

Delegation Bands - Value Limit												
No.	Description of Delegation	Action / Supplementary Information	1	2	3	4	5	5	6	7	8	9
Delegation reference	<i>The Delegated officer may appoint an acting delegate for a period of time which may include specific limitations to that officer's delegated power. It is at the discretion of the Vice-Chancellor or Chief Operating Officer/Chief Financial Officer to appoint a delegated officer for approval for all value limits in the case of absence.</i>	All amounts listed are GST exclusive.	Council	Resources Committee	Vice-Chancellor's Senior Team	Vice-Chancellor & President	Chief Operating Officer	Chief Financial Officer	Deputy Vice-Chancellor PVC (I), PVC(VET)	PVC(E), PVC(TOI), Head of Campus, Dean, Exec Director, Director, Registrar General Manager All categories within Financial Delegate's own cost centre	Positions at HEW 8+, TAFE EM2, Coordinator-Schools Services, Coordinator-Technical Services, Research & Revenue Officer All categories within Financial Delegate's own cost centre	Positions at HEW 4 - HEW 7 & TAFE EM1 All categories within Financial Delegate's own cost centre
1 Delegation of Authority (these are broad unless a specific delegation) (Note 1)												
1.1 (a)	All income (including research)		Unlimited	>\$10,000,000 up to \$15,000,000	>\$5,000,000 up to \$10,000,000	\$5,000,000	\$4,000,000	\$4,000,000	\$350,000 DVC (R&I) - Research only \$1,000,000 including Cooperative Research Centres, exclusive of in-kind contributions (refer Note 4 for pre-award research bids)	\$150,000	\$5,000 Advancement Manager \$150,000 (donation income only)	\$1,000
1.1 (b)	All expenditure within annual budget (including research)	Items that have been approved by Resources Committee and Council as part of the annual budget, inclusive of "in-kind" contributions and all contingencies unless otherwise stated. All procurement must comply with Procurement of Goods and Services Policy. Total is over the entire term. (Notes 1-4)	Unlimited	>\$10,000,000 up to \$15,000,000	>\$5,000,000 up to \$10,000,000	\$5,000,000	\$4,000,000	\$4,000,000	\$350,000 DVC (R&I) - Research only \$1,000,000 including Cooperative Research Centres, exclusive of in-kind contributions (refer Note 4 for pre-award research bids)	\$150,000	\$5,000	\$1,000
1.1 (c)	Expenditure outside of annual budget (including research)	Items that have <u>not</u> been approved by Resources Committee and Council as part of the annual budget, inclusive of "in-kind" contributions and all contingencies unless otherwise stated. All procurement must comply with Procurement of Goods and Services Policy. Total is over the entire term. (Notes 1-4)	Unlimited	>\$2,000,000 up to \$4,000,000	>\$1,000,000 up to \$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000				
1.2	Tender / Quote Exemption	Exemptions must be based on exceptional circumstances and not for the purposes of avoiding competitive processes. All procurement must comply with Procurement of Goods and Services Policy. Total is over the entire term (Notes 1 and 2).	Unlimited	>\$2,000,000 up to \$4,000,000	>\$1,000,000 up to \$2,000,000	1,000,000	\$1,000,000	\$1,000,000			Manager, Procurement up to \$350,000	
1.3	Sale/purchase/assignment and licensing of Intellectual Property	As per Fed Uni Act 2010 and FedUni statutes and policies. Total is over the entire term.	Unlimited		>\$1,000,000 up to \$2,000,000	1,000,000	\$1,000,000	\$1,000,000	DVC (R&I)			
1.4	To alienate, mortgage, charge or demise Real Property.	As per Fed Uni Act 2010 and Victorian Government Land Monitor requirements prior to contract if >\$750,000.	Unlimited		>\$1,000,000 up to \$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000				
1.5	Lease (including assignment, subletting, variation and surrender) of Real Property	Total is over the entire term. Leases >21 years must be approved by Resources Committee and Minister	Unlimited	>\$10,000,000 up to \$15,000,000	>\$5,000,000 up to \$10,000,000	\$5,000,000	\$4,000,000	\$4,000,000		Executive Director Ballarat Technology Park		
1.6	Sale of Assets (other than Real and Intellectual Property)		Unlimited		>\$1,000,000 up to \$2,000,000	1,000,000	\$1,000,000	\$1,000,000	\$350,000			

