



SCHEDULE OF FINANCIAL DELEGATIONS OF AUTHORITY

Version: 6 January 2020

VICE-CHANCELLOR AND PRESIDENT

The Vice-Chancellor's financial delegation is established by Section 22 (4) (a) of the Governance, Academic and Student Affairs Statute 2013 under "Functions and powers of Vice-Chancellor", which reads:

Subject to University legislation and any resolution of the Council, the Vice-Chancellor may:

(a) within the limits and for the purposes expressed in the budget of the University (or outside those limits for other purposes, in an emergency) commit the funds of the University.

The commitment of funds outside the limits expressed in the budget of the University or for other purposes, under subsection 22 (4) (a), is to be reported by the Vice Chancellor to the next meeting of Council (refer subsection 22 (5) (a)).

ALL OTHER POSITIONS

Financial Delegations of Authority are delegated to specific positions. Holders of the positions listed in this Schedule Financial Delegations of Authority (the 'Schedule') are authorised to commit and/or make expenditure in accordance with the limits applied to their respective Band. Positions are fixed within Bands and commitment/expense limits are set within each Band, refer to: [Appendix A – Financial Delegation Limits \(Finance & Income Schedule\)](#). A guide to the positions within Bands is provided at [Appendix B](#). This Schedule has been prepared in accordance with University's [Delegations and Authorisations Policy](#). The limits set by each Band apply to each transaction approved, with transactions to be in accordance with the University Purchasing Policy and Procedures. Financial Delegations of Authority vary to accommodate:

- "with exception" delegation rights where appropriate for certain delegates as indicated in [Appendix A](#);
- special requirements to enable finance staff to perform the functions of their office;
- corporate credit card holder requirements;

Note:

- "J" after the Band number indicates the position has been provided with financial delegation of authority in order to process journals only.
- "X" after the Band number indicates the position has special "with exception" privileges which in some instances require a prior approval process e.g. approval from a committee.
- "**Credit Cardholders**" all positions holding a corporate credit cardholder are provided with financial delegation of authority for credit card expenditure only, and within the limits of their assigned Band (reference is made to [Appendix B](#)). The daily transaction limit of each cardholder shall not exceed the budgeted expenditure limit assigned to their respective Band. Positions holding a corporate credit card will not be listed in this document (due to the frequent changes to cardholders), a schedule listing the positions holding a credit card will be maintained separately by the credit card administrator.

If a position requires Financial Delegation, but is not listed in this Schedule, then completion of a '[Request to add/delete a Financial Delegation/Authorisation](#)' is required. Under Section 26 (7) of the VU Act 2010, the Vice Chancellor delegates authority to approve Financial Delegation of Authority Requests to these positions:

- Chief Operating Officer (COO);
- Chief Financial Officer (CFO) or Deputy CFO;
- Director, Strategic Financial Solutions; or
- Associate Director Strategic Capital Management

