

Vice-Chancellor's Delegations Manual

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Purpose

This manual has been developed by the Vice-Chancellor to formalise delegations under section 26(7) of the *University of Melbourne Act 2009 (Vic)* (the “**Act**”), and to determine the authority for decision making in the conduct of the University’s affairs, particularly in respect of financial management, approval and execution of contracts, human resources, property, risk management, commercial activities, policy and procedure matters.

Operating principles

- 1 Delegations under this Manual must comply with the Delegations Policy.
- 2 Where the manual specifies a delegated authority, the position to whom that delegate reports is also deemed to have the delegated authority.
- 3 **Schedule A** outlines officers included in delegate groups that are referred to in this Manual (e.g. Level 2A Delegates) and their respective financial limits.
- 4 The delegations in this Manual are to be applied with reference to the Act, the university statutes and regulations made under the Act and relevant policies and procedures.
- 5 The exercise of a delegated authority requires judgement. It will not always be appropriate to exercise a delegated authority, such as where the decision involved is contentious or requires a broader strategic evaluation. When in doubt a delegate should seek guidance from the Vice-Chancellor.
- 6 A delegation cannot be exercised if the person holding the delegated authority has a conflict of interest.
- 7 A delegation that includes authority for expenditure of University funds may only be exercised if the expenditure is within the annual budget approved by Finance Committee or Council, unless explicitly stated otherwise.
- 8 The dollar values in this Manual relate to the total cost of a transaction or contract, over the entire time period for which it is applicable. Transaction/contract amounts may not be split into smaller amounts nor across time periods to fit within a lower delegation limit.
- 9 Delegates are expected to act reasonably, in the interests of University and in accordance with the spirit of this Manual at all times.
- 10 The Vice-Chancellor may at any time vary or terminate a delegation under this Manual.

Delegations - Finance and contracts

Authority	Delegate	Limits and related requirements
VCD1.1. Manage and control the University's finances.	Vice-Principal Administration and Finance and Chief Financial Officer	
VCD1.2. Execute transactions/contracts approved by the Vice-Chancellor for purchases, internal transactions, payments, reimbursements, and acquisition and supply of goods and services (except research-related contracts).	Level 2B Delegates	Must be executed as approved by the Vice-Chancellor.
VCD1.3. Approve purchases, internal transactions, payments, reimbursements and execute contracts for acquisition or supply of goods and services (except research-related contracts).	Level 2A Delegates	<p>Limit: Up to \$10 million.</p> <p>Must meet Major Goods and Services Tender Board requirements for amounts over \$400,000 relating to procurement, excluding internal transactions.</p> <p>Must meet Minor Goods and Services Tender Board requirements for amounts between \$150,000 and \$400,000 relating to procurement, excluding internal transactions.</p> <p>Must be reported to Finance Committee for amounts over \$2 million.</p> <p>Must be within portfolio responsibilities and approved budget.</p>
VCD1.4. Approve purchases, internal transactions, payments, reimbursements and execute contracts for acquisition or supply of goods and services (except research-related contracts).	Level 2B Delegates	<p>Limit: Up to \$2 million.</p> <p>Must meet Major Goods and Services Tender Board requirements for amounts over \$400,000 relating to procurement, excluding internal transactions.</p> <p>Must meet Minor Goods and Services Tender Board requirements for amounts between \$150,000 and \$400,000 relating to procurement, excluding internal transactions.</p> <p>Must be within portfolio responsibilities and approved budget.</p>

Authority	Delegate	Limits and related requirements
VCD1.5. Approve purchases, internal transactions, payments, reimbursements and execute contracts for acquisition or supply of goods and services (except research-related contracts).	Level 3 Delegates or Directors and deputy directors of semi-autonomous bodies ¹ and subsidiary companies	Limit: Up to \$150,000. Must be within portfolio responsibilities and approved budget.
VCD1.6. Approve purchases, internal transactions, payments, reimbursements and execute contracts for acquisition or supply of goods and services (except research-related contracts).	Level 4 Delegates	Limit: Up to \$60,000. Must be within portfolio responsibilities and approved budget.
VCD1.7. Approve purchases, internal transactions, payments and expense claims (for credit card expenditure and out-of-pocket expenses).	Level 5 Delegates	Limit: Up to \$20,000. Must be within portfolio responsibilities and approved budget. Excludes authority to approve licences or commitments not referable to that transaction.
VCD1.8. Approve purchases, internal transactions, payments and expense claims (for credit card expenditure and out-of-pocket expenses).	Level 6 Delegates	Limit: Up to \$5,000. Must be within portfolio responsibilities and approved budget. Excludes authority to approve licences or commitments not referable to that transaction.
VCD1.9. Approve purchase requisitions.	Level 3 Delegate nominees	Limit: Up to \$1,000. Must be within portfolio responsibilities and approved budget. Excludes authority to approve licences or commitments not referable to that transaction.
VCD1.10. Execute contracts/agreements approved by the Vice-Chancellor for leasing, long-term (>12 months) hire and short-term hire of equipment.	Level 2B Delegates	Must be executed as approved by the Vice-Chancellor.

¹ Semi-autonomous bodies include cooperative research centres, auxiliary operations, controlled entities and centres of excellence.

