

Delegation Schedule A - Financial Delegations

Function	Holders and Limits	Document Reference and Guidance	
Asset Disposal and Equipment Loans			
A1	Authority to approve asset sale, disposal or destruction of assets.	Council - >\$10,000,000 Finance and Infrastructure Committee - \$10,000,000 Vice-Chancellor and Chief Executive Officer - \$1,000,000 Chief Financial Officer - \$500,000 Chief Operating Officer - \$500,000 Director Financial Services - \$250,000 University Librarian - \$50,000	Financial Delegations Rule Terms of Reference (Council approved) - Finance and Infrastructure Committee
A2	Authority to 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.	Chief Operating Officer	
A3	Authority to approve loan of university art and heritage items.	Vice-Chancellor and Chief Executive Officer University Archivist University Librarian Curator Museum of Antiquities Curator Natural History Museum Curator NCW Beadle Herbarium Curator, Cultural and Teaching Collections Art Advisory Committee (VC Approved)	Administrative Notes Delegates must have appropriate systems in place to ensure proper recording of loans.
Budgets			
A4	Determine and approve the University Annual budget.	Council	Terms of Reference (Council approved) - Finance and Infrastructure Committee Administrative Notes Approval of the budget will be on the recommendation of the Finance and Infrastructure Committee.

A5	Authority to approve variations to the University budget.	Council - >\$10,000,000 Finance and Infrastructure Committee - \$10,000,000	Terms of Reference (Council approved) - Finance and Infrastructure Committee Administrative Notes In exercising thier delegation the Finance and Infrastructure Committee must notify Council.
A6	Authority to collect revenue consistent with the approved business plan and budget.	Vice-Chancellor and Chief Executive Officer	Financial Delegations Rule
A7	Authority to revise revenue estimates in the budget to reflect updated forecasts that are made during the year.	Vice-Chancellor and Chief Executive Officer	Financial Delegations Rule Administrative Notes Exercise of delegation must be reported to the Finance and Infrastructure Committee by way of presentation of a revised budget, compared against the original budget. The Finance and Infrastructure Committee having reviewed amendments made by the delegate shall have the authority to cancel or further amend any such amendments, where such action is within the terms of reference of the Finance and Infrastructure Committee.
A8	Authority to re-allocate budget between cost centres and projects.	Vice-Chancellor and Chief Executive Officer	Financial Delegations Rule Administrative Notes Exercise of delegation must be reported to the Finance and Infrastructure Committee by way of presentation of a revised budget, compared against the original budget. The Finance and Infrastructure Committee having reviewed amendments made by the delegate shall have the authority to cancel or further amend any such amendments, where such action is within the terms of reference of the Finance and Infrastructure Committee.

A9	Authority to allocate necessary resources (i.e. expenditure) to support the relevant areas when revenue exceeds budget, provided that the annual net operating margin target (%) is not reduced.	Vice-Chancellor and Chief Executive Officer	Financial Delegations Rule Administrative Notes Exercise of delegation must be reported to the Finance and Infrastructure Committee by way of presentation of a revised budget, compared against the original budget. The Finance and Infrastructure Committee having reviewed amendments made by the delegate shall have the authority to cancel or further amend any such amendments, where such action is within the terms of reference of the Finance and Infrastructure Committee.
A10	Authority to approve items/projects outside the general operations budget (income, expenditure and capital expenditure) when revenue does not exceed budget, provided that these are consistent with the approved business plan, up to an annual limit of one percent (1.0%) of total budgeted expenditure.	Vice-Chancellor and Chief Executive Officer	Terms of Reference (Council approved) - Finance and Infrastructure Committee Administrative Notes Exercise of delegation must be reported to the Finance and Infrastructure Committee by way of presentation of a revised budget, compared against the original budget. The Finance and Infrastructure Committee having reviewed amendments made by the delegate shall have the authority to cancel or further amend any such amendments, where such action is within the terms of reference of the Finance and Infrastructure Committee.
A11	Authority to adjust the budget to accommodate the completion of projects which were underspent in the prior year, provided that the total expenditure on such project aligns with the approved project plan/business case for such project and resulting change in the budget shall not add more than 3% to the total value of budgeted expenditure or consume more than 20% of untied cash and investments available at the end of the prior year.	Vice-Chancellor and Chief Executive Officer	Financial Delegations Rule Administrative Notes Exercise of delegation must be reported to the Finance and Infrastructure Committee by way of presentation of a revised budget, compared against the original budget. The Finance and Infrastructure Committee having reviewed amendments made by the delegate shall have the authority to cancel or further amend any such amendments, where such action is within the terms of reference of the Finance and Infrastructure Committee.

