

Delegation Schedule E - Governance and Miscellaneous Matters Delegations

Function	Holders and Limits	Document Reference and Guidance
CCTV		
E1	Authority to approve all CCTV installations on UNE property.	Chief Operating Officer Closed Circuit Television (CCTV) Rule
E2	Authority to approve requests to view CCTV recorded information.	Chief Legal and Governance Officer Closed Circuit Television (CCTV) Rule
Ceremonial Matters		
E3	Approve colour standards of academic dress.	Vice-Chancellor and Chief Executive Officer Academic Dress Procedures Academic Dress Rule
E4	Appoint Esquire Bedell.	Chancellor
Companies, Controlled Entities and Foundations		
E5	Approve the establishment/or winding up of related controlled entities, companies and foundations of the University.	Council Administrative Notes UNE Act 1993 (NSW)
E6	Authorise the University becoming a member/shareholder of an entity unless otherwise specified in this Schedule.	Council Administrative Notes UNE Act 1993 (NSW)
E7	Appoint and remove directors or other officers of the University to controlled or affiliated commercial entities.	Council Vice-Chancellor and Chief Executive Officer Administrative Notes The Vice Chancellor and Chief Executive Officer's delegation is dependent on the constitution of the controlled entity.
E8	Authority to exercise all of the other powers that Council may exercise in relation to a company of which the University is a member or shareholder (including a company that is a controlled entity of the University) at meetings of its members or of its creditors and debenture holders and in respect of resolutions to be passed without meetings.	Vice-Chancellor and Chief Executive Officer Administrative Notes The Vice Chancellor and Chief Executive Officer is the delegate except where the power has been specifically given to UNE Council. The exercise of this delegation including a decision not to exercise this delegation, must be reported to the next meeting of UNE Council.
E9	Maintain a register of Commercial Activities.	Chief Legal and Governance Officer Commercial Activities Rule Administrative Notes The exercise of this delegation must be in accordance with the Commercial Activities Rule and s.21C and s.21D of the UNE Act 1993 (NSW).

Delegations Framework/Schedules			
E10	<p>Authority to exercise any delegations made by Council in the Delegation Schedules and any other delegation documents with the exception of any delegations:</p> <p>a. made to a member or Committee of UNE Council; b. made by UNE Council to the Academic Board or to any Committee of the Board; c. that would exceed their own financial delegation; and d. pertaining to the terms of appointment and/or resignation or retirement of the Vice-Chancellor and Chief Executive Officer.</p>	Vice-Chancellor and Chief Executive Officer	Functions of the Vice-Chancellor Rule
E11	<p>Approve amendments to the Delegation Schedules which are:</p> <p>a. minor and do not change substance or effect of the delegations; b. update references to rules, policies and/or legislation where the names of those instruments have changed; and c. update references to changes to a position title; business unit/Faculty/School title; Committee; rule; policy; process; procedure.</p>	Chief Legal and Governance Officer	
Establishment of Residential Colleges, Faculties, Schools, Departments, Centres			
E12	Establish and maintain branches and colleges of the University.	Council	Authority Retained by Council Rule
E13	Authority to approve the establishment or disestablishment of faculties, schools, departments, centres, or other entities within the University (not including research centres and institutes).	Vice-Chancellor and Chief Executive Officer	Functions of the Vice-Chancellor Rule Administrative Notes Research Institutes and Centres are in Research Delegations Schedule.
Governance Documents - Rules/Policies/Procedures/Guidelines			
E14	Make, amend or rescind rules with respect to any matter that is required or permitted to be prescribed or that is necessary or convenient to be prescribed for the carrying out of or giving effect to the UNE Act 1993 (NSW).	Council	Administrative Notes UNE Act 1993 (NSW)

