

## 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><b>AA1</b> 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 Vice-Chancellor and President - \$20M (or multi-year arrangements of no more than 5 years, \$60M 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</p>	<p><a href="#">Corporate Credit Card Policy</a> <a href="#">Procurement Policy</a></p> <p><b>Administrative Notes</b> 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><b>AA2</b> 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 Operations 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 - \$20M (or multi-year arrangements of no more than 5 years, \$60M Vice-President, Operations 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><a href="#">Procurement Policy</a></p> <p><b>Administrative Notes</b> AA2 Delegations are restricted to expenditure by Division of Operations and Commercial cost centres and specified authorised delegates within these categories in that Division.</p>
<p><b>AA3</b> 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 - \$20M (or multi-year arrangements of no more than 5 years, \$60M Senior Vice-President and Chief Operating Officer - \$8M Chief Information Officer - \$1M Chief Information and Digital Officer - \$1M Chief Information and Security Officer - \$1M</p>	<p><a href="#">Digital Services Implementation Policy</a> <a href="#">Mobile Telecommunication Devices Policy</a> <a href="#">Procurement Policy</a></p>

AA4	<p>Approve expenditure of funds from research project accounts in the project ranges:</p> <ul style="list-style-type: none"> <li>• 50000 to 70999</li> <li>• 71480 to 71529</li> <li>• 72000 to 72499</li> <li>• 73600 to 84999</li> <li>• 85500 to 89999</li> </ul>	<p>Vice-Chancellor and President - \$20M (or multi-year arrangements of no more than 5 years, \$60M  Senior Deputy Vice-Chancellor and Vice-President, Research, Enterprise and Global - \$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><a href="#">Procurement Policy</a></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 \$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)</p>	<p><a href="#">Corporate Credit Card Policy</a>  <a href="#">Travel Policy</a></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 and Chief Financial Officer - \$20,000  Executive Director, Finance - \$10,000  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><a href="#">Procurement Policy</a></p> <p><b>Administrative Notes</b>  The purpose of Delegation AA6 is to enable the Division of Finance and 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.</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 and Chief Financial Officer  Executive Director, Finance  Director, Financial Services</p>	<p><a href="#">Corporate Credit Card Policy</a></p>
Salary, Superannuation and Payroll-related Transactions			

<b>AA8</b>	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	Senior Vice-President and Chief Operating Officer Vice-President and Chief Financial Officer Chief People Officer Head, HR Operations	
<b>AA9</b>	Approve organisations (and applicable terms and conditions) for which employee-authorised deductions can be made via University payroll	Chief People Officer Head, HR Operations	
<b>AA10</b>	Approve other payroll-related expenditure, such as transfer of salary costs between cost centres	Senior Vice-President and Chief Operating Officer Chief People Officer Head, HR Operations - not exceeding \$10,000	
<b>AA11</b>	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	<a href="#">Motor Vehicle - Private Vehicle Use Reimbursement Policy</a>
<b>Banking and Investment Arrangements</b>			
<b>AA12</b>	Approve investment of University funds in securities and other investments	Vice-Chancellor and President Vice-President and Chief Financial Officer Executive Director, Finance Director, Treasury Manager, Treasury Operations and Planning	<a href="#">Credit Risk Policy</a> <a href="#">Foreign Exchange Risk Policy</a> <a href="#">Interest Rate Risk Policy</a> <a href="#">Investment Policy</a> <a href="#">Treasury Policy</a>  <b>Administrative Notes</b> This delegation must be exercised in accordance with investment strategy first approved by Finance and Investment Committee of the Board of Trustees.
<b>AA13</b>	Approve establishment of common investment funds	Vice-Chancellor and President Vice-President and Chief Financial Officer Executive Director, Finance Director, Treasury	<a href="#">Investment Policy</a>  <b>Administrative Notes</b> 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.

