

Delegation Schedule A - Delegations Relating to Finance

Function	Holders and Limits	Document Reference and Guidance
Financial Expenditure		
This schedule is to be read in conjunction with the Delegations (Administrative) Policy, including the requirements that expenditure may only be incurred subject to approved budget or other sources of funds.		
<p>A1</p> <p>Approve expenditure, payments and refunds, except for other categories of expenditure dealt with in this Schedule.</p> <p>A2 for capital, facilities and overheads A3 for research project accounts A4 for travel related expenditure</p>	<p>Vice-Chancellor and President - \$10M Category 8 - \$1M Category 7 - \$500K Category 6 - \$100K Category 5 - \$50K Category 4 - \$50K Category 3 - \$25K Category 2 - \$10K</p>	<p>Procurement Policy Purchase and Tender Board Policy</p> <p>Administrative Notes Note: In the case of the VC, DVCs and VPs these delegations can be exercised across all University Cost Centres.</p>
<p>A2</p> <p>Approve expenditure and payment of accounts with respect to any approved capital, facilities or overhead works or services, from Capital Works and Facilities Cost Centres.</p>	<p>Vice-Chancellor and President - \$10M Vice-President, Finance and Resources - \$10M Executive Director, Capital Works and Facilities - \$5M Senior Manager, Minor Capital Works - \$500K Senior Manager, Major Projects - \$500K Senior Manager, Programming and Services - \$200K Senior Manager, Strategic Asset Planning - \$200K Manager, Maintenance Planning - \$25K Senior Manager, Environment and Risk Management - \$25K Campus Manager - \$5K Manager, Campus Operations - \$5K</p>	<p>Procurement Policy Purchase and Tender Board Policy</p> <p>Administrative Notes This delegation is restricted to expenditure from Capital Works and Facilities Cost Centres and to CWF staff.</p>

A3	<p>Approve expenditure of funds from research project accounts in the project ranges:</p> <p>50000 to 70999 71480 to 71529 72000 to 72499 73600 to 84999 85500 to 89999</p>	<p>Vice-Chancellor and President - \$10M Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International - \$1M Pro Vice-Chancellor, Research and Innovation - \$500K Executive Director, Research, Development and Engagement - \$200K Dean - \$100K Director, Research Institute - \$100K Director, University Research Centre - \$50K Leader, University Research Group - \$50K Category 1A - \$50K Category 1B - \$10K</p>	<p>Procurement Policy</p>
A4	<p>Approve University travellers undertaking overseas or domestic travel and the payment of travel related expenses.</p>	<p>Vice-Chancellor and President Category 8 Category 7 - \$20K Category 6 - \$20K Category 5 - \$5K (domestic only) Category 4 - \$5K (domestic only) Category 3 - \$1K (domestic only)</p>	<p>Travel Policy</p>
A5	<p>Approve expenditure and payments of a minor nature incurred against any cost centre of any unit of the University.</p>	<p>Director, Financial Operations - \$20K Associate Director, Management Accounting - \$2K Management Accountant - \$2K Reporting and Budgeting Accountant - \$2K Manager, Financial Operations - \$1K Senior Financial Accountant - \$1K Accounts Payable Operations Supervisor - \$1K Accounts Payable Systems Supervisor - \$1K</p>	<p>Procurement Policy</p> <p>Administrative Notes The purpose of this delegation is to allow Finance Office staff to approve minor expenditures against any cost centre, such as in the case of freight charges not otherwise provided for and/or where the responsible delegate is unavailable.</p>
Credit Cards			
A6	<p>Approve the issue and withdrawal of University credit cards to staff members and including increases to credit limits and continuance of the card authority where a staff member transfers to another unit in the University.</p>	<p>Vice-President, Finance and Resources Director, Financial Operations</p>	<p>Corporate Credit Card Policy</p>

A7	Incur expenditure (i.e. purchase of goods and services) on a University Credit Card up to the limit of the card for subsequent validation by a manager with the appropriate level of delegation under A1 to A4 above.	Credit Card Holder - Staff members issued with University Credit Cards.	Corporate Credit Card Policy Procurement Policy
A8	Authority to acquit credit card accounts for payment in Oracle Financials where the account has been approved for payment by a supervisor with the appropriate level of delegation under A1.	Expense Delegate	Corporate Credit Card Policy
Payroll Transactions			
A9	Approve payment of all payroll related transactions (comprising group tax remittal, payroll tax settlement, superannuation contribution payments and transfers of employee payroll deductions to authorised entities) and payment of GST and PAYG payments.	Vice-President, Finance and Resources Vice-President, People and Advancement Executive Director, Human Resources Manager, Remuneration, Payroll and Superannuation	
A10	Approve of organisations, including terms and conditions, for which deductions from the salaries of members of staff will be processed via the payroll.	Manager, Remuneration, Payroll and Superannuation	
A11	Authority to approve payroll related expenditure including the transfer of salary costs between cost centres.	Vice-President, People and Advancement Executive Director, Human Resources Manager, Remuneration, Payroll and Superannuation - Up to \$10K.	
A12	Approve payment of online motor vehicle allowance claim to a maximum of \$100 per claim and not exceeding \$5000 per annum.	Relevant Line Supervisor	
Investment, Finance and Banking Arrangements			
A13	Approve investment of funds in securities or other investment lines permitted under the Western Sydney University Act.	Vice-Chancellor and President Vice-President, Finance and Resources Director, Financial Operations Associate Director, Treasury	Credit Risk Policy Delegations (Administrative) Policy Foreign Exchange Risk Policy Interest Rate Risk Policy Investment Policy Treasury Policy

A14	Approve draw down of investment funds for deposit into University operational bank accounts and of draw down of funds from operational bank accounts into approved investment funds.	Vice-President, Finance and Resources Director, Financial Operations Associate Director, Management Accounting Associate Director, Treasury Accountant, Treasury Manager, Financial Operations Senior Financial Accountant	Cash Management Policy Investment Policy
A15	Approve agreements between the University and an external party involving any borrowing, debt financing, hedging, sale and lease back, or similar financing arrangement.	Vice-Chancellor and President Vice-President, Finance and Resources Director, Financial Operations Associate Director, Treasury	Investment Policy
A16	Approve banking and investment account arrangements including authorising the opening of new accounts but not including approval to any overall banking services tendered.	Vice-President, Finance and Resources Director, Financial Operations Associate Director, Treasury	Investment Policy
A17	Approve members of staff being cheque and/or electronic signatories for financial transactions.	Vice-President, Finance and Resources Director, Financial Operations Associate Director, Treasury	
Inter-entity Payments			
A18	Approve payments between the University and its wholly owned entities where these payments form part of an approved budget allocation or arising from monthly inter-entity reconciliations.	Vice-President, Finance and Resources Associate Director, Treasury Director, Financial Operations	
Debts			
A19	Approve debt recovery payment terms and write-offs and variations in respect of: bad debts; cash losses, thefts or shortages; furniture, plant or equipment losses, thefts or destruction; library, general stores or stocks or livestock shortages, provided satisfied that all reasonable recovery action has been taken.	Vice-Chancellor and President - \$250K Vice-President, Finance and Resources - \$50K Chief Student Experience Officer - \$10K (student related debt) Director, Financial Operations - \$10K Manager, Financial Operations - \$5K	Administrative Notes Note: All exercises of this delegation to be reported to the Finance and Investment Committee.
Asset Disposal and Equipment Loans			
A20	Authorise sale, disposal or destruction of assets which are on Centre inventory.	Category 8 Category 7 Category 6	Asset Management Policy

