

USER CHARGING POLICY (FMPM)



CONTENTS

| | | |
|---|---|---|
| 1 | PURPOSE..... | 1 |
| 2 | SCOPE..... | 1 |
| 3 | POLICY STATEMENT | 1 |
| | System for user charging | 1 |
| | Establishment of charges | 2 |
| | Review of charges..... | 2 |
| | Consultancy Activities and Research Projects..... | 2 |
| 4 | RESPONSIBILITIES | 2 |
| | Compliance, monitoring and review..... | 2 |
| | Reporting..... | 2 |
| | Records management | 2 |
| 5 | DEFINITIONS | 3 |
| | Terms and definitions..... | 3 |
| 6 | RELATED LEGISLATION AND DOCUMENTS..... | 3 |
| 7 | FEEDBACK..... | 3 |
| 8 | APPROVAL AND REVIEW DETAILS..... | 3 |

1 PURPOSE

- 1.1 The purpose of this policy is to provide direction on the identification, establishment, review, monitoring and approval of fees and charges levied by the University to its customers.
- 1.2 This policy also contributes towards meeting the University's obligations under the [Financial and Performance Management Standard 2009](#) by ensuring the effective management of its revenue by setting charges for goods or services provided.

2 SCOPE

- 2.1 This policy applies to all fees and charges levied by the University and to all staff responsible for the establishment, review, monitoring, approval and levying of fees in accordance with the [Delegation of Authority Policy \(FMPM\)](#) and organisational structure of the Finance and Planning Division.

3 POLICY STATEMENT

- 3.1 The [Financial Management Practice Manual](#) (FMPM) is the University's financial management policy framework. As such, this policy forms part of and must be read in conjunction with the FMPM.

System for user charging

- 3.2 The University will develop and implement systems for the charging of goods and services provided at a rate which accurately reflects the cost of providing the related goods or service.
- 3.3 Responsibility centre managers will ensure, where appropriate, that charges for goods and services provided by the University are raised.

Establishment of charges

- 3.4 The University Council is responsible for approving any charges defined as a Council Charge.
- 3.5 All charges not defined as a Council Charge may be established in accordance with the [Delegation of Authority Policy \(FMPM\)](#).

Review of charges

- 3.6 Where a new charge is established, the responsibility centre manager responsible for establishing and/or implementing the charge will ensure that an annual review of the charge is undertaken and that the review process is documented.
- 3.7 Where an existing charge is in place, the manager responsible for the administration of the charge will also be responsible for the annual review of the charge. The manager will document the review process. Upon the completion of the review process, the manager will recommend to their respective responsibility centre manager if an existing charge is to be significantly varied or that a new charge is to apply.
- 3.8 Any recommendation for a charge to be varied must be accompanied by a report from the manager who will include the following:
- reasons for the changes
 - recommended new charge level, with an analysis of the incremental income expected to be generated, and
 - an analysis of any potential detrimental effect that may result from the proposed change in the charge.
- 3.9 Variation to charges defined as Council Charges is to be forwarded to the University Council for approval.
- 3.10 Variations to charges other than those defined as Council Charges may be approved in accordance with the [Delegation of Authority Policy \(FMPM\)](#).

Consultancy Activities and Research Projects

- 3.11 For direction in relation to the pricing and costing of official University consultancies and research projects, refer to the [Paid Outside Work Procedure](#), and the [Research Projects Policy and Procedure](#).

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Deputy Director, Financial Accounting and Operations is responsible for managing the implementation of this policy and for ensuring that its provisions are adhered to and applied consistently across the University by way of regular monitoring and compliance.
- 4.2 The University Council and Responsibility Managers are responsible for ensuring compliance with this policy in accordance with the [Delegation of Authority Policy \(FMPM\)](#) in the establishment and review of University charges.
- 4.3 Compliance and monitoring is assessed through monthly reconciliations and regular analytical reviews.

Reporting

- 4.4 There are no additional reporting requirements.

Records management

- 4.5 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

5 DEFINITIONS

5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Council charges: Tuition Fees; and Student Services and Amenities Fees.

6 RELATED LEGISLATION AND DOCUMENTS

[Business Case Procedure](#)

[Business Case Template](#)

[Delegation of Authority Policy \(FMPM\)](#)

[Financial Accountability Act 2009](#)

[Financial and Performance Management Standard 2009](#)

[Financial Management Practice Manual](#)

[Paid Outside Work Procedure](#)

[Research Projects Policy and Procedure](#)

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

| Approval and Review | Details |
|--|---|
| Approval Authority | Council |
| Advisory Committee to Approval Authority | Audit, Risk and Finance Committee |
| Administrator | Deputy Vice-Chancellor (Finance and Planning) |
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| Notes | |