

Delegations of Authority Policy

Date Approved: 1 June 2017

Date Last Amended: 1 June 2017

1. Introduction

- a. In line with practices of good governance and management, NUSA has developed a delegations of authority policy and accompanying schedules of delegated authority.

Delegations of authority establish who is empowered to make decisions and to take action on behalf of NUSA. Typical examples of activities that may rely on delegated authority can range from signing contracts that commit the NUSA to expenditure, to approving leave or petty cash payments.

A robust system of delegations assigns authority to individuals who are knowledgeable about the transaction and governing laws, policies, and procedures.

2. Assigning Delegations

- a. Except for the Matters Reserved for the NUSA Council and matters delegated to management above the specified limits, the NUSA Council has delegated powers to the General Manager to manage and operate the NUSA on a day to day basis. The Functions of this policy give the General Manager the authority to delegate these powers.
- b. The General Manager makes delegations to employees and officers in accordance with the Delegations of Authority Policy and the Schedules set out in **Appendix 1**. The Delegation Schedules support NUSA staff in understanding the limits of their delegations. Below the General Manager, delegations cannot be sub-delegated.

3. Matters reserved for NUSAC

- a. The Matters Reserved for Council Schedule in **Appendix 2** outlines those powers and functions for which the NUSA Council retains authority based on legislative obligations under the Associations Incorporation Act 2009 (NSW) and the NUSA Constitution, as well as specific areas that NUSAC has selected based on core responsibilities.
- b. The Matters Reserved for NUSAC enable the NUSA Council to retain control over its statutory obligations and key strategic decisions, and monitor issues that significantly impact NUSA in terms of strategic direction, risk and value.
- c. The Reserved Matters of NUSAC are regularly reviewed by the NUSA Council.

4. Conflict of Interest

- a. A delegate must not exercise their delegated authority if in doing so they would personally benefit or it creates a conflict of interest.

5. General

- a. Should any NUSA policy be inconsistent with or contradict delegations established under the Delegations of Authority Policy, the Delegations of Authority Policy shall take precedent.

6. Supporting Documents

NUSA Constitution and Rules and Regulations
Conflict of Interest Policy
Procurement Policy
NUSA Expenditure Guidelines

7. Document History

Version	Date	Details
1	1 June 2017	Policy adopted

Appendix 1 - Delegations of Authority Schedules

	Authorisations	Limits	Authoriser	Conditions
1	Revenue, Expenditure & Contracts			
1.1	Procurement - Goods & Services			
1.1.1	Approve a procurement plan or recommendation to vary an existing procurement plan.	≤ \$5,000	GM	<ul style="list-style-type: none"> • A plan is required for all engagements with significant risk or over specified thresholds, as required by the Procurement Policy. • Must be reported to NUSA Executive. • Commitments > \$5,000 require approval from NUSA Executive • Commitments > \$10,000 require approval from NUSA Council
1.2	Contracts and Commitments			
1.2.1	Authorise contracts and commitments, as well as the completion of all ancillary documents and necessary terms and conditions of such contracts and commitments, to the extent that the total expenditure does not exceed the annual budget and/or approved forecast.	≤ \$5,000	GM	<ul style="list-style-type: none"> • Must be reported to NUSA Executive. • Commitments > \$5,000 require approval from NUSA Executive

