
3.2 Financial Delegations for Expenditure

Approved by Chief Financial Officer: 06 October 2010
Date of Effect: 06 October 2010

Replaces: Section 3.2
Approved by Chief Financial Officer

Contents

1. INTRODUCTION 4
2. GENERAL REQUIREMENTS 5
3. SCHEDULE OF FINANCIAL DELEGATIONS AUTHORIZED BY THE UNIVERSITY SENATE 6
   3.1 EXPENDITURE, JOURNAL TRANSFERS, INTERNAL SERVICE CHARGES: ........................................ 6
   3.2 CONTRACTS, CONSULTANCY PROPOSALS AND JOINT VENTURE CONTRACTS (INVOLVING RESEARCH) .... 8
   3.3 UQ STANDARD CONTRACTS AND AGREEMENTS (NOT INVOLVING RESEARCH) ...................................... 8
   3.4 UQ NON-STANDARD CONTRACTS AND AGREEMENTS (NOT INVOLVING RESEARCH) ............................... 9
   3.5 UQ STANDARD INTERNATIONAL AGREEMENTS ................................................................. 10
   3.6 CONTRACT AND GRANTS JOURNALS ......................................................................................... 10
   3.7 REFUNDS .............................................................................................................................. 10
      3.7.1 Certify Refunds of Payments banked to the University Bank Account ........................................... 10
      3.7.2 Approve Petty Cash Refunds of Security Key Deposits, Swipe Cards and Slide Box Returns ........... 10
   3.8 CERTIFY PAYMENTS NECESSARY TO MEET THE UNIVERSITY’S TREASURY OBLIGATIONS ........... 11
   3.9 CERTIFY PAYMENTS FOR FBT AND GST ............................................................................... 11
   3.10 WRITING OFF OF DEBTS ...................................................................................................... 11
   3.11 WRITING OFF OF INTERNAL LOANS ..................................................................................... 12
   3.12 WRITING DOWN OR WRITING OFF OF STORES ....................................................................... 12
   3.13 WRITING OFF OF LIBRARY MATERIAL FOR DISPOSAL BY SALE, TRANSFER OR PULPING .......... 13
   3.14 WRITING OFF OF ASSETS .................................................................................................... 13
   3.15 UQ BANK ACCOUNTS AND ENTER INTO FORWARD EXCHANGE CONTRACTS ......................... 14
   3.16 INSURANCE .......................................................................................................................... 14
      3.16.1 Settlement of Claims under the University’s Insurance Policies ............................................... 14
      3.16.2 Insurance Proposal Forms and Third Party Discharges ....................................................... 14
      3.16.3 Repairs to University Vehicles ............................................................................................. 15
      3.16.4 Ex-gratia Payments for Personal Injury or Property Loss Sustained by Third Parties ............... 16
   3.17 HUMAN RESOURCES ........................................................................................................ 16
      3.17.1 Salary Packaging Documentation ....................................................................................... 16
      3.17.2 Salary Packaging Related Accounts for Payments .................................................................. 16
      3.17.3 Payment of Workers’ Compensation Self-Insurance Claims .................................................. 16
4. GUIDELINES FOR SPECIFIC ITEMS 18
   4.1 DATA COMMUNICATIONS EQUIPMENT ................................................................................... 18
   4.2 CONTRACTS, CONSULTANCY PROPOSALS AND JOINT VENTURE CONTRACTS (INVOLVING RESEARCH) .... 18
   4.3 UQ STANDARD CONTRACTS AND AGREEMENTS (NOT INVOLVING RESEARCH), INCLUDING CONSULTANCY AGREEMENTS AND STUDENT PLACEMENT AGREEMENTS ............................................................... 18
   4.4 CONTRACTS AND AGREEMENTS, INCLUDING CONSULTANCY AGREEMENTS, LEASE AGREEMENTS AND JOINT VENTURE CONTRACTS (NOT UQ STANDARD CONTRACTS AND AGREEMENTS AND NOT INVOLVING RESEARCH) .................................................................................................................. 19
   4.5 UQ STANDARD INTERNATIONAL AGREEMENTS .................................................................. 19
   4.6 LEASES ................................................................................................................................. 19
   4.7 FURNITURE .......................................................................................................................... 20
5. CONTACTS AND REVIEW 23
5.1 CONTACTS .................................................................................................................. 23
5.2 REVIEW ......................................................................................................................... 23

