



SCHEDULE OF FINANCIAL DELEGATIONS OF AUTHORITY

Version: 3 - September 2016

SCHEDULE OF FINANCIAL DELEGATIONS OF AUTHORITY

Financial Delegations of Authority are assigned to specific positions. Holders of the positions listed in this 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 \(Finance & Income Schedule\)](#).

The Schedule has been prepared in accordance with University’s [Delegations and Authorisations Policy](#). The limits apply to each transaction approved, transactions being in accordance with the University Purchasing Policy.

A guide to the positions within Bands is provided at [Appendix B](#).

Delegations of Authority vary to accommodate:

- corporate credit card holder requirements
- special requirements to enable finance staff to perform the functions of their office,
- “with exception” delegation rights where appropriate for certain delegates as indicated in Appendix A.

Note:

- “C” after the Band number indicates the position is a corporate credit card holder who has been provided with financial delegation of authority for credit card expenditure only and within the limits of their assigned Band.
- “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.

OFFICES:

VICE-CHANCELLOR AND PRESIDENT

The Vice-Chancellor’s financial delegation is established by Section 22 (4) 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)).

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Pos No.	Position Title	BAND
<u>VICE-CHANCELLOR AND PRESIDENT</u>		
Office of the Vice-Chancellor		
10101P	Vice Chancellor	Band 1X
904047	Manager, Governance & Secretariat	Band 4
908568	Executive Coordinator	Band 5
907402	Senior Business Advisor	Band 5
908382	Coordinator, Events, Communications And Protocols	Band 5C
905186	Principal Advisor & Team Leader	Band 5C
908383	Executive Officer To The Vice-Chancellor	Band 6
<u>VICTORIA POLYTECHNIC</u>		
Office of the Vice President (Victoria Polytechnic)		
907117	Vice-President, Vocational Education	Band 2
905990	Manager, Administration And Service Provision	Band 4
908301	Senior Manager Quality And Compliance (Vet)	Band 4C
908404	Senior Educator- Quality And Compliance	Band 5
901471	Coordinator Apprenticeship Support Unit	Band 5C
908055	Coordinator, Governance	Band 5C
Business Growth & Learning Development		
907168	Director Business Growth And Learning Development	Band 3C
904017	Manager Commercial Education	Band 4
907419	Senior Manager Learning Development	Band 4C
907715	Marketing Manager (VUIT)	Band 4C
Trades, Hair And Beauty		
907170	Director Trades	Band 3
906700	Live Works Manager	Band 4
907563	Manager Plumbing And Signwriting	Band 5
907564	Manager Building (Vetis, Pre-App And Apprentices)	Band 5
901486	Manager Commercial Contracts	Band 5
907561	Manager Electrical And Engineering	Band 5
907565	Manager Building And Engineering (Cert Iv And Above)	Band 5
75606T	Teacher Trades Carpentry And Joinery	Band 5C
Health, Sport & Community Services		
907172	Director Health, Sport & Community Services-VUIT	Band 3
907577	Manager Nursing And Paramedics	Band 5
907574	Manager Aged Care And Disability	Band 5
73708T	Teacher - Child Studies	Band 5C
Service Industries & Transition Education		
907171	Director Service Industries And Transition Education	Band 3
907570	Manager Library And Digital Arts	Band 5
907573	Senior Manager Transitions Education	Band 5
<u>VU INTERNATIONAL</u>		
International		
G00367	Vice President (International)	Band 2X
48103G	Director Vu International	Band 3
909366	Director, Strategic Development	Band 3
48238G	Associate Director VU International	Band 4
48204G	Manager Victoria Abroad	Band 4C

