



The University of Sydney

University of Sydney (Delegations of Authority – Administrative Functions) Rule 2005

Approved by: Senate on 2 May 2005

Date of effect: 1 June 2005

PRELIMINARY

1. This Rule was made by resolution of Senate on 2 May 2005 pursuant to section 17(c) of the *University of Sydney Act* (as amended) 1989 (**'the Act'**), which enables Senate to delegate activities or functions to "any other person or body prescribed by the by-laws". The Rule took effect on 1 June 2005.
2. The Rule is amended by resolution of Senate on 1 May 2006 pursuant to section 37(2)(b) of the Act, which permits Senate to amend a Rule. The Rule, as amended, takes effect on 2 May 2006.
3. The Rule provides for delegations of authority to be made to persons falling within the class of those with particular responsibility for financial administration, use of the University's Coat of Arms, and for allocation of space, within the University. The functions to be performed by the delegates are generally operational in nature.
4. The Rule supplements sections 4.17 and 5 of the Delegations of Authority – Administrative Functions ("Delegations") (as amended) approved by Senate on 21 March 2005.
5. In exercising a delegation under this Rule a delegate must ensure that the delegate is familiar with, and complies with:
 - The Act and any delegated legislation (such as by-laws or Rules of the University) as amended from time to time
 - Finance and Accounting Manual policies and procedures which are accessible from <http://www.finance.usyd.edu.au/account/index.htm>
 - University policies and procedures including the Code of Conduct, and guidelines as amended from time to time (including, without limitation, the University of Sydney Guidelines Concerning Commercial Activities and the Purchasing Policy) which are accessible from Policy Online at <http://www.usyd.edu.au/policy/>

PRINCIPLES GOVERNING THE EXERCISE OF DELEGATIONS

6. The principles set out in the Delegations apply to the exercise of the delegations in this Rule, with the exception of section 2.7, which provides that the Delegations must be exercised by an employee of the University.
7. This Rule permits a delegate to be a consultant or a contractor if formal approval has been given by a Principal Officer or Dean, on a case by case basis.

DELEGATIONS

Section 4 – Delegations for Specific Activities

4.17 Allocation of space within University property

Authority to perform the following functions is delegated to:

| FUNCTION | DELEGATED TO |
|---|---|
| Approve University Main campus and Cumberland campus room and equipment hire on a casual hourly or daily basis (as landlord) (Note: this does not include leases and licences) | Manager University Venues, Campus Property & Services |
| Approve University room and equipment hire other than Main campus and Cumberland campus (as landlord) on a casual basis within their accountability areas (Note: this does not include leases and licences) | Dean, Sydney Conservatorium of Music; Dean, Sydney College of the Arts; Manager, Seymour Centre; Director, Centre for Continuing Education; Director, Museums |

Section 5 – Financial Delegations

5.3 Goods and services, including travel

This delegation applies to the acquisition disposal and write off of goods and services (excluding payroll system transactions) and must be read in conjunction with the Purchasing Policy. Reference must also be made to the Purchasing Policy for quotation, tender, waiver and selective tendering requirements.

Authority to perform the following functions at the following limits is delegated to:

| FUNCTION & LIMIT | DELEGATED TO |
|---|--|
| Approve all quotation and tender waivers and selective tendering for goods and/or services | Manager, Shared Services, Financial Services |
| Approve quotation waivers for goods and/or services up to \$200,000 | Strategic Sourcing Leaders, Shared Services, Financial Services |
| Approve the acquisition and sale of farm produce, including livestock and grain, up to \$100,000 | Manager Rural Operations, Campus Property & Services |
| Approve the acquisition and sale of farm produce, including livestock and grain, up to \$10,000 | Farm Supervisor; Farm Manager |
| Approve the acquisition of goods and/or services up to \$50,000, within the accountability area specified by a HOS, HOA and above | Level E/HEO10 and above whose role includes as a primary function budget and/or financial management |
| Approve the acquisition of goods and/or services up to \$25,000 | ARC Research Centre Director; Manager Rural Operations, Campus Property & Services |
| Approve the acquisition of goods and/or services up to \$10,000 | Chief Investigator of research grant |
| Approve the acquisition of goods and/or services up to \$10,000, within the accountability area specified by a HOS, HOA and above | Level D/HEO8 and above whose role includes as a primary function budget and/or financial management |

| FUNCTION & LIMIT | DELEGATED TO |
|--|--|
| Approve the acquisition of goods and/or services up to \$5,000, within the accountability area specified by a HOS, HOA and above | Level C/HEO6 and above whose role includes as a primary function budget and/or financial management; Corporate Cardholder |
| Approve the travel arrangements and budget for travellers (excluding Special Studies Program, Visiting Scholars, job interviews, relocation of new staff and student travel) | HOS; HOA and above |

