

JCU Financial Sub-delegations Register

Intent

The Financial Sub-delegations Register supports timely and efficient decision-making. It complements operational and managerial decision making required every day to ensure the University maintains service delivery.

Scope

This Sub-delegations Register applies to all staff while acting in their official capacity.

Definitions

Financial Authorisation: is a mechanism where Council, a Committee of Council, or a Delegate authorises an appropriate JCU Staff member to carry out actions which arise from a decision made by a Delegate where:

- (a) such enactment of that decision requires significant administration; and
- (b) does not involve further decision making.

Limits: A sub-delegation with a specifically listed dollar amount relates to the total GST exclusive Australian dollar cost of the transaction (including freight, installation fees and other taxes/duties), not to instalments or the periodic lease amount. It also applies to the original cost price of an item not the net cost after deductions of any trade-in or the like. If the sum of the original cost plus the variation exceeds the identified limit, then a sub/delegate with an appropriate level of sub/delegation authority must approve the transaction.

Organisational Group Head: includes:

- Dean, all roles with the title of, and reporting to a DVC of a Division or the Vice Chancellor
- Director, all roles with the title of, and reporting to a DVC of a Division or the Vice Chancellor
- Chief, all roles with the title of, and reporting to a DVC of a Division or the Vice Chancellor

Introduction

The JCU approach to managing and administering delegations recognises that governance matters are the purview of Council and its Committees and that operational matters are the purview of management, with appropriate levels of Council oversight.

Governance-related and high-level financial decisions are the responsibility of Council or have been delegated to Committees of Council, and are recorded in the [JCU Delegations Schedule](#). Council delegates all operational matters to the Vice Chancellor, who sub-delegates decision-making to positions closer to the source of responsibility.

The Financial Sub-delegations Register records the positions responsible for making the day-to-day financial decisions, and the effective limits, that ensure the University is able to operate effectively. It also lists Financial Authorisations to the Vice Chancellor and other positions. Financial Authorisations identify the positions responsible for executing actions to implement decisions made by Council.

The Financial Sub-delegations Register is guided by the [JCU Delegations Policy](#) and the [Sub-delegation Management Procedure](#). The sub-delegations are intended to:

- Establish appropriate responsibility and accountability for the [University's](#) financial functions.
- Have multiple sub-delegates where possible (to ensure flexibility).
- Be positioned close to the source of responsibility with the appropriate knowledge, skills and designated position (decision relevance).

Structure

The sub-delegations included in this Register only relate to final decisions required for the whole of a financial management process. Some decision-making authorities which constitute part of a financial management process are and will be, from time to time, stated in policy documents. The Register complements decision-making authority vested in Position Descriptions and the inherent requirements of specific roles and responsibilities within the University.

The sub-delegate will, in applying a sub-delegation within their authority, ensure the decision is based upon a clear appreciation and understanding of the facts, implications, and future consequences of the decision. This may include, but is not limited to, legislative, policy, budgetary and reputational impacts of the decision.

The Register is supported by:

- [JCU Delegations Policy](#)
- [Sub-delegation Management Procedure](#)
- [Policy and Delegations Responsibilities Map](#)
- [Policies and Procedure relating to financial management matters](#)

Sub-delegation Management

Sponsorship: Vice Chancellor

Approval authority: Vice Chancellor

Governance oversight: Finance Committee and JCU Council

Register maintenance: Policy Officer

Functional usage of the Register

Where the Register delegates a function to a position group and/or position, reference should be had to the corresponding policy or procedure to determine the specific position within that group which holds the Sub-Delegation.

To view a full list of delegate positions by function, refer to the [Financial Sub-Delegations Digital Register](#).

All delegated functions are presented as items from policies or procedures, although these may summarise or re-word sections from the policy or procedure. Where terms are capitalised, they have policy specific usage and meaning. All policy and procedure references have been taken from the current Policy Library.

Exercising sub-delegations

- Sub-delegates will exercise their authority in compliance with the source document, the JCU Delegations Policy, the Conflict of Interest Policy and Procedure and the Staff Code of Conduct, or their replacement documents, in effect at the time.
- Sub-delegates may not exercise their authority in respect of their own positions, or positions higher in the organisational structure, as this may be construed as a conflict of interest.
- Sub-delegates will only exercise their authority within their area of responsibility.
- Sub-delegates may authorise a staff member to undertake actions associated with their decision, however full accountability for the decision remains with the sub-delegate.

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JCU Table of Policies

Table of Policies: this table identifies the relevant Policy or Procedure that must be read in conjunction with the Sub-delegation Register when determining the activity and action to be taken when determining delegation authority.

