

Delegations Policy

Purpose

To provide for the establishment and exercise of delegations of authority in accordance with the [University of New South Wales Act 1989](#) (NSW) (UNSW Act).

Scope

This policy applies to members of Council and continuing and fixed-term employees of the University of New South Wales (the University).

This policy does not apply to the University's controlled entities or to their staff, as these entities have their own frameworks to authorise decisions and signatories of documents.

Nothing in this policy invalidates past acts performed by delegates in conformity with delegations in place at the time.

Overview

This policy provides:

- principles for delegation of the University Council's (Council's) functions under the UNSW Act
- principles for exercising an authorisation under other legislation (including where other legislation prescribes that certain functions must be performed by specific officers of the University (for example, the [Interpretation Act 1977](#) (NSW) permits the signing of deeds by the Vice-Chancellor or any other member of staff of the University authorised by the Vice-Chancellor to sign deeds without the use of the University seal)
- procedures including requirements for establishing, changing and exercising these delegations and authorisations, and
- schedules stating Council's delegations and other authorisations for areas of the University's activities.

This policy is consistent with section 16 of the UNSW Act, which authorises the Council to delegate any of its functions (except the power of delegation) to any of its members, or to any committee or officer of the University.

For the purposes of this policy and its schedules, a reference to 'delegation' covers delegations under the UNSW Act and any authorisations or delegations in accordance with other legislation. The schedules will specify the source of authority for a particular delegation if it is not a delegation of authority under the UNSW Act.

Where a delegate is authorised under this policy to sign a document in the form of a deed, this authorisation is provided by the Vice-Chancellor under section 50(3) of the [Interpretation Act 1987](#) (NSW).

Principles and objectives

1. What delegations are

- 1.1. Delegations under the UNSW Act state positions or committees to which Council delegates the authority to perform a function or make a decision on its behalf. These delegations are used to authorise:
 - functions and decisions that Council requires to be performed or made by staff at an appropriate level of seniority or with specialist knowledge, to ensure sound governance, good management and mitigate risk, and
 - any decision about a staff member, student or member of the public.
- 1.2. Other legislation applicable to the University and University enterprise agreements may also authorise officers or committees of the University to make certain decisions or prescribe that certain officers within the University must perform specific functions.
- 1.3. Decision authorities in policy documents will be consistent with the delegations in the schedules to this policy. Where a decision authority is inconsistent with a delegation:
 - the delegation prevails to the extent of the inconsistency, and
 - the responsible officer for the policy will submit a minor change to the policy document for approval, to make it consistent with the delegation.
- 1.4. Council may exercise any of its functions that it has delegated unless a delegate has already exercised their delegation in the matter.
- 1.5. The Vice-Chancellor may exercise any functions that the Vice-Chancellor has authorised under legislation, unless the officer has already exercised their authorisation in the matter.

2. Council's reserved functions

- 2.1. Council reserves all functions to itself, except to the extent that functions are expressly delegated under this policy.
- 2.2. Council specifically reserves to itself the following functions:
 - a) Any function or matter specified in another University by-law, rule, policy or other instrument that must be exercised or approved by Council.
 - b) Approve the annual budget of the University and its strategic plan (as per section 15(1B)(d) of the UNSW Act).
 - c) Appoint or terminate the appointment of the Vice-Chancellor (as per sections 12(1) and 12(2) of the UNSW Act).
 - d) Establish or disestablish a faculty (as per clause 60 of the University's By-law).
 - e) Name or rename a building or faculty.

- f) Establish, or approve participation in, a body corporate or other entity or structure (such as a partnership, trust or joint venture) in which the University has a controlling interest.
- g) Establish a policy, standard or procedure for commercial activities of the University (as per section 20B of the UNSW Act).
- h) Establish a policy, standard or procedure that applies only to Council members in their capacity as Council members.

3. Council's oversight of delegations and approval of any changes

- 3.1. The exercise of certain delegations must be reported to the next meeting of the Council. This reporting obligation is stated in the Conditions of exercise column in the schedules of delegations and is recorded at clause 1.17 of the Procedure.
- 3.2. The Vice-Chancellor, University Secretary and Chief Assurance & Legal Officer must endorse any change to this policy, its supporting procedure or schedules, other than a minor or administrative change as defined in the Policy Framework Policy, before it is submitted to Council for approval.
- 3.3. Any change to the title of a delegate position or committee title in the schedules to this policy can only be approved by Council.
- 3.4. The President of the Academic Board must endorse changes to schedule 1 Academic delegations before they are submitted for approval.

Effective: 1 January 2025 **Responsible:** Chief Assurance & Legal Officer

Lead: Director of Governance and University Secretary

Procedure

1. Requirements for exercising delegations

- 1.1. A delegation cannot be exercised by:
 - a) a less senior position or lower committee than those named in the delegation, or
 - b) a more senior position that is not in the delegate's line management.
- 1.2. A delegation may include conditions, and a delegate must ensure those conditions are met before exercising the delegation.
- 1.3. A delegate cannot subdelegate their delegated function or decision to another position.
- 1.4. Someone who holds a position higher in the line management to a position named in a delegation can exercise the delegation (provided the delegate has not already exercised it in the matter under consideration) in circumstances such as where:
 - a) the delegate is absent
 - b) the delegate position has been disestablished or its title has changed
 - c) the matter involves unusual factors and the delegate escalates it to the higher manager, or the higher manager steps in to exercise the delegation themselves, or
 - d) the decision is about the delegate's own employment, remuneration or otherwise would be a perceived, potential or actual conflict of interest.
- 1.5. Where a delegation is to a committee, the delegation is to the committee acting as a committee in accordance with its terms of reference.

Vice-Chancellor

- 1.6. The Vice-Chancellor may exercise any delegation stated in this procedure, except delegations made to:
 - a) a member of Council
 - b) a committee of Council,
 - c) the President of the Academic Board, or
 - d) the Academic Board or a committee of the Academic Board.
- 1.7. When the Vice-Chancellor is absent or unable to exercise a delegation, and no-one is appointed as acting Vice-Chancellor, the Chancellor may exercise any delegation in accordance with clause 1.6.

Signing and recording

- 1.8. A delegate can sign any document necessary to perform their role. However, the delegate cannot sign any document that has been specifically delegated in the schedules to someone else to sign.
- 1.9. Where a delegate exercises a delegation, they must ensure the exercise is recorded in writing, either in a hard copy file or in electronic form in a university system of record.
- 1.10. Where a delegate's signature is required, the following are considered satisfactory substitutes for a written signature:
 - an email from the delegate's university email address, that states the approval and the matter for which the approval is given, or
 - an approval recorded as an action in a university recordkeeping system that is used to manage the type of matter for which the approval is given.
- 1.11. Where a delegation is to more than one position and authorises a primary delegate to decide which position will exercise the delegation, the decision must be recorded in writing and retained by the primary delegate and produced on request for auditing purposes.

Complying with laws and policies

- 1.12. In exercising a delegation, a delegate must comply with applicable:
 - a) laws, including (but not limited to) the UNSW Act, University of New South Wales By-law 2005, the University of New South Wales Rules, and the *Government Sector Finance Act 2018* (NSW)
 - b) industrial awards or agreements (such as the University's enterprise agreements), and
 - c) codes, policies, standards and procedures of the University.
- 1.13. A delegate may only exercise a delegation:
 - a) in the University's best interest, and
 - b) for the purposes of university business within their area of accountability (unless the delegation specifies that it is intended to be exercised more widely).
- 1.14. The [Conflict of Interest Disclosure and Management Policy](#) ("COI policy") and [procedure](#) apply to a delegate's exercise of a delegation.
- 1.15. Where a delegate has an actual, perceived or potential conflict of interest in exercising a delegation, they must disclose it and it must be managed in accordance with the COI policy and procedure.
- 1.16. Delegations to a position are to the person or persons who currently hold(s) the position named in the delegation. Accordingly:
 - a) Where two staff members job-share a position, either may exercise a delegation held by the position if the other has not already exercised it in the matter.

- b) A staff member who is appointed to act in a position temporarily may exercise a delegation held by that position, unless the appointment to act specifies otherwise.

Reporting requirements

- 1.17. The exercise of any of the following delegations will be reported by the delegate to the next meeting of the Council:
- 1.34 establishing an award program or specialisation, and
 - 9.1 establishing a policy.

Signing agreements

- 1.18. If the exercise of a delegation involves a delegate signing an agreement, before exercising that delegation, the delegate must be satisfied that:
- if the agreement involves a Deed of Release, that Deed has been reviewed by a lawyer in the Legal & Compliance team; or
 - in any other case, the agreement has been assessed against a risk matrix approved by the Legal & Compliance team (in consultation with the relevant stakeholders) and the outcome of that assessment is that the agreement:
 - i. does not need a legal review; or
 - ii. needs a legal review, and a lawyer in the Legal & Compliance team has reviewed the agreement.

The risk matrix will take into account factors such as whether the agreement is in the form of a template approved by the Legal & Compliance team.

Approved alternates for direct reports of the Vice-Chancellor

- 1.19. Direct reports of the Vice-Chancellor act for other members in their absence on urgent matters, as indicated below.

Member	Alternate
VC	Provost
Provost	DVC Academic Quality
DVC Academic Quality	DVC Research and Enterprise
DVC Education and Student Experience	DVC Global
DVC Global	DVC Education and Student Experience
DVC Indigenous	Provost
DVC Research and Enterprise	DVC Academic Quality
Chief Assurance & Legal Officer	VP Societal Impact, Equity and Engagement
VP Operations	Chief Assurance & Legal Officer
VP Societal Impact, Equity and Engagement	DVC Indigenous
President of the Academic Board	Deputy-President of the Academic Board

2. Interpreting delegations

- 2.1. Where a delegation lists two or more delegates, any one of the delegates can exercise the delegation, unless:
 - a) the delegation or its conditions of exercise specify that more than one of the delegates must exercise it together, or
 - b) another of the delegates listed has already exercised the delegation in the matter.
- 2.2. A delegation to approve includes the authority to suspend, change and revoke the approval.
- 2.3. A delegation to decide a matter includes the authority to approve, waive, exempt and refund in the same matter.
- 2.4. A delegation to establish something includes the authority to create, approve, change or disestablish it.
- 2.5. A delegation to appoint includes:
 - a) where the appointment is to a staff position, and the appointee is temporarily absent, the authority to appoint someone to act in the position or office temporarily, or
 - b) where the appointment is to represent the University on the board or other governing body of a controlled entity or other external organisation, the authority to revoke the appointment.
- 2.6. A delegation to do something includes anything incidental or necessary to give effect to that delegation
- 2.7. Where a major initiative or activity overlaps multiple delegations (eg schools, faculties, divisions, education, research etc), the project lead will collaborate with delegates and the Director of Governance to enable effective decision making.

Effective: 1 January 2025 **Responsible:** Chief Assurance & Legal Officer

Lead: Director of Governance and University Secretary

Appendix 1: Roles and definitions

Authority for procedures and instructions

The following University officers are authorised to maintain and change the procedure sections of this policy in accordance with the [Policy Framework Policy](#):

- Director of Governance and University Secretary.

Legislative compliance

This policy is intended to ensure that the University complies with the:

- *University of New South Wales Act 1989* (NSW).

Definitions, abbreviations, acronyms, initialisms and symbols

The definitions of terms, abbreviations, acronyms, initialisms and symbols stated below apply both to this policy and to the attached schedules of delegations.

Where a delegation, in the schedules of delegations that support this policy, identifies a relevant policy document, readers should consult that policy document for definitions of terms used in the delegation other than terms defined below.

Academic staff	Staff (on an ongoing or fixed-term employment contract) in the position of Vice Chancellor and President, Provost, Deputy Vice-Chancellor, Pro-Vice Chancellor, Dean or Head of School, or in the following classifications: Level A (Associate Lecturer), Level B (Lecturer), Level C (Senior Lecturer), Level D (Associate Professor), Level E (Professor).
Affix	In relation to the University's seal, add the seal to a document and sign the sealed document to attest that the seal has been added to it.
Agreement	Is a document between two or more parties, including a memorandum of understanding (binding and non-binding), deed and a non-disclosure agreement.
AQF	Australian Qualifications Framework
Area of accountability	The organisational unit or group of units, or area of the University's activities, for or within which a delegate is responsible according to their position description or employment contract.
Associate dean	Any position of which the position title includes the phrase "Associate Dean".
CALO	Chief Assurance and Legal Officer. References to the "Chief Legal Officer" are to the role when they are acting solely in their capacity as a solicitor.
Certified Technology Products List	The University's list of ICT products and services approved for acquisition.
CFO	Chief Financial Officer.
Chief officer	Any of the positions CALO, CFO, CIO, CPO, CPropO.

