INVESTMENT PROCEDURES 2019

Issued by: Chief Financial Officer
Dated: 2 August 2019
Signature: ___________________ ___________________
Name: Wayne Andrews

1 Purpose and application
(1) These procedures are to give effect to the Investment Policy 2017 (“the policy”).
(2) These procedures apply to all University staff involved in the management of medium-term and long-term investment funds.
(3) The procedures do not apply to University owned real property investments held within the Future Fund or the short-term funds.

2 Commencement
These procedures commence on 2 August 2019.

3 Interpretation
(1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

CFO means the University’s Chief Financial Officer.
currency overlay manager means a specialist appointed to assist the University in managing the MTF and LTF portfolios’ exposure to overseas currency for risk and return management purposes.
derivative means a financial instrument whose value is derived from the value of an underlying asset or security, such as government bond futures and options and share price index futures contracts.
FCT means Financial Control and Treasury, which is a sub-unit within Financial Services directly responsible for short-term investment funds, and unit registry accounting and banking operations.
OGC means the University’s Office of General Counsel
parent and child general ledger account structure means an accounting framework where the invested funds are quarantined in a centralised structure (parent account) and only spending money is made accessible to the unit holder (child account).
unitised product means an investment product which is held, traded and priced by units.

4 Investment funds
(1) All asset investments will be managed by external investment managers.
(2) Overseas currency exposures will be managed by specialist currency overlay managers.
(3) Financial limits for ICM to appoint, terminate or transact positions in externally managed funds or mandates will be approved by FAC ISC on an annual basis.

5 External investment managers
(1) ICM will select or recommend external investment managers after taking into account their:
   (a) investment securities selection process, including idea generation, use of research and risk controls;
   (b) style and approach;
   (c) people and team;
   (d) business model, including ownership;
   (e) past performance including fees;
   (f) integration of ESG considerations into the investment process; and
   (g) where overseas currency exposure is involved, currency hedging risks.
(2) ICM will interview short-listed managers and review relevant documentation, using external operational due diligence and legal due diligence expertise, as needed to manage risks appropriately.
(3) The relevant delegate will appoint investment managers after interviews have been completed.

Note: See the University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016.

(4) ICM will monitor all external investment managers with the objective that:
   (a) each manager and its investment strategy will continue to have above average prospects of achieving the investment return objectives; and
   (b) the investment strategy continues to be suitable for the University’s MTF and LTF investment portfolios.
(5) ICM will monitor external investment managers on the basis of the criteria specified in sub-clause 5(1).
(6) If there is a significant change in the business, staff or processes of an investment manager, or a material deterioration in performance, ICM may:
   (a) redeem funds from the manager; or
   (b) in more serious cases, terminate or recommend the termination of a manager, in accordance with the University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016.
ICM may add or subtract funds from:

(a) externally managed funds; or
(b) mandates;

to manage risk or rebalance a portfolio in accordance with the *[University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016]*.

ICM will:

(a) provide FAC ISC with a quarterly summary of the review of all external investment managers, including a summary of all transactions instructed and implemented; and

(b) monitor each manager’s ESG performance by reviewing an annual survey, by asset class, of ESG approach, capability and performance.

### 6 Investment products

#### (1) Medium term funds portfolio

(a) **Investment objective** is specified in clause 8(11) of the policy.

(b) **NSW T-Corp nominated statutory benchmark** – the benchmark is the NSW T-Corp Medium Term Growth Facility.

(c) **Asset allocation framework**

(i) The MTF portfolio should be managed to achieve the investment objective across a diversified range of asset classes and strategies.

(ii) The current asset allocation framework and limits are set out in Schedule 1.

(d) **Product structure**

(i) The MTF portfolio is a unitised investment fund category.

(ii) The MTF portfolio is set up under a parent and child general ledger account structure.

(e) **Primary sources of investment funds** comprise philanthropic and other funds that are not preserved but require to be invested for longer than one year.

#### (2) Long term funds portfolio

(a) **Investment objective** is specified in clause 8(10) of the policy.

(b) **NSW T-Corp nominated statutory benchmark** is the NSW T-Corp Long Term Growth Facility.

(c) **Asset allocation framework**

(i) The LTF portfolio should be managed to achieve the investment objectives across a diversified range of asset classes and strategies.

(ii) The current asset allocation framework and limits are set out in Schedule 2.

(d) **Product structure**

(i) The LTF portfolio is a unitised investment fund category.