	Authorisations	Limits	Authoriser	Conditions
1.2.2	Execute a contract after it has been authorised as well as complete all ancillary documents and necessary terms and conditions of a contract.		GM, PEC, OA	<ul style="list-style-type: none"> The matter which is the subject of the contract must first be approved by a party with authority to approve that matter. The contract itself may be executed by the parties noted with authority to execute. The execution must also be within the area of responsibility and in line with general financial authority of the person who is executing the contract.
1.3	Funding Commitment – Operating Expenditure			
1.3.1	Purchases on purchase cards (excludes travel and entertainment).	≤ \$1000	GM	<ul style="list-style-type: none"> All purchases are to adhere to the Procurement Policy and limit on the purchase card.
		≤ \$500	OA, PEC, SEO	<ul style="list-style-type: none"> All purchases are to adhere to the Procurement Policy and limit on the purchase card.
1.4	Funding Commitment – Unbudgeted			
1.4.1	Authorise commitment of expenditure, where the annual total overall NUSA forecast against budget would be exceeded.	Any	Reserved	<ul style="list-style-type: none"> The GM must recommend to Council for approval.
1.5	Payments			
1.5.1	Approve the payment of payroll amounts including superannuation and PAYG withholding.	No limit specified	Either OA, GM <u>and</u> One Executive member	<ul style="list-style-type: none"> No conditions specified.
1.5.2	Approve the payment of taxes including FBT and payroll tax.	No limit specified	OA, GM, President	<ul style="list-style-type: none"> No conditions specified.

	Authorisations	Limits	Authoriser	Conditions
1.6	Travel			
1.6.1	Approve travel related expenditure (within area of responsibility) for staff on NUSA business, in accordance with NUSA Policy, general expenditure delegation within the approved annual travel budget, and subject to availability of funds.	No limit specified	GM	<ul style="list-style-type: none"> A travel diary must be maintained for travel exceeding 5 days.
1.7	Investment, Debt, Fees & Loans			
1.7.1	Approve the investment of funds consistent with policy	In accordance with policy	GM	<ul style="list-style-type: none"> All investments must be reported to the NUSA Council. All investments must be in line with Policy.
1.7.2	Approve the appointment of officers with signing authorities to NUSA bank accounts and credit facilities	Reserved	NUSA Executive	<ul style="list-style-type: none"> No conditions specified.
1.7.3	Approve the deferral, waiver, reduction, refund or implementation of a repayment plan of fees/charges for: <ul style="list-style-type: none"> (a) NUSA Membership Fees; 	Reserved	NUSA Membership via General Meeting	<ul style="list-style-type: none"> On recommendation of the NUSA Council
1.7.4	<ul style="list-style-type: none"> (b) Services Charges (eg, first aid courses, trailer hire fees); 	≤ \$1,000	GM, PEC	<ul style="list-style-type: none"> No conditions specified.
1.7.5	<ul style="list-style-type: none"> (c) Sale of over-the-counter items (eg, NUSA merchandise); 	No limit	GM, OA	<ul style="list-style-type: none"> No conditions specified. Price register must be maintained
1.7.6	Authority to act as the NUSA's nominated agent for taxation purposes.	No limit specified	GM, OA	<ul style="list-style-type: none"> No conditions specified.
1.7.7	Authority to act as agents of NUSA for ACNC purposes.	No limit specified	GM, OA	<ul style="list-style-type: none"> No conditions specified.

	Authorisations	Limits	Authoriser	Conditions
1.8	Fundraising			
1.8.1	<p>Accept gifts or bequests to NUSA of things other than land, subject to Policy:</p> <p>(a) Accept sponsorships (in money or in kind) subject to limit or type specified;</p> <p>(b) Agree to the conditions (excluding name) imposed in respect of any such gift or bequest;</p> <p>(c) Execute documents in relation to any such gift or bequest.</p>	Unlimited	GM	<ul style="list-style-type: none"> The authority is subject to relevant NUSA policies on gifts and fundraising.
1.9	Insurance Claims			
1.9.1	Make/settle and approve insurance-related claims expenses for claims against other parties or settle (including release) claims under policies (following consultation with relevant business area).	Unlimited	GM	<ul style="list-style-type: none"> No conditions specified.
1.9.2	Approve policies and commitments for insurance outside the annual insurance renewal, within overall approved insurance budget.	Within Council approved budget	GM	<ul style="list-style-type: none"> Specific to one-off event cover, endorsements to existing cover to reflect change of material risk, additional cover to respond to changing needs of business.
1.9.3	Settle insurance-related legal claims within the scope of the insurance cover of NUSA.	Insurance cover as per policy	GM	
1.10	Annual Reporting			
1.10.1	The Council has reserved to itself the authority to certify NUSA's annual financial statements	Reserved	Council	<ul style="list-style-type: none"> To be presented to council via Finance Committee and GM

