

# JCU Financial Delegations Register

**Table of Policy References:** this table identifies the relevant Policy that must be read in conjunction with the Delegation Register when determining the activity and action to be taken when enforcing Delegation authority.

**Band:** with reference to Column 'A' on all tables, the "Band" demonstrates a consistent level of authority throughout all delegations. Band 11 being the most senior down to Band 1 being all University staff. This Band directly relates to the hierarchy of the university structure and should be considered when implementing new delegations.

**Note: only bands with a respective delegation are shown in the tables.**

# JCU Financial Delegations Register

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**JCU Financial Delegations Register**  
**JCU TABLE OF POLICIES**

TABLE - DELEGATION REGISTER	SECTION	RELEVANT POLICY	ADDITIONAL COMMENTS SPECIFIC TO THE USE OF THE DELEGATION
1 - EXPENDITURE	1.1	<ul style="list-style-type: none"> <li>• FMPM 710: Policy – Purchasing</li> <li>• FMPM 711: Procedure – Procurement Manual</li> <li>• FMPM 740: Policy - Travel</li> <li>• FMPM 741: Procedure – Travel</li> <li>• FMPM 320: Policy – Plant and Equipment</li> <li>• FMPM 322: Procedure – Acquisitions of Plant and Equipment</li> <li>• FMPM 330: Policy – Non-Financial Capital Assets</li> <li>• FMPM 290: Policy – Prepayments</li> <li>• FMPM 470: Policy – Leases (Excluding Real Property)</li> </ul>	N/A
	1.2	<ul style="list-style-type: none"> <li>FMPM 710: Policy – Purchasing</li> <li>• FMPM 711: Procedure – Procurement Manual</li> <li>• FMPM 740: Policy - Travel</li> <li>• FMPM 741: Procedure – Travel</li> <li>• FMPM 320: Policy – Plant and Equipment</li> <li>• FMPM 322: Procedure – Acquisitions of Plant and Equipment</li> <li>• FMPM 330: Policy – Non-Financial Capital Assets</li> <li>• FMPM 290: Policy – Prepayments</li> <li>• FMPM 470: Policy – Leases (Excluding Real Property)</li> </ul>	
	1.3	N/A	
	1.4	<ul style="list-style-type: none"> <li>FMPM 420: Policy – Corporate Credit Cards</li> <li>FMPM 421: Procedure – Corporate Credit Cards</li> <li>FMPM 710: Policy – Purchasing</li> <li>FMPM 711: Procedure – Procurement Manual</li> <li>FMPM 740: Policy - Travel</li> <li>FMPM 741: Procedure – Travel</li> </ul>	
	1.5	N/A	
	1.6	N/A	
	1.7	N/A	
	1.8	<ul style="list-style-type: none"> <li>FMPM 750: Policy – Hospitality/Entertainment</li> <li>FMPM 752: Authorised Limits – Hospitality/Entertainment</li> </ul>	
	1.9	N/A	
1.1-1.8 - EXPENDITURE - SPECIAL	All	As Above	N/A
2 - GRANTS	All	N/A	N/A
2 - DONATIONS AND SPONSORSHIPS	All	FMPM 940: Policy – Donated Property, Plant, Equipment and Cash	N/A
3 - REVENUE AND DEBT WRITE OFF	3.1	<ul style="list-style-type: none"> <li>FMPM 270-1: Policy – Accounts Receivable</li> <li>FMPM 271: Procedure – Debt Management</li> </ul>	N/A
3.1.1-3.4 REVENUE - SPECIAL	3.1.1 - 3.1.5	<ul style="list-style-type: none"> <li>FMPM 270-1: Policy – Accounts Receivable</li> <li>FMPM 271: Procedure – Debt Management</li> </ul>	N/A
	3.2	FMPM 270-1: Policy – Accounts Receivable	
	3.3	<ul style="list-style-type: none"> <li>Tuition Fee Policy for On-shore and Distance International Students</li> <li>FMPM 270-1: Policy – Accounts Receivable</li> </ul>	
	3.4	<ul style="list-style-type: none"> <li>FMPM 920: Policy – Losses</li> <li>FMPM 271: Procedure – Debt Management</li> </ul>	

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TABLE - DELEGATION REGISTER	SECTION	RELEVANT POLICY	ADDITIONAL COMMENTS SPECIFIC TO THE USE OF THE DELEGATION
4 - CONTRACTS AND AGREEMENTS	4.1	N/A	The term "Agreement" in relation to this policy <b>includes:</b> Commercial Contracts, Leases, Licences or Finance Agreements Commercial Research Agreements Research Grants and non-Commercial Research Agreements Research Material Transfer Agreements Student Placement or Exchange Agreements Funding Agreements –Non-Research or Teaching Deed of Arrangements Intellectual Property, Trademarks or Copyright Agreements Invitations to Offer/Quote Standing Offer or Preferred/Sole Supplier Agreements Tender and Expression of Offer Documents The delegations under Section 4 (authority to sign contracts and agreements) do not extend to matters dealt with under Section 7 (purchase, acquisition, disposal and write-off of property, plant and equipment).
	4.2	N/A	
	4.3	N/A	
	4.4	N/A	
	4.5	Commercial Research and Consultancy Services Policy Intellectual Property Policy	
	4.6	N/A	
	4.7	Intellectual Property Policy	
	4.8	N/A	
	4.9	N/A	
	4.10	N/A	
	4.11	N/A	
	4.12	N/A	
	4.13	N/A	
5- CAPITAL AND MINOR WORKS	5.1	N/A	N/A
6- LOANS	6.1	FMPM 250: Policy – Salary Advances	N/A
	6.2	FMPM 260: Policy – Other Advances	
7- PROPERTY PLANT AND EQUIPMENT	7.1	N/A	N/A
	7.2	FMPM 323: Procedure – Disposal of Plant and Equipment FMPM 350: Policy – Intangible Assets	
	7.3	N/A	
8- INVESTMENTS	8.1	FMPM 300: Policy – Investments FMPM 301: Procedure – Investments FMPM 302: Authorised Limits – Investments	N/A
		8.2	
	8.3		
9- BANK ACCOUNTS	9.1	FMPM 220: Policy – Bank Accounts FMPM 221: Procedure – Bank Accounts FMPM 430: Policy – Borrowings FMPM 431: Procedure – Borrowings	N/A
		9.2	
10 – Hedging	10.1	FMPM 840: Foreign Exchange Risk Policy	N/A
	10.2		