CPO	Chief People Officer.
CIO	Chief Information Officer.
CPropO	Chief Property Officer.
Committee	A committee or board of the University.
Course authority	Any position of which the position title includes the word or phrase "lecturer", "senior lecturer", "associate professor" or "professor" and which has overarching responsibility for all aspects of a course.
Dean of faculty	Any position starting with the word "Dean" that is the peak leader of a faculty; the Rector of the UNSW University College at the Australian Defence Force Academy, Canberra is also a dean.
Dean of Graduate Research	Pro Vice-Chancellor Research Training and Dean of Graduate Research.
Deed of release	Includes any: (a) agreement or deed of release of obligations, or (b) deed of release, discharge or settlement that documents the satisfaction, cessation or settlement of any claim, dispute or litigation or any document, however described or titled, of corresponding or similar effect to (a) or (b) above.
Delegate	A position or committee named in a delegation and authorised by the delegation to perform a function or make a decision.
Delegation	Has the meaning stated in clause 1.1 of the Delegations Policy.
Deputy dean	Any position of which the position title includes the phrase "Deputy Dean".
DVC	Any position of which the position title includes the phrase "Deputy Vice-Chancellor".
Director of Governance	Director of Governance and University Secretary.
Divisional operations director	Any position of which the position title includes the word "Director", and which has overall responsibility for managing budget and resources for a division.
Faculty executive director	Any position of which the position title includes the phrase "Faculty Executive Director", or in the case of UNSW Business, "General Manager".
Head of school	Any position of which the position title includes the phrase "Head of School".
HDR	Higher degree research.
Hiring manager	Any position of which the title includes one of the following words or phrases, where the holder of the position either (if appointing to a fixed-term or ongoing position, or to a nomination) chairs the selection panel to recommend which candidate is preferred or (if appointing a casual staff member) manages the appointment: "Advisor", "Chief", "Coordinator", "Counsel", "Dean", "Director", "Engineer", "Head", "Lead", "Lecturer", "Librarian", "Manager", "Officer", "Principal", "Professor", "Provost", "Technician", "Secretary", "Supervisor", "Vice-Chancellor", "Vice-President".
ICT	Information and communication technology

ICT products and services	These include software, IT hardware, communications equipment and infrastructure, cloud services such as software or hardware as a service and professional or consulting services engaged to help the University meet its ICT needs.
In-kind expenditure	Contributions of University resources instead of financial expenditure. Resources include, for example, assets, equipment, goods, services, labour and access to equipment and facilities.
Line management	The positions to which a given position reports: the position's direct supervisor position, the supervisor of that higher position, and so on. A dean is in the line management of all staff in their faculty; a deputy vice-chancellor or vice-president is in the line management of all staff in their division; and the Vice-Chancellor is in the line management of all staff of the University.
NIDA	National Institute of Dramatic Art
Nomination	A fixed-term appointment to an academic or professional staff position.
Policy lead	Any position of which the title includes one of the following words or phrases and which is nominated by the responsible officer for a code or policy, to lead development, review and monitor the effectiveness of the policy, or is authorised by a policy to maintain and approve a supporting standard, procedure or university-wide instruction: "Chief", "Counsel", "Dean", "Director", "Head", "Lead", "Librarian", "Manager", "Principal", "Provost", "Registrar", "Technician", "Secretary", "Vice-Chancellor", "Vice-President".
Portfolio	The division or organisational unit, or set of divisions and/or organisational units, for which a DVC or VP is responsible and which report to them.
Position	A formal work role named in a staff member's contract of employment, with a position title and position description.
Professional staff	Staff in professional, general or technical positions who are not academic staff of the University.
Program authority	Any position of which the position title includes the word or phrase "lecturer", "senior lecturer", "associate professor" or "professor", and which has overarching responsibility for all aspects of a program.
PVC	Any position of which the position title includes the phrase "Pro Vice-Chancellor".
Recordkeeping systems	Information and communication technology systems assessed by Records and Archives as suitable for keeping university records. These systems are listed on the Systems of Record web page .
Rector, Canberra	Rector of UNSW Canberra at the Australian Defence Force Academy.
Registrar	Academic Registrar and Director of Student Services.
SHARP	Strategic Hires and Retention Pathways.
Statutory payment	Taxes, dues and payments that are required by law to be paid by either State or Federal Government, statutory entities of local authorities, such as corporation tax, payroll tax, goods and services tax, superannuation and pay as you go withholding.

Supervisor	Any position of which the title includes one of the following words or phrases, and to which another position reports for employment purposes: "Advisor", "Dean", "Director", "Chief", "Coordinator", "Counsel", "Dean", "Engineer", "Head", "Librarian", "Manager", "Officer", "Professor", "Provost", "Lecturer", "Lead", "Principal", "Solicitor", "Technician", "Secretary", "Supervisor", "Vice-Chancellor", "Vice-President".
TFR	Total fixed remuneration.
UNSW Act	<i>University of New South Wales Act 1989 (NSW).</i>
VC	Vice-Chancellor and President.
VP	Any position of which the title includes the phrase "Vice-President".

Archived document

DELEGATIONS SCHEDULES

Table of Contents

Schedule 1: Academic and student administration delegations.....	13
Schedule 2: Higher degree research delegations.....	25
Schedule 3: Research delegations	28
Schedule 4: Employment delegations.....	34
Schedule 5: Financial delegations.....	43
Schedule 6: Property delegations.....	57
Schedule 7: Information and communication technology delegations.....	60
Schedule 8: Safety and critical incidents delegations	62
Schedule 9: Policy delegations.....	64
Schedule 10: Administrative, legal and general delegations	66

Effective: 1 January 2025

Responsible: Interim VP, Transformation, Planning and Assurance

Lead: Director of Governance and University Secretary

General conditions of exercising these delegations

Related delegations

For delegations in relation to research, see [schedule 3: Research delegations](#)

For delegations in relation to complaints, see [schedule 10: Administrative, legal and general delegations](#).

[illegible]

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.4	Decide who will receive: a. a scholarship for HDR candidates b. a scholarship for coursework students.	a. DVC Research and Enterprise b. Registrar Head of Admissions & Scholarships A staff member whose position title includes "Scholarships Manager", "Team Leader" or "Scholarships Officer" in Student Services	b. The delegates will exercise this delegation in accordance with processes maintained by the Registrar for escalation of scholarship decisions to more senior listed delegates for decisions that involve higher amounts or pose greater risk.	Higher Degree Research Scholarships Procedure Coursework Scholarships Procedure
Enrolment and progress				
1.5	Collect tuition fees and other fees and charges from students, impose late fees, apply restrictions to or discontinue enrolment of a student who has unpaid fees, charges or fines.	Registrar Head of Student Lifecycle Manager Student Financials Manager Student Administration (Canberra)		Student Fee Policy
1.6	Approve recognition of a student's prior learning.	Program authority		Academic Progression and Enrolment Policy Recognition of Prior Learning (Coursework Programs) Procedure
1.7	Approve a student's completion of a program as satisfactory although it does not fulfil the program requirements that apply to the student.	Associate dean education Deputy dean education Program authority		Enrolment and Withdrawal Procedure Graduation Procedure
1.8	Approve transfer of a student's enrolment from one coursework program to another, in cases where the program rules do not prescribe the decision.	Program authority		
1.9	Grant a student an extension of a deadline to submit a piece of assessment work.	DVC Education and Student Experience Course authority Head of Student Lifecycle Manager Case Review Team Team Leader Case Review Team Case Review Officer		Assessment Implementation Procedure
1.10	Approve a student's request for special consideration in relation to an assessment task and decide what adjustments will be made to in-course assessment arrangements and/or exams for the student.	DVC Education and Student Experience Head of Student Lifecycle Manager Case Review Team Team Leader Case Review Team Case Review Officer		Assessment Implementation Procedure

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.11	Approve an equitable learning plan to enable a student with a disability to undertake a learning activity or assessment task on an equal basis with other students.	Head Equitable Learning Equitable Learning Facilitator	The Head Equitable Learning will maintain processes for escalation of complex decisions to them.	Assessment Implementation Procedure
1.12	Sign an agreement for an individual student to undertake a clinical placement or other work placement: a. in the standard university template for such agreements, with no special conditions b. where the agreement is not in the standard university template or includes special conditions.	<p>a. Program authority Course authority Head of school</p> <p>Positions of which the title includes the word/s: “WIL” or “Work Integrated Learning” AND “director” or “manager” or “leader” or “officer” or “administrator”</p> <p>Positions of which the title includes the words “administrative officer”*</p> <p>Education Excellence Manager (ADA) School Manager (ADA) Director, Career Accelerator & Student Engagement (Business) Engagement Manager (Business) Faculty Executive Director (Canberra) Deputy Faculty Executive Director (Canberra) Head of Student Life and Experience (Canberra) Industrial Training Advisor (Engineering) WIL Industrial Training Manager (Engineering) Education Partnerships Manager (Science) Industry Engagement Officer (Science) Lead WIL Central</p> <p>b. Head Employability Educational Experience Lead Policy and Contracts</p>	<p>The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied before exercising this delegation.</p> <p>* An administrative officer can only exercise this delegation where authorised by a delegate referred to a.</p>	Work Integrated Learning Procedure

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.13	<p>Approve a students' final grade in coursework courses:</p> <p>a. grades in courses offered by a faculty that are available by the faculty review of results committee meeting for the relevant teaching period, and changes to grades previously approved brought to that meeting for approval</p> <p>b. grades in courses offered by a faculty that are not available until after the faculty review of results committee meeting for the relevant teaching period</p> <p>c. grades in courses offered by a central division that are available by the DVC Board of Studies meeting for the relevant teaching period, and changes to grades previously approved brought to that meeting for approval</p> <p>d. grades in courses offered by a division that are not available until after the DVC Board of Studies meeting for the relevant teaching period</p> <p>e. replacement of an interim grade with a final grade following special consideration or an alternative exam</p> <p>f. replacement of an interim or final grade following a misconduct finding.</p>	<p>a. Faculty review of results committee</p> <p>b. Chair of faculty review of results committee</p> <p>c. Course authority</p> <p>d. DVC Board of Studies</p> <p>e. PVC Education</p> <p>f. Course authority</p> <p>g. Director, Conduct & Integrity Deputy</p> <p>h. Director, Conduct & Integrity Manager, Student Conduct & Integrity</p> <p>i. Senior Case Manager, Conduct & Integrity</p>		<p>Assessment Implementation Procedure</p> <p>Complaints Management and Investigations Policy & Procedure</p> <p>Plagiarism Policy</p>
1.14	Approve a student's request for leave of absence from a coursework program where the student's total leave of absence will be >1 year or where the program places restrictions on availability of any leave of absence.	Program authority		Academic Progression Procedure
1.15	Decide whether a student has satisfied the requirements of a coursework program and is eligible to be conferred an award, where the decision is not prescribed by the program rules.	Program authority		Graduation Procedure

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
Prizes and medals				
1.16	Decide terms and conditions for prizes.	Dean Head of school School manager		Prizes Procedure
1.17	Decide who will receive a prize.	A staff member whose position title includes the word or phrase "dean", "manager", "administrator", "officer" or "team leader".	Where the staff member has been authorised by the head of school to decide which students will receive prizes.	Prizes Procedure
1.18	Decide who will receive a university medal.	University Medals Committee		Prizes Procedure University Medal Policy University Medal Procedure
Student wellbeing				
1.19	Review the outcome of a decision by the Pro-Vice Chancellor under the Student Wellbeing and Safety Policy.	DVC Education and Student Experience		Student Wellbeing and Safety Policy
Conferring degrees and other awards				
1.20	Approve conferral of a degree, diploma, certificate or other award on a graduand, or confer degrees, diplomas, certificates or other awards on graduands at a graduation ceremony.	Chancellor Deputy Chancellor Pro-Chancellor VC President of the Academic Board Provost DVC PVC Registrar	Only where it has been confirmed that the graduand(s) have fulfilled the requirements of the program leading to the degree, diploma, certificate or other award.	Graduation Procedure
1.21	Revoke a degree or other award conferred on an individual.	Provost DVC Academic Quality DVC Education and Student Experience DVC Research and Enterprise VP Transformation, Planning & Assurance		Graduation Procedure
1.22	Approve form of academic dress for graduands.	Provost DVC Education and Student Experience		

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.23	Approve form of academic dress for dignitaries.	Chancellor		
Plagiarism				
1.24	<p>Make a determination of plagiarism, apply penalties* to a coursework student for plagiarism, set conditions a coursework student must meet where it is found that they have committed plagiarism, and/or apply penalties where a coursework student has failed to meet such a condition where the plagiarism is:</p> <p>a. Less-than-serious b. Serious</p> <p>* Other than:</p> <p>i. revoking the award of a degree – delegation 1.21 authorises delegates to make that decision. ii. suspending or excluding a coursework (undergraduate or postgraduate) student for misconduct – delegation 1.28 authorises delegates to make that decision</p>	<p>a. DVC Education and Student Experience Head of School Course Authority School/Faculty Student Integrity Advisor Director Conduct and Integrity Deputy Director Conduct and Integrity Manager Student Conduct and Integrity Senior Case Manager in Conduct and Integrity Case Manager in Conduct and Integrity</p> <p>b. DVC Education and Student Experience Director Conduct and Integrity Deputy Director Conduct and Integrity Manager Student Conduct and Integrity Senior Case Manager in Conduct and Integrity Case Manager in Conduct and Integrity</p>	<p>a. The delegates will exercise this delegation in accordance with processes to apply certain penalties that the Director Conduct and Integrity maintains. Application of penalties as per plagiarism marking rubric in the Plagiarism Management Procedure.</p>	Plagiarism Policy

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.25	Suspend or exclude a coursework (undergraduate or postgraduate) student for serious plagiarism	DVC Education and Student Experience Director Conduct and Integrity		
Breaches of the Code of Conduct and Values and Misconduct				

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.26	Make a determination of breaches of the Code of Conduct & Values, apply penalties* to a coursework student for breaches, set conditions a coursework student must meet where it is found that they have breached the Code of Conduct and Values, and/or apply penalties where a coursework student has failed to meet such a condition where the breach is: a. less-than-serious b. serious. i. other than: revoking the award of a degree – delegation 1.21 authorises delegates to make that decision. ii. suspending or excluding a coursework (undergraduate or postgraduate) student for misconduct – delegation 1.28 authorises delegates to make that decision.	a. DVC Education and Student Experience Dean Deputy/Associate-Dean Head of School Course Authority School/Faculty Student Integrity Advisor Director Conduct and Integrity Deputy Director Conduct and Integrity Manager Student Conduct and Integrity Senior Case Manager in Conduct and Integrity Case Manager in Conduct and Integrity b. DVC Education and Student Experience Director Conduct and Integrity Deputy Director Conduct and Integrity Manager Student Conduct and Integrity Senior Case Manager in Conduct and Integrity Case Manager in Conduct and Integrity	The deputy director, team leader, senior case manager and case manager will exercise this delegation in accordance with processes for escalation of decisions to apply certain penalties that the Director Conduct and Integrity maintains.	Code of Conduct & Values Complaints Management and Investigations Policy
1.27	Suspend or restrict a student's access to university premises, systems or facilities.	Any two of the following delegates acting together: Provost DVC VP, Transformation Planning and Assurance Director Conduct and Integrity Registrar Rector (Canberra) Head of Security and Traffic Management	Any two of the delegates and consistent with the Acceptable use of UNSW Information Resources Policy and Complaints Management and Investigations Policy & Procedure.	Acceptable Use of UNSW Information Resources Policy Campus Policy Complaints Management and Investigations Policy
1.28	Suspend or exclude a student for misconduct	DVC Education and Student Experience DVC Research and Enterprise Director Conduct and Integrity		Code of Conduct & Values Complaints Management and Investigations Policy