	Authorisations	Limits	Authoriser	Conditions
1.10.2	The Council has reserved to itself the authority to oversee the preparation and approve NUSA's Annual Financial Report and financial statements for submission to NSW Fair Trading as per the <i>Associations Incorporation Act 2009 (NSW)</i>	Reserved	Council	<ul style="list-style-type: none"> To be presented to council via Finance Committee and GM
1.11	Financial Management, Annual Budget Approval			
1.11.1	Council has reserved for itself the authority to approve the NUSA's annual budget	Reserved	Council	<ul style="list-style-type: none"> Rules and Regulations require that the budget be presented to the Finance Committee for review and recommendation to the Council for approval.

	Authorisations	Limits	Authoriser	Conditions
2.	People & Workforce			
2.1	Industrial Instruments & Employment Contracts			
2.1.1	Enter into enterprise agreements and industrial awards related to staff in accordance with any policies determined by the Council.	Reserved	NUSA Executive	<ul style="list-style-type: none"> No conditions specified.
2.1.2	Enter into individual contracts of employment for staff not covered by the enterprise agreement	No limits specified	GM	
2.1.3	Approve the proposal for implementation of change in accordance with enterprise agreements.	No limits specified	GM	<ul style="list-style-type: none"> No conditions specified.
2.2	Separation from Employment & Disciplinary Action			
2.2.1	Authority to uphold or dismiss an appeal in relation to any process defined in Industrial instruments.	No limits specified	GM	<ul style="list-style-type: none"> No conditions specified.
2.2.2	Approve: <ul style="list-style-type: none"> (a) Termination of employment; (b) Suspension or dismissal of members of staff in relation to serious misconduct; (c) Disciplinary action. 	No limits specified	GM	<ul style="list-style-type: none"> Approval must be consistent with the requirements of the Enterprise Agreement and/or individual contract.
2.2.3	Approve: <ul style="list-style-type: none"> (a) The offer of a pre-retirement contract for staff; (b) An offer of redundancy or redeployment / VSP; (c) An offer of other voluntary separation of retirement arrangements. 	No limits specified	GM	<ul style="list-style-type: none"> Approval must be consistent with the requirements of the Enterprise Agreement and/or individual contract.
2.3	Staff Remuneration			
2.3.1	Approve promotion to a higher classification.	No limits specified	GM	
2.3.2	Approve the classification level, subject to review of classification of any professional staff role.	No limits specified	GM	

	Authorisations	Limits	Authoriser	Conditions
2.3.3	Approve discretionary allowances and loadings.	No limits specified	GM	
2.4	Recruitment & Selection			
2.4.1	Approve the appointment of casual and short term, fixed term staff (up to 12 months) within approved budget	No limits specified	GM	<ul style="list-style-type: none"> • Must be reported to NUSA Executive
2.4.2	Approve commencement of recruitment and/or appointment of continuing or fixed term > 12 months	Reserved	NUSA Executive	<ul style="list-style-type: none"> • Applies to full-time and part-time positions • Must be on recommendation and advice from GM
2.4.3	Approve conversion of a fixed term or contingent contract to continuing appointments	No limits specified	GM	<ul style="list-style-type: none"> • Must be reported to NUSA Executive
2.4.4	Approve direct appointment without a competitive process for Casuals or fixed term appointments expected to be less than 12 months (including any extensions);	No limits specified	GM	<ul style="list-style-type: none"> • Where appointments are expected to be greater than 12 months or where there are expected to be contract extensions that would result in an overall appointment term of greater than 12 months, a competitive process is required.

