Position Specific

Category 1: "Position Specific" General Expenditure Delegations:

Category 1 <u>General Expenditure</u> Delegations relate specifically to the position designated. Officers occupying these positions automatically hold a general expenditure delegation up to the amount specified (inclusive of GST) as the manual provides the full authority for these officers to exercise their delegations. Officers **officially** acting in a position also hold the associated delegations automatically.

Officers who possess a general expenditure delegation may exercise that delegation on any item of expenditure with the exception of those items which have been identified as requiring a Specific delegation (See Specific Delegations).

Executive Council has approved the following category 1 general expenditure delegations for the Minister and the Director-General while the Director-General has approved the remainder:

Central Office		Regional / Educat Districts	lonal	School	37	TAFE Institutes	
Minister	\$3,000,000	Regional Executive Directors Regional Directors (VET)	\$200,000	Principal (Note 1)	Limit of Bank Account up to maximum of \$250,000	Institute Director	\$200,000
Director-General	\$1,500,000	Executive Director (Schools)	\$85,000			Director	\$85,000
DDG,ADG CAPS, ADG PRP and ADG OSIT	\$750,000	Regional Managers	\$25,000			Manager	\$35,000
Assist. Director- General Executive Director	\$300,000	Principal Advisor (Education Services)	\$25,000			Faculty Director	\$35,000

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Industry Development (VET)						<u> </u>	
General Manager, Director (Education) Director (VET Resource Mgt)	\$150,000	Principal Advisor (Regional Services)	\$25,000				
Assistant Director (Education) Director (VET)	\$85,000	PCAP Coordinator	\$25,000				
Manager	\$35,000	Chair, Secretary and Treasurer of Regional Sport Committee	\$5,000				
Chair, Secretary and Treasurer of Specific Sport Committees	\$5,000		9/3				
Note 1:	Purchasing of	delegations, school budg	ets and commi	tree structure	es are to be observed.		

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Department of Education, Training and Employment

ast Updated: June 2012				Reg	gional Offi	ce							Schools													TAFE Insti	itutes				
Delegation Type	Expenditure / Revenue	Assistant Regional Director (School Performance)	Regiona Manager	Regional Finance Manager	Regional Facilities Manager	Regiona Resource Manage	Principa Advisor (Regions Services	Principal Advisor of (Education Services)	All Other Positions	Chair, Secretary and Treasurer of Specific Sport Committees	of Principal	Executive Principe (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no BSM)	Head of Department	All Other Positions	Institute Director SES 3	Institute Director/ General Manager - SES 2	Institute Director, SCIT	Semi- Commercialised Operating Model - Assistant/Deputy Institute Director	Semi- Commercialised Operating Model - Finance/Corporate Services Director	Semi- Commercialised Operating Model - Director, Education Services (or equivalent)	Semi- Commercialised Operating Model - A Director in a TAFE Institute	Semi- Commercialised Operating Model - Manager, Finance	Semi- Commercialised Operating Model - Manager, Business Development Service (or equivalent)	Semi- Commercialised Operating Mode Manager	Semi- Commercialised Operating Model Customer Service Officer/Cashier Supervisor/Team Leader	Assistant/D eputy	TAFE Institute - Finance/Corporate Services Director	TAFE Institute - Director, Education Services (or equivalent)	n A Director in a TAFE institute
General	General Expenditure Delegations	\$85,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	Registered Office Holder	\$5,000	\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank accour whichever is less	f Registered of Office Holder	d Registered Office Holder	Registered Office Holder	Registered Office Holder	\$750,000	\$350,000	\$350,000	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Periodic	Administered Payments made through GAPS																														
Periodic	Annual Leave Central Scheme and Long Service Leave Levy Payments																					△	10	3)							
Periodic	Audit Fees (QAO)																														
Periodic	Bank Charges (All Departmental Bank Accounts)																														
Periodic	Bank Charges (TAFE)																*	-	*/	\(\frac{1}{2} \)		*	*	*	*	~		~	*	*	*
Periodic	Bank Charges (School Bank Accounts)	-									*	*																			
Periodic	Building Maintenance (Note: Relates to Qbuild Maintenance Contracts.)																														
Periodic	Bulk Postage													77		10		7													
Periodic	Bulk Postage (TAFE)														1	377	*	1	-	~	*	•	~	1	*	~		1	*	*	~
Periodic	Bulk Postage (Schools)	*									*	*	1																		
Periodic	Capital Works (Tertiary Institutions)																														
Periodic	Cleaning											(())																			
Periodic	Cleaning (TAFE)																1	-	~	1		* ·	1	× '	*	*		*	1	*	*
Periodic	Commercial Leasing								16		<i>></i>																				
Periodic	Commercial Leasing (TAFE)							(0									1	1	4												
Periodic	Copyright Licence Agreement				1-0	16																									
Periodic	Fringe Benefits Tax			1																											
Periodic	Fuel																														
Periodic	Fuel (Schools)	*											~																		
Periodic	Goods and Services Taxation (GST)																														
Periodic	Grants to agencies, boards and outside organisations																														

Separation of Education Training and Engloyment

Last Updated: June 2012				Regi	ional Offic	e							Schools													TAFE Instit	tutes				
Delegation Type	Expenditure / Revenue	Assistant Regional Director (School Performance)	Regional Manager	Regional Finance Manager	Regional Facilities Manager	Regional Resources Manager	Principal Advisor (Regional Services)	Principal Advisor (Education Services)	All Other Positions	Chair, Secretary and Treasurer of Specific Sport Committees	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no BSM)	Head of Department	All Other Positions	Institute Director SES 3	Institute Director/ General Manager - SES 2	Institute Director, SCIT	Semi- Commercialised Operating Model - Assistant/Deputy Institute Director	Semi- Commercialised Operating Model - Finance/Corporate Services Director	Semi- Commercialised Operating Model - Director, Education Services (or equivalent)	Semi- Commercialised Operating Model - A Director in a TAFE Institute	Semi- Commercialised Operating Model - Manager, Finance	Semi- Commercialised Operating Model - Manager, Business Development Service (or equivalent)	Semi- Commercialised Operating Model Merager	Semi- Commercialised Operating Model - Customer Service Officer/Cashier Supervisor/Team Leader	Annalis de	TAFE Institute - Finance/Corporate Services Director	TAFE Institute - Director, Education Services (or equivalent)	A Director in a TAFE Institute
General	General Expenditure Delegations	\$85,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	Registered Office Holder	\$5,000	school bank account	\$250,000 or limit of school bank account whichever is less	Office	Registered Office Holder	Registered Office Holder	Registered Office Holder	\$750,000	\$350,000	\$350,000	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Offica Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Periodic	Grants to TAFE Institutes, Regions/Business Units																														
Periodic	Home Stay Accounts / Accommodation / Rental - Guest Teacher Programs										1 7 1												100	M							
Periodic	HRG Travel & Cabcharge Accounts																						1								
Periodic	Maintenance Contracts for Information Technology and Telecommunications																				B		5								
Periodic	Maintenance Contracts for Information Technology and Telecommunications (TAFE)																*	2	*		1	×,			*	*		-	4	*	*
Periodic	Maintenance Contracts for Information Technology and Telecommunications (Schools)										*	*																			
Periodic	Pay As You Go (PAYG) Taxation																6														
Periodic	Payment of Superannuation Contributions to the Government Superannuation Office															1		9													
Periodic	Payments to Shared Service Providers														1 3																
Periodic	Payments to Suppliers Under Agreements Managed by Skills Investment													3																	
Periodic	Payroll Processing Charges																														
Periodic	Payroll Tax																														
Periodic	Queensland Government Insurance Fund (QGIF)																														
Periodic Periodic	Removal Expenses (Public Servants) Removal Expenses (All Officers)									9							*	*	1	*								-			
Periodic	School Grants (Semester and Per Capita)				8										- 0																
Periodic	School transport assistance program for students with disabilities																														
Periodic	Security																														
Periodic	Security (TAFE)																	-								4					

Department of Education, Training and Employment

Last Updated: June 2012				Reg	gional Offic	ce							Schools													TAFE Insti	tutes				
Delegation Type	Expenditure / Revenue	Assistant Regional Director (School Performance)	Regional Manager	Regional Finance Manager	Regional Facilities Manager	Regional Resource Manager	Principe Advisor (Region Services	Principal Advisor (Education (Services)	All Other Positions	Chair, Secretary and Treasurer of Specific Sport Committee	of Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no BSM)	Head of Department	All Other Positions	Institute Director SES 3	Institute Director/ General Manager - SES 2	Institute Director, SCIT		Semi- Commercialised Operating Model - Finance/Corporate Services Director		Semi- Commercialised Operating Model - A Director in a TAFE Institute	Semi- Commercialised Operating Model - Manager, Finance	Business		Semi- Commercialised Operating Model - Customer Service Officer/Cashier Supervisor/Team Leader	Assistant/D eputy	TAFE Institute - Finance/Corporate Services Director	TAFE Institute - Director, Education Services (or equivalent)	n A Director in a TAFE Institute
General	General Expenditure Delegations	\$85,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	Registered Office Holder	\$5,000	\$250,000 or limit of school bank accour- whichever is less	f \$250,000 or limit of school bank account whichever is less	Registered of Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	\$750,000	\$350,000	\$350,000	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registe ed Crice	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Periodic	Staff Recruitment (Personnel Vacancies)																														
Periodic	Staff Recruitment (Personnel Vacancies) - (Schools)										12	~												7							
Periodic	Transfer funds between departmental bank accounts																														
Periodic	Utilities - Electricity and Gas																														
Periodic	Utilities - Electricity and Gas (Regions)																														
Periodic	Utilities - Electricity and Gas (TAFE)																-	*) <u>}</u>							-					
Periodic	Utilities - Electricity and Gas (Schools)										~	*	~	*			6														
Periodic	Utilities - Garbage																														
Periodic	Utilities - Garbage (TAFE)													10	3	37	*	1	-							*					
Periodic	Utilities - Garbage (Schools)											*	170																		
Periodic	Utilities - Local Authority Charges												Dy																		
Periodic	Utilities - Local Authority Charges (TAFE)									2							*	,	~							,					
Periodic	Utilities - Local Authority Charges (Schools)								(2			,	ż																		
Periodic	Utilities - Sanitation						6		9																						
Periodic	Utilities - Sanitation (TAFE)					(1								-					
Periodic	Utilities - Sanitation (Schools)			5							-		~	*																	
Periodic	Utilities - Telecommunications Data Services			4	>																										
Periodic	Utilities - Telecommunications Data Services (TAFE)																*	*	1												
Periodic	Utilities - Telecommunications Data Services (Schools)										*	4	-	*																	
Periodic	Utilities - Telecommunications Web Services																														
Periodic	Utilities - Telecommunications Telephone Services																														

Decreament of Education, Training and Employment

Last Updated: June 2012				Regi	ional Offic	e							Schools													TAFE Inst	tutes				
Delegation Type	Expenditure / Revenue	Assistant Regional Director (School Performance)	Regional Manager	Regional Finance Managar	Regional Facilities Manager	Regional Resources Manager	Principal Advisor (Regional Services)	Principal Advisor (Education Services)	All Other Positions	Chair, Secretary and Treasurer of Specific Sport Committees	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Cilical	Head of Departmen	All Other Positions	Institute Director SES 3	Institute Director/ General Manager - SES 2	Institute Director, SCIT		Operating Model - Finance/Corporate	Semi- Commercialised Operating Model - Director, Education Services (or equivalent)	Semi- Commercialised Operating Model - A Director in a TAFE Institute	Semi- Commercialised Operating Model - Manager, Finance	Semi- Commercialised Operating Model - Manager, Business Development Service (or equivalent)	Semi- Commercializa Operating Mode Manager		eputy	TAFE Institute - Finance/Corporate Services Director	TAFE Institute - Director, Education Services (or equivalent)	A Director in a TAFE Institute
General	General Expenditure Delegations	\$85,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	Registered Office Holder	\$5,000	\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank accoun whichever is less	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	\$750,000	\$350,000	\$350,000	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registerea Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Periodic	Utilities - Telecommunications Telephone Services (TAFE)																		~							*					
Periodic	Utilities - Telecommunications Telephone Services (Schools)										*			1									10	3							
Periodic	Utilities - Water																						13								
Periodic	Utilities - Water (TAFE)																v	,	1			(G)				*					
Periodic	Utilities - Water (Schools)										~	*																			
Periodic	Vehicle Leasing Payments																														
Periodic	Vehicle Leasing Payments (Regions)				1	*													4												
Periodic	Vehicle Leasing Payments (TAFE)																0		V							*					
Periodic	Vehicle Leasing Payments (Schools)					-					1	V.	-	-																	
Periodic	Workers Compensation Premiums												h /			O'											-				
	Approval of commercial activities in a contestable market													Ø																	
Specific (Expenditure)	Approval to Commence DETE Infrastructure Capital Projects			Up to \$200,000	Up to \$200,000	Up to \$200,000					Up to \$200,000 for school funded projects						Up to \$200,000 for Institute funded projects														
Specific (Expenditure)	Approve Variations to Infrastructure Capital Projects (Not Previously Approved by Executive Council)			Up to \$220,000	Up to \$220,000	Up to \$220,000				5	L'o to \$220,000 for school funded projects						Up to \$220,000 for Institute funded projects														
Specific (Expenditure)	Approve Variations to Infrastructure Capital Projects (Previously Approved by Executive Council)									3																					
Specific (Expenditure)	Approve Expenditure against an Approved Infrastructure Capital Project					1		20)																							
	Approve Expenditure against an Approved Infrastructure Capital Project (Variations)				>																										
Specific (Expenditure)	Approve Expenditure against the Australian- Pacific Technical College project																		\$3 Million			1									

Department of Education, Training and Employment

Last Updated: June 2012				Reg	ional Offic	ce							Schools													TAFE Insti	itutes				
Delegation Type	Expenditure / Revenue	Assistant Regional Director (School Performance)	Regional Manager	Regional Finance Manager	Regional Facilities Manager	Regiona Resource Manager	Principal Advisor (Regional Services	Principal Advisor al (Education Services)	All Other Positions	Chair, Secretary and Treasurer of Specific Sport Committees	Principal	Executive Principa (Cluster Colleges)	Business Services Manager (BSM)	(Onheat	Head of Department	All Other Positions	Institute Director SES 3	Institute Director/ General Manager - SES 2	Institute Director, SCIT	Operating Model - Assistant/Deputy	Semi- Commercialised Operating Model - Finance/Corporate Services Director	Director, Education		Semi- Commercialised Operating Model - Manager, Finance	Semi- Commercialised Operating Model - Manager, Business Development Service (or equivalent)	Semi- Commercialised Operating Model Manage:		Assistent/D eputy	TAFE Institute - Finance/Corporate Services Director	TAFE Institute - Director, Education Services (or equivalent)	A Director in a TAFE Institute
General	General Expenditure Delegations	\$85,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	Registered Office Holder	\$5,000	school bank accoun	\$250,000 or limit of school bank accour whichever is less	nt Office	d Registered Office Holder	Registered Office Holder	Registered Office Holder	\$750,000	\$350,000	\$350,000	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registe ed C#ce	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Expenditure)	Approval to Issue QLD Govt Corporate Cards (Issue Cards with a transaction limit >\$20,000 and a credit limit >\$100,000																							3							
Specific (Expenditure)	Approval to Issue QLD Govt Corporate Cards (Issue Cards with a transaction limit up to \$20,000 and a credit limit up to \$100,000																*	•													
Specific (Expenditure)	Approval to Issue QLD Govt Corporate Cards (Issue Cards with a transaction limit up to \$5,000 and a credit limit up to \$40,000			~		*					*	*		13			<u></u>		*		~								*		
Specific (Expenditure)	Authorising and Verifying Officer (Departmental Bank Accounts)																														
Specific (Expenditure)	Authorising and Verifying Officer (School Bank Accounts)			~		,																									
Specific (Expenditure)	Authority to Approve Student Time to Pay Plans							C											*					*			*		2		
Specific (Expenditure)	Authority to Deal with Property Issues					6		6																							
Specific (Expenditure)	Authority to Deal with Property Issues (Documents)																														
Specific (Expenditure)	Contracts for VET Training Procurement - Administered by IVI																														
	Contracts for VET Training Procurement and Related Services																														
Specific (Expenditure)	Contracts for VET Training Procurement and Related Services (Signing Agreements)																														
Specific (Expenditure)	Debt Management (other than Student Time to Pay Plans)																*		2		*								2		