5.6 Fees, charges and fines

The authority to determine (which includes approve, waive, exempt or refund) fees, charges and fines, at the limits specified, is delegated to:

| FUNCTION | DELEGATED TO |
|--|---|
| Waive and refund library fees, charges and fines up to \$1,000, within the accountability area specified by the UL | Library Officer HEO6 and above whose role includes as a primary function budget and/or financial management |
| Approve system- generated student fee refunds | Registrar; Manager Revenue Services, Financial Services |
| Approve international student fee refunds | Director, International Office; Finance Manager, International Office |
| Approve Summer School student fee refunds | Director, Summer School; Finance Manager, Summer School |
| Approve disbursement of student fees to student associations | Registrar; Manager Revenue Services, Financial Services |
| Approve refund of trade debtor overpayments | Manager Revenue Services, Financial Services |

5.7 Student loans and bursaries

Authority to perform the following functions at the following limits, is delegated to:

| FUNCTION | DELEGATED TO |
|---|---|
| Approve student loans and bursaries up to \$5,000, within the accountability area specified by the Director, Student Services | Head, Equity Support Services |
| Approve student emergency cash loans up to \$500 | Director, Student Services Head, Equity Support Services |

5.8 Bank accounts

Authority to perform the following function is delegated to:

| FUNCTION | DELEGATED TO |
|---|---|
| Liaise with the bank and other financial institutions with respect to the University's banking arrangements (eg, opening and closing bank accounts, bank signatories, follow up unidentified charges, petty cash and imprest bank account arrangements and signatories) | Senior Corporate Finance Accountant, Financial Services |
| Liaise with the bank and other financial institutions with respect to the University's receipting arrangements (eg, receipting/merchant card facilities, follow up unidentified receipts) | Manager, Revenue Services, Financial Services |
| Liaise with the bank and other financial institutions with respect to the University's Corporate Card (eg, opening and closing of account, credit limit, signatories) | Corporate Card Administrator, Financial Services |

| FUNCTION | DELEGATED TO |
|---|---|
| Sign manual cheques and open cheques for cash (other than imprest cheques) – two signatures are required | DFOS; DCF; Manager Shared Services, Financial Services; Senior Accountants, Financial Services; Accountants, Financial Services Manager Revenue Services, Financial Services; Supervisor Accounts Payable, Financial Services; Manager Assets, Financial Services |
| Approve payment schedules relating to accounts payable finance system transactions | Supervisor Accounts Payable, Financial Services; Manager Shared Services, Financial Services |
| Approve payment schedules relating to payroll system transactions and approve payments relating to payroll tax, group tax from payroll and superannuation | Payroll Manager, Remuneration Services & Systems; Manager, Remuneration Services & Systems |
| Transfer funds electronically with the bank relating to accounts payable transactions (including investments) and payroll transactions | Corporate Financial Accountant (Bank Reconciliation), Financial Services; Supervisor Accounts Payable, Financial Services [Accounts Payable transactions only]; Cheque Disbursement Officer, Financial Services [Accounts Payable transactions only]; Payroll Manager, Remuneration Services & Systems [Payroll transactions only]; Payroll Supervisor, Remuneration Services & Systems [Payroll transactions only] |

5.9 Investment of funds and financial risk management

Note: The Delegations under this section must be exercised in accordance with Schedule 2 of the Act.

Authority to perform the following functions at the following limits is delegated to:

| FUNCTION | DELEGATED TO |
|--|---|
| Execute investment transactions in accordance with policies and mandates approved by Investment and Commercialisation Committee. | Manager, Investment Markets; Manager, Investment Services in relation to fund managers |

5.10 Journal transfers

Authority to perform the following function is delegated to:

| FUNCTION | DELEGATED TO |
|--|---|
| Approve journal transfers across accountability areas, consistent with the University's plans, policies and procedures | Principal Officer |
| Approve journal transfers within accountability areas | Dean; HOS; HOA |
| Approve journal transfers, within the accountability area specified by a HOS, HOA and above | HEO6 and above whose role includes as a primary function budget and/or financial management |