	Authorisations	Limits	Authoriser	Conditions
3.	Governance & Legal			
3.1	Strategy			
3.1.1	Council has reserved to itself the authority to approve NUSA's strategic plan and planning framework	Reserved	Council	
3.2	Corporations, Joint Ventures, Partnerships			
3.2.1	The NUSA Council reserves the authority to approve the NUSA's membership of companies and other incorporated bodies, joint ventures, trusts, associations or partnerships.	Reserved	NUSA Council	<ul style="list-style-type: none"> A Council resolution to approve the acquisition or disposal of shares or membership in a company, or a variation in its composition, should include a specific delegation for the execution of relevant documents.
3.3	Affiliation			
3.3.1	The Constitution reserves the authority to approve NUSA's affiliation with an external body to a General Meeting.	Reserved	NUSA Membership	<ul style="list-style-type: none"> No conditions specified
3.4	Agreements, Deeds & Memoranda			
3.4.1	Execute a Memorandum of Understanding or Letter of Intent	Must be endorsed by NUSA Executive	GM, President, GS	<ul style="list-style-type: none"> Must be prior endorsed by the NUSA Executive An MOU is not legally binding and an MOU should not deal with issues such as: <ul style="list-style-type: none"> the payment of money; the provision of an indemnity; an obligation to provide a service; or remedies available to a party if the other party does not abide by the terms of the MOU.
3.4.2	Execute a Confidentiality Agreement, Confidentiality Deed or Non-Disclosure Agreement.	Unlimited	GM, President, GS	<ul style="list-style-type: none"> Must be reported to the NUSA Executive

	Authorisations	Limits	Authoriser	Conditions
3.4.3	Execute a document under Seal.	No limit specified	GM, President, GS	<ul style="list-style-type: none"> All documents executed under seal are to be reported to Council The President or General Secretary is to witness the application of NUSA's official seal.
3.4.4	Execute a deed or agreement which is otherwise not specifically addressed elsewhere in these delegations.	Unlimited	GM	<ul style="list-style-type: none"> Subject to NUSA Policy
3.5	Legal Proceedings & External Lawyers			
3.5.1	Authority to act as NUSA's nominated agent to accept service of court process on behalf of NUSA (other than a court service relating to taxation matters).	No limit specified	GM	<ul style="list-style-type: none"> No conditions specified.
3.5.2	Engage external lawyers.	≤ \$5,000	GM,	<ul style="list-style-type: none"> If the engagement >\$5,000, the matter must be referred to Council for decision.
		≤ \$1,000	President, GS	<ul style="list-style-type: none"> The President or General Secretary may only act with authority of Council.
3.5.3	Council has reserved to itself the authority to approve the commencement of legal proceedings.	Reserved	Council	<ul style="list-style-type: none"> No conditions specified.
3.5.4	Settle legal claims.	≤ \$5,000	GM	<ul style="list-style-type: none"> Requires executive endorsement If the settlement involves a payment of a sum in excess of GMs general expenditure delegation, the matter must be referred to Council for its decision.

	Authorisations	Limits	Authoriser	Conditions
3.5.5	Authorise engagement as an expert witness.	No limit specified	GM	<ul style="list-style-type: none"> No conditions specified.
3.6	Trade Marks, Business Names, Domain Names, IP			
3.6.1	Apply for registration of a trademark, business name, or domain name or other registrable rights.	No limit specified	GM, OA	<ul style="list-style-type: none"> The GM may approve and register a domain name only.
3.6.2	Approve the licensing or assignment of research-related intellectual property, including where the intellectual property is subject to the commercialisation of arrangements and agreements.	No limit specified	GM	<ul style="list-style-type: none"> No conditions specified.
3.7	Organisational symbols, names			
3.7.1	Council has reserved to itself the authority to approve changes to NUSA's branding identity and naming rights.	Reserved	Council	<ul style="list-style-type: none"> No conditions specified
3.7.2	Authority to approve the use of the branding symbols and the name of the NUSA.	No limit specified	GM, OA, PEC	<ul style="list-style-type: none"> No conditions specified
3.8	Honorary Life Membership Recommendations			
3.8.1	The Council has reserved to itself the authority to recommend to General Meetings the conferral of Honorary Life Membership on members of NUSA.	Reserved	Council	<ul style="list-style-type: none"> This authorisation is found at Council Reserved Matter C15.1. The "Rules Governing Awards and Programs" and the "Rule Listing Awards" apply.