A12	Authority to amend the budget to reflect the timing of the expenditure of revenue tied to a specific project, provided that such change does not alter the total projected value of expenditure for the lifetime of the project.	Vice-Chancellor and Chief Executive Officer	Financial Delegations Rule Administrative Notes Exercise of delegation must be reported to the Finance and Infrastructure Committee by way of presentation of a revised budget, compared against the original budget. The Finance and Infrastructure Committee having reviewed amendments made by the delegate shall have the authority to cancel or further amend any such amendments, where such action is within the terms of reference of the Finance and Infrastructure Committee.
A13	Authority to re-allocate operating (not capital) budget within each cost centre for which they are accountable provided the individual budget holder: 1. achieves the annual budget net operating surplus margin target (\$ and %); 2. operates within the total expenditure budget; and 3. does not exceed the salary budget (permanent FTE, casual FTE or \$).	Head of Cost Centre Band 1 Band 2 Band 3 Band 4 Band 5	Financial Delegations Rule Administrative Notes Delegation must be exercised in accordance with the Financial Delegations Rule.
Commercial Activities			
A14	Authority to approve commercial activities by the University (including the associated business case where relevant), including the establishment of Cooperative Research Centres or equivalent for financial viability.	Council - >\$10,000,000 Finance and Infrastructure Committee - \$10,000,000 Tender Committee (VC Approved) - <\$5,000,000	Commercial Activities Rule Terms of Reference (Council approved) - Finance and Infrastructure Committee Administrative Notes Delegation must be exercised in accordance with the Commercial Activities Rule. The Vice Chancellor & Chief Executive Officer's approval of the business case for commercial activities >\$5,000,000 is subject to the final approval of Council.
Credit Cards			
A15	Authority to approve the issue or withdrawal of a University Corporate Credit Card to a staff member including increases to credit limits and to continuance of the card authority where a staff member transfers to another cost centre in the University.	Chief Financial Officer Director Financial Services	Credit Card Procedures

A16	Incur expenditure (i.e. purchase of goods and services) on a University Credit Card up to the limit of the card.	Credit Card Holders	Financial Delegations Rule Procurement Policy Procurement Procedures Travel Procedures Administrative Notes Staff issued with a University Credit Card will have an authorised limit of \$10,000 for an individual transaction. Where travel or airfare expenditure charged to a traveller's credit card exceeds \$10,000 then the travel must be approved via the University's Travel Management System.
A17	Authority to approve credit card accounts/transactions for payment in the Finance System.	Head of Cost Centre Band 1 Band 2 Band 3 Band 4 Band 5	Credit Card Procedures Procurement Policy Procurement Procedures
Debts			
A18	Authority to 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 Chief Executive Officer - \$1,000,000 Chief Financial Officer - \$500,000 Chief Operating Officer - \$500,000 Director Financial Services - \$250,000 University Librarian - \$50,000	Financial Delegations Rule
Expenditure			
A19	Authority to approve procurement of goods, services or assets where their value exceeds \$500,000 and the procurement process used does not comply with the University Procurement Policy.	Tender Committee (VC Approved)	Terms of Reference (Vice-Chancellor approved) Tender Committee