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TABLE: 1. EXPENDITURE

BAND	POSITION or COMMITTEE	DELEGATION	DELEGATION
		ACCOUNTS PAYABLE AND PURCHASING LIMITS: (INCLUDING GOODS & SERVICES, PLANT & EQUIPMENT, RESTRICTED FUNDS WITHIN THE LIMITS OF THE RELATED CONTRACT FOR NON RESEARCH AND RESEARCH) (inclusive of GST)	APPROVE THE REFUNDING OF UNEXPENDED GRANT FUNDS TO THE FUNDING BODY
		1.01	1.03
11	University Council / Council Committees		
10	Following University Council approval: (a) Vice-Chancellor (b) Deputy Vice-Chancellor, Services and Resources	Unlimited (from all sources)	
9	Vice Chancellor	\$12m (from all sources)	Unlimited (from all sources)
8	Deputy Vice-Chancellor, Services and Resources	\$12m (from all sources)	Unlimited (from all sources)
7	Provost	\$2m (from all sources)	Unlimited (from all sources)
6	Director, Financial & Business Services	\$1m (from all sources)	Unlimited (from all sources)
5	Deputy Vice-Chancellor	\$1m (within prior agreed budget limits from respective funds)	Unlimited (from all sources for respective Division)
4	Chair of Academic Board Chief of Staff Dean of College Dean/Director of Directorates Director, Academic Quality and Strategy Director, Divisional Operations Director, Institutes/Units/Centres Director, MICRRH Pro Vice-Chancellor, Indigenous Education & Research Centre Project Director, Discovery Rise	\$500k (within prior agreed budget limits from respective funds)	
3	Associate Dean, Teaching & Learning Associate Dean, Research Associate Dean, Research Education Associate Director Chief Operations Officer, ARC CoE Deputy Director Director, Research Development Executive Officer Head, AITHM Operations Head, Estate Operations Academic Head* Head of Media & Communications Heads of Indigenous Education & Research Centre Manager, College/Directorate/Centre Operations Manager, JCU Halls of Residence University Secretary	\$100k (within agreed budget limits from respective funds)	
2	Recruitment Officer, Sales and Engagement Divisional Manager/Manager Divisional Office Executive Support Officer (SDVC) Head, Information Management, Space & Planning International Agent Liaison Officer Laboratories Supervisor (AITHM) Manager, Academic Services* Manager, Brand & Production Manager, Campaigns & Events Manager, Clinical School Managers, Estate Directorate Manager, Examinations & Progression Manager, External Relations Manager, Business Services Manager, Innovation & Commercialisation Manager, Internal Audit Manager, Laboratories AITHM Manager, Laboratories and Technical Support Manager, Program Administration Manager, Research & Infrastructure Facilities, Stations & Enabling Centres Manager, Research Resources Manager, Research Services Manager, Research Strategy and Performance Manager, Student Equity & Wellbeing Manager, Student Transitions & Careers Manager, Research Ethics & grants Senior Technical Officer Team Leader, Division/College * Team Leader, Examinations and Progressions University General Counsel	\$20k (within agreed budget limits from respective funds)	
1	All procurement staff	\$5k (from all sources)	

\* Division of Tropical Health & Medicine, Division of Tropical Environments & Societies

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TABLE: 1.1 EXPENDITURE – SPECIAL

SECTION	DELEGATION/EXPENDITURE CATEGORY	POSITION	DELEGATION LIMIT
1.01.2	Purchase of bibliographic and other library materials (in print and non-print form) and binding.	Director, Library & Information Services	\$1m
		Associate Director, Information Resources	\$50k
1.01.3	Voice and data communication charges, all software licenses.	Director, Information Communications & Technology	\$1m (from all sources)
1.01.4	Estate and property related maintenance and outgoings >\$500k: Including, but not limited to, water rates, local authority rates, charges for power, lighting, heating, cleaning, postage, security.	Director, Estate Head, Estate Operations	\$1m (from all sources)
		Executive Advisor, Strategic Projects	\$1m (in respect of properties under lease agreement)
1.04	Authority to approve expenditure-special items where no purchase order or invoice exists.	Deputy Vice-Chancellor, Services and Resources Director, Financial and Business Services	Unlimited (from all sources)
		Director, Student Services Manager, Student Finance and Examinations Manager, Examinations & Progressions Team Leader, Examinations and Progressions	Unlimited (In respect of prizes)
		Director, Student Services Manager, Student Finance and Examinations	Unlimited (in respect to JCUB Management Fees and related payments)
		Director, Financial and Business Services	Unlimited (in respect of restricted Funds from all sources)
		Dean of College Manager, College Operations	Unlimited (in respect of Restricted Funds within the guidelines of the contract in place)
		Dean of Graduate Research Manager, Graduate Research Operations	Unlimited (in respect of Research Scholarships only)
		Director, Future Students and International Manager, Student Finance and Examinations	Unlimited (in respect of Non-research Scholarships including AusAid and Federal Aid)
		Manager, Future Students Directorate International Sponsored Student Advisor International Compliance Officer	\$20k (in respect of Non-research Scholarships including AusAid and Federal Aid)
1.05	Approve payment schedules relating to payroll system transactions and approve payments relating to payroll, payroll tax, PAYG withholding tax, employee deductions and superannuation.	Director, Financial and Business Services Director, Human Resources Deputy Director, Human Resources Deputy Director, Financial and Business Services Manager, Treasury and Corporate Finance	Unlimited (from all sources)
1.07	Authority to approve Entertainment or payments relating to Hospitality or Entertainment expenses.	Chancellor, Vice-Chancellor	Unlimited (from all sources)
		University Executive	\$5k (within prior agreed budget limits from respective funds)
		Chief of Staff Dean of College Dean/Director of Directorates Director, Academic Quality and Strategy Director, Divisional Operations Director, Institutes (AITHM/Cairns/ARC CoE) Director, MICRRH	\$1k (within prior agreed budget limits from respective funds)
1.08	Authority to authorise and incur legal expenditure (It is mandated that this delegation is exercised only where the proposed legal advice has been approved by the Chief of Staff or University General Counsel).	Vice-Chancellor Deputy Vice-Chancellor, Services and Resources	Unlimited (from all sources)
		Chief of Staff	\$500k (from all sources)
		University General Counsel	\$500k (from all sources)
		Director, Human Resources Director, Research Services Executive Advisor, Strategic Projects	\$10k (in relation to the relevant area of responsibility)
1.09	Authority to authorise and incur expenditure for corporate taxes including FBT, BAS (Goods and Services taxes).	Vice-Chancellor Deputy Vice-Chancellor, Services and Resources Director, Financial and Business Services Deputy Director, Financial and Business Services	Unlimited (from all sources)
		Manager, Treasury and Corporate Finance	\$1m (from all sources)