FINANCE AND ADMINISTRATION DELEG. Last Updated: June 2012 Regional Office Schools TAFE Institutes Semi-Commercialised operating Model Manager. Business Development Service (or equivalent) TAFE
Institute Assistant/D
eputy
Institute
Director Semi-Commercialised Operating Model -Assistant/Deputy Institute Director Semi-Commercialised Operating Model -Finance/Corporate Services Director Semi-Commercialised Operating Model -A Director in a TAFE Institute Commercialised
Operating Model Customer Service
Officer/Cashier
Supervisor/Team
Leader Assistant Regional Director (School Secretary and Treesurer o Specific Sport Institute Director/ General Manager -SES 2 TAFE Institute -Director, Education Services (or equivalent) Semi-Commercialised Operating Model -Manager, Finance Business Services Manager (BSM) Institute Director SES 3 Delegation Type Commercialised
Operating Model
Merager Expenditure / Revenue Principal Finance/Corporate Services Director \$250,000 or limit of \$250,000 or limit of Registered school bank account school bank account whichever is less whichever is less Holder Registered Office Holder Registere Office Holder Registered Office Holder Registered Office Holder legistered Office Holder Registered Office Holder tegistered Office Holder General General Expenditure Delegations \$85,000 \$25,000 \$25,000 \$25,000 \$25,000 \$25,000 \$25,000 \$5,000 \$750.000 \$350.000 \$350.000 Office Holder Specific Expenditure by Regional Facilities Managers under the School Maintenance Investment \$100,000 Specific (Expenditure) **Exclusion from Banking Agreement** Specific (Expenditure) Giving a Gift 1 Giving a Gift - Purchase of Alcohol (DETE) Specific (Expenditure) Giving a Gift - Purchase of Alcohol (DETE International) Giving a Gift - Purchase of Alcohol (Training Specific Giving a Gift - Purchase (Expenditure) Queensland Business) Specific (Expenditure) Giving a Gift - Purchase of Alcohol (Semi-Specific (Expenditure) rants to Student Hostels me Garaging Up to \$1 ICT Project Expenditure Specific (Expenditure) ICT Project Expenditure (Variations for projects not previously approved by Governor in Council) Up to \$1. Specific (Expenditure (Variations for projects (Expenditure) (previously approved by Governor in Council) Specific (Expenditure) Imprest - Accountable Advances 1 Specific (Expenditure)

Initiating Legal Proceedings in the Small Claims

Tribunal and Magistrates Court 1 Specific (Expenditure) Leasing In - Renting or leasing of land, buildings or property from other parties. 1 Specific (Expenditure) Light Aircraft (Charter Approval) (Expenditure) Light Aircraft (Hire Approval)

Department of Education, Training and Employme

Last Updated: June 2012				Reg	gional Offic	ce							Schools													TAFE Instit	tutes				
Delegation Type	Expenditure / Revenue	Assistant Regional Director (School Performance)	Regiona Manager	Regional Finance Manager	Regional Facilities Manager	Regional Resources Menager	Principal Advisor (Regional Services)	Principal Advisor (Education Services)	All Other Tr	Chair, Secretary and reasurer of Specific Sport committees	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Cilical	Head of Department	All Other Positions	Director	Institute Director/ General Manager - SES 2	Director,	Operating Model - Assistant/Deputy	Semi- Commercialised Operating Model - Finance/Corporate Services Director	Semi- Commercialised Operating Model - Director, Education Services (or equivalent)	Semi- Commercialised Operating Model - A Director in a TAFE Institute	Semi- Commercialised Operating Model - Manager, Finance	Semi- Commercialised Operating Model Manager, Business Development Service (or equivalent)	Semi- Commercialised Operating Model Manage		Assistant/D eputy	TAFE Institute - Finance/Corporate Services Director	TAFE Institute - Director, Education Services (or equivalent)	A Director in a TAFE Institute
General	General Expenditure Delegations	\$85,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	Registered Office Holder	\$5,000	\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank accoun whichever is less	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	\$750,000	\$350,000	\$350,000	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Expenditure)	Maintenance Expenditure				\$150,00	\$150,000	0																								
Specific (Expenditure)	Memorandum of Understanding																							5							
Specific (Expenditure)	Operating Leases of Plant and Equipment																														
Specific (Expenditure)	Overseas Travel (Approval)																					5									
Specific (Expenditure)	Overseas Travel (Payment of Expenses)										12	2					- 2														
Specific (Expenditure)	Payments made in relation to the Public Private Partnerships (PPP)																0														
Specific (Expenditure)	Personal Phone Reimbursement (Members of EMG)													100																	
Specific (Expenditure)	Personal Phone Reimbursement (Regional Directors, Executive Directors and Institute Directors)																														
Specific (Expenditure)	Personal Phone Reimbursement (Senior Officers) SO1/SO2)											700					~	¥													
Specific (Expenditure)	Plaintiffs - legal costs, litigation and settlements																														
Specific (Expenditure)	Plant and Equipment (Transfer)							C	54																						
Specific (Expenditure)	Purchase of Mobile Phones	*	*		*	6	50				-	V-					*	1	-	~		_ v	· · ·	4	-	*		*	*	*	*
Specific (Expenditure)	Release Purchase Orders and Shopping Cart Documents in SAP for Approved Infrastructure Capital Projects.	4	,	\$200,00	(5203,00	\$267,00	0 1										*	*	*							1					
Specific (Expenditure)	Release Purchase Orders and Shopping Cart Documents in SAP for for expenditure other than Approved Infrastructure Capital Projects expenditure		1		*	,																									
Specific (Expenditure)	Resource Replacement Scheme																														
Specific (Expenditure)	Establishing and closing school bank accounts			1		~																									-
Specific (Expenditure)	Security Cards (Permanent Cards/Keys)	4						4			4	~	i i					~	4	-	4	~	,	4		4		~	4	-	

sertment of Education, Training and Employment

Last Updated: June 2012				Reg	gional Offi	ice							Schools													TAFE Insti	tutes				
Delegation Type	Expenditure / Revenue	Assistant Regional Director (School Performance)	Regional Manager	Regional Finance Manager	Regional Facilities Manager	Regional Resource Manager	Principa Advisor (Regiona Services	Principal Advisor (Education Services)	All Other Positions	Chair, Secretary and Treasurer of Specific Sport Committees	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Onicer	Head of Department	All Other Positions	Institute Director SES 3	Institute Director/ General Manager - SES 2	Institute Director, SCIT	Semi- Commercialised Operating Model - Assistant/Deputy Institute Director	Semi- Commercialised Operating Model - Finance/Corporate Services Director	Semi- Commercialised Operating Model – Director, Education Services (or equivalent)	Semi- Commercialised Operating Model - A Director in a TAFE Institute	Semi- Commercialised Operating Model - Manager, Finance	Semi- Commercialised Operating Model - Manager. Business Development Service (or equivalent)	Semi- Commercialiser Operating Model Manager	Semi- Commercialised Operating Model - Customer Service Officer/Cashier Supervisor/Team Leader	eputy	TAFE Institute - Finance/Corporate Services Director	TAFE Institute - Director, Education Services (or equivalent)	n A Director in a TAFE Institute
General	General Expenditure Delegations	\$85,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	Registered Office Holder	\$5,000	school bank account	\$250,000 or limit of school bank accoun whichever is less	Office	Registered Office Holder	Registered Office Holder	Registered Office Holder	\$750,000	\$350,000	\$350,000	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Hoider	Registered Office Holyter	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Expenditure)	Security Cards (Temporary Cards/Keys)	1		4		4		¥			1	4					·	4	1	7	~	*	~		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	,		2	~	v	~
Specific (Expenditure)	Service Agreements with Early Childhood Education and Care service providers																						10	3							
Specific (Expenditure)	Special Payments										\$1,000	\$1,000					\$10,000	\$10,000	\$10,000				5								7
Specific (Expenditure)	Supply of Contestable Electricity																														
Specific (Expenditure)	Travel claims older than 12 months																*	1	9		-										
Specific (Expenditure)	Vehicles (Approval for additional)										2	*				1	16	3	1												
Specific (Expenditure)	Vehicles (Approval for replacement)										¥	,			2 5		*	*											-		
Specific (Expenditure)	Verifying Officer - Corporate Cards. Verification of employee details for the issue of Queensland Government Corporate Purchasing Cards (Corporate Card)																														
Specific (Expenditure)	VET Scholarship proposals																														
Specific (Expenditure)	Waiver and/or Non Collection of TAFE or School Fee/Charge/Levy		\$5 Million								\$5 Million	\$5 Million					\$5 Million	\$5 Million	\$5 Million		\$5 Million								\$5 Million		
Specific (Expenditure)	Waiver of deposits with Time to Pay Arrangements or Centrepay Deductions								5	9							*		1		*								*		
Specific (Expenditure)	Write-Off Public Money and Inventory Stock			\$5,000	(6)	\$5,000					\$5,000	\$5,000					\$75,000	\$75,000	\$75,000	\$15,000	\$15,000	\$15,000	\$15,000	\$5,000	\$5,000	\$5,000		\$15,000	\$15,000	\$15,000	\$15,000
Specific (Expenditure)	Write-off Public Property			\$5,070	5	\$5,000					\$5,000	\$5,000					\$75,000	\$75,000	\$75,000	\$15,000	\$15,000	\$15,000	\$15,000	\$5,000	\$5,000	\$5,000		\$15,000	\$15,000	\$15,000	\$15,000
Specific (Expenditure)	Write-off Salary and Wages Overpayments			L					ļ,																						
Specific (Revenue)	Credit Card Facilities							,			1	*																			

Department of Education Training and Employment

Last Updated: June 2012				Reg	ional Offic	e							Schools													TAFE Insti	itutes				
Delegation Type	Expenditure / Revenue	Assistant Regional Director (School Performance)	Regional Manager	Regional Finance Manager	Regional Facilities Manager	Regional Resources Manager	Principal Advisor (Regional Services)	Principal Advisor (Education Services)	All Other Positions	Chair, Secretary and Treasurer of Specific Sport Committees	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Onicer	Head of Department	All Other Positions	Institute Director SES 3	Institute Director/ General Manager - SES 2	Institute Director, SCIT		Operating Model - Finance/Corporate	Semi- Commercialised Operating Model - Director, Education Services (or equivalent)	Semi- Commercialised Operating Model - A Director in a TAFE Institute	Semi- Commercialised Operating Model - Manager, Finance	Business	Semi- Commercialises Operating Mode Manager		Assistant/D eputy	TAFE Institute - Finance/Corporate Services Director	TAFE Institute - Director, Education Services (or equivalent)	A Director in a TAFE Institute
General	General Expenditure Delegations	\$85,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	Registered Office Holder	\$5,000	\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank accoun whichever is less	t Office	Office	Registered Office Holder	Registered Office Holder	\$750,000	\$350,000	\$350,000	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Revenue)	Hiring of School Premises	1 4									4	~																			
Specific (Revenue)	Holder of a Liquor Licence	=															,	*	*				10								
Specific (Revenue)	Inventories and Saleable Stock																\$5 Million	\$5 Million	\$5 Million	\$10,000	\$10,000	\$10,00	\$10,000					\$10,000	\$10,000	\$10,000	\$10,000
Specific (Revenue)	Joint Development Agreements																					>									
Specific (Revenue)	Leasing of TAFE Queensland land, buildings or facilities to other parties																			*	*	*	+					,	¥	ŕ	*
Specific (Revenue)	Plant and Equipment (Disposal and Sale)	\$5 Million		\$5 Million							\$5 Million	\$5 Million	\$5 Million	1		30	\$5 Million	\$5 Million	\$5 Million	\$5 Million	\$5 Million	\$5 Million	\$5 Million	\$5 Million	\$5 Million	\$5 Million		\$5 Million	\$5 Million	\$5 Million	\$5 Million
Specific (Revenue)	Receiving a Gift	,	~	*		Z											*		*				*	,	*	¥-		*	*	~	>
Specific (Revenue)	Sale of TAFE Queensland products and services							C	5								\$1 Million	\$1 Million	\$1 Million			\$250,000			\$100,000					\$250,000	
Specific (Revenue)	TAFE College Bookshops and Canteens					(6											*	~	1												

pril 2013		Key. ✓ delegation applies as specified under Lir	nit (where applicable)					Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manage: (BSA1)	Admin Officer (School with no	Head of Department	All Othe Position
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank accoun whichever is less	\$250,000 or limit of school bank account whichever is less	Registered Office Holder	Registered Office Holder	Registered Office Holder	Register Office Holder
Periodic	Administered Payments made through GAPS	Approve periodic expenditure for administered/Commonwealth Grants paid to schools through the GAPS system.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Officers who possess a general expenditure delegation can also approve the above expenditure up to the limit of their general expenditure delegation.	Unlimited						Ī
Periodic	Annual Leave Central Scheme and Long Service Leave Levy Payments	A delegation to approve the periodic payment of Long Service leave levies and Annual leave Central Scheme Levies, paid to the Queensland Government Superannuation Office.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.		Unlimited						
Periodic	Audit Fees (QAO)	Approve periodic expenditure for fees charged by the Queensland Audit Office for the conduct of external audit.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Bank Charges (All Departmental Bank Accounts)	Approve periodic expenditure for fees charged by the bank as per the Government banking contract.		The following table reflects what positions, at the lowest level possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Bank Charges (TAFE)	Approve periodic expenditure for fees charged by the bank as per the Government banking contract.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and boss higher in the chain of command, can approve the payment for an unimited amount.	Unlimited						
Periodic	Bank Charges (School Bank Accounts)	Approve periodic expenditure for fees charged by the bank as per the Government banking contract.		The following table reflects what positions, of the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	*	*				
Periodic	Building Maintenance (Note: Relates to Qbuild Maintenance Contracts.)	Approve periodic expenditure for building maintenance expenditure.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	= =					
Periodic	Bulk Postage	Approve periodic expenditure for bulk postage charges.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Bulk Postage (TAFE)	Approve periodic expenditure for bulk postage charges.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Bulk Postage (Schools)	Approve periodic expenditure for bulk postage charges.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	4	4	4	1		
Periodic	Capital Works (Tertiary Institutions)	Approve periodic expenditure for capital works grants to tertiary institutions.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Cleaning	Approve periodic expenditure for school contract cleaning charges and for cleaning TAFE Institutes.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Cleaning (TAFE)	Approve periodic expenditure for contract cleaning charges for cleaning TAFE Institutes.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Commercial Leasing	Approve periodic expensiture for rental payments relating to the lease of departmental premises.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Commercial Leasing (TAFE)	Approve periodic expenditure for rental payments relating to the lease of departmental premises.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Copyright Licence Agreement	Approve periodic expenditure for copyright licence agreement.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						