Issued: 24/02/2010

1. INTRODUCTION 4
2. GENERAL REQUIREMENTS 5
3. SCHEDULE OF FINANCIAL DELEGATIONS AUTHORISED BY THE UNIVERSITY SENATE 6
3.1 EXPENDITURE, JOURNAL TRANSFERS, INTERNAL SERVICE CHARGES: ................................................................. 6
3.2 CONTRACTS, CONSULTANCY PROPOSALS AND JOINT VENTURE CONTRACTS (INVOLVING RESEARCH) ........................................ 8
3.3 UQ STANDARD CONTRACTS AND AGREEMENTS (NOT INVOLVING RESEARCH) ............................................................ 8
3.4 UQ NON-STANDARD CONTRACTS AND AGREEMENTS (NOT INVOLVING RESEARCH) ..................................................... 9
3.5 UQ STANDARD INTERNATIONAL AGREEMENTS ................................................................................................................ 10
3.6 CONTRACT AND GRANTS JOURNALS .............................................................................................................................. 10
3.7 CERTIFY REFUNDS OF PAYMENTS BANKED TO THE UNIVERSITY BANK ACCOUNT ....................................................... 10
3.8 CERTIFY PAYMENTS NECESSARY TO MEET THE UNIVERSITY’S TREASURY OBLIGATIONS ........................................ 11
3.9 CERTIFY PAYMENTS FOR FBT AND GST ......................................................................................................................... 11
3.10 WRITING OFF OF DEBTS ............................................................................................................................... 12
3.11 WRITING OFF OF INTERNAL LOANS ........................................................................................................................... 12
3.12 WRITING DOWN OR WRITING OFF OF STORES .............................................................................................................. 12
3.13 WRITING OFF OF LIBRARY MATERIAL FOR DISPOSAL BY SALE, TRANSFER OR PULPING ........................................... 13
3.14 WRITING OFF OF ASSETS .............................................................................................................................................. 13
3.15 UQ BANK ACCOUNTS AND ENTER INTO FORWARD EXCHANGE CONTRACTS .................................................................. 14
3.16 INSURANCE ....................................................................................................................... 14
3.16.1 Settlement of Claims under the University’s Insurance Policies ......................................................................................... 14
3.16.2 Insurance Proposal Forms and Third Party Discharges .................................................................................................. 14
3.16.3 Repairs to University Vehicles ........................................................................................................................................ 15
3.16.4 Ex-gratia Payments for Personal Injury or Property Loss Sustained by Third Parties ........................................................ 16
3.17 HUMAN RESOURCES .................................................................................................... 16
3.17.1 Salary Packaging Documentation .................................................................................................................................. 16
3.17.2 Salary Packaging Related Accounts for Payments ........................................................................................................ 16
3.17.3 Payment of Workers’ Compensation Self-Insurance Claims ..................................................................................... 16