TABLE: 1.2 EXPENDITURE – Travel

SECTION	DELEGATION/EXPENDITURE CATEGORY	POSITION	DELEGATION LIMIT
1.2.1	Authority to approve expenditure items in relation to Domestic and International Travel <sup>1</sup>	University Executive	Unlimited (from all sources)
		Academic Head <sup>2</sup> Associate Director Chair of Academic Board Chief of Staff Chief Operations Officer, ARC CoE Dean of College Dean/Director of Directorates Deputy Director Director, Academic Quality and Strategy Director, Divisional Operations Director, Institutes/Units/Centres Director, MICRRH Divisional Manager/Manager Divisional Office Head, AITHM Operations Head, Estate Operations Head, Marketing Manager, College/Directorate/Centre Operations Project Director, Discovery Rise Pro Vice-Chancellor	Unlimited (Within agreed budget limit from respective funds)

<sup>1</sup> Staff cannot approve their own travel expenditure unless specifically allowed through terms in a signed employment contract or other formal agreement.

<sup>2</sup> Division of Tropical Health & Medicine, Division of Tropical Environments & Societies

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TABLE: 2. DONATIONS AND SPONSORSHIPS

		DELEGATION	DELEGATION	DELEGATION	DELEGATION
BAND	POSITION or COMMITTEE	DONATION BY THE UNIVERSITY OF REAL PROPERTY	DONATION BY THE UNIVERSITY OF PLANT & EQUIPMENT	DONATION BY THE UNIVERSITY OF CASH	SPONSORSHIP BY THE UNIVERSITY OF EXTERNAL PARTIES/STUDENTS
		2.03	2.04	2.05	2.06
11	University Council / Council Committees	Unlimited			Unlimited
10	Following University Council approval: (a) Vice-Chancellor (b) Deputy Vice-Chancellor, Services and Resources				Unlimited
9	Vice Chancellor		Unlimited	\$20k (from all sources)  Unlimited (subject to prior approval of Council)	\$500k (from all sources)
8	Deputy Vice-Chancellor, Services and Resources			\$1k (within agreed budget limits from respective funds)	\$500k (from all sources)
7	Provost			\$1k (within agreed budget limits from respective funds)	\$500k (from all sources)
5	Deputy Vice-Chancellor			\$1k (within agreed budget limits from respective funds)  \$1k (within agreed budget limits from respective funds)	\$500k (from all sources within approved budget)  \$1k (within agreed budget limits from respective funds)
4	Dean of College Dean/Director of Directorates Director, Academic Quality and Strategy Director, Divisional Operations Director, Institutes (AITHM/Cairns/ARC CoE) Director, MICRRH Chief of Staff				\$1k (within agreed budget limits from respective funds)



TABLE: 3. REVENUE

		DELEGATION
BAND	POSITION or COMMITTEE	AUTHORITY TO RAISE AN INVOICE OR RAISE A CREDIT NOTE TO AN INDIVIDUAL OR ORGANISATION
		3.01
11	University Council / Council Committees	
10	Following University Council approval: (a) Vice-Chancellor (b) Deputy Vice-Chancellor, Services and Resources	
9	Vice Chancellor	Unlimited (from all sources)
8	Deputy Vice-Chancellor, Services and Resources	Unlimited (from all sources)
7	Provost	\$2m (from all sources)
6	Director, Financial and Business Services Executive Advisor, Strategic Projects	\$1m (from all sources)
5	Deputy Vice-Chancellor	\$1m (within prior agreed budget limits from respective funds)
4	Chief of Staff Dean of College Dean/Director of Directorates Director, Academic Quality and Strategy Director, Divisional Operations Director, Institutes (AITHM/Cairns/ARC CoE) Director, MICRRH Pro Vice-Chancellor, Indigenous Education & Research Centre	\$500k (within prior agreed budget limits from respective funds)
3	Associate Dean, Teaching & Learning Associate Dean, Research Associate Dean, Research Education Associate Director Chief Operations Officer, ARC CoE Deputy Director Director, Research Development Executive Officer Academic Head* Heads of Indigenous Education & Research Centre Head of Media & Communications Head, AITHM Operations Head, Estate Operations Manager, College/Directorate/Centre Operations Manager, JCU Halls of Residence Supervisor, Academic Services University Secretary	\$100k (within prior agreed budget limits from respective funds)
2	Manager, External Relations	\$20k (within prior agreed budget limits from respective funds)

