

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 \$5,000,000 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 \$5,000,000 are to be endorsed by the Chief 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
Chancellery/Governance		
University Secretary	\$100,000	
Executive Division of the Vice-Chancellor		
Vice-Chancellor	\$5,000,000	

Pro Vice-Chancellors	\$100,000	
Director (International Marketing, Admissions and Business Development)	\$40,000	
Director (International Relations and Global Partnerships)	\$40,000	
Director (Development)	\$40,000	
Director (Alumni)	\$40,000	
Director (Marketing)	\$40,000	
Executive Director (Marketing, Media and Communications)	\$40,000	
Director (Office of the Vice-Chancellor)	\$40,000	
Director (Stakeholder Engagement)	\$40,000	
Executive Division of the Provost (Academic Division)		
Provost	\$250,000	
Deputy Vice-Chancellor (Academic Affairs)	\$250,000	
Academic Registrar	\$100,000	
Dean (Students)	\$100,000	
CEO, Queensland College of Wine Tourism	\$40,000	
Dean (Academic Transformation)	\$40,000	
Director (Academic Plan Technologies Portfolio)	\$40,000	
Director (Library Services)	\$40,000	
Faculty Executive Managers	\$40,000	
Director (Student Success and Wellbeing)	\$40,000	
Director (Student and Academic Support)	\$40,000	
Director (Student Life)	\$40,000	
Executive Division of the Deputy Vice-Chancellor (Research and Innovation)		
Deputy Vice-Chancellor (Research and Innovation)	\$250,000	

Executive Directors, Research Institutes	\$100,000	
Director (Office of Research)	\$40,000	
Director (Research Partnerships)	\$40,000	
Directors, Research Centres	\$40,000	
Dean (Graduate Research School)	\$40,000	
Executive Division of the Deputy Vice-Chancellor (Enterprise Services)		
Deputy Vice-Chancellor (Enterprise Services)	\$250,000	
Executive Directors	\$100,000	
Chief Financial Officer	\$100,000	
Director (Assurance Services)	\$40,000	
Director (Planning and Performance Support Services)	\$40,000	
Director (Infrastructure Services)	\$40,000	
Director (Client Services)	\$40,000	
Director (Legal Services)	\$40,000	
Director (People Strategy)	\$40,000	
Director (People Partnerships, Workplace Relations and Wellness)	\$40,000	
Director (Facilities Management and Operations)	\$40,000	
Director (Safety, Security and Sustainability)	\$40,000	
Associate Directors (Facilities Management and Operations)	\$40,000	
Director (Business Advisory) and Deputy CFO	\$40,000	
Director (Business Services)	\$40,000	This authority may also be used for urgent travel arrangements.
Director (Financial Services)	\$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 USQ Critical Incident Activation Chart
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Position	Authority	Comments
Other Members of Staff		
Nominated members of staff	Not more than \$5,000	<ul style="list-style-type: none"> • Nominated in writing to the Chief Financial Officer by Organisational Unit Heads • Financial limit to be set by the nominating Organisational Unit Head. • Normally, nominees must be classified Academic Level C or higher, Higher Education Worker Level 7 or higher.

3.2 Capital Works

Authority to commit funds for capital works.

Position	Authority	Comments
Vice-Chancellor	\$5,000,000	
Executive Director (Facilities Management)	\$100,000	<i>For certification of building claims against contracts</i>
Director (Facilities Management and Operations)	\$40,000	<i>For certification of building claims against contracts</i>
Director, (Campus Planning and Development), Facilities Management	\$40,000	<i>For certification of building claims against contracts</i>

3.3 Contract and Legal Agreements

Authority to execute a contract or otherwise enter into a legal agreement. This includes

consultancy agreements and other service contracts. (Both engagement of and provision of).