A21	Approve loans of plant, equipment or facilities under such terms and conditions as deemed appropriate, subject to notation of the loan in an appropriate inventory for capital purposes and the borrowing organisation accepting insurance risk.	Category 8 Executive Director, Capital Works and Facilities Pro Vice-Chancellor, Research and Innovation	Asset Management Policy
Student Fees, Charges and Scholarships			
A22	Establish and approve fees, charges, fines and tariffs to be paid in respect of student entrance; tuition; lectures and classes; examinations; conferring of degrees or diplomas; provision of amenities and services (whether or not of an academic nature); organisation of students or of students and other persons or in respect of any other matter or endeavour.	Category 10 - Student Organisation/Amenities/Service Fees Vice-Chancellor and President	
A23	Approve exemption from, deferment of, waiving of payment, or refund of student fees, late fees, charges, fines and tariffs, in special cases.	Vice-President, People and Advancement Pro Vice-Chancellor, Research and Innovation University Librarian Chief Student Experience Officer Dean, Graduate Studies Associate Director, Admission and Enrolment Associate Director, Student Progression Assessment and Graduation Manager Assessment Coordinator Graduation Coordinator Manager, Admissions Manager, Enrolments Manager, Fees and Student Finance Admissions Coordinator - refunds up to \$10K Client Services Coordinator - refunds up to \$10K Enrolments Coordinator - refunds up to \$10K Student Finance Coordinator - refunds up to \$10K Student Operations Officer - refunds up to \$5K Assessment Team Leader - refunds up to \$200 Graduation Team Leader - refunds up to \$200 Assessment Officer - refunds up to \$120 Graduation Officer - refunds up to \$120	Enrolment Policy International Student Fees and Refunds Agreement Student Fees Policy

A24	Approval to allow students to pay tuition fees by session instalments in exceptional circumstances as recommended by the Manager, Fees and Student Finance.	Vice-President, People and Advancement Chief Student Experience Officer Associate Director, Admission and Enrolment	International Student Fees and Refunds Agreement
A25	Approve the payment of student scholarships, bursaries, and similar awards.	Vice-President, People and Advancement Chief Student Experience Officer Executive Director, Marketing Associate Director, Student Recruitment Unit Manager, Scholarships and Student Advancement - Up to \$10K	Scholarships for Undergraduates Policy
A26	Approve the payment of prizes and similar awards.	Dean School Manager	
Parking and Traffic			
A27	Approve traffic and parking regulations.	Vice-Chancellor and President Vice-President, People and Advancement	Parking and Traffic Policy
A28	Approve any necessary traffic and parking fee levels in accordance with the regulations operating.	Category 10	Parking and Traffic Policy

Delegation Schedule B - Delegations Relating to Human Resources

Function	Holders and Limits	Document Reference and Guidance	
Positions and Classification			
This schedule is to be read in conjunction with the Delegations (Administrative) Policy, including the requirements that expenditure may only be incurred subject to approved budget or other sources of funds.			
B1	Approve the establishment and deletion of positions within Category 8.	Category 10 - Not delegated.	
B2	Approve the establishment of academic and professional staff positions below Category 8.	<p>Vice-Chancellor and President - Academic Level A - E and up to Category 7</p> <p>Deputy Vice-Chancellor and Vice-President, Academic - Academic Level A - D, and up to and including Category 6 (within their divisional portfolio)</p> <p>Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International - Academic Level A - D, and up to and including Category 6 (within their divisional portfolio)</p> <p>Vice-President, Finance and Resources - professional staff positions up to and including Category 6 (within their divisional portfolio)</p> <p>Vice-President, People and Advancement - professional staff positions up to and including Category 6</p>	<p>Administrative Notes</p> <p>The process requires submission to the Staffing Committee before the delegation is exercised, unless prior approval has been given by the Vice-Chancellor and President.</p>
B3	Approve minor variations to establishment in relation to campus change, cost centre change, reporting line change, and position fraction change.	<p>Vice-Chancellor and President</p> <p>Category 8 - for staff within their division</p> <p>Executive Director, Human Resources</p> <p>Senior HR Partner</p>	
B4	Approve minor variations to establishment in relation to job title change and length of contract changes.	Executive Director, Human Resources	
B5	Approve recommendations from position evaluations and the classification and re-classification of professional staff positions.	<p>Vice-Chancellor and President - HEW 10 and above</p> <p>Vice-President, People and Advancement - Up to HEW 9</p> <p>Executive Director, Human Resources - Up to HEW 9</p>	
B6	Approve conditions of employment for any positions not covered by the staff agreements.	Vice-Chancellor and President	

B7	Approve position descriptions, including modification for all academic and professional staff positions.	Vice-Chancellor and President - For Category 7/8 and Level E positions Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International - Up to Level D Deputy Vice-Chancellor and Vice-President, Academic - Up to Level D Vice-President, People and Advancement - Category 6 and HEW 10 and above Executive Director, Human Resources - Up to HEW 9	
Recruitment and Appointment			
B8	Approve internal and external recruitment action being initiated for academic and professional staff positions and approve the composition of selection committees.	Vice-Chancellor and President - For Category 7/8 and Level E positions Dean - Up to Level D Director, University Research Institute - Up to Level D Category 8 - HEW 10 Category 7 - Up to HEW 9 Category 6 - Up to HEW 9 Vice-President, People and Advancement - For Category 6 positions	Conflict of Interest Policy Recruitment and Selection Policy Administrative Notes The exercise of this delegation is subject to compliance with any requirements or restrictions imposed under the Budget framework. The process requires submission to the Staffing Committee before the delegation is exercised unless prior approval has been given by the Vice-Chancellor and President.

B9	Approve the recommendations of the selection committee.	<p>Vice-Chancellor and President - For Category 7/8 and Level E positions Dean - Up to Level D Director, University Research Institute - Up to Level D Category 8 - HEW 10 Category 7 - Up to HEW 9 Category 6 - Up to HEW 9 Vice-President, People and Advancement - For Category 6 positions</p>	<p>Appointment By Invitation Policy Conflict of Interest Policy Delegations (Administrative) Policy Recruitment and Selection Policy</p> <p>Administrative Notes Subject to approval by authorised delegate of conditions set out in other policies. For example, Vice-Chancellor and President must approve business class travel for other than Executive staff and all salary loadings.</p> <p>Level D and E appointments to be endorsed by the Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International prior to approval of the Selection Committee report.</p> <p>Refer to the Delegations (Administrative) Policy for reference to where the position approving the appointment has participated on the selection committee.</p> <p>Refer to the Standard Research Start-Up Funds packages for Academic Staff Guidelines on the Recruitment webpage.</p>
B10	Approve conditions of employment and sign letters of offer of employment.	<p>Category 10 - For Vice-Chancellor and President's position Vice-Chancellor and President - For Category 7/8 positions Executive Director, Human Resources - Up to Category 6 and up to HEW 9 positions and academic Level A - E Senior HR Partner - Up to Category 5 and up to HEW 9 positions and academic Level A - E Recruitment Consultant - Up to Category 5 and up to HEW 9 positions and academic Level A - E</p>	<p>Recruitment and Selection Policy</p> <p>Administrative Notes Subject to approval by authorised delegate of conditions set out in other policies. For example, Vice-Chancellor and President must approve business class travel and salary loadings.</p>
B11	Approve variations of conditions in letters of offer of employment including extensions of contract without further variation, change in reporting lines, interim changes to reporting lines, change of job title.	<p>Vice-Chancellor and President - For category 6 and above Category 8 - Up to Category 5 Executive Director, Human Resources - Up to Category 5</p>	