Authority	Delegate	Limits and related requirements
VCD1.11. Approve and execute contracts/agreements for leasing, long-term (>12 months) hire and short-term hire of equipment.	Level 2A Delegates	<p>Limit: Up to \$10 million.</p> <p>Must meet Major Goods and Services Tender Board requirements for leasing and long-term (>12 months) hire, regardless of value.</p> <p>Must be within portfolio responsibilities and approved budget.</p>
VCD1.12. Approve and execute contracts/agreements for leasing, long-term (>12 months) hire and short-term hire of equipment.	Level 2B Delegates	<p>Limit: Up to \$2 million.</p> <p>Must meet Major Goods and Services Tender Board requirements for leasing and long-term (>12 months) hire, regardless of value.</p> <p>Must be within portfolio responsibilities and approved budget.</p>
VCD1.13. Approve and execute contracts/agreements for short-term (up to 12 months) hire of equipment.	Level 3 Delegates	<p>Limit: Up to \$150,000.</p> <p>Must be within portfolio responsibilities and approved budget.</p>
VCD1.14. Execute contracts/agreements approved by the Vice-Chancellor for acquisition and disposal of assets, excluding real property.	Level 2B Delegates	<p>Must be executed as approved by the Vice-Chancellor.</p>

Authority	Delegate	Limits and related requirements
<p>VCD1.15. Approve and execute contracts/ agreements for acquisition and disposal of assets, excluding real property.</p>	<p>Level 2A Delegates</p>	<p>Limit: Up to \$10 million (applies to original cost for disposals).</p> <p>Must meet Major Goods and Services Tender Board requirements for purchases over \$400,000, excluding internal transactions.</p> <p>Must meet Minor Goods and Services Tender Board requirements for purchases between \$150,000 and \$400,000, excluding internal transactions.</p> <p>Must meet Major Board of Survey requirements for asset disposals with original value over \$400,000.</p> <p>Must meet Minor Board of Survey requirements for asset disposals with original value between \$150,000 and \$400,000.</p> <p>Must be within portfolio responsibilities and approved budget.</p>
<p>VCD1.16. Approve and execute contracts/ agreements for acquisition and disposal of assets, excluding real property.</p>	<p>Level 2B Delegates</p>	<p>Limit: Up to \$2 million (applies to original cost for disposals).</p> <p>Must meet Major Goods and Services Tender Board requirements for purchases over \$400,000, excluding internal transactions.</p> <p>Must meet Minor Goods and Services Tender Board requirements for purchases between \$150,000 and \$400,000, excluding internal transactions.</p> <p>Must meet Major Board of Survey requirements for asset disposals with original value over \$400,000.</p> <p>Must meet Minor Board of Survey requirements for asset disposals with original value between \$150,000 and \$400,000.</p> <p>Must be within portfolio responsibilities and approved budget.</p>

Authority	Delegate	Limits and related requirements
VCD1.17. Approve and execute contracts/agreements for acquisition and disposal of assets, excluding real property.	Level 3 Delegates	Limit: Up to \$150,000 (applies to original cost for disposals). Must be within portfolio responsibilities and approved budget.
VCD1.18. Approve and execute contracts/agreements for acquisition and disposal of assets, excluding real property.	Level 4 Delegates	Limit: Up to \$60,000 (applies to original cost for disposals). Must be within portfolio responsibilities and approved budget.
VCD1.19. Approve and execute transactions for write-off of bad or doubtful debts.	Vice-Principal Administration and Finance and Chief Financial Officer	Limit: Up to \$20,000. Must be reported to Finance Committee for amounts over \$500. Must be within portfolio responsibilities and approved budget.
VCD1.20. Approve and execute transactions for write-off of bad or doubtful debts.	Executive Director, Finance	Limit: Up to \$10,000. Must be reported to Finance Committee for amounts over \$500. Must be within portfolio responsibilities and approved budget.
VCD1.21. Execute contracts/agreements approved by the Vice-Chancellor for capital expenditure for building works (i.e. works relating to buildings or structures that form part of land).	Level 2B Delegates	Must be executed as approved by the Vice-Chancellor.
VCD1.22. Approve building works (i.e. works relating to buildings or structures that form part of land) and execute contracts for capital expenditure within approved capital plan.	Vice-Principal Administration and Finance and Chief Financial Officer or Executive Director, Finance	Limit: Up to \$10 million. Must meet Major Buildings Tender Board requirements for amounts over \$400,000. Must meet Minor Buildings Tender Board requirements for amounts between \$150,000 and \$400,000. Must be within portfolio responsibilities and approved budget.

