

SCHEDULE OF FINANCIAL DELEGATIONS AND SUB-DELEGATIONS

Financial delegations and sub-delegations must be exercised in accordance with this schedule, the Procurement Policy, and the Financial and Contract Sub-delegations Procedure. Delegates and sub-delegates cannot exercise a delegation power if the matter has been reserved by Senate.

The sub-delegations in the schedule below are subject to:

- (a) financial limits specified in Column 3 of Schedule 1;
- (b) restriction that sub-delegates may not:
- (i) Incur Expenditure other than for their Organisational Area;
 - (ii) borrow money;
 - (iii) mortgage land owned or leased by the University;
 - (iv) sell land owned or leased by the University;
 - (v) purchase or lease land;
 - (vi) purchase or sell a business, including by the acquisition or transfer of shares in a corporation, or
 - (vii) execute Deeds of Release,

unless an express sub-delegation to do so appears in column 4 of Schedule 1.

Column 1	Column 2	Column 3	Column 4
Sub - delegation Number	Office	Financial Limit (excl GST) Contracts with a Consideration of \$0.00 up to:	Financial Delegation / Sub-delegation
	Senate	Unlimited financial limit. Senate has reserved the following matters: <ul style="list-style-type: none"> • approving the creation, acquisition or additional investment in a: <ul style="list-style-type: none"> ○ controlled entity; ○ non-controlled entity over \$1M; • approving capital expenditure over \$30M to: <ul style="list-style-type: none"> ○ construct a new building or ○ undertake a major refurbishment; • approving the purchase of buildings or land where the transaction value is over \$30M; • approving the purchase of major capital equipment where the transaction value is over \$30M; • approving a joint venture between the University and an external entity or party over \$1M; • approving purchases, internal service charges, reimbursements and enter into contracts for the acquisition of goods and services (excluding capital expenditure) over \$30M. • approving the University borrowing funds or taking loans; • approving the writing off of debts over \$1M. 	
	Vice-Chancellor	\$30 million (inc GST)	Sign all Contracts and MoUs: <ul style="list-style-type: none"> • excluding matters reserved for Senate; • including all sub-delegations below.
		\$15 million (incl GST)	Incur expenditure not included in budget. Out of budget expenditure must be reported to the Senate Finance Committee.

Column 1	Column 2	Column 3	Column 4
Sub - delegation Number	Office	Financial Limit (excl GST) Contracts with a Consideration of \$0.00 up to:	Financial Delegation / Sub-delegation
1	Chief Operating Officer	\$5 million	Expend capital to construct a new building or undertake a major refurbishment
		\$10 million	Purchase buildings or land (domestic)
		\$10 million	Refund unspent grant funds on completion or relinquishment of the grant
		\$100,000	Write off debt
		\$5 million	Write down or write off stores/inventory
		\$5 million	Write off library materials
		\$5 million	Write off assets that are damaged, stolen or missing
		\$5 million	Settle insurance claims; disburse insurance claim payments
		\$5 million	Make ex-gratia payments for personal injury or property loss sustained by a third party
		\$10 million	Purchase insurance policies
		\$500,000	Pay workers' compensation self-insurance claims
		\$10 million	Incur Expenditure
\$10 million	Take Appropriate Measures to recover debts owed to UQ.		
2	Provost	\$10 million	Incur Expenditure
	Deputy Vice-Chancellor	\$5 million	Incur Expenditure
	Pro Vice-Chancellor	\$1 million	Incur Expenditure
	Executive Dean	\$1 million	Incur Expenditure
	Institute Director	\$1 million	Incur Expenditure
	Chief Information Officer	\$5 million	Incur Expenditure
	Director Property and Facilities	\$5 million	Incur Expenditure
	Associate Director Property and Facilities	\$1 million	Incur Expenditure
3	Chief Financial Officer	\$25 million	Pay contractual Treasury obligations
		\$25 million	Pay taxation
		\$25 million	Open UQ bank accounts
		\$25 million	Enter forward exchange contracts
		\$2 million	Refund student fees from overpayments and cancellations
		\$50,000	Write off debt
		\$100,000	Write down or write off stores/inventory
		\$5 million	Write off library materials
		\$1 million	Write off assets that are damaged, stolen or missing
		\$500,000	Refund unspent grant funds on completion or relinquishment of the grant
		\$10,000	Make ex-gratia payments for personal injury or property loss sustained by a third party
		\$2 million	Incur Expenditure
\$5 million	Take Appropriate Measures to recover debts owed to UQ.		
4	Directors, Deputy Directors, Associate Directors except those listed in delegations below	\$200,000	Incur Expenditure
5	Head of School	\$200,000	Incur Expenditure
		\$10,000	Write off assets that are damaged, stolen or missing