Last Updated: April 2013		Key: ✓ delegation applies as specified under Lir	nit (where applicable)					Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (GSM)	Azmin Officer (Sci tool with no BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less	Registered Caffice Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Periodic	Fringe Benefits Tax	Approve periodic expenditure arising from the calculation of the Fringe Benefits Tax Liability for the Department.	Approval of Transactions that incur FBT Officers who possess a general expenditure delegation can also approve an FBTable transaction up to the limit of their general expenditure delegation. When determining the amount being approved a delegate must include both the value of the benefit and the associated FBT liability to determine whether or not they have sufficient delegation to approve the transaction.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Fuel	Approve periodic expenditure for fuel costs incurred by the use of departmental vehicles and generators.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited:						
Periodic	Fuel (Schools)	Approve periodic expenditure for fuel costs incurred by the use of departmental vehicles and generators.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an infinited amount.	Unlimited	-		2	~		
Periodic	General Ledger Journal approval	Approve general, periodic and standing General Ledger journals for revenue and expenditure, within the delegate's area of responsibility	Approve general, periodic and standing General Ledger journals for revenue and expenditure, within the delegate's area of responsibility	The officers designated, and those higher in the chain of command, can approve general ledger journals for an unlimited amount.	Unlimited	7		1	1		
Periodic	Goods and Services Taxation (GST)	Approve for the payment of the Goods and Services Tax.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Grants to agencies, boards and outside organisations	Approve periodic expenditure for recurrent grants to agencies, boards, and outside organisations.	Note: These delegations include all grant amounts paid to Registered Training Organisations (RTOs) external to the department	The following table reflects what positions, so the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Grants to TAFE Institutes, Regions/Business Units	Approve periodic expenditure through Resource Agreements to departmental TAFE Institutes, Regions and Business Units.		The following table reflects what positions, at the lowest level, possess me delegation. The officer designated, and those higher in the chair of command, can approve the payment for an unlimited lamount.	Unlimited						
Periodic	Home Stay Accounts / Accommodation / Rental - Guest Teacher Programs	Approve periodic expenditure for accommodation expenses in relation to the Guest Teacher Programs.		The following table reflects what positions, at the lowest level, oosanss the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	HRG Travel & Cabcharge Accounts	Approve periodic expenditure for HRG Travel accounts and Cabcharge accounts incurred by the department.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Maintenance Contracts for Information Technology and Telecommunications	Approve periodic expenditure for maintenance contracts for information Technology and Telecommunications.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queenstand Network.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	Unlimited						
Periodic	Maintenance Contracts for Information Technology and Telecommunications (TAFE)	Approve periodic expenditure for maintenance contracts for Information Technology and Telecommunications.	The Director, Susiness Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Sarvices and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Quizensland Network.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	Unlimited						
Periodic	Maintenance Contracts for Information Technology and Telecommunications (Schools)	Approve periodic expenditure for maintenance contracts for Information Technology and Telecommunications.	The Director, Business Support holds the delegation for all Susiness Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	Unlimited	*	.7-				
Periodic	Pay As You Go (PAYG) Taxation	Approve payment of the PAYG tax liability.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Payment of Superannuation Contributions to the Government Superannuation Office	A delegation to supprove the periodic payment of superannuation contributions to the Government Superannuation Office.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Payments to Shared Service Providers	Approve periodic expenditure to Shared Service Providers, including Corptech and the Shared Services Agency.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						

ast Updated: oril 2013		Key: ✓ delegation applies as specified under Lir	mit (where applicable)					Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manage, (BSA1)	Admin Officar (School with no	Head of Department	All Othe Position
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less.	\$250,000 or limit of school bank account whichever is less	Revistered Offica Holder	Registered Office Holder	Registered Office Holder	Registere Office Holder
Periodic	Payments to Suppliers Under Agreements Managed by Skills Investment	Approve periodic expenditure for payments to suppliers contracted to deliver training, assessment and related services under agreements managed by Skills Investment.	Minister \$10 Million or Limit of Expenditure Approved by Governor Council Council Director General \$5 Million or Limit of Expenditure Approved by Governor in Council Directors within Skills Investment \$5 Million Assistant Directors within Skills Investment \$3 Million	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment. All delegations are inclusive of GST. Officer positions and levels which possess delegations							
Periodic	Payroll Processing Charges	Approve periodic expenditure for payroll processing charges.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unimited						
Periodic	Payroll Tax	Approve the payment of Payroll Tax.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Queensland Government Insurance Fund (QGIF)	Approve periodic expenditure relating to the payment of the Queensland Government Insurance Fund (QGIF) premium.		The following table reflects what positions, at the lowest level possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Removal Expenses (Public Servants)	Approve periodic expenditure for removal expenses		The following table reflects what positions, at the lowest level possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unimited amount.	Unlimited						
Periodic	Removal Expenses (All Officers)		Control of the control of the second of the	amount.	Unlimited						
Periodic	School Grants (Semester and Per Capita)	Approve periodic expenditure for school grant payments	approve the above expenditure up to the limit of their general expenditure delegation. Note: Financial approval must be obtained and identified prior to any request for payment of grants to schools being submitted and processed through the Grants and Payments (GAPS) system (processed by the School Financial Services Unit) to State Education facilities. Any Education Business Unit Director has an unlimited delegation for grant payments made to schools, subject to having sufficient budget allocation. Officers from within these Business Units v ho have the authority to request payments through the GAPS system must ensure that prior financial approval has been accent and that this is documented.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	School transport assistance program for students with disabilities	Approve periodic expenditure relating to the monthly transportation costs of students with disabilities incurred by the Department of Transport and Main Roads.		The following tables reflect what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Security	Apprové periodic expenditure for security services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Security (TAFE)	Approve periodic expenditure for security services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Staff Recruitment (Personnel Vacancies)	Approve periodic expenditure for advertising costs for personnel vacaniciss.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Staff Recruitment (Personnel Vacancies) - (Schools)	Approve periodic expenditure for advertising costs for personnel vacancies.	Delegation for casual teaching and all non-teaching positions including wages and casual public service positions only.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	× -	*				
Periódic	Transfer funds between departmental bank accounts	A delegation to approve the transfer of funds between departmental bank accounts.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation up to an unlimited amount. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	Unlimited						
Periodic	Utilities - Electricity and Gas	Approve periodic expenditure for electricity and gas charges incurred by departmental facilities.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Electricity and Gas (Regions)	Approve periodic expenditure for electricity and gas charges incurred by departmental facilities		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						

Last Updated: April 2013		Key: ✓ delegation applies as specified under Limit (wh	ere applicable)				,	Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (ESM)	Admin Officer (School with no BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.			\$250,000 or limit of school bank account whichever is less	Registered Office Holder	Registered Office Holder	Registered Office Holder	
Periodic	Utilities - Electricity and Gas (TAFE)	Approve periodic expenditure for electricity and gas charges incurred by departmental facilities.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	10					
Periodic	Utilities - Electricity and Gas (Schools)	Approve periodic expenditure for electricity and gas charges incurred by departmental facilities.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	C.	- 3	1	~		
Periodic	Utilities - Garbage	Approve periodic expenditure for garbage collection		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Garbage (TAFE)	Approve periodic expenditure for garbage collection		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Périodic	Utilities - Garbage (Schools)	Approve periodic expenditure for garbage collection		The following table reflects what positions, at the lowest level possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	4	1	4	1		
Periodic	Utilities - Local Authority Charges	Approve periodic expenditure for rates and other local authority charges relating to educational facilities and rental accommodation properties. Rates could include charges for water, garbage collection and sewerage.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Local Authority Charges (TAFE)	Approve periodic expenditure for rates and other local authority charges relating to educational facilities and rental accommodation properties. Rates could include charges for: water, garbage collection and sewerage.		The following table reflects what positions, at the lowest level, possess the calegation. The officer designated, and those higher in the chair of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Local Authority Charges (Schools)	Approve periodic expenditure for rates and other local authority charges relating to educational facilities and rental accommodation properties. Rates could include charges for water, garbage collection and sewerage.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	*	*	¥	*		
Periodic	Utilities - Sanitation	Approve periodic expenditure for the collection and disposal of sanitation units.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Sanitation (TAFE)	Approve periodic expenditure for the collection and disposal of sanitation units.	600	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Sanitation (Schools)	Approve periodic expenditure for the collection and disposal of sanitation units.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	1	*	4	4		
Periodic	Utilities - Telecommunications Data Services	Approve periodic expenditure for data services.	0,>-	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Telecommunications Data Services (TAFE)	Approve periodic expendible for data services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Telecommunications Data Services (Schools)	Approve periodic expenditure for data services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited		- 'V	~	~		
Periodic	Utilities - Telecommunications Web Services	Approve periodic expenditure for web services delivered under a contract.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Telecommunications Telephone Services	Approve periodic expenditure for telephone services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Telecommunications Telephone Services (TAFE)	Approve periodic expenditure for telephone services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						

Last Updated: Schools √ delegation applies as specified under Limit (where applicable) April 2013 Officer All Other Limit Delegation Executive Principa Services Head of (S shoot with no Expenditure / Revenue **Delegation Definition Description of Delegation** Limitation Principal (Cluster Colleges) Type PSM\ An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The \$250,000 or limit of \$250 000 or limit of Registere delegation to approve expenditure in an Emergency Situation gives General Expenditure Delegations Office General chool bank accou chool bank accoun authority to approve expenditure across all cost centres of the Office Holde whichever is less whichever is less Holder Holder Department and is limited in amount to the Director-General's delegation limits The following table reflects what positions, at the lowest leve Utilities - Telecommunications Telephone Approve periodic expenditure for telephone possess the delegation. The officer designated, and those higher in 1 Unlimited the chain of command, can approve the payment for an unlimited Services (Schools) ervices amount.

The following table reflects what positions, at the lowest level. Approve periodic expenditure for water possess the delegation. The officer designated, and those higher in Unlimited Periodic Itilities - Water ates to local authorities or to a provider. the chain of command, can approve the payment for an unlimited amount.
The following table reflects what positions, at the lowest level, Approve periodic expenditure for water possess the delegation. The officer designated, and those higher in Periodic Utilities - Water (TAFE) rates to local authorities or to a provider the chain of command, can approve the payment for an unlimited amount.
The following table reflects what positions, at the lowest level, Approve periodic expenditure for water possess the delegation. The officer designated, and those higher in Periodic Utilities - Water (Schools) Un'imited the chain of command, can approve the payment for an unlimited amount.
The following table reflects what positions, at the lowest level, Approve periodic expenditure for costs possess the delegation. The officer designated, and those higher in Vehicle Leasing Payments Unlimited Periodic incurred in relation to the lease of the chain of command, can approve the payment for an unlimited amount.
The following table reflects what positions, at the lowest level, Approve periodic expenditure for costs possess the delegation. The officer designated, and those higher in Periodic /ehicle Leasing Payments (Regions) incurred in relation to the lease of Unlimited the chain of command, can approve the payment for an unlimited departmental vehicles amount.

The following table reflects what positions, at the lowest level, Approve periodic expenditure for costs possess the delegation. The officer designated, and those higher in Vehicle Leasing Payments (TAFE) Unlimited Periodic incurred in relation to the lease of the chain of command, can approve the payment for an unlimited lepartmental vehicles. amount.
The following table reflects what positions, at the lowest level, Approve periodic expenditure for costs possess the delegation. The officer designated, and those higher in /ehicle Leasing Payments (Schools) incurred in relation to the lease of Periodic the chain of command, can approve the payment for an unlimited departmental vehicles, The following table reflects what positions, at the lowest level Approve periodic expenditure for workers possess the delegation. The officer designated, and those higher in Periodic orkers Compensation Premiums Unlimited the chair of command, can approve the payment for an unlimited compensation premiums. The officer designated, and those higher in the chain of command Specific delegation to approve commercial possess this delegation. No other personnel possess this Specific Approval of commercial activities in a activities entered into by schools, delegation. Where the delegation involves expenditure, the (Expenditure) ntestable market undertaken in a contestable market delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified. The delegation identifies the positions that hold a delegation to give Up to \$200,000 Up to \$200 000 A specific delegation to approve the inancial approval for all facilities projects to proceed to Approval to Commence DETE Infrastructure commencement of infrastructure capital development and implementation The officer designated, and those for school funded for school funded (Expenditure) Capital Projects higher in the chair of command, possess this delegation. No other projects (financial approval). projects personnel can exercise this delegation. The delegation identifies the positions that hold a delegation to give Up to \$220,000 Up to \$220,000 Approve Variations to Infrastructure Capital A specific delegation to approve variation of financial approval for all facilities projects to proceed to Specific Idavalopment and implementation The officer designated, and those for school funded Projects (Not Previously Approved by Executive for school funded infrastructure capital projects (financial (Expenditure) higher in the chain of command, possess this delegation. No other personnel can exercise this delegation. The delegation identifies the positions that hold a delegation to give approve Variations to Infrastructure Capital A specific delegation to approve variation of financial approval for all facilities projects to proceed to Specific rojects (Previously Approved by Executive infrastructure capital projects (financial development and implementation The officer designated, and those (Expenditure) approval) higher in the chain of command, possess this delegation. No other personnel can exercise this delegation. ADG, Infrastructure Services and ED, Infrastructure Programs and To approve expenditure, sign contracts and accept tenders for Delivery cannot exercise this delegation where they have approved To approve expenditure, sign contracts and

expenditure against approved Infrastructure Capital Projects. All amounts are inclusive of GST. The total approved expenditure

cannot exceed the total approved value of the project.

(Expenditure)

Approve Expenditure against an Approved

Infrastructure Capital Project

accept tenders for expenditure against

nfrastructure Capital Projects

ne commencement of the project (financial approval). Officers

expenditure on an approved project up to the limit of their general

possessing a general expenditure delegation can approve

xpenditure delegation

Last Updated: April 2013		Key:	nit (where applicable)					Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (SSM)	Admin Officer (Sci vol with no BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	Secretary and a character of the		Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Expenditure)	Approve Expenditure against an Approved Infrastructure Capital Project (Variations)	To approve variations to contracts and purchase orders for expenditure against Infrastructure Capital Projects	To approve variations to expenditure and contracts against approved infrastructure Capital Projects. The delegation for contract variations represents the total contract value after variation. The sum of all approved expenditure cannot exceed the total approved value of the project. All amounts are inclusive of GST.	ADG, Infrastructure Services and ED, Infrastructure Programs and Delivery and DDG, Corporate Services cannot exercise this delegation where they have approved the commencement of the project (financial approval).							
Specific (Expenditure)	Approve Expenditure against the Australian- Pacific Technical College project	To approve Expenditure against the Australian-Pacific Technical College project including payments to consortium members	To approve Expenditure against the Australian-Pacific Technical College project including payments to consortium members								
Specific (Expenditure)	Approval to Issue QLD Govt Corporate Cards (Issue Cards with a transaction limit >\$20,000 and a credit limit >\$100,000	Specific delegation to approve the issue of ducensland Government Corporate Purchasing Cards (Corporate Cards) to a Government employee.	Issue cards with a transaction limit >\$20,000 and credit limit >\$100,000	Delegates cannot approve the issuing of a card to themselves. This is not the authority to undertake the Verifying Officer role with the Commonwealth Bank. See: Verifying Officer — Verification of employee details for the issue of a Queensland Government Corporate Purchasing Cards (Corporate Card): Completed Corporate Card application documentation is to be rowarded to the Corporate Card Unit, Finance Branch for processing. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation is volves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Approval to Issue QLD Govt Corporate Cards (Issue Cards with a transaction limit up to \$20,000 and a credit limit up to \$100,000	Specific delegation to approve the issue of Queensland Government Corporate Purchasing Cards (Corporate Cards) to a Government employee.	Issue cards with a transaction limit up to \$20,000 and credit limit up to \$100,000	Oslegaiss carriot approve the issuing of a card to themselves. This is not the authority to undertake the Verifying Officer role with the Commonwealth Bank. See: Verifying Officer — Verification of employee details for the issue of a Queensland Government Corporate Purchasing Cards (Corporate Card). Completed Corporate Card application documentation is to be forwarded to the Corporate Card uplit, Finance Branch for processing. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Approval to Issue QLD Govt Corporate Cards (Issue Cards with a transaction limit up to \$5,000 and a credit limit up to \$40,000	Specific delegation to approve the issue of Queensland Government Corporate Purchasing Cards (Corporate Cards) to a Government employee.	I'ss se cards with a transaction limit up to \$5,000 and credit limit up to \$40,000	Delegates cannot approve the issuing of a card to themselves. This is not the authority to undertake the Venfying Officer role with the Commonwealth Bank. See: Verifying Officer — Verification of employee details for the issue of a Queensland Government Corporate Purchasing Cards (Corporate Card). Completed Corporate Card application documentation is to be forwarded to the Corporate Card Unit, Finance Branch for processing. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.		*	*			*	
Specific (Expenditure)	Authorising and Verifying Officer (Departmental Bank Accounts)	Specific delegation to approve the establishment and closure of departmental bank accounts, approve cheque signatures for departmental bank accounts, and establish District Office staff as Authorising and Verifying Officers for Institute and school bank accounts.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Authorising and Verifying Officer (School Bank Accounts)	Specific delegation to approve cheque signatories for school bank accounts.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	Officers can only exercise this delegation once they have been established with the Commonwealth Bank as Authorising and Verifying Officers by the Accounts Receivable team within Corporate Finance. Schools are limited to one general operating account.							

ast Updated: April 2013		Key. ✓ delegation applies as specified under Li	nit (where applicable)					Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Ciricet (School with no	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,500 or limit of school bank account whichever is less	Revistered Office Holder	Registered Office Holder	Registered Office Holder	
Specific (Expenditure)	Authority to Approve Student Time to Pay Plans	Specific Delegation to Approve Student Time to Pay Plans	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	Standard applications which meet all criteria- Customer Service Officer/ Cashier or equivalent. Applications identified as not meeting the standard criteria- Senior Customer Service Officer/ Cashier Supervisor/ Team Leader or equivalent.							
Specific (Expenditure)	Authority to Deal with Property Issues	Specific delegation to approve real property transactions including acquisition, disposal and excision of real property, creation and cancellation of reserves and other real property.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	BO						
Specific (Expenditure)	Authority to Deal with Property Issues (Documents)	Specific delegation to validly execute, seal and deliver any deeds, contracts or documents in connection with the transaction above.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Contracts for VET Training Procurement - Administered by IVI	Specific delegation to approve expenditure for VET Training Procurement and Related Services	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	Contracts for VET Training Procurement which are administered by Indigenous VET Initiatives (IVI) with Registered Training Organisations (RTOs). Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	apyroved project, the Director-General						
Specific (Expenditure)	Contracts for VET Training Procurement and Related Services	Specific delegation to approve expenditure for VET Training Procurement and Related Services.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	Where the delegation involves expend ture, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified	Where the contract is not part of an approved project, the Director-General can only approve contracts up to \$5 Million.						
Specific (Expenditure)	Contracts for VET Training Procurement and Related Services (Signing Agreements)	Specific delegation to sign agreements once financial approval has been given.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	Expenditure must have been approved under the delegation Contracts for VET Training Producement and Related Services.							
Specific (Expenditure)	7777	Specific Delegation to approve debt repayment plans, other than TAFE Student Time to Pay Plans.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Delegation to Approve Non-QBuild maintenance expenditure by Regional Facilities Managers under the School Maintenance Investment Program	Specific delegation for Regional Facilities Managers to approve non-QBuild maintenance expenditure under the School Maintenance Investment Program.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Exclusion from Banking Agreement	Specific delegation to approve exclusion from banking agreement.	The following reflects what positions, at the Iswest Iswel, possess the delegation. The officer designated, and those higher in the chain of command, possess the delegation. No other personnel can approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Giving a Gift	Specific delegation to approve the giving of a gift.	Where a gift is given with a value in excess of \$100, the following table reflects what positions, at that lowest level, possess the delegation. This delegation applies in instances where hospitality or entertainment is provided, for official departmental purposes/functions. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation.	This delegation does not include the purchase/provision of Alcohol. Please refer to the delegations on Giving a Gift - Purchase of Alcohol. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.		2					
Specific Expenditure)	Giving a Gift - Purchase of Alcohol (DETE)	Specific delegation to approve the purchases of alcohol for official purposes/functions	No other personnel possess this delegation.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions.							
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (DETE International)	Specific delegation to approve the purchases of alcohol strictly for official DETE International ou poses.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions. This authority DOES NOT extend to conferences and/or workshops held for staff. In addition, this authority is subject to a monthly report to the Director-General reconciling approvals given by the ADG TANSE with purchases made.							
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (Training Queensland Business)	Specific delegation to approve the purchases of alcohol for official purposes in the course of undertaking Training Queensland business.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions. This authority DOES NOT extend to conferences and/or workshops held for staff. This authority is subject to a monthly report to the Director-General reconciling approvals given by the DDG TTEQ with purchases made.							
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (Semi- Commercialised TAFE Institutes)	Specific delegation to approve the purchases of alcohol for official purposes in the course of undertaking TAFE Queensland business.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions. This authority DOES NOT extend to conferences and/or workshops held for staff. This authority is subject to a monthly report to the Assistant Director-General Training and Tertiary Education Operations for provision to the Director-General reconciling approvals given by the Institute Director with purchases of alcohol made.							

