

# Financial Delegations Rule

## Section 1 - Overview and Scope

(1) The purpose of this policy is to establish and communicate the delegated authority levels for amending and executing the approved budget.

(2) This Rule applies to all staff of the University and members of the Council.

(3) Within this Rule:

- a. Part A covers the delegations to support the execution of the approved budget; and
- b. Part B covers the delegations in relation to the University's annual operating and capital budgets.

### Part A - Delegations to support execution of the approved budget

(4) In order to enable the orderly execution of the approved business plan and budget, and in accordance with Section 16 and 17 of the [University of New England Act, 1993](#), the Vice-Chancellor and Chief Executive Officer is delegated authority to collect revenue, enter obligations, incur expenditure and transact investments up to the maximum level identified in the tables below.

(5) The authority provided to the Vice-Chancellor and Chief Executive Officer under Article 3 comprises:

- a. Unlimited authorisation to collect revenue consistent with the approved business plan and budget;
- b. Within the limits established in Table 1 and Table 2, authorisation of capital and Operating Expenditure in the following forms:
  - i. the authorisation of purchase requests and purchase orders;
  - ii. the authorisation of suppliers invoices and payment requests;
  - iii. the execution of contracts or other binding legal agreements;
- c. Within the limits established in Table 1, certifying payments for recurring expenditures that are not typically subject to a business case or purchase order and are non-discretionary once contracted, including payroll and periodic payments under multi-year contracts for the supply of utilities, periodicals, and licensing arrangements;
- d. Within limits established in Table 3, placing financial investments; and
- e. Within limits established in Table 2, write off or dispose of debts, property, plant and equipment.

#### Table 1 - Authority to Commit Operating Expenditure

Division	Position	Operating Expenditure Delegation	Payroll Expenditure Delegation
Office of the Vice-Chancellor and CEO	Vice-Chancellor and Chief Executive Officer	\$5,000,000*# *provided that procurements in excess of \$2 million are subject to approval by VC Tender Committee in accordance with the committee Terms of Reference.  #Where funding is received under a grant scheme or other funding agreement the VC&CEO has the delegation to expend funding up to the amount received where that expenditure is consistent with the terms and purpose of the agreement.	\$6,000,000
- Office of the Director Governance and University Secretary	Director Governance and University Secretary	\$50,000	
	Senior Manager Internal Audit	\$20,000	
	Head Records Policy and Governance	\$20,000	
	Senior Manager (Secretariat)	\$10,000	
- Corporate Communications and Events	Directors and Associate Directors	\$20,000	
Office of the Chief Financial Officer	Chief Financial Officer	\$1,000,000	\$5,500,000
Finance Strategy and Business Intelligence	Head of Finance	\$250,000	\$5,500,000
	Treasury Manager	\$20,000	
	Other Directors, Deputy Directors, Heads and Associate Directors	\$20,000	
Office of the Chief Operating Officer	Chief Operating Officer	\$1,000,000	\$5,500,000
Integrated Services and Operational Intelligence	Director Estate and Built Environment and Associate Directors (2iC)(EBE)	\$250,000	
	Chief Information Officer & Deputy Chief Information Officer (2iC) Technology and Digital Service (TDS)	\$250,000	
	Director People and Culture	\$20,000	\$5,500,000
	Associate Directors People and Culture	\$20,000	
	Other Directors , Deputy Directors and Heads	\$20,000	
	Director Legal Services	\$100,000 Legal Contracts \$20,000 Other	
	Director UNE Residential Services	\$100,000	

Division	Position	Operating Expenditure Delegation	Payroll Expenditure Delegation
	Director Centre for Animal Research and Training (CART), and Director SMART Farms	\$50,000	
Office of the Deputy Vice-Chancellor	Deputy Vice-Chancellor	\$500,000	
	Pro Vice-Chancellor Indigenous	\$20,000	
- Education Futures	Executive Principal Education Futures	\$250,000	
	Executive Dean of Faculties	\$250,000	
	Associate Dean of Faculties & Deputy Dean of Faculties	\$75,000	
	Faculty Coordinator	\$50,000	
	Head of School	\$20,000	
	Other Directors , Deputy Directors and Associate Directors	\$20,000	
- Student Experience	Executive Principal Student Experience	\$250,000	
	Director Library Services and University Librarian	\$50,000	
	Executive Directors, Directors, Heads and Associate Directors	\$20,000	
- Brand Partnership and Business Development	Executive Principal Brand Partnerships and Business Development	\$250,000	
	Director Marketing & Admissions	\$150,000	
	Directors, Deputy Directors & Associate Directors	\$20,000	
Office of the Deputy Vice-Chancellor (Research)	Deputy Vice-Chancellor Research	\$1,000,000 research contracts \$125,000	
- Research	Research Director	\$100,000	
	Directors of Research Centres and Head of Research Institutes	\$100,000	
Other	Nominated Staff*	\$15,000	

\*Nominated staff members must be nominated by Director or above and approved by the Chief Financial Officer or Head of Finance. The standard delegation for nominated staff will be \$15,000 or as otherwise approved by the Chief Financial Officer or Head of Finance. Finance Strategy and Business Intelligence will maintain a register of financial delegations.

