

Delegations Schedule Charles Sturt Campus Services Limited

| No. | Category: FINANCE | Function | Delegate | Special conditions <i>(additional to those specified in the relevant Rule, policy or procedure governing the delegation)</i> | References |
|-------|----------------------------|---|---|---|------------|
| FIN 1 | Budget | AUTHORITY TO approve Annual Budget and Revised Budget of the Company (including allocations to primary budget centres). | <ul style="list-style-type: none"> Board of Directors (Company) | | |
| | | AUTHORITY TO approve a variation to allocation to a primary budget centre in Annual Budget. | <ul style="list-style-type: none"> Board of Directors (Company) | | |
| FIN 2 | Annual Accounts | AUTHORITY TO certify the draft Annual Accounts for review by the Auditor General. AUTHORITY TO certify Annual Accounts as true and correct. | <ul style="list-style-type: none"> Board of Directors (Company) and the Chief Financial Officer (University) | | |
| FIN 3 | Bank Accounts | AUTHORITY TO approve opening and closing of bank accounts. | <ul style="list-style-type: none"> Chief Financial Officer (University) Board of Directors (Company) | | |
| FIN 4 | Plant and Equipment | AUTHORITY TO approve the adjustment of plant and equipment records (disposal, lost, stolen, damaged) <ul style="list-style-type: none"> exceeding \$20,000 up to \$20,000 | <ul style="list-style-type: none"> Chief Financial Officer (University) Board of Directors (Company) Director Commercial Services (University) | | |

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|-------|--------------------------|---|--|---|------------|
| FIN 5 | Inventory Records | AUTHORITY TO adjust inventory records: <ul style="list-style-type: none"> exceeding \$20,000 up to \$20,000 | <ul style="list-style-type: none"> Chief Financial Officer (University) Board of Directors (Company) Director Commercial Services (University) | | |
| FIN 6 | Fees and Charges | AUTHORITY TO approve external fees, charges, and contract income. <ul style="list-style-type: none"> exceeding \$100,000 exceeding \$10,000 up to \$10,000 | <ul style="list-style-type: none"> Chief Financial Officer (University) Board of Directors (Company) Director Commercial Services (University) General Manager (Company) | | |
| FIN 7 | Taxation | AUTHORITY TO certify and submit University taxation returns to relevant taxation office. | <ul style="list-style-type: none"> Director Commercial Services (University) | | |
| FIN 8 | Credit Cards | AUTHORITY TO approve issuance of credit cards for purchasing and travel. | <ul style="list-style-type: none"> Director Commercial Services (University) | | |
| | | AUTHORITY TO approve variations to credit card limits. | <ul style="list-style-type: none"> Director Commercial Services (University) | | |

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|--------|------------------------|---|--|---|------------|
| FIN 9 | Quotes and Tenders | AUTHORITY TO select preferred supplier for the supply of individual goods and services | <ul style="list-style-type: none"> Director Commercial Services (University) General Manager (Company) | Refer to the University Preferred Supplier List. | |
| | | AUTHORITY TO submit a tender for the supply of individual goods and services <ul style="list-style-type: none"> that exceed \$10,000 up to \$10,000 | <ul style="list-style-type: none"> Director Commercial Services (University) General Manager (Company) | Includes the supply of insurance, banking, and finance services to the Company. | |
| FIN 11 | Authorised Signatories | AUTHORITY TO approve a Schedule of Authorised Signatories under section 5.5 of the Government Sector Finance Act 2018 (including signatory to Purchase Orders, Bank Accounts, electronic funds transfers, payroll and salary on-costs limited to actual liability). | <ul style="list-style-type: none"> Chief Financial Officer (University) | | |

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|--------|----------------------------|--|--|--|------------|
| FIN 12 | Banking and Finance | AUTHORITY TO approve supply of banking and finance to the Company. | <ul style="list-style-type: none"> Chief Financial Officer (University) | | |
| FIN 13 | Insurance | AUTHORITY TO approve supply of insurance to the Company. | <ul style="list-style-type: none"> Chief Financial Officer (University) | | |

| No. | Category: EXPENDITURE | Function | Delegate | Special conditions (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | References |
|-------|----------------------------|---|--|--|------------|
| EXP 1 | General Expenditure | AUTHORITY TO incur expenditure under section 5.5 of the Government Sector Finance Act 2018 <ul style="list-style-type: none"> Exceeding \$50,000 Up to 50,000 Up to \$25,000 Up to \$10,000 Up to \$5000 Up to \$3000 | <ul style="list-style-type: none"> Chief Financial Officer (University) Board of Directors (Company) Director Commercial Services (University) General Manager (Company) Finance Operations Manager (Company) Procurement Officer Company Area Managers (Company) | | |