Last Updated: April 2013		Key: ✓ delegation applies as specified under Lin	nit (where applicable)					Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (GSM)	Admin Officer (Scrool with no BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of t school bank account whichever is less	Registered C/ffice Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Expenditure)	Grants to Student Hostels	Approve expenditure to provide grants, allowances and subsidies to (and withdraw from) Student Hostels.		Limit is per grant recipient.							
Specific (Expenditure)	Home Garaging	Specific delegation to approve home garaging. Details of authorities to approve home garaging and parking of private vehicles on official premises.				S					
Specific (Expenditure)	ICT Project Expenditure	Specific delegation to approve expenditure relating to major ICT capital purchases.	This table identifies the positions that hold a delegation to give financial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation	For purchases greater than \$0.5 million, but less than \$1 million, semi-commercialised TAFE institutes must seek the advice of the Assistant Director-General, Information and Technologies and the Chief Information Officer before giving financial approval.							
Specific (Expenditure)	ICT Project Expenditure (Variations for projects not previously approved by Governor in Council)	Specific delegation to approve project and contract variations relating to major ICT capital purchases	This table identifies the positions that hold a delegation to give financial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation								
Specific (Expenditure)	ICT Project Expenditure (Variations for projects (previously approved by Governor in Council)	Specific delegation to approve project and contract variations relating to major ICT capital purchases.	This table identifies the positions that hold a delegation to give financial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation								
Specific (Expenditure)	Imprest - Accountable Advances	Specific Delegation to approve the establishment of petty cash float.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	For Education Queensland Division - only those imprest/accountable advances created by Regions or Schools. For Training and Tertiary Education Queensland Division those imprest/accountable advances created in TAFE Institutes.		4	,				
Specific (Expenditure)	Initiating Legal Proceedings in the Small Claims Tribunal and Magistrates Court	Specific delegation to approve initiating legal proceedings in the Small Claims Tribunal and the Magistrates Court.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	For irritiating legal action against current employees (both in the Education and Training portfolios) or against any other debtor (other than TAFE Customers or TAFE students), the delegate is the Director, Financial Operations. For initiating legal action against TAFE Customers or TAFE Students, the delegate is the Institute Director.							
Specific (Expenditure)	Leasing In - Renting or leasing of land, buildings or property from other parties.	Specific delegation to lease in - hiring, renting or leasing land, buildings or property from other parties (includes authority to execute, seal and deliver deeds, contracts or any agreements in connection with Leasing in commitments following endorsement from the Legal and Administrative Law Branch).	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and trook higher in the chain of command, possess this delegation. No other positions have this delegation.	For Training and Tertiary Education Queensland Division those agreements related to TAFE Institutes. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Light Aircraft (Charter Approval)	Specific delegation to approve the charter of a light aircraft or helicopter.	This delegation reflacts what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Approval for Executive Principals (Cluster Colleges) is only given for expenditure out of school bank accounts. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.						4	
Specific (Expenditure)	Light Aircraft (Hire Approval)	Specific delegation to approve the hire of an aircraft when the employee is the pilot	This delegation calleds what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Maintenance Expenditure		Triis delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Memorandum of Understanding	Specific delegation to approve Memorandum of Understanding for the provision of services by another Queensland Covernment agency.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Operating Leases of Plant and Equipment	Specific delegation to validly execute, seal and deliver any deeds, contracts or documents in connection with the transaction above.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							

Last Updated: Schools ✓ delegation applies as specified under Limit (where applicable) April 2013 Officar Executive Principal Delegation Limit Head of All Other Expenditure / Revenue **Delegation Definition** Description of Delegation Limitation (Cluster Colleges) (where not otherwise specified) Type Manage with no (FSNO RASE An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The \$250,000 or limit o delegation to approve expenditure in an Emergency Situation give General Expenditure Delegations Office General school bank account school vank accoun DiSca. Office authority to approve expenditure across all cost centres of the whichever is less Department and is limited in amount to the Director-General's delegation limits. Overseas travel undertaken by the Director-General must be approved by the Premier, with support from the Minister. Overseas travel to New Zealand and other locations within five This delegation reflects what positions, at the lowest level, possess hours flying time from Brisbane are to be approved by the Director-Specific delegation to approve overseas the delegation. The officer designated, and those higher in the General. This delegation is limited to the extent that all overseas Overseas Travel (Approval) (Expenditure) travel for departmental employees. chain of command, possess this delegation. No other positions travel with travel costs either fully or partially funded externally or that combines official travel with personal travel must be approved have this delegation. by the Minister Where the delegation avolves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation. This delegation reflects what positions, at the lowest level, possess Where the delegation involves expenditure, the delegated officer Specific Specific delegation to approve payment of the delegation. The officer designated, and those higher in the overseas Travel (Payment of Expenses) can approve expenditure up to the limit of their general expenditure (Expenditure) expenses for overseas travel chain of command, possess this delegation. No other positions have this delegation. This delegation reflects what positions, at the lowest level, possess Specific delegation to approve payments Where the delegation involves expenditure, the delegated officer avments made in relation to the Public Private Specific the delegation. The officer designated, and those higher in the nade in relation to Public Private can approve expenditure up to the limit of their general expenditure (Expenditure) artnerships (PPP) chain of command, possess this delegation. No other positions artnerships. delegation have this delegation Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure pecific delegation to approve entitlement This delegation reflects what positions, at the lowest level, possess delegation. This authority should be exercised in conjunction with Specific Personal Phone Reimbursement (Members of the delegation. The officer designated, and those higher in the conditions for personal phone Directive 05/09, Senior Executives - Engloyman! Conditions (PDF (Expenditure) chain of command, possess this delegation. No other positions 116kB] (Schedule 2 Section 11) and Directive 06/09 Senior Officers have this delegation Employment Conditions (Schedula C Section (3), issued by the Public Service Commissioner in May 2009. Where the delegation involves expanditure, the delegated officer can approve expenditure to to the limit of their general expenditure delegation. This authority should be exercised in conjunction with Specific delegation to approve entitlement This delegation reflects what positions, at the lowest level, possess Personal Phone Reimbursement (Regional Specific conditions for personal phone the delegation. The officer designated, and those higher in the Directors, Executive Directors and Institute Diractive 05/09, Senior Executives - Employment Conditions [PDF chain of command, possess this delegation. No other positions (Expenditure) embursement. Directors) 116kB1 (Schedule 2 Section 11) and Directive 06/09 Senior Officers Employment Conditions (Schedule C Section 13), issued by the Public Service Commissioner in May 2009. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure Specific delegation to approve entitlement This delegation reflects what positions, at the lowest level, possess delegation. This authority should be exercised in conjunction with conditions for personal phone Specific ersonal Phone Reimbursement (Senior Officers the delegation. The officer designated, and those higher in the Directive 05/09, Senior Executives - Employment Conditions [PDF (Expenditure) SO1/SO2) reimbursement. chain of command, possess this delegation. No other positions 116kB] (Schedule 2 Section 11) and Directive 06/09 Senior Officers have this delegation. Employment Conditions (Schedule C Section 13) issued by the Public Service Commissioner in May 2009. This delegation reflects what positions, at the lowest level, possess Specific delegation to approve the Where the delegation involves expenditure, the delegated officer Specific he delegation. The officer designated, and those higher in the laintiffs - legal costs, litigation and settlements payments for legal costs, litigation, and can approve expenditure up to the limit of their general expenditure (Expenditure) chain of command, possess this delegation. No other positions settlements delegation. have this delegation. Specific delegation to approve the transfer This delegation reflects what positions, at the lowest level, possess Where the delegation involves expenditure, the delegated officer Specific the delegation. The officer designated, and those higher in the of plant and equipment within the fant and Equipment (Transfer) can approve expenditure up to the limit of their general expenditure (Expenditure Department of Education, Training and chain of command, possess this delegation. No other positions elegation. **Employment** have this delegation.
This celegation reflects what positions, at the lowest level, possess Where the delegation involves expenditure, the delegated officer Specific A specific delegation to approve the he delagation. The officer designated, and those higher in the urchase of Mobile Phones can approve expenditure up to the limit of their general expenditure (Expenditure purchase of a mobile phone. chain of command, possess this delegation. No other positions have this delegation. This delegation does not entitle the officer named to exercise an Officers with a general expenditure delegation can release expenditure delegation up to the limit provided in SAP. This elease Purchase Orders and Shopping elease Purchase Orders and Shopping Cart Specific delegation only relates to the release of purchase orders and purchase orders and shopping carts raised against an approved Documents in SAP for Approved Infrastructure Carts in SAP for Approved infrastructure (Expenditure) shopping cart documents in SAP. Officers performing this SAP Infrastructure Capital Project up to the limit of their general apital Projects. apital Projects release should have appropriately approved documentation expenditure delegation. provided to them prior to executing this release in SAP. This delegation does not entitle the officer named to exercise an elease Purchase Orders and Shopping Cart Release Purchase Orders and Shopping Officers with a general expenditure expenditure delegation up to the limit provided in SAP. This Officers with a general expenditure delegation can release ocuments in SAP for expenditure other than Specific Carts in SAP for expenditure other than delegation only relates to the release of purchase orders and delegation can release purchase orders purchase orders and shopping carts up to the limit of their general (Expenditure) Approved Infrastructure Capital Projects Approved Infrastructure Capital Projects shopping cart documents in SAP. Officers performing this SAP and shopping carts up to the limit of the penditure delegation. release should have appropriately approved documentation penditure expenditure neral expenditure delegation. provided to them prior to executing this release in SAP. This delegation reflects what positions, at the lowest level, possess compensate for losses resulting from illegal entry, fire, vandalism, natural disasters etc. the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation. Where the delegation involves expenditure, the delegated officer esource Replacement Scheme can approve expenditure up to the limit of their general expenditure Expenditure delegation

Last Updated: April 2013		Key: ✓ delegation applies as specified under Lin	nit (where applicablé)					Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (ESM)	Artinin Officiar (School with No BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less		Fieg sterval Cffice Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Expenditure)	Establishing and closing school bank accounts	Specific delegation to approve the establishment and closure of school bank accounts	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Officers can only exercise this delegation once they have been established with the Commonwealth Bank as Authorising and Verifying Officers by the Accounts Receivable team within Corporate Finance. Schools are limited to one general operating account.	\		[5]				
Specific (Expenditure)	Security Cards (Permanent Cards/Keys)	Specific delegation to approve the permanent allocation of building access cards/keys to departmental officers.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		V +					
Specific (Expenditure)	Security Cards (Temporary Cards/Keys)	Specific delegation to approve the temporary allocation of building access cards/keys to departmental officers.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		1	- 21				
Specific (Expenditure)	Service Agreements with Early Childhood Education and Care service providers	Specific delegation to sign service agreements providing funding to an Early Childhood Education and Care service provider where financial approval has been given by the relevant financial delegate.	After financial approval has been given by the relevant financial delegate, in relation to the provision of funding to an Early Childhood Education and Care service provider, the officers listed may sign the service agreement.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation.							
Specific (Expenditure)	Special Payments	Specific delegation to approve special payments including ex gratia and out of contract payments. Payments ARE NOT to be made for personal injury (refer to Plaintiffs - legal costs, litigation, settlements delegation)	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	The delegation for a Principal can only be exercised for compensation for loss of, or damage to, prisonal property. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		\$1,000	\$1,000				
Specific (Expenditure)	Supply of Contestable Electricity	Specific delegation to approve supply of contestable electricity to selected departmental sites.	The delegation includes the capacity to approve an invitation-to-offer (ITO) for the supply of 'contestable' electricity to nominated Department of Education and Training (DET) sites and its release to industry, approve the evaluation plan for this ITO, approve the Evaluation Committee's recommendations regarding the successful supplier for this tender, sign a contract for the supply of 'contestable' electricity on behalf of the Department if the value of the contract is less than \$5.0 million including GST; approve any contract amendments that may be required during the contract term	the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve the delegation.							
Specific (Expenditure)	Travel claims older than 12 months	Specific delegation to approve travel claims older than 12 months.	This delegation reflects what positions, at the lowest lavel, possess the delegation. The officer designated, and those tigher in the chain of command, possess this delegation. No other positions have this delegation.	Wriere the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Vehicles (Approval for additional)	Specific delegation to approve the acquisition of additional departmental vehicles.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	A Principal can only approve the replacement of a vehicle funded by the school. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		4					
Specific (Expenditure)	Vehicles (Approval for replacement)	Specific delegation to approve the replacement of existing departmental vehicles.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer resignated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	A Principal can only approve the replacement of a vehicle funded by the school. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		4	1				
Specific (Expenditure)	Verifying Officer - Corporate Cards. Verification of employee details for the issue of Queensland Government Corporate Purchasing Cards (Corporate Card)	Specific delegation to act as Verifying Officer for the issue of Queensland Government Corporate Purchasing Cards (Corporate Card).	A Verifying Officer must ensure that the signature presented as the cardholder's signature is the signature used by the cardholder. This may include one or more of the following witnessing the signature (by the cardholder as a signatory) or noting a previously witnessed signature, identifying the signatory as a Government employee (by contacting a person known to the signatory and/or viewing Government identification) — especially if the signatory is not known to the Verifying Officer, viewing documentation or identification (especially photo identification) containing both the name and signature of the signatory.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves							
Specific (Expenditure)	VET Scholarship proposals	Specific delegation to approve VET Scholarship proposals	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Waiver and/or Non Collection of TAFE or School Fee/Charge/Levy	Specific delegation to approve the waiver and/or non collection of TAFE or school fee/charge/levy	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	1	\$5 Million	\$5 Million				
Specific (Expenditure)	Waiver of deposits with Time to Pay Arrangements or Centrepay Deductions	Specific delegation to approve the waivers of deposits with Time to Pay Arrangements or Centrepay deductions.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							