\* Division of Tropical Health & Medicine, Division of Tropical Environments & Societies

TABLE: 3.1 REVENUE – SPECIAL AND DEBT WRITE-OFF

SECTION	DELEGATION/EXPENDITURE CATEGORY	POSITION	DELEGATION LIMIT
3.01.1	Student related fees and charges (authority to raise an invoice or credit note where there is a properly executed contract for funding or other pre-approval has been provided)	Director, Student Services Manager, Student Finance and Examinations	Unlimited (all sources)
3.01.2	Real property (authority to raise an invoice or credit note where there is a properly executed contract or other pre-approval has been provided)	Executive Advisor, Strategic Projects	Unlimited (all sources)
3.01.3	Research grants (authority to raise an invoice or credit note where there is a properly executed contract for funding or other pre-approval has been provided)	Manager, Finance Management Accountant - Grants Finance Officers - Grants	Unlimited (all sources in respect of research grants only)
3.01.4	General (authority to raise an invoice or credit note where there is a properly executed contract or other pre-approval has been provided)	Director, Financial and Business Services Deputy Director, Financial and Business Services Manager, Finance Manager, Treasury and Corporate Finance Management Accountant Senior Finance Officer Finance Officer	Unlimited (all sources)
		Manager, Business Services	\$20k (for ICT services to external parties from respective Division only)
3.02	Authority to recover an overpayment made by JCU to an individual or organization (i.e. raise an invoice to recover overpayment).	Deputy Vice-Chancellor, Services and Resources Director, Financial and Business Services	Unlimited (from all sources)
		Director, Human Resources Deputy Director, Human Resources Team Leader, Remuneration	Unlimited (in relation to staff overpayments)
		Director, Student Services Manager, Student Finance and Examinations	Unlimited (in relation to student overpayments)
3.03	Authority to approve a refund in respect of an overpayment made to JCU	Deputy Vice-Chancellor, Services and Resources Director, Financial and Business Services	Unlimited (from all sources)
		Director, Student Services Manager, Student Finance and Examinations	Unlimited (in relation to student fees and charges)
		Team Leader, Student Finance and Fees	\$20k (in relation to student fees and charges)
3.04	Authority to approve the write-off of a debt	Finance Committee	Unlimited (from all sources)
		Director, Financial and Business Services	\$10k (from all sources)

TABLE: 4. CONTRACTS

		DELEGATION
BAND	POSITION or COMMITTEE	Authority To Sign Australian And International Contracts And Agreements On Behalf Of JCU. Where The Subject Matter Is Not Covered By Delegations 4.02 – 4.12.
		4.01
11	University Council / Council Committees	
10	Following University Council approval: (a) Vice-Chancellor (b) Deputy Vice-Chancellor, Services and Resources	Unlimited (from all sources)
9	Vice Chancellor	\$12m (from all sources)
8	Deputy Vice-Chancellor, Services and Resources	\$12m (from all sources)
7	Provost	\$2m (from all sources)
6	Director, Financial and Business Services	\$1m (from all sources)
5		\$500k (in respect to Sponsorship only refer item 12.6)
4	Executive Advisor, Strategic Projects	\$2m (from all sources)  (subject to approval of financial consideration by relevant financial delegate. Non-research only)
2	Manager, Strategic Procure-to-pay	\$50k (from all sources Non-research only)

TABLE: 4. CONTRACTS – CONTINUED

BAND	POSITION or COMMITTEE	DELEGATION	DELEGATION
		AUTHORITY TO SIGN CONTRACTS AND AGREEMENTS FOR EXPENDITURE (GOODS & SERVICES, CONTRACTORS AND CONSULTANTS)	Authority To Sign Sole-Supplier Agreements, Preferred Supplier Agreements For The Provision Of Goods & Services Where The Activity Results In Expenditure Or Generating Income
		4.02	4.03
11	University Council / Council Committees		
10	Following University Council approval: (a) Vice-Chancellor (b) Deputy Vice-Chancellor, Services and Resources	Unlimited (from all sources)	
9	Vice Chancellor	\$12m (from all sources)	Unlimited (from all sources)
8	Deputy Vice-Chancellor, Services and Resources	\$12m (from all sources)	Unlimited (from all sources)
7	Provost	\$2m (from all sources)	
6	Director, Financial and Business Services	\$1m (from all sources)	\$1m (from all sources)
5	Deputy Vice-Chancellor	\$1m (within prior agreed budget limits from respective funds)	
4	Executive Advisor, Strategic Projects	\$2m (from all sources)  (subject to approval of financial consideration by relevant financial delegate. Non-research only)	\$2m (from all sources)  (subject to approval of financial consideration by relevant financial delegate. Non-research only)
	Director, Divisional Operations Director, Estate Director, Information Communications & Technology	\$500k (within prior agreed budget limits from respective funds) (subject to contract Review by University Legal Office, Non-research only)	
2	Manager, Strategic Procure-to-pay	\$50k (from all sources Non-research only)  >\$50k, ≤ \$200k (subject to contract review by University Legal Office, Non-research only)	\$50k (from all sources Non-research only)  >\$50k, ≤ \$200k (subject to contract review by University Legal Office, Non-research only)
Other - Capital & Infrastructure	Director, Estate Project Director, Discovery Rise	\$1m (within C&I budget limits and pre-approved by Council or the Vice-Chancellor)	
	Head, Estate Operations Deputy Director, Planning & Development	\$100k (within C&I budget limits for respective funds only)	