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.29	Place a student on required medical leave, or place conditions on a student's continued enrolment to mitigate the risks caused by the student's behaviour where the student is a: a. coursework student b. HDR student.	a. PVC Student Success b. Dean of Graduate Research Registrar	a. Only on recommendation of Student Wellbeing Response Group.	Student Wellbeing and Safety Policy
Appeals				
1.30	Decide the outcome of an appeal by a coursework student against suspension or exclusion for unsatisfactory progress.	Re-enrolment Appeals Committee		Academic Progression Procedure
Academic organisational units				
1.31	Establish a school.	Chancellor VC President of the Academic Board	Only by unanimous decision.	
1.32	Establish a centre or institute.	DVC Academic Quality PVC Education DVC Research and Enterprise PVC Research		Centres and Institutes Procedure
1.33	Establish a department that is part of a school or faculty.	VC		
Programs and courses				
1.34	Establish an award program or specialisation.	Academic Board	The President of the Academic Board will report the establishment to the following meeting of Council.	Academic Offerings Approval Procedure
1.35	Following review of an award program, confirm the continued offering of the award.	Program Review Committee	The committee will report outcomes of program reviews to Academic Board.	Academic Offerings Monitoring and Review Procedure
1.36	Disestablish an award program or specialisation (other than a minor) for business reasons: a. for a coursework program b. for an HDR program.	a. DVC Academic Quality b. DVC Research and Enterprise	The delegate will report the disestablishment to Academic Board. To disestablish an award program or specialisation for a reason other than a business reason, Academic Board must have approved the disestablishment exercising delegation 1.34.	Academic Offerings Approval Procedure
1.37	Approve the University's participation in a special admission scheme.	Registrar Head of Admissions and Scholarships		Admission to Coursework Programs Procedure

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.38	Establish a non-AQF course or credential.	Dean of Lifelong Learning Head of Short Courses Deputy Dean Education Associate dean education Head of school		Academic Offerings Approval Procedure
Educational collaboration and training agreements				
1.39	Sign an agreement with another higher education provider: a. a student exchange agreement b. memorandum of understanding c. a study abroad agreement d. an agreement for practicum exchanges e. an agreement to deliver a program or course in collaboration i. with an international provider ii. with a domestic provider f. a dual award agreement g. a twinning agreement h. an articulation agreement i. a pathway agreement.	a. DVC Global b. DVC Global c. DVC Global d. DVC Global e. i. DVC Global ii. DVC Academic Quality f. DVC Academic Quality g. DVC Academic Quality h. DVC Academic Quality i. DVC Academic Quality	a, b, c, d and e(i): in consultation with staff in the Office of the DVC Academic Quality e(ii), f, g, h and i: in consultation with staff in the Office of the DVC Global. The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied before exercising this delegation.	International MOU & Student Agreement Policy International MOU & Student Agreement Procedure This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).
1.40	Sign a contract for UNSW to supply education to an organisation and execute any statement of work, schedule or agreement issued under that contract, where the contract and resulting training service will be managed by: a. the Lifelong Learning Hub b. UNSW Canberra, a faculty, school, centre or institute.	a. Dean of Lifelong Learning Director of Executive Education Director of Short Courses Head of Custom Learning Solutions b. Dean of faculty Position in a faculty with the word "dean" in its position title Head of school The head or director or CEO of a centre or institute	a. The Director of Executive Education, Director of Short Courses and Head of Custom Learning Solutions must exercise this delegation in accordance with processes maintained by the Dean of Lifelong Learning for escalation of decisions to more senior delegates where contracts may pose greater risk. Articulation and pathway arrangements with UNSW award programs must be endorsed by the DVC Academic Quality. The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.41	Sign an agreement relating to the University's education activities other than the types of agreement specified in delegation 1.39.	Provost	<p>Where the agreement commits the University to expenditure, the decision to enter the agreement must have been approved by an officer who holds the financial delegation for that amount of expenditure under delegation 5.17.</p> <p>The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.</p>	This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).
1.42	Sign an agreement (including a "payment on behalf" agreement) relating to an education or engagement activity of a faculty or one or more of its schools or centres other than the types of agreement specified in delegations 1.39 and 1.41.	<p>Dean of faculty</p> <p>Any officer in a faculty with the word "director" in their position title</p>	<p>Where the agreement commits the University to expenditure, the decision to enter the agreement must have been approved by an officer who holds the financial delegation for that amount of expenditure under delegation 5.17.</p> <p>The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.</p>	This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).
1.43	Sign an agreement relating to an education or engagement activity of a school, centre or institute other than the types of agreement specified in delegations 1.39, 1.41 and 1.42.	<p>Head of school</p> <p>The head or director or CEO of a centre or institute</p> <p>Any officer in a school, centre or institute with the word "director" in their position title</p>	<p>Where the agreement commits the University to expenditure, the decision to enter the agreement must have been approved by an officer who holds the financial delegation for that amount of expenditure under delegation 5.17.</p> <p>The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.</p>	This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
<i>Urgent business of Academic Board</i>				
1.44	Resolve urgent items of business relevant to the Academic Board's functions which cannot be managed within the Academic Board's regular schedule of meetings or via electronic circulation.	Academic Board Advisory Committee	The President of the Academic Board shall determine the relevance of the item to the Academic Board's functions and whether it is impracticable in the circumstances for the item to be considered at a scheduled or electronic meeting of the Academic Board	UNSW Rules

Archived document

Schedule 2: Higher degree research delegations

General conditions of exercising these delegations

Delegates must comply with requirements for exercising all delegations stated in the Delegations Procedure above.

Related delegations

For delegations that apply to all students (including HDR candidates) in relation to medical leave, withdrawing access to university premises or ICT systems, and scholarships and prizes, see [schedule 1: Academic and student administration delegations](#).

For the delegation to decide the outcome of internal review of the investigation of a complaint, see delegation 10.30 in [schedule 10: Administrative, legal and general delegations](#).

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
2.1	Approve admission of a person to a HDR program.	Dean of Graduate Research Deputy Dean of Graduate Research Director Graduate Research Manager Admissions and Scholarships Graduate Research School	The Dean of Graduate Research will establish processes for escalation of admission decisions to the more senior delegates as needed.	Admission to Higher Degree Research Programs Procedure
2.2	Approve a HDR candidate's request to defer their initial enrolment to a later teaching period.	Dean of Graduate Research Deputy Dean of Graduate Research Director Graduate Research Manager Admissions and Scholarships Graduate Research School	The Dean of Graduate Research will establish processes for escalation of deferment decisions to the more senior delegates as needed.	Admission to Higher Degree Research Programs Procedure
2.3	Approve the topic of a HDR candidate's research.	Dean of Graduate Research		Admission to Higher Degree Research Programs Procedure
2.4	Appoint supervisors and decide supervision arrangements for a HDR candidate.	Dean of Graduate Research		Higher Degree Research Supervision Procedure
2.5	Approve a change to a HDR candidate's enrolment.	Dean of Graduate Research		Variation of Candidature Procedure
2.6	Approve leave of absence for a HDR candidate other than standard recreation leave, sick leave or medical leave.	Dean of Graduate Research		Variation of Candidature Procedure
2.7	Permit a HDR candidate to undertake a period of fieldwork away from the University.	Dean of Graduate Research Deputy Dean of Graduate Research Director Graduate Research Manager Candidature, Graduate Research School	The Dean of Graduate Research will establish processes for escalation of fieldwork approval decisions to the more senior delegates as needed.	Variation of Candidature Procedure
2.8	Decide whether a HDR candidate's progress is satisfactory.	Dean of Graduate Research		Research Progress Review and Confirmation of Candidature Procedure

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
2.9	Approve a HDR candidate's transfer to a different HDR program.	Dean of Graduate Research		Research Progress Review and Confirmation of Candidature Procedure
2.10	Discontinue a HDR candidate's candidature for unsatisfactory progress or where the candidate has failed to re-enrol or is absent without approved leave.	Dean of Graduate Research		Research Progress Review and Confirmation of Candidature Procedure
2.11	<p>Make a determination of breaches of the Code of Conduct & Values, apply penalties* to a HDR candidate for breaches of the Code of Conduct and Values, set conditions a HDR candidate must meet where it is found that they have breached the Code of Conduct and Values, and/or apply penalties where a HDR candidate has failed to meet such a condition where the breach is a:</p> <p>a. minor breach b. serious breach.</p> <p>* Other than:</p> <p>i. revoking the award of a degree – delegation 1.21 authorises delegates to make that decision. ii. suspending or excluding a research student for serious breach or misconduct – delegation 1.28 authorises delegates to make that decision</p>	<p>a. DVC Research and Enterprise Pro-Vice-Chancellor Research Training Pro-Vice-Chancellor Research Pro-Vice-Chancellor Research Infrastructure Dean of Graduate Research Director Conduct and Integrity Director, Research Ethics & Compliance Deputy Director Conduct and Integrity Manager Research Integrity Senior Case Manager in Conduct and Integrity Case Manager in Conduct and Integrity</p> <p>b. DVC Research and Enterprise Director Conduct and Integrity Deputy Director Conduct and Integrity</p>	The delegates will exercise this delegation in accordance with processes for escalation of decisions to apply certain penalties that the Director Conduct and Integrity maintains	
2.12	Decide whether a HDR candidate has satisfied the requirements to be awarded a degree.	<p>a. Dean of Graduate Research</p> <p>b. Manager Candidature, Graduate Research School</p>	<p>a. Where not all examiners' recommendations are "a) Award".</p> <p>b. Where all examiners' recommendations are "a) Award".</p>	Conditions for Award of Doctor of Philosophy Policy Conditions for Award of Master of Philosophy Policy Conditions for Award of Master by Research Policy Conditions for Award of Professional Doctorates Policy
2.13	Approve an embargo on a thesis of more than two years.	Dean of Graduate Research		Thesis Examination Procedure

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
2.14	Decide to enter an agreement with another educational institution for the purpose of establishing a joint PhD program.	Dean of Graduate Research	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	

Archived document

Schedule 3: Research delegations

General conditions of exercising these delegations

Delegates must comply with requirements for exercising all delegations stated in the Delegations Procedure above

For the exercise of financial delegations in this schedule, delegates must also comply with the general conditions for exercising financial delegations described in schedule 5.

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
Research ethics				
3.1	Approve use of animals in research or teaching.	Animal Care and Ethics Committee		Animal Research Ethics Procedure
3.2	Suspend, terminate or restrict use of animals in research or teaching.	DVC Research and Enterprise PVC Research		Animal Research Ethics Procedure
3.3	Approve research involving human participants, data provided by human participants or human tissue.	Human Research Ethics Advisory Panel Human Research Ethics Committee		Human Research Ethics Procedure
3.4	Suspend, terminate or restrict research involving human participants, data provided by human participants or human tissue.	DVC Research and Enterprise PVC Research		Human Research Ethics Procedure
Research safety				
3.5	Approve a research or teaching activity involving regulated biological materials.	Gene Technology Research Committee		Regulated Biological Materials Research Procedure
3.6	Suspend, terminate or restrict a research or teaching activity involving regulated biological materials.	DVC Research and Enterprise PVC Research		Regulated Biological Materials Research Procedure
3.7	Approve a research or teaching activity that involves radiation (whether ionising or non-ionising).	Radiation Safety Committee		Radiation Research Procedure
3.8	Suspend, terminate or restrict a research or teaching activity involving radiation.	DVC Research and Enterprise PVC Research		Radiation Research Procedure

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
Research and research consulting agreements				
3.9	<p>Sign an agreement with another organisation:</p> <p>a. for an overarching research collaboration (such as a master research agreement) or research affiliation.</p> <p>b. for collaboration on research facilities or infrastructure.</p> <p>Note: 3.9(a) is not intended to cover routine research agreements for projects.</p>	<p>a. Provost DVC Research and Enterprise PVC Research</p> <p>b. DVC Research and Enterprise PVC Research PVC Research Infrastructure</p>	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).
3.10	As Sponsor, sign a clinical trial research agreement with another organisation.	Director Research Ethics and Compliance Support	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).
3.11	Sign an agreement to commercialise UNSW intellectual property that is the outcome of research.	<p>DVC Research and Enterprise PVC Research PVC Research Infrastructure PVC Industry and Innovation Director Business Development and Commercialisation Deputy Director Business Development and Commercialisation</p>	<p>The Director Business Development and Commercialisation and Deputy Director Business Development and Commercialisation will exercise their delegation in accordance with processes maintained by the PVC Industry and Innovation as to which factors require escalation of approval to a more senior delegate.</p> <p>The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.</p>	<p>Disclosing and Exploiting Intellectual Property (IP) Procedure</p> <p>This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).</p>