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901076	International Scholarships Manager	Band 4C
906823	Regional Recruitment Manager	Band 4C
G00160	Regional Recruitment Manager	Band 4
48226G	Regional Recruitment Manager	Band 4C
G00364	International Recruitment Officer	Band 5C
G00085	International Scholarships Co-Ordinator (Ausaid)	Band 5C
908993	Associate Director International Operations	Band 4
48255G	SENIOR RECRUITMENT OFFICER	Band 5C
901325	Executive Assistant VUI	Band 6
VU College		
907803	Executive Director VU College	Band 3
907386	Director Teaching & Learning	Band 3
21401T	Director Of Studies	Band 3
901116	Regional Director (TNE Business Development)	Band 3
906711	Campus Director & Principal	Band 3
902986	General Manager VU English	Band 4
902591	Program Manager Teaching & Learning (ELI)	Band 4C
908926	TNE Program Manager-China	Band 4C
901629	Manager, IT and Engineering Programs	Band 5
902635	Senior Project Officer (ELI Offshore)	Band 5C
<u>PROVOST</u>		
Office of the Provost		
906897	Deputy Vice-Chancellor & Provost	Band 2
908667	PVC Learning Innovation & Quality	Band 3
G01101	Senior Executive Officer	Band 5
905470	Senior Project Officer	Band 5C
Industry, Community & Sport Engagement		
909265	Pvc Engagement & Entrepreneurship Education	Band 3
<i>Sport & Health</i>		
38405G	General Manager Sport & Health	Band 4
38418G	Sports Facilities Manager	Band 4
38406G	Sports Services Manager	Band 4
901228	Sports Facilities Coordinator	Band 5
38409G	Sport Facilities Coordinator	Band 5
905270	Sport Facilities Coordinator - St Albans & Werribee	Band 5
G00713	Aquatic Programs Supervisor	Band 5C
G00729	Customer Service & Bookings Coordinator	Band 5C
902682	Community Engagement Coordinator	Band 5
900248	Youth Programs Coordinator	Band 5C
908821	SPORTS OFFICER	Band 5C
<i>Interprofessional Education Program</i>		
906114	Clinical Director	Band 3
<i>Centre For Student Success</i>		
908523	Manager Pathways & Partnerships	Band 4
905957	Manager Careers Services	Band 4C
20603G	CAREERS COORDINATOR PROJECTS	Band 5C
College of Arts		
903831	Dean - College Of Arts	Band 3
900900	Director Centre For Cultural Diversity And Wellbeing	Band 3

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50509A	Professor	Band 4
907968	Senior Administrative Officer	Band 5C
College of Business		
903829	Dean - College Of Business	Band 3
40801D	Director Supply Chain and Logistics	Band 3
41301D	Director, Centre For Strategic Economic Studies	Band 3
901964	Professor In Financial Services	Band 4C
906253	Director - Centre of Policy Studies (COPS)	Band 3
906258	Professor	Band 4C
906259	Professor	Band 4C
906261	Professor	Band 4C
906255	Professor (Research)	Band 4C
41303A	Professorial Fellow	Band 4C
903010	Professorial Fellow	Band 4C
906268	Professorial Fellow	Band 4C
907137	Research Fellow	Band 4C
902784	Research Fellow	Band 4C
906265	Research Fellow	Band 4C
907887	Research Fellow	Band 4C
906254	Research Professor	Band 4C
906257	Senior Research Fellow	Band 4C
906260	Senior Research Fellow	Band 4C
906266	Senior Research Fellow	Band 4C
908025	Senior Research Fellow	Band 4C
906263	Senior Research Fellow	Band 4C
906019	College Manager	Band 5C
52508G	Manager	Band 5C
906264	Senior Administrative Officer	Band 5C
907234	Senior Administrative Officer (ISCL)	Band 6C
907136	Senior Research Fellow	Band 6C
College of Education		
903832	Dean - College Of Education	Band 3
904433	Director Research	Band 3
904636	Director Research Training	Band 3
904432	Director, Learning And Teaching	Band 3
A00468	Director, The Victoria Institute	Band 3
902123	Ass Dir P'Ships & Knowledge Transfer & Exchange	Band 4
908094	AVID Business Development Manager	Band 4
A00055	Assoc Professor	Band 4C
906026	Principal Research Fellow	Band 4C
907426	Principal Research Fellow	Band 4C
57701A	Professor	Band 4C
906331	Research Chair Ed Policy & Evaluation	Band 4C
57736A	Professor Of Education	Band 4C
907411	AVID Australia Education Coordinator	Band 5
57708A	Lecturer	Band 5C
906222	Prof Of Tertiary Edu Policy	Band 5C
905082	Senior Lecturer	Band 5C
902286	Senior Lecturer - Tesol	Band 5C
901166	Lecturer (Early Years & Primary Literacy Education)	Band 5C