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|-------|--|---|--|---|------------|
| EXP 2 | Bad Debt Write-Off | AUTHORITY TO incur expenditure in writing-off of bad debts as irrecoverable and to adjust debtor accounts: <ul style="list-style-type: none"> exceeding \$10,000 up to \$10,000 | <ul style="list-style-type: none"> Chief Financial Officer (University) Board of Directors (Company) Director Commercial Services (University) | | |
| EXP 4 | Contractors, Consultants and Sole Traders | AUTHORITY TO approve engagement of contractors, consultants, and sole traders: <ul style="list-style-type: none"> Exceeding \$50,000 Up to \$50,000 | <ul style="list-style-type: none"> Chief Financial Officer (University) Board of Directors (Company) General Manager | Not relating to Capital Plan Expenditure (refer EXP3) | |
| EXP 5 | Entertainment & Recognition | AUTHORITY TO incur entertainment expenses: <ul style="list-style-type: none"> EXCEEDING \$2,000 Up to \$2,000 Up to \$250 | <ul style="list-style-type: none"> Director Commercial Services (University) General Manager Finance Operations Manager (Company) Northern Area Manager Southern Area Manager | | |

Delegations Schedule Charles Sturt Campus Services Limited

| No. | Category: HUMAN RESOURCES | Function | Delegate | Special conditions <i>(additional to those specified in the relevant Rule, policy or procedure governing the delegation)</i> | References |
|------|--|--|--|---|------------|
| HR 1 | Enterprise Agreement & Employment Contracts | AUTHORITY TO negotiate Enterprise Agreements on behalf of the Company. | <ul style="list-style-type: none"> Director Commercial Services (University) General Manager | | |
| | | AUTHORITY TO approve Enterprise Agreements for and on behalf of the Company. | <ul style="list-style-type: none"> Board of Directors (Company) | | |
| | | Authority to approve appointment, and terms and conditions of appointment, of General Manager. | <ul style="list-style-type: none"> Board of Directors (Company) | | |
| | | Authority to execute contract of employment on behalf of the Company. | <ul style="list-style-type: none"> Board of Directors (Company) | | |
| | | Authority to approve terms and conditions of other contracts of employment. | <ul style="list-style-type: none"> Board of Directors (Company) | | |
| | | Authority to approve any administrative increase in salary under Enterprise Agreement. | <ul style="list-style-type: none"> Board of Directors (Company) | | |

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|------|--------------------------------|--|--|---|------------|
| HR 2 | Manage Staffing Profile | Authority to establish and disestablish positions | <ul style="list-style-type: none"> Board of Directors (Company) | | |
| | | Authority to approve recruitment action, approve selection committee membership, appointment of candidate, approve probationary period and starting salary: <ul style="list-style-type: none"> General Manager 2nd Tier of Management 3rd Tier of Management All other subordinate positions | <ul style="list-style-type: none"> Board of Directors (Company) General Manager and Director Commercial Services (University) General Manager Northern Area Manager Southern Area Manager | <ul style="list-style-type: none"> Corporate Senior Supervisors General staff & Casual engagements | |
| | | Authority to approve personal leave, long service leave, over-time, additional time, and casual time sheets <ul style="list-style-type: none"> General Manager 2nd Tier of Management 3rd Tier of Management All other subordinate positions | <ul style="list-style-type: none"> Director Commercial Services (University) General Manager Northern Area Manager Southern Area Manager Senior Supervisors | <ul style="list-style-type: none"> Corporate Senior Supervisors General staff & Casual engagements | |

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|------|------------------------------------|---|--|---|------------|
| HR 3 | Confirmation of Appointment | Authority to confirm or annul appointment on expiry of probationary period <ul style="list-style-type: none"> • General Manager • 2nd Tier of Management • 3rd Tier of Management • All other subordinate positions | <ul style="list-style-type: none"> • Board of Directors (Company) • General Manager • General Manager • Northern Area Manager • Southern Area Manager | <ul style="list-style-type: none"> • Corporate • Senior Supervisors • General staff & Casual engagements | |
| | | Authority to convert fixed term or casual to continuing appointment for: <ul style="list-style-type: none"> • General Manager • 2nd Tier of Management • 3rd Tier of Management • All other subordinate positions | <ul style="list-style-type: none"> • Board of Directors (Company) • General Manager • General Manager • Northern Area Manager • Southern Area Manager | <ul style="list-style-type: none"> • Corporate • Senior Supervisors • General staff & Casual engagements | |
| HR 4 | Salary Progression | Authority to determine salary progression for: <ul style="list-style-type: none"> • General Manager • 2nd Tier of Management • 3rd Tier of Management • All other subordinate positions | <ul style="list-style-type: none"> • Board of Directors (Company) • General Manager • General Manager • Northern Area Manager • Southern Area Manager | <ul style="list-style-type: none"> • Corporate • Senior Supervisors • General staff | |

