

# Schedule of Financial Delegations

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<b>Related policies or other documents:</b>	Investment Policy SED08/1387

*All delegations are to be exercised subject to budgetary limitations. These delegations are governed by Section 21A of the University of New England Act and Section 1(c) of the University Guidelines for Commercial Activities.*

- Authority above the maximum levels indicated in the tables is subject to prior approval by Council or Committees of Council as established under the University of New England Act, 1993
  - Council and Committees of Council will delegate signing authority to the Vice Chancellor for recorded approvals, as above
  - Approvals under all delegations are subject to specific approved budget allocations.
  - Delegations pass to the persons acting in the role where so approved by the delegate's direct manager in writing.
1. Authority to commit funds, (including signing of requisitions and certifying payment requests) within the delegated officer's direct line of responsibility for group expenditure not contained in Sections 2, 3 or 4 below.

Position	Authority	Comments
<b>Vice-Chancellor's Office</b>		
Vice-Chancellor	\$2,000,000	all University cost centres if required
<b>Chief Governance and Planning Office</b>		
Chief Governance and Planning Officer	\$150,000	
Executive Director, Policy & Planning	\$20,000	
Directors	\$20,000	
Manager, Council Services	\$10,000	
<b>Chief Operating Officer's Office</b>		
Chief Operating Officer	\$1,000,000	all University cost centres if required
Director/Deputy Director Financial Services	\$100,000	all University cost centres if required
Executive Director, Infrastructure	\$20,000	
Directors / Deputy Directors	\$20,000	

Executive Director, Sport UNE	\$75,000	
<b>Pro Vice-Chancellors and Deans</b>		
Pro Vice-Chancellor Educational Innovation and Technology	\$250,000	
Pro Vice-Chancellors and Deans	\$50,000	
Heads of Schools	\$20,000	
University Librarian	\$50,000	
Directors/Deputy Directors	\$20,000	
Director, Residential System	\$20,000	
Faculty Resource/Finance Managers	\$10,000	
<b>Deputy Vice-Chancellor (Research)'s Office</b>		
Deputy Vice-Chancellor (Research)	\$250,000	
Heads of Research Centres/ Institutes outside Faculties	\$50,000	
Deans and Directors	\$20,000	
<b>Chief Development Officer's Office</b>		
Chief Development Officer	\$250,000	
Directors/Deputy Directors	\$20,000	
<b>Nominated Members of Staff</b> by Director or above in writing and approved by the COO or Director/ Deputy Director, Financial Services	\$5,000	expenditure subject to approval by relevant supervisor

- Authority to commit funds, including signing of requisitions and certifying payment requests (where no purchase order has been raised) within the delegated officer's responsibility for corporate overheads (e.g. telephone and postal services, electricity, gas, local government rates, information technology licensees and other similar charges).

Position	Authority	Comments
Vice-Chancellor	\$2,000,000	
Chief Operating Officer	\$1,000,000	
Executive Director, Infrastructure	\$1,000,000	ITD and FMS related overhead
Director/Deputy Director FMS	\$100,000	
Director/Deputy Director ITD	\$100,000	
Director/Deputy Director FSD	\$100,000	
Executive Director, Sport UNE	\$75,000	

- Authority to commit funds and certifying payment requests for payroll and associated costs.

<b>Position</b>	<b>Authority</b>	<b>Comments</b>
Vice-Chancellor	\$6,000,000	
Director, Human Resources	\$4,000,000	
Chief Operating Officer	\$4,000,000	

4. Authority to commit funds, including signing of requisitions and certifying payment requests (where no purchase order has been raised) for capital works, including major repair items to infrastructure and corporate IT systems where the benefit falls outside the delegated officer's direct line of responsibility.

<b>Position</b>	<b>Authority</b>	<b>Comments</b>
Vice-Chancellor	\$2,000,000	
Chief Operating Officer	\$1,000,000	
Executive Director, Infrastructure	\$1,000,000	
Director, Facilities Management	\$100,000	
Director, Information Technology	\$100,000	
Director/Deputy Director Financial Services	\$50,000	

5. Authority to execute a contract or otherwise enter into a binding legal agreement, including consultancy agreements and other service contracts (both engagement of and provision of) where a commitment has been established in accordance with Sections 1, 2, 3, and 4 and appropriate procurement policy requirements met.