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College of Engineering and Science

903830	Dean - College Of Engineering & Science	Band 3
40105D	Director - Institute For Sustainability & Innovation	Band 3
901945	Director (Centre For Applied Informatics)	Band 3
909007	Director of Research	Band 3
A00012	Principal Research Fellow / Membrane Sc	Band 4
56206A	Professor	Band 4
55940A	Professor	Band 4C
56236A	Professor	Band 4C
55238A	Professor	Band 4C
905865	Professor	Band 4C
56131A	Professor	Band 4C
906535	Professor In Electrical Engineering	Band 4C
A00244	Research Fellow ISI	Band 4C
A00174	Research Officer - Res Proj	Band 4C
55113A	Lecturer Foundation Studies	Band 5C
901855	Lecturer In Physics	Band 5C
40902G	Senior Administrative Officer	Band 5C
G01027	Senior Administrative Officer	Band 5C
56001A	Senior Lecturer	Band 5C
55709A	Senior Lecturer	Band 5C
905206	Executive Assistant	Band 6C

College of Health and Biomedicine

903828	Dean - College Of Health & Biomedicine	Band 3
908217	Deputy Dean	Band 3
904577	Director, Australian Health Policy Collaboration	Band 3
906228	Director - Centre for Chronic Disease Prevention & Management	Band 3
55907A	Associate Professor	Band 4C
905707	College Manager	Band 5
905183	Senior Executive Assistant	Band 5C

College of Law and Justice

903826	Dean - College Of Law & Justice	Band 3
906269	Director, Sir Zelman Cowen Centre (SZCC)	Band 3C
904437	Director, Research & Research Training	Band 3C
A00193	Lecturer In Law	Band 5
906091	College Manager	Band 5C
A00373	Lecturer Law	Band 5C
905209	Senior Administrative Officer	Band 5C
909064	Legal Placements Coordinator	Band 5C

College of Sport and Exercise Science

903827	Dean - College Of Sport & Exercise Science	Band 3
908317	Deputy Dean	Band 3
A00281	Director ISEAL	Band 3
A00456	Director Research Training	Band 3
908318	Director Teaching & Learning (Operations)	Band 3
907051	Professor Of Applied Physiology	Band 4C
907079	Professor Of Skill Acquisition	Band 4C
906021	Professor, Active Living & Public Health	Band 4C
905509	Professor, Clinical Exercise And Rehabilitation	Band 4C
906005	College Coordinator	Band 5

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901443	Manager Industry Community And Sport Engagement	Band 5
A00350	Lecturer A Outdoor Rec/Outdoor Education	Band 5C
905202	Executive Assistant	Band 6C
Moodani Balluk		
57760A	Director Moodani Balluk	Band 3
Research & Research Training		
<i>Office Of The PVC (Research & Research Training)</i>		
A00371	PVC Research & Research Training	Band 3
G00322	Senior Advisor International Research & Training	Band 5C
<i>Graduate Research Centre</i>		
40703G	Dean, Graduate Research	Band 3
904276	Manager, Researcher Development	Band 4C
<i>Research Services</i>		
40601D	Director, Office Of Research	Band 3
903443	Manager Biosafety	Band 4
902363	Animal Facilities Operations Supervisor	Band 5
<i>The Mitchell Inst For Health And Education Policy</i>		
905691	Director, Mitchell Institute	Band 3
908333	POLICY PROGRAM DIRECTOR	Band 4
908338	Executive Coordinator	Band 5
908566	Project Officer	Band 5
906621	Communications & Events Coordinator	Band 5C
Learning & Teaching		
907190	Associate Director, Course Management & Quality Services	Band 4
902924	Associate Director, Learning Environments	Band 4
907178	Associate Director, Improving Learning And Teaching	Band 4C
908180	Prof, Stem Education Strategic Initiatives	Band 4C
Student Participation And Success		
906124	Dean Of Students	Band 3
76931T	Manager Student Transition & Retention	Band 4
21305A	Co-Ordinator Student Learning Unit	Band 5
21303A	Co-Ordinator Students Supporting Student Learning	Band 5
Library		
15601E	University Librarian	Band 3
G01072	Associate Librarian Info Res	Band 4
G01076	Associate Librarian Scholarly Information Services	Band 4
G01071	Manager Campus Libraries (Footscray)	Band 4
16016G	Manager Campus Libraries (CBD)	Band 4C
G36153	Manager Campus Libraries (Urban)	Band 4C
G01086	Manager Digital & Student Computing Services	Band 4
G01084	Manager Information Resources & College Services	Band 4
G00498	Manager Records Services & Archives	Band 4
G00818	Technical Manager	Band 4C
G00820	Technical Manager	Band 4C
G00821	Technical Manager	Band 4C
906908	Technical Manager	Band 4C
G00819	Technical Manager	Band 4C
907054	Technical Manager	Band 4C
907369	Technical Manager (Biochemistry)	Band 4C
15851G	Librarian	Band 5

