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
General Financial Delegations			
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. 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	Board of Trustees - Anything not delegated in AA1 Vice-Chancellor and President - $20M (or multi-year arrangements of no more than five years, sixty million dollars) Chief Operating Officer - $10M (or multi-year arrangements of no more than five years, thirty million dollars) Chief Property and Commercial Officer - $5M (or multi-year arrangements of no more than five years, fifteen million dollars) Category 8 - $8M Category 7 - $1M Category 6 - $100,000 Category 5 - $50,000 Category 4 - $50,000 Category 3 - $25,000 Category 2 - $10,000	Corporate Credit Card Policy Procurement Policy **Administrative Notes** 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.
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 Property and Commercial cost centres, and which are not transactions falling under Schedules BB (Real Estate and Infrastructure) or CC (Commercial Activities)	Vice-Chancellor and President - $20M (or multi-year arrangements of no more than five years, sixty million dollars) Chief Operating Officer - $10M (or multi-year arrangements of no more than five years, thirty million dollars) Chief Property and Commercial Officer - $10M (or multi-year arrangements of no more than five years, fifteen million dollars) Category 8 - $8M Category 7 - $1M Category 6 - $100,000 Category 5 - $50,000 Category 4 - $50,000 Category 3 - $25,000 Category 2 - $10,000	Procurement Policy **Administrative Notes** AA2 Delegations are restricted to expenditure by the Office of the Chief Property and Commercial Officer cost centres and specified authorised delegates within these categories in that Division.

AA3	Approve expenditure and payment of accounts for approved technology and digital works or services which are paid for from Information Technology and Digital Services cost centres	Vice-Chancellor and President - $20M (or multi-year arrangements of no more than five years, sixty million dollars) Chief Operating Officer - $8M General Counsel and University Secretary - $4M Chief Information Officer - $1M Chief Information Security Officer - $1M	Digital Services Implementation Policy Mobile Telecommunication Devices Policy Procurement Policy
AA4	Approve expenditure of funds from research project accounts in the project ranges: • 50000 to 70999 • 71480 to 71529 • 72000 to 72499 • 73600 to 84999 • 85500 to 89999	Vice-Chancellor and President - $20M (or multi-year arrangements of no more than five years, sixty million dollars) Deputy Vice-Chancellor, Research and Innovation - $5M Executive Dean - $1M 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 Faculty General Manager - $250,000	Procurement Policy
AA5	Approve overseas or domestic travel and travel-related expenses for all travel paid for by the University (including University employees and students)	Vice-Chancellor and President Category 8 - not exceeding $150,000 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)	Corporate Credit Card Policy Travel Policy
AA6	Approve other minor expenditure or payments not covered by and under the limits specified in Delegations AA1 to AA5	Chief Financial Officer - $20,000 Executive Director, Finance - $10,000 Director, Financial Performance and Analysis - $5,000 Director, Financial Services - $5,000 Senior Finance Business Partner - $2,000 Senior Financial Accountant - $1,000 Finance Services Team Leader - $1,000	Procurement Policy **Administrative Notes** The purpose of Delegation AA6 is to enable the Office of the Chief Financial Officer 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.
Corporate Credit Cards			

AA7	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	Chief Financial Officer Executive Director, Finance Director, Financial Services	Corporate Credit Card Policy
Salary, Superannuation and Payroll-related Transactions			
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	Chief Operating Officer Chief Financial Officer Chief People Officer Director, HR Operations and Enablement	
AA9	Approve organisations (and applicable terms and conditions) for which employee-authorised deductions can be made via University payroll	Chief People Officer Director, HR Operations and Enablement	
AA10	Approve other payroll-related expenditure, such as transfer of salary costs between cost centres	Chief Operating Officer Chief People Officer Director, HR Operations and Enablement - 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 Chief Financial Officer Executive Director, Finance Director, Treasury Manager, Treasury Operations and Planning	Credit 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-Chancellor and President Chief Financial Officer Executive Director, Finance 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.
AA14	Approve redemption of investment funds into University operational bank accounts and transfer of University funds from operational bank accounts into approved investments	Vice-Chancellor and President Chief Financial Officer Executive Director, Finance Director, Treasury	Investment Policy Treasury Policy
AA15	Approve banking and investment account arrangements, including opening and closing of accounts	Vice-Chancellor and President Chief Financial Officer Executive Director, Finance 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	Chief Financial Officer Director, Financial Services Executive Director, Finance	**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 Chief Financial Officer Executive Director, Finance 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	Chief Financial Officer Executive Director, Finance Director, Financial Services Director, Treasury	

Debts, Write-Offs, Disposal and Loans			
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 Deputy Vice-Chancellor, Education and Students - $50,000 (student related debts) Chief Operating Officer - $50,000 Chief Financial Officer - $50,000 Executive Director, Finance - $25,000 Registrar - $10,000 (student related debts) Director, Financial Services - $10,000	**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
AA21	Approve loans of plant, equipment, works of art, heritage items or facilities to third parties	Category 8 University Librarian - library items only Executive Director, Infrastructure and Commercial Performance - plant and equipment only, including heritage items Executive Director, Infrastructure Strategy and Planning - plant and equipment, including heritage items Curator: Collections and Cultural Programme - 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	Student Administration Policy - Student Fees Procedure
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	

AA24	Approve waiver or refund of student fees or fines (where AA25 below does not apply)	Deputy Vice-Chancellor, Education and Students Executive Dean Registrar Pro Vice-Chancellor, Global Partnerships and Transnational Education - international student fee waivers and refunds Pro Vice-Chancellor, Research and Innovation - domestic postgraduate student fee waivers and refunds University Librarian - library fees or fines Deputy Registrar - up to 50,000 Student Finance Manager - up to $30,000 Student Finance Analyst - up to $20,000 Associate Director, Student Records - up to $1,000 Student Records Manager - up to $1,000 Stream Leader, Progression, Completion and Conferral - up to $500 Stream Leader, Student Enrolments and Credit - up to $500 Senior Student Records Officer - up to $250 Student Records Officer - up to $250	Assessment Procedures - Review of Grade Library Collections Access Policy Student Administration Policy - Student Fees Procedure
AA25	Approve refunds of student fees in extenuating circumstances as defined in Student Fees Policy	Deputy Vice-Chancellor, Research and Innovation Executive Dean Dean Dean, Graduate Studies and Researcher Development Registrar Deputy Registrar - up to $50,000 Student Finance Manager - up to $30,000 Student Finance Analyst - up to $20,000	Student Administration Policy - Student Fees Procedure **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 Student Finance Manager.	Deputy Vice-Chancellor, Education and Students Registrar Deputy Registrar	Student Administration Policy - Student Fees Procedure
AA27	Approve award or termination of student scholarships	Executive Director, Advancement - Group B Scholarships	Scholarships for Coursework Students Policy
AA28	Approve award of student prizes and similar	Executive Dean Dean - School Prizes	

AA29	Approve payment of student scholarships, bursaries and similar awards	Deputy Vice-Chancellor, Education and Students Deputy Vice-Chancellor, Western Sydney and External Engagement Registrar Deputy Registrar Director, Strategic Student Initiatives Associate Director, Student Records Stream Leader, Student Enrolments and Credit Student Records Manager Executive Director, Advancement Associate Director, Admissions	**Administrative Notes** Subject to approval under AA27 and AA28. Refer to AA29 for coursework student scholarships.
Parking and Traffic Fees			
AA30	Approve parking fee schedules	Vice-Chancellor and President	Parking and Traffic Policy