

Delegation Schedule AA - Financial Delegations (except Commercial Activities or Real Estate and Infrastructure Delegations)

This Schedule AA is to be read in conjunction with the Delegations of Authority Policy, including the requirement that expenditure may only be incurred in accordance with an approved budget or other source of funding for the relevant accountability area.

| Function | Holders and Limits | Document Reference and Guidance |
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| General Financial Delegations | | |
| <p>AA1 Approve all categories of income, expenditure, payments or refunds, except other categories of expenditure dealt with elsewhere in this Schedule AA or in another Schedule to the Delegations of Authority Policy.</p> <p>Refer AA2 for capital, facilities and overheads Refer AA3 for technology works and services Refer AA4 for research project accounts Refer AA5 for travel-related expenditure</p> | <p>Board of Trustees - Anything not delegated in AA1 Board Executive Committee - urgent amounts not budgeted for exceeding \$1M and not exceeding \$2M Vice-Chancellor and President - \$15M Category 8 - \$5M Category 7 - \$1M Category 6 - \$100,000 Category 5 - \$50,000 Category 4 - \$50,000 Category 3 - \$25,000 Category 2 - \$10,000</p> | <p>Corporate Credit Card Policy Procurement Policy Purchase and Tender Board Policy</p> <p>Administrative Notes Refer to the Board Executive Committee Charter.</p> <p>Unless specified otherwise, amounts may only be incurred if part of approved budget. Categories 9 and 8 may exercise these delegations across all University costs centres.</p> |
| <p>AA2 Approve expenditure and payment of accounts for approved capital, facilities or overhead works or services (including consultancy and utility services) which are paid from Office of Estate and Commercial cost centres, and which are not transactions falling under Schedules BB (Real Estate and Infrastructure) or CC (Commercial Activities)</p> | <p>Vice-Chancellor and President - \$15M Vice-President, Finance and Resources - \$10M Category 7 - \$1M Category 6 - \$100,000 Category 5 - \$50,000 Category 4 - \$50,000 Category 3 - \$25,000 Category 2 - \$10,000</p> | <p>Procurement Policy Purchase and Tender Board Policy</p> <p>Administrative Notes AA2 Delegations are restricted to expenditure by Office of Estate and Commercial cost centres and specified authorised delegates within these categories in that Office.</p> |
| <p>AA3 Approve expenditure and payment of accounts for approved technology and digital works or services which are paid for from Information and Digital Services cost centres</p> | <p>Vice-Chancellor and President - \$15M Vice-President, Finance and Resources - \$5M Chief Information and Digital Officer - \$1M</p> | <p>Digital Services Implementation Policy Mobile Telecommunication Devices Policy Procurement Policy Purchase and Tender Board Policy</p> |

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| AA4 | <p>Approve expenditure of funds from research project accounts in the project ranges:</p> <ul style="list-style-type: none"> • 50000 to 70999 • 71480 to 71529 • 72000 to 72499 • 73600 to 84999 • 85500 to 89999 | <p>Vice-Chancellor and President - \$15M Deputy Vice-Chancellor and Vice-President, Research, Enterprise and International - \$5M Executive Director, Research Services - \$500,000 Dean - \$500,000 Director, Research Institute - \$100,000 Director, University Research Centre - \$100,000 Leader, University Research Group - \$50,000 Category 1A - \$50,000 Category 1B - \$10,000</p> | <p>Procurement Policy Purchase and Tender Board Policy</p> |
| AA5 | <p>Approve overseas or domestic travel and travel-related expenses for all travel paid for by the University (including University employees and students)</p> | <p>Vice-Chancellor and President - exceeding \$20,000 Category 8 - not exceeding \$20,000 Category 7 - not exceeding \$20,000 Category 6 - not exceeding \$20,000 Category 5 - \$5,000 (domestic only) Category 4 - \$5,000 (domestic only) Category 3 - \$1,000 (domestic only)</p> | <p>Corporate Credit Card Policy Travel Policy</p> |
| AA6 | <p>Approve other minor expenditure or payments not covered by and under the limits specified in Delegations AA1 to AA5</p> | <p>Executive Director, Financial Operations - \$20,000 Associate Director, Management Accounting - \$2,000 Management Accountant - \$2,000 Reporting and Budgeting Accountant - \$2,000 Manager, Financial Operations - \$1,000 Senior Financial Accountant - \$1,000 Accounts Payable Operations Supervisor - \$1,000 Accounts Payable Systems Supervisor - \$1,000</p> | <p>Procurement Policy</p> <p>Administrative Notes The purpose of Delegation AA6 is to enable the Finance Office to approve minor expenditure against any University cost centre, e.g. freight charges not otherwise provided or if the responsible delegate is unable to exercise the delegation.</p> |
| Corporate Credit Cards | | | |
| AA7 | <p>Approve issue and cancellation of University corporate credit cards, increases to credit limits and continuance of card authority when card holder transfers to another accountability area</p> | <p>Vice-President, Finance and Resources Executive Director, Financial Operations</p> | <p>Corporate Credit Card Policy</p> |
| Salary, Superannuation and Payroll-related Transactions | | | |