<b>Position</b>	<b>Authority</b>	<b>Comments</b>
Vice-Chancellor	\$2,000,000	
Chief Operating Officer	\$1,000,000	
Executive Director, Infrastructure	\$1,000,000	ITD and FMS related items
Chief Development Officer	\$250,000	
Deputy Vice-Chancellor (Research)	\$250,000	
Pro Vice-Chancellor Educational Innovation and Technology	\$250,000	
Chief Governance and Planning Officer	\$150,000	
Director, Facilities Management Services	\$100,000	FMS services and related consultancies
Director/Deputy Director Financial Services	\$100,000	

6. Authority to release purchase orders and travel authorities where a commitment and/or contract has been established in accordance with Sections 1, 2, 3, 4 and 5.

<b>Position</b>	<b>Authority</b>	<b>Comments</b>
Director/Deputy Director Financial Services	All University orders where a commitment and/or contract has been established in accordance with this Schedule of Financial Delegations	
Manager, Central Procurement Group	\$1,000,000	
<b>Nominated Members of Staff</b> approved by the Director/ Deputy Director, Financial Services	\$50,000	

7. Authority to sign cheques and other banking documents.

<b>Position</b>	<b>Authority</b>	<b>Comments</b>
Two signatories from a group approved by the Director / Deputy Director Financial Services	Transactions approved in the normal course of business	Banking, Investments and payments by cheque, EFTs etc

8. Authority to write-off or otherwise dispose of debts, or damaged, irreparable, obsolete, missing and/or surplus equipment or stores.

<b>Position</b>	<b>Authority</b>	<b>Comments</b>
Vice-Chancellor	\$1,000,000	
Chief Operating Officer	\$500,000	
Director/Deputy Director Financial Services	\$250,000	
University Librarian	\$50,000	Library resource materials.

9. Authority to approve the issue of UNE Corporate Cards and set total monthly expenditure limits per card is vested in the Director/Deputy Director Financial Services. Individual transaction limits are restricted to the amounts in the table below.

<b>Position</b>	<b>Authority</b>	<b>Comments</b>
Vice-Chancellor	\$5,000	'Any one item' limit
Chief Operating Officer	\$5,000	'Any one item' limit
Director/ Deputy Director, Financial Services	\$5,000	'Any one item' limit
Manager, Central Procurement Group and Accounts Payable Staff approved by the Director/Deputy Director, Financial Services	\$50,000	'Any one item' limit in the performance of purchase duties and authorised by Director/Deputy Director Financial Services.
<b>Nominated Members of Staff</b> approved by the Director/ Deputy Director, Financial Services	\$1,500	'Any one item' limit in the performance of purchase duties and expenditure subject to approval by relevant supervisor (Section 1, Group 7)

10. Authority to place and roll over investments.

<b>Position</b>	<b>Authority</b>	<b>Comments</b>
Vice-Chancellor	\$10,000,000	Short term (12months or less)
Chief Operating Officer	\$7,500,000	Short term (12months or less)
Director / Deputy Director Financial Services	\$5,000,000	Short term (12months or less)

11. Authority to release funds through electronic funds transfer (EFT), cheque runs and bank to bank transfers, where a commitment has been established in accordance with Sections 1, 2, 3, & 4

<b>Position</b>	<b>Authority</b>	<b>Comments</b>
Vice-Chancellor	\$10,000,000	
Chief Operating Officer	\$7,500,000	
Director / Deputy Director Financial Services	\$5,000,000	
Manager, Revenue & Investments, Financial Services	\$2,500,000	

**Revisions to the Schedule of Financial Delegations**

Date approved by Council	Type of revision
18 August 2008	Annual
17 April 2009	Interim
10 December 2009	Interim
08 March 2010	Interim
13 September 2010	Interim
5 December 2011	Annual