ast Updated pril 2013		Key. ✓ delegation applies as specified under Lin	mit (where applicable)					Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manage: (BSA1)	Admin Officer (School with no	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less	Registered Ohlos Holder	Registered Office Holder	Registered Office Holder	
Specific (Expenditure)	Write-Off Public Money and Inventory Stock	Specific delegation to approve the write-off of public money and inventory stock including: sundry debts; irrecoverable overpayments (excluding salaries); unaccounted losses or deficiencies in public money; unlawful expenditure; failure to assess or levy revenue and other amounts receivable; loss of discounts; loss or damage to inventory stock.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	All losses involving unaccounted losses, unlawful expenditure, damage, or any action that may result in an offence under the Criminal Code or another Act must be reported when the department or its employees become aware of a loss.	\$5,000	\$5,000				
Specific Expenditure)	Write-off Public Property	Specific delegation to approve the write-off of reportable and non-reportable items of plant and equipment.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	All losses involving unaccounted losses, unlawful expenditure, darkage, or any action that may result as an offence under the Criminal Code or another Act must be reported when the department or its employees become aware of a loss.	\$5,000	\$5,000				
Specific (Expenditure)	Write-off Salary and Wages Overpayments	Specific delegation to approve the write-off of reportable and non-reportable items of plant and equipment.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	Director Internal Audit may only approve expanditure in relation to debts referred to the Overpayment Review Committee						
Specific (Revenue)	Credit Card Facilities	Specific delegation to approve the establishment of merchant/EFTPOS facilities whereby card payments can be accepted.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		*	*				
Specific (Revenue)	Credit Approval (excludes TAFE Student Time to Pay Plans and credit arrangements covered by a formal contract).	A specific delegation to approve credit arrangements to customers purchasing goods or services from the Department, where payment is not received at the point of sale.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		*	*	\$5,000	\$5,000		
Specific (Revenue)	Hiring of School Premises	Specific delegation to approve the hire (but not leasing) of School premises for use by agencies or individuals outside of the Department of Education and Training (DET).	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		V					
Specific (Revenue)	Holder of a Liquor Licence	Specific delegation to approve TAFE Institutes only, acting on behalf of the Licensee, the 'State of Queensland' to acquire and sell liquor through their Training Restaurants.	This delegation reflects what positions, at the lowest lavel, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Revenue)	Inventories and Saleable Stock	Specific delegation to approve the sale or disposal of Inventories and Saleable stock in a single instance.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	Delegation is based on actual or average cost for inventories and selling price for saleable stock in any single instance						
Specific (Revenue)	Joint Development Agreements	Specific delegation to approve property related partnerships, joint-ventures or other arrangements (e.g. shared use of a campus) with other parties relating to access of land, buildings or facilities/equipment (includes authority to execute, seal and deliver deeds, contracts or any agreements in connection with partnership commitments following endorsement from the Legal and Administrative Law Branch).									
Specific (Revenue)	Leasing of TAFE Queensland land, buildings or facilities to other parties	Specific delegation to approve the hiring, renting or leasing out of TAFE Queensland land, pulluings or facilities to other parties (includes authority to execute, seal and deliver deeds, short-term room hire licenses, contracts or any agreements in connection with Leasing Out commitments following endorsement from the Legal and Administrative Law Branch).	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Director (up to 12 months' and \$85k revenue generated from lease), Institute Director (any lease duration and up to \$200k revenue generated from lease); Deputy Director-General, Training and Tertiary Education Queensland (any lease duration and greater than \$200k revenue generated from lease). The Deputy Director-General, Training and Tertiary Education Queensland can also approve prices less than the department's minimum benchmark per square metre for hiring, renting or leasing out of TAFE facilities.							
Specific (Revenue)	Plant and Equipment (Disposal and Sale)	Specific delegation to approve the disposal and sale of plant and equipment.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		\$5 Million	\$5 Million	\$5 Million			

Last Updated: April 2013	Key: ✓ delegation applies as specified under Limit (where applicable)						3	Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (SSM)	Azmin Officer (School with no BSM)	Head of Department	All Other Positions
Géneral	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less		Registered Cffice Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Revenue)	Receiving a Giff	Specific delegation to determine the use of, and or retention of, a gift received.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	Where a gift is received with a value in excess of \$150, such a gift is required to be recorded in the Gift Register, is deemed to be a gift to the department Cannot be retained by the recipient unless the recipient makes a payment to the Department equal to the value of the gift. However this rices not apply to intangible gifts (such has hospitality and entertainment) where its acceptance is in accordance with industry norms and there is no conflict of interest; the rules within the Department's Code of Conduct apply. All declarations of reportable gifts received by the Director-General must be noted by the Deputy Director-General, Corporate Services.						
Specific (Revenue)	Sale of TAFE Queensland products and services	Specific delegation to approve and sign a contractual agreement on behalf of the 'State of Queensland through the (insert name of Institute / Division)' for the sale of TAFE Queensland products and services.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the collegated officer can approve expenditure up to the limit of their general expenditure	With respect to intellectual property, these authorities must be exercised in conjunction with the "Policy for Commercialisation of Primary and Secondary Product for Training".						
Specific (Revenue)	TAFE College Bookshops and Canteens	Specific delegation to approve authority to approve and sign a contractual agreement on behalf of the "State of Queensland" through (insert name of Institute) for Institute/College canteens and bookshops.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation:	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							

Last Updated:

lovember 013		Key ✓ delegation applies as specified under Lit	mit (where applicable)					Schools	r		r.
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (PSA*)	Admin Officer (School with no	Head of Department	All Othe Position
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit oil school bank account whichever is 1953	Flegisterad Office Holder	Registered Office Holder	Registered Office Holder	Register Office Holder
Periodic	Administered Payments made through GAPS	Approve periodic expenditure for administered/Commonwealth Grants paid to schools through the GAPS system.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Officers who possess a general expenditure delegation can also approve the above expenditure up to the limit of their general expenditure delegation.	Unlimited	(0)					
Periodic	Annual Leave Central Scheme and Long Service Leave Levy Payments	A delegation to approve the periodic payment of Long Service leave levies and Annual leave Central Scheme Levies, paid to the Queensland Government Superannuation Office.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personne can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.		Linkimited						
Periodic	Audit Fees (QAO)	Approve periodic expenditure for fees charged by the Queensland Audit Office for the conduct of external audit.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Bank Charges (All Departmental Bank Accounts)	Approve periodic expenditure for fees charged by the bank as per the Government banking contract.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Bank Charges (TAFE)	Approve periodic expenditure for fees charged by the bank as per the Government banking contract.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Bank Charges (School Bank Accounts)	Approve periodic expenditure for fees charged by the bank as per the Government banking contract.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	-	-			- 1	
Periodic	Building Maintenance (Note: Relates to Qbuild Maintenance Contracts.)	Approve periodic expenditure for building maintenance expenditure.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited	Unlimited						
Periodic	Bulk Postage	Approve periodic expenditure for bulk postage charges.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited targeting.	Unlimited						
Periodic	Bulk Postage (TAFE)	Approve periodic expenditure for bulk postage charges.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Bulk Postage (Schools)	Approve periodic expenditure for bulk postage charges.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	4.	1	*	7		
Periodic	Capital Works (Tertiary Institutions)	Approve periodic expenditure for capital works grants to tertiary institutions.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Cleaning	Approve periodic expenditure for school contract cleaning charges and for cleaning TAFE Institutes.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Cleaning (TAFE)	Approve periodic expenditure for contract cleaning charges for cleaning TAFE Institutes.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Commercial Leasing	Approve periodic experioditure for rental payments relating to the lease of departmental premises.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Commercial Leasing (TAFE)	Approve paniodic expenditure for rental payments relating to the lease of departmental premises.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Copyright Licence Agreement	Approve periodic expenditure for copyright licence agreement.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						

November 2013		Key: ✓ delegation applies as specified under Lin	nit (where applicable)					Schools			T
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (PGM)	Admin Office: (School with no BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or 'mit of school bank account whichever is less	Riggistered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Periodic	Fringe Benefits Tax	Approve periodic expenditure arising from the calculation of the Fringe Benefits Tax Liability for the Department.	Approval of Transactions that incur FBT Officers who possess a general expenditure delegation can also approve an FBTable transaction up to the limit of their general expenditure delegation. When determining the amount being approved a delegate must include both the value of the benefit and the associated FBT liability to determine whether or not they have sufficient delegation to approve the transaction.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	6					
Periodic	Fuel	Approve periodic expenditure for fuel costs incurred by the use of departmental vehicles and generators.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an untimited amount.	Unlimited						
Periodic	Fuel (Schools)	Approve periodic expenditure for fuel costs incurred by the use of departmental vehicles and generators.		The following table reflects what positions, at the lowest level possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an infimited amount.	Unlimited	*	*	4			
Periodic	General Ledger Journal approval	Approve general, periodic and standing General Ledger journals for revenue and expenditure, within the delegate's area of responsibility	Approve general, periodic and standing General Ledger journals for revenue and expenditure, within the delegate's area of responsibility	The officers designated, and those higher in the chain of command, can approve general ledger journals for an unlimited amount	Unlimited	*	~		1		
Periodic	Goods and Services Taxation (GST)	Approve for the payment of the Goods and Services Tax.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can exprove the payment for an unlimited amount.	Unlimited						
Periodic	Grants to agencies, boards and outside organisations	Approve periodic expenditure for recurrent grants to agencies, boards, and outside organisations made under an approved grant agreement.	Note: These delegations include all grant amounts paid to Registered Training Organisations (RTOs) external to the department	The following table reflects what positions, at the lowest level, possess the delegation. The afficer designated, and those higher in the chain of command, can approve the payment for an unlimited amount. Officers who possess a general expenditure delegation can also approve the also e expenditure up to the limit of their general expenditure delegation.	Unlimited						
Periodic	Grants to TAFE Institutes, Regions/Business Units	Approve periodic expenditure through Resource Agreements to departmental TAFE Institutes, Regions and Business Units.		The following table reflects what positions, at the lowest level, nossess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Home Stay Accounts / Accommodation / Rental - Guest Teacher Programs	Approve periodic expenditure for accommodation expenses in relation to the Guest Teacher Programs.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	HRG Travel & Cabcharge Accounts	Approve periodic expenditure for HRG Travel accounts and Cabcharge accounts incurred by the department.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						11
Periodic	Maintenance Contracts for Information Technology and Telecommunications	Approve periodic expenditure for maintenance contracts for Information Technology and Telecommunications.	The Director, Susiness Support holds the delegation for all Business Units, operating inrough the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Questioned Network.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	Unlimited						
Periodic	Maintenance Contracts for Information Technology and Telecommunications (TAFE)	Approve periodic expenditure for maintenance contracts for Information Technology and Telecommunications.	The Director. Business Support holds the delegation for all Rusiness Units, operating through the Education Network. The Fixecutive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	Unlimited						
Periodic	Maintenance Contracts for Information Technology and Telecommunications (Schools)	Approve periodic expenditure for maintenance contracts for information Technology and Telecon-munications.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	Unlimited	>					
Periodic	Pay As You Go (PAYG) Taxation	Approve payment of the PAYG tax liability		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Payment of Superannuation Contributions to the Government Superannuation Office	A delegation to approve the periodic payment of superannuation contributions to the Government Superannuation Office.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Penodic	Payments to Shared Service Providers	Approve periodic expenditure to Shared Service Providers, including Corptech and the Shared Services Agency.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						1

est Updated: ovember 013		Key ✓ delegation applies as specified under Lin	mit (where applicable)					Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSA1)	Admin Officar (School with no ASM)	Head of Department	All Othi Position
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less		Registered Office Holder	Registered Office Holder	Registered Office Holder	Register Office Holder
Periodic	Payments to Suppliers Under Agreements Managed by Skills Investment	Approve periodic expenditure for payments to suppliers contracted to deliver training, assessment and related services under agreements managed by Skills Investment.	* Minister \$10 Million or Limit of Expenditure Approved by Governo in Council * Director General \$5 Million or Limit of Expenditure Approved by Governor in Council * Directors within Skills Investment \$5 Million * Assistant Directors within Skills Investment \$3 Million	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment. All delegations are inclusive of GST.							
Periodic	Payroll Processing Charges	Approve periodic expenditure for payroll processing charges.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Urilimited						
Periodic	Payroll Tax	Approve the payment of Payroll Tax		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Queensland Government Insurance Fund (QGIF)	Approve periodic expenditure relating to the payment of the Queensland Government Insurance Fund (QGIF) premium.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Removal Expenses (Public Servants)	Approve periodic expenditure for removal expenses		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Removal Expenses (All Officers)			diffourt	Unlimited						
Periodic	School Grants (Semester and Per Capita)	Approve periodic expenditure for school grant payments	Officers who possess a general expenditure delegation can also approve the above expenditure up to the limit of their general expenditure delegation. Note: Financial approval must be obtained and identified prior to any request for payment of grants to schools being submitted and processed through the Grants and Payments (GAPS) system (processed by the School Financial Services Unit) to State Education facilities. Any Education Business Unit Director has an unlimited delegation for grant payments made to schools, subject to having sufficient budget allocation. Officers from within these Business. Units who have the authority to request payments through the GAPS systemmust ensure that prior financial approval has been received and that this is documented.	The following table reflects what positions, at the lowest level, prissess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	School transport assistance program for students with disabilities	Approve periodic expenditure relating to the monthly transportation costs of students with disabilities incurred by the Department of Transport and Main Roads.		The following tables reflect what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Security	Approve periodic expenditure for security services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Security (TAFE)	Approve periodic expenditure for security services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Staff Recruitment (Personnel Vacancies)	Approve periodic expenditure for advertising costs for personnel vaccincles.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Staff Recruitment (Personnel Vacancies) - (Schools)	Approve periodic expenditure for advertising costs for personnel vacancies.	Delegation for casual teaching and all non-teaching positions including wages and casual public service positions only.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	*	V				
Periodic	Transfer funds between departmental bank accounts	A delegation to approve the transfer of funds between departmental bank accounts.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation up to an unlimited amount. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	Unlimited						
Periodic	Utilities - Electricity and Gas	Approve periodic expenditure for electricity and gas charges incurred by departmental facilities.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						

November 2013		Key: ✓ delegation applies as specified under Limit (where the control of the co	nere applicable)					Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Managar (ESM)	Admin Office: (School with no BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank accoun whichever is less	\$250,000 or vimit of t school bank account whichever is less		Registered Office Holder	Registered Office Holder	
Periodic	Utilities - Electricity and Gas (Regions)	Approve periodic expenditure for electricity and gas charges incurred by departmental facilities.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	3/0					
Periodic	Utilities - Electricity and Gas (TAFE)	Approve periodic expenditure for electricity and gas charges incurred by departmental facilities.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Electricity and Gas (Schools)	Approve periodic expenditure for electricity and gas charges incurred by departmental facilities.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlin ited	4	*	- 1	2		
Periodic	Utilities - Garbage	Approve periodic expenditure for garbage collection		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an inlimited amount.	Unlimited						
Periodic	Utilities - Garbage (TAFE)	Approve periodic expenditure for garbage collection		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Garbage (Schools)	Approve periodic expenditure for garbage collection		The following table reflects what positions at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	4		1	1		
Periodic	Utilities - Local Authority Charges	Approve periodic expenditure for rates and other local authority charges relating to educational facilities and rental accommodation properties. Rates could include charges for water, garbage collection and sewerage.		The following table reflects what positions, at the lowest level, possess the delogation. The efficer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Local Authority Charges (TAFE)	Approve periodic expenditure for rates and other local authority charges relating to educational facilities and rental accommodation properties, Rates could include charges for water, garbage collection and sewerage.		The following toole reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Local Authority Charges (Schools)	Approve periodic expenditure for rates and other local authority charges relating to educational facilities and rental accommodation properties. Rates could include charges for water, garbage collection and sewerage.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	*		>	*		
Periodic	Utilities - Sanitation	Approve periodic expenditure for the collection and disposal of sanitation units.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						11
Periodic	Utilities - Sanitation (TAFE)	Approve periodic expenditure for the collection and disposal of sanitation units.	2)	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Sanitation (Schools)	Approve periodic expenditure for the collection and disposal of sanitation units.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	*		1	7		
Periodic	Utilities - Telecommunications Data Services	Approve periodic expenditure for data services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Telecommunications Data Services (TAFE)	Approve periocic expenditure for data services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Telecommunications Data Services (Schools)	Approve periodic expenditure for data services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	7	Y.	1	*		
Periodic	Utilities - Telecommunications Web Services	Approve periodic expenditure for web services delivered under a contract		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						

Last Updated Schools November 2013 Officer All Other Delegation Limit Executive Principa Services Head of **Delegation Definition** Expenditure / Revenue Description of Delegation Limitation Principal (Echool (where not otherwise specified) (Cluster Colleges) Manage: with: no (BSAT) An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The \$250,000 or limit of \$250,000 or limit of Registers delegation to approve expenditure in an Emergency Situation gives Office General General Expenditure Delegations Office Holde authority to approve expenditure across all cost centres of the whichever is less. whichever is less Holder Department and is limited in amount to the Director-General's The following table reflects what positions, at the lowest level. possess the delegation. The officer designated, and those higher in tilities - Telecommunications Telephone Approve periodic expenditure for telephone Unlimited Periodic the chain of command, can approve the payment for an unlimited amount.
The following table reflects what positions, at the lowest level Itilities - Telecon nications Telephone Approve periodic expenditure for telephone possess the delegation. The officer designated, and those higher in Unlimited Periodic ervices (TAFE) services. the chain of command, can approve the payment for an unlimited amount.