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| AA8 | Approve payment and remittance of all salary, superannuation and payroll related transactions, including group taxes, payroll tax, PAYG tax, GST, employer superannuation contributions and deductions or payments (such as union fees) first authorised by employee | Vice-President, Finance and Resources Vice-President, People and Advancement Chief People Officer Manager, HR Operations and Payroll | |
| AA9 | Approve organisations (and applicable terms and conditions) for which employee-authorized deductions can be made via University payroll | Chief People Officer Manager, HR Operations and Payroll | |
| AA10 | Approve other payroll-related expenditure, such as transfer of salary costs between cost centres | Vice-President, People and Advancement Chief People Officer Manager, HR Operations and Payroll - not exceeding \$10,000 | |
| AA11 | Approve payment of online motor vehicle allowance claims | Vice-Chancellor and President Category 8 Category 7 Relevant Line Supervisor - up to \$150 per claim and not exceeding \$5,000 per calendar year per employee | Motor Vehicle - Private Vehicle Use Reimbursement Policy |
| Banking and Investment Arrangements | | | |
| AA12 | Approve investment of University funds in securities and other investments | Vice-Chancellor and President Vice-President, Finance and Resources Executive Director, Financial Operations Associate Director, Treasury Accountant, Treasury | Credit Risk Policy Foreign Exchange Risk Policy Interest Rate Risk Policy Investment Policy Treasury Policy Administrative Notes This delegation must be exercised in accordance with investment strategy first approved by Finance and Investment Committee of the Board of Trustees. |
| AA13 | Approve establishment of common investment funds | Vice-President, Finance and Resources Executive Director, Financial Operations Associate Director, Treasury | Investment Policy Administrative Notes Clause 3, Schedule 2 of the Western Sydney University Act permits mixing of trust and other funds into common investment funds without liability for breach of trust. |

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| AA14 | Approve redemption of investment funds into University operational bank accounts and transfer of University funds from operational bank accounts into approved investments | Vice-President, Finance and Resources Executive Director, Financial Operations Associate Director, Treasury | Cash Management Policy Investment Policy |
| AA15 | Approve banking and investment account arrangements, including opening and closing of accounts | Vice-Chancellor and President Vice-President, Finance and Resources Executive Director, Financial Operations Associate Director, Treasury | Investment Policy Administrative Notes Note 1: This delegation does not include selection of new financial institution to provide banking and other related services. Note 2: Exercise of this delegation is subject to authentication and other processes for signatures as required by the University and its financial institution(s). |
| AA16 | Approve University employees as cheque or electronic signatories for financial transactions | Vice-President, Finance and Resources Executive Director, Financial Operations | Administrative Notes Exercise of this delegation is subject to authentication and other processes for signatures as required by the University and its financial institution(s). |
| AA17 | Approve and execute agreements with third parties for the purposes of obtaining financial accommodation or effecting financial adjustments to manage financial risks. This includes loan facilities, debt financing, hedging agreements, finance leases and sale and lease back agreements | Vice-Chancellor and President Vice-President, Finance and Resources Executive Director, Financial Operations Associate Director, Treasury | Commercial Activities Guidelines Investment Policy Administrative Notes Refer s.22 of Western Sydney University Act regarding financial accommodation and financial adjustment powers. |
| Approve Inter-entity Payments | | | |
| AA18 | Approve payments between University and its controlled entities where payments form part of approved budget allocation or arising from monthly reconciliations | Vice-President, Finance and Resources Associate Director, Treasury Executive Director, Financial Operations | |
| Debts, Write-Offs, Disposal and Loans | | | |