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Legal and signing delegations - All Agreements, Deeds, Memoranda of Understanding must be reviewed by Legal Office or use an approved Legal Office template. (Note 3)												
1.7	Authority to sign Memoranda of Understanding					Yes						
1.8	Authority to Sign Agreements, Deeds, Variations and similar instruments with Australian entities (not specifically mentioned elsewhere in Register)	Total is over the entire term within approved financial delegation (Note 2).	Yes (Agreements > \$10,000,000 must be signed under seal)			up to \$10,000,000	up to \$4,000,000	up to \$4,000,000	up to \$350,000 (within own Portfolio only) DVC (R&I) Research Agreements up to \$1,000,000	Only with prior approval by Legal Office or if approved Legal Office template used Directors, Facilities Services / ITS / Finance up to \$350,000 (supplier agreements only)		
1.9	Authority to Sign Agreements, Deeds, Variations and similar instruments with offshore entities (not specifically mentioned elsewhere in Register)	Total is over the entire term within approved financial delegation (Note 2).	Yes (agreements > \$10,000,000 must be signed under seal)			up to \$10,000,000	up to \$4,000,000	up to \$4,000,000	DVC(A), PVC(I) & PVC(VET) up to \$350,000 DVC(R&I) Research Agreements up to \$1,000,000			
1.10	Authority to sign Commonwealth Supported Grant Funding Agreements					Yes						
1.11	Authority to sign the TAFE Performance Agreement					Yes			PVC(VET)			
1.12	Authority to sign VETDSS Agreements					Yes	Yes		PVC(VET)	General Manager (Federation TAFE)		
1.13	Authority to sign Higher Education Destination Agreements					Yes	Yes		DVC(A)			
1.14	Authority to sign Residential Services Licence Agreements					Yes	Yes			Executive Director, Ballarat Technology Park		
1.15	Authority to sign Placement Agreements (Domestic) between the University and its students					Yes	Yes		DVC(A)	Dean, Executive Director, General Manager (Federation TAFE)		
1.16	Authority to sign Placement Agreements (Overseas) and overarching Placement Agreements					Yes	Yes		DVC(A)	General Manager		
1.17	International agent agreements and student exchange/mobility agreements					Yes	Yes		PVC(I)			
1.18	Confidentiality Agreements (only)					Yes	Yes	Yes	Yes	Yes		
1.19	Formation of companies and joint ventures		Unlimited									
1.20	Accept Service					Yes	Yes	Yes		Directors, Corporate Governance / HR		
1.21	Instigate or settle legal proceedings	Total within approved financial delegation (Note 2).				Yes	Yes	Yes		Directors, Corporate Governance / HR		
1.22	Instruct and request advice from internal lawyers					Yes	Yes	Yes	Yes	Yes	Yes	
1.23	Appoint and instruct external lawyers & patent attorneys	Total within approved financial delegation (Note 2).	Chancellor			Yes	Yes	Yes		Directors, Corporate Governance / HR for employment matters	Associate Director Risk & Integrity, Senior Lawyer	
1.24	Waive legal privilege					Yes	Yes	Yes				
1.25	Authority to sign leases (including assignment, subletting, variation and surrender) of Real Property	Total is over the entire term. Leases >21 years must be approved by Resources Committee and Minister	Unlimited	>\$10,000,000 up to \$15,000,000	>\$5,000,000 up to \$10,000,000	\$5,000,000	\$4,000,000	\$4,000,000		Executive Director Ballarat Technology Park \$150,000		
1.26	Authority to sign Caveats and Plans including plans of subdivision, plans of consolidation.					Yes	Yes	Yes				

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2 Restricted Delegations												
2.1	All payroll related payments (including taxation, superannuation, WorkCover and payments to relevant authorities)						\$10,000,000	\$10,000,000		Director of Finance \$7,000,000	Associate Director, Corporate Finance \$7,000,000	
2.2	Payments to International Partner Providers under their agreements where the funds have already been received.						Unlimited	Unlimited		Director of Finance \$5,000,000	Associate Director, Corporate Finance \$1,500,000	
2.3	Authorisation to approve student refunds										Managers, Student Finance(HE) / Student Finance(TAFE) Individual value up to \$20,000 Associate Directors, Financial Operations / Corporate Finance Individual value up to \$30,000	
2.4	The writing-off of bad debts	This relates to the collection of debt write offs both <= \$5,000		Resources Committee will receive annual write-off reports of bad debt broken down between <= \$5,000. In addition approval of bad debt write-off in excess of other delegated powers						Director, Finance Individual value up to \$20,000 (with annual limit up to \$1,000,000)	Associate Director, Corporate Finance Individual value up to \$5,000 (with annual limit up to \$750,000)	
3 Financial statements - annual accounts												
3.1	Adoption of annual financial statements		Yes									
Budget - Approve												
3.2	Approve annual overall University budget and forecast		Yes									
Asset Revaluation												
3.3	Asset Revaluation			All revaluations to be reported to Resources Committee			Unlimited	Unlimited				
Investment												
3.4	Invest funds in accordance with policy									Director, Finance		
4 Treasury Operations												
4.1	Borrow money	Authority to borrow in the name of the University	Over \$500,000	\$500,000 Recommends borrowing levels > \$500,000 to Council								
4.2	Open bank account <i>(Changes must be reported to the next Resources Committee)</i>	Authority to open, close and alter a bank account in the University's name. Authority to nominate, add, alter and delete signatories, to a bank account in the University's name.				Yes (jointly VC/CFO)	Yes (jointly VC/CFO)	Yes (jointly VC/CFO)				