	Authorisations	Limits	Authoriser	Conditions
3.9	Governance Instruments and Information Management			
3.9.1	Approve minor administrative changes to GM approved delegations, policies, directives and similar documents.	NA	GM, GS	<ul style="list-style-type: none"> No conditions specified.
3.9.2	Approve access to NUSA computing and communications facilities, including NUSA-provided email account(s).	NA	GM	<ul style="list-style-type: none"> Applications for access to information must be made in accordance with NUSA Policy. A request to access emails must be made by the President or General Secretary and forwarded to the GM for approval. A request to monitor or investigate the use of facilities must be made by an Executive member and approved by the GM.
3.10	Urgent Business Delegations			
3.10.1	Approve urgent business which must be conducted between scheduled meetings of the Council.	Reserved	GM and either President or General Secretary	<ul style="list-style-type: none"> The GM must act in conjunction with either the President or the General Secretary. The matter must be reported to the next meeting of Council.
3.10.2	In response to an on-site emergency, make all operational decision necessary to preserve the safety and security of the NUSA.	No limit specified	GM, OA, SEO, Any two executive members	<ul style="list-style-type: none"> No conditions specified.

	Authorisations	Limits	Authoriser	Conditions
3.11	Statements to Media			
3.11.1	Provide information on behalf of NUSA to the media within areas of expertise/portfolio.	NA	GM, P, GS, EO, WO, OA, MO	<ul style="list-style-type: none"> The authority to provide information is limited to the individual's area of expertise and responsibility. Must consult with the President prior to providing information.
3.11.2	Provide information on behalf of a NUSA collective to the media within areas of expertise.	N/A	EO,WO, any Collective Convenor	<ul style="list-style-type: none"> The authority to provide information is limited to the individual's area of expertise and responsibility. Must consult with the President prior to providing information. Representation must be made and stated as on behalf of the Collective and not on behalf of NUSA as an entity.

	Authorisations	Limits	Authoriser	Conditions
4.	Student representation and advocacy			
4.1	Policy platforms			
4.1.1	Adopt public policy platforms relevant to the portfolios of individual collectives	Nil	Collectives	<ul style="list-style-type: none"> • Must consult with relevant Collective Convenors • Policy platforms must be in the name of the collective and not NUSA as a whole unless endorsed by the NUSA Council.
4.2	Demonstrations, actions and protests			
4.2.1	Engage in or endorse any demonstrations, actions or protests in the name of NUSA	Nil	President	<ul style="list-style-type: none"> • Must not be of detriment to the image of NUSA
4.2.2	Engage in or endorse any demonstrations, actions or protests in the name of a Collective	Nil	Relevant Collective Convenor	<ul style="list-style-type: none"> • Must not be of detriment to the image of NUSA

	Authorisations	Limits	Authoriser	Conditions
4.3	Endorsement or promotion of political activities external to NUSA			
4.3.1	Endorse, promote or support any political activities associated with any group, individual or campaign external to NUSA	Any direct or indirect financial or tangible support	President	<ul style="list-style-type: none"> Any direct or indirect financial or tangible support (including printing of material) must be approved by the NUSA Council No SSAF funding may be used in relation to the endorsement, promotion or activity.