TABLE: 4. CONTRACTS – CONTINUED

BAND	POSITION or COMMITTEE	DELEGATION	DELEGATION
		AUTHORITY TO SIGN AGREEMENTS OR CONTRACTS WHERE THE FINANCIAL WORTH CANNOT BE VALUED AND DOES NOT GIVE RISE TO A LIABILITY	Authority to Send Out Applications, Submit Tenders Or Sign Agreements/Contracts Relating to Non-Research Activities Conducted by JCU Including Activities Involving Receipt of Income Whether Fee-For-Service or Grant Funding
		4.04	4.05
11	University Council / Council Committees		
9	Vice Chancellor	Unlimited (from all sources)	Unlimited (from all sources)
8	Deputy Vice-Chancellor, Services and Resources	Unlimited (from all sources)	Unlimited (from all sources)
7	Provost	Unlimited (in respect of Academic Divisions and Division of Research & Innovation)	\$2m (from all sources)
5	Deputy Vice-Chancellor		\$1m (from respective funds)
4	Executive Advisor, Strategic Projects	Unlimited (from all sources)	Unlimited (from all sources)
	Deans of College		\$500k (from respective funds)

TABLE: 4. CONTRACTS – CONTINUED

BAND	POSITION or COMMITTEE	DELEGATION	DELEGATION
		AUTHORITY TO SEND OUT APPLICATIONS, SUBMIT TENDERS RELATING TO RESEARCH ACTIVITIES CONDUCTED BY JCU (May only be exercised on the advice of the Director, Research Services)	AUTHORITY TO SIGN AGREEMENTS/CONTRACTS AND SUB-CONTRACTS RELATING TO RESEARCH ACTIVITIES CONDUCTED BY JCU
		4.06	4.07
11	University Council / Council Committees		
9	Vice Chancellor	Unlimited (from all sources)	Unlimited (from all sources)
7	Provost	Unlimited (from all sources)	Unlimited (from all sources)
5	Deputy Vice-Chancellor	\$2m (from respective funds)	\$2m (from respective funds) <i>Subject to contract terms having been approved by Research Services</i>
4	Director, Research Services	\$2m (from all sources)	\$2m (from all sources)
	Dean of College Dean/Director of Directorates Director, Divisional Operations Director, Institutes/Units/Centres Director, MICRRH	\$500k (from all sources)	
2	Manager, Research Ethics & Grants	\$200k (from all sources)	\$200k (from all sources)

\* Division of Tropical Health & Medicine, Division of Tropical Environments & Societies, Division of Research & Innovation

TABLE: 4. CONTRACTS – CONTINUED

BAND	POSITION or COMMITTEE	DELEGATION	DELEGATION
		<p>AUTHORITY TO APPROVE APPLICATIONS, MAINTENANCE, REGISTRATION AND THE ASSIGNMENT AND LICENCE OF INTELLECTUAL PROPERTY RIGHTS (E.G. COPYRIGHT, PATENTS, TRADEMARKS) AND AUTHORITY TO SIGN MATERIAL TRANSFER AGREEMENTS AND CONFIDENTIALITY OR NON-DISCLOSURE AGREEMENTS.</p>	<p>AUTHORITY TO SIGN AGREEMENTS FOR THE OFF-CAMPUS DELIVERY OF JCU PROGRAMS, WHOLLY OR IN PART, IN PARTNERSHIP WITH UNIVERSITIES OR OTHER EDUCATIONAL INSTITUTIONAL (AUSTRALIA OR OVERSEAS)</p> <p>EXCLUDES ARRANGEMENTS BASED SOLELY ON ARTICULATION OR STUDENT EXCHANGE</p>
		4.08	4.09
11	University Council / Council Committees		
9	Vice Chancellor	Unlimited (from all sources)	Unlimited (from all sources subject to Council approval)
8	Deputy Vice-Chancellor, Services and Resources	Unlimited (from all sources)	
7	Provost	Unlimited (from all sources)	Unlimited (from all sources subject to Council approval)
4	Executive Advisor, Strategic Projects	Unlimited (from all sources non-research ONLY)	
	Director, Research Services	Unlimited (from all sources research only)	

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TABLE: 4. CONTRACTS – CONTINUED

BAND	POSITION or COMMITTEE	DELEGATION	DELEGATION	DELEGATION
		AUTHORITY TO AFIX UNIVERSITY SEAL TO RELEVANT CONTRACTS AND DOCUMENTS (AS PER THE RESOLUTION 4.6(1) OF ITEM 7.6, COUNCIL MEETING 11/97, 4 DECEMBER 1997)	DEEDS OF SETTLEMENT AND RELEASE INCLUDING NON-RESEARCH CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENTS INCLUDING DEEDS WITH A FINANCIAL SETTLEMENT VALUE	AUTHORITY TO SIGN MEMORANDUM OF UNDERSTANDING (MoU)
		4.10	4.11	4.12
11	University Council / Council Committees			
9	Vice Chancellor		\$5m (from all sources)  Unlimited (from all sources subject to Council approval)	Unlimited (from all sources)
8	Deputy Vice-Chancellor, Services and Resources		\$2m (from all sources)	Unlimited (from all sources)
7	Provost		\$2m (from all sources)	Unlimited (from all sources)
5				Unlimited (in respect to education and international only)
	Deputy Vice-Chancellor, Students			Unlimited (in respect to Student Association only)
4	Director, Human Resources		\$200k (from all sources)	
	Chief of Staff		\$100k (from all sources)	
Other	University Secretary	Unlimited (from all sources)		
Other - Legal	University General Counsel		\$100k (from all sources)	



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TABLE: 4. CONTRACTS – CONTINUED