Pos No.	Position Title	BAND
<u>VICE-CHANCELLOR AND PRESIDENT</u>		
Office of the Vice-Chancellor		
10101P	Vice Chancellor and President	Band 1X
905186	Chief of Staff	Band 4
908568	Executive Coordinator	Band 5
<u>SENIOR DEPUTY VICE-CHANCELLOR</u>		
Office Of The Senior Deputy Vice-Chancellor (SDVC)		
906897	Senior Deputy Vice-Chancellor	Band 2
PVC Business & Law		
912665	Pro Vice-Chancellor Business And Law	Band 3
College of Law and Justice		
903826	Dean - College Of Law & Justice	Band 3
906091	College Manager	Band 4
A00319	Professor	Band 4
Victoria University Business School		
903829	Dean - Victoria University Business School	Band 3
906019	College Manager	Band 4
First Year College		
910316	Professor And Dean, First Year College	Band 3
910533	Head of Operations	Band 3
911917	Academic Teaching Scholar - Outdoor Leadership	Band 5
Moodani Balluk		
57760A	Director Moondani Balluk	Band 3
University Transformation Office		
909405	PVC (Associate) & Director, University Transformation Off	Band 3
VU Online		
911520	Chief Executive Officer, VU Online	Band 3
<u>ACADEMIC & STUDENTS</u>		
Office of the Vice President Learning And Teaching		
908667	Deputy Vice-Chancellor Academic & Students	Band 2
PVC Students		
911815	Pro Vice Chancellor (Students)	Band 3
912300	Associate Director Employability, Retention & Pathways	Band 4
<i>Centre for Student Success</i>		
908523	Manager Pathways, Transition & Retention	Band 4
<i>Library</i>		
G01072	Associate University Librarian Learning Resources, Technology & Infrastructure	Band 3
G01076	Associate University Librarian – Education & Research Services	Band 3
G01071	Manager Campus Libraries (Footscray)	Band 4
G36153	Manager Campus Libraries (Urban)	Band 4
905257	Manager, Technical Services	Band 4
G01086	Manager Digital & Student Computing Services	Band 4
G01084	Mgr Infor Resources & Coll Services	Band 4
16016G	Manager Libraries City	Band 5
15851G	Librarian	Band 6

Pos No.	Position Title	BAND
<i>Student Administration</i>		
904092	Director, Student Administration	Band 3
904141	General Manager Business Support & Reporting	Band 4
908537	Manager Admissions, Pathways & Scholarships	Band 4
908675	Manager Enrolments & Fees	Band 4
904081	Senior Coordinator, University Selection	Band 5
28003G	Senior Coordinator, Business Systems Configuration	Band 5
37306G	Senior Coordinator, Business Reporting	Band 5
904106	Senior Coordinator, Assessment & Completion	Band 5
<i>Student Services</i>		
904164	Director Student Services	Band 3
911472	Manager Student Life & Leadership	Band 4
911134	Manager Counselling & Accessibility	Band 4
911462	Associate Director Student Life & Wellbeing	Band 4
908563	Senior Coordinator, Student Support & Advocacy	Band 5
30605G	Senior Coordinator, Accessibility Services	Band 5
903560	Student Engagement Officer(Vollies)	Band 6
911159	Senior Student Engagement Officer (Clubs)	Band 6
911426	Business Support Officer	Band 6
Academic Quality And Standards		
909588	Director Academic Quality And Standards	Band 3
Connected Learning		
909290	Director Connected Learning	Band 3
902924	Associate Director, Digital Learning Environments	Band 4
907178	Associate Director, Improving Learning And Teaching	Band 4
Skunk Control		
910657	Educational Engineering Design and Technology	Band 5
<u>HEALTH, SPORT & ACTIVE LIVING</u>		
903828	Vice-President Health,Sport And Active Living	Band 2
College of Health and Biomedicine		
911036	Deputy Director Research Training Flagship Institute Ihes	Band 3
909878	Head Of Program Clinical Services	Band 4
905707	College Manager	Band 4
909876	Head Of Program Medical Sciences	Band 4
College of Sport and Exercise Science		
A00456	Dean Sport & Exer Sci & Dvp Health Sport & Act Liv	Band 3
910887	PVC Sports Strategy (Assoc), Professor Of Sports Marketing	Band 3
906005	College Manager	Band 4
901443	Manager Industry Community And Sport Engagement	Band 5
902609	Lecturer - Career Education And Professional Development	Band 5
<u>SUSTAINABLE INDUSTRIES & LIVEABLE CITIES</u>		
909560	Vice-President Sustainable Industries & Liveable Cities	Band 2
College of Arts & Education		
57721A	Deputy Dean	Band 3
905082	Associate Professor	Band 4
905977	College Manager	Band 4
900320	Senior Partnerships Manager	Band 4