The following table reflects what positions, at the lowest level, Utilities - Telecommunications Telephone Approve periodic expenditure for telephone possess the delegation. The officer designated, and those higher in Periodic Unimited ervices (Schools) the chain of command, can approve the payment for an unlimited amount.
The following table reflects what positions, at the lowest level. Approve periodic expenditure for water possess the delegation. The officer designated, and those higher in Periodic Itilities - Water rates to local authorities or to a provider. the chain of command, can approve the payment for an unlintited amount.

The following table reflects what positions, at the lowest level. possess the delegation. The officer designated, and those higher in Approve periodic expenditure for water Periodic Utilities - Water (TAFE) Unlimited the chain of command, can approve the payment for an unlimited rates to local authorities or to a provider. amount.
The following table reflects what positions, at the lowest leval, Approve periodic expenditure for water possess the delegation. The officer designated, and those higher in Unlimited Periodic Itilities - Water (Schools) rates to local authorities or to a provider the chain of command, cert approve the payment for an unlimited amount.
The following table reflacts what positions, at the lowest level, Approve periodic expenditure for costs possess the delegation. The officer designated, and those higher in incurred in relation to the lease of Unlimited Periodic /ehicle Leasing Payments the chain of commano, can approve the payment for an unlimited departmental vehicles. amount
The following table reflects what positions, at the lowest level. Approve periodic expenditure for costs possess the delegation. The officer designated, and those higher in Periodic /ehicle Leasing Payments (Regions) incurred in relation to the lease of Unlimited the chair of command, can approve the payment for an unlimited departmental vehicles. annount.
The following table reflects what positions, at the lowest level Approve periodic expenditure for costs possess the delegation. The officer designated, and those higher i incurred in relation to the lease of Periodic ehicle Leasing Payments (TAFE) the chain of command, can approve the payment for an unlimited epartmental vehicles amount.
The following table reflects what positions, at the lowest level, Approve periodic expenditure for costs possess the delegation. The officer designated, and those higher in Periodic ehicle Leasing Payments (Schools) incurred in relation to the lease of Unlimited the chain of command, can approve the payment for an unlimited departmental vehicles. The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in Approve periodic expenditure for workers Unlimited Workers Compensation Premiums Periodic mpensation premiums. the chain of command, can approve the payment for an unlimited The officer designated, and those higher in the chain of command, Specific delegation to approve commercia possess this delegation. No other personnel possess this pproval of commercial activities in a delegation. Where the delegation involves expenditure, the activities entered into by schools. (Expenditure) undertaken in a contestable market. delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified. A specific delegation to approve the The delegation identifies the positions that hold a delegation to give Up to \$200,000 Up to \$200,000 The officer designated, and those higher in the chain of command, inaminia approval for all facilities projects to proceed to commencement and subsequent variations Specific pproval to Commence DETE Infrastructure devalopment and implementation. The officer designated, and those possess this delegation. No other personnel can exercise this for school funded | for school funded (up to a total revised project value) for (Expenditure) Capital Projects infrastructure capital projects (financia! higher in the chain of command, possess this delegation. No other delegation. projects projects personnel can exercise this delegation. approval). Approve Variations to Infrastructure Capital A specific delegation to approve variation of The delegation identifies the positions that hold a delegation to give The officer designated, and those higher in the chain of command, Specific financial approval for all facilities projects to proceed to rojects (Previously Approved by Executive infrastructure capital orojects (financial ossess this delegation. No other personnel can exercise this (Expenditure) development and implementation ADG, Infrastructure Services and ED, Infrastructure Programs and To approve expenditure, sign contracts and accept tenders for Delivery cannot exercise this delegation where they have approved To approve expenditure, sign contracts and Specific Approve Expenditure against an Approved expenditure against approved Infrastructure Capital Projects. All he commencement of the project (financial approval). Officers accept tenders for expenditure against amounts are inclusive of GST. The total approved expenditure (Expenditure) Infrastructure Capital Project possessing a general expenditure delegation can approve frastructure Capital Projects cannot exceed the total approved value of the project. expenditure on an approved project up to the limit of their general

expenditure delegation.

November 2013		Key: ✓ delegation applies as specified under Limit (where applicable)						Schools								
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (PSM)	Admin Office: (School with no BSM)	Head of Department	All Other Positions					
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less		Rugistered Ciffice Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder					
Specific (Expenditure)	Approve Expenditure against an Approved Infrastructure Capital Project (Variations)	To approve variations to contracts and purchase orders for expenditure against Infrastructure Capital Projects	To approve variations to expenditure and contracts against approved Infrastructure Capital Projects. The delegation for contract variations represents the total contract value after variation. The sum of all approved expenditure cannot exceed the total approved value of the project. All amounts are inclusive of GST.	ADG, Infrastructure Services and ED, Infrastructure Programs and Delivery and DDG, Corporate Services cannot exercise this delegation where they have approved the commencement of the project (financial approval).												
Specific (Expenditure)	Approve Expenditure against an Approved Public Private Partnership (PPP) Project	The total approved expenditure cannot exceed the total approved value of the	The delegation identifies the positions that hold a delegation to give financial approval for all facilities projects to proceed to development and implementation.	The officer designated, and those higher in the chair of command, possess this delegation. No other personnel can exercise this delegation.												
Specific (Expenditure)	Approve Expenditure against an Approved Public Private Partnership (PPP) Project (Variations)	project. Specific delegation toapprove variations to expenditure and contracts against approved PPP Projects. The delegation for PPP contract variations represents the value of the variation. The sum of all approved expenditure (including the proposed variation) cannot exceed the total approved value of the project. All amounts are inclusive of GST.	The delegation identifies the positions that hold a delegation to give financial approval for all facilities projects to proceed to development and implementation.	The officer designated, ring those higher in the chain of command, possess this delegation. No other personnol can exercise this delegation.												
Specific (Expenditure)	Approve Expenditure against the Australian- Pacific Technical College project	To approve Expenditure against the Australian-Pacific Technical College project including payments to consortium members	To approve Expenditure against the Australian-Pacific Technical College project including payments to consortium members													
Specific (Expenditure)	Approval to Issue QLD Govt Corporate Cards (Issue Cards with a transaction limit >\$20,000 and a credit limit >\$100,000	Specific delegation to approve the issue of Queensland Government Corporate Purchasing Cards (Corporate Cards) to a Government employee.	Issue cards with a transaction Pmit >\$20,000 and credit limit >\$100,000	Ceiegates cannot approve the issuing of a card to themselves. This is not the authority to undertake the Verifying Officer role with the Commonwealth Bank. See: Verifying Officer – Verification of employee details for the issue of a Queensland Government Corporate Purchasing Cards (Corporate Card). Completed Corporate Card application documentation is to be forwarded to the Corporate Card Unit, Finance Branch for processing. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.												
Specific (Expenditure)	Approval to Issue QLD Govt Corporate Cards (Issue Cards with a transaction limit up to \$20,000 and a credit limit up to \$100,000	Specific delegation to approve the issue of Queensland Government Corporate Purchasing Cards (Corporate Cards) to a Government employee.	Issue cards with a transaction limit up to \$20,000 and credit limit up to \$100,000	Delegates cannot approve the issuing of a card to themselves. This is not the authority to undertake the Verifying Officer role with the Commonwealth Bank. See: Verifying Officer – Verification of employee details for the issue of a Queensland Government Corporate Purchasing Cards (Corporate Card), Completed Corporate Card application documentation is to be forwarded to the Corporate Card Unit, Finance Branch for processing. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.												

Last Updated:

November 2013		Key; ✓ delegation applies as specified under Limit (where applicable)						Schools								
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BS/W)	Admin Officer (S shoot with no ESM)	Head of Department	All Other Positions					
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank accoun whichever is less	\$250,000 or limit of school bank account whichever is loss		Registered Office Holder	Registered Office Holder						
Specific (Expenditure)	Approval to Issue QLD Govt Corporate Cards (Issue Cards with a transaction limit up to \$5,000 and a credit limit up to \$40,000	Specific delegation to approve the issue of Queensland Government Corporate Purchasing Cards (Corporate Cards) to a Government employee.	Issue cards with a transaction limit up to \$5,000 and credit limit up to \$40,000	Delegates cannot approve the issuing of a card to themselves. This is not the authority to undertake the Verifying Officer role with the Commonwealth Bank. See: Verifying Officer – Verification of employee details for the issue of a Queensland Government Corporate Purchasing Cards (Corporate Card). Completed Corporate Card application documentation is to be forwarded to the Corporate Card Unit, Finance Branch for processing. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.						¥						
Specific (Expenditure)	Authorising and Verifying Officer (Departmental Bank Accounts)	Specific delegation to approve the establishment and closure of departmental bank accounts, approve cheque signatures for departmental bank accounts, and establish District Office staff as Authorising and Verifying Officers for Institute and school bank accounts.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel ca approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.												
Specific (Expenditure)	Authorising and Verifying Officer (School Bank Accounts)	Specific delegation to approve cheque signatories for school bank accounts.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel ca approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	Officers can only exercise (his delegation once they have been established with the Commonwealth Bank as Authorising and Verifying Officers by the Accounts Receivable team within Corporate Finance. Schools are limited to one general operating account.												
Specific (Expenditure)	Authority to Approve Student Time to Pay Plans	Specific Delegation to Approve Student Time to Pay Plans	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	Standard applications which meet all criteria- Customer Service Officer? Cashier or equivalent. Applications identified as not needing the standard criteria- Senior Customer Service Officer/ Cashier Supervisor/ Team Leader or equivalent.												
Specific (Expenditure)	Authority to Deal with Property Issues	Specific delegation to approve real property transactions including acquisition, disposal and excision of real property, creation and cancellation of reserves and other real property.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel calapprove this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.												
Specific (Expenditure)	Authority to Deal with Property Issues (Documents)	Specific delegation to validly execute, seal and deliver any deeds, contracts or documents in connection with the transaction above.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	can approve expenditure up to the limit of their general expenditure						- 4						
Specific (Expenditure)	Contracts for VET Training Procurement and Related Services	Specific delegation to approve expenditure for VET Training Procurement and Related Services.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel cal approve this delegation.	ean approve expenditure up to the limit of their general expenditure	Where the contract is not part of an approved project, the Director-General can only approve contracts up to \$5 Million.											
Specific (Expenditure)	Contracts for VET Training Procurement and Related Services (Signing Agreements)	Specific delegation to sign agreements once financial approval has been given.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the cream of command, possess this delegation. No other personnel care-prove this delegation.								11_0					
Specific (Expenditure)	Debt Management (other than Student Time to Pay Plans)	Specific Delegation to approve dest repayment plans, other than TAFE Student Time to Pay Plans.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel call approve this delegation.	can approve expenditure up to the limit of their general expenditure												
Specific (Expenditure)	Delegation to Approve Non-QBuild maintenance expenditure by Regional Facilities Managers under the School Maintenance Investment Program	Specific delegation for Regional Facilities Managers to approve non-Qduild maintenance expenditure under the School Maintenance Investment Program.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified												
Specific (Expenditure)	Exclusion from Banking Agreement	Specific delegation to approve exclusion from banking agreement.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.												
Specific (Expenditure)	Giving a Gift	Specific delegation to approve the giving of a gift.	Where a gift is given with a value in excess of \$100, the following table reflects what positions, at the lowest level, possess the delegation. This delegation applies in instances where hospitality or entertainment is provided, for official departmental purposes/functions. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation.	This delegation does not include the purchase/provision of Alcohol. Please refer to the delegations on Giving a Gift - Purchase of Alcohol. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.		*	*									

November 2013		Key: ✓ delegation applies as specified under Limit (where applicable)						Schools								
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (PSM)	Admin Office: (School with no BSM)	Head of Department	All Other Positions					
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of t school bank account whichever is less		Registered Office Holder	Registered Office Holder	Registered Office Holder					
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (DETE)	Specific delegation to approve the purchases of alcohol for official purposes/functions	No other personnel possess this delegation.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions.												
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (DETi)	Specific delegation to approve the purchases of alcohol strictly for official DETi purposes.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions. This authority DOES NOT extend to conferences and/or workshops held for staff. In addition, this authority is subject to a monthly report to the Director-General reconciling approvals given by the DDG Education Queensland with purchases made.												
	Giving a Gift - Purchase of Alcohol (Training Queensland Business)	Specific delegation to approve the purchases of alcohol for official purposes in the course of undertaking Training Queensland business.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions. This authority DOES NOT extend to conferences and/or workshops held for staff. This authority is subject to a monthly report to the Director-General reconciling approvals given by the DDE Education Queensland or for departmental TAFE Institues, a report to the Deputy-Director General TAFE Reform, with purchases made.												
	Giving a Gift - Purchase of Alcohol (Semi- Commercialised TAFE Institutes)	Specific delegation to approve the purchases of alcohol for official purposes in the course of undertaking TAFE Queensland business.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions. This authority DOES NOT axtend to conferences and/or workshops held for staff. This authority is subject to a monthly report to the Disputy Director-Ceneral TAFE Reform for provision to the Director General reconciling approvals given by the Institute Director with purchases of alcohol made												
Specific (Expenditure)	Grants to Student Hostels	Approve expenditure to provide grants, allowances and subsidies to (and withdraw from) Student Hostels.		Limit is per grant recipient.												
Specific (Expenditure)	Home Garaging - Long Term	Approve Home Garaging for operational needs on a long term basis.														
Specific (Expenditure)	Home Garaging - Short Term	Approve Home Garaging - Short Term for work related reasons which utilise departments assets efficiently for the current and/or proceeding day. This delegation also includes interim approval of Home Garaging for the Long term - official approval will be made by the Director-General in the next annual				,										
Specific	Parking Private Vehicles on Official Premises	schedule of vehicles. Approve the parking of private vehicles on				-										
(Expenditure) Specific (Expenditure)	Approval to Commence DETE ICT Capital	official premises at the owners risk. A specific delegation to approve the commencement and subsequent variations (up to a total revised project value) for ICT projects (financial approval).	This table identifies the positions that hold a delegation to give financial approval for all CT Projects following the satisfactory conclusion of the progrement process. The officer designated, and those higher in the chain of command, possess this delegation. No officer personnel can exercise this delegation.													
	Approve variations to DETE ICT Capital Projects (Previously approved by Governor in Council)	A specific delegation to approve variation of ICT capital projects (financial approval).	This table resembles the positions that hold a delegation to give inancial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation.													
	Approve Expenditure Against an Approved ICT Capital Project.															
	Approve Expenditure Against an Approved ICT Capital Project (Variations)	To approve variations to expenditure and contracts against approved ICT Projects. The delegation for contract variations represents the total contract value after variation. The sum of all approved expenditure cannot exceed the total approved value of the project. All amounts are inclusive of GST.	This table identifies the positions that hold a delegation to give financial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation													

Last Updated November 2013		Key ✓ delegation applies as specified under Lin		Schools								
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (PSM)	Admin Officer (School with no	Head of Department	All Other Positions	
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less		Registered Office Holder	Registered Office Holder	Registered Office Holder	Registerer Office Holder	
Specific (Expenditure)	Imprest - Accountable Advances	Specific Delegation to approve the establishment of petty cash float.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	For Education Queensland Division - only those imprest/accountable advances created by Regions or Schools. For Training and Tertiary Education Queensland Division those imprest/accountable advances created in TAFE Institutes.								
Specific (Expenditure)	Initiating Legal Proceedings in the Small Claims Tribunal and Magistrates Court	Specific delegation to approve initiating legal proceedings in the Small Claims Tribunal and the Magistrates Court.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	For initiating legal action against current employees (both in the Education and Training portfolios) or against any other debtor (other than TAFE Customers or TAFE students), the delegate is the Director, Financial Operations. For initiating legal action against TAFE Customers or TAFE Students, the delegate is the Institute Director.								
Specific (Expenditure)	Interest penalty payments on late payment of invoices	Specific delegation to approve the payment of interest claims on behalf of any school, TAFE or Business Unit, made under the Government's election commitment to pay interest on invoices that are paid after 30	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.								
Specific (Expenditure)	Leasing In - Renting or leasing of land, buildings or property from other parties.	days. Specific delegation to lease in - hiring, renting or leasing land, buildings or property from other parties (includes authority to execute, seal and deliver deeds, contracts or any agreements in connection with Leasing In commitments following endorsement from the Legal and Administrative Law Branch).	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	For Training and Tertiary Education Queensiand Division those agreements related to TAFE Institutes. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their ganeral expenditure delegation.								
Specific (Expenditure)	Light Aircraft (Charter Approval)	Specific delegation to approve the charter of a light aircraft or helicopter.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Approval for Executive Principals (Cluster Colleges) is only given for expenditure out of school bank accounts. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the trait of heir general expenditure delegation.			1					
Specific (Expenditure)	Light Aircraft (Hire Approval)	Specific delegation to approve the hire of an aircraft when the employee is the pilot.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the dalegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.								
Specific (Expenditure)	Maintenance Expenditure	Specific delegation to approve maintenance expenditure under the control of the Asset Maintenance Unit (not undertaken by Building and Asset Services).	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.								
Specific (Expenditure)	Memorandum of Understanding	Specific delegation to approve Memorandum of Understanding for the provision of services by another Queensland Government agency	This delegation reflects what cositions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.								
Specific (Expenditure)	Operating Leases of Plant and Equipment	Specific delegation to validly execute, seal and deliver any deeds, contracts or documents in connection with the transaction above.	This delegation reflects what positions, at the lowest level, possess the delegation. The cificar designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.								
Specific (Expenditure)	Operating Leases of Motor Vehicles through QFleet	Specific delegation to enter into operating leases for vehicles (including heavy vehicles) through Offeet	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	4 0	~	*					
Specific (Expenditure)	Overseas Travel (Approval) (excludes Overseas Travel which is part of a School Study Tour)	Specific delegation to approve overseas travel for departmental employees.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Overseas travel undertaken by the Director-General must be approved by the Premier, with support from the Minister. Overseas travel to New Zealand and other locations within five hours flying time from Brisbane are to be approved by the Director-General. This delegation is limited to the extent that all overseas travel with travel costs either fully or partially funded externally or that combines official travel with personal travel must be approved by the Minister. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.								