TABLE	RELEVANT POLICY / PROCEDURE	ADDITIONAL COMMENTS SPECIFIC TO THE USE OF THE DELEGATION
1 - EXPENDITURE	FMPM 322: Procedure – Acquisitions of Plant and Equipment FMPM 330: Policy – Non-Financial Capital Assets FMPM 290: Policy – Prepayments FMPM 470: Policy – Leases (Excluding Real Property) FMPM 710: Policy – Procurement FMPM 711: Procedure – Procurement FMPM 740: Policy – Travel FMPM 741: Procedure – Travel FMPM 750: Policy – Hospitality/Entertainment	N/A
2 - DONATIONS AND SPONSORSHIPS	FMPM 940: Policy – Donated Property, Plant, Equipment and Cash	N/A
3 - REVENUE AND DEBT WRITE OFF	FMPM 270-1: Policy – Accounts Receivable FMPM 271: Procedure – Debt Management FMPM 920: Policy – Losses Tuition Fee Policy for On-shore and Distance International Students	N/A
4 - CONTRACTS AND AGREEMENTS	FMPM 620: Revenue – Commercial and Non-Commercial Activities Intellectual Property Policy	The term “Agreement” in relation to this policy includes: <ul style="list-style-type: none"> • Commercial Contracts, Leases, Licenses or Finance Agreements • Commercial Research Agreements • Research Grants and non-Commercial Research Agreements • Research Material Transfer Agreements

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TABLE	RELEVANT POLICY / PROCEDURE	ADDITIONAL COMMENTS SPECIFIC TO THE USE OF THE DELEGATION
		<ul style="list-style-type: none"> • 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 <p>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).</p>
5- LOANS	FMPM 250: Policy – Salary Advances FMPM 260: Policy – Other Advances	N/A
6- PROPERTY PLANT AND EQUIPMENT	FMPM 323: Procedure – Disposal of Plant and Equipment FMPM 350: Policy – Intangible Assets	N/A
7- INVESTMENTS	FMPM 300: Policy – Investments FMPM 301: Procedure – Investments FMPM 302: Authorised Limits – Investments	N/A
8- BANK ACCOUNTS	FMPM 220: Policy – Bank Accounts FMPM 221: Procedure – Bank Accounts FMPM 420: Policy – Corporate Credit Cards and Expense Reimbursements FMPM 421: Procedure – Corporate Credit Cards and Expense Reimbursements FMPM 430: Policy – Borrowing FMPM 431: Procedure – Borrowing	N/A
9 – Hedging	FMPM 840: Foreign Exchange Risk Policy	N/A
10 – FINANCIAL AUTHORISATION	JCU Delegations Schedule	N/A

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1. EXPENDITURE

Table 1.1: Expenditure

Category	Function Reference	Function	Limits	Positions
Expenditure	1.1	<p>Authority to approve the acquisition of goods and services by Purchase Requisition or approve the payment of invoices not raised against a University Purchase Order, or Contract.</p> <p>Expenditure must be within the limits of the agreed budget allocation or funding amount for research and non-research contracts, and restricted funds.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Legal expenditure – refer Table 1.2 • Corporate credit card expenditure – refer Table 1.3 • Travel expenditure – refer Table 1.4 • Hospitality or entertainment expenses – refer Table 1.5 • Gifts and benefits – refer Table 1.6 	\$12m (from all sources)	Vice Chancellor Deputy Vice Chancellor, Services and Resources Chief Financial Officer
			\$2m (from respective funds)	Chief Digital Officer Director, Estate
			\$1m (from respective funds)	Deputy Vice Chancellor
			\$1m (from respective funds)	Director, Library Services and University Librarian Associate Director, Estate Services
			\$500k (from respective funds)	Organisational Group Head (including all roles with the title of Dean, Director or Chief, who report to a DVC or Vice Chancellor)
			\$200k (from all sources)	Deputy Chief Financial Officer
			\$100k (from respective funds)	Positions submitted by the Organisational Group Head and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.
			\$20k (from respective funds)	
		\$10K (from all sources)	FaBS Procurement and JCU Stores Staff	
Expenditure	1.1.1	Authority to approve work orders and associated invoices relating to estate and property maintenance and outgoings.	\$3k (from all sources)	Positions submitted by the Organisational Group Head and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.

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Table 1.2: Expenditure – Legal Expenses

Category	Function Reference	Function	Limits	Positions
Expenditure Legal Expenses	1.2	Authority to incur legal expenditure and payments relating to legal expenses. <i>(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).</i>	Unlimited (from all sources)	Vice Chancellor Chief Financial Officer
			\$500k (from all sources)	Chief of Staff University General Counsel Deputy Vice Chancellor, Services and Resources Deputy Vice Chancellor, Research
			\$10k (from respective funds)	Director, Human Resources Director, Research and Innovation Services

Table 1.3: Expenditure – Corporate Credit Card

Category	Function Reference	Function	Limits	Positions
Expenditure Corporate Credit Card	1.3.1	Authority to incur expenditure on a University corporate credit card for the acquisition of goods and services.	\$1k per purchase (from respective funds)	Staff Corporate Credit Cardholder with no Financial Delegation under 1.1 * <i>*Excludes non-staff Corporate Credit Cardholders and excludes cash reimbursements.</i>
Expenditure Corporate Credit Card	1.3.2	Authority to incur expenditure on a University corporate credit card for ad hoc or the one-off acquisition of goods and services.	Up to a maximum \$5k per purchase (from respective funds)	Staff Corporate Credit Cardholder with Financial Delegation under 1.1 * <i>*Excludes non-staff Corporate Credit Cardholders and excludes cash reimbursements.</i>
Expenditure Corporate Credit Card	1.3.3	Authority to incur expenditure on the Procurement corporate credit card for the acquisition of goods and services.	Up to a maximum of \$20k per purchase (from all sources)	FaBS Procurement and JCU Stores Staff

