Financial Delegations Schedule

1 Purpose

To enable the efficient and effective operation of the University by providing necessary and appropriate financial delegation to officers to enable them to discharge their responsibilities.

2 Scope

This schedule must be read in conjunction with the Delegations Policy and is subordinate to it. Financial delegations cover expenditure and revenue transactions, capital expenditure, execution of contracts, investment activity, general journal transactions, authority to sign cheques and other banking transactions, write-off or disposal of debts, equipment or inventory and issuance of credit cards.

3 Schedule

All delegations are to be exercised subject to budgetary limitations and in accordance with the Financial Delegations Schedule and are exclusive of GST where applicable.

Revisions to the Financial Delegation Schedule involving Authority amounts of $10,000,000 and above are to be endorsed by the Finance and Facilities Committee and approved by Council.

Revisions to the Financial Delegations Schedule involving Authority amounts of less than $10,000,000 are to be endorsed by the Chief Operating and Financial Officer and approved by the Vice-Chancellor.

3.1 Revenue and Expenditure Authority

Authority to commit funds for purchases (including signing of requisitions and payment requests) and to raise assessments for income (signing of an Assessment Notice).

Position	Authority	Comments
Office of the Vice-Chancellor and President		
Vice-Chancellor and President	$10,000,000	
Senior Lawyer	$40,000	
University Secretary	$40,000	
Senior Executive Officer	$40,000	

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First Nations Portfolio		
Pro Vice-Chancellor	$250,000	
Dean	$100,000	
International Engagement Portfolio		
Pro Vice-Chancellor	$250,000	
Executive Director (International)	$100,000	
Directors	$40,000	
Engagement Portfolio		
Pro Vice-Chancellor	$250,000	
Executive Directors	$100,000	
Directors and Heads	$40,000	
Associate Director (Advancement and University Events)	$40,000	
Students and Education Portfolio		
Deputy Vice-Chancellor (Students and Education)	$250,000	
Deans	$100,000	
Academic Registrar	$100,000	
University Librarian and Director (Library Services)	$100,000	
Academic Director (Work Integrated Learning and Health Partnerships)	$100,000	
Directors	$40,000	
Associate Director (Academic Operations)	$40,000	
Academic Portfolio		
Deputy Vice-Chancellor (Academic and Research)	$250,000	
Pro Vice-Chancellor (Research, Development and Commercialisation)	$250,000	
Executive Directors	$100,000	Includes iLAuNCH
Directors	$40,000	Includes Centre Director

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		Service Roles
Head of School and Dean	$100,000	
Deans	$100,000	
Chief Operating Officer (iLAuNCH)	$40,000	
Associate Director (Technical Support and Operations)	$40,000	
Senior Executive Officer	$40,000	
Corporate Services Portfolio		
Chief Operating and Financial Officer	$250,000	
Chief People Officer	$100,000	
Chief Digital Information Officer	$100,000	
Executive Director (Facilities Management)	$100,000	
Director (Finance)	$100,000	
Director (Strategic Procurement and Business Services)	$100,000	
Directors	$40,000	
Associate Director (IT Business and Service Assurance)	$40,000	
Associate Directors - Facilities Management	$40,000	
Crisis Incident Controller	$1,000,000	**Note: This authority is ONLY for a declared level 1 or 2 incident in accordance with the UniSQ Critical Incident Activation Chart**

Position	Authority	Comments
Other Members of Staff		
Nominated members of staff	$5,000	• Nominated in writing to the Chief Operating and Financial Officer by Organisational Unit Heads

		• Normally, nominees must be classified Academic Level C or higher, Higher Education Worker Level 7 or higher.

3.2 Contract and Legal Agreements

Authority to enter into or otherwise execute a memorandum of understanding (MOU) or legal agreement. This includes consultancy agreements and other service contracts. (Both engagement of and provision of).

Position	Authority	Comments
Vice-Chancellor and President*	$10,000,000	*Unlimited authority to execute Federal Funding Agreements*
Deputy Vice-Chancellor (Students and Education)	$250,000	
Chief Operating and Financial Officer	$250,000	
Deputy Vice-Chancellor (Academic and Research)	$250,000	
Pro Vice-Chancellors	$250,000	
Dean (Learning and Teaching Futures)	$100,000	
Executive Director (Facilities Management)	$100,000	
Chief People Officer	$100,000	
Manager (Remuneration and Benefits)	$100,000	Authority limited to execution of staff salary packaging agreements, novated leases and variations thereof that do not create a financial commitment beyond the staff member's approved remuneration.
Director (Workplace Relations and Operations)	$100,000	Authority limited to execution of staff salary packaging agreements, novated leases and variations thereof that do not create a financial commitment