Authority	Delegate	Limits and related requirements
VCD1.23. Approve building works (i.e. works relating to buildings or structures that form part of land) and execute contracts for capital expenditure within approved capital plan.	Level 2B Delegates	<p>Limit: Up to \$2 million.</p> <p>Must meet Major Buildings Tender Board requirements for amounts over \$400,000.</p> <p>Must meet Minor Buildings Tender Board requirements for amounts between \$150,000 and \$400,000.</p> <p>Must be within portfolio responsibilities and approved budget.</p>
VCD1.24. Approve building works (i.e. works relating to buildings or structures that form part of land) and execute contracts for capital expenditure within approved capital plan.	Director, Infrastructure Services or Executive Director, Project Services	<p>Limit: Up to \$400,000.</p> <p>Must meet Minor Buildings Tender Board requirements for amounts between \$150,000 and \$400,000.</p> <p>Must be within portfolio responsibilities and approved budget.</p>
VCD1.25. Approve building works (i.e. works relating to buildings or structures that form part of land) and execute contracts for capital expenditure from within budget division.	Level 3 Delegates	<p>Limit: Up to \$150,000.</p> <p>Must be within portfolio responsibilities and approved budget.</p> <p>Contracts may only be executed after consultation with the Director, Infrastructure Services or Executive Director, Project Services, as applicable, and demonstration of compliance with all relevant legislation, policies and procedures.</p>
VCD1.26. Manage and control the property of the University.	Vice-Principal Administration and Finance and Chief Financial Officer	On recommendation of the Executive Director, Facilities and Sustainability.
VCD1.27. Execute leases or agreements for lease of real property approved by the Vice-Chancellor where the University is landlord or tenant.	Level 2B Delegates	<p>Must be executed as approved by the Vice-Chancellor.</p> <p>Subject to requirements of Statute 1.5 (where applicable).</p>

Authority	Delegate	Limits and related requirements
VCD1.28. Approve and execute leases or agreements for lease of real property where the University is landlord or tenant.	Level 2A Delegates	Limit: Up to \$10 million. Limit: Lease term up to 21 years. Subject to requirements of Statute 1.5 (where applicable). Must be within portfolio responsibilities and approved budget.
VCD1.29. Approve and execute leases or agreements for lease of real property where the University is landlord or tenant.	Vice-Principal Administration and Finance and Chief Financial Officer or Executive Director, Facilities and Sustainability	Limit: Up to \$2 million. Limit: Lease term up to 21 years. Subject to requirements of Statute 1.5 (where applicable). Must be within portfolio responsibilities and approved budget.
VCD1.30. Execute contracts/agreements approved by the Vice-Chancellor for licensing of real property.	Level 2B Delegates	Must be executed as approved by the Vice-Chancellor.
VCD1.31. Approve and execute contracts/agreements for licensing of real property.	Level 2A Delegates	Limit: Up to \$10 million (applies to total licence value). Must be within portfolio responsibilities and approved budget.
VCD1.32. Approve and execute contracts/agreements for licensing of real property.	Vice-Principal Administration and Finance and Chief Financial Officer or Executive Director, Facilities and Sustainability	Limit: Up to \$2 million (applies to total licence value). Must be within portfolio responsibilities and approved budget.
VCD1.33. Acquire library materials.	University Librarian and Executive Director, Collections	Unlimited, but must be within approved budget or approved capital plan.
VCD1.34. Execute contracts to 'buy in' other theatre companies which have been approved as part of the MTC subscription season.	General Manager, Melbourne Theatre Company	Unlimited, but must be within approved budget or approved capital plan.
VCD1.35. Reimburse the University suspense account and make payments to the Australian Taxation Office.	Director, Veterinary Clinic and Hospital	Unlimited, but must be within area of responsibility and within approved budget or approved capital plan.

Authority	Delegate	Limits and related requirements
VCD1.36. Make standard drawings from University accounts for investments.	Vice-Principal Administration and Finance and Chief Financial Officer or Executive Director, Finance	Unlimited, but must be within approved budget or approved capital plan.
VCD1.37. Make standard drawings from University accounts for items such as group tax, superannuation.	Vice-Principal Administration and Finance and Chief Financial Officer or Executive Director, Human Resources and OHS	Unlimited, but must be within approved budget or approved capital plan.
VCD1.38. Sign research-related documents within the research and research training portfolio, including: <ul style="list-style-type: none"> • research grant applications • research grant offer acceptances • financial research agreements • non-financial research agreements. 	Deputy Vice-Chancellor (Research)	<p>Unlimited.</p> <p>Must meet Major Goods and Services Tender Board requirements for amounts over \$400,000 relating to procurement, excluding internal transactions.</p> <p>Must meet Minor Goods and Services Tender Board requirements for amounts between \$150,000 and \$400,000 relating to procurement, excluding internal transactions.</p> <p>Amendments to standard agreements require approval by the Executive Director, Research, Innovation and Commercialisation, and the General Counsel.</p> <p>Research agreements may include materials transfer agreements, consultancy agreements, confidentiality agreements, collaborative research agreements and agreements for procurement of research-related goods and services.</p>

Authority	Delegate	Limits and related requirements
<p>VCD1.39. Sign research-related documents within the research and research training portfolio, including:</p> <ul style="list-style-type: none"> • research grant applications • research grant offer acceptances • financial research agreements • non-financial research agreements. 	<p>A Pro Vice-Chancellor (Research Portfolio)</p>	<p>Limit: \$2 million (applies to total funding to University).</p> <p>Must meet Major Goods and Services Tender Board requirements for amounts over \$400,000 relating to procurement, excluding internal transactions.</p> <p>Must meet Minor Goods and Services Tender Board requirements for amounts between \$150,000 and \$400,000 relating to procurement, excluding internal transactions.</p> <p>Amendments to standard agreements require approval by the Executive Director, Research, Innovation and Commercialisation, and the General Counsel.</p> <p>Research agreements may include materials transfer agreements, consultancy agreements, confidentiality agreements, collaborative research agreements and agreements for procurement of research-related goods and services.</p>
<p>VCD1.40. Sign the following University-approved standard research-related agreements:</p> <ul style="list-style-type: none"> • research grant offer acceptance • standard research agreement (including where University minimum charge-out rate has not been met) • standard consultancy agreement (including where University minimum charge-out rate has not been met) • standard materials transfer agreement (transfer out only) • standard confidentiality agreement (mutual and one-way) 	<p>Deans</p>	<p>Limit: \$2 million (applies to total funding to University).</p> <p>University-approved standard agreements are those jointly approved by the Executive Director, Research, Innovation and Commercialisation and the General Counsel.</p> <p>Amendments to standard agreements require approval by the Executive Director, Research, Innovation and Commercialisation, and the General Counsel.</p> <p>Standard research agreements may include provisions for procurement of research-related goods and services.</p>
<p>VCD1.41. Sign non-standard materials transfer agreements and confidentiality agreements, where agreements meet RIC agreed eligibility criteria.</p>	<p>Deans</p>	<p>Agreements must meet Research, Innovation and Commercialisation agreed eligibility criteria.</p>

