1, 7.10.2, 8.1.1 – 8.1.6, 8.2.6, 8.3.1 - 8.3.3, 8.3.5, 8.4.3,	UNSW Council	Changes to Executive Portfolios. Addition of nominee for presiding at graduation ceremonies.

Register Modification History				
Version	Date Approved	Sections Modified	Approving authority	Amendment
		8.5		
3.0	14 August 2017	Section 1 Introduction, 1.3.1, 1.4, 2.1, 2.2, Section 4, Section 5 Introduction, 5.1 - 5.5, Section 6 Introduction, 7.4, 7.5, 7.6.2, 7.8, 7.10, 8.1 - 8.6	UNSW Council	Changes and realignment of Executive Portfolios. Updated financial threshold for property acquisition. Included delegation for property disposal. Updated references to the new Policy Framework. Delegation to senior staff for statutory payments. Inclusion of a new 'cease work' authority by WHS.
3.1	19 February 2018	1.4, 4.2.1, 5.2 – 5.4, 6.1, 7.2, 7.4, 7.6, 8.1	UNSW Council	Changes to position titles. Refinement of Academic Board Functions and HR appointment processes. Delegation to senior staff for affixing seal to leases.