4. GUIDELINES FOR SPECIFIC ITEMS 18
4.1 DATA COMMUNICATIONS EQUIPMENT .............................................................................................................. 18
4.2 CONTRACTS, CONSULTANCY PROPOSALS AND JOINT VENTURE CONTRACTS (INVOLVING RESEARCH) ................................ 18
4.3 UQ STANDARD CONTRACTS AND AGREEMENTS (NOT INVOLVING RESEARCH), INCLUDING CONSULTANCY AGREEMENTS AND STUDENT PLACEMENT AGREEMENTS ........................................................................................................... 18
4.4 CONTRACTS AND AGREEMENTS, INCLUDING CONSULTANCY AGREEMENTS, LEASE AGREEMENTS AND JOINT VENTURE CONTRACTS (NOT UQ STANDARD CONTRACTS AND AGREEMENTS AND NOT INVOLVING RESEARCH) .......................................................................................................................... 19
4.5 UQ STANDARD INTERNATIONAL AGREEMENTS ........................................................................................................ 19
4.6 LEASES .............................................................................................................................................................................. 19
4.7 FURNITURE .............................................................................................................. 20
4.8 LIBRARY MATERIALS ............................................................................................ 20
4.9 LOAN AGREEMENTS - UNIVERSITY ART MUSEUM ........................................ 20
4.10 MOTOR VEHICLES ............................................................................................... 20
4.11 PURCHASE OF SHARES OR STOCK UNITS ..................................................... 20
4.12 PURCHASING CARDS ........................................................................................... 21
4.13 CORPORATE CARDS ............................................................................................ 21
4.14 TELECOMMUNICATIONS EQUIPMENT ............................................................... 21
4.15 CONSTRUCTION OR ALTERATIONS OF BUILDINGS ...................................... 21

5. CONTACTS AND REVIEW ...................................................................................... 23
5.1 CONTACTS ............................................................................................................ 23
5.2 REVIEW ................................................................................................................ 23
1. Introduction

Delegations of financial authority within the University are intended to ensure that the University operates effectively and efficiently by empowering its officers with appropriate financial delegations necessary to discharge their responsibilities.

Financial delegations are approved by the Senate under the provisions of Section 11 of the University of Queensland Act 1998.

The Vice Chancellor has the authority to revoke any of these delegations for particular positions or staff members, at his discretion.
2. General Requirements

Financial authority is extended to officers on the condition that:

- Delegations are exercised in accordance with all University of Queensland approved policies and procedures;
- Delegations are exercised subject to budgetary limitations;
- Delegations are applicable to a position, not to an individual person;
- Any delegation given to a position will also apply to any subsequent holder of that position, including those acting in the role, unless otherwise stated to the contrary;
- Delegates may not exercise a delegation that will result, either directly or indirectly, in any tangible benefit to the delegate.

Delegates must observe the following requirements when exercising their delegated financial authority:

- Prior to the authorisation of an order, requisition or any other instrument that provides for the expenditure of monies, the delegate must be satisfied that funds will be available within the appropriate University budget allocation to meet the account when it is received for payment.

- A contract or order for the acquisition of goods and/or services, either purchased or leased, from suppliers external to the University must be made in accordance with the guidelines for such purchases as detailed in Section 5.1.1, State Procurement Policy of the Financial Management Practice Manual.

- Delegates shall not certify accounts for payment to themselves, or to their spouse, de-facto partner, child, brother, sister, parent or any other relative without obtaining a counter signature from a more senior financial delegate within the School, Faculty or University hierarchy.

- A delegate shall not approve accounts for payment in favour of a more senior financial delegate if the expenditure is directly pertinent to their activities, except in the case of payment vouchers not in excess of $500.

- A delegate designated to sign cheques may not sign any cheque pertaining to a voucher that the delegate has certified for payment.

- A cheque for $20,000 or more requires the signatures of any two delegates authorised to sign cheques. Cheques drawn for more than US$20,000, or more than £10,000, also require the signatures of any two delegates authorised to sign cheques.

- A delegate will not authorise the payment of goods or services which are not to be used for University purposes.
3. **Schedule of Financial delegations authorised by the University Senate**

The *University of Queensland Act 1998* affords the Senate the ability to manage and control the University’s finances and to delegate its powers in this regard to appropriately qualified members of the University of Queensland staff.

Finance and Business Services Division submits a review of the University’s financial delegations policy for the consideration and approval of Senate on an annual basis. The Chief Financial Officer may approve interim amendments through the year. Interim approvals will be submitted for Senate ratification in the annual review.

Normally requests for financial delegations outside the Senate approved policy will not be approved unless special circumstances related to the size, location or structure of a School, Centre, Division or Institute exist. Such requests are to be submitted in writing to the Chief Financial Officer, and should detail the special circumstances which exist.