Authority	Delegate	Limits and related requirements
<p>VCD1.42. Sign research-related documents within the research and research training portfolio, including:</p> <ul style="list-style-type: none"> • research grant applications • research grant offer acceptances • financial research agreements • non-financial research agreements. 	<p>Executive Director, Research, Innovation and Commercialisation</p>	<p>Limit: \$2 million (applies to total funding to University).</p> <p>Must meet Major Goods and Services Tender Board requirements for amounts over \$400,000 relating to procurement, excluding internal transactions.</p> <p>Must meet Minor Goods and Services Tender Board requirements for amounts between \$150,000 and \$400,000 relating to procurement, excluding internal transactions.</p> <p>Amendments to standard agreements require approval by the Executive Director, Research, Innovation and Commercialisation, and the General Counsel.</p> <p>Research agreements may include materials transfer agreements, consultancy agreements, confidentiality agreements, collaborative research agreements and agreements for procurement of research-related goods and services.</p>

Authority	Delegate	Limits and related requirements
<p>VCD1.43. Sign research-related documents within the research and research training portfolio when the Executive Director, Research, Innovation and Commercialisation is not available.</p>	<p>Manager, Grants and Contracts, Research, Innovation and Commercialisation</p>	<p>Limit: \$2 million (applies to total funding to University).</p> <p>Must meet Major Goods and Services Tender Board requirements for amounts over \$400,000 relating to procurement, excluding internal transactions.</p> <p>Must meet Minor Goods and Services Tender Board requirements for amounts between \$150,000 and \$400,000 relating to procurement, excluding internal transactions.</p> <p>Amendments to standard agreements require approval by the Executive Director, Research, Innovation and Commercialisation, and the General Counsel.</p> <p>Research agreements may include materials transfer agreements, consultancy agreements, confidentiality agreements, collaborative research agreements and agreements for procurement of research-related goods and services.</p> <p>Applies irrespective of whether the Deputy Vice-Chancellor (Research) is available.</p> <p>An officer is considered to be not available if they are not on campus and cannot be contacted to review and sign the document within a reasonable time period required for its execution.</p>

Authority	Delegate	Limits and related requirements
<p>VCD1.44. Sign the following University-approved standard research-related agreements:</p> <ul style="list-style-type: none"> • standard research agreement (including where University minimum charge-out rate has not been met) • standard consultancy agreement (including where University minimum charge-out rate has not been met) • standard materials transfer agreement (transfer out only) • standard confidentiality agreement (mutual and one-way) 	<p>Heads of Academic Departments</p>	<p>Limit: Standard research agreements where total funding to University is up to \$500,000.</p> <p>Limit: Standard consultancy agreements where total funding to University is up to \$150,000.</p> <p>University-approved standard agreements are those jointly approved by the Executive Director, Research, Innovation and Commercialisation and the General Counsel.</p> <p>Amendments to standard agreements require approval by the Executive Director, Research, Innovation and Commercialisation, and the General Counsel.</p> <p>Standard research agreements may include provisions for procurement of research-related goods and services.</p>
<p>VCD1.45. Sign research-related documents within the research and research training portfolio, including:</p> <ul style="list-style-type: none"> • research grant applications • research grant offer acceptances • financial research agreements • non-financial research agreements. <p>Excludes authority to sign confidentiality agreements and agreements where the University minimum charge-out rate has not been met.</p>	<p>Level 4 Delegates in Research, Innovation and Commercialisation</p>	<p>Limit: \$60,000 (applies to total funding to University).</p> <p>Amendments to standard agreements require approval by the Executive Director, Research, Innovation and Commercialisation, and the General Counsel.</p> <p>Research agreements may include materials transfer agreements, consultancy agreements, collaborative research agreements and agreements for procurement of research-related goods and services.</p>

Authority	Delegate	Limits and related requirements
<p>VCD1.46. Execute the following agreements approved by the Vice-Chancellor referable to a particular faculty/graduate school:</p> <ul style="list-style-type: none"> • sponsorship agreements • memoranda of understanding • venue hire agreements • services agreements • student placement agreements • assignment agreements. 	<p>Vice-Principal Administration and Finance and Chief Financial Officer</p> <p>or</p> <p>Dean of applicable faculty/graduate school</p>	<p>Must be executed as approved by Vice-Chancellor.</p> <p>Must be within portfolio responsibilities and approved budget.</p> <p>Excludes the following:</p> <ul style="list-style-type: none"> • agreements relating to commercialisation • research-related agreements • terms of trade • project funding agreements • major projects • IT purchases • purchases requiring tender board approval.
<p>VCD1.47. Approve and execute the following agreements referable to a particular faculty/graduate school:</p> <ul style="list-style-type: none"> • sponsorship agreements • memoranda of understanding • venue hire agreements • services agreements • student placement agreements • assignment agreements. 	<p>Level 2A Delegates</p>	<p>Limit: Up to \$10 million.</p> <p>On recommendation of relevant dean.</p> <p>Must be within portfolio responsibilities and approved budget.</p> <p>Excludes the following:</p> <ul style="list-style-type: none"> • agreements relating to commercialisation • research-related agreements • terms of trade • project funding agreements • major projects • IT purchases • purchases requiring tender board approval.