A20	Authority to approve significant procurements considered by the Vice Chancellor and Chief Executive Officer Tender Committee, exceeding \$5,000,000 total value and/or other significant procurements from the Vice Chancellor and Chief Executive Officer Tender Committee at the discretion of the Vice-Chancellor and Chief Executive Officer.	Finance and Infrastructure Committee - \$10,000,000	Terms of Reference (Council approved) - Finance and Infrastructure Committee
A21	Authority to commit funds for operational expenditure (i.e. approve purchase requests and purchase orders, supplier's invoices and payment requests).	Vice-Chancellor and Chief Executive Officer - \$5,000,000 Chief Financial Officer - \$1,000,000 Chief Operating Officer - \$1,000,000 Provost and Deputy Vice-Chancellor - \$500,000 Pro Vice-Chancellor (Academic Innovation) - \$250,000 Pro Vice-Chancellor (External Relations) - \$250,000 Band 3 - \$250,000 Executive Director Marketing and Strategy - \$150,000 Director AGBU - \$100,000 Director Domestic Research - Institute of Rural Futures - \$100,000 Director Facilities Management Services - \$100,000 Director Financial Services - \$100,000 Director Information Technology - \$100,000 Director Poultry Hub Australia - \$100,000 Director UNE Residential System - \$100,000 Managing Director ABRI - \$100,000 Band 6 - \$100,000 Deputy Vice-Chancellor Research - \$75,000 Band 7 - \$75,000 University Librarian - \$50,000 Band 8 - \$25,000 Chief Legal and Governance Officer - \$20,000 Band 5 - \$20,000 Band 9 - \$20,000 Band 10 - \$20,000 Band 11 - \$10,000	Financial Delegations Rule Procurement Policy Procurement Procedures Terms of Reference (Council approved) - Finance and Infrastructure Committee Administrative Notes Procurements in excess of \$2,000,000 total project value are subject to approval by the Vice-Chancellor and Chief Executive Officer Tender Committee in accordance with the Committee's Terms of Reference.

A22	Authority to certify payments for recurring expenditures that are not typically subject to a business case or purchase order and are non-discretionary once contracted (e.g. periodic payments under multi-year contracts for the supply of utilities, periodicals, and licensing arrangements) and not covered elsewhere in this Schedule.	Vice-Chancellor and Chief Executive Officer - \$5,000,000	
A23	Authority to commit funds for capital expenditure (i.e. approve purchase requests and purchase orders, supplier's invoices and payment requests) and strategic initiatives based on business case approval.	Finance and Infrastructure Committee - \$10,000,000 total value Tender Committee (VC Approved) - \$5,000,000 Vice-Chancellor and Chief Executive Officer - \$2,000,000 Chief Financial Officer - \$1,000,000 Chief Operating Officer - \$1,000,000 Director Facilities Management Services - \$100,000 Director Information Technology - \$100,000 Director Financial Services - \$50,000 Director UNE Residential System - \$20,000	Asset Management Financial Procedure Asset Management Financial Rule Financial Delegations Rule Procurement Policy Procurement Procedures
Investments, Finance and Banking Arrangements			
A24	Authority to oversee, review and approve strategy for management of University short, medium and long term investments (includes mandates, asset allocations, earnings targets, spending goals, financial risk).	Finance and Infrastructure Committee	Financial Management Rule Administrative Notes Delegation must be exercised in accordance with the Financial Management Rule.
A25	Authority to place short-term (1 year or less) investments and approve transfer of funds, including to an approved funds advisor/manager and draw down of investment funds for deposit into University operational bank accounts.	Vice-Chancellor and Chief Executive Officer - \$25,000,000 Chief Financial Officer - \$20,000,000 Director Financial Services - \$10,000,000	Financial Management Rule Administrative Notes The exercise of this delegation is subject to the benchmarks set in the Financial Management Rule.
A26	Authority to place short or long term (greater than 1 Year) investments by way of equity, debt or other instruments in an associated entity of the University.	Vice-Chancellor and Chief Executive Officer - \$2,000,000	Financial Management Rule Administrative Notes The exercise of this delegation is subject to the benchmarks set in the Financial Management Rule.