The following delegations have been authorised by the University’s Senate on 24 February 2010:

3.1 *Expenditure, Journal Transfers, Internal Service Charges:*

<table>
<thead>
<tr>
<th>Level 6: Unlimited (within budget allocations)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>Deputy Vice-Chancellor</td>
</tr>
<tr>
<td>Senior Executive Members</td>
</tr>
<tr>
<td>Associate Directors</td>
</tr>
<tr>
<td>Executive Deans</td>
</tr>
<tr>
<td>Deputy Executive Deans</td>
</tr>
</tbody>
</table>
### Level 5: Up to $200,000 (within budget allocations)

<table>
<thead>
<tr>
<th>Role</th>
<th>Authorized Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heads of Faculty</td>
<td>Faculty Executive Manager</td>
</tr>
<tr>
<td>Executive Manager</td>
<td>Executive Officer</td>
</tr>
<tr>
<td>School Chief Operating Officer</td>
<td>Academic nominated by Director OH&amp;S</td>
</tr>
<tr>
<td>Research staff nominated by Director HOS</td>
<td>Deputy Director Administration</td>
</tr>
<tr>
<td>Associate Director Administration</td>
<td></td>
</tr>
</tbody>
</table>

### Level 4: Up to $100,000 (within budget allocations)

<table>
<thead>
<tr>
<th>Role</th>
<th>Authorized Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty and Institute Finance Officer</td>
<td>Faculty and Institute Finance Officer Equivalent</td>
</tr>
<tr>
<td>Senior Manager</td>
<td>School Manager</td>
</tr>
</tbody>
</table>

### Level 3: Up to $50,000 (within budget allocations)

<table>
<thead>
<tr>
<th>Role</th>
<th>Authorized Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Finance Manager</td>
<td>Centre Finance Manager</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Administration Manager</td>
</tr>
</tbody>
</table>

### Level 2: Up to $20,000 (within budget allocations)

<table>
<thead>
<tr>
<th>Role</th>
<th>Authorized Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Administration Officer</td>
<td>Senior Finance Manager</td>
</tr>
<tr>
<td>Senior Purchasing Officer</td>
<td>Office Manager</td>
</tr>
<tr>
<td>Operational Manager</td>
<td>IT Manager</td>
</tr>
<tr>
<td>Senior Protocol Officer</td>
<td></td>
</tr>
</tbody>
</table>
3.2 **Contracts, Consultancy Proposals and Joint Venture Contracts** (involving research)

Approval to sign contracts, consultancy proposals and joint venture contracts (involving research) on behalf of the University, subject to Section 4.2.

<table>
<thead>
<tr>
<th>Unlimited (within budget allocations)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>Deputy Vice-Chancellor (Research)</td>
</tr>
<tr>
<td>Deputy Director, Research and Research</td>
</tr>
<tr>
<td>Training Division</td>
</tr>
</tbody>
</table>

| Senior Deputy Vice-Chancellor         |
| Director, Research and Research       |
| Training Division                     |

3.3 **UQ Standard Contracts and Agreements** (not involving research)

Approval to sign UQ Standard Contracts and Agreements (not involving research) on behalf of the University, including consultancy agreements and student placement agreements, subject to Section 4.3: UQ Standard Contracts and Agreements are contracts and agreements developed and approved by the Legal Office for use as standard templates for specific purposes and are published as standard contracts and agreements on the Legal Office website.

