

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

AA4	<p>Approve expenditure of funds from research project accounts in the project ranges:</p> <ul style="list-style-type: none"> • 50000 to 70999 • 71480 to 71529 • 72000 to 72499 • 73600 to 84999 • 85500 to 89999 	<p>Vice-Chancellor and President - \$15M Deputy Vice-Chancellor and Vice-President, Research, Enterprise and International - \$5M Executive Director, Research Services - \$500,000 Dean - \$500,000 Director, Research Institute - \$100,000 Director, University Research Centre - \$100,000 Leader, University Research Group - \$50,000 Category 1A - \$50,000 Category 1B - \$10,000</p>	<p>Procurement Policy</p>
AA5	<p>Approve overseas or domestic travel and travel-related expenses for all travel paid for by the University (including University employees and students)</p>	<p>Vice-Chancellor and President Category 8 - not exceeding \$20,000 Category 7 - not exceeding \$20,000 Category 6 - not exceeding \$20,000 Category 5 - \$5,000 (domestic only) Category 4 - \$5,000 (domestic only) Category 3 - \$1,000 (domestic only)</p>	<p>Corporate Credit Card Policy Travel Policy</p>
AA6	<p>Approve other minor expenditure or payments not covered by and under the limits specified in Delegations AA1 to AA5</p>	<p>Vice-President, Finance and Digital Services - \$20,000 Executive Director, Finance - \$10,000 Associate Director, Finance Business Partnerships - \$5,000 Associate Director, Financial Performance and Analysis - \$5,000 Director, Financial Services - \$5,000 Manager, Financial Operations - \$2,000 Senior Finance Business Partner - \$2,000 Senior Financial Accountant - \$1,000 Accounts Payable Supervisor - \$1,000</p>	<p>Procurement Policy</p> <p>Administrative Notes The purpose of Delegation AA6 is to enable the Division of Finance and Digital Services to approve minor expenditure against any University cost centre, e.g. freight charges not otherwise provided or if the responsible delegate is unable to exercise the delegation.</p>
Corporate Credit Cards			
AA7	<p>Approve issue and cancellation of University corporate credit cards, increases to credit limits and continuance of card authority when card holder transfers to another accountability area</p>	<p>Vice-President, Finance and Digital Services Executive Director, Finance Director, Financial Services</p>	<p>Corporate Credit Card Policy</p>
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	Vice-President, Finance and Digital Services Vice-President, People and Advancement Chief People Officer Head, HR Operations	
AA9	Approve organisations (and applicable terms and conditions) for which employee-authorized deductions can be made via University payroll	Chief People Officer Head, HR Operations	
AA10	Approve other payroll-related expenditure, such as transfer of salary costs between cost centres	Vice-President, People and Advancement Chief People Officer Head, HR Operations - not exceeding \$10,000	
AA11	Approve payment of online motor vehicle allowance claims	Vice-Chancellor and President Category 8 Category 7 Relevant Line Supervisor - up to \$150 per claim and not exceeding \$5,000 per calendar year per employee	Motor Vehicle - Private Vehicle Use Reimbursement Policy
Banking and Investment Arrangements			
AA12	Approve investment of University funds in securities and other investments	Vice-Chancellor and President Vice-President, Finance and Digital Services Executive Director, Finance Director, Treasury Manager, Treasury Operations and Planning	Credit Risk Policy Foreign Exchange Risk Policy Interest Rate Risk Policy Investment Policy Treasury Policy Administrative Notes This delegation must be exercised in accordance with investment strategy first approved by Finance and Investment Committee of the Board of Trustees.
AA13	Approve establishment of common investment funds	Vice-Chancellor and President Vice-President, Finance and Digital Services 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 Vice-President, Finance and Digital Services Executive Director, Finance Director, Treasury	Cash Management Policy Investment Policy
AA15	Approve banking and investment account arrangements, including opening and closing of accounts	Vice-Chancellor and President Vice-President, Finance and Digital Services 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	Vice-President, Finance and Digital Services 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 Vice-President, Finance and Digital Services 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	Vice-President, Finance and Digital Services 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 Vice-President, Finance and Digital Services - \$50,000 Vice-President, People and Advancement - \$50,000 (student related debts) Executive Director, Finance - \$25,000 Chief Data and Planning Officer - \$10,000 (student related debts) Pro Vice-Chancellor, Student and University Planning - \$10,000 (student related debts) Director, Financial Services - \$10,000 Manager, Financial Operations - \$5,000	Administrative Notes All exercises of this delegation are to be reported to Finance and Investment Committee of the Board of Trustees.
AA20	Approve sale, disposal or destruction of assets (excluding real estate, works of art, heritage items or property held subject to a trust) on Centre inventory	Vice-Chancellor and President - value does not exceed \$15 million Category 8 - value does not exceed \$1 million Category 7 - value does not exceed \$500,000 Category 6 - value does not exceed \$100,000 Category 5 - value does not exceed \$50,000 Category 4 - value does not exceed \$50,000 Category 3 - value does not exceed \$25,000 Category 2 - value does not exceed \$10,000	Asset Management Policy International Student Fees and Refunds Agreement Student Fees Policy
AA21	Approve loans of plant, equipment, works of art, heritage items or facilities to third parties	Category 8 Executive Director, Library Services - library items only Director, Commercial Services and Governance - plant and equipment only, including heritage items Director, Estate Planning and Strategy - 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	International Student Fees and Refunds Agreement Student Fees Policy
AA23	Establish and approve all non-tuition student fees, charges, fines and other amounts related to admission, enrolment, progression and graduation of students and provision of student services	Vice-Chancellor and President - Student organisation, amenities and service fees Category 8 - all other fees - within Division	

