



## GCA DELEGATION OF AUTHORITY with regard to UBSS

### Delegation of Authority

#### 1.1 Overview

The Board of Directors (“GCA Board”) is permitted under the Constitution of the Group Colleges Australia to delegate its authority to committees and officers of UBSS in relation to the operation of UBSS.

#### 1.2 Purpose

This delegation of authority prescribes the delegations of authority within UBSS for key academic and operational functions and decision-making.

#### 1.3 Scope

The delegation of authority applies to staff and committees of UBSS as specified.

#### 1.4 Definitions

**Delegate** means the substantive, acting or temporary occupant formally appointed to a position or a group of people (that is, a duly established committee) with delegated authority under this policy.

A **delegation** is a conferral by one body of its power and authority to perform functions on another officer or body of UBSS.

#### 1.5 General Principles of Delegation

##### 1.5.1 Context

All delegations must be read subject to, and exercised in accordance with, the relevant GCA and UBSS policies, procedures, guidelines and codes of conduct, resolutions of the Board, and relevant legislative requirements.

The nominated delegate must ensure that all actions are taken within a reasonable time, and in the event they are unable to do so, to inform the source of the delegation at the earliest possible time.

##### 1.5.2 Delegates

- a) Delegations are conferred on a position and thus to the incumbent of the position at that time.
- b) The incumbent includes the acting or temporary occupant of a position where the acting or temporary appointment has been formally approved and there is documented evidence of that approval.
- c) Where a delegation is to a committee, the delegation refers to the committee acting as a whole in accordance with its terms of reference and not to individual members of that committee.



- d) If a position or committee is abolished or re-named, the delegation should be taken to be a reference to the principal successor to the functions of that position or committee. Such minor amendments can be made to this policy *without the further approval of the Board*.
- e) A delegate is not permitted to exercise a delegation in regard to functions or staff for which the delegate does not hold line management responsibility.
- f) Any delegation to incur expenditure must be exercised in accordance with the relevant budget or an approved source of funds. All delegations are to be exercised subject to the delegate's expenditure delegation.
- g) Authority should be exercised by the lowest level delegate in the first instance and escalated to a superior level delegate if the lower delegate is unavailable or has a conflict of interest.
- h) Delegates must maintain records and any other form of documentation relevant to the exercise of their delegation.
- i) Delegates must provide the authority that has conferred delegation with any reports the authority requires;
- j) A committee-delegated authority by the Board may delegate specific functions or responsibilities to another committee, officer or member of staff if required in order to obtain advice or implement a decision of the committee. However the delegate remains responsible and accountable for the decision or action.
- k) If a delegation includes the specific requirement that the delegate seek advice before exercising the delegation, the delegate must be able to provide documentary evidence of this consultation.
- l) A delegate may exercise any functions that are necessary or convenient for the exercise of the delegated functions or that are incidental to those functions.
- m) The Delegation of Authority Schedule lists the delegations for which authorisations are permitted.

## 1.6 Conflict of Interest

A delegate *must not* exercise a delegation if it involves a conflict of interest. For example, delegates *may not* approve their own appointment, any form of remuneration or payment, promotion, transfer or secondment, absence or termination pertaining to themselves or to officers with whom they have a close personal relationship or external business relationship.

If a delegate is unable to carry out the duties associated with that delegation for any reason, including a potential or actual conflict of interest or an absence or incapacity, the delegation must be exercised by a superior level delegate.



### 1.7 Delegation of Authority Schedule

Area of Delegation of Authority	Delegated by	Delegated to
1. Corporate Governance	The Company - GCA	GCA Board of Directors
2. Corporate Operations	GCA Board of Directors	Executive Management Team
3. Academic Governance	GCA Board of Directors	Academic Senate
4. Academic Operations	Academic Senate	Executive Dean Grade Review Committee, Academic Integrity Committee, Course Advisory Committee.



### 1.7.1 Financial Delegations

DELEGATION		APPOINTED DELEGATION	DELEGATION EXERCISE CONDITIONS		
1.1	Determine and approve budgets and allocations	ED/CFO		EMT CEO	GCA BoD
1.2	Revise Operational Budget if the total allocation across the Operational Budget does not change	ED/CFO		EMT	GCA BoD
1.3	Revise ICT Program if the total allocation across the ICT Program does not change	ED/CFO		EMT IT	GCA BoD
1.4	Revise Capital Program if the total allocation across the Capital Program does not change	ED/CEO/ CFO		EMC Q&RMC	BoD
1.5	Approve and authorize payroll and resignations	CEO/CFO/ HR		EMC HR	
1.6	Approve Company Credit Card Expenditure via Expense Manager	CEO/JM		EMC/CFO	BoD



### 1.7.2 Human Resources Delegations

DELEGATION		APPOINTED DELEGATION	DELEGATION EXERCISE CONDITIONS		
2.1	Establish or suppress staff position	ED		EMT	
2.2	Appoint to staff position	ED		EMT	
2.3	Increase remuneration after salary review	ED/DM and HR		EMT	



**1.7.3 Operational Activities Delegations**

DELEGATION		APPOINTED DELEGATION	DELEGATION EXERCISE CONDITIONS		
3.1	Approve acquisition of goods or services from a supplier where expenditure is within Operational Budget	ED		EMT	
3.2	Approve acquisition of goods or services from a supplier where expenditure is not within Operational Budget	ED/CEO		EMT	BoD



#### 1.7.4 Information & Communications Technology (ICT) Delegations

DELEGATION		APPOINTED DELEGATION	DELEGATION EXERCISE CONDITIONS		
4.1	Plan, develop and provide ICT infrastructure in accordance with ICT Program approved by Council, including acquisition of goods and services from suppliers	CFO		ED/CEO	EMT
4.2	Maintain delivery of ICT services	CFO		ED/CEO	EMT



**1.7.5 Capital Program Delegations**

DELEGATION		APPOINTED DELEGATION	DELEGATION EXERCISE CONDITIONS		
5.1	Acquire goods or services from a supplier for an Approved Project	ED/CEO &/or CFO		EMT	
5.2	Acquire goods or services from a supplier for an Approved Project	ED/CEO &/or CFO		EMT	BoD
5.3	Acquire goods or services from a supplier for an Approved Project	BoD	> \$350,000	EMT	ED/CEO &/or COO





**1.7.6 Scholarship Delegations**

<b>DELEGATION</b>		<b>APPOINTED DELEGATION</b>	<b>DELEGATION EXERCISE CONDITIONS</b>		
6.1	Award scholarships in accordance with their terms and conditions	ED		EMT	BoD


### 1.7.7 Legal Delegations

DELEGATION		APPOINTED DELEGATION	DELEGATION EXERCISE CONDITIONS		
<b>7</b>	<b>LEGAL</b>				
7.1	Monitor, develop and review policies and procedures in line with TEQSA legislative requirements	ED/CEO		AS EMT	BoD
7.2	Monitor, develop and review policies and procedures in line with CRICOS legislative requirements	ED/CEO		AS EMT	BoD
7.3	Plan and monitor compliance with government reporting requirements	ED/CEO		AS EMT	BoD



**GCA BOARD SIGNATURE AND ENDORSEMENT LOG**

Alan Manly	Chair	15 September, 2017	
Sir Greg Whitby	Independent Director	15 September, 2017	
Professor Greg Whateley	Executive Director	15 September, 2017	

Paul Nicolaou	Independent Director	9 November, 2017	
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*This document was refreshed at the March 22, 2019 BoD Meeting – changes were authorized by the Board of Directors.*