<table>
<thead>
<tr>
<th>Unlimited (within budget allocations)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>Executive Director (Operations)</td>
</tr>
</tbody>
</table>
### 3.2 Financial Delegations for Expenditure

#### Financial Management

**University Secretary**

<table>
<thead>
<tr>
<th>Up to $50,000 (within budget allocations)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Vice-Chancellor</td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>Executive Deans</td>
<td>Deputy Executive Deans</td>
</tr>
<tr>
<td>Institute Directors</td>
<td>Directors</td>
</tr>
<tr>
<td>Deputy Directors</td>
<td>Director, Property and Facilities</td>
</tr>
<tr>
<td>Construction Manager</td>
<td>Engineering Manager</td>
</tr>
<tr>
<td>Operations Manager</td>
<td>Services Manager</td>
</tr>
<tr>
<td>Site Planner</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Up to $25,000 (within budget allocations)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School</td>
<td></td>
</tr>
</tbody>
</table>

### 3.4 **UQ Non-Standard Contracts and Agreements** *(not involving research)*

Approval to sign contracts and agreements (not UQ Standard Contracts and Agreements and not involving research) on behalf of the University, including consultancy agreements, lease agreements and joint venture contracts, subject to Section 4.4: Contracts and agreements are to be reviewed by the Legal Office prior to signature.

<table>
<thead>
<tr>
<th>Unlimited (within budget allocations)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-Chancellor</td>
<td>Executive Director (Operations) and University Secretary</td>
</tr>
</tbody>
</table>

---

24 February 2010

Financial Management

Practices Manual
3.5 **UQ Standard International Agreements**

Approval to sign UQ Standard International Agreements on behalf of the University, subject to Section 4.6: UQ Standard International Agreements are contracts and agreements developed and approved by the Legal Office for use as standard templates for international matters (including standard agency agreement) and are published as standard international contracts and agreements on the Legal Office website.

<table>
<thead>
<tr>
<th>Unlimited (within budget allocations)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-Chancellor</td>
<td>Senior Deputy Vice-Chancellor</td>
</tr>
<tr>
<td>Deputy Vice-Chancellor (International)</td>
<td></td>
</tr>
</tbody>
</table>

3.6 **Contract and Grants Journals**

Approval to sign contract and grants journals:

<table>
<thead>
<tr>
<th>Unlimited (within budget allocations)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager – Contract and Grants Accounting</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Up to $100,000 (within budget allocations)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Accountants – Contract and Grants Accounting</td>
<td></td>
</tr>
</tbody>
</table>

3.7 **Refunds**

3.7.1 **Certify Refunds of Payments banked to the University Bank Account**

Authority to certify refunds of payments bank to the University bank account:

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>Deputy Chief Financial Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director Financial Planning and Analysis</td>
<td></td>
</tr>
</tbody>
</table>

3.7.2 **Approve Petty Cash Refunds of Security Key Deposits, Swipe Cards and Slide Box Returns**

Authority to approve the refund of Security Key Deposits, Swipe Cards and Slide Box Returns from Petty Cash up to $50.00 per transaction:
3.8 **Certify Payments Necessary to meet the University’s Treasury Obligations**

Authority to certify payments necessary to meet the University’s treasury obligations:

| Treasury Accountant |  |

3.9 **Certify Payments for FBT and GST**

Authority to certify payments for FBT and GST:

| Director, Accounting and Reporting | Group Accountant and Tax Manager |

3.10 **Writing off of Debts**

To approve the writing off of debts:

<table>
<thead>
<tr>
<th>Unlimited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-Chancellor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>$100,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director (Operations) and University Secretary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>$50,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Financial Officer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>$25,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Chief Financial Officer</td>
</tr>
<tr>
<td>Director Accounting and Reporting</td>
</tr>
<tr>
<td>Director, Financial Planning and Analysis</td>
</tr>
</tbody>
</table>
3.2 Financial Delegations for Expenditure

### $2000 (Halls of Residence Debts)

Gatton Campus Manager

### $1000

Manager, Financial Services

### $200 (parking fines only)

Manager, UQ Traffic and Parking
Finance Manager, UQ Traffic and Parking
Finance Officer, UQ Traffic and Parking

#### 3.11 Writing Off of Internal Loans

To approve the writing off of internal loans:

**Unlimited**

Vice-Chancellor

### $100,000

Executive Director (Operations) and University Secretary

### $50,000

Chief Financial Officer

#### 3.12 Writing Down or Writing Off of Stores

To approve the writing down or writing off of stores:

**Unlimited**
Executive Deans  
Deputy Executive Deans  
Directors  
Deputy Directors  
Heads of School  
Chief Financial Officer

Maximum $1,000

Executive Officer  
Finance Officer  
Administrative Officer

3.13 Writing Off of Library Material for Disposal by Sale, Transfer or Pulping

To approve the writing off of library material for disposal by sale transfer or pulping:

Unlimited

University Librarian

3.14 Writing Off of Assets

To approve the writing off of assets:

Unlimited

Vice-Chancellor

$100,000

Executive Director (Operations) and University Secretary

$50,000
$25,000

Chief Financial Officer
Deputy Chief Financial Officer
Director, Accounting and Reporting
Director, Financial Planning and Analysis

$10,000

Head of School

3.15 UQ Bank Accounts and Enter into Forward Exchange Contracts

To sign for University of Queensland bank accounts and enter into forward exchange contracts:

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>Deputy Chief Financial Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director Accounting and Reporting</td>
<td>Director Financial Planning and Analysis</td>
</tr>
<tr>
<td>Treasury Accountant</td>
<td></td>
</tr>
</tbody>
</table>

3.16 Insurance

3.16.1 Settlement of Claims under the University’s Insurance Policies

Authority up to the policy excess / deductible amount for the settlement of claims under the University’s insurance policies (excluding medical malpractice):

| Insurance Manager | |

3.16.2 Insurance Proposal Forms and Third Party Discharges

Authority to sign insurance proposal forms and third party discharges:
### 3.2 Financial Delegations for Expenditure

<table>
<thead>
<tr>
<th>Executive Director (Operations) and University Secretary</th>
<th>Chief Financial Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Chief Financial Officer</td>
<td>Director Accounting and Reporting</td>
</tr>
<tr>
<td>Director Financial Analysis and Planning</td>
<td>Insurance Manager</td>
</tr>
</tbody>
</table>

#### 3.16.3 Repairs to University Vehicles

Authority to authorise repairs to University vehicles:

| Insurance Manager |  |
3.16.4 Ex-gratia Payments for Personal Injury or Property Loss Sustained by Third Parties

Authority to make ex-gratia payments for personal injury or property loss sustained by third parties up to $2,000:

| Insurance Manager |

3.17 Human Resources

3.17.1 Salary Packaging Documentation

Authority to certify salary packaging documentation:

| Director Human Resources | Associate Director Employee Relations |

3.17.2 Salary Packaging Related Accounts for Payments

Authority to certify salary packaging related accounts for payments:

| Director Human Resources | Associate Director Employee Relations |
| Associate Director HR Client Services |

3.17.3 Payment of Workers’ Compensation Self-Insurance Claims

Authority to authorise payment of worker’s compensation self-insurance claims:

| $200,000 |
| Executive Director (Operations) and University Secretary | Director Human Resources |

<p>| $100,000 |
| Associate Director Occupational Health and Safety Unit |</p>
<table>
<thead>
<tr>
<th>$50,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claims Manager, Occupational Health and Safety Unit</td>
</tr>
</tbody>
</table>
4. Guidelines for Specific Items

Special arrangements exist in relation to certain items. The delegations and restrictions regarding these items are set out below:

4.1 Data Communications Equipment

ITS are responsible for the development and maintenance of the data communications network. All data communications equipment must be purchased through ITS.

4.2 Contracts, Consultancy Proposals and Joint Venture Contracts (involving research)

Also refer to Section 3.2 of this policy.

All joint venture and other contracts and agreements involving research are to be processed through the Research and Research Training Division. It is important that this office be involved at an early stage in the negotiations so that expert advice is provided on issues such as copyright and intellectual property, confidentiality, deeds of indemnity, insurance and accounting and reporting requirements. Information relating to financial and insurance matters may also be obtained from the relevant officers of Finance and Business Services Division.