Position	Authority	Comments
Vice-Chancellor*	\$5,000,000	<i>Unlimited authority to execute Federal Funding Agreements</i>
Provost	\$250,000	
Deputy Vice-Chancellor (Academic Affairs)	\$250,000	
Deputy Vice-Chancellor (Enterprise Services)	\$250,000	
Deputy Vice-Chancellor (Research and Innovation)	\$250,000	
Pro Vice-Chancellors	\$100,000	
Academic Registrar	\$100,000	
Dean (Students)	\$100,000	
Executive Director (Facilities Management)	\$100,000	
Chief People Officer	\$100,000	
Executive Director (ICT Services)	\$100,000	
Chief Financial Officer	\$100,000	
Director (Facilities Management and Operations)	\$40,000	
Director (Library Services)	\$40,000	
Director (Office of Research)	\$40,000	
Director (Research Partnerships)	\$40,000	
Director (International Marketing, Admissions and Business Development)	\$40,000	
Director (International Relations and Global Partnerships)	\$40,000	
Executive Director (Marketing, Media and Communications)	\$40,000	
Faculty Executive Manager	\$40,000	
Dean (Academic Transformation)	\$15,000	

CEO, QCWT	\$15,000	<i>Duration < than or equal to 12 mths</i>
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* The Vice-Chancellor can execute income contracts for the University valued at more than the authorised amount (currently \$5,000,000) 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 \$5,000,000); 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.

3.4 Payment Requests

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

Position	Authority	Comments
Vice-Chancellor	\$9,000,000	
Chief Financial Officer	\$9,000,000	
Director (Business Advisory) and Deputy CFO	\$9,000,000	
Director (Financial Services)	\$9,000,000	
Chief People Officer	\$9,000,000	<i>University Salaries & assoc. only</i>
Executive Director (Facilities Management)	\$9,000,000	<i>University Overheads only</i>
Director (Facilities Management and Operations)	\$9,000,000	<i>University Overheads only</i>

3.5 Investment Transactions

Authority to certify payment requests for investments.

Position	Authority	Comments

Chief Financial Officer	\$15,000,000	
Director (Business Advisory) and Deputy CFO	\$15,000,000	
Director (Financial Services)	\$15,000,000	

3.6 Journal Transactions

Authority to certify general journal transactions.

Position	Authority	Comments
Chief Financial Officer	Unlimited	
Director (Business Advisory) and Deputy CFO	Unlimited	
Director (Financial Services)	Unlimited	

3.7 Authorised Payment Signatories

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

Position	Authority	Comments
Chief Financial Officer		<ul style="list-style-type: none"> 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 (Business Advisory) and Deputy CFO		
Director (Financial Services)		
Manager (Financial Operations)		
Manager (Financial Accounting)		
Lead Business Advisors		

Financial Accountant		
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3.8 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	\$5,000,000	
Chief Financial Officer	\$5,000,000	
Director (Library Services)	\$50,000	<i>For library resource materials only.</i>

3.9 Issuance of Credit Cards

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

Position	Authority	Comments
Chief Financial Officer	\$6,000,000	Facility Limit
Chief Financial Officer	\$300,000	Individual Transaction Limits in accordance with section 4.11 of the Corporate Credit Card Procedure
Chief Financial Officer	N/A	Approval of Individual Cards

3.10 Reassignment of Financial Delegations

Financial delegation holders of \$40,000 and above are position-based, whereas <\$40,000 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 organisational unit 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.

(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 top level financial delegate in their organisational unit.

4 References

Nil.

5 Schedule Information

Accountable Officer	Deputy Vice-Chancellor (Enterprise Services)
Responsible Officer	Deputy Vice-Chancellor (Enterprise Services)
Policy Type	Governance Policy
Policy Suite	Delegations Policy
Approved Date	7/4/2022
Effective Date	7/4/2022
Review Date	20/8/2023
Relevant Legislation	
Related Policies	
Related Procedures	
Related forms, publications and websites	
Definitions	Terms defined in the Definitions Dictionary
Definitions that relate to this schedule only	
Keywords	