Fixed Term and Casual Appointments			
B12	Approve recruitment action and appointment of fixed term and casual academic and professional staff positions for periods less than six months consistent with University policy and within budget.	Category 8 Category 7 Category 6 Category 5 Category 4 Category 3 Category 2	Conflict of Interest Policy Administrative Notes For appointments of more than six months or re-appointments, the normal process for recruitment and appointment above applies.
B13	Approve recruitment action and appointment of fixed term and casual academic and professional staff positions for periods less than six months (e.g. research assistants) from research project numbers and consistent with University policy and within budget.	Deputy Vice-Chancellor and Vice-President, Academic Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International Pro Vice-Chancellor, Research and Innovation Category 6 - Up to HEW 9 Category 1A - Up to HEW 6	Academic Staff Agreement 2014 Conflict of Interest Policy Professional Staff Agreement 2014 Recruitment and Selection Policy Administrative Notes For appointments of more than six months or re-appointments, the normal process for recruitment and appointment above applies.
B14	Approve payment of hours worked by fixed term and casual staff members not exceeding appointment approval.	Category 4 Category 3 Category 2 Relevant Line Supervisor	
B15	Approve conversion of casual staff to fixed-term or ongoing employment, and conversion of fixed-term staff to ongoing in line with the provisions of the Staff Agreements.	Executive Director, Human Resources	Academic Staff Agreement 2014 Professional Staff Agreement 2014
Probation			
B16	Confirm employment after probationary period for professional and academic staff in accordance with relevant employment agreement.	Category 8 Category 7 Category 6	Academic Staff Agreement 2014 Professional Staff Agreement 2014
B17	Approve termination of professional staff upon a recommendation in a probation review report.	Category 8 - for their division Executive Director, Human Resources	Professional Staff Agreement 2014
Salary Increments			
B18	Approve annual salary increments within salary levels in accordance with relevant employment agreement provisions.	Relevant Line Supervisor	Academic Staff Agreement 2014 Professional Staff Agreement 2014

B19	Approve salary advancement to Level E Step 2 by invitation on recommendation of the relevant Dean or Director, Research Institute.	Category 9	Appointment By Invitation Policy
Broadbanding Positions			
B20	Approve recommendation to broadband positions following evaluation and approve move to higher HEW level in broadbanded position.	Executive Director, Human Resources	Professional Staff Agreement 2014
Variation of Hours			
B21	Approve variations to the hours of work (i.e. number of hours/days worked per week) undertaken by staff who are employed on an ongoing basis with the University.	Category 7 Category 6 Category 5	
Overtime, Higher Duties and Time in Lieu			
B22	Approve the working of overtime and the payment thereof within budget and policy and relevant staff agreement.	Category 7 Category 6 Category 5 Category 4 Category 3	Professional Staff Agreement 2014
B23	Approve time-in-lieu for professional staff and the taking thereof.	Relevant Line Supervisor	Professional Staff Agreement 2014
B24	Approve the undertaking of higher duties for a maximum of eight weeks and determine the level of allowance for professional staff in accordance with procedures in relevant employment agreement and policy.	Category 7 Category 6 Category 5 Category 4	Professional Development Policy Professional Staff Agreement 2014 Administrative Notes Note: a staff member cannot approve higher duties for their own position under the Delegations (Administrative) Policy.
Outside or Additional Employment			
B25	Approve staff member undertaking outside employment or consultancy assignments additional to and separate from their normal duties with the University.	Category 8 Category 7 Category 6	Additional Work Policy External Work Policy
B26	Approve a staff member undertaking additional work as part of their employment with the University.	Category 7 Category 6	Academic Staff Agreement 2014 Additional Work Policy
Senior Acting Appointments			

B27	Approve acting Category 7 and 8 appointments.	Vice-Chancellor and President	Executive Level Acting Arrangements Policy
B28	Approve acting Category 5 and 6 appointments.	Vice-Chancellor and President Category 8 Category 7	Executive Level Acting Arrangements Policy
Rehabilitation Adjustments			
B29	Approve formal worker rehabilitation plans.	Vice-President, People and Advancement Executive Director, Human Resources Associate Director, Work Health and Safety	
Gift and Benefit Acceptance			
B30	Approve the acceptance of a gift or benefit with a value of \$50 or more by academic and professional staff.	Vice-Chancellor and President Category 8 Category 7 Category 6	Gift and Benefit Acceptance and Management Policy Gift and Benefit Reporting and Registration Procedure Administrative Notes Staff are to report gifts of \$50 or more in value in accordance with the above policy and procedure.
Leave			
B31	Approve leave in advance or in excess of entitlement where exceptional circumstances exist.	Vice-President, People and Advancement Executive Director, Human Resources	
B32	Approve leave, apart from long service leave, subject to relevant employment agreement conditions and leave policies (except as provided for in this document).	Relevant Line Supervisor	Academic Staff Agreement 2014 Professional Staff Agreement 2014
B33	Approve applications for leave without pay subject to relevant employment agreement.	Category 7 - For periods up to and including 12 months Category 6 - For periods up to and including 12 months Category 8 - For periods in excess of 12 months	Academic Staff Agreement 2014 Professional Staff Agreement 2014
B34	Approve long service leave subject to relevant employment agreement conditions and leave policies where accrued entitlement exists.	Category 8 Category 7 Category 6	Academic Staff Agreement 2014 Professional Staff Agreement 2014
B35	Approve annual close down dates, including concessional days and mandated leave days, and arrangements.	Category 9	Academic Staff Agreement 2014 Professional Staff Agreement 2014
Staff Development, Secondments and Study Leave			
B36	Approve staff development, secondments, external exchange arrangements, job shadowing opportunities, visiting fellowships and similar development opportunities.	Category 8 Category 7 Category 6	Professional Development Policy

B37	Approve applications for study leave and Education Support Allowance.	Category 8 Category 7 Category 6 Category 5 Category 4	Professional Development Policy
Redundancy and Early Voluntary Retirement			
B38	Approve the offer and acceptance of redundancy and early voluntary retirement for academic and professional staff.	Vice-Chancellor and President Category 8 - for staff within their division	
Disciplining Staff			
B39	Approve the disciplining of staff including termination in accordance with relevant employment agreement.	Vice-Chancellor and President	Academic Staff Agreement 2014 Professional Staff Agreement 2014
Policy Related Delegations			
B40	For approvals relating to the promotion of academic staff.	None	Promotion to Associate Professor Policy Promotion to Level B and Level C Policy Promotion to Professor Policy
B41	For approvals relating to appointments by invitation, conjoint appointments and visiting and adjunct appointments.	None	Appointment By Invitation Policy Conjoint Appointments Policy Honorary Titles and Awards Policy Honorary Titles and Awards Procedures
B42	For approvals relating to clinical loading and recruitment and retention loading.	None	Clinical Loadings Policy Recruitment and Selection Policy Staff Loadings and Responsibilities Allowance Policy
B43	For approvals relating to academic development program.	None	Academic Development Program (ADP) Policy

Delegation Schedule C - Delegations Relating to Research

Function	Holders and Limits	Document Reference and Guidance
Research Delegations		
This schedule is to be read in conjunction with the Delegations (Administrative) Policy.		
C1	Enter into research contracts, intellectual property agreements and research MOUs where new or additional cash contribution (or equivalent) IS NOT required.	Category 9 Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International Pro Vice-Chancellor, Research and Innovation Executive Director, Research, Development and Engagement
Administrative Notes Note: The exercise of this delegations is subject to the advice of the General Counsel and to intellectual property matters being endorsed by Research Engagement, Development and Innovation. Note: Commercial contracts and agreements are dealt with under Commercial Arrangements delegations. All contract consultancy is commercial.		
C2	Enter into research contracts, intellectual property agreements and research MOUs where new or additional cash contribution (or equivalent) IS required.	Category 9 Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International - \$500K Pro Vice-Chancellor, Research and Innovation - \$500K
Administrative Notes Note: The exercise of this delegation is subject to the advice of the General Counsel and to intellectual property matters being endorsed by Research Engagement, Development and Innovation. Note: Commercial contracts and agreements are dealt with under Commercial Arrangements delegations. All contract consulting is commercial.		
C3	Designation and establishment of University Research Centres, University Research Groups and other University recognised research groupings.	Category 9
Research Centres Policy Administrative Notes University Research Institutes are approved by the Board of Trustees.		
C4	Approve research funding submissions and research grant applications on behalf of the University.	Category 9 Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International Pro Vice-Chancellor, Research and Innovation Executive Director, Research, Development and Engagement

C5	Approve allocations of internal research grant schemes to staff members or groups or centres.	Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International	Administrative Notes This delegation is to be exercised on advice of the PVC Research and Innovation.
C6	Approve the payment of internal research grants for staff and scholarship type payments to students.	Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International Pro Vice-Chancellor, Research and Innovation Dean, Graduate Studies Executive Director, Research, Development and Engagement	
C7	Approve and sign documents to apply to register and otherwise maintain intellectual property rights.	Pro Vice-Chancellor, Research and Innovation Executive Director, Research, Development and Engagement	Intellectual Property Policy
C8	Approve action, including legal action, to protect against infringement by a third person of the University's interest (whether alone or with another person) in intellectual property rights.	Pro Vice-Chancellor, Research and Innovation	Intellectual Property Policy Administrative Notes Only to be exercised after first obtaining advice from the General Counsel.