**Table 2 - Authority for Capital Expenditure**

Position	Capital Expenditure Delegation	Asset Disposal Delegation
Vice-Chancellor and Chief Executive Officer	\$5,000,000*	\$1,000,000
Chief Operating Officer	\$1,000,000	\$500,000

Position	Capital Expenditure Delegation	Asset Disposal Delegation
Chief Financial Officer	\$1,000,000	\$500,000
Director Estate and Built Environment and Associated Directors (2iC) Estate and Built Environment (EBE)	\$100,000	\$50,000
Chief Information Officer and Deputy Chief Information Officer	\$100,000	\$50,000
Head of Finance	\$100,000	\$250,000
Director Library Services and University Librarian		\$50,000
Director Centre for Animal Research and Training (CART), and Director SMART Farms	\$50,000	

\*Provided that procurements in excess of \$2million are subject to approval by VC Tender Committee in accordance with the committee's [Terms of Reference](#)

**Table 3 - Authority to Transact Investments**

Position	Investment Authority	Comment
Vice-Chancellor and Chief Executive Officer	\$25,000,000	Short Term (1 Year or less) and Medium Term (less than 5 years) to be within benchmarks set in the <a href="#">Financial Management Policy</a> .
Chief Financial Officer	\$20,000,000	Short Term (1 Year or less) and Medium Term (less than 5 years) to be within benchmarks set in the <a href="#">Financial Management Policy</a> .
Head of Finance	\$10,000,000	Short Term (1 Year or less) and Medium Term (less than 5 years) to be within benchmarks set in the <a href="#">Financial Management Policy</a> .
Vice-Chancellor and Chief Executive Officer	\$2,000,000	Long, medium or short term, investments by way of equity, debt or other instruments in an associated entity of the University

(6) Authority above the maximum level of the Vice-Chancellor and Chief Executive Officer indicated in the tables is subject to prior approval by Council or Committees of Council as established under the [University of New England Act, 1993](#).

(7) Where funding is received under a grant scheme or other funding agreement, the Vice-Chancellor and Chief Executive Officer has the delegation to expend funding up to the amount received where that expenditure is consistent with the terms and purpose of the agreement. The use of this delegation is conditional on the fact that the expenditure is reported immediately to the Finance and Infrastructure Committee and Council for information following signing of the agreement.

(8) For approvals of Council and Committees of Council, the Vice-Chancellor and Chief Executive Officer is delegated the authority to sign all documents and to do all things reasonably required to implement the approval in accordance with its terms.

(9) The Vice-Chancellor and Chief Executive Officer may delegate their authority to other positions within the University, provided however that no position may have a delegated financial authority that is higher than the authority of the position to which the holder of that position reports and in no circumstance higher than the authority of the Vice-Chancellor and Chief Executive Officer. Such delegations will be maintained in the Tables, and Council will be advised of any changes to these delegations within three (3) months of the change.

(10) For approvals of the Vice-Chancellor and Chief Executive Officer, the Chief Financial Officer and Head of Finance are nominated to approve purchase orders, and authorise expenditure as reasonably required to implement the financial administration aspects of approval in accordance with its terms.

(11) Delegations pass to the person acting in the role where so approved by the delegate's direct manager in writing.

(12) All delegations are governed by Section 21A of the [University of New England Act](#) and paragraph 10 of the University's [Commercial Activities Rule](#).

(13) Staff nominated to sign cheques and/or release University funds via electronic funds transfer (EFT) can do so at any value provided they have satisfied themselves that the expenditure has been authorised in accordance with the authority limits set above.

(14) Staff issued with a University Credit Card will have an authorised upper limit which may be varied from time to time by notice from the University. Use of credit cards is subject to clause (15) and to [Credit Card Policy](#) which may limit use for some categories of purchases. 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 in accordance with the schedule of authorities detailed in Table 1 prior to travel being undertaken.

