

List of General Delegations

Version: 2.00 Current

Approved: Finance, Risk and Review

Date Approved: 23 April 2008

Administered: Governance

Next Review: April 2011

Please find below an up date of the Financial and Operational Delegations which are to be applied forthwith. The delegations vest in roles, positions or **equivalent titles** not individuals. The delegations are administered through the Chief Financial Officer who will provide clarification if required and/or record any agreed amendments or position nominations.

Basis on which Delegations are to be applied are as follows;

1. Delegations can only be exercised within formally approved budget limits.
2. It is an underlying principle that an Officer may not approve any transaction to which they are a beneficiary.
3. Expenditure outside of approved budgets and/or unbudgeted expenditure can be approved within the following limits.
 Vice Chancellor, up to \$1M, Chief Financial Officer, up to \$250,000, and/or 10% of the original budget whichever is the greater. Amounts outside these limits to be referred to the Finance Risk and Review Committee for consideration.
4. Transactions which are in excess of \$5M as indicated within the body of the document will be reported quarterly to the Finance Risk and Review Committee for information.
5. The limits recorded herein are maximums and supervisors have the authority to vary these to lower levels where this is appropriate.

Expenditure Operational and Capital

No	Subject	Nominal Range	Role, Position or Equivalent Title	Process ID (If applicable)
E1	Approve transactions and contracts for Operational expenditure. NB. E1 and E5 cannot be the same person. For Capital expenditure see E 5 below. *Individual items in excess of \$5M will be referred to Council.	No Limit* \$1,000,000 \$500,000 \$250,000 \$100,000 \$20,000 \$10,000	<ul style="list-style-type: none"> • Vice-Chancellor • Deputy Vice Chancellors, Pro Vice Chancellors, Executive Directors • Deans, Chief Financial Officer, Directors • Heads of Academic Units, Assistant Directors, • Managers, Faculty Executive Officers and Purchasing Officers • Finance Officers and Team Leaders • Other Administrative staff as nominated by Heads of Schools and above from time to time 	

No	Subject	Nominal Range	Role, Position or Equivalent Title	Process ID (If applicable)
E2	<p>Authorise transactions on Charles Darwin bank accounts through;</p> <ul style="list-style-type: none"> • Cheques.-Require 2 signatures * • Electronic Funds Transfers * <p>*NB following sighting and verification of required checks.</p>	Limit defined by process.	<ul style="list-style-type: none"> • Transactions are to be prepared through standard process and signed by a delegate independent of that process • As approved by the Executive Director Corporate Services, and recorded in Charles Darwin University file 00/0847. Bank to be advised accordingly by the Chief Financial Officer • As approved by the Executive Director Corporate Services, and recorded in Charles Darwin University file 00/0847. Payment through electronic funds transfers are subject to value parameters set by the University 	
E3	<p>Cash Management Transactions.</p> <ul style="list-style-type: none"> • New transactions. • Rollover/renewal of existing agreed transactions. 		<ul style="list-style-type: none"> • In accordance with the <i>Charles Darwin University Act</i>. NB Investments must be in a class approved by the Treasurer • Jointly by Chief Financial Officer, Manager Treasury Operations, Director Financial Projects, Assistant Director Finance and Accounting Operations and Assistant Director Budgeting and Business Systems • Manager Treasury Operations and/or as above 	
E4	<p>Execute the release of purchase orders in Oracle and sign physical orders for the purchase of goods and services.</p> <p>NB. E1 and E5 cannot be the same person.</p> <p>*Individual items in excess of \$5M will be referred to Council.</p>	<p>No limit*</p> <p>\$5,000,000</p> <p>\$500,000</p> <p>\$250,000</p> <p>\$125,000</p>	<ul style="list-style-type: none"> • Vice Chancellor • Deputy Vice Chancellors, Pro Vice Chancellors, and Executive Directors • Chief Financial Officer, Manager Procurement, Deans, and Directors • Heads of Academic Units, Assistant Directors • Managers, Faculty Executive Officers and Senior Purchasing Officer 	