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		beyond the staff member's approved remuneration.
Chief Digital Information Officer	$100,000	
Director (Strategic Procurement and Business Services)	$100,000	
Director (Finance)	$100,000	
Director (Property and Client Services)	$40,000	
University Librarian and Director (Library Services)	$40,000	
Director (Office of Research)	$40,000	
Director (Commercialisation and Partnerships)	$40,000	
Executive Director (International)	$40,000	
Director (Media and Strategic Communications)	$40,000	
Dean (Curriculum and Quality)	$100,000	
Academic Director (Work Integrated Learning and Health Partnerships)	$100,000	
Associate Director (Academic Operations)	$40,000	
Senior Executive Officer, Office of the Deputy Vice-Chancellor (Academic and Research)	$40,000	

* The Vice-Chancellor can execute income contracts for the University valued at more than the authorised amount (currently $10,000,000) subject to:

(a) Undertaking appropriate legal and financial review;

(b) The University contribution to the contract being at or below the Vice-Chancellor's delegation (currently $10,000,000); and

(c) Notifying about the contract details (including financial, University contribution, background intellectual property, new project intellectual property, term, termination, commercialisation, future obligations, risk and risk management, etc.) at the next meeting of Finance and Facilities Committee and Council.

3.3 Payment Requests

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Authority to certify payment requests for salaries and associated expenses, major lease payments and overheads.

Position	Authority	Comments
Vice-Chancellor and President	$10,000,000	
Chief Operating and Financial Officer	$9,000,000	
Director (Finance)	$9,000,000	
Executive Director (Facilities Management)	$9,000,000	*University Overheads only*
Director (Property and Client Services)	$9,000,000	*University Overheads only*

3.4 Investment Transactions

Authority to certify payment requests for investments.

Position	Authority	Comments
Chief Operating and Financial Officer	$30,000,000	
Director (Finance)	$30,000,000	

3.5 Authorised Payment Signatories

Authority to sign cheques and other banking documents including electronic transfer of funds, wires, and drafts.

Position	Authority	Comments
Chief Operating and Financial Officer		• *Any payments for an amount greater than $5,000 must be authorised by any two of the authorised payment signatories from the 'Position' column to the left.*
Director (Finance)		
Associate Director (Financial Services)		
Senior Manager (Financial Services)		
Senior Manager (Financial Planning and Analytics)		
Senior Financial Analyst		

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3.6 Disposal/Write Off

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

Position	Authority	Comments
Vice-Chancellor and President	$10,000,000	
Chief Operating and Financial Officer	$5,000,000	
University Librarian and Director (Library Services)	$50,000	*For library resource materials only.*

3.7 Issuance of Credit Cards

Authority to approve issue of University Credit Card and Accompanying Expenditure Authority.

Position	Authority	Comments
Chief Operating and Financial Officer	$6,000,000	Facility Limit
Chief Operating and Financial Officer	$300,000	Individual Transaction Limits in accordance with the Corporate Card Procedure
Director (Financial Services) or Associate Director (Financial Services)	$300,000	Individual Transaction Limits in accordance with the Corporate Card Procedure
Chief Operating and Financial Officer	N/A	Approval of Individual Cards
Director (Financial Services) or Associate Director (Financial Services)	N/A	Approval of Individual Cards

3.8 Reassignment of Financial Delegations

Financial delegation holders of $40,000 and above are position-based, whereas $5,000 financial delegations are individual-based.

(a) Position-based Financial Delegation holders (a delegation of $40,000 or above) have the authority to temporarily reassign their Financial Delegation to appropriately trained management staff in their department during their absence without additional approval. Responsibility remains with the financial delegation holders and confirmation will be sought annually through the Internal Control Certification process.

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(b) Position-based Financial Delegation holders may annually elect to nominate a staff member to automatically assume their financial delegation in their absence or can provide this nomination on an absence-by-absence basis. This advice is to be provided to the Financial Systems Team. The nominee will be used as required in the financial systems utilising workflow.

(c) Upon advice from position-based delegation holders, the Financial Systems Team will maintain the PeopleSoft Financial System to ensure the appropriate delegation is recorded within the system and maintain all records associated with the re-assignment of delegations.

(d) Financial delegation holders of $5,000 require approval from the next level positional financial delegate in their department.

4 References

Nil.

5 Schedule Information

Accountable Officer	Chief Operating and Financial Officer
Responsible Officer	Chief Operating and Financial Officer
Policy Type	Governance Policy
Policy Suite	Delegations Policy
Approved Date	20/8/2026
Effective Date	20/8/2026
Review Date	14/8/2028
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	
Related forms, publications and websites	
Definitions	**Terms defined in the Definitions Dictionary**
	Definitions that relate to this schedule only

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