Column 1	Column 2	Column 3	Column 4
Sub - delegation Number	Office	Financial Limit (excl GST) Contracts with a Consideration of \$0.00 up to:	Financial Delegation / Sub-delegation
	President Academic Board	\$200,000	Incur Expenditure
	Deputy Executive Dean	\$200,000	Incur Expenditure
	Academic Dean	\$200,000	Incur Expenditure
	Associate Dean	\$200,000	Incur Expenditure
	Deputy Head of School	\$200,000	Incur Expenditure
	Professor and Director Carbon Capture	\$200,000	Incur Expenditure
	Professor and Director Dow Centre	\$200,000	Incur Expenditure
	Medical Dean	\$200,000	Incur Expenditure
	Research Dean	\$200,000	Incur Expenditure
	Director Biological Resources	\$200,000	Incur Expenditure
	Chief Executive Officer University of Queensland Press	\$200,000	Incur Expenditure
	University Librarian	\$200,000	Incur Expenditure
	Faculty Executive Manager	\$200,000	Incur Expenditure
6	Director Health, Safety and Wellness	\$500,000	Pay workers' compensation self-insurance claims
		\$200,000	Incur Expenditure
	Director Governance and Risk	\$500,000	Settle insurance claims; disperse insurance claim payments
		\$200,000	Purchase insurance policies
		\$200,000	Incur Expenditure
	Chief Marketing and Communications Officer	\$300,000	Incur Expenditure
	General Counsel	\$200,000	Incur Expenditure
	Executive Director, QGHA, Office of Deputy Vice-Chancellor (Research)	\$100,000	Incur Expenditure
	Deputy Director Operations Social Science Research Institute	\$100,000	Incur Expenditure
	Deputy Director Global Engagement	\$100,000	Incur Expenditure
	Director Centre for Integrated Preclinical Drug Development, Centre for Clinical Research	\$100,000	Incur Expenditure
	Director, UQ Protein Expression Facility	\$100,000	Incur Expenditure
	Director, iLab, Global Engagement & Entrepreneurship	\$100,000	Incur Expenditure
	Deputy Director Human Resources	\$100,000	Incur Expenditure
	Deputy Director Institute for Advanced Studies in the Humanities	\$100,000	Incur Expenditure
Associate Director Campus Ops, Asset Services (Property & Facilities)	\$100,000	Incur Expenditure	
Associate Director Infrastructure & Sustainability, Engineering Services (Property & Facilities)	\$100,000	Incur Expenditure	

Column 1	Column 2	Column 3	Column 4
Sub - delegation Number	Office	Financial Limit (excl GST) Contracts with a Consideration of \$0.00 up to:	Financial Delegation / Sub-delegation
	Associate Director Project Delivery, Construction Services (Property & Facilities)	\$100,000	Incur Expenditure
	Associate Director, Plan/Property, Planning Services (Property & Facilities)	\$100,000	Incur Expenditure
	Associate Director, Enterprise Risk Services	\$100,000	Incur Expenditure
	Associate Director, Procurement	\$100,000	Incur Expenditure
	Associate Director, Workplace Diversity and Inclusion	\$100,000	Incur Expenditure
	Associate Director Legal Services	\$100,000	Incur Expenditure
	Deputy Director (Strategy and Operations) Institute of Social Science Research	\$100,000	Incur Expenditure
	Director Global Engagement	\$100,000	Incur Expenditure
	Director Research Computing Centre	\$100,000	Incur Expenditure
	Director Research Data Services	\$100,000	Incur Expenditure
	Director University of Queensland Art Museum	\$100,000	Incur Expenditure
	Professor and Director Centre for Applications in Natural Resource Mathematics	\$100,000	Incur Expenditure
	Director Executive Education UQ Business School	\$50,000	Incur Expenditure
	Director Student Employability Centre	\$50,000	Incur Expenditure
	Associate Director Workplace Relations	\$50,000	Incur Expenditure
	Associate Director The University of Queensland Art Museum	\$50,000	Incur Expenditure
	Head of Rural Clinical School	\$50,000	Incur Expenditure
	Head of Clinical Unit	\$50,000	Incur Expenditure
	Director Centre Health Services Research	\$50,000	Incur Expenditure
	Director Child Health Research Centre	\$50,000	Incur Expenditure
	Director Mater Research Institute	\$50,000	Incur Expenditure
	Director of Studies Institute of Continuing and TESOL Education	\$50,000	Incur Expenditure
	Director Student Administration	\$50,000	Incur Expenditure
	Director Student Services	\$50,000	Incur Expenditure
	Director UQ Diamantina Institute	\$50,000	Incur Expenditure
	Director Gatton Campus	\$50,000	Incur Expenditure
	Associate Director Management Information	\$20,000	Incur Expenditure
	Director Development and Philanthropy	\$20,000	Incur Expenditure
	Director of Studies Institute of Modern Languages	\$20,000	Incur Expenditure
	Director Domestic Students	\$20,000	Incur Expenditure
	Publisher University of Queensland Press	\$20,000	Incur Expenditure