November 2013		Key: delegation applies as specified under Li		Schools							
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (PSM)	Artinin Officer (School with 150 BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account yihichaver is less	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Expenditure)	Overseas Travel for School Study Tours (Approval)	Specific delegation to approve overseas travel for School Study Tours	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Overseas travel undertaken by Employees as part of a School Study Tour must be approved by the principal. However, where the principal is personally participating in the travel the Regional Director must approve the overseas travel. The Executive Director, DETi and Assistant Director-General, State Schooling Implementation also has delegation for approval for School Study Tours. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	\						
Specific (Expenditure)	Overseas Travel (Payment of Expenses)	Specific delegation to approve payment of expenses for overseas travel.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		Ý	4				
Specific (Expenditure)	Payments made in relation to the Public Private Partnerships (PPP)	Specific delegation to approve payments made in relation to Public Private Partnerships.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated shiften can approve expenditure up to the limit of their general expenditure delegation.				8=1			
Specific (Expenditure)	Personal Phone Reimbursement (Members of EMG)	Specific delegation to approve entitlement conditions for personal phone reimbursement.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation. This authority should be exercised in conjunction with Directive 05/09, Senior Executives, - Employment Conditions [PDF 116kB] (Schedule 2 Section 11) and Directive 05/09 Senior Officers - Employment Conditions (Schedule C Section 13), issued by the Public Service Commissioner in May 2009.							
Specific (Expenditure)	Personal Phone Reimbursement (Regional Directors, Executive Directors and Institute Directors)	Specific delegation to approve entitlement conditions for personal phone reimbursement.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation. This authority should be exercised in conjunction with Directive 05/09, Senior Executives - Employment Conditions [PDF 116/15] (Schedule 2 Section 11) and Directive 06/09 Senior Officers - Employment Conditions (Schedule C Section 13), issued by the Public Service Commissioner in May 2009.							
Specific (Expenditure)	Personal Phone Reimbursement (Senior Officers SO1/SO2)	Specific delegation to approve entitlement conditions for personal phone reimbursement.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation. This authority should be exercised in conjunction with Directive 05/09, Senior Executives - Employment Conditions [PDF 116kB] (Schedule 2 Section 11) and Directive 06/09 Senior Officers - Employment Conditions (Schedule C Section 13), issued by the Public Service Commissioner in May 2009							
Specific (Expenditure)	Plaintiffs - legal costs, litigation and settlements	Specific delegation to approve the payments for legal costs, litigation, and settlements.	This delegation reflects what positions, of the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Plant and Equipment (Transfer)	Specific delegation to approve the transfer of plant and equipment within the Department of Education, Training and Employment.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Purchase of Mobile Phones	A specific delegation to approve the purchase of a mobile phone.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		1	4				
Specific (Expenditure)	Release of GPEVs in SAP using smartforms	Specific delegation to release (within SAP only) payments for an unlimited amount, where approximate has already been made outside of SAP in accordance with appropriate delegations.		This delegation will be limited to expenditure already approved by the Director General							
Specific (Expenditure)	Release Purchase Orders and Shopping Cart Documents in SAP for Approved Infrastructure Capital Projects.	Release Purchase Orders and Shopping Carts in SAP for Approved Infrastructure Capital Projects.	This delegation does not entitle the officer named to exercise an expenditure delegation up to the limit provided in SAP. This delegation only relates to the release of purchase orders and shopping cart documents in SAP. Officers performing this SAP release should have appropriately approved documentation provided to them prior to executing this release in SAP.	Officers with a general expenditure delegation can release purchase orders and shopping carts raised against an approved infrastructure Capital Project up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Release Purchase Orders and Shopping Cart Documents in SAP for expenditure other than Approved Infrastructure Capital Projects expenditure	Release Purchase Orders and Shopping Carts in SAP for expenditure other than Approved Infrastructure Capital Projects expenditure	This delegation does not entitle the officer named to exercise an expenditure delegation up to the limit provided in SAP. This delegation only relates to the release of purchase orders and shopping cart documents in SAP. Officers performing this SAP release should have appropriately approved documentation provided to them prior to executing this release in SAP.	Officers with a general expenditure delegation can release purchase orders and shopping carts up to the limit of their general expenditure delegation.	Officers with a general expenditure delegation can release purchase orders and shopping carts up to the limit of their general expenditure delegation						

Last Updated: November 2013		Key ✓ delegation applies as specified under Lir	mit (where applicable)		Schools							
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (PSM)	Admin Officer (Echool with no	Head of Department	All Othe Position	
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank accoun, whichever is less	Registered Office Holder	Registered Office Holder	Registered Office Holder		
Specific (Expenditure)	Resource Replacement Scheme	Specific delegation to approve payment to compensate for losses resulting from illegal entry, fire, vandalism, natural disasters etc.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.								
Specific (Expenditure)	Establishing and closing school bank accounts	Specific delegation to approve the establishment and closure of school bank accounts	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Officers can only exercise this delegation once they have been established with the Commonwealth Bank as Authorising and Verifying Officers by the Accounts Receivable team within Corporate Finance. Schools are limited to one general operating account.		5						
Specific (Expenditure)	Security Cards (Permanent Cards/Keys)	Specific delegation to approve the permanent allocation of building access cards/keys to departmental officers.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.			~	*					
Specific (Expenditure)	Security Cards (Temporary Cards/Keys)	Specific delegation to approve the temporary allocation of building access cards/keys to departmental officers.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general screenditure delegation.		*	(4)					
Specific (Expenditure)	Service Agreements with Early Childhood Education and Care service providers	Specific delegation to sign service agreements providing funding to an Early Childhood Education and Care service provider where financial approval has been given by the relevant financial delegate.	After financial approval has been given by the relevant financial delegate, in relation to the provision of funding to an Early Childhood Education and Care service provider, the officers listed may sign the service agreement.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation.								
Specific (Expenditure)	Special Payments	Specific delegation to approve special payments including ex gratia and out of contract payments. Payments ARE NOT to be made for personal injury (refer to Plaintiffs - legal costs, litigation, settlements delegation).	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	The delegation for a Principal can only be exercised for compensation for loss of, or damage to, personal property. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		\$1,000	\$1,000					
Specific (Expenditure)	Supply of Contestable Electricity	Specific delegation to approve supply of confestable electricity to selected departmental sites.	The delegation includes the capacity to approve an invitation-to-offer (ITO) for the supply of 'contestable' electricity to nominated Department of Education and Training (DET) sites and its release to industry, approve the evaluation plan for this ITO, approve the Evaluation Committee's recommendations regarding the successful supplier for this tender, sign a contract for the supply of 'contestable' electricity on behalf of the Department if the value of the contract is less than \$5.0 million including GST, approve eny contract amendments that may be required during the contract term	the deligation. The officer designated and those higher in the								
Specific (Expenditure)	Travel claims older than 12 months	Specific delegation to approve travel claims older than 12 months.	This delegation reflects what positions, at the lowest lavel, possess the delegation. The officer designated, and those nigher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.								
Specific (Expenditure)	Vehicles (Approval for additional)	Specific delegation to approve the acquisition of additional departmental vehicles.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	A Principal can only approve the replacement of a vehicle funded by the school. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		¥	4					
Specific (Expenditure)	Vehicles (Approval for replacement)		This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chair of command, possess this delegation. No other positions have this delegation.	A Principal can only approve the replacement of a vehicle funded by the school. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		*	4					
	Verifying Officer - Corporate Cards, Verification of employee details for the issue of Queensland Government Corporate Purchasing Cards (Corporate Card)	Specific delegation to act as Varitying Officer for the issue of Queersland Government Corporate Purchasing Cards (Corporate Card).	A Verifying Officer must ensure that the signature presented as the cardholder's signature is the signature used by the cardholder. This may include one or more of the following: witnessing the signature by the cardholder as a signatory or noting a previously witnessed signature; identifying the signatory as a Government employee (by contacting a person known to the signatory and/or viewing Government identification) — especially if the signatory is not known to the Verifying Officer, viewing documentation or identification (especially photo identification) containing both the name and signature of the signatory.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves								
Specific (Expenditure)	VET Scholarship proposals		This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.								
Specific (Expenditure)	Waiver and/or Non Collection of TAFE or School Fee/Charge/Levy	Specific delegation to approve the waiver and/or non collection of TAFE or school fee/charge/levy.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		\$5 Million	\$5 Million					

November 2013		Key: ✓ delegation applies as specified under Limit (where applicable)						Schools								
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (PSM)	Actinin Office: (school with no BSM)	Head of Department	All Other Positions					
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less	Ragistered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder					
Specific (Expenditure)	Waiver of deposits with Time to Pay Arrangements or Centrepay Deductions	Specific delegation to approve the waivers of deposits with Time to Pay Arrangements or Centrepay deductions.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	<u> </u>	2 10										
Specific (Expenditure)	Write-Off Public Money and Inventory Stock	Specific delegation to approve the write-off of public money and inventory stock including: sundry debts, irrecoverable overpayments (excluding salaries); unaccounted losses or deficiencies in public money, unlawful expenditure; failure to assess or levy revenue and other amounts receivable; loss of discounts; loss or damage to inventory stock.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	All losses involving unaccounted losses, unlawful expenditure, damage, or any action that may result in an offence under the Criminal Gode or ancier Act must be reported when the department or its employees become sware of a loss.	\$5,000	\$5,000									
Specific (Expenditure)	Write-off Public Property	Specific delegation to approve the write-off of reportable and non-reportable items of plant and equipment.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	All losses involving unaccounted losses, unlawful expenditure, damago, or any action that may result in an offence under the Criminal Code or another Act must be reported when the department or its employees become aware of a loss.	\$5,000	\$5,000									
Specific (Expenditure)	Write-off Salary and Wages Overpayments	Specific delegation to approve the write-off of reportable and non-reportable items of plant and equipment.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expanditure, the dalegated officer can approve expanditure up to the limit of their ganeral expanditure delegation.	Head, Internal Audit may only approve expenditure in relation to debts referred to the Overpayment Review Committee only.											
Specific (Expenditure)	Sponsorship - In-Principle Approval of sponsorship agreements (Incoming)	In-principle approval of sponsorship agreements on behalf of the State of Queensland for incoming sponsorships.	Where the sponsorship agreement includes an obligation of expenditure by DETE then officer's who possess a general expenditure delegation can also approve the expenditure up to the	Where the sponsorship arrangement is between DETE and another QLD Government Department only the Director-General may sign the Memorandum of Understanding		Up to \$11,000 (inclusive of GST)										
Specific (Revenue)	Sponsorship - In-Principle Approval of sponsorship agreements (Outgoing)	In-principle approval of sponsorship agreements on behalf of the State of	Where the sponsorship agreement includes an obligation of expenditure by DETE then officer's who possess a general	where the sponsorship arrangement is between DETE and another [QLD Government Department only the Director-General may sign		Up to \$11,000 (inclusive of GST)					-					
Specific (Revenue)	Credit Card Facilities	Specific delegation to approve the establishment of merchant/EFTPOS facilities whereby card payments can be accepted.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.			*	4									
Specific (Revenue)	Credit Approval (excludes TAFE Student Time to Pay Plans and credit arrangements covered by a formal contract).	A specific delegation to approve credit arrangements to customers purchasing goods or services from the Department, where payment is not received at the point of sale.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation (no other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		1	7	\$5,000	\$5,000							
Specific (Revenue)	Hiring of School Premises	Specific delegation to approve the hire (but not leasing) of School premises for use by agencies or individuals outside of the Department of Education and Training (DET).	This delegation reflects what positions, at the lowest level, possess the delegation. The officer derignated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		¥	2									
Specific (Revenue)	Holder of a Liquor Licence	Specific delegation to approve TAFE Institutes only, acting on behalf of the Licensee, the 'State of Queensland' to acquire and sell liquor through their Training Restaurants.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chair of commend, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.												
Specific (Revenue)	Inventories and Saleable Stock	Specific delegation to approve the sala or disposal of Inventories and Saleable stock in a single instance.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the cnein of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	Delegation is based on actual or average cost for inventories and selling price for saleable stock in any single instance											
Specific (Revenue)	Joint Development Agreements	Specific delegation to approve property related partnerships, joint ventures or either arrangements (e.g. shared use of a campus) with other parties relating to access of land, buildings or facilities/equipment (includes authority to execute, seal and deliver deeds, contracts or any agreements in connection with partnership commitments following endorsement from the Legal and Administrative Law Branch).														

Last Updated: November 2013		Key: ✓ delegation applies as specified under Li	elegation applies as specified under Limit (where applicable)					Schools							
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with; no	Head of Department	All Other Positions				
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is 1950		Registered Office Holder	Registered Office Holder	Registered Office Holder				
Specific (Revenue)	Leasing of TAFE Queensland land, buildings or facilities to other parties	Specific delegation to approve the hiring, renting or leasing out of TAFE Queensland land, buildings or facilities to other parties (includes authority to execute, seal and deliver deeds, short-term room hire licenses, contracts or any agreements in connection with Leasing Out commitments following endorsement from the Legal and Administrative Law Branch).	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Director (up to 12 months' and \$85k revenue generated from lease) Institute Director (any lease duration and up to \$200k revenue generated from lease); Deputy Director-General, Training and Tertiary Education Queensland (any lease duration and greater than \$200k revenue generated from lease). The Deputy Director-General, Training and Tertiary Education Queensland can also approve prices less than the department's minimum benchmark per square metre for hiring, renting or leasing out of TAFE facilities.											
Specific (Revenue)	Plant and Equipment (Disposal and Sale)	Specific delegation to approve the disposa and sale of plant and equipment.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		\$5 Million	\$5 Million	\$5 Million							
Specific (Revenue)	Receiving a Gift	Specific delegation to determine the use of, and or retention of, a gift received.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expanditure, the dalegated officer can approve expenditure up to the limit of their general expenditure delegation.	Where a gift is received with a value in excess of \$150, such a gift is required to be recorded in the Gift Register, is deemed to be a gift to the department; Cannot be retained by the recipient unless the recipient makes a payment to the Department equal to the value of the gift. However this does not apply to intangible gifts (such as hospitality and entertainment) where its acceptance is in accordance with industry norms and there is no conflict of interest; the rules within the Department's Code of Conduct apply. All declarations of reportable gifts received by the Director-General must be noted by the Deputy Director-General, Corporate Services.		*								
Specific (Revenue)	Sale of DETi products and services	Specific delegation to approve and sign a contractual agreement on behalf of the 'State of Queensland' for the sale of DETi products and services.	This delegation reflects what positions, at the lowest level, possuss the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer corn approve expenditure up to the limit of their general expenditure delegation.											
Specific (Revenue)	Sale of TAFE Queensland products and services	Specific delegation to approve and sign a contractual agreement on behalf of the	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	With respect to intellectual property, these authorities must be exercised in conjunction with the "Policy for Commercialisation of Primary and Secondary Product for Training".										
Specific (Revenue)	TAFE College Bookshops and Canteens	Specific delegation to approve authority to approve and sign a contractual agreement on behalf of the "State of Queensland" through (insert name of Institute) for Institute/College canteens and bookshops.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.											