		DELEGATION
BAND	POSITION or COMMITTEE	AUTHORITY TO SIGN STUDENT PLACEMENT AGREEMENTS (subject to review by the University Legal Office)
		4.13
11	University Council / Council Committees	
9	Vice Chancellor	Unlimited (from all sources)
8	Deputy Vice-Chancellor, Services and Resources	
7	Provost	Unlimited (from all sources)
5	Deputy Vice-Chancellor, Students	Unlimited (from all sources)  In respect of over-arching student placement agreements (ie. intended to cover more than one placement experience through the use of schedules to be prepared as and when needed)
	Deputy Vice-Chancellor, Division of Tropical Health & Medicine  Deputy Vice-Chancellor, Division of Tropical Environments & Societies	Limited (in respect of relevant Academic Division and within budget limits from respective funds):  In respect of over-arching student placement agreements (ie. intended to cover more than one placement experience through the use of schedules to be prepared as and when needed)
4	Deans of College  Dean, Graduate Research	Limited (in respect of relevant College/Graduate Research School and within budget limits from respective funds): <ul style="list-style-type: none"> <li>• schedules for student placements flowing from over-arching student placement agreements; and</li> <li>• student placement agreements covering only one placement experience for a student or a cohort of students.</li> </ul>
3	Manager, College Operations	Limited (in respect of relevant College and within budget limits from respective funds) to: <ul style="list-style-type: none"> <li>• schedules for student placements flowing from overarching student placement agreements.</li> </ul>

JCU Financial Delegations Register

TABLE: 5. CAPITAL AND MINOR WORKS

BAND	POSITION or COMMITTEE	DELEGATION		DELEGATION
		APPROVAL OF A MAJOR OR MINOR CAPITAL PROJECT (WITH ACCOMPANYING BUSINESS PLAN)		AUTHORITY TO PURCHASE IN RELATION TO CAPITAL & INFRASTRUCTURE (C&I) PLAN PROJECTS
		5.01		5.02
11	University Council / Council Committees	Projects greater than \$5m		
10	Following University Council approval: (a) Vice-Chancellor (b) Deputy Vice-Chancellor, Services and Resources	Unlimited (from all sources)	Variations may be approved by the delegate, provided the amended scope and budget of the project remain within 5% of the prior limit approved	Unlimited (from all sources)
9	Vice Chancellor	\$5m (from all sources)		\$5m (from all sources)
8	Deputy Vice-Chancellor, Services and Resources	\$5m (from all sources)		\$5m (from all sources)
3	Director, Estate Head, Estate Operations Project Director, Discovery Rise			\$1m (must be exercised within C&I budget limits pre-approved by Council or the Vice-Chancellor)

JCU Financial Delegations Register

TABLE: 6. LOANS

		DELEGATION	DELEGATION
BAND	POSITION or COMMITTEE	AUTHORITY TO APPROVE THE GRANTING OF, OR VARIATION TO A REMUNERATION LOAN (INCLUDING SALARY ADVANCE)	AUTHORITY TO APPROVE THE GRANTING OF, OR VARIATION TO ANY OTHER LOAN (INCLUDING OTHER ADVANCES)
		6.01	6.02
11	Human Resources Committee Finance Committee	Unlimited (from all sources)	\$5m (from all sources)
10	Following University Council approval: (a) Vice-Chancellor (b) Deputy Vice-Chancellor, Services and Resources		
9	Vice Chancellor		\$2m (from all sources)
8	Deputy Vice-Chancellor, Services and Resources	Amount greater than the employee entitlement (from all sources)	\$2m (from all sources)
7	Provost		
6	Director of Financial and Business Services		\$1m (from all sources and in respect of other advances less than 1 year)
5	Deputy Vice-Chancellor		
4	Director, Human Resources	Amount equal to or less than the employee entitlement (from all sources)	

# JCU Financial Delegations Register

TABLE: 7. PROPERTY, PLANT AND EQUIPMENT

BAND	POSITION or COMMITTEE	DELEGATION	
		AUTHORITY TO PURCHASE, ACQUIRE, DISPOSE OF, OR WRITE OFF UNIVERSITY LAND & BUILDINGS	AUTHORITY TO DISPOSE OF, OR TO WRITE OFF PLANT & EQUIPMENT
		7.01	7.02
11	University Council / Council Committees	Council approval is required to purchase, acquire, dispose of, or write-off University land and buildings in excess of \$2m	
10	Following University Council approval: (a) Vice-Chancellor (b) Deputy Vice-Chancellor, Services and Resources	Unlimited (from all sources)	
9	Vice Chancellor	\$1m (from all sources to purchase or dispose of individual properties)	Unlimited (from all sources)
8	Deputy Vice-Chancellor, Services and Resources		Unlimited (from all sources)
7	Provost		\$100k (only assets under primary control of the office and where JCU book value is less than \$100k)  Unlimited (intangible assets other than intellectual property)
5	Deputy Vice-Chancellor		\$100k (only assets under primary control of the office and where JCU book value is less than \$100k)  Unlimited (intangible assets other than intellectual property)
4	Executive Advisor, Strategic Projects		\$50k (only assets under primary control of the office and where JCU book value is less than \$50k)  Unlimited (intangible assets other than intellectual property)
	Dean of Colleges Dean/Director of Directorates Director, Divisional Operations Director, Institutes (AITHM/Cairns/ARC CoE) Director, MICRRH Chief of Staff		\$50k (only assets under primary control of the office and where JCU book value is less than \$50k)  Unlimited (intangible assets other than intellectual property)
3	Manager, College/Directorate/Centre Operations Associate Director Deputy Director Executive Officer Chief Operations Officer, ARC CoE Head, AITHM Operations Head, Estate Operations Head of Media & Communications University Secretary Manager, JCU Halls of Residence		\$50k (only assets under primary control of the office and where JCU book value is less than \$50k)  Unlimited (intangible assets other than intellectual property)