Table 1.4: Expenditure - Travel

Category	Function Reference	Function	Limits	Positions
Expenditure Travel	1.4.1	Authority to approve expenditure items in relation to Domestic and International Travel * <i>*Staff cannot approve their own travel expenditure unless specifically allowed through terms in a signed employment</i>	Unlimited (from all sources)	Vice Chancellor Deputy Vice Chancellor
			Unlimited (from respective funds).	Organisational Group Head (including all roles with the title of Dean, Director or Chief, who report to a DVC or Vice

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Category	Function Reference	Function	Limits	Positions
		<i>contract or other formal agreement.</i>		Chancellor) Positions submitted by the Organisational Group Head and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.
Expenditure Travel	1.4.2	Authority to incur expenditure on a University corporate credit card for travel costs * <i>*Excludes the purchase of goods and services relating to a trip e.g. equipment required for a field trip</i>	Up to individual credit card limit (from respective funds)	Corporate Credit Card holder

Table 1.5: Expenditure – Hospitality and Entertainment

Category	Function Reference	Function	Limits	Positions
Expenditure Hospitality and Entertainment	1.5	Authority to approve entertainment or payments relating to hospitality and entertainment expenses.	Unlimited (from all sources)	Vice Chancellor
			\$5k (from respective funds)	Deputy Vice Chancellor Director, Advancement University Secretary Special Events and Protocol Manager
			\$1k (from respective funds)	Organisational Group Head (including all roles with the title of Dean, Director or Chief, who report to a DVC or Vice Chancellor)

Table 1.6: Expenditure – Gifts and Benefits

Category	Function Reference	Function	Limits	Positions
Expenditure Gifts and Benefits	1.6	Authority to approve the purchase and distribution of gifts, including gift cards, vouchers and other types of gifts used in lieu of cash payment for services or provided as a gift or award. The Limit refers to the total value of each gift/gift card/award per recipient. <i>(Gift cards with a value of \$300 or more will attract Fringe Benefits Tax).</i>	\$5k (from all sources)	Vice Chancellor
			\$2k (from respective funds)	Deputy Vice Chancellor
			\$300 (from respective funds)	Organisational Group Head (including all roles with the title of Dean, Director or Chief, who report to a DVC or Vice Chancellor)

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Table 1.7: Expenditure - Special

Category	Function Reference	Function	Limits	Positions
Expenditure Special	1.7.1	Authority to approve the refunding of unexpended grant funds to the funding body within the limits of the related contract for research and non-research.	Unlimited (from all sources)	Positions submitted and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.
Expenditure Special	1.7.2	Authority to approve cash contributions within the limits of the related contract for research and non-research (i.e. where there is a properly executed contract for funding or other pre-approval has been provided).	Unlimited (from all sources)	Positions submitted and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.
Expenditure Special	1.7.3	Approve payment schedules relating to payroll system transactions and approve payments relating to payroll, payroll tax, PAYG withholding tax, employee deductions and superannuation.	Unlimited (from all sources)	Positions submitted and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.
Expenditure Special	1.7.4	Authority to approve the payment of corporate taxes including FBT, BAS (Goods and Services taxes).	Unlimited (from all sources)	Positions submitted and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.
Expenditure Special	1.7.5	Authority to approve expenditure – special items where no purchase order or invoice exists.	Unlimited (from all sources)	Positions submitted and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.
Expenditure Special	1.7.6	Authority to approve expenditure – special items where no purchase order or invoice exists in respect to Scholarships and Prizes.	Unlimited (from all sources)	Positions submitted and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.
Expenditure Special	1.7.7	Authority to approve expenditure – special items where no purchase order or invoice exists in respect to JCUB Management Fees, Keypath, and related third party payments.	Unlimited (from all sources)	Positions submitted and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.

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Category	Function Reference	Function	Limits	Positions
Expenditure Special	1.7.8	Authority to approve expenditure – special items where no purchase order or invoice exists in respect to Student HELP Loans only up to the value of the annual HELP Debt allocation.	Unlimited (from all sources)	Positions submitted and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.

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2. DONATIONS AND SPONSORSHIPS

Table 2.1: Donations

Category	Function Reference	Function	Limits	Positions
Donations	2.1.1	Donation by the University of Plant and Equipment.	Unlimited (from all sources)	Vice Chancellor
Donations	2.1.2	Donation by the University of Cash.	\$20k (from all sources)	Vice Chancellor Chief Financial Officer
			\$1k (from respective funds)	Deputy Vice Chancellor

Table 2.2: Sponsorships

Category	Function Reference	Function	Limits	Positions
Sponsorships	2.2	Sponsorship by the University of an external individual or organisation.	\$500k (from all sources)	Vice Chancellor Chief Financial Officer
			\$20k (from respective funds)	Deputy Vice Chancellor
			\$5k (from respective funds).	Organisational Group Head (including all roles with the title of Dean, Director or Chief, who report to a DVC or Vice Chancellor)