No	Subject	Nominal Range	Role, Position or Equivalent Title	Process ID (If applicable)
		\$50,000	<ul style="list-style-type: none"> Finance Officers, Team Leaders and Purchasing Officers 	
		\$20,000	<ul style="list-style-type: none"> Other administrative staff as nominated from time to time by Heads of Schools and above 	
E5	<p>Approve transactions and contracts for CAPITAL Expenditure.</p> <p>*Individual items in excess of \$5M will be referred to Council.</p>	<p>No Limit*</p> <p>\$1,000,000</p> <p>\$150,000</p>	<ul style="list-style-type: none"> Vice-Chancellor Executive Director Corporate Services and Chief Financial Officer Deputy Vice Chancellors, Pro Vice Chancellors, Deans, Executive Directors and Directors 	

Revenue Earning Transactions and Contracts

No	Subject	Nominal Range	Position or role	Process ID (If applicable)
R1	<p>Approve and sign proposals (quotations) and contracts for revenue earning transactions under Charles Darwin University standard terms and conditions, including approved prices – see R3 below</p> <p>NB Non standard agreements for \$50,000 and above are to be referred to Executive Director Business Development for approval. Those below \$50,000 may be referred to relevant supervisor</p> <p>*Individual items in excess of \$5M will be</p>	<p>No Limit*</p> <p>\$1,000,000</p> <p>\$500,000</p> <p>\$50,000</p> <p>\$10,000</p>	<ul style="list-style-type: none"> Vice-Chancellor Deputy Vice Chancellors, Pro Vice Chancellors, and Executive Directors Deans, Chief Financial Officer, Directors Heads of Academic Units, Assistant Directors, Team Leaders 	<p>Refer to guidelines and process issued by Business Development for further detail.</p>

No	Subject	Nominal Range	Position or role	Process ID (If applicable)
	referred to Council.			
R2	Approve the sale and disposal of Charles Darwin owned assets including items of scrap value.	\$1,000,000 \$500,000	<ul style="list-style-type: none"> Vice Chancellor under advice to Council Director Corporate Services and Chief Financial Officer jointly under advice to Council 	
R3	Approve prices for sale of goods and services. NB Requirements re Competitive Neutrality to be observed. Pricing will be based on approved pricing model.		<ul style="list-style-type: none"> Deputy Vice Chancellors, Pro Vice Chancellors, Executive Directors and Chief Financial Officer 	Refer to guidelines and process issued by Business Development for further detail

Bad Debt Write-Offs

BD01	Approve Write Offs : bad debts & others.	\$50,000 per individual item	<ul style="list-style-type: none"> Executive Director Corporate Services, under advice to Council. Individual amounts in excess of \$50,000 to be referred to Council prior to actioning 	
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Intellectual Property and Operational Legal Agreements

No	Subject	Role Position or Equivalent Title	Process ID (If applicable)
IP01	To sign applications for Intellectual Property, Patents, Registered Designs and Trade Marks.	<ul style="list-style-type: none"> Vice Chancellor, Executive Director Business Development 	
IP02	To transfer, assign, and sell Intellectual Property.	<ul style="list-style-type: none"> Vice Chancellor, Executive Director Business Development 	
IP03	To issue instructions to Patent Attorneys.	<ul style="list-style-type: none"> Vice Chancellor, Executive Director Business Development 	
IP04	To authorise the issuance of publications.	<ul style="list-style-type: none"> Vice Chancellor, Deputy Vice Chancellors, Pro Vice Chancellors, Executive Directors and Deans 	
LA01	To Authorise Issuance of and Execution of Confidentiality Agreements.	<ul style="list-style-type: none"> Vice Chancellor, Executive Director Business Development will authorise issuance of Confidentiality Agreements and 	

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No	Subject	Role Position or Equivalent Title	Process ID (If applicable)
		nominate person who is authorised to execute same	
LA02	To Authorise execution of Materials Transfer Agreements.	<ul style="list-style-type: none"> Vice Chancellor, Executive Director Business Development will authorise execution of Materials Transfer Agreements and nominate person who is authorised to execute same 	

