

Approved Internal Charges List 2019

Approving authority	Vice President (Corporate Services)
Approval date	16 December 2018
Advisor	Senior Finance Business Partner (Corporate) Finance k.marx@griffith.edu.au (07) 373 56584
Next scheduled review	2019
Document URL	http://policies.griffith.edu.au/pdf/Approved Internal Charges List.pdf
TRIM document	2018/0000153
Description	This document provides information on the application of internal charge costs across elements within the University. This document is a supplement to the Internal Charges Policy.

Related documents

[Finance Management Practice Manual](#)

[Internal Charges Policy](#)

[Internal Charges Policy Schedule IC-AEL-01: Liveworm Studio](#)

[Internal Charges Policy Schedule IC-AEL-02: LiveImage Digital Colour Printing & Scanning](#)

[Internal Charges Policy Schedule IC-AEL-04: Functions and Events at Queensland Conservatorium](#)

[Internal Charges Policy Schedule IC-AEL-05: Hire of Musicians via the Queensland Conservatorium LiveMusic](#)

[Internal Charges Policy Schedule IC-AEL-06: Social Analytics Lab \(SAL\)](#)

[Internal Charged Policy Schedule IC-ANI-01: Animal Facilities](#)

[Internal Charges Policy Schedule IC-GLY-01: Glycomics Facilities](#)

[Internal Charges Policy Schedule IC-HTH-02: Clinical Trial Unit](#)

[Internal Charges Policy Schedule IC-HTH-03: Randomisation Service](#)

[Internal Charges Policy Schedule IC-HTH-04: Griffith Health Clinics](#)

[Internal Charges Policy Schedule IC-SCG-01: Surcharge for Mechanical and Electronics Workshops](#)

[Internal Charges Policy Schedule IC-SCG-02: Technical Stores](#)

[Internal Charges Policy Schedule IC-SCG-03 Isotope Services](#)

[Internal Charges Policy Schedule IC-SCG-06: Analytical Laboratory](#)

[Internal Charges Policy Schedule IC-SCG-07: ANFF Equipment Usage](#)

[Internal Charges Policy Schedule IC-SCG-08: GRIDD Cell Biology Lab](#)

[Internal Charges Policy Schedule IC-SCG-09: GRIDD Imaging and Analysis](#)

[Internal Charges Policy Schedule IC-SCG-10: GRIDD HRMS Facility](#)

[Internal Charges Policy Schedule IC-SCG-11: GRIDD NatureBank](#)

[Internal Charges Policy Schedule IC-SCG-12: GRIDD NMR Equipment](#)

[Internal Charges Policy Schedule IC-SCG-13: Compounds Australia](#)

[Internal Charges Policy Schedule IC-SCG-14: NSC NMR Equipment](#)

[Internal Charges Policy Schedule IC-SCG-15: ARI – Optical Dating Lab](#)

[Internal Charges Policy Schedule IC-SCG-16: ARI & ENV – Motor Vehicles](#)

[Internal Charges Policy Schedule IC-SCG-17: ARI – Ecology & Microbiology Lab](#)

[Internal Charges Policy Schedule IC-SCG-18: App Factory Student Enterprise](#)

[Internal Charges Policy Schedule IC-SCG-19: CCEE Major Equipment](#)

[Internal Charges Policy Schedule IC-SCG-20: ADaPT 1.0 – Advanced Design and Prototyping Technologies 1.0](#)