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| AA19 | Approve debt recovery payment terms (except legal costs recoveries which are dealt with in Schedule HH) and write-offs for bad debts (including student-related debts), cash losses, theft or destruction involving cash, plant, equipment, stocks or livestock | Vice-Chancellor and President - \$250,000 Vice-President, Finance and Resources - \$50,000 Vice-President, People and Advancement - \$50,000 (student related debts) Chief Student Experience Officer - \$10,000 (student related debts) Executive Director, Financial Operations - \$10,000 Manager, Financial Operations - \$5,000 | Administrative Notes All exercises of this delegation are to be reported to Finance and Investment Committee of the Board of Trustees. |
| AA20 | Approve sale, disposal or destruction of assets (excluding real estate, works of art, heritage items or property held subject to a trust) on Centre inventory | Vice-Chancellor and President - value does not exceed \$15 million Category 8 - value does not exceed \$1 million Category 7 - value does not exceed \$500,000 Category 6 - value does not exceed \$100,000 Category 5 - value does not exceed \$50,000 Category 4 - value does not exceed \$50,000 Category 3 - value does not exceed \$25,000 Category 2 - value does not exceed \$10,000 | Asset Management Policy International Student Fees and Refunds Agreement Student Fees Policy |
| AA21 | Approve loans of plant, equipment, works of art, heritage items or facilities to third parties | Category 8 Executive Director, Estate and Commercial - plant and equipment only, including heritage items Director, Library Services - library items only Art Curator - works of art only | Administrative Notes All loans must be made on appropriate terms and conditions and require borrower to accept and manage risk including insurance requirements. All loans must be entered in an appropriate inventory for capital purposes. |
| Student Fees, Charges and Scholarships | | | |
| AA22 | Approve all tuition and course fees for non-Commonwealth-supported places, including overseas students | Vice-Chancellor and President | International Student Fees and Refunds Agreement Student Fees Policy |
| AA23 | Establish and approve all non-tuition student fees, charges, fines and other amounts related to admission, enrolment, progression and graduation of students and provision of student services | Vice-Chancellor and President - Student organisation, amenities and service fees Category 8 - all other fees - within Division | |

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| AA24 | Approve waiver or refund of student fees or fines (where AA25 below does not apply) | Senior Deputy Vice-Chancellor Vice-President, People and Advancement - domestic student waivers and refunds Chief Student Experience Officer - domestic student waivers and refunds Pro Vice-Chancellor, Research - domestic postgraduate student fee waivers and refunds Pro Vice-Chancellor, International - international student fee waivers and refunds Director, Library Services - library fees or fines Graduation Coordinator - \$500 (fines only) | International Student Fees and Refunds Agreement Library Loans Policy Review of Grade Policy Student Fees Policy Administrative Notes The positions exercising function as Registrar or Academic Registrar are the Vice-President, People and Advancement and the Chief Student Experience Officer - refer to Schedule HH27. |
| AA25 | Approve refunds of student fees in extenuating circumstances as defined in Student Fees Policy | Pro Vice-Chancellor, Research Chief Student Experience Officer Dean, Graduate Studies Director, Data, Integrity, Quality and Operations - up to \$10,000 Senior Manager, Completion, Enrolment and Load Data - up to \$5,000 Senior Manager, Curriculum Data Quality - up to \$5,000 Admissions Coordinator - up to \$2,000 Enrolments Coordinator - up to \$2,000 Team Leader, Assessment and Timetabling - up to \$200 | International Student Fees and Refunds Agreement Student Fees Policy Administrative Notes Student Fees Policy, Section 5 - Guidelines on What Constitutes Extenuating Circumstances. |
| AA26 | Approve students to pay tuition fees by session instalments in exceptional circumstances as recommended by Manager, Fees and Student Finance | Vice-President, People and Advancement Chief Student Experience Officer Director, Data, Integrity, Quality and Operations | Student Fees Policy Administrative Notes The positions exercising function as Registrar or Academic Registrar are the Vice-President, People and Advancement and the Chief Student Experience Officer - refer to Schedule HH27. |
| AA27 | Approve award or termination of student scholarships | Chief Student Experience Officer - Group A Scholarships External Funder - on recommendation of Executive Director, Advancement - Group B Scholarships Scholarships Appeal Panel - appeals against termination of Group A Scholarship | Scholarships for Undergraduates Policy |
| AA28 | Approve award of student prizes and similar | Dean - (School or Dean Prizes) | |

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| AA29 | Approve payment of student scholarships, bursaries and similar awards | Vice-President, People and Advancement Chief Student Experience Officer Director, Data, Integrity, Quality and Operations Senior Manager, Completion, Enrolment and Load Data Executive Officer to Vice-President, People and Advancement - up to \$10,000 | <p>Administrative Notes Subject to approval under AA27 and AA28.</p> <p>The positions exercising function as Registrar or Academic Registrar are the Vice-President, People and Advancement and the Chief Student Experience Officer - refer to Schedule HH27.</p> |
| Parking and Traffic Fees | | | |
| AA30 | Approve parking fee schedules | Vice-Chancellor and President | Parking and Traffic Policy |