Column 1	Column 2	Column 3	Column 4
Sub - delegation Number	Office	Financial Limit (excl GST) Contracts with a Consideration of \$0.00 up to:	Financial Delegation / Sub-delegation
7	Associate Director Corporate Finance	\$200,000	Refund student fees from overpayments and cancellations.
		\$50 million	Pay contractual Treasury obligations
		\$10 million	Pay taxation
		\$200,000	Incur Expenditure
		\$25,000	Write off debt
		\$25,000	Write off assets that are damaged, stolen or missing
	Associate Director Financial Operations	\$200,000	Refund student fees from overpayments and cancellations
		\$200,000	Incur Expenditure
	Finance Manager	\$100,000	Incur Expenditure
	School Manager	\$100,000	Incur Expenditure
		\$50	Refund of swipe and ID card deposits
	Manager, Special Projects (Property and Facilities)	\$100,000	Incur Expenditure
Manager, Campus Services (Property and Facilities)	\$100,000	Incur Expenditure	
Manager Contract & Grants	\$200,000	Refund unspent grant funds on completion or relinquishment of the grant	
8	Administrative Manager	\$50,000	Incur Expenditure
	Manager Insurance Services	\$100,000	Settle insurance claims; Disperse insurance claims proceeds
		\$50,000	Incur Expenditure
	Executive Officer	\$50,000	Incur Expenditure
	Financial Services Coordinator	\$50,000	Incur Expenditure
	Manager Workplace Injury Management	\$50,000	Pay workers' compensation self-insurance claims
	Senior Management Accountant	\$50,000	Incur Expenditure
9	Manager Collections and Receivables	\$20,000	Refund student fees from overpayments and cancellations
	Management Accountant	\$20,000	Incur Expenditure
	Senior Finance Officer	\$20,000	Incur Expenditure
	Senior Administrative Officer	\$20,000	Incur Expenditure
		\$50	Refund of swipe and ID card deposits
10	Finance Officer	\$5,000	Incur Expenditure
	Administrative Officer	\$5,000	Incur Expenditure
	Head, Halls of Residence	\$2,000	Write off Halls of Residence Debts
11	Manager Transport Systems	\$200	Write off parking infringements
	Finance Officer Transport Systems	\$200	Write off parking infringements

Definitions for Financial Sub-delegation Instrument	
Appropriate Measures	for recovering debts due and owing to UQ includes: <ul style="list-style-type: none"> (a) resorting to and calling upon any bank guarantee, security deposit, bond, parent company guarantee or similar instrument; (b) issuing and enforcing letters of demand; (c) taking all other lawful measures to recover the debt including legal action against UQ's debtor.

Deed of Release	includes any: (a) contract or deed of release of obligations; (b) deed of release, discharge or settlement, documenting the satisfaction, cessation or settlement of any claim, dispute or litigation or any document, however described or titled, of corresponding or similar effect to (a) and (b) above.
Incur Expenditure	means to pay, or approve the payment of, money or money's worth, for University purposes, including: (a) paying for goods or services ordered or received by the University; (b) discharging properly incurred debts or statutory liabilities; or (c) in the discharge of any other legal obligation of the University, as evidenced by an account, invoice, contract, notice or a legal demand up to the Delegate's Financial Limit specified in in Column 3; but excludes: (i) borrowing money; (ii) mortgaging land owned or leased by the University; (iii) selling land owned or leased by the University; (iv) purchasing or leasing other land; or (v) purchasing or selling a business, including by the acquisition or transfer of shares in a corporation; (vi) executing or signing any Deed of Release, unless an express sub-delegation to do so appears in Column 4 of Schedule 1.
including	means 'including without limit' and 'includes' has a corresponding meaning.
Office	means an office, position or appointment of the University which includes in its title or position description, the title or designation of the office in Column 2.
Organisational Area	means the administrative area, centre, faculty, institute, school, unit or other managerial division of the University, however described from time to time, for which a delegate is responsible or carries fiscal responsibility.
University	means The University of Queensland ABN 63 942 912 648.