Delegation Schedule D - Delegations Relating to Commercial Activity

Function	Holders and Limits	Document Reference and Guidance	
Commercial Activities			
This schedule is to be read in conjunction with the Delegations (Administrative) Policy, including the requirements that expenditure may only be incurred subject to approved budget or other sources of funds.			
In accordance with Part 1, Division 4 of the Western Sydney University Act 1997, commercial activities of the University must be undertaken in accordance with Guidelines that have been approved by the Board of Trustees. "Commercial activity" is defined in the Guidelines. The Board has made these delegations in accordance with the Guidelines. Legal or other professional advice must be obtained on the terms of any contract involving a commercial activity where revenue or contribution is anticipated to exceed \$100K over the whole life of that activity, or as specified in the Guidelines. Legal advice should also be obtained for any contract involving a commercial activity that is not in a standard form approved by the Office of General Counsel. All values or limits are exclusive of GST. All commercial activities must be recorded on the University's Commercial Activities Register. Where the total value of the activity exceeds \$150K and involves the supply of goods or services to the University, that activity must also be recorded on the Contracts Register that the University is required to maintain under the Government Information (Public Access) Act 2009.			
Commercial Activities			
D1	<p>Approve commercial activities as defined in the Commercial Activities Guidelines where:</p> <ul style="list-style-type: none"> * the total life of the activity (including any option to renew or extend) does not exceed 10 years; and * the gross value of the activity over its total life does not exceed the specified limits. 	<p>Category 10 - No limit Board Executive Committee - \$15M Category 9 - \$10M Category 8 - \$2M Pro Vice-Chancellor, Research and Innovation - \$500K Executive Director, Research, Development and Engagement - \$100K Director, Commercial and Estate Planning - \$100K Associate Director, Commercial Services - \$100K</p>	<p>Commercial Activities Guidelines</p> <p>Administrative Notes The following commercial activities are not delegated and reserved to the Board of Trustees:</p> <ul style="list-style-type: none"> * acquiring or establishing a controlled entity; * acquiring an interest in a company or other incorporated vehicle other than as an investment under Schedule 2A of the Western Sydney University Act; * establishing a campus or similar presence within or outside Australia; <p>For delegations relating to commercial activities involving real property, see Schedule G.</p>
D2	<p>Approve and enter into contract/consultancy type commercial arrangements involving staff of the University with external parties (i.e. University consulting).</p>	<p>Executive Director, Research, Development and Engagement - \$100K Director, Commercial and Estate Planning - \$100K Associate Director, Commercial Services - \$100K Category 6 - \$50K (subject to endorsement by Executive Director, Research, Development and Engagement).</p>	<p>Commercial Activities Guidelines</p>

D3	<p>Approve tender applications to be lodged by the University with third parties for supply of training, education or research services to third parties within Australia, where the University:</p> <p>* is not required to make any financial or in-kind contribution other than resources normally required for the supply of those services; and/or</p> <p>* will not acquire any interest in any partnership, trust, company or other incorporated body, joint venture or any real property.</p>	<p>Category 9 - \$10M Category 8 - \$1M Pro Vice-Chancellor - \$500K Dean - \$500K</p>	<p>Commercial Activities Guidelines</p> <p>Administrative Notes The delegated financial limits apply to the gross value of the contract over its total life, including any option to renew or extend.</p>
D4	<p>Approve trading agreements, including determining prices for produce, livestock or similar goods and services through trading and other outlets.</p>	<p>Executive Director, Capital Works and Facilities - \$100K (per agreement) Director, Commercial and Estate Planning - \$100K (per agreement) Associate Director, Commercial Services - \$100K (per agreement) Category 6 - \$50K (per agreement and subject to endorsement by Director, Commercial and Estate Planning)</p>	<p>Commercial Activities Guidelines</p>
Commercial Activities Register			
D5	<p>Maintain the University's Register of Commercial Activities in accordance with the requirements of the Commercial Activities Guidelines and section 32C of the Western Sydney University Act.</p>	<p>Vice-President, Finance and Resources</p>	<p>Commercial Activities Guidelines</p>
Entities, Companies, Foundations			
D6	<p>Approve the establishment of related or controlled entities, companies and foundations of the University.</p>	<p>Category 10 - Not Delegated</p>	<p>Commercial Activities Guidelines</p>
D7	<p>Act as the University's representative in accordance with s.250D of the Corporations Act 2001 with respect to the University's interest in any company.</p>	<p>Category 9 Vice-President, People and Advancement Vice-President, Finance and Resources</p>	
D8	<p>Approve the sale or otherwise dealing in shares held by the University in spin-off companies subject to compliance with investment requirements placed on the University.</p>	<p>Category 9 Vice-President, Finance and Resources</p>	

Delegation Schedule E - Delegations Relating to: Educational, Academic and International Agreements

Function	Holders and Limits	Document Reference and Guidance	
Educational, Academic and International Agreements			
This schedule is to be read in conjunction with the Delegations (Administrative) Policy.			
E1	Approve and enter into a mutual benefit type memorandum of understanding (or similar document) with another educational institution or other non-commercial entity without specific financial commitment.	<p>Category 9 Deputy Vice-Chancellor and Vice-President, Academic Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International Vice-President, People and Advancement - In respect to Schools and Engagement</p>	<p>International Partnerships for Academic Cooperation</p> <p>Administrative Notes The exercise of this delegation is subject to the advice of the General Counsel.</p>
E2	Approve and enter into an agreement (non-commercial) with another educational institution or other non-commercial entity pursuant to an existing MOU or agreement.	<p>Category 9 Deputy Vice-Chancellor and Vice-President, Academic Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International Vice-President, People and Advancement</p>	<p>International Partnerships for Academic Cooperation</p> <p>Administrative Notes The exercise of this delegation is subject to the advice of the General Counsel.</p>
E3	Enter into an articulation agreement with another educational institution.	<p>Deputy Vice-Chancellor and Vice-President, Academic</p>	<p>Articulation Pathways Policy</p> <p>Administrative Notes The exercise of this delegation is subject to Academic Senate having approved of the academic arrangements and standards.</p>
E4	Approve and enter into an agreement with an external organisation for the purposes of providing clinical or other experience for students as a part of their course.	<p>Category 9 Deputy Vice-Chancellor and Vice-President, Academic Dean</p>	<p>Administrative Notes The exercise of this delegation is subject to the form of agreement having been approved by the General Counsel. Delegates should also seek advice as to risk assessment where field work or placement may involve high risk to a student's personal safety.</p>
E5	Enter into agreements with overseas agents with respect to international student recruitment activities or other overseas agency arrangement.	<p>Deputy Vice-Chancellor and Vice-President, Academic Pro Vice-Chancellor, International</p>	
E6	Enter into academic agreements with educational providers with respect to admission of international students to the University.	<p>Deputy Vice-Chancellor and Vice-President, Academic</p>	

E7	Approve the terms and conditions under which affiliated educational, research, or support organisations gain access to the facilities or services of the University.	Category 9 Category 8	Western Sydney University (Governance) Rule
E8	Enter into any agreement or contract not covered elsewhere in this Schedule.	Category 9	Administrative Notes This delegation is to be exercised on advice of the General Counsel.