Pos No.	Position Title	BAND
908085	Partnerships Projects Coordinator	Band 5
A00207	Senior Lecturer	Band 5
College of Engineering and Science		
903830	Dean - College Of Engineering & Science	Band 3
906050	College Manager	Band 4
<u>VOCATIONAL EDUCATION & PATHWAYS</u>		
Office of the DVC Vocational Education & Pathways		
907117	Deputy Vice-Chancellor (Vocational Education And Pathways)	Band 2
Office of the Deputy Vice President (Victoria Polytechnic)		
911349	PVC VU Polytechnic	Band 3
905990	Senior Manager Administration And Governance (VET)	Band 4
908404	Senior Educator- Quality And Compliance	Band 5
Health Human Services And Education		
907172	Director Health, Human Services And Education	Band 3
907575	Manager Early Childhood And Education Support	Band 4
912051	General Manager, Health	Band 4
907574	Manager Community Health	Band 5
Manufacturing, Technology And Trades		
909501	Director Manufacturing, Technology, & Trades	Band 3
906700	Live Works Manager	Band 4
910131	Manager Construction And Building Industries	Band 4
910682	Senior Manager, Manufacturing Tech & Trades	Band 4
907563	Manager, Plumbing & Signs	Band 5
New Business & Outer West Campuses		
908592	Director Wyndham Campus, Commercial Operations	Band 3
Service Industries & Transition Education		
907171	Director Service Industries And Transition Education	Band 3
907573	Senior Manager Transitions Education	Band 4
910947	Manager, Training & Assessment Programs	Band 4
Wyndham Tech School		
910938	Director Wyndham Tech School	Band 3
VU College & International Development		
21401T	Director Of Studies	Band 3
909365	General Manager English	Band 4
901629	Manager, IT and Engineering Programs	Band 5
<u>FUTURE STUDENTS & PLANNING</u>		
Office of the Vice President Future Students & Planning		
G00367	Senior Vice-President Future Students & Planning	Band 2X
901325	Senior Executive Assistant	Band 5
913062	EXECUTIVE DIRECTOR	Band 3
Marketing & Communications		
906885	Executive Director Marketing & Communications	Band 3
911623	Director Brand & Marketing Projects	Band 3
911110	Director Media And Corporate Communications	Band 3
904995	Senior Manager, Corporate Content And Social Media	Band 4
911276	Director, Future Students	Band 3
904841	Manager, Online Technical Development	Band 4

Pos No.	Position Title	BAND
Transnational Education Partnerships (TNE)		
907386	Director Teaching And Learning	Band 3
901116	TNE Director	Band 3
904351	Tne Program Manager	Band 4
VU International		
911590	Dean - International	Band 3
48103G	Director VU International	Band 3
48238G	Associate Director International Student Recruitment	Band 4
G00160	Regional Recruitment Manager	Band 4
911013	Associate Director International Relations	Band 4
VU Sydney		
906711	Campus Director & Principal, Vu Sydney	Band 3
<u>PLANNING & REGISTRAR</u>		
Office Of The VP Planning, Registrar & University Secretary		
905371	Vice President Governance & Risk	Band 2
Childrens Services		
35717W	Coordinator Children's Centre	Band 5
35709W	Coordinator Children's Centre	Band 5
Data nsights		
911438	Director Data Insights	Band 3
Integrity		
G01054	Manager, Integrity	Band 4
Legal		
911380	Head Of Legal Services	Band 3
G00498	Manager Records Services And Archives	Band 4
Respect & Responsibility		
909038	Respect & Responsibility Manager	Band 4
<u>RESEARCH</u>		
DVC Research		
<i>Office Of The Vice President (Research)</i>		
A00371	DVC Research	Band 2
<i>Office Of The PVC Research Partnerships</i>		
912600	Pro Vice Chancellor, Research Partnerships	Band 3
<i>COPS-Centre Of Policy Studies</i>		
906253	Professor (Research) & Director COPS	Band 3
911392	Research Fellow - Urban Economic Modeller	Band 4
<i>Office For Researcher Training Quality & Integrity</i>		
40703G	Dean, Graduate Research	Band 3
<i>Research Services Office</i>		
40601D	Director Research Services	Band 3
902363	Animal Facilities Operations Supervisor	Band 5
<i>Centre For International Research On Edu Sys</i>		
906331	Research Chair Ed Policy & Evaluation	Band 3
<i>Institute of Sustainable Industries & Liveable Cities</i>		
911011	Exec Dir,Res Flagship Institute, Sust Ind & Live Cities	Band 3
911090	Deputy Director Institute for Sustainable Industries & Liveable Cities	Band 3
911035	Deputy Director Inst Of Sustainable & Liveable Cities	Band 3