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900492	Client Communication Coordinator	Band 5C
G00227	Research Librarian	Band 5C
55206G	Senior Technical Officer	Band 5C
G00853	Senior Technical Officer	Band 5C
903165	Senior Technical Officer	Band 5C
G00835	Snr Technical Off (Scientific Instrumentation)	Band 5C
905718	Snr Technical Officer (Cesare)	Band 5C
905257	Technical Services Team Leader	Band 5C
15708G	Collections & Datasets Librarian	Band 5C
15709G	Collection & Metadata Librarian	Band 6C

CHIEF OPERATING OFFICER

Office of the Chief Operating Officer (COO)

908481	PVC Digital Technologies	Band 2X
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Facilities Management

25101E	Director, Facilities	Band 3X
G00274	Associate Director - Capital Planning	Band 4
25105G	Associate Director Operations Planning	Band 4
G00193	Manager Facilities	Band 4
G00151	Manager Facilities	Band 4
25104G	Property Asset Manager	Band 4
G00081	Manager Operations	Band 4
G00107	Manager Space Management	Band 4
25123G	Manager Security	Band 4

Information Technology Operations

903282	Director, IT Operations	Band 3
14406G	Communications Infrastructure Manager	Band 4
907046	Infrastructure Services Manager	Band 4
901057	Development Manager	Band 4
14420G	Manager Security And Assurance	Band 4
907044	Customer Engagement Manager	Band 4
900625	Executive Assistant	Band 6C

Legal Services

G00234	Senior Lawyer	Band 3
902787	Senior Lawyer	Band 3
G00562	Executive Assistant	Band 6C
50211G	Executive Assistant	Band 6C

Marketing & External Relations

Office Of The VP (Mktg & External Relations)

907992	Exec Director Marketing & External Relations	Band 3
906365	Manager, Centenary Programs	Band 4
907104	Metro West Program & Space Coordinator	Band 5C
908631	Projects And Administrative Officer	Band 5C

Advancement

23102G	Director Advancement	Band 3
908069	Director Centenary Campaign	Band 3C
901409	Associate Director, Development	Band 4
G00121	MANAGER ALUMNI RELATIONS	Band 4
907913	Manager, Major Gifts	Band 4C
904015	Manager, Sponsorships	Band 4C
G00112	Senior Administrative Officer	Band 6C

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Event Services

905358	Senior Events Officer (Colleges)	Band 4
906181	Senior Events Officer (Colleges)	Band 5C
G00702	Senior Events Officer (Corporate)	Band 5C
905280	Senior Events Officer (Graduations & Examinations)	Band 5C

Marketing & Future Students

906885	Director Marketing & Future Students	Band 3
G00297	Future Student Adviser	Band 5C
G00954	Future Student Adviser	Band 5C
G00088	Future Student Adviser	Band 5C
G00278	Future Student Adviser	Band 5C

