

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 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 | | |
| Director, Governance and University Secretary | \$100,000 | |
| Division of the Vice-Chancellor | | |
| Vice-Chancellor | \$10,000,000 | |
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|--|-----------|---|
| Pro Vice-Chancellors | \$100,000 | |
| Executive Director (International) | \$40,000 | |
| Directors | \$40,000 | Excluding Director (Integrity and Professional Conduct) |
| Chief of Staff to the Vice-Chancellor | \$40,000 | |
| Academic Division | | |
| Provost | \$250,000 | |
| Deputy Vice-Chancellor (Academic Affairs) | \$250,000 | |
| Pro Vice-Chancellors | \$100,000 | |
| Associate Provost | \$100,000 | |
| Executive Director (Professional Services) | \$100,000 | |
| Heads of School/College and Deans | \$40,000 | |
| Directors | \$40,000 | |
| CEO, Queensland College of Wine Tourism | \$40,000 | |
| Research and Innovation Division | | |
| Deputy Vice-Chancellor (Research and Innovation) | \$250,000 | |
| Executive Directors | \$100,000 | Includes iLAUNCH |
| Directors | \$40,000 | |
| Deans | \$40,000 | |
| Chief Operating Officer (iLAUNCH) | \$40,000 | |
| Enterprise Services Division | | |
| Deputy Vice-Chancellor (Enterprise Services) | \$250,000 | |
| Executive Directors | \$100,000 | |
| Chief Financial Officer | \$100,000 | |
| Chief People Officer | \$100,000 | |
| Chief Information Officer | \$100,000 | |
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|--|-------------|--|
| General Counsel | \$40,000 | |
| Directors | \$40,000 | |
| Associate Director (ICT Governance and Partnerships) | \$40,000 | |
| Associate Directors (Facilities Management and Operations) | \$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 | <ul style="list-style-type: none"> • Nominated in writing to the Chief 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 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* | \$10,000,000 | <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 | |
| Associate Provost | \$100,000 | |
| Executive Director (Facilities Management) | \$100,000 | |
| Chief People Officer | \$100,000 | |
| Chief Information Officer | \$100,000 | |
| Chief Financial Officer | \$100,000 | |
| Director (Estate Services) | \$40,000 | |
| Director (Library Services) | \$40,000 | |
| Director (Office of Research) | \$40,000 | |
| Director (Research Partnerships) | \$40,000 | |
| Executive Director (International) | \$40,000 | |
| Director (Media and Strategic Communications) | \$40,000 | |
| Executive Director (Professional Services) | \$100,000 | |
| Dean (Academic Transformation) | \$15,000 | |
| Dean (Learning and Teaching Futures) | \$15,000 | |
| CEO, QCWT | \$15,000 | <i>Duration < than or equal to 12 mths</i> |

* 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

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

| Position | Authority | Comments |
|--|--------------|----------------------------------|
| Vice-Chancellor | \$10,000,000 | |
| Chief Financial Officer | \$9,000,000 | |
| Director (Business Advisory) | \$9,000,000 | |
| Director (Financial Services) | \$9,000,000 | |
| Executive Director (Facilities Management) | \$9,000,000 | <i>University Overheads only</i> |
| Director (Estate Services) | \$9,000,000 | <i>University Overheads only</i> |

3.4 Investment Transactions

Authority to certify payment requests for investments.

| Position | Authority | Comments |
|-------------------------------|--------------|----------|
| Chief Financial Officer | \$30,000,000 | |
| Director (Business Advisory) | \$30,000,000 | |
| Director (Financial Services) | \$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 Financial Officer | | <ul style="list-style-type: none"> • <i>Any payments for an amount greater than \$5,000 must be authorised by any two of the</i> |

| | | |
|--------------------------------|--|---|
| Director (Business Advisory) | | <i>authorised payment signatories from the 'Position' column to the left.</i> |
| Director (Financial Services) | | |
| Manager (Financial Operations) | | |
| Manager (Financial Accounting) | | |
| Financial Accountant | | |

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 | \$10,000,000 | |
| Chief Financial Officer | \$5,000,000 | |
| Director (Library Services) | \$50,000 | <i>For library resource materials only.</i> |

3.7 Issuance of Credit Cards

Authority to approve issue of University 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 the Corporate Card Procedure |
| Director (Financial Services) | \$300,000 | Individual Transaction Limits in accordance with the Corporate Card Procedure |
| Chief Financial Officer | N/A | Approval of Individual Cards |
| 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.

(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

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| Accountable Officer | Deputy Vice-Chancellor (Enterprise Services) |
| Responsible Officer | Chief Financial Officer |
| Policy Type | Governance Policy |
| Policy Suite | Delegations Policy |
| Approved Date | 7/5/2024 |
| Effective Date | 7/5/2024 |
| Review Date | 14/8/2028 |
| Relevant Legislation | |
| Policy Exceptions | Policy Exceptions Register |
| Related Policies | |
| Related Procedures | |
| Related forms, | |

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| publications and websites | |
| Definitions | Terms defined in the Definitions Dictionary |
| | |
| | Definitions that relate to this schedule only |
| | |
| Keywords | |
| Record No | 14/2960PL |