Pos No.	Position Title	BAND
911628	Director Victoria Energy Policy Centre	Band 3
A00012	Professorial Research Fellow / Membrane Science	Band 4
905527	Senior Research Fellow	Band 4
911022	Executive Officer, Research Flagship Institute	Band 5
<i>Institute For Health & Sport</i>		
910991	Executive Director Flagship Institute For Health And Sport	Band 3
911315	Manager, National Policy Strategy	Band 4
911025	Executive Officer, Flagship Research, ISHAL	Band 5
<i>Mitchell Institute For Health And Education Policy</i>		
912348	Education Policy Program Lead	Band 4
<i>Sir Zelman Cowen Centre</i>		
906269	Director, Sir Zelman Cowen Centre (Szcc)	Band 3
<u>RESOURCES & TRANSFORMATION</u>		
Office Of The VP Resources & Precincts		
908481	Vice President Resources And Precincts	Band 2X
911859	Project Director VU City West	Band 3
Engagement & Government Relations		
907992	Exec Dir, External Engagement & Govt Relations	Band 3
904245	Associate Director, Event Services	Band 4
<i>Advancement</i>		
G01148	Manager, Senior Stakeholder Relations	Band 4
G00121	Manager Alumni Relations	Band 4
904015	Manager, Sponsorships	Band 4
<i>Footscray University Town</i>		
907443	Associate Director Engagement Initiatives	Band 4
Facilities		
25101E	Executive Director, Facilities	Band 3X
25105G	Director, Operations and Planning	Band 3
TBA	Director Facilities	Band 3
G00274	Director-Capital Projects	Band 3
G00193	Manager Facilities	Band 4
G00151	Manager Facilities	Band 4
911669	Senior Manager Property And Assets	Band 4
G00081	Manager Operations	Band 4
25123G	Manager Security	Band 4
911458	MANAGER RISK REPORTING AND BUSINESS PROCESS	Band 4
910153	PROGRAM MANAGER MAJOR PROJECTS	Band 4
G00070	SPACE PLANNING PROJECT MANAGER	Band 4
G00132	MANAGER ENGINEERING SERVICES	Band 4
910829	Contracts And Compliance Coordinator	Band 5
G00071	SERVICES ENGINEER (MECHANICAL)	Band 5
G00073	SERVICES ENGINEER (ELECTRICAL)	Band 5
910169	SECURITY AND PARKING ADMINISTRATION OFFICER	Band 5
910165	PARKING COORDINATOR	Band 5
910167	Senior Facilities Services Officer	Band 6
910700	Facilities Officer	Band 6
908638	Administrative Officer	Band 6