Authority	Delegate	Limits and related requirements
<p>VCD1.48. Approve and execute the following agreements referable to a particular faculty/graduate school:</p> <ul style="list-style-type: none"> • sponsorship agreements • memoranda of understanding • venue hire agreements • services agreements • student placement agreements • assignment agreements. 	<p>Vice-Principal Administration and Finance and Chief Financial Officer</p> <p>or</p> <p>Dean of applicable faculty/graduate school</p>	<p>Limit: Up to \$2 million.</p> <p>Must be within portfolio responsibilities and approved budget.</p> <p>Excludes the following:</p> <ul style="list-style-type: none"> • agreements relating to commercialisation • research-related agreements • terms of trade • project funding agreements • major projects • IT purchases • purchases requiring tender board approval.
<p>VCD1.49. Execute the following agreements approved by the Vice-Chancellor referable to the Faculty of Medicine, Dentistry and Health Sciences:</p> <ul style="list-style-type: none"> • provision of medical services to the University Health Service • clinical placement agreements • hospital relationship agreements. 	<p>Vice-Principal Administration and Finance and Chief Financial Officer</p> <p>or</p> <p>Dean, Faculty of Medicine, Dentistry and Health Sciences</p>	<p>Must be executed as approved by Vice-Chancellor.</p> <p>Must be within portfolio responsibilities and approved budget.</p> <p>Excludes the following:</p> <ul style="list-style-type: none"> • agreements relating to commercialisation • terms of trade • project funding agreements • major projects • IT purchases • purchases requiring tender board approval.

Authority	Delegate	Limits and related requirements
<p>VCD1.50. Approve and execute the following agreements referable to the Faculty of Medicine, Dentistry and Health Sciences:</p> <ul style="list-style-type: none"> • provision of medical services to the University Health Service • clinical placement agreements • hospital relationship agreements. 	<p>Level 2A Delegates</p>	<p>Limit: Up to \$10 million.</p> <p>On recommendation of Dean, Faculty of Medicine, Dentistry and Health Sciences.</p> <p>Must be within portfolio responsibilities and approved budget.</p> <p>Excludes the following:</p> <ul style="list-style-type: none"> • agreements relating to commercialisation • terms of trade • project funding agreements • major projects • IT purchases • purchases requiring tender board approval.
<p>VCD1.51. Approve and execute the following agreements referable to the Faculty of Medicine, Dentistry and Health Sciences:</p> <ul style="list-style-type: none"> • provision of medical services to the University Health Service • clinical placement agreements • hospital relationship agreements. 	<p>Vice-Principal Administration and Finance and Chief Financial Officer</p> <p>or</p> <p>Dean, Faculty of Medicine, Dentistry and Health Sciences</p>	<p>Limit: Up to \$2 million.</p> <p>Must be within portfolio responsibilities and approved budget.</p> <p>Excludes the following:</p> <ul style="list-style-type: none"> • agreements relating to commercialisation • terms of trade • project funding agreements • major projects • IT purchases • purchases requiring tender board approval.
<p>VCD1.52. Approve and execute the following agreements:</p> <ul style="list-style-type: none"> • donor agreements • sponsor agreements • memoranda of gifts. 	<p>Vice-Principal Advancement</p>	<p>Unlimited.</p>
<p>VCD1.53. Approve and execute agency agreements allowing third parties to act as representatives to recruit overseas students.</p>	<p>Deputy Provost and Deputy Vice-Chancellor International</p>	<p>Unlimited, but must be within approved budget.</p>

Authority	Delegate	Limits and related requirements
VCD1.54. Approve and execute agreements to fund Australian nationals to work and/or undertake research overseas.	Deputy Vice-Chancellor Research or Deputy Provost and Deputy Vice-Chancellor International	Unlimited, but must be within approved budget. Each delegate must consult with the other before exercising their authority.
VCD1.55. Approve and execute any agreement not otherwise referable to monetary consideration but which may establish some form of relationship with the University, including but not limited to: <ul style="list-style-type: none"> relationship agreements affiliation agreements recognition agreements memoranda of understanding licensing agreements. 	Level 2B Delegates	Must be within portfolio responsibilities.
VCD1.56. Prepare and review financial reports.	Vice-Principal Administration and Finance and Chief Financial Officer	

Delegations - Human resources

Authority	Delegate	Limits and Requirements
VCD2.1. Employ and manage persons in academic positions in the University at level 3 and below, including: <ul style="list-style-type: none"> approval of terms and conditions for employment taking disciplinary action in relation to employees managing redeployment terminating employment. 	Provost	Must be in accordance with: <ul style="list-style-type: none"> portfolio responsibilities approved budget workforce plan relevant recruitment and employment policies relevant enterprise agreement.