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3. REVENUE

Table 3.1: Revenue

Category	Function Reference	Function	Limits	Positions
Revenue	3.1	Authority to raise an invoice, raise a credit note, or recover an overpayment to an individual or an organisation.	Unlimited (from all sources)	Vice Chancellor Deputy Vice Chancellor, Services and Resources Chief Financial officer
			\$1m (from respective funds)	Deputy Vice Chancellor
			\$500k (from respective funds)	Organisational Group Head (including all roles with the title of Dean, Director or Chief, who report to a DVC or Vice Chancellor)
			\$200k (from all sources)	Deputy Chief Financial Officer
			\$100k (from respective funds)	Positions submitted by the Organisational Group Head and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.
			\$20k (from respective funds)	
			\$10K (from all sources)	FaBS Treasury & Corporate Services Staff

Table 3.2: Revenue – Special

Category	Function Reference	Function	Limits	Positions
Revenue – Special	3.2.1	In relation to student fees and charges, the authority to raise an invoice, raise a credit note or recover an overpayment to an individual or organisation.	Unlimited (from all sources)	Positions submitted and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.
Revenue – Special	3.2.2	In relation to staff payments, the authority to raise an invoice to recover an overpayment made by JCU to an individual.	Unlimited (from all sources)	Positions submitted and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.

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Category	Function Reference	Function	Limits	Positions
Revenue – Special	3.2.3	Authority to raise an invoice or credit note where there is a properly executed contract or other pre-approval has been provided.	Unlimited (from all sources)	Positions submitted and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.
Revenue – Special	3.2.4	Authority to approve a refund in respect of an overpayment made to JCU.	Unlimited (all sources)	Positions submitted and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.

Table 3.3: Revenue – Debt Write-off

Category	Function Reference	Function	Limits	Positions
Revenue – Debt Write-off	3.3	Authority to approve the write-off of a debt	\$50k (from all sources)	Chief Financial Officer

4. CONTRACTS



Table 4: Contracts

Contracts are subject to review by the University Legal Office.

Category	Function Reference	Function	Limits	Positions
Contracts	4.1	Authority to sign Australian and International Contracts and Agreements on behalf of JCU - where the subject matter is not covered by functions 4.2 – 4.14	\$12m (from all sources)	Vice Chancellor Deputy Vice Chancellor, Services and Resources Chief Financial Officer
Contracts	4.2	Authority to sign Contracts and Agreements for expenditure (goods and services, contractors and consultants)	\$12m (from all sources)	Vice Chancellor Deputy Vice Chancellor, Services and Resources Chief Financial Officer
			\$2m (from respective funds)	Chief Digital Officer Director, Estate
			\$1m (from respective funds)	Deputy Vice Chancellor
			\$1m (from respective funds)	Director, Library Services and University Librarian
			\$500k (from respective funds)	Organisational Group Head (including all roles with the title of Dean, Director or Chief, who report to a DVC or Vice Chancellor)
			\$200k (from all sources)	Manager, Strategic Procurement
			\$100k (from respective funds)	Positions submitted and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.
Contracts	4.3	Authority to sign Sole Supplier Agreements, Preferred Supplier Agreements for the provision of goods and services where the activity results in expenditure or generating income.	Unlimited (from all sources)	Vice Chancellor Chief Financial Officer
			\$200k (from all sources)	Manager, Strategic Procurement
Contracts	4.4	Authority to sign Agreements or Contracts where the financial worth cannot be valued and does not give rise to a liability.	Unlimited (from all sources)	Vice Chancellor Chief Financial Officer
			Unlimited (in respect of Marketing only)	Deputy Vice Chancellor, Services and Resources Chief Marketing Officer

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Category	Function Reference	Function	Limits	Positions
Contracts	4.5	Authority to send out Applications, submit Tenders or sign Agreement/Contracts relating to non-research income-generating activities conducted by JCU (e.g. consultancy income, fee for service)* <i>*Note this does not apply to procurement activities – refer to 4.2 Authority to sign Contracts and Agreements for expenditure (goods and services, contractors and consultants)</i>	Unlimited (from all sources)	Vice Chancellor Chief Financial Officer
			\$5m (from respective funds)	Deputy Vice Chancellor
			\$500k (from respective funds)	Organisational Group Head (including all roles with the title of Dean, Director or Chief, who report to a DVC or Vice Chancellor)
Contracts	4.6	Authority to send out Applications, submit Tenders relating to research activities conducted by JCU (may only be exercised in consultation with the Director, Research and Innovation Services)	Unlimited (from all sources)	Vice Chancellor Chief Financial Officer
			\$5m (from all sources)	Deputy Vice Chancellor, Research
			\$1m (from all sources)	Director, Research and Innovation Services
			\$1m (from respective funds)	Deputy Vice Chancellor
			\$500k (from respective funds)	Organisational Group Head (including all roles with the title of Dean, Director or Chief, who report to a DVC or Vice Chancellor)
			\$200k (from all sources)	Associate Director, Research and Integrity Manager, Research Grants
Contracts	4.7	Authority to sign Agreements/Contracts and Sub-Contracts relating to research activities conducted by JCU (may only be exercised in consultation with the Director, Research and Innovation Services)	Unlimited (from all sources)	Vice Chancellor Deputy Vice Chancellor, Research
			\$2m (from all sources)	Director, Research and Innovation Services
			\$200k (from all sources)	Associate Director, Research and Integrity Manager, Research Grants
Contracts	4.8	Authority to approve Applications, maintenance, registration and the assignment and licence of Intellectual Property Rights (eg: Copyright, Patents, Trademarks, Courses, Marketing Material, Business Name)	Unlimited (from all sources)	Vice Chancellor
			Unlimited (from respective funds)	Deputy Vice Chancellor, Research Deputy Vice Chancellor, Academy
Contracts	4.9	Authority to sign Material Transfer Agreements and research Confidentiality or Non-Disclosure Agreements	Unlimited (from all sources)	Deputy Vice Chancellor, Research Director, Research and Innovation Services
Contracts	4.10	Deeds of Settlement and Release, including non-research Confidentiality and Non-Disclosure Agreements including Deeds with a financial settlement value	\$5m (from all sources)	Vice Chancellor
			\$2m (from all sources)	Chief Financial Officer
			\$200k (from all sources)	Director, Human Resources