4.3 UQ Standard Contracts and Agreements (not involving research), Including Consultancy Agreements and Student Placement Agreements

Also refer to Section 3.3 of this policy.

UQ Standard Contracts and Agreements are contracts and agreements developed and approved by the Legal Office for use as standard templates for specific purposes (e.g. student placement agreement, consultancy agreement) and are published as standard contracts and agreements on the Legal Office website. These standard contracts and agreements are for low value, low risk arrangements. Guidelines will accompany each standard template and will also be available on the Legal Office website. The Guidelines must be complied with.

The University's Central Administration, having responsibility for the general administrative functions of the University, is staffed by officers with a broad range of professional expertise (legal, accounting, engineering, etc.). From time to time and when necessary, the University may supplement this expertise by retaining the services of outside professional firms and consultants. Where goods and services are being acquired, either purchased or leased, from suppliers external to the University, Schools, Institutes, Centres and Divisions should ensure compliance to the State Procurement Policy.

Any changes to the standard template must be referred to the Legal Office. The delegate only has authority to sign the agreement if there are no changes to the standard template and the Guidelines have been complied with. Otherwise, the agreement must be referred to the Legal Office for consideration.
Office and will require the signature of the Vice-Chancellor or the Executive Director (Operations) and University Secretary.

In addition to the delegations in Section 3.3, the Vice-Chancellor and Executive Director (Operations) and University Secretary may each appoint delegates in writing who are authorised to sign UQ Standard Contracts and Agreements (not involving research) on behalf of the University.

4.4 Contracts and Agreements, including Consultancy Agreements, Lease Agreements and Joint Venture Contracts (not UQ Standard Contracts and Agreements and not involving research)

Also refer to Section 3.4 of this policy.

All UQ contracts and agreements not involving research (other than UQ Standard Contracts and Agreements in accordance with Section 3.3 and 4.3 of this policy) are to be reviewed by the Legal Office prior to signature. It is important that the Legal Office be involved at an early stage in the negotiations so that expert advice is provided on issues such as copyright and intellectual property, confidentiality, deeds of indemnity, insurance and accounting and reporting requirements. Information relating to these matters may also be obtained from the relevant officers of Finance and Business Services Division.

In addition to the delegations in 3.4, the Vice-Chancellor and Executive Director (Operations) and University Secretary may each appoint delegates in writing who are authorised to sign UQ non-standard contracts and agreements (not involving research) on behalf of the University.

4.5 UQ Standard International Agreements

Also refer to Section 3.5 of this policy.

UQ Standard International Agreements are contracts and agreements developed and approved by the Legal Office for use as standard templates for international matters (including standard agency agreement) and are published as standard international contracts and agreements on the Legal Office website. Guidelines will accompany each standard template and will also be available on the Legal Office website. The Guidelines must be complied with. All other agreements involving international matters should be referred to UQ International, in the first instance, in accordance with the relevant UQ policy.

4.6 Leases

Also refer to FMPM Policy 6.1.12.

Financial leases are to be recognised by the Faculty / School / Operational Unit as an asset and as such need to be recorded in the Fixed Asset Register.

All operating lease payments must be charged to the Faculty / School / Operational Unit as an expense over the life of the lease and operating leases are not to be recognised in the University’s fixed asset register.
All Schools that lease equipment must provide details to the Insurance Manager for insurance coverage.

All leases must be forwarded to the Chief Finance Officer (CFO), or nominee, for their approval. Lease agreements must be referred to the Legal Office and will be dealt with in accordance with Section 3.4 and 4.4 of this policy.

4.7 Furniture

Items of furniture can be purchased centrally through the Property and Facilities Division.

4.8 Library Materials

Schools may purchase books and other information materials from School or Research funds for housing either in the University Library or in the School library. Allocations from Library funds are to be used solely for the purchase of material through the Library and to be housed in the University Library.

It is not the intention of Senate that Schools should create large internal library collections or that Schools should house unique material which ought to be available to the University community through the University Library.