Authority	Delegate	Limits and Requirements
<p>VCD2.2. Establish new fixed-term or continuing academic position at Level E.</p> <p>Includes conversion from casual to fixed-term or continuing and from fixed-term to continuing.</p>	<p>Provost</p>	<p>On advice of dean.</p> <p>Includes creation of a new named chair and clinical appointments.</p> <p>Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
<p>VCD2.3. Establish new fixed-term or continuing academic position at Levels A-D.</p> <p>Includes conversion from casual to fixed-term or continuing and from fixed-term to continuing.</p>	<p>Dean</p>	<p>On advice of head of academic department.</p> <p>Includes clinical appointments.</p> <p>Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
<p>VCD2.4. Commence recruitment for fixed-term or continuing academic position.</p> <p>Includes approval of recruitment strategy and composition of selection committee.</p>	<p>Provost or Dean</p>	<p>Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
<p>VCD2.5. Approve candidate shortlist for fixed-term or continuing academic position at Level E.</p>	<p>Provost</p>	<p>On advice of University Appointments and Promotions Committee (UAPC).</p> <p>Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.

Authority	Delegate	Limits and Requirements
VCD2.6. Approve candidate shortlist for fixed-term or continuing academic position at Levels A-D.	Dean	<p>On advice of Faculty Appointments and Promotions Committee (FAPC).</p> <p>Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.7. Approve offer of appointment to fixed-term or continuing academic position at Level E.	Provost	<p>On advice of dean.</p> <p>Includes clinical appointments.</p> <p>Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.8. Approve offer of appointment to fixed-term or continuing academic position at Levels A–D.	Dean	<p>On advice of selection committee.</p> <p>Includes clinical appointments.</p> <p>Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.9. Approve renewal of a fixed-term academic staff contract at Level E.	Provost	<p>Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.

Authority	Delegate	Limits and Requirements
VCD2.10. Approve renewal of a fixed-term academic staff contract at Levels A-D.	Dean	Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.11. Approve renewal of a fixed-term academic staff contracts at Levels A-C.	Head of Academic Department	Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.12. Approve an appointment recommendation for: <ul style="list-style-type: none"> • Professor Emeritus • Melbourne Laureate Professor Emeritus • honorary/adjunct at Level E. 	Provost	On advice of University Appointments and Promotions Committee (UAPC). Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.13. Approve an appointment recommendation for honorary/adjunct at Levels A–D.	Dean	On advice of Faculty Appointments and Promotions Committee (FAPC). Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.14. Approve an appointment recommendation for academic visitor.	Provost or Dean or Head of Academic Department	Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.

Authority	Delegate	Limits and Requirements
<p>VCD2.15. Approve the outcome of a performance review for fixed-term (1-5 years) academic staff at Levels A–E.</p>	<p>Provost or Dean or Head of Academic Department</p>	<p>On advice of supervisor. Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
<p>VCD2.16. Approve the outcome of a performance review for fixed-term (more than 5 years) or continuing academic staff at Levels B–E.</p>	<p>Provost or Dean</p>	<p>On advice of supervisor. Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
<p>VCD2.17. Approve the following:</p> <ul style="list-style-type: none"> • Level A-E confirmation • promotion to Levels B-D where there is a concurrent application for confirmation • promotion to Level E 	<p>Provost</p>	<p>On advice of University Appointments and Promotions Committee (UAPC) for Level E. On advice of Faculty Appointments and Promotions Committee (FAPC) for Levels A-D. Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
<p>VCD2.18. Approve the following:</p> <ul style="list-style-type: none"> • promotion to Levels B-D where there is no concurrent application for confirmation. 	<p>Dean</p>	<p>On advice of Faculty Appointments and Promotions Committee (FAPC). Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.

Authority	Delegate	Limits and Requirements
VCD2.19. Approve employment of independent contractors, casual staff and sessional staff performing academic work.	Provost or Dean	Limit: \$2 million (applies to overall contract value). Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.20. Approve employment of independent contractors, casual staff and sessional staff performing academic work.	Level 3 Delegates	Limit: \$150,000 (applies to overall contract value). Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.21. Approve employment of independent contractors, casual staff and sessional staff performing academic work.	Level 4 Delegates	Limit: \$60,000 (applies to overall contract value). Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.22. Employ and manage persons in professional positions in the University at level 3 and below, including: <ul style="list-style-type: none"> • approval of terms and conditions for employment • taking disciplinary action in relation to employees • managing redeployment • terminating employment. 	Level 2B Delegates	Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement. <p>Any recommendations to the Vice-Chancellor regarding termination of employment for serious misconduct must be made by the Executive Director, Human Resources.</p>

Authority	Delegate	Limits and Requirements
<p>VCD2.23. Establish new fixed-term or continuing professional position at all HEW levels.</p> <p>Includes conversion from casual to fixed-term and continuing and from fixed-term to continuing.</p>	Level 2B Delegates	<p>Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
<p>VCD2.24. Establish new fixed-term or continuing position at HEW 9 and below.</p> <p>Includes conversion from casual to fixed-term or continuing and from fixed-term to continuing.</p>	Level 3 Delegates	<p>Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
<p>VCD2.25. Commence recruitment for fixed-term or continuing professional position.</p> <p>Includes approval of recruitment strategy and composition of selection committee.</p>	Level 2B Delegates or Level 3 Delegates	<p>Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
<p>VCD2.26. Approve candidate shortlist for fixed-term or continuing professional position.</p>	Level 2B Delegates or Chair of selection committee	<p>On advice of selection committee.</p> <p>Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
<p>VCD2.27. Approve offer of appointment to fixed-term or continuing professional position at all HEW levels.</p>	Level 2B Delegates or Level 3 Delegates	<p>On advice of selection committee.</p> <p>Must be in in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.