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
3.12	Sign a non-disclosure agreement with another organisation in relation to a research collaboration or commercialisation of UNSW intellectual property.	DVC Research and Enterprise PVC Industry and Innovation PVC Research PVC Research Infrastructure Director Research Grants and Contracts Deputy Director Research Grants and Contracts Director Research Strategy Office Director Business Development and Commercialisation Deputy Director Business Development and Commercialisation Senior Business Development Manager Senior New Ventures Manager	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	Disclosing and Exploiting Intellectual Property (IP) Procedure This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).
3.13	Sign an agreement to provide a research consulting service.	VC Provost DVC Research and Enterprise PVC Industry and Innovation PVC Research Director Research Grants and Contracts Deputy Director Research Grants and Contracts Director Business Development and Commercialisation Deputy Director Business Development and Commercialisation Manager UniSearch	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).
3.14	Sign an agreement (including a "payment on behalf" agreement) relating to a research activity/activities of: a. a faculty or b. one or more schools of a faculty or c. centres or institutes, other than the types of agreement specified in delegations 3.9 - 3.13, and 3.15.	a. Dean of faculty b. Dean of faculty c. Dean of faculty the head or director or CEO of a centre or institute	Where the agreement commits the University to expenditure, the decision to enter the agreement must have been approved by an officer who holds the financial delegation for that amount of expenditure under delegation 5.17 . The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
3.15	Sign an agreement relating to a research activity of a school, other than the types of agreement specified in delegations 3.9 – 3.14.	Head of school	<p>Where the agreement commits the University to expenditure, the decision to enter the agreement must have been approved by an officer who holds the financial delegation for that amount of expenditure under delegation 5.17.</p> <p>The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.</p>	This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).
Research grants and Contracts				
3.16	Approve allocation of funds for the purpose of applying for a research grant or entering a contract to conduct research: a. ≤\$2M b. ≤\$500K.	a. PVC Research PVC Research Infrastructure b. Director Research Grants and Contracts Director Research Strategy Office	a. The PVC Research Infrastructure will exercise this delegation in relation to research infrastructure grants.	
3.17	Approve application for a grant for research purposes, for research infrastructure or for industry or commercial activity >\$5M.	DVC Research and Enterprise PVC Industry and Innovation PVC Research PVC Research Infrastructure Director Research Grants and Contracts.	<p>The DVC Research and Enterprise will maintain processes for the PVC Industry and Innovation, PVC Research, PVC Research Infrastructure and Director Research Grants and Contracts to exercise this delegation.</p> <p>Where the grant will entail a financial obligation for the University, the decision to apply must be made or must have been endorsed by a delegate who holds the financial delegation for the expenditure under delegation 5.17 or 3.16.</p> <p>Where the grant will entail a non-financial obligation, advice must be obtained from the Legal and Compliance Office.</p>	

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
3.18	<p>Except in relation to any philanthropic grants for research projects covered under the delegation in 5.9, approve acceptance of a research grant, research infrastructure grant or a grant for industry or commercial activity and sign related agreements such as research collaborations, project agreements and material transfer agreements.</p>	<p>VC Provost DVC Research and Enterprise PVC Industry and Innovation PVC Research PVC Research Infrastructure Director Research Grants and Contracts Deputy Director Research Grants and Contracts Director Research Strategy Office Director of Business Development and Commercialisation Deputy Director Business Development and Commercialisation.</p>	<p>The PVC Industry and Innovation, PVC Research, PVC Research Infrastructure, Director Research Grants and Contracts, Deputy Director Research Grants and Contracts, Director Research Strategy Office Director of Business Development and Commercialisation, Deputy Director Business Development and Commercialisation will exercise their delegation in accordance with processes maintained by the DVC Research and Enterprise as to which type and size of grant they may approve and which factors require escalation of approval to a more senior delegate.</p> <p>Where the grant agreement includes a condition that UNSW intellectual property will be commercialised, the decision to accept must have been endorsed by a delegate under delegation 3.11.</p> <p>The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.</p> <p>Where accepting the grant entails a commitment to spend UNSW funds, that commitment must have been approved by someone who holds delegation 3.16 or, if the amount is >\$2M, a delegate under delegation 5.17 who can approve the amount.</p>	<p>This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).</p>

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
3.19	<p>Authorise a payment to a third party involving the use of research grant funding:</p> <p>a. ≤\$20M b. ≤\$10M c. ≤\$1M d. ≤\$250K e. ≤\$50K.</p>	<p>a. CFO b. Director Finance Business Partnering Director Financial Control and Compliance c. Associate Director Research Finance Finance Business Partner Medicine d. Manager, Research Finance e. Manager, Research and Revenue Accounting</p>		
Research Integrity				
3.20	Decide to convene an Investigation Panel	DVC Research and Enterprise	The DVC Research and Enterprise exercises the function of Responsible Officer*	<p>Complaints Management and Investigations Policy & Procedure</p> <p>* Australian Code for the Responsible Conduct of Research and Guide to managing and investigating potential breaches of the Australian Code for the Responsible Conduct of Research</p>
3.21	Appoint a Research Integrity Advisor under the Australian Code for the Responsible Conduct of Research	Deputy Vice-Chancellor (Research & Enterprise)	The delegate will exercise this delegation on the recommendation of a Dean, a PVC or the Provost and after first consulting with the Conduct & Integrity Unit.	Australian Code for the Responsible Conduct of Research
3.22	<p>Make a determination of breaches of the Code of Conduct & Values, apply penalties* to researchers for misconduct, set conditions a researcher must meet where it is found that they have breached the Code.</p> <p>* Other than:</p> <p>i. revoking the award of a degree – delegation 1.21 authorises delegates to make that decision. ii. disciplinary action under the EA. iii. suspending or excluding a research student for serious breach or misconduct – delegation 1.28 authorises delegates to make that decision.</p>	<p>Director Conduct and Integrity Deputy Director Conduct and Integrity Manager Student Conduct and Integrity Senior Case Manager in Conduct and Integrity Case Manager in Conduct and Integrity Director, Research Ethics & Complaints (RECS) DVC Education and Student Experience</p>	The delegates will exercise this delegation in accordance with processes for escalation of decisions to apply certain penalties that the Director Conduct and Integrity maintains.	Complaints Management and Investigations Policy & Procedure

Schedule 4: Employment delegations

General conditions of exercising these delegations

1. An industrial agreement such as an enterprise agreement may authorise an officer or committee of the University to perform a function. Where an employment delegation is inconsistent with a relevant industrial agreement, the provisions of the industrial agreement prevail to the extent of the inconsistency.
2. The delegations in Schedule 5: Financial delegations do not limit the delegations in this employment delegations schedule.
3. Delegates must also comply with requirements for exercising all delegations stated in the Delegations Procedure above.

Related delegations

For the delegation to decide the outcome of internal review of the investigation of a complaint, see delegation 10.30 in [schedule 10: Administrative, legal and general delegations](#).

No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
Appointing to positions and conferring titles				
4.1	Appoint a Provost, DVC, VP, PVC, chief officer that reports to the VC or to a VP, dean of a faculty or position with "dean" in its title that reports to a DVC.	VC	On recommendation of a selection committee whose membership is consistent with the selection committee composition requirements unless a direct appointment is approved in accordance with delegation 4.23.	Recruitment and Selection Policy
4.2	Confer or remove the title of emeritus professor.	VC		Conferring Academic Titles Procedure.
4.3	Confer or remove the title of Scientia professor.	VC		Conferring Academic Titles Procedure.
4.4	Appoint a professor or associate professor, or to an equivalent research-only position (other than a SHARP appointment).	Provost DVC		Recruitment and Selection Policy
4.5	Appoint to a position in a faculty that has the word "dean" in the position title, other than the position that leads the faculty.	Provost DVC		Recruitment and Selection Policy
4.6	Appoint a head of a school.	Provost DVC		Recruitment and Selection Policy
4.7	Appoint a deputy head of school or associate head of school.	Dean of faculty Deputy dean Vice-dean	A deputy dean or vice-dean may appoint where the dean of their faculty has authorised them to do so.	Recruitment and Selection Policy

No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.8	Appoint the head of a department in a school.	Head of school		Recruitment and Selection Policy
4.9	Appoint the head of an academic department not in a school.	Provost DVC		Recruitment and Selection Policy
4.10	Appoint the head of a research centre or director of a centre.	Provost DVC PVC Research		Recruitment and Selection Policy
4.11	Confer an academic title as an adjunct, conjoint or visitor: a. where the person is a current professional staff member b. where the person is not a current professional staff member, and the title is at one of academic levels D or E c. where the person is not a current professional staff member, and the title is at one of academic levels A, B or C.	a. Provost DVC b. Provost DVC c. Dean of faculty Deputy dean Vice-dean Associate dean	c. A deputy dean, vice-dean or associate dean may confer where the dean of their faculty has authorised them to do so.	Conferring Academic Titles Procedure
4.12	Withdraw an academic title and any associated conditions and privileges.	VC		Conferring Academic Titles Procedure
4.13	Appoint to a SHARP position.	VC		Recruitment and Selection Policy
4.14	Appoint an associate lecturer, lecturer or senior lecturer, or equivalent level of research-only position, (other than a SHARP appointment): a. in a division b. in a faculty, school or centre, where the position will be funded by UNSW c. in a faculty, school or centre, where the position will be externally funded.	a. Provost DVC PVC b. Dean of faculty Deputy dean Vice-dean c. Hiring manager	A PVC may appoint where the DVC of their division has authorised them to do so. A deputy dean or vice-dean may appoint where the dean of their faculty has authorised them to do so.	Recruitment and Selection Policy
4.15	Appoint a casual staff member.	Hiring manager		Recruitment and Selection Policy
4.16	Appoint someone to act as VC for up to three months.	Chancellor VC	The VC may exercise this delegation only where, and to the extent that, the Chancellor has authorised them to do so in writing.	
4.17	Appoint someone to act as VC for up to four weeks where the Vice-Chancellor is absent from the University on official business to ensure the effective operation of the University.	VC		

No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.18	Appoint someone to act as Provost, a DVC or VP for up to 12 months.	VC		
4.19	Appoint someone to act as a PVC for up to 12 months.	Provost DVC		
4.20	Appoint someone to act as a dean of a faculty for up to 12 months.	Provost		
4.21	Approve a job requisition for: a. an academic staff position in a division, at any level b. a professional staff position in a division c. an academic staff position in a faculty, school or centre, at any level d. a professional staff position in a faculty, school or centre, not on a TFR contract.	a. DVC b. Chief officer Divisional operations director c. Dean of faculty d. Faculty executive director		Recruitment and Selection Policy
4.22	Appoint to a professional staff position other than that of a VP or chief officer: a. not on a TFR contract b. in a faculty or in a division, on a TFR contract.	a. Hiring manager b. CPO Director Human Resources Business Partnering		Recruitment and Selection Policy
4.23	Approve a direct appointment to: a. a. any of the positions set out at delegation 4.1; b. b. any other continuing or fixed-term position.	a. VC and CPO b. CPO		Recruitment and Selection Policy
4.24	Appoint, as a nomination, a professional staff member: a. for ≤1 year or in a research-only position funded by a research grant up to 3 years b. for >1 year in a position that is not a research-only position funded by a research grant.	a. Hiring manager b. CPO Director Human Resources Business Partnering		Recruitment and Selection Policy

No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.25	Appoint, as a nomination, an academic staff member at level A, B or C: a. for ≤1 year or (in an academic research-only position funded by a research grant) up to 3 years b. for >1 year in a position that is not a research-only position funded by a research grant.	a. Dean of faculty b. CPO Director Human Resources Business Partnering		Recruitment and Selection Policy
4.26	Appoint an academic staff member at level D or E, as a nomination. a. for ≤1 year or (in an academic research-only position funded by a research grant) up to 3 years b. for >1 year in a position that is not an academic research-only position funded by a research grant.	a. Provost DVC b. Provost DVC CPO		Recruitment and Selection Policy
Remuneration and conditions of employment				
4.27	Decide remuneration and conditions of service of the VC.	Remuneration and People Committee		
4.28	Decide remuneration and conditions of service of the Provost, a DVC, VP, chief officer that reports to the VC or a VP, dean of a faculty or position with “dean” in its title that reports to a DVC on appointment.	VC		
4.29	Decide remuneration and conditions of service of the Provost, DVCs, VPs, chief officers that report to the VC or a VP, dean of a faculty or position with “dean” in its title that reports to a DVC annually.	VC	Consult with the Remuneration & People Committee	
4.30	Approve promotion to professor.	VC		Academic Promotions Procedure
4.31	Approve progression of a professor to a higher level of professor position other than a Scientia professor appointment.	DVC Academic Quality		
4.32	Approve promotion to an academic level below professor.	Provost DVC		Academic Promotions Procedure Conferring Academic Titles Policy Conferring Academic Titles Procedure
4.33	Approve a salary supplementation scheme for a division or faculty.	VC		

No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.34	Approve a request to do paid outside work from: a. a dean b. a head of school or other position that reports directly to a dean c. other academic staff in a school. d. academic staff in a division.	a. VC b. Dean of faculty c. Head of school d. DVC PVC		Paid Outside Work by Academic Staff Policy
4.35	Revoke an Application to Undertake Paid Outside Work after approval by a head of school in cases where the approval criteria have not been met.	Dean CPO		Paid Outside Work by Academic Staff Policy
4.36	Approve an accelerated progression of more than two steps: a. for an academic staff member b. for a professional staff member.	a. Provost* b. CPO Director Human Resources Business Partnering. <i>* This is the DVC with primary responsibility for academic staffing matters unless the VC specifically nominates another DVC or nominates the Provost.</i>	a. Provost to consult with CPO or Director Human Resources Business Partnering prior to exercise.	University of New South Wales (Academic Staff) Enterprise Agreement 2023, clause 25.3(c).
4.37	a. Approve an accelerated progression of two increments for academic staff b. Approve an accelerated progression of two increments for professional staff.	a. Dean of faculty b. Dean or divisional head		UNSW Academic Staff Enterprise Agreement 2023, clause 25.3(b) UNSW (Professional Staff) Enterprise Agreement 2023, clause. 33.0(b)
4.38	Approve an increment of one step. <i>Note, this is separate to the automatic annual increment under Enterprise Agreements which occurs unless withheld.</i>	Supervisor		
4.39	Decide to withhold an annual increment from a. an academic staff member b. a professional staff member.	a. Provost* b. CPO <i>* This is the DVC with primary responsibility for academic staffing matters unless the VC specifically nominates another DVC or nominates the Provost.</i>	On the recommendation of the staff member's supervisor and, as relevant, the dean of the staff member's faculty or DVC or VP of the staff member's division provided the steps referred to in clauses 25.4 or 33.0(c) of the relevant enterprise agreement have been carried out.	UNSW (Academic Staff) Enterprise Agreement 2023, clause 25.4(a) UNSW (Professional Staff) Enterprise Agreement 2023, clause 33.0(d)

No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.40	Decide total remuneration range for staff on a TFR contract other than for staff in the positions specified in delegations 4.27 and 4.28 : a. CPO b. TFR contract >\$300K p.a. and the staff member is not the CPO c. TFR contract ≤\$300K p.a.	a. VP Operations b. CPO c. Director Human Resources Business Partnering.		
4.41	Approve annual remuneration review increases and bonuses for staff on a TFR contract other than for staff in the positions specified in delegations 4.27 and 4.28 .	VC		
4.42	Approve out of cycle remuneration review increases and bonuses for staff on a TFR contract other than for staff in the positions specified in delegations 4.27 and 4.28 . a. for the CPO b. all other positions.	a. VP Operations b. CPO		
4.43	Approve an allowance, loading or salary supplementation for individual positions other than those to which delegations 4.27 , 4.28 , 4.29, 4.40, 4.41 or 4.42 apply.	CPO Director Human Resources Business Partnering Human resources business partner	The Director Human Resources Business Partnering or a Human Resources Business Partner may exercise the delegation where the CPO has authorised them to do so.	
Leave				
4.44	Approve a staff member taking leave other than in the circumstances specified in delegations 4.45 and 4.46.	Supervisor	A supervisor cannot decline a staff member's request for personal leave, compassionate leave, family and domestic violence leave or parental leave, if they are satisfied that the circumstances of the staff member applying for these types of leave meet the enterprise agreement criteria for the type of leave.	UNSW (Academic Staff) Enterprise Agreement 2023, part G. UNSW (Professional Staff) Enterprise Agreement 2023, part H.