Web Services & Communications

G00042	Director Web Services And Communications	Band 3
904995	Manager, Communications	Band 4
904888	Manager, Digital Communications, Design & Ux	Band 4C
904841	Manager, Technical Development	Band 4C
907721	Manager, Future Students	Band 4C
909331	Experience Lead	Band 4C
906842	Future Student Advisor	Band 5C

People & Culture

907977	Executive Director, People&Culture	Band 3
906569	Director, P&C Business Services	Band 3X
900457	Manager P&C Systems	Band 4
906677	Manager Pay And Benefits	Band 4
909038	Respect & Responsibility Manager	Band 4
906684	P&C Program Manager	Band 4
904663	Program Manager Health Safety & Wellbeing	Band 4
906638	Team Leader, Recruitment&Appoint Services	Band 5

Student Services

Student Connections

905371	Registrar & Executive Director Student Services	Band 3
904092	General Manager Student Admin Services	Band 4
904141	General Manager Business Support & Reporting	Band 4
G01054	Manager Student Matters	Band 4
38310G	Coordinator Scholarships	Band 5
28003G	Senior Coordinator Curriculum Configuration	Band 5
37306G	Senior Coordinator Government And Operational Reporting	Band 5
904081	Senior Coordinator University Selection	Band 5
904106	Senior Coordinator, Assessments And Results	Band 5

Student Wellbeing

38110G	General Manager, Student Wellbeing	Band 4C
908563	Senior Coordinator Student Advising And Support	Band 5
30605G	Senior Coordinator Disability Services	Band 5

Customer Service & Student Communications

904164	Director, Customer Service & Communications	Band 3
909139	Manager Student Centres & Advising	Band 4
908831	Senior Coordinator Student Communications & Engagement	Band 5
908527	Senior Advisor (Housing)	Band 5C
G00147	Coordinator, Student Engagement & Leadership	Band 5C

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38410G	Senior Student Engagement Officer	Band 5C
903560	Student Engagement Officer	Band 5C
36116G	VUSU Executive Officer	Band 6C
<i>Student Administration Lifecycle</i>		
907483	Academic Teaching Scholars	Band 5C
<i>Childrens Services</i>		
35717W	Coordinator Children's Centre	Band 5
35709W	Coordinator Children's Centre	Band 5
35704W	Coordinator Children's Centre	Band 5
Finance Services		
<i>Office of the Chief Finance Officer (CFO)</i>		
906366	Vice-President Finance & CFO	Band 2X
901946	Director, Business Capability	Band 3X
<i>Client Services</i>		
904280	Director, Client Services	Band 3X
52245G	Business Partner	Band 4X
G00698	Business Partner	Band 4X
70105G	Business Partner	Band 4X
G01096	Business Partner	Band 4X
903392	Business Partner	Band 4X
904286	Business Manager	Band 4X
904285	Business Manager	Band 4X
903307	Business Partner	Band 4X
G00479	Senior Financial Analyst	Band 4X
908617	Senior Finance Analyst	Band 4X
908707	Senior Business Partner	Band 4X
G00104	Lead Finance Officer	Band 4X
34104G	Lead Finance Officer	Band 4X
904298	Senior Finance Officer	Band 5
50221G	Senior Finance Officer	Band 5
G00377	Finance Officer	Band 5C
904303	Finance Officer	Band 5C
G00379	Senior Finance Officer	Band 5C
907981	Senior Finance Officer	Band 5C
906528	FINANCE OFFICER	Band 5C
904304	Senior Finance Officer	Band 5
908482	Senior Administrative Officer	Band 5C
<i>Corporate Finance Services</i>		
908378	Associate Director, Corporate Finance Services	Band 4
908506	Manager, Finance Support Services	Band 4X
32206G	Senior Payables Officer	Band 5J
32230G	Senior Taxation Accountant	Band 5J
905176	Credit Controller	Band 5J
32243G	Assistant Corporate Accountant	Band 5J
32220G	Bank Reconciliation Officer	Band 6J
32209G	Senior Payables Officer	Band 6J
32226G	Senior Payables Officer	Band 6J
<i>Financial & Revenue Analysis</i>		
905182	Associate Director, Financial Planning & Analysis	Band 4X
32210G	Senior Finance Analyst	Band 4X

