

### 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> .	Band 11	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 Financial Officer.	<a href="#">Public Finance and Audit Act 1983</a>
		• exceeding \$10 million		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 <a href="#">Governance (Council Executive Committee) Rule 2019</a> .	<a href="#">Governance (Council Executive Committee) Rule 2019</a>
		• up to \$10 million	Band 9		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in	References
		• up to \$1 million	Chief Financial Officer		
		• up to \$100,000	Band 8	This delegation may be exercised <b>following</b> a review of the potential expenditure by the Director, Strategic Procurement in accordance with the Procurement Policy.	<a href="#">Procurement Policy</a>
		• up to \$50,000	Band 7		
		• up to \$25,000	Band 6		
		• up to \$10,000	Band 4		
		• up to \$5,000	Band 3		
		• up to \$3,000	Band 2		
EXP2.	<b>Bad Debt Write-Off</b>	AUTHORITY TO incur expenditure in writing-off of bad debts as irrecoverable and to adjust debtor accounts:			<a href="#">Public Finance and Audit Act 1983</a>
		• 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 <a href="#">Governance (Council Executive Committee) Rule 2019</a> .	<a href="#">Governance (Council Executive Committee) Rule 2019</a>
		• 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.	

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
		<ul style="list-style-type: none"> <li>up to \$10,000</li> </ul>	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 .	<b>Capital Plan Expenditure</b>	AUTHORITY TO incur expenditure for individual goods and services, including Equipment, Contractors and Consultants for projects within Approved Capital Plan:		Total expenditure must be within the Capital Plan approved by the Council. Individual expenditure items may vary from the approved allocation by a maximum of 10%, on condition that the total expenditure does not exceed the total Capital Plan. All expenditures must be reported to the next Finance, Audit and Risk Committee at its scheduled meeting.	<a href="#">Public Finance and Audit Act 1983</a>
		<ul style="list-style-type: none"> <li>exceeding \$30 million</li> </ul>	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 <a href="#">Governance (Council Executive Committee) Rule 2019</a> .	<a href="#">Governance (Council Executive Committee) Rule 2019</a>
		<ul style="list-style-type: none"> <li>up to \$30 million</li> </ul>	Band 9	Counter-signed by Chief Financial Officer.	
		<ul style="list-style-type: none"> <li>up to \$5 million</li> </ul>	Deputy Vice-Chancellor (Administration)	Counter-signed by Chief Financial Officer.	
		<ul style="list-style-type: none"> <li>up to \$400,000</li> </ul>	Executive Director, Facilities Management		
		<ul style="list-style-type: none"> <li>up to \$200,000</li> </ul>	Executive Director, Information Technology		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the	References
		<ul style="list-style-type: none"> <li>for all other expenditure, normal delegations apply.</li> </ul>		Refer EXP1	
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 .	<b>Contractors, Consultants and Sole Traders</b>	AUTHORITY TO approve engagement and payment of contractors, consultants and sole traders:		Not relating to Capital Plan Expenditure (refer EXP3)	<a href="#">Public Finance and Audit Act 1983</a>
		<ul style="list-style-type: none"> <li>exceeding \$5 million</li> </ul>	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 <a href="#">Governance (Council Executive Committee) Rule 2019</a> .	<a href="#">Governance (Council Executive Committee) Rule 2019</a>
		<ul style="list-style-type: none"> <li>up to \$5 million</li> </ul>	Band 9	Counter-signed by Chief Financial Officer.	
		<ul style="list-style-type: none"> <li>up to \$500,000</li> </ul>	Chief Financial Officer		
		<ul style="list-style-type: none"> <li>up to \$50,000</li> </ul>	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.	<a href="#">Procurement Policy</a>
EXP6 .	<b>Audit</b>	AUTHORITY TO approve external audit:			<a href="#">Public Finance and Audit Act 1983</a>

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the	References
		<ul style="list-style-type: none"> <li>• Appointment of External Auditor for year-end Accounts.</li> </ul>	Finance, Audit and Risk Committee		<a href="#">Governance (Finance, Audit and Risk Committee) Rule 2015</a>
EXP7 .	<b>Entertainment</b>	AUTHORITY TO incur entertainment expenses:			<a href="#">Public Finance and Audit Act 1983</a>
		<ul style="list-style-type: none"> <li>• exceeding \$2,000</li> </ul>	Band 9		
		<ul style="list-style-type: none"> <li>• up to \$2,000</li> </ul>	University Secretary Director, External Engagement	Council Functions Regional Consultative Committee Meetings	
		<ul style="list-style-type: none"> <li>• up to \$500</li> </ul>	Band 8		