No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.45	Approve leave without pay <ul style="list-style-type: none"> a. ≤4 weeks b. ≤6 months c. >6 months and <24 months d. 24–36 months. 	<ul style="list-style-type: none"> a. Supervisor b. DVC VP Dean of faculty PVC c. Provost DVC d. VC 		UNSW Academic Staff Enterprise Agreement 2022, part G. UNSW Professional Staff Enterprise Agreement 2022, part H.
4.46	Approve an application for the special studies program, and any financial assistance for the staff member to undertake special studies beyond limits specified in policy, for an academic staff member in: <ul style="list-style-type: none"> a. a faculty or school b. a division. 	<ul style="list-style-type: none"> a. Dean of faculty b. DVC 		HR Special Studies Program (SSP) Policy
Separation				
4.47	Approve the terms of: <ul style="list-style-type: none"> i. a settlement agreement or deed, or ii. a pre-retirement agreement or deed with: <ul style="list-style-type: none"> a. the VC b. the Provost, a DVC, VP, chief reporting to the VC or a VP or dean of a faculty c. the CPO d. other employees. 	<ul style="list-style-type: none"> a. Remuneration and People Committee b. VC CPO c. VC d. CPO 	<p>The delegate may only approve the agreement or contract after consulting a legal practitioner in Legal and Compliance.</p> <p>b. the CPO can only exercise this delegation in consultation with the VC.</p>	
4.48	Sign a <ul style="list-style-type: none"> • settlement agreement or deed of release or • a pre-retirement contract with an employee that has been approved by a delegate under delegation 4.47, where the employee is: <ul style="list-style-type: none"> a. the VC b. the CPO c. any staff member other than the VC or CPO 	<ul style="list-style-type: none"> a. CPO b. VC c. CPO 		This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).

No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.49	Where no industrial agreement applies or the relevant industrial agreement does not specify who will make such a decision, decide to dismiss or approve redundancy for <ul style="list-style-type: none"> a. the Provost, a DVC, a VP or a Dean b. an academic staff member c. a professional staff member. 	<ul style="list-style-type: none"> a. VC b. CPO c. Provost d. DVC e. CPO 		UNSW (Academic Staff) Enterprise Agreement 2023, part F. UNSW (Professional Staff) Enterprise Agreement 2023, clause 30.
Disputes				
4.50	Approve the terms of an offer to settle a dispute under the Dispute Resolution Procedure in an enterprise agreement and sign an agreement to effect such a settlement.	VC CPO	The delegate may only approve the agreement or contract after consulting a legal practitioner in Legal and Compliance.	UNSW (Professional Staff) Enterprise Agreement 2023, clause 10. UNSW (Academic Staff) Enterprise Agreement 2023, clause 9.
Workplace change				
4.51	Approve the business case for a major workplace change being put to employees for consultation.	VC CPO		UNSW (Professional Staff) Enterprise Agreement 2023, clause 30. UNSW (Academic Staff) Enterprise Agreement 2023, part D.
Industrial agreements				
4.52	Enter into collective industrial agreements with staff.	VC		
Employment contracts				
4.53	Make an offer of employment as: <ul style="list-style-type: none"> a. VC b. Provost, a DVC, a VP, or a dean c. a head of school d. the CPO. 	<ul style="list-style-type: none"> a. Chancellor b. VC c. CPO d. CPO e. Director Human Resources Business Partnering f. Human resources business partner g. VP Operations 	Only where the employment contract in the offer is consistent with an employment contract template approved by a legal practitioner in Legal and Compliance. Under delegation c, the Director Human Resources Business Partnering or a human resources business partner may make an offer where the CPO has authorised them to do so.	

No	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
4.54	Make an offer of employment as: a. a staff member on a fixed remuneration package (not including those positions covered in delegation 4.53). b. a staff member not on a total fixed remuneration package	a. CPO Director Human Resources Business Partnering b. Director Human Resources Business Partnering Human resources business partner Human resources consultant Human resources officer	Only where the employment contract in the offer is consistent with an employment contract template approved by a legal practitioner in Legal and Compliance. Where an appointment includes TFR, the TFR amount must have been approved by the delegate under delegation 4.40. Where an appointment includes an allowance or loading, this must have been approved by the delegate under delegation 4.43.	
4.55	Make an offer of employment as a casual staff member	Hiring manager	Only where the employment contract in the offer is consistent with an employment contract template approved by a legal practitioner in Legal and Compliance.	
4.56	Approve a change to an employment contract so that the contract will not be consistent with an approved employment contract template.	CPO Director Human Resources Business Partnering Director Employee Relations	Where an employment contract is changed to include payment of an allowance or loading the decision to pay the allowance or loading must first have been made by a delegate under delegation 4.43. Where the employment contract includes TFR, the delegate may only approve the change after consulting a legal practitioner in Legal and Compliance.	

Schedule 5: Financial delegations

General conditions of exercising these delegations

1. Delegates must comply with requirements for exercising all delegations stated in the Delegations Procedure above.
2. Exercising a financial delegation may result in a legally binding agreement.
3. A delegate must only approve expenditure where there are budgeted or otherwise approved funds available for the expenditure.
4. The scope section of the Delegations Policy states that it applies to members of Council and continuing and fixed-term employees of the University. Financial delegations:
 - can only be exercised by the Chancellor and employees on continuing and fixed-term contracts, and
 - cannot be exercised by casual staff, those with conferred titles, contractors, consultants or vendors.
5. Any limit on expenditure stated in a financial delegation:
 - a. applies to:
 - the total cost of a transaction or expenditure contract in Australian dollars (including any option that a party may exercise that will increase the cost to the University), rather than to instalments, tranches of work under the contract or the cost of individual items, and
 - the original cost price of an item, not the net cost after deductions such as a trade-in or the like
 - b. excludes Goods and Services Tax, and
 - c. includes any in-kind expenditure which must be assessed at market value.
6. If a delegate approves expenditure, they can change the amount or extend the contract if it stays within their financial delegation. If the sum of the original amount plus the variation exceeds their financial delegation, it must be escalated up the line management to someone with an appropriate financial delegation.

Determining the financial limit of a contract:

A. Where UNSW has an option to extend the term

A delegate who has approved expenditure for an order of goods or services may vary the amount as needed, including by exercising an option for UNSW to extend the term of the contract, up to the limit of their financial expenditure delegation. However, if the sum of the original amount plus the variation exceeds the delegated limit, then the decision to approve the variation must be escalated up the line management to a staff member who has a delegated expenditure limit sufficient to approve that total sum.

Eg.1 UNSW has an option to extend the term: In 2024 UNSW wishes to enter into a cleaning contract for 5 years at a cost of \$1m. The contract also contains an option for UNSW to extend the term by another 2 years, at a cost of \$500K. The UNSW delegate intending to sign the 2024 contract has a \$1m financial delegation. They are therefore able to sign the contract. In 2025, UNSW wants to exercise the option to extend the term by 2 years. This cannot be signed by the same delegate as they do not hold a financial delegation for \$1.5m, the (now) total value of the contract.

Eg 2: Variation: In 2024, UNSW enters into a maintenance contract for 3 years at a cost of \$5m. The person who signed the contract has a financial delegation of \$6m. In 2026, a new building is completed and the cost of maintaining that new building is \$2m. The person who signed the 2024 contract does not have authority to sign the variation as their limit of \$6m will be exceeded by \$1m.

B. Where the other party has an option to extend the term

Where a third party to a contract has an option to extend the term of a contract with UNSW, the value of the contract for financial delegation purposes is the sum of the contract plus the cost of that option.

7. Delegates must comply with the [Finance Policy](#) when exercising financial delegations related to procurement activities, the use of credit cards and the payment of business expenses and travel expenses.
8. Where a staff member's responsibilities involve authorising general expenditure, they may do so for an individual transaction up to the limit for the band in delegation [5.17](#) into which their position falls.
9. Where a specific delegation in this schedule grants the delegate a higher expenditure limit than their position's general expenditure limit under delegation [5.17](#), they may only approve such a transaction beyond their general expenditure limit for the purpose stated in the specific delegation.

Related delegations

See [schedule 3: Research delegations](#) for delegations to allocate funds for an application for a research grant, approve an application for a research grant, accept a research grant and authorise a payment to meet an obligation in a contract for a research grant.

See [schedule 10: Administrative, legal and general delegations](#) schedule for the delegation to name areas of buildings and academic positions, as this is related to delegations in this schedule to accept gifts and donations.

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
Fees, charges, fines and penalties				
5.1	Set fees for enrolment in award programs and courses other than those specified in delegation 5.3 .	VC		Student Fee Policy
5.2	Set fees and charges for enrolment in: a. UNSW Online courses b. study abroad and other non-award enrolments by international students in UNSW courses c. other non-award courses d. micro credentials.	a. UNSW Online Steering Committee b. DVC Education and Student Experience c. Provost DVC Academic Quality VP Operations CFO Dean d. Provost DVC VP Operations CFO		Academic Offerings Approval Procedure Microcredentials and Short Courses Procedure

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
		VP Societal Impact, Equity and Engagement		
5.3	Set fees and charges for: a. goods and services other than those specified in 5.3b.–g. below. b. goods and services provided by the University Library. c. goods and services provided by a faculty or school. d. student administration goods and services that are managed by a central division. e. goods and services incidental to study in a course. f. goods and services in relation to use of university information and communication technology facilities. g. use of university physical facilities.	a. Provost DVC VP Operations VP Societal Impact, Equity and Engagement CFO PVC Research Infrastructure b. University Librarian c. Dean of faculty Faculty executive director d. Registrar e. Dean of faculty Faculty executive director f. CIO g. CPropO		Student Fee Policy
5.4	Set scales of fines and penalties for: a. matters other than those specified in b.–d. below b. failure to return library items or misuse of library holdings or systems c. breach of conditions of university parking d. misuse of or damage to facilities on campus, except in relation to student accommodation facilities e. misuse of or damage to student accommodation facilities, including for unacceptable behaviour in student accommodation f. student misconduct g. restitution of damage to property or other facilities caused by a student.	a. VC b. Scholarly Resources Committee Faculty Executive Director (UNSW Canberra) c. CPropO d. CPropO e. DVC f. Head of UNSW Colleges Director, Conduct & Integrity g. Director, Conduct & Integrity Head, Security & Parking		
5.5	Review application of library fines and blocks on students for unpaid library fines.	University Librarian Director Information Services Associate Director Learning Services and Academic Engagement Library Learning Services Coordinator	The Director Information Services, Associate Director Learning Services and Academic Engagement, and Library Learning Services Coordinator may exercise this delegation where	

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
			the University Librarian has authorised them to do so.	
5.6	Issue notices of fines and penalties for breach of conditions of university parking, and parking infringement notices.	Security Parking Officers		Campus Policy
Gifts, bequests, sponsorships, consulting and grant funds				
5.7	Sign an agreement with the Commonwealth Government for funding the delivery of education in relation to: a. award programs and courses b. non award courses.	a. VC b. Provost DVC Academic Quality DVC Education and Student Experience	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	b. This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).
5.8	Approve application for a grant for educational purposes >\$5M.	Provost DVC Education and Student Experience PVC Education	Where the grant will entail a financial obligation for the University, the decision to apply must be made or must have been endorsed by a delegate who holds the financial delegation for the expenditure under delegation 5.17 .	
5.9	Approve acceptance of a gift or bequest*, a philanthropic grant or sponsorship: a. ≤\$50M b. ≤\$30M c. ≤\$10M. * including approving a commission to which an executor may be entitled from a bequest to the University. For the purposes of this delegation, a philanthropic grant is funding provided by a philanthropic organisation such as a charitable foundation, whose purpose is to distribute funding in accordance with its charitable purposes.	a. Finance and Strategy Committee b. VC c. VP Societal Impact, Equity and Engagement Chief Development Officer Director of Development Head of Development	For any philanthropic grant, gift, bequest or sponsorship that is for the purpose of conducting research, a delegate may only exercise their delegation in accordance with processes agreed between VP Societal Impact, Equity and Engagement and DVC Research and Enterprise as to which type and size of grant will also need approval of a delegate under delegation 3.18 , prior to a delegate exercising the under this 5.9. Where naming is a condition of acceptance, the naming must have been approved by a delegate under delegation 10.5 . c. The Chief Development Officer, Director of Development and Head of Development will exercise their	Gift Acceptance Policy