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906698	Senior Finance Analyst	Band 4X
<i>Procurement and Business Operations</i>		
901899	Director, Strategic Procurement	Band 3X
34403G	Manager Printing Services	Band 4
G00849	Printing Services Team Leader	Band 5
905007	Team Leader, Procurement Hub	Band 5
G00997	Venues & Catering Coordinator	Band 5
903023	Convention Centre Supervisor	Band 5C
901028	Procurement Coordinator	Band 5C
905134	Procurement Officer, Travel	Band 5C
<i>Strategic Capital Management</i>		
907971	Associate Director, Strategic Capital Management	Band 4
32201G	Asset Accountant	Band 5J
<i>Strategic Financial Solutions</i>		
32235G	Associate Director, Strategic Financial Solutions	Band 4
G00850	Finance Systems Analyst	Band 5J
G00796	Financial Systems Analyst	Band 5J

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⁾	Unlimited within budget	\$150,000 Exceptions: - \$500,000 Chief Operating Officer - \$500,000 VP Finance & CFO - \$500,000 PVC Digital Technologies Where endorsed by either one of the Chancellor, Vice Chancellor, Resource Committee or Compliance Audit & Risk Committee: - \$5,000,000 Chief Operating Officer - \$5,000,000 VP Finance & CFO Where pre-approved by either the Chancellor, Vice Chancellor, Resource Committee, or Compliance Audit & Risk Committee: - Unlimited, Chief Operating Officer - Unlimited, VP Finance & CFO	\$75,000 Exceptions: - \$150,000 Purchase Orders only for: - Director Facilities - Director Strategic Procurement Where endorsed by either the Chancellor, Vice Chancellor, Resource Committee or Compliance Audit & Risk Committee: - \$2,500,000 Director Business Capability - \$2,500,000 Director Client Services Where pre-approved by either one of the Chancellor, Vice Chancellor, Resource Committee, or Compliance Audit & Risk Committee: - \$5,000,000 Director Business Capability - \$5,000,000 Director Client Services	\$30,000 Exceptions: Where pre-approved by either the Chancellor, Vice Chancellor, Resource Committee, Compliance Audit & Risk Committee, PVC Digital Technologies, COO or CFO: - \$500,000 Manager Finance Support Services	\$5,000	\$1,000
Non-Budgeted Expenditure ⁽¹⁾	\$500,000 Exceptions: Where endorsed by either the Chancellor, Chair of Resource Committee, Chair of Compliance Audit & Risk Committee, or Deputy Chancellor: - Unlimited	Not authorised Exceptions: Where endorsed by either one of the Chancellor, Vice Chancellor, Chair of Resource Committee or Compliance Audit & Risk Committee: - \$500,000 PVC Digital Technologies - \$5,000,000 Chief Operating Officer - \$5,000,000 VP Finance & CFO Where pre-approved by either one of Chancellor, Vice Chancellor, Resource Committee, or Compliance Audit & Risk Committee: - Unlimited, Chief Operating Officer - Unlimited, VP Finance & CFO	Not authorised Exceptions: Where endorsed by either the Chancellor, Vice Chancellor, Resource Committee, or Compliance Audit & Risk Committee: - \$250,000 Director Business Capability - \$250,000 Director Client Services Where pre-approved by either one of the Chancellor, Vice Chancellor, Resource Committee, or Compliance Audit & Risk Committee: - \$5,000,000 Director Business Capability - \$5,000,000 Director Client Services	Not authorised Exceptions: Where pre-approved by either the Chancellor, Vice Chancellor, Resource Committee, Compliance Audit & Risk Committee, PVC Digital Technologies, COO or CFO: - \$500,000 Manager Finance Support Services	Not authorised	Not authorised
Contracts, & MOU's	See Budgeted Expenditure and Non-Budgeted Expenditure above and Note (1) below, excluding "Research Funding Contracts"					
Research Funding Contracts	Unlimited within budget	Not authorised Exceptions: - \$500,000 VP Finance & CFO, where endorsed by the PVC Research & Research Training	Not authorised Exceptions: - \$150,000 PVC Research & Research Training - \$75,000 Director Office for Research	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 Resources Committee approval</i>	\$150,000 Exceptions: - \$500,000 Chief Operating Officer - \$500,000 VP Finance & CFO - \$500,000 (for IT Equipment only - PVC Digital Technologies)	\$75,000	Not authorised Exception: \$30,000 Finance Managers, Business Managers, Business Partners	Not authorised	Not authorised
Debtor Invoices	Unlimited	\$2,000,000 Exceptions: - \$5,000,000 Chief Operating Officer - \$5,000,000 VP Finance & CFO	\$1,000,000 Exceptions: - \$2,000,000 Director Business Capability - \$2,000,000 Director Client Services	\$500,000	\$50,000	Not authorised
Debtor Credit Notes ⁽³⁾	\$500	\$500 Exceptions: - \$5,000,000 Chief Operating Officer - \$5,000,000 VP Finance & CFO - \$1,000,000 VP International	\$500 Exceptions: - \$1,000,000, Director Business Capability - \$1,000,000, Director Client Services	\$500 Exceptions: - \$50,000 Associate Director Corporate Finance Services	\$500	Not authorised
Bad Debt Write-offs (Individual) ⁽⁴⁾	\$500,000	\$100,000 Exceptions: - \$500,000 Chief Operating Officer - \$500,000 VP Finance & CFO	Not authorised Exceptions: - \$100,000 Director Business Capability - \$100,000 Director Client Services	Not authorised Exceptions: - \$50,000 Associate Director Corporate Finance Services	Not authorised	Not authorised
Bad Debt Write-offs (Bulk) ⁽⁴⁾	\$1,000,000 <i>Greater than \$1m requires Resources Committee approval</i>	\$100,000 Exceptions: - \$1,000,000 Chief Operating Officer - \$1,000,000 VP Finance & CFO	Not authorised Exceptions: - \$100,000 Director Business Capability - \$100,000 Director Client Services	Not authorised Exceptions: - \$50,000 Associate Director Corporate Finance Services	Not authorised	Not authorised
Bank Accounts, Investments ⁽⁵⁾	Not authorised	Not authorised Exceptions: - Chief Operating Officer - VP Finance & CFO	Not authorised Exceptions: - Finance Directors	Not authorised Exception: (Investments only) - Associate Director Corporate Finance Services - Associate Dir Strategic Capital Management	Not authorised	Not authorised
Finance Journals ⁽⁶⁾	Not authorised	Not authorised Exception: \$250M VP Finance & CFO	Not authorised Exception: \$100M Finance Directors \$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