Pos No.	Position Title	BAND
902021	Environment Programs Officer	Band 6
Information Technology Services (ITS)		
903282	Executive Director, IT Services	Band 3
909437	Director It Applications	Band 3
909810	Program Director	Band 3
909018	Director, PMO	Band 3
909435	Director Its Security And Risk Assurance	Band 3
14406G	Digital Network And Communication Services Manager	Band 4
14420G	It Security Manager	Band 4
907046	Infrastructure Services Manager	Band 4
901057	Development Manager	Band 4
907044	Customer Engagement Manager	Band 4
PEOPLE & CULTURE		
Office of the VP People & Culture		
909647	Vice President People And Culture	Band 2
911465	Director, People Partnerships	Band 3
911467	Senior Manager, Ohs	Band 4
906638	Manager, Talent Acquisition Strategy	Band 4
906677	Manager Payroll & Employee Entitlements	Band 4
911468	Senior Manager, Hr Systems And Payroll	Band 4
900457	P&C Systems Lead	Band 5
G00145	Senior Manager Workplace Relations	Band 4
CHIEF OPERATING OFFICER (COO)		
<i>Office of the Snr Vice-President & COO</i>		
906366	Senior Vice-President & Chief Operating Officer	Band 2X
912608	Deputy CFO	Band 3X
<i>AVID Australia</i>		
902123	National Director Avid Australia	Band 3
908943	Projects and Administrative Officer	Band 5
Finance Services		
<i>Finance Business Services</i>		
910399	Director, Finance Business Services	Band 3X
910628	Finance Business Partner	Band 4X
910748	Finance Business Partner	Band 4X
912271	Finance Business Partner	Band 4X
910651	Finance Business Partner	Band 4X
910686	Finance Business Partner	Band 4X
910748	Finance Business Partner	Band 4X
910648	Finance Business Partner	Band 4X
<i>Planning & Reporting Team</i>		
910688	Finance Manager, Planning And Reporting	Band 4X
910626	Senior Finance Analyst, Planning & Reporting	Band 5
910718	Senior Finance Analyst, Planning & Reporting	Band 5
910647	Finance Analyst, Planning & Reporting	Band 5
910633	Finance Analyst, Planning & Reporting	Band 5
910630	Finance Analyst, Planning & Reporting	Band 5
<i>Operational Accounting Team</i>		
910622	Team Leader, Operational Accounting	Band 5

Pos No.	Position Title	BAND
910623	Finance Officer, Operational Accounting	Band 6
910792	Finance Officer, Operational Accounting	Band 6
912621	Finance Analyst	Band 5
910757	Finance Officer, Operational Accounting	Band 6
910791	Finance Officer, Operational Accounting	Band 6
<i>Financial Business Services</i>		
908378	Associate Director, Corporate Finance Services	Band 4X
908506	Manager, Corporate Finance Services	Band 4
912027	Taxation And Financial Accountant	Band 5J
905176	Credit Controller	Band 5J
911723	Corporate Accountant	Band 5J
32220G	Bank Reconciliation Officer	Band 6J
<i>Strategic Procurement & Business Operations</i>		
909794	Director, Strategic Procurement	Band 3
905007	Procurement Hub Manager	Band 4
G00997	Venues And Catering Coordinator	Band 5
910868	Convention Centre Operations Coordinator	Band 5
<i>Strategic Capital Management</i>		
907971	Associate Director, Strategic Capital Management	Band 4X
32201G	Asset Controller	Band 5X
905140	Asset Management Officer	Band 6X
<i>Strategic Financial Solutions</i>		
32235G	Director, Strategic Financial Solutions (Sys & Proc)	Band 3X
909468	Manager, Finance Systems	Band 4
G00796	Financial Systems Analysts	Band 5J
32209G	Senior Payables Officer	Band 6J
<i>Sport & Health</i>		
38405G	Director, Vu Sport	Band 4
38418G	Sports Facilities Manager	Band 5
38406G	Sports Services Manager	Band 5
901228	Sports Facilities Coordinator	Band 5
38409G	Sport Facilities Coordinator	Band 5
905270	Sports Facilities Coordinator St Albans & Werribee	Band 5
905270	Sports Facilities Coordinator St Albans & Werribee	Band 5
902682	Community Engagement Coordinator	Band 5
912133	Operations Officer	Band 5

APPENDIX A - FINANCIAL DELEGATION LIMITS – (FINANCE & INCOME SCHEDULE)