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
			delegation in accordance with instructions maintained by the VP Societal Impact, Equity and Engagement as to which size of payment they may approve and which factors require escalation of approval to a higher position.	
5.10	Sign: <ul style="list-style-type: none"> a document confirming acceptance of a gift or bequest; a deed of gift or an agreement or deed for a philanthropic grant or sponsorship where the decision to accept the gift, bequest, philanthropic grant or sponsorship was made by a delegate under delegation 5.9.	VC VP Societal Impact Equity and Engagement Provost Chief Development Officer Director of Development Head of Development	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).
5.11	Approve acceptance of sponsorship ≤\$100,000.	Head of school	Sponsorship agreements over \$10K must be reviewed by the Donor Services team before acceptance. A copy of all finalised sponsorships documents must be sent to the Donor Services team.	
5.12	Approve acceptance of sponsorship for a co-operative scholarship, internship or work integrated learning program or initiative.	Provost DVC Education and Student Experience PVC Education Director Educational Excellence	The DVC Education and Student Experience, PVC Education and Director Educational Excellence will exercise their delegation in accordance with processes maintained by the Provost as to which factors require escalation of approval to a more senior delegate.	
5.13	Sign an agreement with another organisation for UNSW to provide a consultancy service, other than for a research consultancy service.	Head of school Manager UniSearch	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
General expenditure and commitments to expenditure				
5.14	Approve a loan or credit facility ≤\$50M.	Finance and Strategy Committee		
5.15	Sign an agreement in relation to a loan or credit facility where Council or Finance and Strategy Committee has approved the facility.	VP Operations		This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).
5.16	Open or close a bank account or credit card facility; appoint an officer to operate a bank account or credit card facility.	Two of the following delegates acting together: CFO Director Treasury, Investment and Insurance Director Financial Control and Compliance		
5.17	Approve expenditure for a transaction: Band 1: ≤\$50M Band 2: ≤\$30M Band 3: ≤\$10M Band 4: ≤\$5M Band 5: ≤\$2M Band 6: ≤\$500K Band 7: ≤\$250K Band 8: ≤\$100K Band 9: ≤\$50K Band 10: ≤\$25K Band 11: ≤\$5K.	Band 1 Finance and Strategy Committee Band 2 VC Band 3 Provost VP Operations Band 4 DVC VP CALO CFO CPO CIO CPropO Band 5 Dean Rector (Canberra) Band 6 PVC Deputy CIO Director Treasury and Investment (Finance) Director Procure to Pay (Finance) Director Design, Delivery and Development (EM) Director Facilities Management (EM) Director Future Students Director Academic and Research Services	All bands: Where an expenditure decision is also a decision that is the subject of another delegation (in this schedule or another schedule), the decision can only be made by an officer or committee that holds the other delegation. Bands 8-11 and persons occupying a position which receives TFR and where the role is not listed as a delegate in another band of this delegation: a financial delegation exists only where the delegate's responsibilities include authorising expenditure and a position in a higher band has approved their being set up in the online system to approve expenditure.	Finance Policy

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
		(IT) Director Asset Management (EM) Director Corporate Services (IT) Director Customer Service Delivery (IT) Director Cyber Security & CISO (IT) Director Engagement and Change (IT) Director Innovation Enablement (IT) Director Program Delivery (IT) Director Technology, Strategy & Enterprise Architecture (IT) University Librarian Band 7 Head of school Faculty executive director Divisional operations director Persons occupying a position which receives TFR and where the role is not listed as a delegate in another band of this delegation. Band 8 Head of Biological Resources Imaging Laboratory Academic staff at level E Academic staff at level D Professional level 10 staff Professional level 9/10 staff Professional level 9 staff Band 9 Academic staff at level C Professional level 8/9 staff Professional level 8 staff Band 10 Professional level 7/8 staff Professional level 7 staff Professional level 6/7 staff Band 11 Academic staff at level B Academic staff at level A Professional level 6 staff Professional level 5/6 staff		

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
		Professional level 5 staff Professional level 4/5 staff Professional level 4 staff Professional level 3/4 staff		
5.18	Approve a statutory payment ≤\$20M.	CFO CPO Director Financial Control and Compliance	The delegates may use this delegation only to pay a tax, due or payment required by state or federal government or by a statutory entity or local authority, such as corporation tax, fringe benefits tax, goods and services tax, payroll tax, superannuation or PAYG withholding. The CPO may use this delegation for superannuation payments.	
5.19	Waive requirement for a student to pay all or part of their enrolment fees.	Provost DVC Registrar		Student Fee Policy
Specific expenditure and commitments to expenditure				
5.20	Decide to enter a contract for a capital works project for a total contract expenditure amount of: a. ≤\$50M b. ≤\$30M c. ≤\$10M d. ≤\$5M e. ≤\$2M f. ≤\$500K.	a. Finance and Strategy Committee b. VC c. VP Operations d. CIO CPropO e. Deputy CIO f. Director, Asset Management (EM) Director, Design, Delivery and Development (EM) Director, Facilities Management (EM) Director Academic and Research Services (IT) Director Corporate Services (IT) Director Customer Service Delivery (IT) Director Cyber Security & CISO (IT) Director Engagement and Change (IT) Director Innovation Enablement (IT) Director Program Delivery (IT) Director Technology, Strategy & Enterprise Architecture (IT)	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
5.21	Sign a contract for a capital works project where the decision to enter the contract has been made by Council or Finance and Strategy Committee.	CIO CPropO Director Design, Delivery and Development (EM)	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).
5.22	Approve a. expenditure under a contract for a capital works project b. a variation to a contract for a capital works project that increases the total expenditure by the University under the contract by ≤10% of the original amount of the contract.	a. CPropO CIO Director Design, Delivery and Development (EM) b. CPropO CIO Director Design, Delivery and Development (EM)	Only where: <ul style="list-style-type: none"> the approver is in a line of reporting to the position that originally signed the contract, and the total expenditure under the contract will not exceed the amount that the position or committee that approved forming the contract had delegated authority to approve. 	Finance Policy
5.23	Approve a building maintenance contract for, or agreement for a service to, buildings owned or leased by the University for a total agreement or contract expenditure amount of: a. ≤\$50M b. ≤\$30M c. ≤\$10M d. ≤\$5M e. ≤\$500K.	a. Finance and Strategy Committee b. VC c. VP Operations d. CPropO e. Director Asset Management (EM) Director Design, Delivery and Development (EM) Director Facilities Management (EM) Director Protective Services (EM)	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	
5.24	Sign a building maintenance contract for, or agreement for a service to, buildings owned or leased by the University, after a delegate has approved the contract under delegation 5.23 .	VC VP Operations CPropO Director Asset Management (EM) Director Design, Delivery and Development (EM) Director Facilities Management (EM) Director Protective Services (EM)	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).
5.25	Approve level of commissions and payment of commissions to recruitment agents and enter into any contract with recruitment agents .	DVC Education and Student Experience	Prior to the exercise of this delegation, the delegate must: <ul style="list-style-type: none"> consult with the Director Conduct and Integrity seek endorsement from the Director of Procurement. 	

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
5.26	Approve expenditure of funds for which the University is the trustee.	CFO		
Projects				
5.27	<p>Approve a business case and funding for a project:</p> <p>a. ≤\$50M b. ≤\$30M c. ≤\$10M d. ≤\$5M e. ≤\$2M f. per financial delegation in 5.17.</p> <p><i>A business case for funding in excess of \$50M must be approved by Council on the advice of the Finance and Strategy Committee.</i></p>	<p>a. Finance and Strategy Committee b. VC c. Provost VP Operations d. DVC, VP SIEE e. dean of faculty f. Project Steering Committee Chair (who must have the aligned financial delegation)</p>	<p>Budgeted or otherwise approved funds must be available for the expenditure.</p> <p>Projects over \$1M must have been endorsed to progress via:</p> <ul style="list-style-type: none"> • UNSW Budget process or • UNSW Strategic Planning or • VC review. 	EPMO UNSW Project Governance Framework
5.28	<p>Approve a material variation to a project where the total cost, including the variation, is:</p> <p>a. ≤\$50M b. ≤\$30M.</p>	<p>a. Finance and Strategy Committee b. VC</p>	If the variation exceeds the project budget or schedule by over 25% reapproval must be sought from the original delegate or escalated to a delegate with the appropriate financial delegation.	
5.29	Approve forecast cash flow for the project and draw down of the project budget once the relevant delegate has approved the business case and funding for the project under delegation 5.27 and 5.28.	Project Steering Committee	The Project Steering Committee must be established and operate in conformance with the EPMO Project Governance Framework to exercise this delegation.	
5.30	<p>Recover or agree to partial recovery of a debt owed to the University by way of agreement or statutory demand, or other legal debt enforcement measure:</p> <p>a. >\$1M b. ≤\$1M c. ≤\$500K d. ≤\$100K.</p>	<p>a. VC b. VP Operations c. CFO d. Director Financial Control and Compliance</p>	After considering legal advice from Legal and Compliance.	

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
5.31	Approve write-off of a bad debt: a. >\$1M b. ≤\$1M c. ≤\$500K.	a. VC b. CFO c. Director Financial Control and Compliance	The Director Financial Control and Compliance will exercise their delegation in accordance with processes maintained by the CFO for escalation of larger debts. To approve writing off of a student's tuition fee debt, the Registrar must have recommended the write-off.	Finance Policy, Section1: Accounts Receivable procedure
5.32	Approval disposal of assets or equipment by trade-in, sale, donation, write-off or retirement with carrying value per item of: a. ≤\$20M b. ≤\$5M c. ≤\$2M d. ≤\$100K e. ≤\$50K.	a. Finance and Strategy Committee b. VC c. VP Operations d. CFO e. Director Financial Control and Compliance f. Associate Director Financial Control and Compliance		
5.33	Approve a credit note: a. >\$100K b. ≤\$100K.	a. CFO b. Director Financial Control and Compliance		
Investments				
5.34	Approve investments of the University's funds other than in relation to controlled entities.	Investment Subcommittee	Delegation 5.34: <ul style="list-style-type: none"> excludes DVC Research and Enterprise seed funding provided to spinouts and startups including those led by researchers, staff and alumni. does not apply to investments by controlled entities, including New South Innovations Pty Ltd, who manage equity investments for UNSW. 	
5.35	Approve injection of funds into a controlled entity (whether by way of a loan, line of credit, equity or other means): a. >\$2M b. ≤\$2M.	a. VC b. VP Operations c. CFO		

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
5.36	Make a decision about the University's investments including to accept cash instead of shares, to reinvest cash distributions in shares, to participate in a share buy-back, or to participate in a pro rata issue of shares in a company.	VC Provost DVC Research and Enterprise VP Operations	Delegation 5.36: <ul style="list-style-type: none"> excludes DVC Research and Enterprise seed funding provided to spinouts and startups including those led by researchers, staff and alumni. does not apply to investments by controlled entities, including New South Innovations Pty Ltd, who manage equity investments for UNSW. 	
5.37	Sign an agreement in relation to an investment by the University after a delegate has approved the investment under delegation 5.34 or 5.35.	VP Operations	Delegation 5.37: <ul style="list-style-type: none"> excludes DVC Research and Enterprise seed funding provided to spinouts and startups including those led by researchers, staff and alumni. does not apply to investments by controlled entities, including New South Innovations Pty Ltd, who manage equity investments for UNSW. <p>The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.</p>	This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).
5.38	Instruct a third party that holds investment funds of the University to receive or transfer funds.	Director Treasury, Investment and Insurance Treasury and Investment Manager	Delegation 5.38: <ul style="list-style-type: none"> excludes DVC Research and Enterprise seed funding provided to spinouts and startups including those led by researchers, staff and alumni. does not apply to investments by controlled entities, including New South Innovations Pty Ltd, who manage equity investments for UNSW. 	

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
Spinouts and startups				
5.39	Approve seed funding for spinouts and startups, including those led by researchers, staff and alumni: a. >\$1M b. ≤\$1M c. ≤\$500K	a. VC b. DVC Research and Enterprise c. PVC Industry and Innovation		
5.40	Make a decision about the University's investments including to accept cash instead of shares, to reinvest cash distributions in shares, to participate in a share buy-back, or to participate in a pro rata issue of shares in a company in relation to spinouts and startups, including those led by researchers, staff and alumni: a. >\$1M b. ≤\$1M c. ≤\$500K	a. VC b. DVC Research and Enterprise c. PVC Industry and Innovation		
5.41	Sign an agreement in relation to an investment by the University after a delegate has approved the investment under delegation 5.39 or 5.40 above.	VC DVC Research and Enterprise PVC Industry and Innovation Director, Business Development and Commercialisation Deputy Director, Business Development and Commercialisation	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).
5.42	In relation to spinouts and startups including those led by researchers, staff and alumni, instruct a third party that holds investment funds of the University to receive or transfer funds: a. >\$1M b. ≤\$1M c. ≤\$500K	a. VC b. DVC Research and Enterprise c. PVC Industry and Innovation		
Insurance				
5.43	Approve the University's annual insurance program.	VC	Before this approval occurs, the Director of Risk must have been consulted in relation to the annual	

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
			renewal of insurance and which policies it will include.	
5.44	Approve an obligation on UNSW to obtain or maintain insurance for the benefit of a third party (including noting or naming that third party's interest on a UNSW policy).	CFO Director Treasury, Investment and Insurance		
Workers' compensation				
5.45	Enter into, vary and terminate workers' compensation self-insurance licence.	VP Transformation Planning and Assurance		
Financial guarantees				
5.46	Issue a financial guarantee for an amount ≤\$5M.	VC CFO		

Schedule 6: Property delegations

General condition of exercising property delegations

The total financial value of a lease or licence must reflect the rental market value of the property over the whole period of the lease/licence (including options). If all or any component of the rental or licence fees paid under a lease or licence will be made by way of “in-kind” contribution or consideration, that “in-kind” contribution or consideration must be assessed at its market value.

Delegates must also comply with requirements for exercising all delegations stated in the Delegations Procedure above.