ELEMENT	CHARGE ID	CHARGE DESCRIPTION	CHARGE BY	SCHEDULE NUMBER (IF APPLICABLE)	SPECIFIC COMMENTS
Arts, Education and Law Group (AEL)	AEL01	Liveworm Studio Charges	As per Schedule	IC-AEL-01	Internal and external design services provided by Liveworm Studios. Charges range from the production of posters and brochures to digital images/designs. Quotations are provided after the work is scoped.
	AEL02	LiveImage Digital Colour Printing & Scanning Service (Southbank)	As per Schedule	IC-AEL-02	Internal and external photography related services provided by Liveimage. Services provided range from digital colour printing and scanning to the sale of photography supplies. Quotations are provided after the work is scoped.
	AEL03	LiveLab	Crew rate (students) charged up to \$60 per person per day; GFS gear & facilities charged at 20% of commercial rate All other costs charged at 100% recovery including sessional employees		Internal film and production related services provided by LiveLab. Quotations are provided after the work is scoped.
	AEL04	Functions and Events at Queensland Conservatorium	As per Schedule	IC-AEL-04	Contact Venue operations for quotes (x56242). Tours directly related to QCGU student recruitment or venue hire will be free of charge. Charges cover venue hire, associated casual staff costs and directly related expenses. Bar tabs will also be internally charged.
	AEL05	Hire of musicians via the Performers Agency	Dependent upon requirements (e.g. number of performers and instruments required) - As advised by Performers Agency	IC-AEL-05	Quotations are based on the number of musicians and the length of the event and if there are any associated costs, i.e. travel time.. Contact Young Conservatorium for quotes. (x56375)
	AEL06	Social Analytics Lab (SAL)	As per Schedule	IC-AEL-06	Charges relate to the set up and on-going management of projects and the induction of researchers into the Social Analytics Lab (SAL).

ELEMENT	CHARGE ID	CHARGE DESCRIPTION	CHARGE BY	SCHEDULE NUMBER (IF APPLICABLE)	SPECIFIC COMMENTS
Animal Facilities (ANI)	ANI01	Animal Facilities	As per Schedule	IC-ANI-01	Griffith staff operate Animal Facilities (AF) on the Nathan and GC campuses. AF staff purchase animals on behalf of research clients and pass on costs directly. Charges are inclusive of: (1) an "agistment" charge for each animal (bedding, food etc.) based on average consumable costs and (2) a small cost for technical/surgical procedures on animals.
Campus Life (CLF)	CLF01	Food Services functions	Full cost recovery - charge per Event		Costs associated with provision of food service activities for the university. Catering at Griffith, (x55281), catering@griffith.edu.au http://www.griffith.edu.au/catering
	CLF02	Memorabilia	Full cost recovery - charge per Item		Costs associated with provision of University gifts and memorabilia (x55644), http://www.griffith.edu.au/memorabilia
	CLF03	Visitor Accommodation	Full cost recovery - charge per Day (accommodation), actual costs (airport transfers)		Costs associated with provision of accommodation services within University residences including homestay activities and associated airport transfers (x57889).
Institute for Glycomics (GLY)	GLY01	Glycomics Facility	As per Schedule	IC-GLY-01	The Institute for Glycomics operates HPLC, Glycan Array, MoFlo and Glycobiological facilities. Facilities can be accessed by Glycomics and other Griffith University staff with internal charges set at a rate to cover an operator salary, instrument maintenance and consumables.
Health Group (HTH)	HTH02	Clinical Trial Unit Charges	As per Schedule	IC-HTH-02	The Clinical Trial Unit charges are set to recover the costs incurred as a direct result of providing CTU services to the internal users.
	HTH03	Randomisation Service	As per Schedule	IC-HTH-03	Charges related to the provision of an online randomisation service to staff and HDR students undertaking a clinical research trial requiring a non-biased allocation of participants to treatment groups.
	HTH04	Griffith Health Clinics	As per Schedule	IC-HTH-04	Charge relates to the provision of health and consultancy services within the Griffith Health Clinics.

