

SCHEDULE 3 – EXPENDITURE DELEGATIONS

The following authorities and powers are conferred by the Council of Charles Sturt University on the officers or bodies specified in this Schedule in accordance with section 20 of the [Charles Sturt University Act 1989](#), section 12 of the [Public Finance and Audit Act 1983](#) and subject to the [Delegations and Authorisations Policy](#). The Council delegates authority to incur expenditure for individual goods and services in accordance with section 12 of the [Public Finance and Audit Act 1983](#) on a general and specific basis. A specific delegation may vary the total general expenditure delegation of an officer or body up or down to reflect specific requirements. A general expenditure delegation must be read as subject to a specific expenditure delegation. All expenditure under Schedule 3 delegations must be approved in accordance with the delegation and any Special Condition(s) prior to a commitment being made.

DR MICHELE ALLAN
CHANCELLOR

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
EXP1.	General Expenditure	AUTHORITY TO incur expenditure under section 12 of the <i>Public Finance and Audit Act</i> .		General expenditure delegations are subject to the specific expenditure delegations set out below. Includes multiple year services supply contracts where the delegation is determined on basis of total contract cost divided by the contract duration (in years). Contracts greater than two years to be counter-signed by Chief Operating Officer.	Public Finance and Audit Act 1983
		• exceeding \$10 million	Band 11	This delegation may be exercised by the Council Executive Committee for and on behalf of the Council in accordance with the provisions set out in the <i>Governance (Council Executive Committee) Rule 2019</i> .	Governance (Council Executive Committee) Rule 2019
		• up to \$10 million	Band 9		
		• up to \$1 million	Chief Operating Officer		
		• up to \$100,000	Band 8	This delegation may be exercised following a review of the potential expenditure by the Director, Strategic Procurement in accordance with the Procurement Policy.	Procurement Policy
		• up to \$50,000	Band 7		
		• up to \$25,000	Band 6		
		• up to \$10,000	Band 4		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
		• up to \$5,000	Band 3		
		• up to \$3,000	Band 2		
EXP2.	Bad Debt Write-Off	AUTHORITY TO incur expenditure in writing-off of bad debts as irrecoverable and to adjust debtor accounts:			Public Finance and Audit Act 1983
		• exceeding \$100,000	Band 11	This delegation may be exercised by the Council Executive Committee for and on behalf of the Council in accordance with the provisions set out in the <i>Governance (Council Executive Committee) Rule 2019</i> .	Governance (Council Executive Committee) Rule 2019
		• up to \$100,000	Chief Financial Officer	Bad Debt write offs over \$1,000 must be reported to the next meeting of the Finance, Audit and Risk Committee.	
		• up to \$10,000	Band 6, Division of Finance	Bad Debt write offs over \$1,000 must be reported to the next meeting of the Finance, Audit and Risk Committee.	
EXP3.	Capital Plan Expenditure	AUTHORITY TO incur expenditure for individual goods and services, including Equipment, Contractors and Consultants for projects within Approved Capital Plan:			Public Finance and Audit Act 1983
		• exceeding \$30 million	Band 11	This delegation may be exercised by the Council Executive Committee for and on behalf of the Council in accordance with the provisions set out in the <i>Governance (Council Executive Committee) Rule 2019</i> .	Governance (Council Executive Committee) Rule 2019
		• up to \$30 million	Band 9	Counter-signed by Chief Operating Officer.	
		• up to \$5 million	Chief Financial Officer		
		• up to \$400,000	Executive Director, Facilities Management		
		• up to \$200,000	Executive Director, Information Technology		
		• for all other expenditure, normal delegations apply.		Refer EXP1	

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
EXP4.		AUTHORITY TO approve new capital projects within an approved Plan.	Band 9	Approval of new capital projects must be reported to the next meeting of the Finance, Audit and Risk Committee.	
EXP5.	Contractors, Consultants and Sole Traders	AUTHORITY TO approve engagement and payment of contractors, consultants and sole traders:		Not relating to Capital Plan Expenditure (refer EXP3)	Public Finance and Audit Act 1983
		• exceeding \$5 million	Band 11	This delegation may be exercised by the Council Executive Committee for and on behalf of the Council in accordance with the provisions set out in the Governance (Council Executive Committee) Rule 2019 .	Governance (Council Executive Committee) Rule 2019
		• up to \$5 million	Band 9	Counter-signed by Chief Operating Officer.	
		• up to \$500,000	Chief Operating Officer		
		• up to \$50,000	Band 8	This delegation may be exercised following a review of the potential expenditure by the Director, Strategic Procurement in accordance with the Procurement Policy.	Procurement Policy
EXP6.	Audit	AUTHORITY TO approve external audit:			Public Finance and Audit Act 1983
		• Appointment of External Auditor for year-end Accounts.	Finance, Audit and Risk Committee		Governance (Finance, Audit and Risk Committee) Rule 2015
EXP7.	Entertainment	AUTHORITY TO incur entertainment expenses:			Public Finance and Audit Act 1983
		• exceeding \$2,000	Band 9		
		• up to \$2,000	University Secretary	Council Functions	
			Director, External Engagement	Regional Consultative Committee Meetings	
		• up to \$500	Band 8		

No	Category	Function	Delegate	Special Condition(s)	References
EXP8.	Utilities	AUTHORITY to procure supply of services for campus related utilities, incur expenditure, and execute contracts for the supply. Per contract		(additional to those specified in the relevant Rule, policy or procedure governing the delegation)	
		• Exceeding \$3 million	Band 9	Includes multiple year service supply contracts where the delegation is determined on basis of total contract cost divided by the contract duration (in years)	
		• Up to \$3 million	Chief Financial Officer	Contracts greater than two years to be counter-signed by the Chief Operating Officer	
		• Up to \$1 million	Executive Director, Facilities Management		

Document history

Approval date	Resolution or delegation	Nature of Amendment
30 Sep 2020	CNL152/10	EXP1,3,5: authority and special conditions for countersigning changed to Chief Operating Officer; EXP3 authority changed to Chief Financial Officer. Various: special conditions updated to the Council Executive Committee.
9 Dec 2020	CNL154/7	EXP8: new authorisation added for utilities.