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|------|------------------------------------|---|---|---|------------|
| HR 5 | Recruitment Expenses | AUTHORITY TO approve Engagement of recruitment professionals, interview expenses, medical and compliance check expenses <ul style="list-style-type: none"> General Manager 2nd Tier, 3rd Tier, General Staff & Casual engagements | <ul style="list-style-type: none"> Board of Directors (Company) General Manager Northern Area Manager Southern Area Manager | | |
| HR 6 | Staff Awards | AUTHORITY TO approve staff awards or rewards for outstanding performance in accordance with the Company Recognition and Appreciation Program | <ul style="list-style-type: none"> General Manager | | |
| HR 7 | Conditions of Employment | AUTHORITY TO approve conditions of employment not governed by industrial instrument and resolve special cases falling outside Company policies. | <ul style="list-style-type: none"> Director Commercial Services (University) General Manager | | |
| HR 8 | Varied Working Arrangements | AUTHORITY TO approve variance of working arrangements and flexible working arrangements: <ul style="list-style-type: none"> General Manager (GM) Subordinates to GM | <ul style="list-style-type: none"> Director Commercial Services (University) General Manager | Guided by CSCS Enterprise Agreement 2019 | |

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| No. | Category: HUMAN RESOURCES | Function | Delegate | Special conditions <i>(additional to those specified in the relevant Rule, policy or procedure governing the delegation)</i> | References |
|-------|----------------------------|--|--|---|------------|
| HR 9 | Transfers | AUTHORITY TO approve transfers of staff and terms of transfers for: | <ul style="list-style-type: none"> General Manager | | |
| HR 10 | Acting Appointments | AUTHORITY TO approve acting appointments (including payment of allowances) for: <ul style="list-style-type: none"> General Manager 2nd Tier of Management 3rd Tier of Management All other subordinate positions | <ul style="list-style-type: none"> Board of Directors (Company) General Manager Northern Area Manager Southern Area Manager Senior Supervisors | | |
| HR 11 | Disciplinary Action | AUTHORITY TO implement staff misconduct/serious misconduct procedures. <ul style="list-style-type: none"> General Manager All other subordinate positions Termination Written Warning Verbal Warning | <ul style="list-style-type: none"> Board of Directors (Company) General Manager & DPC Delegate Northern Area Manager Southern Area Manager Senior Supervisors | | |

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|-------|---|---|--|---|------------|
| HR 12 | Resignation, Retirements, Separation, Abandonment. | AUTHORITY TO accept a resignation (except where disciplinary action is pending) of: <ul style="list-style-type: none"> • General Manager • 2nd Tier of Management • 3rd Tier of Management • All other subordinate positions | <ul style="list-style-type: none"> • Board of Directors (Company) • General Manager • General Manager • Northern Area Manager • Southern Area Manager | | |
| | | AUTHORITY TO approve voluntary separation. | <ul style="list-style-type: none"> • General Manager | | |
| | | AUTHORITY TO deem employment abandoned following the unexplained absence of employee. | <ul style="list-style-type: none"> • General Manager | | |
| HR 13 | Redundancy | AUTHORITY TO approve redundancy scheme. | <ul style="list-style-type: none"> • Board of Directors (Company) • Director Commercial Services (University) | <ul style="list-style-type: none"> • Individual case by case scenarios | |
| | | AUTHORITY TO approve terms and conditions of compulsory redundancy. | <ul style="list-style-type: none"> • Board of Directors (Company) | | |
| | | AUTHORITY TO approve redeployment because of redundancy and other transfers for eligible staff where a competitive selection process is not required. | <ul style="list-style-type: none"> • General Manager | | |

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|-------|--------------------------------|--|--|---|------------|
| HR 14 | Salary Payments | AUTHORITY TO approve payment of salary awards, determinations and agreements and prescribed allowances. | <ul style="list-style-type: none"> Board of Directors (Company) | HR 14 | |
| HR 15 | First Aid Officers | AUTHORITY TO approve appointment as First Aid Officer. | <ul style="list-style-type: none"> General Manager | | |
| HR 16 | Salary Sacrificing | AUTHORITY TO approve salary sacrificing and packaging arrangements. | <ul style="list-style-type: none"> General Manager | | |
| HR 17 | Staff Course Enrolments | AUTHORITY TO approve enrolment in a course of study involving resource commitment by the Company | <ul style="list-style-type: none"> General Manager | | |
| HR 18 | Conference Attendance | AUTHORITY TO approve attendance at workshops, conferences, travel etc. for: All staff – Domestic Australia, including internal and external professional development activities. | <ul style="list-style-type: none"> General Manager | | |