ELEMENT	CHARGE ID	CHARGE DESCRIPTION	CHARGE BY	SCHEDULE NUMBER (IF APPLICABLE)	SPECIFIC COMMENTS
Griffith Sciences (SCG)	SCG01	Mechanical and Electronics Workshops	As per Schedule	IC-SCG-01	Charges pertaining to the Technical Services, mechanical and electronics workshops. Charges are based on an hourly rate with an additional cost for parts & materials, if applicable..
	SCG02	Technical Stores	As per Schedule	IC-SCG-02	The Technical Stores bulk purchase laboratory consumables, health and safety attire for staff and students, and laboratory kits, and on-sell course notes. Purchasing in bulk provides considerable savings for elements. The cost to elements in most cases is still less than individual purchases.
	SCG03	ARI - Isotype Services	As per Schedule	IC-SCG-03	The rates factor in operator costs, stand-by consumables, as well as equipment servicing and parts and are the basic rate able to be charged (i.e. at cost).
	SCG06	Analytical Laboratory	As per Schedule	IC-SCG-06	Charges are cost recovery for consumables, maintenance and equipment replacement.
	SCG07	ANFF Equipment Usage	As per Schedule	IC-SCG-07	The Australian National Fabrication Facility (ANFF) provides access to nano and microfabrication facilities to all Australian researchers. The Access and the rates are set by the Australian National Fabrication Facility Access and Pricing Policy (http://www.anff.org.au/sites/all/files/access_and_pricing_policy.pdf)
	SCG08	GRIDD – Cell Biology Lab	As per Schedule	IC-SCG-08	Charges pertain to consumables and equipment usage in the Griffith Institute for Drug Discovery (GRIDD) Cell Biology Lab.
	SCG09	GRIDD Imaging and Analysis	As per Schedule	IC-SCG-09	Charges pertain to the use of major biology equipment at the Griffith Institute for Drug Discovery (GRIDD), particularly for microscopy, imaging and quantitative analysis.
	SCG10	GRIDD HRMS Facility	As per Schedule	IC-SCG-10	Charges pertaining to the use of the Griffith Institute of Drug Discovery's (GRIDD) High Resolution Mass Spectrometry equipment.
	SCG11	GRIDD NatureBank	As per Schedule	IC-SCG-11	Charges pertaining to the access of biota from the Griffith Institute for Drug Discovery (GRIDD).
	SCG12	GRIDD NMR Equipment	As per Schedule	IC-SCG-12	Charges pertaining to the use of the Griffith Institute for Drug Discovery's (GRIDD) NMR and LC-MS equipment.
	SCG13	Compounds Australia	As per Schedule	IC-SCG-13	Compounds Australia is Australia's only dedicated compound management facility. Charges are for access to this national resource that allows chemists to deposit small molecules into a central repository for quick and efficient access by life science research teams.
	SCG14	NSC NMR Equipment	As per Schedule	IC-SCG-14	Charges pertaining to the recovery of the costs of the consumables required annually by the NMR spectrometers housed within the Griffith University Magnetic Resonance Facility.
	SCG15	ARI – Optical Dating Lab	As per Schedule	IC-SCG-15	Charges pertaining to the analysis of sediment samples by the Australian Rivers Institute, to provide dating information.
	SCG16	Sciences Group – Motor Vehicles	As per Schedule	IC-SCG-16	Charges for vehicle usage for project specific work undertaken in the Sciences Group including Australian Rivers Institute (ARI) and the School of Environment (ENV).
	SCG17	ARI – Ecology & Microbiology Lab	As per Schedule	IC-SCG-17	Charges pertaining to the suite of field and laboratory equipment collectively referred to as the Ecology and Microbiology Laboratory in the Australia Rivers Institute (ARI)

ELEMENT	CHARGE ID	CHARGE DESCRIPTION	CHARGE BY	SCHEDULE NUMBER (IF APPLICABLE)	SPECIFIC COMMENTS
Griffith Sciences (SCG)	SCG18	App Factory Student Enterprise	As per Schedule	IC-SCG-18	Charges pertaining to the operation of the Griffith University App Factory Student Enterprise. Hourly rates are dependent on the developer level utilized.
	SCG19	CCEE Major Equipment	As per Schedule	IC-SCG-19	Charges pertaining to the usage of a suite of major equipment operated and maintained by the Griffith University Centre for Clean Environment and Energy (CCEE). Hourly rates are listed for each piece of equipment.
	SCG20	ADaPT 1.0 – Advanced Design and Prototyping Technologies 1.0	As per Schedule	IC-SCG-20	Charges pertaining to the services provided by ADaPT 1.0 facilities – Advanced Design and Prototyping Technologies 1.0.