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5	Scholarships and prizes											
5.1	Approve conditions (including authorised decision makers) for the award of Scholarships and Prizes				>\$1,000,000 up to \$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$350,000	\$150,000		
6	Fees - approve (as delegated by Council)											
6.1	Approve and set student ancillary fees, fines and penalties, and all other student related charges	Higher Education and TAFE			Yes							
6.2	Approve and Set Student Services and Amenities Fee	Higher Education and TAFE			Yes							
6.3	Approve and set tuition fees	Higher Education and TAFE			Yes				DVC(A) HE amendments to individual programs at approved fee levels PVC(VET) TAFE amendment to individual programs at approved fee levels	General Manager (Federation TAFE) TAFE amendment to individual programs at approved fee levels		
7	Corporate Purchase Card											
7.1	Issue or revoke a University Corporate Purchasing card for a staff member		Yes (For VC only)			Yes	Yes	Yes	Yes		Associate Director, Financial Operations	
7.2	Amend an individuals credit card limit					Yes	Yes	Yes		Director, Finance		
7.3	Certifying Officers - accountable for expenditure for their particular cost centre and responsible for reviewing transactions appearing on cardholder statements and approving payment (in accordance with Delegation of Authority 1.1 limits)		Chancellor to approve Vice Chancellor	Secretary to Council to approve expenditure for Chancellor and Deputy Chancellor		Yes	Yes	Yes	Yes	Yes	Yes	Yes
7.4	Transaction Limit		\$10,000 (Chancellor) (\$5,000 Deputy Chancellor)			\$10,000	\$10,000	\$10,000	\$10,000	\$5,000	\$2,500 (Delegation Band 8 positions and Academic Level B - E)	\$1,000 (Delegation Band 9 positions and Academic Level A) (\$10,000 Financial Services HUB Central Purchasing Officers only)
7.5	Monthly Limit		\$25,000 (Chancellor) (\$15,000 Deputy Chancellor)			\$25,000	\$25,000	\$25,000	\$25,000	\$15,000	\$15,000 (Delegation Band 8 positions and Academic Level B - E)	\$5,000 (Delegation Band 9 positions and Academic Level A) (\$25,000 Financial Services central purchasing officers only)

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8 Staffing Delegations												
8.1	Sign Industrial Agreements (UCA)					Yes						
8.2	Approve remuneration for appointments outside UCA levels					Yes						
8.3	Approve remuneration to be offered on appointment where the commencing salary is higher than the minimum salary for the classification for professional and Academic staff					Yes	Yes	Yes		Director, HR		
8.4	Approval of new staffing positions					Yes	Yes	Yes	Yes			
8.5	Appointment of new Vice-Chancellor & President including approval of remuneration		Yes									
Sessional contracts, casual payroll forms and timesheets												
8.6	Delegated Officers: Delegation of engagement of casual and sessional staff.					Yes	Yes	Yes	Yes	Yes	Managers, Program Support & Technical Service / Schools Services	
8.7	The authorisation of timesheets					Yes	Yes	Yes	Yes	Yes	Yes	TAFE EM1

DVC(A) = Deputy Vice-Chancellor (Academic)
 DVC(R&I) = Deputy Vice-Chancellor (Research & Innovation)
 PVC(E) = Pro Vice-Chancellor (Enterprise)
 PVC(I) = Pro Vice-Chancellor (International)
 PVC(TO) = Pro Vice-Chancellor (Teaching Quality & Innovation)
 PVC(VET) = Pro Vice-Chancellor (Vocational Education & Training)

Note 1
For delegation bands 1.1 - 1.18:
All amounts are for the term of the agreement (e.g. 3 years @ \$100k = \$300k), are GST exclusive and include all in-kind contributions, such as salaries. All commitments must comply with Tender and Procurement policies and must be documented in an appropriate form of agreement approved by the Legal Office (including deeds, exchange of letters, heads of agreement, purchase orders and other documents that create a legally binding obligation inclusive of tender awards and pre grant approvals).

Note 2
Notwithstanding that a transaction may fall within an officer's financial delegation, that officer cannot sign a legal agreement relating to the transaction unless the officer is specifically authorised to sign an agreement of that type under this authority matrix and it is within their portfolio.

Note 3
If an expenditure amount that has been approved under delegation bands 1.1 - 1.6 is likely to be exceeded, further approval will be required at the applicable delegation level for the total expenditure amount including contingencies. For example, for a \$130k supplier contract that has been approved by a Director under delegation band 1.1(a), any increase in expenditure will need subsequent approval by that Director within their \$150k delegation limit and at DVC or COO/CFO level if the total expenditure will exceed \$150k. The procurement must still comply with the Procurement of Goods and Services Policy.

Note 4
All research agreements must be approved by Research Office/Director Research. Approval for bids for research funding grants will be assessed under band 1.1(a), save that the DVC (R&I) has authority to approve up to \$2m. If the bid includes expenditure (including in-kind contributions) outside of the approved annual budget then the approval limits are specified under band 1.1(b) commensurate to the level of expenditure.

Note 5
Executive Assistant to the Chancellor, Chief Operating Officer has delegated authority by the Chancellor to administer system approval of Concur transactions on behalf of the Chancellor once approval has been received.