Authorisation Category	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6
Budgeted Expenditure ⁽¹⁾ ⁽⁸⁾	Unlimited within budget	<p>\$150,000</p> <p>Exceptions:</p> <ul style="list-style-type: none"> ➤ \$500,000 <ul style="list-style-type: none"> - SVP & COO - VP Resources and Precincts ➤ 2,000,000 VU Online POs only: <ul style="list-style-type: none"> - DVC Academic and Students <p>Where endorsed by either the Chancellor, Vice Chancellor, FIC or CARC:</p> <ul style="list-style-type: none"> ➤ \$5,000,000 <ul style="list-style-type: none"> - SVP & COO - VP Resources and Precincts <p>Where pre-approved by either the Chancellor, Vice Chancellor, FIC, or CARC:</p> <ul style="list-style-type: none"> ➤ Unlimited within budget, <ul style="list-style-type: none"> - SVP & COO - VP Resources and Precincts 	<p>\$75,000</p> <p>Exceptions:</p> <ul style="list-style-type: none"> ➤ \$150,000 <ul style="list-style-type: none"> - PVC Students - PVC Research & Partnerships ➤ \$150,000 Purchase Orders only for: <ul style="list-style-type: none"> - Executive Director Facilities - Director Strategic Procurement ➤ \$250,000 IT Purchase Orders only for: <ul style="list-style-type: none"> - Executive Director – IT Services ➤ \$250,000 - Deputy CFO <p>Where endorsed by either the Chancellor, Vice Chancellor, FIC or CARC:</p> <ul style="list-style-type: none"> ➤ \$2,500,000 <ul style="list-style-type: none"> - Deputy CFO - Director Strategic Financial Solutions <p>Where pre-approved by either the Chancellor, Vice Chancellor, FIC, or CARC:</p> <ul style="list-style-type: none"> ➤ \$5,000,000 <ul style="list-style-type: none"> - Deputy CFO - Director Strategic Financial Solutions 	\$30,000	\$5,000	\$1,000
Non-Budgeted Expenditure ⁽¹⁾	<p>\$500,000</p> <p>Exceptions:</p> <p>Where endorsed or pre-approved by either the Chancellor, Chair of FIC, Chair of CARC, or Deputy Chancellor:</p> <ul style="list-style-type: none"> ➤ Unlimited 	<p>Not authorised</p> <p>Exceptions:</p> <p>Where endorsed by either the Chancellor, Chair of FIC or Chair of CARC:</p> <ul style="list-style-type: none"> ➤ \$5,000,000 <ul style="list-style-type: none"> - SVP & COO - VP Resources and Precincts <p>Where pre-approved by either the Chancellor, FIC, or CARC:</p> <ul style="list-style-type: none"> ➤ Unlimited <ul style="list-style-type: none"> - SVP & COO - VP Resources and Precincts 	<p>Not authorised</p> <p>Exceptions:</p> <p>Where endorsed by either the Chancellor, Vice Chancellor, FIC, or CARC:</p> <ul style="list-style-type: none"> ➤ \$250,000 <ul style="list-style-type: none"> - Deputy CFO - Dir Strategic Financial Solutions <p>Where pre-approved by either the Chancellor, FIC, or CARC:</p> <ul style="list-style-type: none"> ➤ \$5,000,000 <ul style="list-style-type: none"> - Deputy CFO - Dir Strategic Financial Solutions 	Not authorised	Not authorised	Not authorised
Contracts, & MOU's ⁽¹⁾	See Budgeted Expenditure and Non-Budgeted Expenditure above and Note (1) below, excluding "Research Funding Contracts"					
Research Funding Contracts	Unlimited within budget	<p>Not authorised</p> <p>Exceptions:</p> <ul style="list-style-type: none"> ➤ \$200,000 <ul style="list-style-type: none"> - PVC Research Partnerships ➤ \$500,000 <ul style="list-style-type: none"> - DVC Research - SVP & COO, where endorsed by the PVC Research Partnerships 	<p>Not authorised</p> <p>Exceptions:</p> <ul style="list-style-type: none"> ➤ -\$150,000 <ul style="list-style-type: none"> - Director Research Services 	Not authorised	Not authorised	Not authorised