Notes:

- (1) Values greater than Band 1 must be approved by the University Council or other authority as indicated. 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 Memorandum of Understanding or over the full term of the contract 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

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 Chief Operating Officer (COO) or Vice President Finance & Chief Financial Officer (CFO).</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 <i>(Direct report to Band 2 only)</i>	Academic Leader	Senior Executive Officer	Administration Officer
		Deputy Vice-Chancellor (DVC)	Vice-President <i>(Direct report to Band 2 only)</i>	Associate Dean	Coordinator / Facilitator	Administrator
		Pro Vice-Chancellor (PVC) <i>(Direct report to Band 1 only except PVC Digital Technologies)</i>	Executive Director	Associate Director	Facilities Officer	Executive Assistant
			Director	Associate Librarian	Finance Officer / Accountant	Executive Officer
		Vice-President (VP) <i>(Direct report to Band 1 only except Vice President Finance & CFO)</i>	Dean	Professor	Senior Educator / Lecturer	Librarian
			Deputy Director	Associate Professor	Team Leader	Clerical Officer
			Deputy Dean	General Manager	Strategy leader	Personal Assistant
		Chief Operating Officer (COO)	Senior Lawyer	Manager <i>(other than Sports and Education Manager)</i>	Supervisor	Advisory Officer
		Chief Financial Officer (CFO)	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		

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.