Abbreviations

OA	Office Administrator
EO	Education Officer
GM	General Manager
GS	General Secretary (or Vice President)
MO	Media Officer
PEC	Projects and Events Coordinator
PO	Public Officer
RO	Returning Officer
WO	Welfare Officer

Appendix 2 – Reserved matters for NUSAC

I.D.	Reserved Matters	Delegations to Committees (A=Approve R=Recommend to NUSAC)				Recommend to General Meeting	Reference
		Executive	Finance	Staffing	Collectives		
1.	IN RELATION TO THE NUSA COUNCIL						
1.1	Elect the Vice President and Clubs and Societies Officer						Sections 10, 18 of the NUSA Constitution
1.2	Appoint the Director of Student Publications						Section 3.2.1 of the Rules and Regulations
1.3	Open nominations to fill casual vacancies on the NUSA Council						Section 31 of the NUSA Constitution requires a vacancy in a voting position to be acknowledge by NUSAC prior to being opened to receive nominations for by-election.
1.4	Excuse a Council member’s absence from more than three consecutive meetings						Section 39 (ii) of the NUSA Constitution
1.5	Remove the Vice President, and Clubs and Societies Officer from office	R					Sections 11, 18(ii) of the NUSA Constitution
1.6	Approve a statement of NUSAC’s responsibilities, a NUSAC Induction and Development program and/or other policies and procedures to support the business of Council	R					
1.7	Establish and disestablish Council committees and appoint and terminate members						Section 43 (c) of the NUSA Constitution, established committees must be chaired by a member of the executive.
1.8	Determine the procedure for the calling of NUSAC and committee meetings and the conduct of business of meetings						
1.9	Determine and approve a process for regular review of the NUSAC’s performance						
1.10	Determine and approve remuneration and honoraria levels for members of NUSAC		R			R	Sections 8 and 16 of the NUSA Constitution specify that the remuneration of the President and Media Officer shall be determined by resolution of the Annual General Meeting Prior to commencing their term of office. NUSAC has developed a Remuneration and Honoraria policy to provide a supporting framework for office holders.
1.11	Approve urgent business which must be conducted between scheduled meetings of NUSAC	A					This delegation may also be exercised by the General Manager together with the President or Vice President (if the President is not available).

I.D.	Reserved Matters	Delegations to Committees (A=Approve R=Recommend to NUSAC)					Recommend to General Meeting	Reference
		Executive	Finance	Staffing	Collectives			
2.0	STRATEGIC DIRECTION							
2.1	Oversee the development of, and approve, NUSA's mission, strategic plan, and annual plans and budgets	R						
2.2	Monitor the NUSA's performance against the strategic plan and annual plans and objectives with advice from relevant officers, committees and/or bodies	R						
3.0	MANAGEMENT OVERSIGHT							
3.1	Appointment to the position, and if required the removal, of the General Manager of NUSA. Determine the period of appointment, conditions of employment and remuneration for such an appointment. Approve commencement of recruitment action, appropriate documentation, selection criteria/techniques and selection committee membership.	R						Recommendations provided to NUSAC from the Executive in consultation with the staffing committee as required.
3.2	Set, approve, and monitor the progress of, the General Managers performance targets	A						
3.3	Determine principles and guidelines for the establishment and disestablishment of senior staff and management positions outside the General Managers delegations including the general provisions for remuneration and conditions of employment	A						
3.4	Establish or disestablish senior staff and management positions outside the General Managers delegations	A		R				
4.0	RECOGNITION AND AWARDS							
4.1	Approve the conferral of Honorary Life membership						R	Section 53 of the Constitution provides that Honory Life Membership may be conferred following the resolution of two thirds of those members present at a General Meeting following the recommendation of NUSAC