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
6.1	Approve the acquisition or disposal of real property with a market value of: a. ≤\$20M b. ≤5M.	a. Finance and Strategy Committee b. VC	The delegate must exercise this delegation in accordance with the restrictions on sale of property in Part 3, Division 2 of the UNSW Act. The exercise of this delegation by the VC must be reported to the next meeting of Finance and Strategy Committee.	University of New South Wales Act 1989 (NSW)
6.2	Sign any document in connection with the acquisition or disposal of real property following exercise of delegation 6.1.	VC VP Operations	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).
6.3	Sign any document to create or effect a positive or restrictive covenant, easement, mortgage, charge or subdivision of or over University land.	VC VP Operations	The delegate must exercise this delegation in accordance with any applicable restrictions on granting interests relating to University property in Part 3, Division 2 of the UNSW Act. The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	University of New South Wales Act 1989 (NSW) This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
6.4	<p>Approve a lease or licence over premises owned by the University or by another person, where the rental market value of such a lease/licence over the whole lease/licence period will be:</p> <p>a. >\$10M b. ≤\$10M c. ≤\$5M d. ≤\$1M.</p> <p>This delegation includes authority to approve a lease or licence over Crown land granted to UNSW in perpetuity in accordance with the <i>Crown Land Management Act 2016</i> (NSW) or the <i>Roads Act 1993</i> (NSW).</p>	<p>a. Finance and Strategy Committee b. VC c. VP Operations CFO d. CPropO Director Asset Management (EM)</p>	<p>The delegate must exercise this delegation in accordance with the restrictions on leasing of university property in Division 2 of the UNSW Act.</p>	<p>University of New South Wales Act 1989 (UNSW) Crown Land Management Act 2016 (NSW) Roads Act 1993 (NSW)</p>
6.5	<p>Sign a document in connection with the grant of a lease or licence over premises owned by the University or by another person, to effect a decision made by a delegate exercising delegation 6.4 where the rental market value of such a lease/licence over the whole lease/licence period will be:</p> <p>a. >\$10M b. ≤\$10M c. ≤\$5M d. ≤\$1M.</p>	<p>a. VC VP Operations b. VC VP Operations c. VP Operations CFO d. CPropO Director Asset Management (EM)</p>	<p>The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.</p>	<p>This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).</p>
6.6	<p>Submit an expression of interest to develop land not owned by the University or call for non-binding expressions of interest to develop land owned by the University.</p>	<p>CPropO Director Asset Management (EM) Director Design, Delivery and Development (EM)</p>		

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
6.7	Sign a licence for UNSW owned and operated student accommodation with a current or prospective student of UNSW, UNSW College or NIDA: a. ≤1 year if the agreement with the student is in the standard form b. ≤1 year, where the agreement includes changes to the standard form c. >1 year.	a. Manager Operations, Accommodation b. Head of UNSW Colleges c. Director Asset Management (EM)	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).
6.8	Sign an agreement with a health practitioner to provide services at the UNSW Health Service in building E15 on the Kensington campus for a period of: a. >2 years b. ≤2 years.	a. CPropO Director Asset Management (EM) b. Director Wellbeing	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).
6.9	Sign an agreement with a health practitioner to provide services at the UNSW Health Service in a location other than building E15 on the Kensington campus, for any period.	CPropO Director Asset Management (EM)	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).
6.10	Undertake (or direct another person to undertake) any of the following actions: • calling the police to attend the University's grounds and premises; or • requesting any person to leave all or any part of the University's grounds or premises, including by issuing a notice, direction or request under the <i>Inclosed Lands Protection Act 1901</i> (NSW) where the grounds or premises is in New South Wales.	VP Operations CPropO Director Protective Services (EM) Deputy Faculty Executive Director (UNSW Canberra)		Inclosed Lands Protection Act 1901 (NSW) Campus Policy
6.11	Sign an agreement for the hire of a venue managed by Venues and Events on the University's grounds and premises.	Director of Operations (SIEE) Senior Venue & Events Manager	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	

Schedule 7: Information and communication technology delegations

General conditions of exercising these delegations

- Where a decision under a delegation in this schedule involves financial expenditure or a commitment to financial expenditure, either:
Appendix A: the delegate must hold the financial delegation to approve the expenditure/commitment (see schedule 5: financial delegations), or
Appendix B: the expenditure/commitment must first have been approved separately by a delegate who holds the financial delegation to approve the expenditure/commitment (see [schedule 5: Financial delegations](#)).
- Delegates must also comply with requirements for exercising all delegations stated in the Delegations Procedure above.

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
7.1	Approve the University's enterprise architecture and the Certified Technology Products list.	CIO		
7.2	Approve the acquisition of and/or sign a document in relation to acquiring an ICT product or service that is on the Certified Technology Products list (other than an ICT product or service for the purpose of supporting research*). <i>ICT products or services supporting the handling, storage, or accessing of research data are within scope of this clause. For all other ICT products and services supporting research, refer to delegation 7.4</i>	CIO Deputy CIO Any position in the Information Technology Division that starts with the word "director" DVC Dean of faculty Divisional operations director Faculty executive director.	Before signing any contract or deed in relation to the procurement of an ICT product or service, the delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied.	Finance Policy Procurement Procedure The authority to sign is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).
7.3	Approve the acquisition of, and sign a document in relation to acquiring an ICT product or service not on the Certified Technology Products list.	Architecture Review Board CIO Deputy CIO	Before signing any contract or deed in relation to the procurement of an ICT product or service, the delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied.	Finance Policy Procurement Procedure The authority to sign is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
7.4	<p>Approve the acquisition of and/or sign a document in relation to acquiring an ICT product or service for supporting research.</p> <p><i>ICT products and services supporting the handling, storing or accessing of research data are within the scope of delegation 7.4.</i></p>	<p>DVC PVC Research PVC Research Infrastructure Divisional operations director Dean of faculty Faculty executive director Head of school Director Research Analytics, Data and Reporting Director Research Grants and Contracts Director Mark Wainwright Analytical Centre Director Research Technology.</p>	<p>This delegation may be exercised only where the acquisition is consistent with the relevant enterprise research architecture guidelines (if any) and where no equivalent ICT product or service exists on the Certified Technology Products list.</p> <p>Before signing any contract or deed in relation to the procurement of an ICT product or service, the delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied.</p>	<p>Finance Policy Procurement Procedure</p> <p>The authority to sign is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).</p>
7.5	<p>Sign a document in relation to acquiring an ICT product or service where the acquisition has been approved by a delegate exercising delegation 7.3.</p>	<p>CIO Deputy CIO Any position in the Information Technology Division that starts with the word "director".</p>	<p>Before signing any contract or deed in relation to the procurement of an ICT product or service, the delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied.</p>	<p>Finance Policy Procurement Procedure</p> <p>The authority to sign is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).</p>

Schedule 8: Safety and critical incidents delegations

Delegates must comply with requirements for exercising all delegations stated in the Delegations Procedure above.

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
8.1	Instruct that work or an activity cease because of risks to health and safety or the environment.	Positions of which the title includes the word "chief", "counsel", "dean", "director", "head", "lead", "manager", "vice-chancellor" or "vice-president".	After issuing this instruction, the delegate must promptly inform the manager who is responsible for that activity/work or who is responsible for management of the contractor who has undertaken that work/ activity (if a contractor has been instructed).	Health and Safety Policy
8.2	Declare a critical incident at a campus or premises owned or managed by UNSW in Australia.	Critical Incident Management Team Lead		Campus Policy Emergency Response Plan
8.3	Decide that all or part of a campus or premises will be locked down, for: a. a campus or premises owned or managed by UNSW in Australia other than the Canberra campus b. the Canberra campus other than the premises owned by the Australian Defence Force Academy.	a. CPropO Critical Incident Management Team Lead Director Health and Safety Director Protective Services Emergency Manager Senior Manager of Security Security Operations Manager Control Room Manager b. CPropO Critical Incident Management Team Lead Director Health and Safety Director Protective Services Emergency Manager Senior Manager of Security Security Operations Manager Control Room Manager Faculty Executive Director (UNSW Canberra) Deputy Faculty Executive Director (UNSW Canberra)		

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
8.4	Report a notifiable incident under work health and safety legislation: <ul style="list-style-type: none"> the death of a person, or a serious injury or illness of a person, or a dangerous incident. 	Director Health and Safety Manager, Safety Specialists, Systems, Assurance Manager, Safety Partnerships and Injury Management Manager, Safer Communities Senior Manager, Estate Management Safety Health and Safety Business Partner Senior Safety Coordinator Safety Specialist		Work Health and Safety Act 2011
8.5	Approve a settlement under a workers compensation claim, including claims for: <ul style="list-style-type: none"> whole person impairment liability disputes common law/work injury damages. 	VP, Transformation, Planning and Assurance Director Health and Safety	The delegate can only exercise this delegation if it is within their financial delegation.	

Schedule 9: Policy delegations

Delegates must comply with requirements for exercising all delegations stated in the Delegations Procedure above.

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
9.1	Establish a policy.	VC	<p>In the case of a policy concerning academic governance and the maintenance of academic standards, on the endorsement of Academic Board.</p> <p>The VC will report their approval of a policy, a change to a policy or disestablishment of a policy to the next meeting of Council.</p>	Policy Framework Policy
9.2	Establish a standard or procedure: a. contained in a policy b. as a separate policy document.	<p>a. Policy lead</p> <p>b. VP, Transformation, Planning and Assurance</p>	<p>b. To establish a standard or procedure, a delegate must have been authorised to do so by the relevant policy. In the case of a standard or procedure concerning academic governance and the maintenance of academic standards, on the endorsement of Academic Board.</p>	Policy Framework Policy
9.3	Establish a university-wide instruction.	Policy lead	To establish a university-wide instruction, the delegate must have been authorised to do so by the relevant policy.	Policy Framework Policy
9.4	Establish a local instruction that applies to a matter managed by: a. a faculty b. a school c. a division.	<p>a. Dean</p> <p>b. Head of school</p> <p>c. DVC</p> <p>VP</p> <p>PVC</p> <p>Chief officer</p> <p>Librarian</p> <p>Registrar</p> <p>A position in a division of which the position title starts with the word</p>		Policy Framework Policy

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
		"director" or "head of".		
9.5	Approve a change to a code, policy, standard or procedure in circumstances of unusual urgency.	VC VP Transformation, Planning and Assurance	<p>On the recommendation of the responsible officer for the relevant code or policy, and only where the change meets the criteria for such urgent approval specified in the Policy Framework Policy.</p> <p>The VC or the DVC Planning and Assurance will inform the current approver of the relevant policy document of the change as soon as practicable.</p>	Policy Framework Policy

Schedule 10: Administrative, legal and general delegations

General conditions for exercising administrative, legal and general delegations

1. Except where a delegation in this schedule states otherwise, it is limited by a delegate's financial expenditure delegation(s) in [Schedule 5: Financial delegations](#).
2. Delegates must also comply with requirements for exercising all delegations stated in the Delegations Procedure above.

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
Using the seal, name and arms of the University				
10.1	Affix the seal of the University to a document to be issued to any person as evidence that they have been admitted to a degree or awarded a diploma or certificate.	Any two of: Chancellor VC Provost DVC VP Registrar Director of Governance Senior Manager, Governance	Following Council's approval of the form of the document.	University of New South Wales Act 1989 (NSW)
10.2	Affix the seal of the University to a by-law or other document that must be under the seal.	Any two of: Provost DVC VP Director of Governance Senior Manager, Governance.	Following Council's approval of the by-law or use of the seal with the document.	University of New South Wales Act 1989 (NSW)
10.3	Approve use of the arms or name of the University, or inclusion of these in a trademark, by <ul style="list-style-type: none"> • a person or body other than the University, or • an officer or committee of the University, in connection with a commercial activity of the University. 	Provost DVC VP Societal Impact, Equity and Engagement Executive Director, Strategic Communications		

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
10.4	Approve registration or renewal of a trade mark other than a trade mark that includes the University's arms or name.	DVC VP Head or director of a centre or institute Dean of faculty	Before approval, the proposed trade mark must have been approved by UNSW Brand. Where a trade mark includes or will include the University's name or brand, its registration or renewal must be approved by a delegate who holds delegation 10.3 .	
Naming				
10.5	Recognise a philanthropic donation or an individual's distinguished service to the University, by deciding the name of tangible or intangible property (other than a whole building), a part of a building, an outdoor area, an academic unit (other than a faculty), or an academic position or professorial chair. * This delegation does not apply to the establishment of scholarships, which is addressed in delegation 5.9.	VC	Naming a faculty or whole building is a function that Council reserves to itself.	Naming Recognition Policy
Legal affairs				
10.6	Accept service of a court process on behalf of the University.	Chief Legal Officer Solicitors in the Legal and Compliance team whose position titles include the phrase "deputy" or "head of"	Any litigation commenced against the University will be reported in the Chief Legal Officer's Litigation and Major Disputes Report to the Audit Committee of Council	

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
10.7	Accept service of a subpoena or other similar notice to attend a court, tribunal or commission to produce a document.	Chief Legal Officer Solicitors in the Legal and Compliance team whose position titles include the phrase "deputy", "head of" or "senior legal counsel". Where the subpoena relates to a Unisearch project: Manager UniSearch, Expert Opinion and Consulting Client Relations Manager, UniSearch, Expert Opinion and Consulting Project Administrator, UniSearch, Expert Opinion and Consulting		
10.8	Appoint external lawyers to act for UNSW and decide the terms of their engagement.	Chief Legal Officer Solicitors in the Legal and Compliance team whose position titles include the phrase "deputy" or "head of". VC in the event of a conflict involving the Chief Legal Officer		Finance Policy
10.9	Waive the University's right to maintain legal professional privilege.	VC Chief Legal Officer		
10.10	Represent the University in a proceeding in a court, tribunal or commission.	Chief Legal Officer Any solicitor in the Legal and Compliance team An external legal practitioner engaged by a delegate listed in delegation 10.8		
10.11	Commence a legal proceeding on behalf of the University.	VC Provost Chief Legal Officer	VC and Provost to act only after receiving advice of Chief Legal Officer.	
10.12	Settle a legal proceeding on behalf of the University.	VC Provost DVC VP Chief Legal Officer	VC, Provost, DVC and VP to act only after receiving advice of Chief Legal Officer.	