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Category	Function Reference	Function	Limits	Positions
			\$100k (from all sources)	Chief of Staff Manager, Industrial Relations and Policy University General Counsel
Contracts	4.11	Authority to sign a Memorandum of Understanding (MoU) or Letter of Intent (LOI)	Unlimited (from all sources)	Vice Chancellor Deputy Vice Chancellor
			Unlimited (in respect to International only) Unlimited (in respect to Marketing only)	Chief Marketing Officer
Contracts	4.12	Authority to sign HDR Cotutelle Agreements	Unlimited (from all sources)	Vice Chancellor Deputy Vice Chancellor, Research Dean, Graduate Research
Contracts	4.13	Authority to sign Student Placement Agreements	Unlimited (from all sources)	Vice Chancellor
			Unlimited (from respective funds) In respect of over-arching Student Placement Agreements (i.e.: intended to cover more than one placement experience using schedules prepared as required), and Student Placement Agreements covering only one placement experience for a student or a cohort of students.	Deputy Vice Chancellor, Academy Deputy Vice Chancellor, Education Director, Academy Operations Deans of College Dean, Graduate Research
			Limited (from respective funds) Schedules for student placement flowing from over-arching Student Placement Agreements, and Student Placement Agreements covering only one placement experience for a student or a cohort of students.	Operations Manager, Placements and Training Services Manager, Student Placements (Compliance and Accommodation)
Contracts	4.14	Authority to sign Agreements based solely on articulation or student exchange arrangements	Unlimited (from all sources)	Vice Chancellor
			Unlimited (in respect to International only)	Chief Marketing Officer

*Note this does not apply to procurement activities – refer to 4.2 Authority to sign Contracts and Agreements for expenditure (goods and services, contractors and consultants).

5. LOANS

Table 5: Loans

Category	Function Reference	Function	Limits	Positions
Loans	5.1	Authority to approve the granting of, or variation to a remuneration loan (including salary advance)	Amount greater than the employee entitlement (from all sources)	Vice Chancellor Chief Financial Officer
			Amount equal or less than the employee entitlement (from all sources)	Director, Human Resources
Loans	5.2	Authority to approve the granting of, or variation to any other loan (including other advances)	\$5m (from all sources)	Vice Chancellor Chief Financial Officer

6. PROPERTY, PLANT AND EQUIPMENT

Table 6: Property, Plant and Equipment

Category	Function Reference	Function	Limits	Positions
Property, Plant and Equipment	6.1	Authority to purchase, acquire, dispose of, or write-off University land and buildings for individual properties.	\$2m (from all sources)	Vice Chancellor
Property, Plant and Equipment	6.2	Authority to dispose of, or to write-off plant and equipment and intangible assets, under primary control of the office for the related limits book value.	Unlimited (from all sources)	Vice Chancellor Chief Financial Officer
			\$100k (from respective funds)	Deputy Vice Chancellor
			\$50k (from respective funds)	Organisational Group Head (including all roles with the title of Dean, Director or Chief, who report to a DVC or Vice Chancellor)
Property, Plant and Equipment	6.3	Authority for the University to enter into leases, licences and permit, particularly those involving total rental type payments at less than market value, based on initial term excluding options, rent review and outgoings.	\$5m (from all sources)	Vice Chancellor Deputy Vice Chancellor, Services and Resources Chief Financial Officer
			\$200k for Agreements 3 years or less (in respect to residential or short term commercial tenancy agreements)	Director, Estate Associate Director, Planning and Capital Development Manager, Leasing and Commercial Portfolio

7. INVESTMENTS

Table 7: Investments

Category	Function Reference	Function	Limits	Positions
Investments	7.1	Authority to purchase and dispose of other investments (not high risk or non-liquid investments, not Management Funds)	as per authorised limits in FMPM302	Vice Chancellor Chief Financial Officer Deputy Chief Financial Officer Manager, Treasury and Corporate Finance

