

### SCHEDULE 3 - EXPENDITURE DELEGATIONS (s.12)

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 Policy on Delegations and Authorisations. 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.

LAWRIE WILLETT, AO  
CHANCELLOR

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
EXP1 .	<b>General Expenditure</b>	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.	<i>Public Finance and Audit Act 1983</i>
		<ul style="list-style-type: none"> <li>• exceeding \$10 million</li> </ul>	Band 11	This delegation may be exercised by the Chancellor's Committee for and on behalf of the Council in accordance with the provisions set out in the <i>Governance (Chancellor's Committee) Rule</i> 2012.	
		<ul style="list-style-type: none"> <li>• up to \$10 million</li> </ul>	Band 9		
		<ul style="list-style-type: none"> <li>• up to \$1 million</li> </ul>	Executive Director, Finance		
		<ul style="list-style-type: none"> <li>• up to \$250,000</li> </ul>	Band 8		
		<ul style="list-style-type: none"> <li>• up to \$100,000</li> </ul>	Band 7		
		<ul style="list-style-type: none"> <li>• up to \$50,000</li> </ul>	Band 6		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
		• up to \$20,000	Band 4		
		• up to \$10,000	Band 3		
		• up to \$5,000	Band 2		
		• up to \$1,000	Band 1		
EXP2 .	<b>Bad Debt Write-Off</b>	AUTHORITY TO incur expenditure in writing-off of bad debts as irrecoverable and to adjust debtor accounts:			<i>Public Finance and Audit Act 1983</i>
		• exceeding \$100,000	Band 11	This delegation may be exercised by the Chancellor's Committee for and on behalf of the Council in accordance with the provisions set out in the <i>Governance (Chancellor's Committee) Rule 2012</i> .	
		• up to \$100,000	Executive Director, Finance	Bad Debt write offs over \$1,000 must be reported to the next meeting of the 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 Audit and Risk Committee.	
EXP3 .	<b>Capital Projects</b>	AUTHORITY TO incur expenditure for individual goods and services for capital 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	<i>Public Finance and Audit Act 1983</i>

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				total expenditure does not exceed the total Capital Plan. All expenditures must be reported to the next Finance and Infrastructure Committee at its scheduled meeting.	
		<ul style="list-style-type: none"> <li>• exceeding \$30 million</li> </ul>	Band 11	This delegation may be exercised by the Chancellor's Committee for and on behalf of the Council in accordance with the provisions set out in the <i>Governance (Chancellor's Committee) Rule 2012</i> .	
		<ul style="list-style-type: none"> <li>• up to \$30 million</li> </ul>	Band 9	Counter-signed by Executive Director, Finance.	
		<ul style="list-style-type: none"> <li>• up to \$10 million</li> </ul>	Deputy Vice-Chancellor (Administration)	Counter-signed by Executive Director, Finance.	
		<ul style="list-style-type: none"> <li>• up to \$5 million</li> </ul>	Executive Director, Facilities Management	Counter-signed by Executive Director Finance.	
		<ul style="list-style-type: none"> <li>• For capital expenditures up to \$500,000, 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 and Infrastructure Committee.	
EXP5 .	<b>Consultants</b>	AUTHORITY TO approve engagement and payment of fees for Consultants:		Consultants retained in relation to capital projects fall within the delegations for	<i>Public Finance and Audit Act 1983</i>

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				Capital Expenditure.	
		• exceeding \$1 million	Band 11	This delegation may be exercised by the Chancellor's Committee for and on behalf of the Council in accordance with the provisions set out in the <i>Governance (Chancellor's Committee) Rule 2012</i> .	
		• up to \$1 million	Band 9		
		• up to \$200,000	Executive Director, Finance		
		• up to \$50,000	Band 7		
EXP6 .	<b>Contractors</b>	AUTHORITY TO approve engagement and payment of contractors:			<i>Public Finance and Audit Act 1983</i>
		• exceeding \$5 million	Band 11	This delegation may be exercised by the Chancellor's Committee for and on behalf of the Council in accordance with the provisions set out in the <i>Governance (Chancellor's Committee) Rule 2012</i> .	
		• up to \$5 million	Band 9	Counter-signed by Executive Director, Finance.	
		• up to \$500,000	Executive Director, Finance		
		• up to \$100,000	Band 8		
		• up to \$50,000	Band 7		

<b>No</b>	<b>Category</b>	<b>Function</b>	<b>Delegate</b>	<b>Special Condition(s)</b> (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	<b>References</b>
EXP7 .	<b>Audit</b>	AUTHORITY TO approve external audit:			<i>Public Finance and Audit Act 1983</i>
		<ul style="list-style-type: none"> <li>• Appointment of External Auditor for year-end Accounts.</li> </ul>	Audit and Risk Committee		<i>Governance (Audit and Risk Committee) Rule 2006</i>
EXP8 .	<b>Entertainment</b>	AUTHORITY TO incur entertainment expenses:			<i>Public Finance and Audit Act 1983</i>
		<ul style="list-style-type: none"> <li>• exceeding \$10,000</li> </ul>	Band 9		
		<ul style="list-style-type: none"> <li>• up to \$10,000</li> </ul>	Band 8		
			University Secretary and Director, Corporate Affairs		
		<ul style="list-style-type: none"> <li>• up to \$2,000</li> </ul>	Band 7		
		<ul style="list-style-type: none"> <li>• up to \$1,000</li> </ul>	Band 6		
		<ul style="list-style-type: none"> <li>• up to \$200</li> </ul>	Band 4		
EXP9 .	<b>Research Grants</b>	AUTHORITY TO approve expenditure of research funds:			<i>Public Finance and Audit Act 1983</i>
		<ul style="list-style-type: none"> <li>• up to \$10,000</li> </ul>	Researcher in receipt of research grant		
		<ul style="list-style-type: none"> <li>• in excess of \$10,000</li> </ul>	Band 6		