(ii) The LTF portfolio is set up under a parent and child general ledger account structure.
(e) **Primary sources of investment funds** comprise:

(i) endowment capital;

(ii) other philanthropic funds; and

(iii) the majority of the University's financial discretionary capital.

**Note:** Real property assets which are also designated as preserved are held separately within the Future Fund.

(f) **Exceptions**

(i) In exceptional circumstances, the Chief Investment Officer, in consultation with the CFO and General Counsel, may determine a specific investment strategy and transition to the LTF portfolio for the investment of large gifts.

7 **Investment funds management**

(1) **Currency exposure**

(a) Currency exposure will be managed by maintaining an appropriate level of hedging, in accordance with the FAC ISC approved desired currency target ratio, through external currency overlay managers.

(b) The currency overlay managers will be required to report to ICM daily on currency hedging deviations from the approved currency exposure, and ICM will instruct the manager to adjust the hedging or strategy as required.

(c) An externally managed active currency overlay may be deployed to further risk manage the LTF. The FAC ISC will approve:

(i) the manager and strategy; and

(ii) a maximum and minimum notional portfolio size for the strategy, stated in percentage terms and annually approved under the *University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016*.

(2) **Annual assessment**

(a) The investment consultant will review the MTF and LTF portfolios annually and report to the FAC ISC.

(b) The review will analyse the portfolios against their stated objectives and assess their structures for any unintended risks.

(3) **Shareholder voting**

(a) Voting rights attached to the University’s shareholdings in the domestic equity sector investment funds will be exercised either by its managers or through the appointment of a specialist proxy voting firm.

(4) **Investment performance and reporting**

(a) The custodian will report investment performance results as required by clause 7(4) of the policy.

(b) ICM will use the monthly data provided by the custodian to produce a monthly internal investment performance report showing the investment performance of the MTF and LTF portfolios against their respective benchmarks.
(c) ICM will produce a quarterly report to FAC ISC showing the investment performance for each of the MTF portfolio and the LTF portfolio. This quarterly report will include information on the performance of the asset sectors relative to suitable benchmarks.

(5) **Conflicts of interests**

(a) ICM will conduct an annual review of any actual, apparent or perceived conflicts of interest, as defined in the conflict of interest rule set out in clause 8 of the *External Interests Policy 2010*.

(b) For any actual, apparent or perceived conflicts of interests identified, the Chief Investment Officer will:
   
   (i) record the identified conflict;
   
   (ii) consider whether a conflict management plan is required, in consultation with the General Counsel;

   (iii) record any conflict management plan;

   (iv) monitor the implementation of any conflict management plan; and

   (v) advise FAC ISC.

(6) **Trading during Christmas shutdown**

(a) ICM will:

   (i) advise the custodian in advance of the dates of the University's annual shutdown period; and

   (ii) make arrangements with the custodian for any transactions instructed through the shutdown period to be accepted by email from a nominated senior member of the ICM team rather than through the usual electronic test key process.

(b) The settlement instructions for any transactions advised during the shutdown period will be completed by the custodian.

(c) When the University is reopened, the FCT team will email the custodian a set of instructions for any transactions processed by the custodian during the shutdown period.

8 **Using the University’s investment options**

(1) Information for staff on using the *University’s investment options* is available on the staff intranet.

(2) Forms for staff to use include:

   (a) unit registry application;

   (b) unit registry business case – request for redemption; and

   (c) unit registry redemption.

9 **Rescissions and replacements**

This document replaces the Investment Procedures 2019, which commenced on 18 March 2019, which is rescinded as from the date of commencement of this document.
NOTES

Investment Procedures 2019

Date adopted: 5 March 2019
Date registered: 9 August 2019
Date commenced: 2 August 2019
Administrator: Chief Investment Officer
Review date: 2 August 2024

Rescinded documents:

Related documents:

University of Sydney (Delegations of Authority – Administrative Delegations) Rule 2016
Investment Policy 2017
Treasury Management Policy 2018
Treasury Management Procedures 2018

AMENDMENT HISTORY

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<td>18 March 2019</td>
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SCHEDULE 1: Asset allocation framework for the MTF

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<td>Min-Max allocation range</td>
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*TWOAC = Target Weight Over A Cycle

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SCHEDULE 2: Asset allocation framework for the LTF

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Min-Max allocation range: 0%-10% 7%-30% 20%-70% 20%-70% 0%-10%

Additional asset constraints:

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