8. BANK ACCOUNTS

Table 8: Bank Accounts

Category	Function Reference	Function	Limits	Positions
Bank Accounts	8.1	Authority to drawdown borrowings Two signatures required – as registered with Bank.	Unlimited	Vice Chancellor Deputy Vice Chancellor, Services and Resources Chief Financial Officer Deputy Chief Financial Officer Manager, Treasury and Corporate Finance
Bank Accounts	8.2	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) Two signatures required – as registered with Bank.	Unlimited	Head, Divisional Operations Business Accountant, UniLodge Australia
Bank Accounts	8.3	Authority to open and close bank accounts (on all accounts other than borrowings)	Unlimited (in accordance with the requirements of the SBFA Act)	Vice Chancellor Deputy Vice Chancellor, Services and Resources Chief Financial Officer
Bank Accounts	8.4	Authority to sign cheques and other banking documents (on all accounts other than borrowings) Two signatures required – as registered with Bank.	Unlimited	Vice Chancellor Deputy Vice Chancellor, Services and Resources Chief Financial Officer Deputy Chief Financial Officer Manager, Treasury and Corporate Finance
Bank Accounts	8.5	Authority to approve electronic payment transfers (on all accounts other than borrowings) Two authorised Commbank token holders required – as registered with Bank.	Unlimited	Vice Chancellor Deputy Vice Chancellor, Services and Resources Chief Financial Officer Deputy Chief Financial Officer Manager, Treasury and Corporate Finance
			\$10m	Supervisor, Accounts Payable Financial Accountant, Treasury & Corporate Finance Financial Services Officer, Treasury & Corporate Finance

				Team Leader, Remuneration Services Remuneration Advisor
Bank Accounts	8.6	Authorise the issue/withdrawal and increase/decrease of respective limits of permanent and temporary University Corporate Credit Cards to/from staff members	Unlimited (as outlined in Finance Committee Directive FMPM420 and FMPM421)	Vice Chancellor Chief Financial Officer Deputy Vice Chancellor
			Unlimited (as outlined in Finance Committee Directive FMPM420 and FMPM421)	Organisational Group Head (including all roles with the title of Dean, Director or Chief, who report to a DVC or Vice Chancellor)
			\$20k (as outlined in Finance Committee Directive FMPM420 and FMPM421 from respective funds only)	Positions submitted by the Organisational Group Head and approved by the Vice Chancellor. For details on specific positions with this delegation, refer to the Financial Sub-Delegations Digital Register.

9. HEDGING

Table 9: Hedging

Category	Function Reference	Function	Limits	Positions
Hedging	9.1	Authority to open foreign currency bank accounts	In accordance with section 61A of the Statutory Bodies Financial Arrangements Act 1982	Vice Chancellor Chief Financial Officer Deputy Chief Financial Officer
Hedging	9.2	Authority to approve foreign currency derivative transaction.	\$10m AUD (in accordance with sections 55 and 56 of the Statutory Bodies Financial Arrangements Act 1982)	Vice Chancellor Chief Financial Officer Deputy Chief Financial Officer

10. FINANCIAL AUTHORISATIONS

Table 10: Financial Authorisations

Category	Function Reference	Function	Limits	Positions
Financial Authorisations	1.1	Accounts payable and purchasing limits (including goods and services, plant and equipment, restricted funds within the limits of the related contract for non-research and research)	Unlimited (from all sources, following University Council approval)	Vice Chancellor Deputy Vice Chancellor, Services and Resources Chief Financial Officer
Financial Authorisations	2.1.2	Donation by the University of cash	Unlimited (from all sources, following Finance Committee approval)	Vice Chancellor Chief Financial Officer
Financial Authorisations	2.2	Sponsorship by the University of external individuals or organisations	Unlimited (from all sources, following University Council approval)	Vice Chancellor Chief Financial Officer
Financial Authorisations	3.3	Authority to approve the write-off of a debt	Unlimited (from all sources, following Finance Committee approval prior to write off)	Vice Chancellor Chief Financial Office
Financial Authorisations	4.1	Authority to sign Australian and international contracts and agreements on behalf of JCU, where the subject matter is not covered by financial sub-delegations 4.2-4.14	Unlimited (from all sources, following University Council approval)	Vice Chancellor Deputy Vice Chancellor, Services and Resources Chief Financial Officer
Financial Authorisations	4.2	Authority to sign contracts and agreements for expenditure (goods and services, contractors and consultants)	Unlimited (from all sources, following University Council approval)	Vice Chancellor Deputy Vice Chancellor, Services and Resources Chief Financial Officer
Financial Authorisations	4.10	Deeds of settlement and release, including non-research confidentiality and non-disclosure agreements, including deeds with a financial settlement value	Unlimited (from all sources, following University Council approval)	Vice Chancellor Chief Financial Officer
Financial Authorisations	4.15	Authority to sign agreements for the off-campus delivery of JCU programs, wholly or in part, in partnership with University or other educational institutions (Australia or overseas)	Unlimited (from all sources, following University Council approval) Excludes arrangements based solely on articulation or student exchange	Vice Chancellor Deputy Vice Chancellor, Services and Resources Chief Financial Officer