A27	Authority to appoint and terminate fund advisors/managers.	Finance and Infrastructure Committee	Financial Management Rule Terms of Reference (Council approved) - Finance and Infrastructure Committee Administrative Notes Where required by law the delegate holder is the NSW Treasurer.
A28	Authority to engage and seek advice from an investment advisor.	Finance and Infrastructure Committee	
A29	Develop and maintain plans for managing unforeseen events which may curtail cash flows and cause pressure on liquidity.	Chief Financial Officer	Administrative Notes Exercise of delegation must be reported to the Finance and Infrastructure Committee.
A30	Authority to manage the day to day cash flow operational needs of the University, short term cash requirements and managing the portfolio of investment funds not allocated to external fund managers for long term investment.	Revenue and Investment Section - DFS	Financial Management Rule Administrative Notes The exercise of this delegation is subject to the advice and direction of the Chief Financial Officer and Director, Financial Services.
A31	Authority to determine broad targets for the level of available investment funds that are to be held in cash equivalent forms.	Revenue and Investment Section - DFS	Financial Management Rule Administrative Notes The exercise of this delegation is subject to the advice and direction of the Chief Financial Officer and Director, Financial Services.
A32	Authority to approve opening and closing of bank accounts.	Chief Financial Officer Director Financial Services	
A33	Authority to approve members of staff being cheque and/or electronic signatories for financial transactions.	Director Financial Services	

A34	Authority to sign cheques and/or release University funds via electronic funds transfer (EFT).	Authorised Officers	Financial Delegations Rule Financial Management Rule Administrative Notes Authorised Officers are approved by the Director Financial Services. In exercising this delegation delegates can do so at any value provided they have satisfied themselves that the expenditure has been authorised in accordance with the authority limits in this Schedule and the Financial Delegations Rule.
Parking			
A35	Authority to approve any necessary traffic and parking fee levels in accordance with the regulations operating.	Chief Operating Officer	Parking Policy Parking Policy Procedures Administrative Notes Delegation must be exercised in accordance with the Parking Policy.
Payroll Transactions			
A36	Authority to 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-Chancellor and Chief Executive Officer - \$6,000,000 Chief Financial Officer - \$5,000,000 Chief Operating Officer - \$4,500,000 Director Human Resource Services - \$4,500,000 Deputy Director Human Resource Services - \$4,500,000	Financial Delegations Rule
Real Property			
A37	Alienate, mortgage, charge or demise of any lands of the University, excluding a demise of land for a period of less than 21 years.	Council	Administrative Notes While retaining authority Council receives advice from the Finance and Infrastructure Committee.
A38	Lease land for a term exceeding 21 years.	Council	Administrative Notes While retaining authority Council receives advice from the Finance and Infrastructure Committee.
A39	Lease land to a residential college affiliated with the University for a term not exceeding 99 years.	Council	Administrative Notes While retaining authority Council receives advice from the Finance and Infrastructure Committee.

A40	Oversee the control and management of certain property vested in the Crown.	Council	Administrative Notes While retaining authority Council receives advice from the Finance and Infrastructure Committee.
Student Fees, Charges, Scholarships and Prizes			
A41	Authority to establish and approve all student fees and charges, including fines to be paid in respect of student entrance; tuition lectures and classes; examinations; residence; conferring of degrees, diplomas and other certificates and awards; 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.	Vice-Chancellor and Chief Executive Officer	Functions of the Vice-Chancellor Rule
A42	Authority to determine rents for student accommodation.	Director UNE Residential System	Administrative Notes In exercising this delegation Heads of Colleges must be consulted.
A43	Authority to determine fees and charges other than rents in student accommodation.	Director UNE Residential System	Administrative Notes In exercising this delegation Heads of Colleges must be consulted.
A44	Authority to approve exemption from, or deferment of, or waiving of payment or refund of student fees, late fees, charges, fines and tariffs or accommodation in exceptional circumstances.	Vice-Chancellor and Chief Executive Officer	Functions of the Vice-Chancellor Rule
A45	Authority to approve the payment of student scholarships, bursaries, and prizes.	Deputy Vice-Chancellor Research Pro Vice-Chancellor (Academic Innovation)	
Taxation			
A46	Authority to act in respect of taxation and statutory compliance matters including but not limited to lodgement of returns, appointment of tax agents.	Director Financial Services	
UNE Foundation			
A47	Responsibility for reporting income, investment and disbursement information as they relate to the UNE Foundation Limited and the University.	Director Financial Services	Advancement Policy Advancement Procedures