# JCU Financial Delegations Register

TABLE: 7. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

		DELEGATION
BAND	POSITION or COMMITTEE	AUTHORITY FOR THE UNIVERSITY TO ENTER INTO LEASES, LICENCES AND PERMITS
		7.03
11	University Council / Council Committees	Greater than \$12m (in respect of total rental type payments – based on initial term excluding options, rent reviews and out-goings)  (in respect of any lease, license or permit at less than market value)
10	Following University Council approval: (a) Vice-Chancellor (b) Deputy Vice-Chancellor, Services and Resources	\$12m (in respect of total rental type payments - based on initial term excluding options, rent reviews and outgoings)  (in respect of any lease, license or permit at less than market value)
9	Vice Chancellor	\$5m (in respect of total rental type payments - based on initial term excluding options, rent reviews and outgoings)  (in respect of any lease, license or permit at less than market value)
8	Deputy Vice-Chancellor, Services and Resources	\$5m (in respect of total rental type payments - based on initial term excluding options, rent reviews and outgoings)  (in respect of any lease, license or permit at less than market value)
4	Executive Advisor, Strategic Projects	\$1m (in respect of total rental type payments - based on initial term excluding options, rent reviews and outgoings)
2	Manager, Commercial Services	Agreements for less than 3 years and \$200k (in respect to residential or short-term commercial tenancy agreements)

JCU Financial Delegations Register

TABLE: 8. INVESTMENTS

BAND	POSITION or COMMITTEE	DELEGATION		
		AUTHORITY TO PURCHASE AND DISPOSE OF HIGH RISK OR NON-LIQUID INVESTMENTS	AUTHORITY TO PURCHASE AND DISPOSE OF MANAGEMENT FUNDS	AUTHORITY TO PURCHASE AND DISPOSE OF OTHER INVESTMENTS
		8.01	8.02	8.03
11	Finance Committee	Unlimited (from all sources)		
	Investment Committee		Unlimited (from all sources)	
9	Vice Chancellor			As per authorised limits in FMPM302
8	Deputy Vice-Chancellor, Services and Resources			As per authorised limits in FMPM302
7	Provost			As per authorised limits in FMPM302
6	Director, Financial and Business Services			As per authorised limits in FMPM302
3	Divisional Executive Officer, Division of Services and Resources Deputy Director, Financial and Business Services			As per authorised limits in FMPM302
2	Manager, Treasury and Corporate Finance			As per authorised limits in FMPM302 <i>(Subject to review by Director, FaBS or DVC Services &amp; Resources)</i>

JCU Financial Delegations Register

TABLE: 9. BANK ACCOUNTS

		DELEGATION	DELEGATION	DELEGATION	DELEGATION
BAND	POSITION or COMMITTEE	AUTHORITY TO DRAWDOWN BORROWINGS 2 SIGNATURES REQUIRED - AS REGISTERED WITH BANK UPON PRIOR APPROVAL FROM COUNCIL	AUTHORITY TO SIGN CHEQUES, APPROVE ELECTRONIC PAYMENT TRANSFERS AND SIGN OTHER BANKING DOCUMENTS (ON ALL ACCOUNTS OTHER THAN BORROWINGS) 2 SIGNATURES REQUIRED - AS REGISTERED WITH BANK	JCU HALLS OF RESIDENCE BANK ACCOUNT AUTHORITY TO SIGN CHEQUES, APPROVE ELECTRONIC PAYMENT TRANSFERS AND SIGN OTHER BANKING DOCUMENTS (ON ALL ACCOUNTS OTHER THAN BORROWINGS) 2 SIGNATURES REQUIRED - AS REGISTERED WITH BANK	AUTHORITY TO OPEN AND CLOSE BANK ACCOUNTS (ON ALL ACCOUNTS OTHER THAN BORROWINGS)
		9.01.1	9.01.2	9.01.3	9.01.4
9	Vice Chancellor	Unlimited	Unlimited		
8	Deputy Vice-Chancellor, Services and Resources	Unlimited	Unlimited		Unlimited (In accordance with the requirements of the SBFA Act)
7	Provost	Unlimited	Unlimited		
6	Director of Financial and Business Services	Unlimited	Unlimited		Unlimited (In accordance with the requirements of the SBFA Act)
5	Deputy Vice-Chancellor				
4	Dean of College Dean/Director of Directorates Director, Academic Quality and Strategy Director, Divisional Operations Director, Institutes (AITHM/Cairns/ARC CoE) Director, MICRRH Chief of Staff				
3	Manager, College/Directorate/Centre Operations				
Other - FaBS	Deputy Director, Financial and Business Services Manager, Treasury and Corporate Finance Manager, Budgeting and Forecasting Executive Officer, Services & Resources		Unlimited		
Other – Payment Processors	Supervisor, Accounts Receivable Supervisor, Accounts Payable Team Leader, Remuneration Services Financial Services Officer, Strategic, Procure-to-Pay Financial Services Officer, Treasurer & Corporate Finance Remuneration Services Officer, Human Resources		\$7,000,000		
Other - Residences	Executive Officer, Services & Resources Manager, JCU Halls of Residence Business Accountant, JCU Halls of Residence			Unlimited	

**JCU Financial Delegations Register**

TABLE: 9. BANK ACCOUNTS - CONTINUED

		DELEGATION
BAND	POSITION or COMMITTEE	AUTHORISE THE ISSUE/WITHDRAWAL AND INCREASE/DECREASE OF RESPECTIVE LIMITS OF PERMANENT AND TEMPORARY UNIVERSITY CORPORATE CREDIT CARDS TO/FROM STAFF MEMBERS
		9.02
9	Vice Chancellor	
8	Deputy Vice-Chancellor, Services and Resources	Unlimited (as outlined in Finance Committee Directive FMPM420 and FMPM421 )
6	Director of Financial and Business Services	Unlimited (as outlined in Finance Committee Directive FMPM420 and FMPM421 )
5	Deputy Vice-Chancellor	Unlimited (as outlined in Finance Committee Directive FMPM420 and FMPM421 )
4	Dean of College Dean/Director of Directorates Director, Academic Quality and Strategy Director, Divisional Operations Director, Institutes (AITHM/Cairns/ARC CoE) Director, MICRRH Chief of Staff	Unlimited (as outlined in Finance Committee Directive FMPM420 and FMPM421 )
3	Manager, College/Directorate/Centre Operations	\$20k (as outlined in Finance Committee Directive FMPM420 and FMPM421 from respective funds only )