It is preferable for library and other information materials to be ordered through the Library but where this is not done, Schools shall advise the University Librarian of the material which is being purchased.

When a book or other item of a type normally housed in the Library is purchased for housing in a School and a copy is not held in the Library, the University Librarian may purchase a copy for the Library and charge it to the Library allocation of the School concerned.

4.9 Loan Agreements - University Art Museum

From time to time the University Art Museum loans works of art to other organisations. A standard loan agreement, setting out the terms and conditions of such loans, has been developed in conjunction with the Legal Office. The Director of the Art Museum is authorised to sign standard agreements, for the loan of works of art from the University Art Museum, to which no modifications have been made. Where modifications have been made, the loan agreement is to be forwarded to the Legal Office in the first instance.

4.10 Motor Vehicles

All motor vehicles are purchased centrally by the Manager, Transport, provided that the proposed purchase has first been approved by the Director, Property & Facilities.

4.11 Purchase of Shares or Stock Units

From time to time Schools, Centres and Institutes may be approached by outside bodies to purchase/extend a share or stock holding in the body. The purchase may be a pre-requisite to entering into an arrangement for the body to buy/market University products. For example, the University may be required to purchase shares in a dairy co-operative before it will buy milk products from University farms.
University share holdings are held centrally within Finance and Business Services, and all requests to purchase share or stock holdings are to be referred to the Chief Financial Officer immediately together with the recommendations of the Head of School, Centre or Institute.

4.12 Purchasing Cards

The University has entered into an arrangement whereby official University purchasing cards may be used to purchase goods and services to the value of $3,000. The Chief Financial Officer and Director Financial Operations are authorised to approve the issuing of cards to University officers. Purchases of assets and portable and attractive items cannot be made via Purchasing Cards.

4.13 Corporate Cards

The University has entered into an arrangement whereby official University corporate cards may be used to purchase goods and services, travel and hospitality to the value of $10,000. The Chief Financial Officer and Director Financial Operations are authorised to approve the issuing of cards to University officers. Purchases of assets and portable and attractive items cannot be made via Corporate Cards.

4.14 Telecommunications Equipment

Apart from the centrally provided and operated telephone facilities, the University recognises that there may be other forms of telecommunications equipment useful to some Schools, Institutes and Centres with their operations, for example, mobile telephones and pagers.

Authorisation for the purchase of mobile phones and pagers for staff members is required, in writing, from the Head of School, Centre, Institute or Division in which the staff member is employed. A staff member requesting a mobile phone or pager should submit a proposal directly to his or her supervisor, who in turn should make a recommendation to the Head of School, Centre, Institute or Division for final decision.

The total costs including purchase of the handset, charger, calls, etc. are to be met by the School, Centre, Institute or Division concerned. The billing for the phone or pager will be made directly to the School, Centre, Institute or Division.

Information Technology Services (ITS) negotiates a corporate plan for the optimum mobile phone cost with a telephone carrier each year, and it is recommended that this plan be used by all Schools.

The current plan is with Optus and details of this arrangement can be found in the Guidelines for Purchase of Mobile Phones, available from ITS. Advice on all aspects of mobile phone usage is also available.

4.15 Construction or Alterations of Buildings

Entry into contracts for the construction or alterations of buildings, and for site works and services, requires that prior approvals be received as appropriate. In the case of all Department of Education, Employment and Workplace Relations (DEEWR) funded projects, full compliance with DEEWR procedures and approval of the Senate and the Executive
Director (Operations) and University Secretary are required before contracts may be executed.

In the case of minor works and alterations and site works and services (including landscaping) funded from University sources, the prior written approval of the Director, Property and Facilities is required.

The delegate must also ensure that funds will be available for payment when the account is received. For capital works and services this means that funds must be available within University budget allocations, parliamentary appropriations or within discretionary funds available to the University.
5. Contacts and Review

5.1 Contacts

The key contact for this policy is:

Deputy Chief Financial Officer/
Finance and Business Services

5.2 Review

This policy is reviewed annually by the Deputy Chief Financial Officer