Authority	Delegate	Limits and Requirements
VCD2.28. Approve offer of appointment to fixed-term or continuing professional position at HEW 9 and below.	Level 4 Delegates	Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.29. Approve renewal of fixed-term professional staff contracts at all HEW levels.	Level 2B Delegates or Level 3 Delegates	Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.30. Approve renewal of fixed-term professional staff contracts at HEW 9 and below.	Level 4 Delegates	Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.31. Approve the outcome of performance review for a fixed-term or continuing professional staff member at all HEW levels. Includes the determination of the outcome of probation.	Level 2B Delegates or Supervisor	Must be in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.32. Approve a linked advancement for a professional staff member at all HEW levels.	Level 2B Delegates or Level 3 Delegates	On advice of supervisor. Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.

Authority	Delegate	Limits and Requirements
VCD2.33. Approve employment of independent contractors and casual staff performing professional work.	Level 2B Delegates	Limit: \$2 million (applies to overall contract value). Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.34. Approve employment of independent contractors and casual staff performing professional work.	Level 3 Delegates	Limit: \$150,000 (applies to overall contract value). Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.35. Approve employment of independent contractors and casual staff performing professional work.	Level 4 Delegates	Limit: \$60,000 (applies to overall contract value). Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
VCD2.36. Approve the appointment of the recipient of a redundancy or pre-retirement benefit or retirement incentive benefit to a fixed-term, continuing or casual position.	Level 2B Delegates	On advice of supervisor. Must be in in accordance with: <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.

Authority	Delegate	Limits and Requirements
<p>VCD2.37. Approve amendments to employment arrangements including:</p> <ul style="list-style-type: none"> • changes to time fraction • flexible work hours for a staff member different to their contractually agreed hours of work • changes to work arrangements • working from home • staff members bringing children to work • library staff varying core time because of special duties required outside core time • overtime • paid outside work • full-time staff undertaking additional casual work on top of normal duties • a probationary period if the type of employment is significantly changed for a transferring staff member • secondments into and out of the University and international exchanges. 	<p>Level 2B Delegates or Level 3 Delegates or Level 4 Delegates</p>	<p>On advice of supervisor. Must be in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.
<p>VCD2.38. Approve all types of leave, including:</p> <ul style="list-style-type: none"> • annual leave • personal/carer's leave • long service leave • parental leave • compassionate, cultural and special leave • time off in lieu (TOIL) • purchased annual leave • annual or personal leave in advance • infectious disease and quarantine leave • leave without salary 	<p>Level 2B Delegates or Supervisor</p>	<p>Must be in accordance with:</p> <ul style="list-style-type: none"> • portfolio responsibilities • approved budget • workforce plan • relevant recruitment and employment policies • relevant enterprise agreement.

Authority	Delegate	Limits and Requirements
<p>VCD2.39. Approve loadings, increments and bonuses to a staff member including:</p> <ul style="list-style-type: none"> granting discretionary loadings granting accelerated increments denying increments granting Higher Duties Allowances (HDA) paying a discretionary performance bonus to a professional staff member. 	<p>Level 2B Delegates or Level 3 Delegates</p>	<p>On advice of supervisor. Must be in accordance with:</p> <ul style="list-style-type: none"> portfolio responsibilities approved budget workforce plan relevant recruitment and employment policies relevant enterprise agreement. <p>Level 2B Delegates must submit an annual report to the Remuneration and Employment Conditions Committee (RECC) detailing the staff in receipt of performance bonus payments, including details of the bonus as a percentage of total salary.</p>
<p>VCD2.40. Approve a staff member becoming a director of a public or private company or organisation.</p>	<p>Level 2B Delegates</p>	<p>On advice of supervisor. Must be within portfolio responsibilities.</p>
<p>VCD2.41. Approve applications for loans from:</p> <ul style="list-style-type: none"> Staff Welfare Fund Retired Staff Welfare Fund. 	<p>Executive Director, Finance and Employee Services</p>	<p>On advice of Level 4 Delegate or above with relevant portfolio responsibilities.</p>

Delegations - Communications and engagement

Authority	Delegate	Limits and Related Requirements
<p>VCD3.1. Approve Annual Report and annual financial statements for publication.</p>	<p>Vice-Principal Policy and Projects</p>	
<p>VCD3.2. Approve media releases and external communications.</p>	<p>Vice-Principal Engagement</p>	
<p>VCD3.3. Manage branding, marketing and University logo.</p>	<p>Vice-Principal Engagement</p>	

Delegations - Policies and procedures

Authority	Delegate	Limits and Related Requirements
<p>VCD4.1. Approve policies and subordinate procedures relating to management of academic functions.</p>	<p>Provost</p>	<p>Must be in accordance with the principles established by Council under section 8(3) of the Act.</p>

Authority	Delegate	Limits and Related Requirements
VCD4.2. Approve policies and subordinate procedures relating to management of administrative functions.	a Vice-Principal or a Deputy Vice-Chancellor or Head of University Services	Must be in accordance with delegate's respective portfolio responsibilities. Must be in accordance with the principles established by Council under section 8(3) of the Act.

