

## Schedule 2 – Financial and Contractual Delegations

- (1) Delegation of Authority (DOA) to approve or commit to a financial transaction, or to approve sign a contract with a financial implication on behalf of an RMIT Group entity below and including the listed amount or term.
- (2) In these tables:
  - a. Head of Discipline covers the lowest level Cost Centre in learning and teaching (below School Cost Centre), Head of Team covers the lowest level Cost Centre in support areas (below Department Cost Centre)
  - b. alternate DOA limits apply for the following RMIT controlled entities: RMIT Online, RMIT Vietnam, RMIT Training, RMIT Europe. The standard DOAs apply for RMIT Indonesia and RMIT Holdings, and other incorporated controlled entities unless otherwise specified.
  - c. In this table, a ✓ means the individual in the position or role-level has the relevant authority to do or approve the action in accordance with any other conditions listed. If a second role is identified (+) then both roles must approve or undertake the relevant action.
- (3) Controlled entities may localise this Schedule 2 to reflect equivalent currencies (based on the exchange rate included in the annual budget), relevant DOA limits only, and special rules passed by Board resolution in accordance with relevant country laws. Any additional delegations must be approved in accordance with clause (14) of the DOA Policy.
- (4) For RMIT Vietnam, approval must follow these tables before an authorised legal representative may sign a contract.
- (5) For the purposes of the table below, the Executive Director, Policy, Strategy and Impact is equivalent to Head of Portfolio.
- (6) Emergency issues delegations will exist for staff in IT or facility management positions to authorise expenses that are either life or property threatening. The relevant supporting documentation should be kept and provided to the executives with the DOA.

Delegation of Authority to approve a financial transaction or to approve and sign a contract	Spend		Revenue	Term
	Position or role-level	% DOA limit	Limit amount AUD (or equivalent)	AUD (or equivalent)
Vice-Chancellor (VC)	100%	\$10m (\$10,000k)	\$50m (\$50,000k)	5
CFO	75% of the Level allocated to VC	\$7.5m (\$7,500k)	\$30m (\$30,000k)	5
COO	50% of the Level allocated to the VC	\$5m (\$5,000k)	\$20m (\$20,000k)	3

Delegation of Authority to approve a financial transaction or to approve and sign a contract	Spend		Revenue	Term
	Position or role-level	% DOA limit	Limit amount AUD (or equivalent)	AUD (or equivalent)
Deputy Vice-Chancellor (DVCs)	DOA 1 - 10% of the COO Level	\$500k	\$10m for DVCs (\$10,000k)	3
Head of Portfolio of Cost Centres			\$5m for all other DOA 1 (\$5,000k)	
<ul style="list-style-type: none"> <li>Head of School - Cost Centres below Colleges,</li> <li>Head of Department of Cost Centres within specific Portfolios</li> </ul>	DOA 2 - 20% of DOA 1	\$100k	-	1
<ul style="list-style-type: none"> <li>Head of Discipline,</li> <li>Head of Team</li> </ul>	DOA 3 - 5% of DOA 2	\$5k	-	1
CEO of Controlled Entity, including PVC Vietnam	10% of COO	\$500k (\$500k)	\$5m (5,000k)	3
<ul style="list-style-type: none"> <li>Controlled Entity Heads of School - Cost Centres below Colleges,</li> <li>Controlled Entity Head of Department of Cost Centres within specific portfolios</li> </ul>	Alternate DOA 1 - 20% of CEO level	\$100k	-	1
<ul style="list-style-type: none"> <li>Controlled Entity Head of Discipline,</li> <li>Controlled Entity Head of Team</li> </ul>	Alternate DOA 2 – 5% of Alternate DOA 1	\$5K	-	1
All other positions	-	<\$1000	-	1

## Other Contracts (including non-financial)

DOA to approve and sign other contracts	VC	CFO	COO	DVCs and Heads of Department reporting to COO /CFO	CEOs - RMIT Entities, including PVC Vietnam	DOA 2 - Head of School, Head of Department	DOA 3 - Head of Discipline, Head of Team	Conditions
Sign Confidentiality Agreements and Non-Disclosure Agreements (NDAs) (Non-financial)	✓	✓	✓	✓	✓	✓	✓	Subject to the Contract Management Procedure, NDAs must be reviewed by an RMIT Lawyer, if using a third-party template before signing.
Sign Memorandum of Understanding / Letter of Intent / Heads of Agreement with: <ul style="list-style-type: none"> <li>- an Australian partner (Non-financial); or</li> <li>- an international partner for migration agents or research contracts.</li> </ul>	✓	✓	✓	✓	✓	✓	✓	Subject to the Contract Management Procedure, such documents must be reviewed by an RMIT Lawyer before signing. The signatory must also have the relevant DOA for the Term of the MOU, as per the financial delegations above.
Sign Memorandum of Understanding / Letter of Intent / Heads of Agreement with an international partner (excluding agreements for migration agents or research contracts)	✓	✓	✓	✓	✓	✓	✓	Must be reviewed by an RMIT Lawyer and DVC Global Development before signing. The signatory must also have the relevant DOA for the Term of the MOU, as per the financial delegations above.
Sign sponsorship agreements (granting or receiving) >\$10k	✓ + CMO	✓ + CMO	✓	✓ + CMO	✓ + CMO	-	-	Must be reviewed by an RMIT Lawyer to ensure DGR status compliance prior to approval.
Sign sponsorship agreements (granting or receiving) <\$10k	✓	✓	✓	✓	✓	-	-	
Approve receiving a donation or signing an agreement to make a donation >\$10k (excluding RMIT Archives)	✓ + ED BDP	✓ + ED BDP	✓	✓ + ED BDP	✓	-	-	Must be reviewed by an RMIT Lawyer to ensure DGR status compliance prior to approval.

DOA to approve and sign other contracts	VC	CFO	COO	DVCs and Heads of Department reporting to COO /CFO	CEOs - RMIT Entities including PVC, Vietnam	DOA 2 - Head of School, Head of Department	DOA 3 - Head of Discipline, Head of Team	Conditions
Approve receiving a donation or signing an agreement to make a donation <\$10k (excluding RMIT Archives)	✓	✓	✓	✓	✓	-	-	

### Work Integrated Learning (WIL)

- (7) WIL Agreements in respect of individual student placements must only be approved and signed by the Program Manager for the relevant Course (or any positions above Program Manager). Program Managers may delegate the signature of individual placement agreements to their direct reports, but may not delegate their approval, which must remain at the Program Manager level or higher.
- (8) WIL Agreements with partners in respect of multiple student placements, or at an overarching relationship level (a head agreement) must only be approved and signed by a Dean or HEW10 level position, or any positions above that level.

For RMIT Vietnam, only authorised legal representatives may sign WIL Agreements.

### International partners and education agents

- (9) If a financial contract is with an international educational partner, it must be approved by the DVC International and Engagement.
- (10) International Education Agent Agreements must first be approved by the Director, Global Student Recruitment or the COO, and signed by DVC International and Engagement.