TABLE: 10. HEDGING

		DELEGATION	
BAND	POSITION or COMMITTEE	AUTHORITY TO OPEN FOREIGN CURRENCY BANK ACCOUNTS	AUTHORITY TO APPROVE FOREIGN CURRENCY DERIVATIVE TRANSACTION
		10.01	10.02
8	Deputy Vice-Chancellor, Services and Resources	In accordance with section 61A of the Statutory Bodies Financial Arrangements Act 1982	\$10,000,000 AUD (In accordance with sections 55 and 56 of the Statutory Bodies Financial Arrangements Act 1982)

# JCU Financial Delegations Register

## Administration

### Approval Details

Policy Sponsor	Deputy Vice Chancellor, Services and Resources
Approval Authority	Council
Date for next review	31st March 2018

### Revision History

*[Approval date - the date the approval authority approved the establishment, minor or major amendment or disestablishment]*

*[Implementation Date - the date the register was published in the Policy Library and is the date the register takes effect]*

Version	Approval Date	Implementation date	Details	Author
v.16(18-3)	09/03/2018	30/04/2018	Amendment to align with new organisational structure.	Quality, Standards and Policy Officer
v.15(18-2)	07/02/2018	19/02/2018	Minor amendment to update role titles, approved by DVC S&R	Quality, Standards and Policy Officer
v.14(18-1)	24/01/2018	25/01/2018	Addition of a new Schedule 1.2.1: Authority to approve expenditure items in relation to Domestic and International Travel	Manager, Financial Systems and Process Improvement
v.13 (17-8)	27/10/2017	01/11/2017	Update the naming convention of the collective term for Heads from "Head of Academic Group" to "Academic Head" impacting schedules 1.01 and 3.01	Manager, Financial Systems and Process Improvement
v.12 (17-7)	07/09/2017	03/10/2017	Update the limits with section 9.01.2 to allow Accounts Payable, Accounts Receivable and Payroll to approve EFT payments up to \$7,000,000	Manager, Financial Systems and Process Improvement
v.11 (17-6)	3-Aug-17	05/09/2017	With the name change from "Australian Aboriginal and Torres Strait Islander Centre" to "Indigenous Education and Research Centre", there are some position title changes required to the Financial Delegations Register: <ul style="list-style-type: none"> <li>Change Title to Pro Vice-Chancellor, Indigenous Education &amp; Research Centre</li> <li>Change Title to Heads of Indigenous Education &amp; Research Centre</li> <li>Remove Position "Executive Support Officer (Australian Aboriginal &amp; Torres Strait Islander Centre)"</li> </ul>	Manager, Financial Systems and Process Improvement
v.10 (17-5)	06/07/2017	06/07/2017	Add the following positions 3.01 – Manager, External Relations - \$20,000 3.01 – PVC, Australian Indigenous Education & Strategy - \$500,000 3.03 – Team Leader, Student Finance and Fees - \$20,000	Manager, Financial Systems and Process Improvement
V1.9 (17.4)	27/04/2017	28/04/2017	Manager, Enrolments and Fees replaced with Manager, Student Finance and Examinations at Delegation 1.04	Manager, Financial Systems and Process Improvement
V1.8 (17-3)	14/03/2017	16/03/2017	Minor amendment: Manager, Finance & Administrative Services changed to: Manager Business Services at Band 2 on page 6 and at delegation 3.01.4 on page 10	Manager, Financial Systems and Process Improvement
V1.7 (17-2)	08/02/2017	10/02/2017	Minor amendments to Section 1.1 Expenditure – Special: DVC Services & Resources removed from 1.05; 1.06 removed; Position title changes: Operations Coordinator Exams replaced with: Team Leader Examinations and Progressions; Manager Enrolments & Fees replaced with: Manager Student Finance and Examinations.	Manager, Financial Systems and Process Improvement
V1.6 (17-1)	08/12/2016	27/01/2017	Amendments as follows: Removal of student placements from section 4.04; Addition of new schedule 4.13: AUTHORITY TO SIGN STUDENT PLACEMENT AGREEMENTS; SDVC position approved by Council to be included in section 4.12.	Manager, Financial Systems and Process Improvement

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V1.5 (16-3)	29/11/2016	8/12/2016	Position title changes: Manager, Strategic Procurement changed to: Manager, Strategic Procure-to-pay; Chief Operating Officer AITHM changed to: Head, AITHM Operations; Research Strategy & Special Projects Officer changed to: Manager, Research Strategy and Performance.	Manager, Financial Systems and Process Improvement
V1.4 (16-2)	1/09/2016	10/10/2016	Addition of a new Schedule 9.01.04: Authority To Open And Close Bank Accounts (On All Accounts Other Than Borrowings); and further amendments to reflect restructuring activity currently occurring,	Director, Financial & Business Services
V1.3 (16-1)	27/05/2016	14/07/2016	Additional positions approved by Council added to all relevant tables	Manager, Financial Systems and Process Improvement
V1.2	03/12/2015	01/02/2016	Additional positions approved by Council added to all relevant tables	Elle Forbes
V1.1	13/08/2015	13/08/2015	Administration (approval details and revision history) added	Quality, Standards and Policy Office
V1.0	09/07/2015	12/08/2015	Establishment of FMPM Appendix A – Financial Delegations Register - previously embedded in FMPM Appendix A – Delegations Policy (re- titled FMPM Appendix A – Financial Delegations Policy). Refer to Council minutes (5/15) 9 July 2015 for details.	Deputy Director, FaBS