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Financial Authorisations	5.2	Authority to approve the granting of, or variation to any other loan (including other advances)	Unlimited (from all sources, following Finance Committee approval)	Vice Chancellor Chief Financial Officer
Financial Authorisations	6.1	Authority to purchase, acquire, dispose of, or write-off University land and buildings for individual properties.	Unlimited (from all sources, following University Council approval)	Vice Chancellor
Financial Authorisations	6.3	Authority for the University to enter into leases, licences and permit, particularly those involving total rental type payments at less than market value, based on initial term excluding options, rent review and outgoings.	Unlimited (from all sources, following University Council approval)	Vice Chancellor Deputy Vice Chancellor, Services and Resources Chief Financial Officer

Administration

Approval Details

Policy Domain	Financial Management
Policy Custodian	Vice Chancellor
Approval Authority	Vice Chancellor
Date for next Major Review	20/05/2029

Revision History

Version	Approval Date	Approval authority	Implementation date	Details	Author
24-1	20/05/2024	Vice Chancellor	21/05/2024	<p>Major review to reduce the overall time and effort required to maintain the Register and to reference the new digital Financial Sub-Delegations Register.</p> <ul style="list-style-type: none"> • focus on specific roles/positions rather than job titles and bands. • defining 'Organisational Group Head' and specifying which roles are included. • Highlighting financial tasks with set limits and delegated roles, such as expenses, for legal matters, hospitality, and gifts. • Adjusting the Chief Financial Officer's responsibilities to cover certain functions previously under the Deputy Vice Chancellor, Services & Resources. • Renumbering and reorganising financial sub-delegation functions for better clarity. 	Chief Financial Officer

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23-1	18/05/2023	Vice Chancellor	19/05/2023	<ul style="list-style-type: none"> • Financial Sub-delegations Register reviewed in full. • Amendments consequential to Professional Services Change and consultation with Deans/Directors of Directorates: <ul style="list-style-type: none"> • Position titles updated • Disestablished positions removed • New positions within the Academy added. • Function 1.01.5: limit increased from \$1k to \$3k. • Function 6.03: changed from less than 3 years to 3 years and less. • Formatting amendments throughout 	Chief Financial Officer
v.37 (22-3)	18/12/2022	Vice Chancellor	01/01/2023	<ul style="list-style-type: none"> • Amendments consequential to Professional Services Change: <ul style="list-style-type: none"> • Position titles updated • Disestablished positions removed • New Technology Services positions and associated financial delegation limits added: <ul style="list-style-type: none"> • Digital Workplace Delivery Partner • Digital Applications Delivery Partner • Chief Information Security Officer • Head, IT Quality, Assurance and Compliance • Head, IT Strategy, Architecture and Innovation • Function 4.02 limit adjusted from \$500k to \$200k for Director, Academy Operations • Function 1.01 (\$20k limit) amended to add Manager, Program Administration. 	Policy Officer Chief Financial Officer Manager, Financial Systems & Process Improvement

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v.36 (22-2)	10/06/2022	Vice Chancellor	13/06/2022	<p>Sub-delegations Register reviewed in full.</p> <ul style="list-style-type: none"> • Amendments consequential to headline restructure. • Amendments to delegations to Vice Chancellor and Deputy Vice Chancellors to ensure sufficient coverage to perform high value approvals in a timely manner. • Amendments to delegations to Chief Financial Officer to reflect change of reporting line from DVC S&R to VC. • Amendments to delegation to DVC Research to ensure sufficient coverage to perform relevant approvals. • Function 8.01.2 Increase limit to ensure sufficient coverage for payroll. • Function 1.04 Increase limit from \$100k to \$500k Deputy Director FaBS to align with closest area of responsibility • New delegates added to Function 1.01 – Program Manager, NQ Drought Hub and Knowledge Broker, NQ Drought Hub • Removed disestablished positions 	CFO and Manager, Financial Systems and Process Improvement
v.35 (22-1)	17/05/2022	Vice Chancellor	24/05/2022	<p>Function 1.01.4-update sub-section description to resolve administrative error Function 4.02-add position, Head, General Practice Training (GPT) Function 9.01.02-add position Financial Accountant, Treasury & Corporate Finance Add position Director, JCU CQCRRH to several functions Remove position Pro Vice Chancellor from several functions</p>	Manager, Financial Systems and Process Improvement
v.34 (21-5)	01/12/2021	Vice Chancellor	02/12/2021	<p>Function 1.01-change position title Function 1.04-change position title Function 1.2.1-add position Head, Indigenous Student Services Function 4.02-add positions DVC Singapore and Director International Function 4.06-add position Assistant Director, ARC CoE Coral Reef Studies Function 9.01.2-change position title Various functions – position title change arising from change Mt Isa Centre for Rural and Remote Health to Murtupuni Centre for Rural and Remote Health</p>	Manager, Financial Systems and Process Improvement
v.33 (21-4)	02/09/2021	Vice Chancellor	15/09/2021	<p>Function 1.06 amendments to wording and limits for all delegates regarding authority to approve the purchase and distribution of gifts, gift cards, vouchers and other types of gifts used in lieu of cash payment for services or provided as a gift or award</p>	Deputy Director, Financial and Business Services
v.32 (21-3)	23/06/2021	Vice Chancellor	29/06/2021	<p>Function 1.04 Special Items add - Manager, Student Finance and Scholarships Function 3.01.1 add - Manager, Student Finance and Scholarships Function 3.02 add - Manager, Student Finance and Scholarships Function 3.03 add - Manager, Student Finance and Scholarships Function 4.01 remove all wording which states, “and subject to contract review by University Legal Office” and remove all wording which states “non – research only”</p>	