Delegations - Risk management and insurance

Authority	Delegate	Limits and Related Requirements
VCD5.1. Develop the systems of control and accountability of the University for approval of Council.	Level 2B Delegates	Must be in accordance with delegate's respective portfolio responsibilities.
VCD5.2. Implement the systems of control and accountability of the University as approved by Council.	Level 2B Delegates	Must be in accordance with delegate's respective portfolio responsibilities.
VCD5.3. Assess and manage risk across the University.	Level 2B Delegates	Must be in accordance with delegate's respective portfolio responsibilities.
VCD5.4. Manage University insurance policies.	Vice-Principal Administration and Finance and Chief Financial Officer	
VCD5.5. Manage internal and external audit processes.	Vice-Principal Administration and Finance and Chief Financial Officer	

Delegations - Business operations

Authority	Delegate	Limits and Related Requirements
VCD6.1. Implement the annual business plan of the University.	Level 2B Delegates	Must be in accordance with delegate's respective portfolio responsibilities.
VCD6.2. Manage and administer the affairs of the University.	Level 2B Delegates	Must be in accordance with delegate's respective portfolio responsibilities.

Delegations - Advancement

Authority	Delegate	Limits and Related Requirements
VCD7.1. Manage fundraising and alumni relations.	Vice-Principal Advancement	

Delegations - Legal

Authority	Delegate	Limits and Related Requirements
VCD8.1. Commence or defend legal proceedings on behalf of the University.	General Counsel	In consultation with the Vice-Chancellor.
VCD8.2. Approve settlement of legal proceedings on behalf of the University.	General Counsel	Limit: Up to \$10 million. In consultation with the Vice-Chancellor.

Review

This Manual will be reviewed by the Vice-Chancellor on an annual and otherwise as needs basis.

Schedule A – Delegation Levels

Delegation Level	Financial Limit	Delegates for authorities with general application	Delegates for authorities with faculty/graduate school application	Requirements
Level 1	\$10 million	Vice-Chancellor	Vice-Chancellor	
Level 2A	\$10 million	Any TWO of the following: <ul style="list-style-type: none"> • Provost • Vice-Principal Administration and Finance and CFO • Vice-Principal Policy and Projects • Vice-Principal Engagement • Vice-Principal Advancement • Deputy Vice-Chancellor Research • Head of University Services 	<ul style="list-style-type: none"> • Dean PLUS one of the following: <ul style="list-style-type: none"> • Provost • Vice-Principal Administration and Finance and CFO • Vice-Principal Policy and Projects • Deputy Vice-Chancellor (Research) 	
Level 2B	\$2 million	<ul style="list-style-type: none"> • Provost • Vice-Principal Administration and Finance and CFO • Vice-Principal Policy and Projects • Vice-Principal Engagement • Vice-Principal Advancement • Deputy Vice-Chancellor Research • Deputy Provost and Deputy Vice-Chancellor International • Head of University Services • Executive Director, Finance • Executive Director, Facilities and Sustainability • Executive Director, Human Resources and Occupational Health and Safety • Director, Chancellery 	<ul style="list-style-type: none"> • Deans 	

Delegation Level	Financial Limit	Delegates for authorities with general application	Delegates for authorities with faculty/graduate school application	Requirements
Level 3	\$150,000	Chancellery: <ul style="list-style-type: none"> • Pro Vice-Chancellors • Executive Directors • Directors • University Secretary University Services: <ul style="list-style-type: none"> • Executive Director, Academic Services • Director, Business Intelligence and Reporting • Director, External Relations • Director, Finance and Employee Services • Director, Infrastructure Services • Director, Legal and Risk • Director, University Procurement Services • Executive Director, Project Services • Executive Director, Research, Innovation and Commercialisation • Director, University Services Operations 	<ul style="list-style-type: none"> • Heads of Academic Departments • Faculty Executive Directors • Graduate School Executive Directors 	
Level 4	\$60,000	Chancellery: <ul style="list-style-type: none"> • Associate Directors • Managers University Services: <ul style="list-style-type: none"> • Staff reporting directly to a Director or Executive Director in University Services • Cost Centre Managers 	<ul style="list-style-type: none"> • Academic staff at Levels D-E • Directors and Managers reporting directly to a Faculty/Graduate School Executive Director 	Professional staff must be minimum HEW 9 . Limited to continuing and fixed-term staff.
Level 5	\$20,000	Chancellery and University Services: <ul style="list-style-type: none"> • Professional staff at HEW 8 or above 	<ul style="list-style-type: none"> • Academic Staff at Levels B-C • Professional staff at HEW 8 or above 	Limited to continuing and fixed-term staff.

Delegation Level	Financial Limit	Delegates for authorities with general application	Delegates for authorities with faculty/graduate school application	Requirements
Level 6	\$5,000	Chancellery and University Services: <ul style="list-style-type: none"> • Professional staff at HEW 6 or HEW 7 	<ul style="list-style-type: none"> • Academic Staff at Level A • Professional staff at HEW 6 or HEW 7 	Limited to continuing and fixed-term staff.