<b>AA14</b>	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 and Chief Financial Officer Executive Director, Finance Director, Treasury	<a href="#">Cash Management Policy</a> <a href="#">Investment Policy</a>
<b>AA15</b>	Approve banking and investment account arrangements, including opening and closing of accounts	Vice-Chancellor and President Vice-President and Chief Financial Officer Executive Director, Finance Director, Treasury	<a href="#">Investment Policy</a>  <b>Administrative Notes</b> 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).
<b>AA16</b>	Approve University employees as cheque or electronic signatories for financial transactions	Vice-President and Chief Financial Officer Director, Financial Services Executive Director, Finance	<b>Administrative Notes</b> Exercise of this delegation is subject to authentication and other processes for signatures as required by the University and its financial institution(s).
<b>AA17</b>	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 and Chief Financial Officer Executive Director, Finance Director, Treasury	<a href="#">Commercial Activities Guidelines</a> <a href="#">Investment Policy</a>  <b>Administrative Notes</b> Refer s.22 of Western Sydney University Act regarding financial accommodation and financial adjustment powers.
Approve Inter-entity Payments			
<b>AA18</b>	Approve payments between University and its controlled entities where payments form part of approved budget allocation or arising from monthly reconciliations	Vice-President and Chief Financial Officer Executive Director, Finance Director, Financial Services Director, Treasury	
Debts, Write-Offs, Disposal and Loans			

<b>AA19</b>	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 Senior Vice-President and Chief Operating Officer - \$50,000 (student related debts) Vice-President and Chief Financial Officer - \$50,000 Executive Director, Finance - \$25,000 Director, Data Integrity, Quality and Operations - \$10,000 (student related debts) Director, Financial Services - \$10,000 Manager, Financial Operations - \$5,000	<b>Administrative Notes</b> All exercises of this delegation are to be reported to Finance and Investment Committee of the Board of Trustees.
<b>AA20</b>	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	<a href="#">Asset Management Policy</a>
<b>AA21</b>	Approve loans of plant, equipment, works of art, heritage items or facilities to third parties	Category 8 Executive Director, Library Services - 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	<b>Administrative Notes</b> 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.
<b>Student Fees, Charges and Scholarships</b>			
<b>AA22</b>	Approve all tuition and course fees for non-Commonwealth-supported places, including overseas students	Vice-Chancellor and President	<a href="#">Student Fees Policy</a>
<b>AA23</b>	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	

<b>AA24</b>	Approve waiver or refund of student fees or fines (where AA25 below does not apply)	Provost Senior Vice-President and Chief Operating Officer - domestic student waivers and refunds Pro Vice-Chancellor, Global - international student fee waivers and refunds Pro Vice-Chancellor, Research - domestic postgraduate student fee waivers and refunds Executive Director, Library Services - library fees or fines Director, Data Integrity, Quality and Operations - up to \$75,000 Associate Director, Student Administration - up to 50,000 Student Finance Manager - up to \$20,000 Student Finance Analyst - up to \$5,000 Student Records Manager - up to \$1,000 Student Completions Coordinator - up to \$1,000 Examinations Coordinator - up to \$1,000 Student Completions Officer - up to \$500 Results and Progression Advisor - up to \$200	<a href="#">Assessment Procedures - Review of Grade</a> <a href="#">Library Collections Access Policy</a> <a href="#">Student Fees Policy</a>
<b>AA25</b>	Approve refunds of student fees in extenuating circumstances as defined in Student Fees Policy	Pro Vice-Chancellor, Research Dean, Graduate Studies and Researcher Development Director, Data Integrity, Quality and Operations - up to \$75,000 Associate Director, Student Administration - up to \$50,000 Student Finance Manager - up to \$25,000 Student Finance Analyst - up to \$5,000	<a href="#">Student Fees Policy</a>  <b>Administrative Notes</b> Student Fees Policy, Section 5 - Guidelines on What Constitutes Extenuating Circumstances.
<b>AA26</b>	Approve students to pay tuition fees by session instalments in exceptional circumstances as recommended by Student Finance Manager.	Senior Vice-President and Chief Operating Officer Director, Data Integrity, Quality and Operations Associate Director, Student Administration	<a href="#">Student Fees Policy</a>
<b>AA27</b>	Approve award or termination of student scholarships	Executive Director, Advancement - Group B Scholarships	<a href="#">Scholarships for Coursework Students Policy</a>
<b>AA28</b>	Approve award of student prizes and similar	Dean - (School or Dean Prizes)	
<b>AA29</b>	Approve payment of student scholarships, bursaries and similar awards	Senior Vice-President and Chief Operating Officer Vice-President, Public Affairs and Partnerships Director, Data Integrity, Quality and Operations Associate Director, Student Administration Associate Director, Engagement and Partnerships Student Records Manager	<b>Administrative Notes</b> Subject to approval under AA27 and AA28.

Parking and Traffic Fees

<b>AA30</b>	Approve parking fee schedules	Vice-Chancellor and President	<a href="#">Parking and Traffic Policy</a>
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