Delegation Schedule F - Delegations Relating to Organisational, Legal and Miscellaneous Matters

Function		Holders and Limits	Document Reference and Guidance
Organisational and Miscellaneous Matters			
This schedule is to be read in conjunction with the Delegations (Administrative) Policy.			
F1	Approve the financial management policies of the University except where otherwise designated by the Board of Trustees.	Finance and Investment Committee	
F2	Approve the policies of the University, and retirement of redundant University policies, except policies approved by the Board of Trustees or Academic Senate or as otherwise provided by this schedule.	Category 9	
F3	Approve procedures and guidelines issued via the University's Policy directory, and retirement of redundant procedures and guidelines.	Category 8 Category 6 - If approved by Vice-Chancellor and President. Category 7 - If approved by Vice-Chancellor and President.	Administrative Notes Under the Policy Framework Policy, all University rules and University-wide policies, procedures and guidelines must be approved using the Policy DDS approval process, and must be published in the Policy DDS.
F4	Approve minor textual and editing changes to University policies, procedures and guidelines to maintain accuracy and currency where there is no change to policy content or meaning.	Director, Governance Services	
F5	Approve minor textual amendments to University rules where there is no change to content or meaning , as follows: a. update references to position, unit or division titles where those titles have changed; b. correct typographical, grammatical and numbering errors; c. update references to policies and/or legislation where the names of those instruments have changed.	For position, unit or division title changes: Vice-Chancellor and President For errors and changes to names of instruments: General Counsel Director, Governance Services	
F6	Approve establishment of Schools, Institutes and Divisions.	Category 10 - Not Delegated.	
F7	Approve granting of affiliation, accreditation or endorsement with the University of an external party or organisation including student associations.	Category 10 - Not Delegated.	Western Sydney University (Governance) Rule
F8	Exempt students or graduates on grounds of conscience, from membership of the University's body corporate.	Category 9	Administrative Notes Refer s.36 of the Western Sydney University Act 1997.
Legal Matters			

F9	Approve engagement of external lawyers to act on behalf of the University, and authorise lawyers and patent attorneys to act on behalf of the University in accordance with a power of attorney.	Category 9 Vice-President, People and Advancement Category 8 - (other than Vice-President (People and Advancement) - after first consulting the General Counsel General Counsel Pro Vice-Chancellor, Research and Innovation - after first consulting the General Counsel	Administrative Notes The General Counsel must be notified of each enactment of this delegation.
F10	Settle legal action or dispute and bind the University to any settlement.	Category 9 Vice-President, People and Advancement General Counsel	Administrative Notes This delegation is to be exercised on advice of the General Counsel.
F11	Accept service of court and other legal process or orders issued to the University, except subpoenas addressed to individual officers or employees to appear and give evidence at any hearing.	Vice-President, People and Advancement General Counsel	
F12	Approve commencement of legal action by the University against another party.	Category 9 Vice-President, People and Advancement	Disputes, Claims and Litigation Policy Administrative Notes This delegation is to be exercised on advice of the General Counsel. Refer to Disputes, Claims and Litigation Policy.
F13	Approve the licence or other use of the University's name, emblem or logo (including any trade mark) by parties external to the University.	Category 9 Vice-President, People and Advancement	Administrative Notes This delegation is to be exercised on advice of the General Counsel.
F14	Direct the affixing of the Seal of the University to documents, other than testamurs or other awards, where the sealing is urgently required and should not be delayed.	Chancellor Deputy Chancellor Category 9 Category 8 University Secretary Pro Vice-Chancellor	University Seal Policy Administrative Notes Attested by any two of these officers The exercise of this delegation must be reported to the next meeting of the Board of Trustees.
F15	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.	Registrar	University Seal Policy Administrative Notes Attested by any two officers authorised under the University Seal Policy.

Delegation Schedule G - Campus Development

Function	Holders and Limits	Document Reference and Guidance
Land Matters		
This schedule is to be read in conjunction with the Delegations (Administrative) Policy, including the requirements that expenditure may only be incurred subject to approved budget or other sources of funds.		
G1 Final approval to land acquisition, sale or development (including commercial activities in accordance with the Commercial Activities Guidelines) and the Western Sydney University Act (Part 4, Division 2 Property).	Category 10 - not delegated	
G2 Negotiate and approve variations of conditions of a contract in relation to land acquisition, sale or development which has previously been approved by the University Infrastructure Committee and Board of Trustees.	Category 9 Vice-President, Finance and Resources	Administrative Notes All such approvals to be reported to the University Infrastructure Committee.
G3 Approve and sign agreements, arrangements, contracts, plans or other documents, consequential to a previously approved land acquisition, sale or development.	University Infrastructure Committee Vice-President, Finance and Resources - \$1M	
G4 Approve leases and licences (including agreements to lease or licence) as lessor over property owned by or under the control of the University, including land, (including commercial activities related to property in accordance with the Commercial Activities Guidelines) and in accordance with the Western Sydney University Act (Part 4, Division 2 Property) where: * gross rental income (excluding outgoings and GST) does not exceed the limits specified; * the total term (including any option to renew) does not exceed 10 years; and * Ministerial approval is not required under s.24 of the Western Sydney University Act.	Vice-Chancellor and President - \$10M (over total term) Vice-President, Finance and Resources - \$1M (over total term) Director, Commercial and Estate Planning - \$50K (annual rental) Associate Director, Commercial Services - \$50K (annual rental)	Commercial Activities Guidelines Administrative Notes Any leases or licences must be consistent with any principles or guidelines dealing with key areas of risk, including reputational risk for lease of University land approved by Board of Trustees or University Infrastructure Committee. Also refer to the Commercial Activities Guidelines. All such approvals to be reported to the University Infrastructure Committee.

G5	<p>Approve lease, tenancy or licence agreements (including agreements to lease or licence) as lessee for real estate owned by another party where:</p> <ul style="list-style-type: none"> * gross rent payable (excluding outgoings and GST) does not exceed the limits specified; * the total term (including any option to renew) does not exceed 10 years; and * the lease or licence does not contain any option to purchase the land leased or licensed to the University. 	<p>Vice-Chancellor and President - \$10M (over total term) Vice-President, Finance and Resources - \$1M (over total term) Director, Commercial and Estate Planning - \$100K (over total term)</p>	<p>Commercial Activities Guidelines</p> <p>Administrative Notes All such approvals to be reported to the University Infrastructure Committee.</p> <p>Any leases or licences approved must be consistent with the University's campus and capital works plans as approved by the Board of Trustees, and within approved budget.</p>
G6	Approve the granting of easements over University land.	Board Standing Committee on the recommendation of the University Infrastructure Committee	
G7	Approve the acceptance of compensation where compulsory acquisition of land or an easement by a statutory authority.	Category 9	
G8	Sign and lodge Development Applications, owner's consents to Development Applications, or approve designs with respect to any approved capital, facilities or overhead works or services.	Category 9 Vice-President, Finance and Resources	

Delegation Schedule T - UWS Early Learning Limited Delegations

Function	Holders and Limits	Document Reference and Guidance
General Financial Expenditure		
The financial limits applied to the delegations are exclusive of GST.		
T1	<p>Approve expenditure, payments and refunds except as otherwise proved for in this document (such as, but not limited to, travel, engagement of casual staff etc.).</p> <p>UWSELL - Chair of Board - \$50K unlimited to approve payroll and PAYG UWSELL - Chair of Finance Committee - \$50K unlimited to approve payroll and PAYG UWSELL - Company Secretary - \$15K (excluding capital) unlimited to approve payroll and PAYG UWSELL - General Manager - \$15K (excluding capital) unlimited to approve payroll and PAYG UWSELL - Administration Coordinator - \$15K (including capital) (recommend Payroll and PAYG) UWSELL - Finance Coordinator - \$15K (including capital) (recommend Payroll and PAYG) UWSELL - Centre Director - \$2K</p>	
Credit Cards		
T2	<p>Approve the issue and withdrawal of Entity credit cards to staff members and including increases to credit limits and continuance of the card authority where a staff member transfers to another centre.</p> <p>UWSELL - Company Secretary UWSELL - General Manager</p>	<p>Corporate Credit Card Policy</p> <p>Administrative Notes Refer to the above Western Sydney University policy.</p>
T3	<p>Incur expenditure on an Entity credit card up to the limit of the card for subsequent approval by a manager with the appropriate level of delegation under T1.</p> <p>Staff members issue with Credit Cards</p>	<p>Corporate Credit Card Policy</p> <p>Administrative Notes Refer to the above Western Sydney University policy.</p>
Travel Approvals		
T4	<p>Approve staff members undertaking overseas or domestic travel and the payment of travel related expenses by the Entity subject to budget, estimate of cost and purpose (with the exception of inter campus travel).</p> <p>UWSELL - Chair of Board UWSELL - Chair of Finance Committee</p>	