(15) This document should be interpreted using the following principles:

- a. Where a dollar amount is stipulated as an approval limit, it is to be taken as a reference to the maximum contract value or maximum financial commitment/exposure of the University, whichever is the greater.
- b. All delegation limits are inclusive of Goods and Services Tax (GST).
- c. This document does not override or otherwise affect:
  - i. The [UNE Delegations Framework Rule](#) or
  - ii. The [Vice-Chancellor Functions Rule](#).

(16) The authority level for the approval of contract variations is to be assessed at the full value of the revised contract, not just the variation amount. For example; if a contract was initially approved for \$1,000,000 and a variation is sought for \$100,000 then the approval for this variation can only be granted by those individuals or Committees who have authority for \$1,100,000.

(17) Approvals under all delegations are subject to specific approved budget allocations and adherence to conflicts of interest policy.

## **Part B - Delegations to support execution of the operating and capital budget**

(18) In relation to the University's annual operating and capital budgets approved by Council:

- a. The Vice-Chancellor and Chief Executive Officer is authorised to
  - i. revise revenue estimates in the budget to reflect updated forecasts that are made during the year.
  - ii. re-allocate budget between cost centres and projects.
  - iii. 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
- b. When revenue exceeds budget, the Vice-Chancellor and Chief Executive Officer is authorised to allocate the necessary resources, and therefore expenditure, to support the relevant areas, provided that the annual net operating margin target (%) is not reduced.
- c. When revenue does not exceed budget, the Vice-Chancellor and Chief Executive Officer is authorised to

approve items/projects outside the general operations budget (income, expenditure and capital expenditure), provided that these are consistent with the approved business plan, up to an annual limit of one percent (1.0%) of total budgeted expenditure.

- d. The Vice-Chancellor and Chief Executive Officer may authorise an adjustment to 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 the resulting change in the budget does 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.
- e. All other delegates are authorised to re-allocate operating (not capital) budget within each cost centre for which they are accountable provided the individual budget holder:
  - i. achieves the annual budget net operating surplus margin target (\$ and %);
  - ii. operates within the total expenditure budget; and
  - iii. does not exceed the salary budget (permanent FTE, casual FTE or \$).
- f. Any such action by the Vice-Chancellor and Chief Executive Officer under this clause must be reported to Finance and Infrastructure Committee by way of presentation of a revised budget, compared against the original budget, at the next meeting.
- g. The Finance and Infrastructure Committee, having reviewed amendments made by the Vice-Chancellor and Chief Executive Officer, has 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.

## Section 2 - Authority and Compliance

(19) The University Council (or delegated committee) makes this Rule.

(20) UNE Representatives must observe this Rule in relation to Financial Delegations.

(21) This Rule is consistent with UNE's obligations under Section 16 and 17 of the [University of New England Act 1993 \(NSW\)](#).

(22) UNE Representatives are required to store all decisions relating to the exercise of financial delegations in the approved electronic Records Management System (RMS).

(23) This Rule operates as and from the Effective Date. Previous versions of the [Financial Management Rule](#) are replaced and have no further operation from the Effective Date.

(24) Notwithstanding other provisions of this Rule, the Council may by resolution approve an exception to the Rule where it is determined the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome.

## Section 3 - Quality Assurance

(25) The implementation of this Policy will be supported and measured by the Chief Financial Officer conducting an annual review of UNE's financial management, particularly investment practices and performance, and reporting on compliance with this Policy to the Finance and Infrastructure Committee and Vice-Chancellor and Chief Executive Officer.

## Section 4 - Definitions

For the purposes of this Rule the following definition applies.

(26) Capital Expenditure is expenditure as described in the [Asset Management Financial Rule](#) that creates a future economic benefit for the University. Capital expenditure is incurred when funds are expended to acquire, build or upgrade assets. This expenditure will create an asset which appears on the University's Balance Sheet.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	10th July 2023
<b>Review Date</b>	10th July 2025
<b>Approval Authority</b>	Director Governance and University Secretary
<b>Approval Date</b>	28th June 2023
<b>Expiry Date</b>	To Be Advised
<b>Unit Head</b>	Ilias Dimopoulos Head of Finance
<b>Enquiries Contact</b>	Ilias Dimopoulos Head of Finance <hr/> Finance +612 6773 5056

## Glossary Terms and Definitions

**"UNE Representative"** - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

**"Operating Expenditure"** - Is the day to day expenditure incurred in the normal operation of the University and includes such items as travel, printing and stationery, scholarships, consultants' fees, etc. This expenditure appears in the University's Profit and Loss as Expenditure.

**"Records Management System (RMS)"** - The University of New England installation of HP TRIM, or equivalent replacement system, under the control of the Records Management Office.

**"Effective Date"** - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.