<p>AA24</p>	<p>Approve waiver or refund of student fees or fines (where AA25 below does not apply)</p>	<p>Senior Deputy Vice-Chancellor Provost Vice-President, People and Advancement - domestic student waivers and refunds Chief Data and Planning Officer - domestic student waivers and refunds Pro Vice-Chancellor, Engagement and Advancement - domestic student waivers and refunds Pro Vice-Chancellor, International - international student fee waivers and refunds Pro Vice-Chancellor, Research - domestic postgraduate student fee waivers and refunds Pro Vice-Chancellor, Student and University Planning - domestic and student waivers and refunds Executive Director, Library Services - library fees or fines Director, Data Integrity, Quality and Operations - up to \$75,000 Associate Director, Data Integrity, Quality and Operations - up to 30,000 Senior Manager, Completion, Enrolment and Load Data - up to \$20,000 Student Finance Manager - up to \$20,000 Student Finance Officer - up to \$5,000 Examinations, Results and Progression Manager - up to \$1,000 Student Completions Coordinator - up to \$1,000 Senior Manager, Curriculum Data Quality - up to \$1,000 Team Leader, Examinations - up to \$1,000 Student Completions Officer - up to \$500 Results and Progression Advisor - up to \$200</p>	<p>Assessment Procedures - Review of Grade International Student Fees and Refunds Agreement Library Collections Access Policy Student Fees Policy</p>
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AA25	Approve refunds of student fees in extenuating circumstances as defined in Student Fees Policy	Pro Vice-Chancellor, Research Chief Data and Planning Officer Pro Vice-Chancellor, Student and University Planning Dean, Graduate Studies and Researcher Development Director, Data Integrity, Quality and Operations - up to \$75,000 Associate Director, Data Integrity, Quality and Operations - up to \$30,000 Senior Manager, Completion, Enrolment and Load Data - up to \$20,000 Student Finance Manager - up to \$20,000 Student Finance Officer - up to \$5,000	International Student Fees and Refunds Agreement Student Fees Policy Administrative Notes Student Fees Policy, Section 5 - Guidelines on What Constitutes Extenuating Circumstances.
AA26	Approve students to pay tuition fees by session instalments in exceptional circumstances as recommended by Student Finance Manager.	Vice-President, People and Advancement Chief Data and Planning Officer Pro Vice-Chancellor, Student and University Planning Director, Data Integrity, Quality and Operations Senior Manager, Completion, Enrolment and Load Data Associate Director, Data Integrity, Quality and Operations	Student Fees Policy
AA27	Approve award or termination of student scholarships	Pro Vice-Chancellor, Engagement and Advancement Executive Director, Advancement - Group B Scholarships	Scholarships for Coursework Students Policy
AA28	Approve award of student prizes and similar	Dean - (School or Dean Prizes)	
AA29	Approve payment of student scholarships, bursaries and similar awards	Vice-President, People and Advancement Chief Data and Planning Officer Pro Vice-Chancellor, Engagement and Advancement Pro Vice-Chancellor, Student and University Planning Director, Data Integrity, Quality and Operations Senior Manager, Completion, Enrolment and Load Data Associate Director, Data Integrity, Quality and Operations Associate Director, Engagement and Partnerships	Administrative Notes Subject to approval under AA27 and AA28.
Parking and Traffic Fees			
AA30	Approve parking fee schedules	Vice-Chancellor and President	Parking and Traffic Policy