T5	Approve local travel.	UWSELL - Administration Coordinator - \$200 for Centre Directors UWSELL - Finance Coordinator - \$200 for Centre Directors UWSELL - Centre Director - \$200 for Centre Staff	Administrative Notes UWSELL Travel (Domestic) Policy UWSELL Travel (Overseas) Policy Delegation limits refer to the total cost of the travel. Note: all travel must be approved by functional managers in accordance with this delegation.
Banking, Investment and Financial Arrangements			
T6	Approve investment of funds in securities or other investments lines permitted under the Western Sydney University Act.	UWSELL - Chair of Board UWSELL - Chair of Finance Committee	Investment Policy Administrative Notes Refer to the above Western Sydney University policy.
T7	Approve draw down on investment funds for deposit into UWSELL operational bank accounts and of draw down of funds from operational bank accounts into approved investment funds.	UWSELL - Company Secretary UWSELL - General Manager	Investment Policy Administrative Notes Refer to the above Western Sydney University policy.
T8	Approve banking and investment account arrangements including authorising the opening of new accounts but not including approval to any overall banking services tender.	UWSELL - Chair of Board UWSELL - Chair of Finance Committee UWSELL - Treasurer	Investment Policy Administrative Notes Refer to the above Western Sydney University policy.
Debt			
T9	Approve write-offs in respect of bad debts; cash losses, thefts or shortages; furniture, plant or equipment losses, thefts or destruction; library, general stores or stocks provided satisfied that all reasonable recovery action has been taken.	UWSELL - Chair of Board UWSELL - Chair of Finance Committee	Administrative Notes The exercise of this delegation must be reported to the UWSELL Finance, Audit and Risk Committee.
T10	Write off minor debtor and other account balances provided satisfied that all reasonable recovery action has been taken.	UWSELL - Company Secretary - Up to \$3K UWSELL - General Manager - Up to \$3K	
T11	Approve debt recovery terms.	UWSELL - Administration Coordinator UWSELL - Finance Coordinator	
Cheque and Financial Transaction Authorisation			

T12	Authority to sign cheques and approve electronic payment transfers.	<p>UWSELL - Chair of Board - Unlimited</p> <p>UWSELL - Chair of Finance Committee - Unlimited</p> <p>UWSELL - Company Secretary - \$20K (Payroll \$200,00 fortnightly)</p> <p>UWSELL - General Manager - \$20K (Payroll \$200,00 fortnightly)</p> <p>UWSELL - Administration Coordinator - \$10K</p> <p>UWSELL - Finance Coordinator - \$10K</p> <p>UWSELL - Centre Director - \$5K</p>	
Disposal of Assets and Equipment Loans			
T13	Authorise sale, disposal or destruction of assets, subject to reporting on disposal action taken in respect of assets which are on Centre inventory.	<p>UWSELL - Company Secretary - For assets with replacement value of \$2K or more</p> <p>UWSELL - General Manager - For assets with replacement value of \$2K or more</p> <p>UWSELL - Centre Director - For assets with replacement value less than \$2K</p>	<p>Asset Management Policy</p> <p>Administrative Notes Refer to the above Western Sydney University policy</p>
T14	Approve loans of plant, equipment or facilities under such terms and conditions as deemed appropriate in circumstances, subject to notation of the loan in an appropriate inventory for capital purposes and the borrowing organisation accepting insurance risk.	<p>UWSELL - Chair of Board - Unlimited</p> <p>UWSELL - Chair of Finance Committee - Unlimited</p> <p>UWSELL - Company Secretary - For assets with replacement value up to \$20K and all facilities</p> <p>UWSELL - General Manager - For assets with replacement value up to \$20K and all facilities</p> <p>UWSELL - Administration Coordinator - For assets with replacement value up to \$5K.</p> <p>UWSELL - Finance Coordinator - For assets with replacement value up to \$5K.</p> <p>UWSELL - Centre Director - For assets with replacement value up to \$2K</p>	<p>Asset Management Policy</p> <p>Administrative Notes Refer to the above Western Sydney University policy</p>
Fundraising			
T15	Approve the conduct of fundraising events.	<p>UWSELL - Company Secretary - On recommendation from the Centre Director</p> <p>UWSELL - General Manager - On recommendation from the Centre Director</p>	<p>Administrative Notes UWSELL Fundraising Policy (Fund raising should have a specific purpose.)</p>
T16	Approve spending of fundraising money.	UWSELL - Centre Director - Up to \$1K	<p>Administrative Notes UWSELL Fundraising Policy</p>

T17	Authorise expenditure raised via fundraising through the fundraising committee.	UWSELL - Centre Director	Administrative Notes UWSELL Fundraising Policy (should be for the purpose for which the fundraising was undertaken).
Approving Positions and Grading			
T18	Approve creation, modification or deletion of Head Office positions within the Entity.	UWSELL - Chair of Board UWSELL - Chair of Finance Committee	
T19	Approve creation, modification or deletion of positions Centre Director or below within the Entity.	UWSELL - Company Secretary UWSELL - General Manager	
T20	Approve conditions for any position not covered by Collective Agreements.	UWSELL - Chair of Board UWSELL - Chair of Finance Committee	
T21	Approve position descriptions for all positions above Centre Director.	UWSELL - Chair of Board UWSELL - Chair of Finance Committee	
T22	Approve position descriptions for all positions including and below Centre Director.	UWSELL - Company Secretary UWSELL - General Manager	
Recruitment and Appointment Approvals			
T23	Approve internal and external recruitment action being initiated with respect to the filling of positions and approve the composition of selection committees.	UWSELL - Chair of Board - For all positions Centre Director and above UWSELL - Chair of Finance Committee - For all positions Centre Director and above UWSELL - Company Secretary - For all positions below Centre Director UWSELL - General Manager - For all positions below Centre Director	
T24	Approve subsequent appointment of staff.	UWSELL - Chair of Board - For all positions Centre Director and above UWSELL - Chair of Finance Committee - For all positions Centre Director and above UWSELL - Company Secretary - For all positions below Centre Director (in conjunction with relevant Centre Director) UWSELL - General Manager - For all positions below Centre Director (in conjunction with relevant Centre Director)	

T25	Sign Employment letters of offer and contracts for staff appointed to positions covered by the Collective Agreement.	<p>UWSELL - Chair of Board - For all positions Centre Director and above</p> <p>UWSELL - Chair of Finance Committee - For all positions Centre Director and above</p> <p>UWSELL - Company Secretary - For all positions below Centre Director</p> <p>UWSELL - General Manager - For all positions below Centre Director</p>	
Appointments - Fixed Term and Casual			
T26	Approve hours worked by temporary (fixed term) and casual staff members for Centre Directors and above not exceeding appointment approval.	<p>UWSELL - Company Secretary - Except for General Manager where the approver is Chair of the Board or Chair of the Finance Committee</p> <p>UWSELL - General Manager - Except for General Manager where the approver is Chair of the Board or Chair of the Finance Committee</p>	
T27	Approve hours worked by temporary (fixed term) and casual staff members below Centre Directors not exceeding appointment approval.	UWSELL - Centre Director	
Probation and Confirmation			
T28	Confirmation of employment after probationary period for general staff in accordance with relevant employment agreement procedures.	<p>UWSELL - Chair of Board - For all positions Centre Director and above</p> <p>UWSELL - Chair of Finance Committee - For all positions Centre Director and above</p> <p>UWSELL - Company Secretary - For all positions below Centre Director (in conjunction with Centre Director)</p> <p>UWSELL - General Manager - For all positions below Centre Director (in conjunction with Centre Director)</p>	
Salary Loadings and Increments			
T29	Approve annual salary increments within salary levels in accordance with relevant employment agreement provisions.	<p>UWSELL - Chair of Board</p> <p>UWSELL - Chair of Finance Committee</p>	
Variation - Hours of Work			