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
10.13	Sign a deed of release or deed of settlement, other than in relation to employees	Chancellor VC DVC VP Chief Legal Officer	The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied before exercising this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).
10.14	Sign a power of attorney.	VC Provost DVC VP	Only where the power of attorney is, on the advice of a legal practitioner in the Legal and Compliance team, necessary or desirable to exercise a function that has been delegated to the relevant delegate	This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).
10.15	Provide a statement of compliance (other than the University's annual financial statements) that the University or Council is required to make by legislation or an authority under legislation.	VC Provost DVC VP PVC	The Provost, a DVC, a VP or a PVC may make such a statement where the VC has authorised them to do so either by approving a policy or procedure that states the authorisation, or otherwise in writing.	
Corporate structures and office-holders				
10.16	Promote, establish or participate in (by means of debt, equity contribution of assets or other means) a company or other incorporated body, or a joint venture.	VC Provost DVC VP PVC Research	<p>The Provost or a DVC or VP may exercise this delegation where the VC has authorised them to do so.</p> <p>This delegation does not include authority to establish or decide to acquire or dispose of a controlled entity: that function is reserved to Council.</p> <p>The PVC Research may only exercise this delegation for the purpose of participating in a company that is established to carry out a research program (for example, a company formed under the Commonwealth's governments Co-operative Research Centre program).</p>	Controlled Entities Procedure

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
10.17	<p>Appoint someone (including an alternate) to represent the University on the governing body of a company, venture or other organisation; also appoint a proxy and authorise them to act for the University where there is no current appointee or the terms of the appointment or the constitution of the organisation do not permit a current appointee to nominate their own proxy:</p> <ul style="list-style-type: none"> a. where the appointee is the Chancellor b. where the appointee is the VC c. where the appointment is to: <ul style="list-style-type: none"> - an affiliated research institute - Scientia Clinical Research Ltd - UNSW Press Ltd d. in all other cases, except where the entity's constitution requires the appointment to be made by the Council. <p><i>Note – the constitutions of the following entities requires the Council to appoint the directors:</i></p> <ul style="list-style-type: none"> - UNSW Global Pty Ltd - NewSouth Innovations Pty Ltd - The University of New South Wales Foundation Ltd 	<ul style="list-style-type: none"> a. Remuneration and People Committee b. Chancellor c. VC d. Provost DVC VP PVC Research 	<p>The delegate may also appoint and authorise a person to act as proxy, where the terms of the appointment or the constitution of the organisation permit this.</p> <p>The PVC Research may only exercise this delegation in relation to a company that is established to carry out a research program (for example, a company formed under the Commonwealth's governments Co-operative Research Centre program).</p>	
10.18	<p>Approve a request to be appointed to the governing body of an external entity where the appointee will not represent the University in that appointment, where the appointee is:</p> <ul style="list-style-type: none"> a. the VC b. a member of the University Leadership Team other than the VC c. any other staff member. 	<ul style="list-style-type: none"> a. Chancellor b. VC c. Provost DVC VP 		

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
10.19	<p>Appoint a corporate representative to exercise all or any of the powers of the University regarding the company, body or venture that is attached to equity or member participation, where the representative is:</p> <p>a. the VC b. the Provost, a DVC or VP c. any other staff member, where the entity is a controlled entity or an associated entity d. any other staff member, where the entity is not a controlled entity or an associated entity</p>	<p>a. Chancellor b. VC c. VC d. Provost DVC VP PVC Research</p>	<p>The appointment may:</p> <ul style="list-style-type: none"> be for a specific meeting or stand until revoked, and state restrictions on the representative's powers, and include appointment of an alternate. <p>In representing the University in relation to the company, the representative cannot exercise a power that is the subject of a different delegation, unless their position is listed as a delegate under the other delegation.</p> <p>The PVC Research may only exercise this delegation in relation to a company that is established to carry out a research program (for example, a company formed under the Commonwealth's governments Co-operative Research Centre program).</p>	
Signing contracts and MOUs that do not involve a financial commitment				
10.20	Sign a non-disclosure agreement / confidentiality undertaking in relation to the non-research activities of the University	<p>DVC VP PVC Any officer with the words "dean", "director" or "head" in their position title.</p>	<p>For delegations to enter a non-disclosure agreement or confidentiality undertaking related to the University's research activities, see Schedule 3: Research delegations.</p> <p>The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.</p>	<p>This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).</p>
10.21	Sign a memorandum of understanding on a matter other than those specified in delegations 1.39 and 3.9.	<p>VC DVC VP Any officer with the word "dean" in their position title Head of school Head of centre (or equivalent).</p>	<p>The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.</p>	<p>This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).</p>

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
10.22	Approve the licence or assignment of University-owned copyright in relation to a non-research activity of the University.	DVC VP University Librarian Any officer with the word "dean" in their position title Head of school Head of centre (or equivalent).	Officers with the word 'dean' in their position title', heads of centre and heads of school will only exercise this delegation where processes maintained by the University Librarian do not require the approval to be escalated to a DVC, VP or the University Librarian	
10.23	Sign an agreement relating to marketing the University.	VP Societal Impact, Equity and Engagement	Where the agreement commits the University to expenditure, the decision to enter the agreement must have been approved by an officer who holds the financial delegation for that amount of expenditure under delegation 5.17 . The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the Interpretation Act 1987 (NSW).
Information and privacy				
10.24	Make a reviewable decision in relation to an access application to the University under the <i>Government Information (Public Access) Act 2009</i> (NSW).	Head of Compliance and Privacy Law Head of People and Conduct Law Legal Counsel, People and Conduct Lawyer, Privacy and GIPA	The delegates will exercise the delegation in accordance with processes for its exercise maintained by the Chief Legal Officer.	This is a delegation made by the VC in accordance with s 9(3) of the <i>Government Information (Public Access) Act 2009</i> (NSW).
10.25	Make a reviewable decision in relation to an application to the University for an internal review under s 53 of the <i>Privacy and Personal Information Protection Act 1998</i> (NSW)	Head of Compliance and Privacy Law Head of People and Conduct Law Legal Counsel, People and Conduct Lawyer, Privacy and GIPA	The delegates will exercise the delegation in accordance with processes for its exercise maintained by the Chief Legal Officer.	
10.26	Exercise the functions of the VC for the purpose of Part 6A of the <i>Privacy and Personal Information Protection Act 1998</i> (NSW) (the Mandatory Data Breach Notification Scheme)	Chief Legal Officer		This is a delegation by the VC in accordance with s 59ZJ of the <i>Privacy and Personal Information Protection Act 1998</i> (NSW). The VC made this delegation by approving the Data Breach Policy and Procedure.

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
Complaints and investigations				
10.27	Take actions necessary including to suspend or restrict access to University staff, services, and or facilities including its campuses and premises for any complainant, respondent or any other person involved in a complaint or investigation process that is not a public interest disclosure to: a. manage unreasonable behaviour b. ensure, as far as reasonably practicable, the safety and protection of people, animals, environment, physical and financial resources.	Provost DVC VP PVC Dean Chief Legal Officer CPO Director, Conduct & Integrity Director, Safety Director, Security & Traffic Registrar A solicitor within the Office of Legal and Compliance whose title includes "head of"	Authorisation to suspend or restrict as a corrective action can only occur with two approvers (regardless of the seniority of the person or the role that they perform). The specific approvers are detailed in the Complaints Management and Investigations Policy and Procedure. Where a person who is the subject of a proposed action is in a direct reporting line of an approver, an alternative approval must be obtained from one of the other approvers.	Complaints Management and Investigations Policy and Procedure
10.28	Make a determination of breaches of the Code of Conduct & Values, apply penalties/disciplinary outcomes for breaches, set conditions a person must meet where it is found that they have breached the Code, other than: a. revoking the award of a degree – delegation 1.21 authorises delegates to make that decision b. disciplinary action under the enterprise agreements c. suspending or excluding a student for serious breach or misconduct – delegation 1.28 authorises delegates to make that decision.	DVC Provost CPO Director, Conduct and Integrity Deputy Director, Conduct and Integrity Manager, Student Conduct and Integrity Senior Case Manager in Conduct and Integrity Case Manager in Conduct and Integrity Director, Research Ethics & Complaints Director Employee Relations Head of Employee Relations Director, HR Business Partner HR Business Partner Employee Relations Business Partner	The delegates will exercise this delegation in accordance with processes maintained by the Director Conduct and Integrity for the escalation of decisions to apply certain breaches.	
10.29	Review and decide the outcome of a request for internal review of the outcome of a complaint or breach of the Code of Conduct & Values that is not a public interest disclosure.	Provost DVC	The delegate exercises this delegation in their capacity as an External Review Officer under the Complaints Management and Investigations Policy and Procedure and in accordance with processes for escalation of decisions maintained by the Director Conduct and Integrity.	Complaints Management and Investigations Policy and Procedure

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
Public Interest Disclosures				
10.30	Receive reports of serious wrongdoing and refer them for management and investigation.	<p>Supervisor</p> <p>Disclosure Officers:</p> <p>VC</p> <p>Provost</p> <p>DVC</p> <p>VP</p> <p>Dean</p> <p>Dean Life Long Learning</p> <p>PVC Indigenous</p> <p>Chief Legal Officer</p> <p>Chief of Staff (Office of the VC)</p> <p>CFO</p> <p>CIO</p> <p>CPO</p> <p>a person who is a member of the Council or one of its committees</p> <p>Director, Conduct and Integrity (exercising the function of Disclosures Coordinator)</p> <p>Manager, Disclosures and Complex Investigations (exercising the function of Disclosures Manager)</p>	<p>Where a report of serious wrongdoing is about the:</p> <ol style="list-style-type: none"> VC VP Transformation, Planning and Assurance, Internal Review Officer Disclosures Coordinator Disclosures Manager Senior Case Manager, Conduct & Integrity <p>the Chair of the Audit Committee will assume the role of the Disclosure Coordinator, or they will appoint an appropriate independent person to assume the role of Disclosure Coordinator.</p> <p>Where the Director, Conduct and Integrity is conflicted in dealing with a report of serious wrongdoing, the order of who will assume the role of Disclosure Coordinator will be as follows:</p> <ol style="list-style-type: none"> VP Transformation, Planning and Assurance Vice-Chancellor Chair, Audit Committee Chancellor. 	Public Interest Disclosure (Whistleblowing) Policy and Procedure
10.31	Determine whether a report of serious wrongdoing constitutes a public interest disclosure.	Director, Conduct and Integrity (exercising the function of Disclosures Coordinator)		

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
10.32	Determine that a disclosure is a voluntary public interest disclosure even if the disclosure would not otherwise be a voluntary public interest disclosure.	Director, Conduct and Integrity (exercising the function of Disclosures Coordinator)	This delegation must be exercised in accordance with s29 of the <i>Public Interests Disclosures Act 2022</i> (NSW).	This is an authorisation by the Vice-Chancellor in accordance with s 80 of the <i>Public Interests Disclosures Act 2022</i> (NSW). Public Interest Disclosure (Whistleblowing) Policy and Procedure
10.33	Manage and investigate public interest disclosures.	Manager, Disclosures and Complex Investigations (exercising the function of Disclosures Manager) Senior Case Manager, Conduct & Integrity	The Manager, Disclosures & Complex Investigations will assume the role of Disclosures Manager. Where a report of serious wrongdoing is about the: <ul style="list-style-type: none"> a. Vice-Chancellor b. VP Transformation, Planning and Assurance, c. Internal Review Officer d. Disclosures Coordinator e. Disclosures Manager f. Senior Case Manager, Conduct & Integrity the Chair of the Audit Committee will appoint a Disclosures Manager. Where the Manager, Disclosures & Complex Investigations is conflicted in dealing with a report of serious wrongdoing, the Director, Conduct and Integrity will appoint an appropriate person to assume the role of Disclosure Manager.	Public Interest Disclosure (Whistleblowing) Policy and Procedure Public Interests Disclosures Act 2022 (NSW)
10.34	Approve seizure of or access any University asset, record or system in a public interest disclosure investigation.	Two of the following delegates, acting together: Director, Conduct and Integrity (exercising the function of Disclosures Coordinator) Chief Legal Officer	Authorisation to seize or access any University asset, record or system can only occur with two approvers (regardless of the seniority of the person or the role that they perform).	Public Interest Disclosure (Whistleblowing) Policy and Procedure

No.	Delegation	Delegate(s)	Conditions of exercise	Relevant legislation, policy documents
10.35	Seize or access any University asset, record or system in a public interest disclosure investigation.	Manager, Disclosures and Complex Investigations (exercising the function of Disclosures Manager) Senior Case Manager	The exercise of this delegation is subject to prior approval under delegation 10.35.	Public Interest Disclosure (Whistleblowing) Policy and Procedure
10.36	Issue a lawful direction to any employee for the purpose of managing and investigating public interest disclosures.	Director, Conduct and Integrity (exercising the function of Disclosures Coordinator) CALO		
10.37	Take, facilitate or require any corrective actions to ensure the safety of people, animals, resources or the environment in relation to a purported public interest disclosure or public interest disclosure investigation.	Two of the following delegates acting together: Director, Conduct and Integrity (exercising the function of Disclosures Coordinator) Manager, Disclosures and Complex Investigations (exercising the function of Disclosures Manager) Senior Case Manager, Conduct & Integrity	The exercise of this delegation can only occur with two approvers (regardless of the seniority of the person or the role that they perform).	Public Interest Disclosure (Whistleblowing) Policy and Procedure
10.38	Receive, assess, and determine public interest disclosure internal review requests.	CALO (exercising the function of Internal Review Officer). Chancellor Vice-Chancellor Chair, Audit Committee	The CALO will assume the role of Internal Review Officer. Where the Internal Review Officer is conflicted, the order of who will assume the role of Internal Review Officer will be as follows: 1. Vice-Chancellor, 2. Chair, Audit Committee 3. Chancellor.	Public Interest Disclosure (Whistleblowing) Policy and Procedure