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				<p>Function 4.02 add - Director, Library and Information Services to have \$1m delegation, remove all wording which states “Subject to contract review by University Legal Office” remove all wording which states “Non – research only” remove all wording which states “Within C&I budget limits”.</p> <p>Function 4.03 remove all wording which states “non – research only”</p>	
v.31 (21-2)	10/05/2021	Vice Chancellor	17/05/2021	<p>Function 1.01 – add Head, Generalist Medical Training Operations</p> <p>Function 1.01 – remove Manager Development and Commercialisation</p> <p>Function 1.01 – remove Manager Research Grants</p> <p>Function 1.04 – change PVC International to DVC Singapore</p> <p>Function 1.04 – add Director, International</p> <p>Function 1.04 – remove Team Leader Student Finance and Fees</p> <p>Function 1.06 – change title Director, FaBS to CFO</p> <p>Function 1.07 – change title Director, FaBS to CFO</p> <p>Function 1.2.1 – add Manager, Communications & Admin Services and Manager Academic & Admin Services</p> <p>Function 3.03 – remove Team Leader Student Finance and fees</p> <p>Function 4.01 – correction of sub-section wording</p> <p>Function 4.01 – change PVC International to DVC Singapore</p> <p>Function 4.01 – add Director, International</p> <p>Function 4.02 – reinstating Head, Estate Operations and Deputy Director, Planning & Development – these two positions were removed in error when table 5 of the Financial Delegations Register was removed v20-2 18/8/20</p> <p>Function 4.02- add Head, Digital Infrastructure Solutions</p> <p>Function 4.05 - change title Director, FaBS to CFO</p> <p>Function 4.05 – change Manager Development and Commercialisation to Associate Director Business Development and Commercialisation</p> <p>Function 4.06 – change Manager Research Grants and Equity to Associate Director Research Grants and Equity</p> <p>Function 4.06 – add Associate Director Business Development and Commercialisation</p> <p>Function 4.07 - change Manager Research Grants and Equity to Associate Director Research Grants and Equity</p> <p>Function 4.07 – add Associate Director Business Development and Commercialisation</p> <p>Function 4.08 - change Manager Development and Commercialisation to Associate Director Business Development and Commercialisation</p> <p>Function 4.12 – change PVC International to DVC Singapore</p> <p>Addition of footnotes throughout the Register clarifying those delegations to the Chief of Staff position cover ORGUs 1000 and 1010</p>	Manager, Financial Systems and Process Improvement
v.30 (21-1)	08/02/2021	Vice Chancellor	15/02/2021	<p>Change of position titles function 1.01:</p> <ul style="list-style-type: none"> • Manager, Projects changed to Manager, Communication Optimisation • Executive Support Officers (Provost) – this ‘catch-all’ position title has now been 	Manager, Financial Systems and Process Improvement

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				<p>changed to two specified positions, the Manager, Divisional Administration and the Executive Support Officer (Financial Operations)</p> <p>Additional positions added to functions 3.01 and 3.02</p> <ul style="list-style-type: none"> • Team Leader, Student Finance added to Band 2 <p>Amendment to conditions attached to Manager, Strategic Procure to Pay position in respect of functions 4.02 and 4.03</p>	
v.29 (20-3)	21/10/2020	Vice Chancellor	22/10/2020	<p>Additional positions added to function 1.01:</p> <ul style="list-style-type: none"> • Coordinator, Administrative Services, Technology Solutions Directorate • Manager Projects <p>Change of position title:</p> <ul style="list-style-type: none"> • Manager, Activations (replaces Manager Campaigns and Events) • Manager, Future Students (replaces Manager Student Recruitment) • Manager, Advancement (replaces Manager, External Relations) <p>Positions deleted:</p> <ul style="list-style-type: none"> • Head, Marketing • Manager, Brand and Production 	Manager, Financial Systems and Process Improvement
v-28(20-2)	18/08/2020	Vice Chancellor	18/08/2020	<p>Amendments consequential to Council (3/20) approval of new approach to delegations.</p> <p>Added Supervisor, Administrative Services, AITHM and Team Leader Division/College DTES and DTHM only to function 1.2.1</p> <p>Added Treasury & Corporate Finance Team Members to function 3.01</p> <p>Added Director Marketing to functions 4.04, 4.05, 4.12</p> <p>Added Dean/Director of Directorates to function 4.05</p> <p>Removed Table 5 – Capital and Minor Works as these delegations are covered by functions 1.01 and 4.01-4.12</p> <p>Replaced 'Manager, Commercial Operations' with 'Manager, Leasing and Commercial Portfolio' in function 7.03</p>	Manager, Financial Systems and Process Improvement
v-27(20-1)	31/01/2020	DVC SR	31/01/2020	<p>Minor amendment reflecting change of position title from Team Leader, Administrative Services College of Medicine and Dentistry to Manager, Communications and Administrative Services.</p>	Manager, Financial Systems and Process Improvement