T30	Approve variations to the hours of work undertaken by staff who are employed on an ongoing basis within the Entity.	UWSELL - Company Secretary - Permanent staff UWSELL - General Manager - Permanent staff UWSELL - Administration Coordinator - Temporary staff (if within budget) UWSELL - Finance Coordinator - Temporary staff (if within budget)	
Overtime and Higher Duties			
T31	Approve the working of overtime and the granting of time in lieu and the payment thereof within budget and policy.	UWSELL - Company Secretary - For Centre Directors and above UWSELL - General Manager - For Centre Directors and above UWSELL - Centre Director - For Centre Staff	
T32	Approve the undertaking of higher duties and the determination of the level of allowance for general staff in accordance with procedures in relevant employment agreement and policy.	UWSELL - Chair of Board - For General Manager UWSELL - Chair of Finance Committee - For General Manager UWSELL - Company Secretary - For Finance and Administration Coordinators and Centre Directors UWSELL - General Manager - For Finance and Administration Coordinators and Centre Directors UWSELL - Centre Director - For Centre staff	
Approval of Acting Arrangements			
T33	Approve acting Centre Director.	UWSELL - Company Secretary UWSELL - General Manager	
Leave			
T34	Approve granting of leave in advance or in excess of entitlement where exceptional circumstances exist.	UWSELL - Company Secretary UWSELL - General Manager	
T35	Approve granting of all types of leave subject to relevant employment agreement conditions and leave policies (except as provided for in this document).	Relevant Supervisor	
T36	Approve granting of applications for leave without pay subject to relevant employment agreement.	UWSELL - Chair of Board - For General Manager UWSELL - Chair of Finance Committee - For General Manager UWSELL - Company Secretary - For Finance and Administration Coordinators and Centre Directors UWSELL - General Manager - For Finance and Administration Coordinators and Centre Directors UWSELL - Centre Director - For Centre staff	

T37	Approve long service leave subject to relevant employment agreement conditions and leave policies where accrued entitlement exists.	UWSELL - Chair of Board - For General Manager UWSELL - Chair of Finance Committee - For General Manager UWSELL - Company Secretary - For Finance and Administration Coordinators and Centre Directors UWSELL - General Manager - For Finance and Administration Coordinators and Centre Directors UWSELL - Centre Director - For Centre staff	
Professional/Staff Development, Secondments and Study Leave			
T38	Approve staff members proceeding on staff development secondments, exchange arrangements and similar development opportunities.	UWSELL - Company Secretary UWSELL - General Manager	
T39	Approve applications for study leave and fee assistance.	UWSELL - Chair of Board - For General Manager UWSELL - Chair of Finance Committee - For General Manager UWSELL - Company Secretary - For Finance and Administration Coordinators and Centre Directors UWSELL - General Manager - For Finance and Administration Coordinators and Centre Directors UWSELL - Centre Director - For Centre staff	
Staff Discipline			
T40	Approve the disciplining of staff including dismissal in accordance with relevant employment agreement.	UWSELL - Chair of Board - For General Manager UWSELL - Chair of Finance Committee - For General Manager UWSELL - Company Secretary - For Centre Director and below (Chair to be consulted) (In conjunction with Centre Director for centre staff) UWSELL - General Manager - For Centre Director and below (Chair to be consulted) (In conjunction with Centre Director for centre staff)	
Outside or Additional Employment			
T41	Approve staff members accepting outside employment or consultancy assignments additional to and separate from their normal duties within the Entity.	UWSELL - Company Secretary - For Centre Directors UWSELL - General Manager - For Centre Directors UWSELL - Centre Director - For Centre staff (General Manager to be consulted)	

T42	Approve a staff member undertaking additional work as part of their employment with the Entity.	UWSELL - Company Secretary - For Centre Directors UWSELL - General Manager - For Centre Directors UWSELL - Administration Coordinator - For Centre staff (Centre Director to consult) UWSELL - Finance Coordinator - For Centre staff (Centre Director to consult)	
Rehabilitation Adjustments/Plans			
T43	Approve formal worker rehabilitation plans.	UWSELL - Chair of Board UWSELL - Chair of Finance Committee	Administrative Notes UWSELL Work Health and Safety Policy
T44	Approve reasonable adjustments to workplace.	UWSELL - Company Secretary UWSELL - General Manager	Administrative Notes UWSELL Work Health and Safety Policy
Research			
T45	Enter into research contracts, intellectual property agreements and research MOUs where new or additional cash contribution (or equivalent) is NOT required.	UWSELL - Chair of Board - On recommendation of Western Sydney University and Community Early Learning Partnership Committee UWSELL - Chair of Finance Committee - On recommendation of Western Sydney University and Community Early Learning Partnership Committee	
Organisational and Miscellaneous Matters Delegations			
T46	Approve the Early Childhood specific policies.	UWSELL - Company Secretary UWSELL - General Manager	
T47	Approve the engagement of external lawyers to act on behalf of the Entity.	UWSELL - Chair of Board UWSELL - Chair of Finance Committee	
T48	Settle court, legal or other formal proceedings and bind the Entity.	UWSELL - Chair of Board UWSELL - Chair of Finance Committee	
T49	Approve the use of the Entity name, emblem or logo by parties external to the Entity.	UWSELL - Chair of Board UWSELL - Chair of Finance Committee	
T50	Approve marketing and advertising.	UWSELL - Chair of Board - Up to \$10K UWSELL - Chair of Finance Committee - Up to \$10K UWSELL - Company Secretary - Up to \$5K UWSELL - General Manager - Up to \$5K UWSELL - Centre Director - Up to \$2K	Administrative Notes Subject to UWSELL Marketing and Advertising Policy

Delegation Schedule U - UWS Enterprises Pty Limited

Function	Holders and Limits	Document Reference and Guidance
UWS Enterprises Financial Delegations		
This Schedule contains details of the financial delegations of UWS Enterprises staff. The Enterprise maintains its own delegations and these are separate from those of the University.		
U1	Purchase of goods and services provided for in the annual budget, all categories.	UWS Enterprises - Chair of the Board - \$1M UWS Enterprises - Chief Executive Officer - \$100K UWS Enterprises - Deputy Dean - \$50K
U2	Purchase of goods and services provided for in the annual budget, operations, (non-education).	UWS Enterprises - Business Manager - \$50K
U3	Authority to approve operational expenditure within budget.	UWS Enterprises - Director, Academic Pathways Program - \$10K UWS Enterprises - Director, English Programs - \$10K UWS Enterprises - Senior Manager, Student Success - \$10K UWS Enterprises - Senior Executive Officer and Company Secretary - \$10K UWS Enterprises - Director, RTO - \$5K
U4	Payment of IELTS Australia - Test Fees	UWS Enterprises - Chair of the Board - UWS Enterprises - Chief Executive Officer - \$500K UWS Enterprises - Deputy Dean - \$50K