E15	Approve, amend or rescind UNE Council policies relating to the function of internal audit, risk management, compliance, business continuity and fraud within UNE.	Audit and Risk Committee	Terms of Reference/Charter (Council approved) - Audit and Risk Committee Administrative Notes In exercising this delegation the Audit and Risk Committee must notify UNE Council.
E16	Approve, amend or rescind UNE Council policies relating to infrastructure or information technology, financial matters and financial risk including Management's financial delegations from UNE Council and UNE Council's investment policy.	Finance and Infrastructure Committee	Terms of Reference (Council approved) - Finance and Infrastructure Committee Administrative Notes In exercising this delegation the Finance and Infrastructure Committee must notify UNE Council.
E17	Make, amend or rescind the rules, policies, procedures and guidelines of the University except where otherwise delegated by UNE Council.	Vice-Chancellor and Chief Executive Officer	UNE Governance Framework
E18	Consider and endorse the approval, amendment or rescission of rules, policies and processes in accordance with the Terms of Reference for the Academic Board.	Academic Board	Terms of Reference (Council approved) - Academic Board Administrative Notes This delegation is subject to the final approval of the Vice Chancellor and Chief Executive Officer.
E19	Approve, amend or rescind rules, procedures and guidelines in relation to research, teaching, learning and student matters.	Vice-Chancellor and Chief Executive Officer	Terms of Reference (Council approved) - Teaching and Learning Committee Administrative Notes This delegation is subject to the final approval of the Pro Vice Chancellor Academic Innovation (as the Vice Chancellor and Chief Executive Officer's delegate).
E20	Approve, amend or rescind Procedures and Guidelines (excluding research, teaching, learning and student matters) unless otherwise designated by Council.	Rule/Policy Administrators	UNE Governance Framework

E21	Approve minor textual and editing changes to University rules, policies, procedures and guidelines to maintain accuracy and currency where there is no change to policy content or meaning as follows: a. correct typographical, grammatical and numbering errors; b. update references to rules, policies and/or legislation where the names of those instruments have changed; c. update references to position, unit, school or committee titles where those titles have changed.	Chief Legal and Governance Officer	
Insurance			
E22	Approve insurance arrangements.	Chief Financial Officer	
E23	Approve the appointment of insurers/brokers.	Chief Financial Officer	
Planning			
E24	Approve the University's Strategic Plan.	Council	Administrative Notes Developed by the Vice Chancellor and Chief Executive Officer in consultation with the University community.
E25	Approve the University Business Plan.	Council	
E26	Approve the University's Master Plan, Strategic Asset Management Plan and Infrastructure Technology Strategic Plan.	Finance and Infrastructure Committee	Terms of Reference (Council approved) - Finance and Infrastructure Committee Administrative Notes In exercising this delegation the Finance and Infrastructure Committee must notify UNE Council.
E27	Approve the Operational and Strategic Plans of the Audit and Risk Directorate including the annual timetable of audits to be conducted.	Audit and Risk Committee	Terms of Reference/Charter (Council approved) - Audit and Risk Committee Administrative Notes In exercising this delegation the Audit and Risk Committee must report annually or as appropriate to UNE Council.
E28	Approve the Internal Audit Charter.	Audit and Risk Committee	Terms of Reference/Charter (Council approved) - Audit and Risk Committee
E29	Approve the Emergency Management Plan.	Vice-Chancellor and Chief Executive Officer	

E30	Endorse the Environmental Management Plan.	Vice-Chancellor and Chief Executive Officer	Environment and Sustainability Policy
University Seal			
E31	Authority to sign an attestation on a document to which the Seal of the University is affixed pursuant to a resolution of Council.	Chancellor Deputy Chancellor Vice-Chancellor and Chief Executive Officer Chair of Academic Board Chief Legal and Governance Officer	University Seal and Signing Documents Rule Administrative Notes Delegation must be jointly exercised by two delegates. In exercising this delegation the decision whether to affix the Seal is made by the Vice-Chancellor & Chief Executive Officer or the Chief Legal and Governance Officer and the delegates must notify the next meeting of UNE Council.
E32	Authority to direct the affixing of the Seal of the University to awards and testamurs issued in respect of a degree, diploma, certificate to which a person has been admitted.	Director Student Success	University Seal and Signing Documents Rule Administrative Notes In exercising this delegation the delegate must notify the next meeting of UNE Council.
E33	Authority to maintain custody of and controls over the use of the Seal of the University and maintain a record of use.	Chief Legal and Governance Officer	University Seal and Signing Documents Rule Administrative Notes In exercising this delegation the delegate must notify the next meeting of UNE Council of the use of the University Seal.