Employment and Travel

No	Subject	Role Position or Equivalent Title	Process ID (If applicable)
ED01	<p>Employment. Approve, filling of existing approved positions, for permanent, casual or temporary employees, including base salaries and associated benefits.</p> <p>All new positions must first be approved by the Vice Chancellor.</p>	<ul style="list-style-type: none"> Vice Chancellor, Deputy Vice Chancellors, Pro Vice Chancellors, Executive Directors, Deans, Directors and Chief Financial Officer 	Current prevailing Industrial Instruments
ED02	<p>Employment. Approve, direct costs associated with the process, probation period, letters of offer, within current Guidelines and Award Conditions. Approve temporary employment of consultants and contractors within current guidelines.</p>	<ul style="list-style-type: none"> Vice Chancellor, Deputy Vice Chancellors, Pro Vice Chancellors, Executive Directors, Deans, Directors and Chief Financial Officer 	Current prevailing Industrial Instruments
ED03	<p>International Travel, Approve travel proposals together with associated cost estimates, which carry Line Managers support and recommendation.</p>	<ul style="list-style-type: none"> Vice Chancellor, Deputy Vice-Chancellors, Pro Vice Chancellors, Executive Directors, Deans, Directors and Chief Financial Officer 	Current guidelines to be observed
ED04	<p>Domestic and Local Travel, Approve travel proposals together with associated cost estimates, which carry Line Managers support and recommendation.</p> <p>* Team Leader may only authorise local travel within the Northern Territory</p>	<ul style="list-style-type: none"> Vice Chancellor, Deputy Vice Chancellors, Pro Vice Chancellors, Executive Directors, Deans, Directors, Chief Financial Officer, Heads of Academic Units and Team Leaders* 	Current guidelines to be observed

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No	Subject	Role Position or Equivalent Title	Process ID (If applicable)
ED05	Supervise Staff in the conduct of routine work , including giving direction to staff to perform work, approve, sick leave, reimbursement of expenses and expenses claims up to normal R1 delegation.	<ul style="list-style-type: none"> Line Manager or Supervisor 	Current prevailing Industrial Instruments
ED06	Approve Academic Staff Annual Leave, Long Service Leave and Leave Plans Approve annual leave requests and plans for annual leave where there is a request to carry over leave from a prior period or periods. See below re sick leave.	<ul style="list-style-type: none"> Vice Chancellor, Deputy Vice Chancellors, Pro Vice Chancellors, Executive Directors, Deans, Directors, Chief Financial Officer, Heads of Academic Units and VET Team Leaders 	EBA Section 35.3
ED07	Approve Leave for Non Academic Staff Approve annual, long service, general leave requests for non academic staff which are within current guidelines. Approve general leave requests for academic and non academic staff.	<ul style="list-style-type: none"> Vice Chancellor, Deputy Vice Chancellors, Pro Vice Chancellors, Executive Directors, Deans, Directors, Chief Financial Officer, Assistant Directors, Heads of Academic Units, Faculty Executive Officers and VET Team Leaders 	Current prevailing industrial instruments
ED08	Manage Staff at the Workplace , including approval of, overtime, shift work, penalty rates, meal allowances, excess travelling time and fares, approved allowances, leave for specific reasons within the award, recall to duty, forfeiture of salary, deduction from salary, use of Charles Darwin University vehicles for off site use and use of private vehicles for official use, access to Computer systems, access to buildings.	<ul style="list-style-type: none"> Vice Chancellor, Deputy Vice Chancellors, Pro Vice Chancellors, Executive Directors, Deans, Chief Financial Officer, Heads of Academic Units, Directors, Assistant Directors, Managers, VET Team Leaders and Faculty Executive Officers 	Current prevailing Industrial Instruments
ED09	Manage Personnel Employment Contracts Including Benefits Approve individual employment contract terms and conditions.	<ul style="list-style-type: none"> Vice Chancellor and General Manager People Management and Development 	Current prevailing Industrial Instruments

Document History and Version Control Record

Version	Date Approved	Approved By	Description
1.0	May 2005	CDU Council	Original posted to the web
2.0	May 2008	Finance Risk and Review Committee	<p>Inclusion of new position titles throughout the document which reflect the new structure</p> <p>Team Leaders, Heads of Academic Units</p> <p>Update Pro Vice Chancellor, Teaching and Learning to Deputy Vice Chancellor, Teaching and Learning,</p> <p>ED09 General Manager People Management and Development (PMD) from Director PMD.</p> <p>Section ED06 - Remove Academic staff will normally be required to acquit their Annual Leave by the end of February for leave accumulated from the previous year.</p> <p>ED04 - Add Team Leader may only authorise local travel within the Northern Territory.</p>