Delegation Schedule V - Whitlam Institute (Company and Trust) Delegations

Function	Holder and Limits	Document Reference and Guidance
Whitlam Institute Company Delegations		
These delegations relate to the Whitlam Institute Company and cover cost centres 31200 and 31201. They are subject to approval by the Whitlam Institute Company Board and are separate from the University's Delegations and Policy. Refer to the Whitlam Institute Delegations for further information.		
V1	Enter into agreements, sponsorships, contracts and the like related to projects and activities consistent with and in promotion of the Objects of the Whitlam Institute Trust.	WICT - Chair of the Board - Both with \$100K limit in terms of total funding commitment by external party. WICT - Director - Both with \$100K limit in terms of total funding commitment by external party. WICT - Chair of the Board - Both with \$50K limit in terms of total funding commitment by the WI Company. WICT - Director - Both with \$50K limit in terms of total funding commitment by the WI Company. WICT - Associate Director - Both with \$50K limit in terms of total funding commitment by external party.
		Administrative Notes All instances of the exercise of this delegation to be reported to the WI Company Board.
V2	Approve and authorise expenditure and payments except as otherwise provided for.	WICT - Chair of the Board - \$50K WICT - Director - \$50K WICT - Associate Director - \$25K WICT - Manager, Administration - \$10K WICT - Senior Program Manager - \$4K (CC 31201 only)
V3	Approve and authorise the transfer of funds from the accounts of the Company to the University of Western Sydney in accordance with any directions from the Board.	WICT - Chair of the Board - and/or WICT - Director
V4	Establish and set prices and charges for goods and services of the Company.	WICT - Chair of the Board - and/or WICT - Director
V5	Authority to sign cheques and approve electronic payment transactions.	WICT - Chair of the Board WICT - Director WICT - Deputy Vice-Chancellor and Vice-President, Academic
		Administrative Notes Any two of these positions.
V6	Open bank or similar accounts on behalf of the Company.	WICT - Chair of the Board - and/or WICT - Director
V7	Approval of Annual Budgets.	Whitlam Institute Company - Board

V8	Approval of agreements and/or contracts with any external party involving borrowing, debt financing, hedging, or similar financing agreement.	Whitlam Institute Company - Board	
Whitlam Institute Trust Delegations			
These delegations relate to the Whitlam Institute Trust and cover cost centres 31300 and 31301. They are subject to approval by the Whitlam Institute Trust Board and are separate from the University's Delegations and Policy. Refer to the Whitlam Institute Delegations for further information.			
V9	Accept and authorise the receipting of all tax deductible donations and gifts and agree to associated terms and conditions provided that these are consistent with any directions from the Trustees and the Objects of the Whitlam Institute Trust.	WICT - Chair of the Board - and/or WICT - Director	Administrative Notes All instances to be reported to the Trustees.
V10	Approve and authorise the transfer of funds from the accounts of the Trust to the Company and to the University of Western Sydney in accordance with any directions of the Trustees.	WICT - Chair of the Board - \$50K WICT - Director - \$50K WICT - Associate Director - \$25K	Administrative Notes All instances to be reported to the Trustees.
V11	Authority to sign cheques and approve electronic payment transactions.	WICT - Chair of the Board WICT - Director WICT - Deputy Vice-Chancellor and Vice-President, Academic	Administrative Notes Any two of these positions.
V12	Open bank or similar accounts on behalf of the Trust.	WICT - Chair of the Board - and/or WICT - Director	
V13	Approval of Annual Budgets.	Whitlam Institute Trust - Board	
V14	Approval to investment strategies, funds managers and the like.	Whitlam Institute Trust - Board	
V15	Approval of agreements and/or contracts with any external party involving borrowing, debt financing, hedging, or similar financing agreement.	Whitlam Institute Trust - Board	

Delegation Schedule W - UWS Connect

Function	Holders and Limits	Document Reference and Guidance	
UWS Connect Operating Expenditure delegations			
This schedule contains details of the delegations of UWS Connect staff. UWS Connect maintains its own delegations, which are separate from those of the University.			
W1	Approve expenditure, payments and refunds other than for plant and equipment	UWSConnect - Vice-President, Finance and Resources - \$1M UWSConnect - Executive Director - \$250K UWSConnect - Commercial and Administration Manager - \$25K UWSConnect - Community Services Manager - \$25K UWSConnect - Food and Beverage Manager - \$25K UWSConnect - Retail Manager - \$25K UWSConnect - Campus Life and Student Clubs Coordinator - \$5K UWSConnect - Campus Team Leader - \$5K UWSConnect - Food Services Coordinator - \$5K UWSConnect - Gym Operations Manager - \$5K UWSConnect - Human Resources Manager - \$5K UWSConnect - Marketing Manager - \$5K UWSConnect - Senior Buyer - \$5K	Administrative Notes This delegation must be exercised in accordance with the approved budget. A delegate must consult with an Executive Director before exercising the delegation for expenditure and payments greater than \$5K. For the purposes of this schedule, Executive Director means a Director or Company Secretary approved by the Board to have management responsibility.
W2	Approve the order of books	UWSConnect - Vice-President, Finance and Resources - \$1M UWSConnect - Executive Director - \$250K UWSConnect - Retail Manager - \$250K UWSConnect - Senior Buyer - \$25K	Administrative Notes This delegation must be exercised in accordance with the approved budget. A delegate, other than the Chairman or Vice-President, Finance and Resources, must consult with an Executive Director before exercising the delegation for orders greater than \$25K.
W3	Approve expenditure and payments for plant and equipment and other capital expenditure	UWSConnect - Vice-President, Finance and Resources - \$1M UWSConnect - Executive Director - \$250K UWSConnect - Commercial and Administration Manager - \$25K	Administrative Notes This delegation must be exercised in accordance with the approved budget.
W4	Approve non-budgeted operating expenses	UWSConnect - Vice-President, Finance and Resources - \$1M UWSConnect - Executive Director - \$50K UWSConnect - Commercial and Administration Manager - \$25K	Administrative Notes As Basware cannot differentiate budgeted from non-budgeted expense, a manual governance process is required.

W5	Engage contractors, consultants, professional services (e.g. legal, auditing, construction, repairs etc.)	UWSConnect - Vice-President, Finance and Resources - \$1M UWSConnect - Executive Director - \$250K UWSConnect - Commercial and Administration Manager - \$25K	Administrative Notes This delegation must be exercised in accordance with the approved budget.
Credit Cards			
W6	Approve expenditure on a University Credit Card	UWSConnect - Vice-President, Finance and Resources UWSConnect - Executive Director UWSConnect - Commercial and Administration Manager UWSConnect - Community Services Manager UWSConnect - Food and Beverage Manager UWSConnect - Human Resources Manager UWSConnect - Marketing Manager UWSConnect - Retail Manager	
W7	Acquit credit card accounts for payment in Oracle Financials in accordance with approved expenditure	UWSConnect - Accounts Payable Officer UWSConnect - Commercial and Administration Manager	
Other Delegations			
W8	Enter into leases of real property (e.g. plant and equipment, motor vehicles, fit out).	UWSConnect - Vice-President, Finance and Resources - \$1M UWSConnect - Executive Director - \$50K (annual rental payments) UWSConnect - Commercial and Administration Manager - 25K (annual rental payments)	
W9	Approve write-offs and disposal of fixed assets.	UWSConnect - Vice-President, Finance and Resources - \$1M UWSConnect - Executive Director - \$50K	
W10	Sign cheques and approve electronic payment transfers for expenditure and payments approved under delegation W1, W3 or W4	UWSConnect - Vice-President, Finance and Resources UWSConnect - Executive Director UWSConnect - Commercial and Administration Manager UWSConnect - Community Services Manager UWSConnect - Human Resources Manager	Administrative Notes Any two of these positions.
Payroll and Staffing			
W11	Determine employee rosters, hours of work, starting and finishing times and allocation of daily duties.	UWSConnect - Campus Team Leader	
W12	Approve payment of employee salaries and other statutory payments	UWSConnect - Executive Director UWSConnect - Human Resources Manager	

W13	Approve requests for pay in advance and termination payments.	UWSCconnect - Vice-President, Finance and Resources UWSCconnect - Executive Director	
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