

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</p> <p>A3 for research project accounts</p> <p>A4 for travel related expenditure</p>	<p>Vice-Chancellor and President - \$10M</p> <p>Category 8 - \$1M</p> <p>Category 7 - \$500K</p> <p>Category 6 - \$100K</p> <p>Category 5 - \$50K</p> <p>Category 4 - \$50K</p> <p>Category 3 - \$25K</p> <p>Category 2 - \$10K</p>	<p>Procurement Policy</p> <p>Purchase and Tender Board Policy</p> <p>Administrative Notes</p> <p>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 Office of Estate and Commercial Cost Centres.</p>	<p>Vice-Chancellor and President - \$10M</p> <p>Vice-President, Finance and Resources - \$10M</p> <p>Executive Director, Estate and Commercial - \$5M</p> <p>Associate Director, Infrastructure Services - \$500K</p> <p>Senior Manager, Major Projects - \$500K</p> <p>Senior Manager, Programming and Services - \$200K</p> <p>Senior Manager, Strategic Asset Planning - \$200K</p> <p>Manager, Maintenance Planning - \$25K</p> <p>Senior Manager, Environmental Sustainability - \$25K</p> <p>Manager, Campus Delivery - \$5K</p> <p>Manager, Campus Operations - \$5K</p>	<p>Procurement Policy</p> <p>Purchase and Tender Board Policy</p> <p>Administrative Notes</p> <p>This delegation is restricted to expenditure from Office of Estate and Commercial Cost Centres and to OEC staff.</p>

A3	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 - \$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	Procurement Policy
A4	Approve University travellers undertaking overseas or domestic travel and the payment of travel related expenses.	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)	Travel Policy
A5	Approve expenditure and payments of a minor nature incurred against any cost centre of any unit of the University.	Executive 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	Procurement Policy 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.
Credit Cards			
A6	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.	Vice-President, Finance and Resources - Executive Director, Financial Operations -	Corporate Credit Card Policy

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 - Executive 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 - Executive 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 - Executive 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 - Executive 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 - Executive 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 - Executive 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) Executive 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, Estate and Commercial - 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 - Assessment and Graduation Manager - Examinations 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 Administration Officer - refunds up to \$5K Examinations Team Leader - refunds up to \$200 Graduation Team Leader - refunds up to \$200 Examinations 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