APPENDIX A - FINANCIAL DELEGATION LIMITS – (FINANCE & INCOME SCHEDULE)

Authorisation Category	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6
Asset sale, disposal or write-off ⁽²⁾	\$5,000,000 <i>Greater than \$5m requires FIC approval</i>	\$150,000 Exceptions: ➤ \$500,000 - SVP & COO - VP Resources and Precincts	\$75,000 Exceptions: ➤ \$150,000 - Executive Director Facilities	Not authorised Exception: ➤ \$30,000 - Finance Managers, Business Managers, Business Partners	Not authorised Exception: ➤ \$5,000 - Asset Controller	Not authorised Exception: ➤ \$5,000 - Asset Mgt Officer
Debtor Invoices	Unlimited	\$2,000,000 Exceptions: ➤ \$5,000,000 - SVP & COO - VP Engagement & Resources	\$1,000,000 Exceptions: ➤ \$2,000,000 - Deputy CFO - Dir Strategic Financial Solutions	\$500,000	\$50,000	Not authorised
Debtor Credit Notes ⁽³⁾	\$500	\$500 Exceptions: ➤ \$5,000,000 - SVP & COO - VP Engagement & Resources ➤ \$1,000,000 - VP of International	\$500 Exceptions: ➤ \$1,000,000 - Deputy CFO - Dir Strategic Financial Solutions	\$500 Exceptions: ➤ \$50,000 - Assc Director Corporate Finance Services	\$500	Not authorised
Bad Debt Write-offs ⁽⁴⁾ (Individual)	\$500,000	Not authorised Exceptions: ➤ \$500,000 - SVP & COO	Not authorised Exceptions: ➤ \$30,000 - Deputy CFO	Not authorised Exceptions: ➤ \$5,000 - Assc Director Corporate Finance Services	Not authorised	Not authorised
Bad Debt Write-offs ⁽⁴⁾ (Bulk)	\$1,000,000 <i>Greater than \$1m requires FIC approval</i>	Not authorised Exceptions: ➤ \$500,000 - SVP & COO	Not authorised Exceptions: ➤ \$75,000 - Deputy CFO	Not authorised Exceptions: ➤ \$30,000 - Assc Director Corporate Finance Services	Not authorised	Not authorised
Bank Accounts, Investments ⁽⁵⁾	Not authorised	Not authorised Exceptions: - VP Resources and Precincts - SVP & COO	Not authorised Exceptions: - Deputy CFO - Finance Directors	Not authorised Exception: (Investments only) - Assc Director Corporate Finance Services - Assc Director Strategic Capital Management	Not authorised	Not authorised
Finance Journals ⁽⁶⁾	Not authorised	Not authorised Exception: \$250M SVP & COO	Not authorised Exception: \$100M Finance Directors, & Deputy CFO \$20M Director P&C Business Services	Not authorised Exception: \$50M Finance Managers, Business Managers, Business Partners	Not authorised Exception: \$50M Finance Systems Analyst, Accountant	Not authorised Exception: \$10M Payables or Receivables Officers

APPENDIX A - FINANCIAL DELEGATION LIMITS – (FINANCE & INCOME SCHEDULE)

NOTES:

- (1) Values greater than Band 1 must be approved by the University Council or other authority as indicated.
The commitment of funds outside the limits expressed in the budget of the University or for other purposes, under subsection 22 (4) (a), is to be reported by the Vice Chancellor to the next meeting of Council.
Committing to Budgeted Expenditure and/or Non-budgeted Expenditure includes entering into commercial contracts or Memorandums of Understanding (MOUs). The Financial Delegation limit is the total estimated expenditure under the contract or MOU over the full term of the agreement e.g. if a contract is for an estimated \$250k per annum over three years, the total estimated contracted commitment is \$750k.
- (2) An asset is an item which is recorded in the University's asset registers. When the asset is no longer required it may be sold or scrapped. The value used is the current market value of the asset.
- (3) Debtor credit notes may be raised where an error has been made on a VU invoice provided to a debtor. The credit note will either reduce the value owing against the invoice or completely offset the invoice.
- (4) Bad debts arise where monies are owing to the University. Every reasonable attempt has been made to recover the monies but without success.
- (5) Bank accounts & investments may be opened, closed, transferred or otherwise managed by the delegates noted above, but must be in accordance with applicable VU Bank Accounts / Investments policy & procedures.
- (6) These accounting journal limits for authorised Finance staff in order for them to perform the functions of their office e.g. processing accounting journal entries and supplier payments, etc
- (7) Abbreviations:
FIC = Finance & Investment Committee
CARC = Compliance Audit & Risk Committee
POs = Purchase Orders
- (8) VU Online Pty Ltd: VU Online is a wholly owned subsidiary of Victoria University and has adopted the same Financial Delegations of framework of the University. In addition the following applies to VU Online's Financial Delegations as exceptions/endorsements:
 - a. The VU position of 'CFO' has VC approval/endorsement to "*approve Purchase Orders only, for up to \$2,800,000*", to facilitate VU to pay VU Online their share of agreed revenue; and
 - b. The VU position of 'DVC Academic and Students' which also occupies a directorship position with VU Online Pty Ltd, has VC approval/endorsement to "*approve VU Online Pty Ltd's Purchase Orders only, for up to \$2,000,000*", to facilitate VU Online to pay its third party service provider their share of agreed revenue.

APPENDIX B - GUIDE TO POSITIONS WITHIN FINANCE BANDS

	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6
<p><i>The financial delegation of authority may be applied to the position within a Band only where the position holders manager or other higher authority have recommended the delegation and it has been approved by the Vice Chancellor (VC) or a delegate authorised by the VC to approve such requests.</i></p> <p><i>The levels of financial delegation are set and may not be varied. Positions within bands are fixed and may not be varied.</i></p>	Vice-Chancellor	Provost	Pro Vice-Chancellor (PVC) <i>(Direct report to Band 2 only)</i>	Academic Leader	Senior Executive Officer	Administration Officer
		Deputy Vice-Chancellor (DVC)	Deputy Vice-President (DVP)	Associate Dean	Coordinator / Facilitator	Administrator
		Pro Vice-Chancellor (PVC) <i>(Direct report to Band 1)</i>	Executive Director	Associate Director	Facilities Officer	Executive Assistant
		Vice-President (VP)	Director	Associate Librarian	Finance Officer / Accountant	Executive Officer
		Chief Financial Officer (CFO)	Dean	Professor	Senior Educator / Lecturer	Librarian
		Chief Operating Officer (COO)	Deputy Director	Associate Professor	Team Leader	Clerical Officer
			Deputy Dean	General Manager	Strategy leader	Personal Assistant
			Senior Lawyer	Manager <i>(other than Sports & Education Manager)</i>	Supervisor	Advisory Officer
			University Librarian	Researcher	Maintenance Officer	Receivables Officer
				Senior Advisor	Senior Librarian	Payables Officer
				Senior Executive Officer - Office of the Vice-Chancellor	Strategy Leader	University Archivist
				Business Partner <i>(Finance Services positions only)</i>	Senior Officer	
				Lead Finance Officer	Education Manager	
					Events Officer	
					Advisor	
					Teacher / Lecturer / Academic	
				Sports Manager		
				Asset Controller		

The position titles referred to in the above table are mostly generic in nature and intended to indicate which band a position falls within. These bands and the positions within them were set by the Senior Executive Group and approved by the Vice-Chancellor and may not be varied.