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| No. | Category: LEGAL & CONTRACT | Function | Delegate | Special conditions <i>(additional to those specified in the relevant Rule, policy or procedure governing the delegation)</i> | References |
|-------|--|--|---|---|------------|
| LEG 1 | Common Seal | AUTHORITY TO approve terms and conditions of a document or instrument required to be sealed. | <ul style="list-style-type: none"> Board of Directors (Company) | | |
| | | AUTHORITY TO affix the Common Seal of the University to a document or instrument required to be sealed. | <ul style="list-style-type: none"> Company Secretary Chief Financial Officer (University) Board chair (Company) | | |
| LEG 2 | Memorandum of Understanding | AUTHORITY TO approve a Memorandum of Understanding NOT imposing any binding obligations or liabilities on the University | <ul style="list-style-type: none"> Chief Financial Officer (University) Board chair (Company) | | |
| LEG 3 | Legal Costs | AUTHORITY TO incur expenditure for legal costs: <ul style="list-style-type: none"> Exceeding \$50,000 up to \$50,000 up to \$5000 | <ul style="list-style-type: none"> Board of Directors (Company) Chief Financial Officer (University) General Manager | All legal issues to be tabled at Board Meeting | |
| LEG 4 | Payment of Legal Costs and Indemnities. Verdicts, settlement, and ex-gratia expenditure | AUTHORITY TO approve payment of the legal costs, or to provide a guarantee for the payment of legal costs of a member of the Board, General Manager, or other person: <ul style="list-style-type: none"> Exceeding \$10,000 up to \$10,000 | <ul style="list-style-type: none"> Chief Financial Officer (University) Board of Directors (Company) | | |

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|-------|--|---|---|---|------------|
| LEG 4 | Payment of Legal Costs and Indemnities. Verdicts, settlement, and ex-gratia expenditure | AUTHORITY TO approve payment of the legal costs, or to provide a guarantee for the payment of legal costs of a member of the Board, General Manager, or other person: | | | |
| LEG 5 | Termination | AUTHORITY TO terminate agreement prior to expiry date. | <ul style="list-style-type: none"> Board of Directors (Company) | | |
| LEG 6 | Appointment | Authority to appoint a representative for the purpose of Company membership. | <ul style="list-style-type: none"> Chief Financial Officer (University) Board chair (Company) | | |
| | | Authority to act as signatory to applications, registrations, certifications, acquittals, and other documents necessary or convenient for giving effect to decisions of the Council or satisfying the statutory obligations of the Company (e.g., trademark applications, business name applications, compliance certificates). | <ul style="list-style-type: none"> Chief Financial Officer (University) Board chair (Company) | | |
| LEG 7 | Business Names | AUTHORITY TO register and renew a business name on behalf of the University or wholly owned University entities. | <ul style="list-style-type: none"> University Secretary | | |
| LEG 8 | Trademarks | AUTHORITY TO register and renew a trademark on behalf of the University or University entities. | <ul style="list-style-type: none"> University Secretary | | |

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|--------|--------------------------------------|---|--|---|------------|
| LEG 9 | Legal Advice | Authority to request and provide legal advice to the Board, members of the Board and Company committees from internal or external sources with respect to Company governance, including but not limited to interpretations of the Constitution, Replaceable Rules, By-Laws, the duties of members, governance policies and processes and the management of Company liabilities and compliance. | <ul style="list-style-type: none"> Chief Financial Officer (University) Board chair (Company) | | |
| LEG 10 | Emergency Management | ADDITIONAL Authority to exercise such functions as may be necessary or convenient in response to a critical incident, emergency or disaster on a campus or facility of the Company, including but not limited to liaison with emergency services, directing staff, students, and visitors to the Company to be removed from an area, closure of office/workspaces, issuing communications, suspension of classes and shut down of services. | <ul style="list-style-type: none"> General Manager | | |
| LEG 11 | Access to Company information | Authority to access, approve access and/or require access to any document, file, email account or other document of the Company. | <ul style="list-style-type: none"> Board of Directors (Company) | | |

Delegations Schedule Charles Sturt Campus Services Limited

| No. | Category: DONATIONS & SPONSORSHIPS | Function | Delegate | Special conditions <i>(additional to those specified in the relevant Rule, policy or procedure governing the delegation)</i> | References |
|-------|--|---|---|---|------------|
| ADV 1 | Donations, Sponsorships by Company | AUTHORITY TO approve donations to a third party by the Company <ul style="list-style-type: none"> • exceeding \$1000 • up to \$1000 | <ul style="list-style-type: none"> • Board of Directors (Company) • General Manager | Includes scholarships | |