I.D.	Reserved Matters	Delegations to Committees (A=Approve R=Recommend to NUSAC)				Recommend to General Meeting	Reference
		Executive	Finance	Staffing	Collectives		
5.0	FINANCIAL OVERSIGHT						
5.1	Authorise certification of NUSA's annual financial statements		R				Associations Incorporations Act 2009 (NSW)
5.2	Oversee the preparation and approve NUSA's Annual Report and financial statements for submission to the NSW Department of Fair Trading	R	R				
5.3	Approve a procurement plan / strategy for the engagement of professional consultants/ independent contractors above \$10,000 or where the risk is assessed by Executive as extreme		R				
5.4	Authorise unbudgeted expenditure that does not exceed \$500	A	A				Section 4.2.2.7 of the NUSA Rules and Regulations. Ratification by NUSAC at next meeting required.
5.5	Authorise commitment of expenditure, where the annual total overall NUSA forecast against budget would be exceeded.		R				
5.6	Approve the write-off, sale or trade-in of assets where the financial effect > \$5000		A				
5.7	Approve the write-off, sale or trade-in of assets where the financial effect > \$10,000		R				
5.8	Approve NUSA investment policy and establish, oversee the performance of, and disestablish common investment funds for NUSA		A				
5.9	Engage an approved funds manager to act in relation to the management of the funds of NUSA		A				
5.10	Approve major financing arrangements including proposals for borrowing money		R				
5.11	Set the annual NUSA membership fee	R					Section 45 (i) of the NUSA Constitution provides that the Annual Fee for Membership of NUSA shall be determined by the University Council after report and recommendation by NUSAC through the University Secretary at or before a date to be fixed by the University Secretary.

I.D.	Reserved Matters	Delegations to Committees (A=Approve R=Recommend to NUSAC)					Recommend to General Meeting	Reference
		Executive	Finance	Staffing	Collectives			
6.0	CORPORATE GOVERNANCE AND REGULATORY COMPLIANCE							
6.1	Summon a General Meeting of the Membership of NUSA (including the AGM)	A						Sections 43 (a) and 48 of the NUSA Constitution. A Special General meeting may also be called following the receipt of a request signed by 50 members.
6.2	Call a Referendum on any proposal relevant to the objectives of NUSA							Sections 43 (p) of the NUSA Constitution
6.3	Recommend changes to the NUSA Constitution	R						Requires approval of the University Council and NSW Department of Fair Trading
6.4	Make, amend and/or repeal rules, by-laws and policy not inconsistent with the Constitution	R	R	R	R			Included under powers of NUSAC for Section 43 of the NUSA Constitution
6.5	Approve NUSA policy principles consistent with legal requirements and community expectations and review their effectiveness, including policies, procedures and guidelines relating to discipline and grievance procedures	R		R				
6.6	Make or revoke delegations to a staff member, officer, committee and/or body.							All committees may make appropriate recommendations to NUSAC
6.7	Review, approve and monitor the establishment of wholly, or partially, owned legal structures including entities, partnerships, trusts, other incorporated bodies, or joint ventures, or the winding up of such legal structures.	R						
6.8	Approve the engagement of external lawyers > \$5,000	R						
6.9	Approve settlement of litigation involving amounts >\$5,000 or being otherwise material to the interests of the NUSA.	R						
6.10	Approve the commencement of legal proceedings.	R						

I.D.	Reserved Matters	Delegations to Committees (A=Approve R=Recommend to NUSAC)					Recommend to General Meeting	Reference
		Executive	Finance	Staffing	Collectives			
7.0	RISK OVERSIGHT AND INTERNAL CONTROLS							
7.1	Approve and regularly review policies governing risk oversight and management							
7.2	Oversee the annual review of strategy and operations and updates to NUSA's risk profile, and review the profile in line with the risk appetite set by NUSAC in conjunction with management	A						
7.3	Approve, oversee and regularly review the management of risk, including commercial undertakings, and other activities which may have a material impact on NUSA	R	R					
7.4	Recommend policies and oversee performance with respect to the NUSA's commitment to the health and safety of employees, contractors, members and the community	A		A				
7.5	Appoint an external company to assist NUSA in internal audit functions		R				A	Section 58 of the NUSA Constitution reserves the appointment of NUSA's official auditors to the Annual General Meeting
7.6	Approve NUSA's organisational and branding identity	R						