All delegations are GST inclusive. Last Updated Schools November ✓ delegation applies as specified under Limit (where applicable) 2014 Limit All Other Delegation Head of Services Expenditure / Revenue Description of Delegation **Delegation Definition** Limitation Principal (School (where not otherwise specified) (Cluster Colleges An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The \$250,000 or limit of \$250,000 or limit of Registered Registered General General Expenditure Delegations delegation to approve expenditure in an Emergency Situation gives school bank account school bank account Office Office Office authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's legation limits. The following reflects what positions, at the lowest level, possess Approve periodic expenditure for Officers who possess a general expenditure delegation can also the delegation. The officer designated, and those higher in the Unlimited Periodic dministered Payments made through GAPS administered/Commonwealth Grants paid to approve the above expenditure up to the limit of their general chain of command, can approve the payment for an unlimited schools through the GAPS system. expenditure delegation The following table reflects what positions, at the lowest level, A delegation to approve the periodic ossess the delegation. The officer designated, and those higher in payment of Long Service leave levies and the chain of command, possess this delegation. No other personne Innual Leave Central Scheme and Long Service Annual leave Central Scheme Levies, paid can approve this delegation. Where the delegation involves Periodic Leave Levy Payments to the Queensland Government expenditure, the delegated officer can approve expenditure up to Superannuation Office the limit of their general expenditure delegation, or the amount The following table reflects what positions, at the lowest level Approve periodic expenditure for fees possess the delegation. The officer designated, and those higher is Periodic Audit Fees (QAO) charged by the Queensland Audit Office for Unlimited the chain of command, can approve the payment for an unlimited he conduct of external audit. amount.
The following table reflects what positions, at the lowest level, Approve periodic expenditure for fees possess the delegation. The officer designated, and those higher in Bank Charges (All Departmental Bank Accounts) charged by the bank as per the Unlimited Periodic the chain of command, can approve the payment for an unlimited amount.
The following table reflects what positions, at the lowest level Approve periodic expenditure for fees possess the delegation. The officer designated, and those higher in Periodic Bank Charges (School Bank Accounts) harged by the bank as per the Unlimited the chain of command, can approve the payment for an unlimited Government banking contract amount.

The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in illding Maintenance (Note: Relates to Building & Approve periodic expenditure for building Periodic Unlimited Asset Services Maintenance Contracts.) intenance expenditure. the chain of command, can approve the payment for an unlimited amount.
The following rable reflects what positions, at the lowest level, Approve periodic expenditure for bulk possess the delegation. The officer designated, and those higher in Bulk Postage Unlimited Periodic postage charges. the chain of command, can approve the payment for an unlimited The isinwing table reflects what positions, at the lowest level Approve periodic expenditure for bulk possess the delegation. The officer designated, and those higher in Periodic Bulk Postage (Schools) Unlimited postage charges. the chain of command, can approve the payment for an unlimited Impount.

The following table reflects what positions, at the lowest level, Approve periodic expenditure for capital possess the delegation. The officer designated, and those higher in Capital Works (Tertiary Institutions) Unlimited Periodic works grants to tertiary institutions. the chain of command, can approve the payment for an unlimited amount .
The following table reflects what positions, at the lowest level Approve periodic expenditure for school possess the delegation. The officer designated, and those higher in Periodic Unlimited the chain of command, can approve the payment for an unlimited contract cleaning charges. amount.
The following table reflects what positions, at the lowest level. Approve periodic expenditure for rental possess the delegation. The officer designated, and those higher in Periodic mmercial Leasing payments relating to the lease of Unlimited the chain of command, can approve the payment for an unlimited departmental premises amount.
The following table reflects what positions, at the lowest level. Approve periodic expenditure for copyright possess the delegation. The officer designated, and those higher in Periodic Copyright Licence Agreement Unlimited icence agreement. the chain of command, can approve the payment for an unlimited Approval of Transactions that incur FBT Officers who possess a general expenditure delegation can also approve an FBTable transaction up to the limit of their general The following table reflects what positions, at the lowest level, Approve periodic excenditure arising from expenditure delegation. possess the delegation. The officer designated, and those higher Fringe Benefits Tax When determining the amount being approved a delegate must Unlimited Periodic the calculation of the Fringe Benefits Tax the chain of command, can approve the payment for an unlimited Liability for the Department. nclude both the value of the benefit and the associated FBT liability to determine whether or not they have sufficient delegation to prove the transaction. The following table reflects what positions, at the lowest level. Approve periodic expenditure for fuel costs possess the delegation. The officer designated, and those higher in Periodic incurred by the use of departmental Unlimited the chain of command, can approve the payment for an unlimited vehicles and generators. amount.
The following table reflects what positions, at the lowest level, Approve periodic expenditure for fuel costs possess the delegation. The officer designated, and those higher in incurred by the use of departmental Periodic Fuel (Schools) the chain of command, can approve the payment for an unlimited vehicles and generators Approve general, periodic and standing Approve general, periodic and standing General Ledger journals for The officers designated, and those higher in the chain of command, General Ledger journals for revenue and Unlimited Periodic eneral Ledger Journal approval revenue and expenditure, within the delegate's area of can approve general ledger journals for an unlimited amount expenditure, within the delegate's area of esponsibility sponsibility

Last Updated

FINANCE AND ADMINISTRATION DELEGATIONS

All delegations are GST inclusive.

November 2014		Key: delegation applies as specified under Lir	nit (where applicable)				- 11	Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (PSM)	Admin Officer (activo) with no BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank accoun- whichever is less	\$250,000 or limit of school bank account whichever is less:	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Periodic	Goods and Services Taxation (GST)	Approve for the payment of the Goods and Services Tax.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	3 10					
Periodic	Grants to agencies, boards and outside organisations	Approve periodic expenditure for recurrent grants to agencies, boards, and outside organisations made under an approved grant agreement.	Note: These delegations include all grant amounts paid to Registered Training Organisations (RTOs) external to the department	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount. Officers who possess a general expenditure delegation can also approve the above expenditure up to the limit of their general expenditure delegation.	Unlimited						
Periodic	Grants to Regions/Business Units	Approve periodic expenditure through Resource Agreements to Regions and Business Units.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	-					1-1
Periodic	Home Stay Accounts / Accommodation / Rental - Guest Teacher Programs	Approve periodic expenditure for accommodation expenses in relation to the Guest Teacher Programs.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unfinited amount.	Unlimited						
Periodic	HRG Travel & Cabcharge Accounts	Approve periodic expenditure for HRG Travel accounts and Cabcharge accounts incurred by the department.		The following table reflects what positions, at the lowest level possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Maintenance Contracts for Information Technology and Telecommunications	Approve periodic expenditure for maintenance contracts for Information Technology and Telecommunications.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	Unlimited						
Periodic	Maintenance Contracts for Information Technology and Telecommunications (Schools)	Approve periodic expenditure for maintenance contracts for Information Technology and Telecommunications.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	Unlimited	1	1				
Periodic	Pay As You Go (PAYG) Taxation	Approve payment of the PAYG tax liability.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Payment of Superannuation Contributions to the Government Superannuation Office	A delegation to approve the periodic payment of superannuation contributions to the Government Superannuation Office.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Payments to Shared Service Providers	Approve periodic expenditure to Shared Service Providers, including Corptech and the Shared Services Agency.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Payments to Suppliers Under Agreements Managed by Skills Investment	Approve periodic expenditure for payments to suppliers contracted to deliver training, assessment and related services under agreements managed by Skill's livestment.	* Minister \$10' Million of Limit of Expenditure Approved by Governo in Council * Directors General \$5 Million or Limit of Expenditure Approved by Governor in Council * Directors within Skills Investment \$5 Million * Assistant Directors within Skills Investment \$3 Million	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment. All delegations are inclusive of GST.							
Periodic	Payroll file post-payment approval	Post-payment approval of the formightly payroll file.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Payroll Processing Charges	Approve periodic expanditure for payroll processing charges.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Payroll Tax	Approve the payment of Payroll Tax.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Queensland Government Insurance Fund (QGIF)	Approve periodic expenditure relating to the payment of the Queensland Government. Insurance Fund (QGIF) premium.		The following table reflects what positions, at the lowest level, possess the delegation, The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Removal Expenses (Public Servants)	Approve periodic expenditure for removal expenses		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Removal Expenses (All Officers)			June Wills	Unlimited			1 1			

Last Updated

FINANCE AND ADMINISTRATION DELEGATIONS

All delegations are GST inclusive.

November Schools ✓ delegation applies as specified under Limit (where applicable) Offical Delegation Limit Head of All Othe Expenditure / Revenue **Delegation Definition** Description of Delegation Limitation Principal (School Type (where not otherwise specified) (Cluster Colleges) Manage Position: with no An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The \$250,000 or limit of \$250,000 or limit o General Expenditure Delegations delegation to approve expenditure in an Emergency Situation gives school bank accoun school bank accour Office Office Office Office Hold authority to approve expenditure across all cost centres of the whichever is less whichever is 1352 Holder Holder Department and is limited in amount to the Director-General's Officers who possess a general expenditure delegation can also approve the above expenditure up to the limit of their general expenditure delegation. Note: Financial approval must be obtained and identified prior to any request for payment of grants to schools being submitted and processed through the Grants and Payments (GAPS) system The following table reflects what positions, at the lowest level, (processed by the School Financial Services Unit) to State Approve periodic expenditure for school possess the delegation. The officer designated, and those higher in Periodic School Grants (Semester and Per Capita) grant payments the chain of command, can approve the payment for an unlimited Any Education Business Unit Director has an unlimited delegation for grant payments made to schools, subject to having sufficient budget allocation. Officers from within these Business Units who have the authority to request payments through the GAPS system must ensure that prior financial approval has been received and that this is documented. Approve periodic expenditure relating to the The following tables reflect what positions, at the lowest level, School transport assistance program for monthly transportation costs of students possess the delegation. The officer designated, and those higher in tudents with disabilities with disabilities incurred by the Departmen the chain of command, can approve the payment for an unlimited of Transport and Main Roads. amount.

The following table reflects what positions, at the lowest level, Approve periodic expenditure for security possess the delegation. The officer designated, and those higher in Periodic Security Unlimited services. the chain of command, can approve the payment for an unlimited amount.
The following table reflects what positions, at the lowest level, Approve periodic expenditure for possess the delegation. The officer clesionated, and those higher in Periodic Staff Recruitment (Personnel Vacancies) Unlimited advertising costs for personnel vacancies the chain of command, can approve the payment for an unlimited amount.
The following table reflects what positions, at the lowest level, Staff Recruitment (Personnel Vacancies) -Approve periodic expenditure for Delegation for casual teaching and all non-teaching positions possess the delegation. The officer designated, and those higher in Periodic Unlimited Schools) advertising costs for personnel vacancies. ncluding wages and casual public service positions only the chain of command, can approve the payment for an unlimited arriount The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher i A delegation to approve the transfer of the chain of command, possess this delegation up to an unlimited Transfer funds between Departmental bank Periodic funds between departmental bank arrount. No other personnel can approve this delegation. Where counts accounts. the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified. The following table reflects what positions, at the lowest level. Approve transfer of funds between TAFE possess the delegation. The officer designated, and those higher in Queensland (TAFEQ) and DETE bank the chain of command, possess this delegation up to an unlimited Transfer funds between TAFEQ and DETE bank Periodic accounts relating to monies received or amount. No other personnel can approve this delegation. Where Unlimited ccounts paid that should have been received or the delegation involves expenditure, the delegated officer can paid from the other entity's account. approve expenditure up to the limit of their general expenditure delegation, or the amount specified. The following table reflects what positions, at the lowest level. Approve periodic expenditure for electricity possess the delegation. The officer designated, and those higher in Periodic Utilities - Electricity and Gas and gas charges incurred by departmental Unlimited the chain of command, can approve the payment for an unlimited amount.

The following table reflects what positions, at the lowest level, Approve periodic expenditure for electricity possess the delegation. The officer designated, and those higher in Utilities - Electricity and Gas (Regions) and gas charges incurred by departmental Unlimited the chain of command, can approve the payment for an unlimited facilities. amount.

The following table reflects what positions, at the lowest level, Approve pariodic expenditure for electricity possess the delegation. The officer designated, and those higher in Periodic Utilities - Electricity and Gas (Schools) and oss charges incurred by departmental Unlimited the chain of command, can approve the payment for an unlimited facilities. amount.

The following table reflects what positions, at the lowest level, Approve periodic expenditure for garbage possess the delegation. The officer designated, and those higher in Periodic Utilities - Garbage Unlimited the chain of command, can approve the payment for an unlimited amount.
The following table reflects what positions, at the lowest level Approve periodic expenditure for garbage possess the delegation. The officer designated, and those higher in Periodic Utilities - Garbage (Schools) Unlimited the chain of command, can approve the payment for an unlimited collection Approve periodic expenditure for rates and other local authority charges relating to The following table reflects what positions, at the lowest level, educational facilities and rental possess the delegation. The officer designated, and those higher in **Utilities - Local Authority Charges** Unlimited accommodation properties. Rates could the chain of command, can approve the payment for an unlimited include charges for water, garbage

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All delegations are GST inclusive.

November 2014		Key. ✓ delegation applies as specified under Lii	mit (where applicable)	1				Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (PSM)	Armin Officer (School with no BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or fimit of school bank account whichever is less		Registered Office Holder	Registered Office Holder	Registered Office Holder
Periodic	Utilities - Local Authority Charges (Schools)	Approve periodic expenditure for rates and other local authority charges relating to educational facilities and rental accommodation properties. Rates could include charges for water, garbage collection and sewerage.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited			~	¥		
Periodic	Utilities - Sanitation	Approve periodic expenditure for the collection and disposal of sanitation units.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Sanitation (Schools)	Approve periodic expenditure for the collection and disposal of sanitation units.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	4	4	2	1		
Periodic	Utilities - Telecommunications Data Services	Approve periodic expenditure for data services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and 'nose higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	11.1					
Periodic	Utilities - Telecommunications Data Services (Schools)	Approve periodic expenditure for data services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	4	-	~	1		
Periodic	Utilities - Telecommunications Web Services	Approve periodic expenditure for web services delivered under a contract.		The following table reflects what positions, at the fewest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Telecommunications Telephone Services	Approve periodic expenditure for telephone services.		The following teble reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount	Unlimited						
Periodic	Utilities - Telecommunications Telephone Services (Schools)	Approve periodic expenditure for telephone services.		The following lattle reflects what positions, at the lowest level, passess the delegation. The officer designated, and those higher in the inhain of command, can approve the payment for an unlimited amount.	Unlimited	*	*	*	2		
Periodic	Utilities - Water	Approve periodic expenditure for water rates to local authorities or to a provider.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Water (Schools)	Approve periodic expenditure for water rates to local authorities or to a provider.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited		1	7	2		
Periodic	Vehicle Leasing Payments	Approve periodic expenditure for costs incurred in relation to the lease of departmental vehicles.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Vehicle Leasing Payments (Regions)	Approve periodic expenditure for costs incurred in relation to the lease of departmental vehicles.	9	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited					-1	
Periodic	Vehicle Leasing Payments (Schools)	Approve periodic expenditure for costs incurred in relation to the lease of departmental vehicles.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	1	~	~	1		
Periodic	Workers Compensation Premiums	Approve periodic expenditure for workers compensation premiums.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Specific (Expenditure)	Approval of commercial activities in a contestable market	Specific delegation to approve commercial activities entered into by schools, undertaken in a contestable market.		The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Approval of administrative changes to the Finance and Administration Delegations Matrix	To approve administrative changes to the Finance & Administration Delegations matrix which do not alter the delegations or the authority held by delegates.	To approve administrative changes to the Finance & Administration Delegations matrix which do not alter the delegations or the authority held by delegates. Administrative changes include changes to the position titles of delegates listed in the matrix provided there is no change to the authority held by the position, and to correct delegation wording or add additional descriptions to delegations to provide further clarity.	Any change to the delegations or to the officers who hold delegations must be approved by the Director-General.							

ast Updated: lovember 014		All delegations are GST inclusive. Key: delegation applies as specified under Li	mit (where applicable)				1	Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSW)	Admin Officer (School with no ESM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registere Office Holder
Specific (Expenditure)	Approval to Commence DETE Infrastructure Capital Projects	A specific delegation to approve the commencement and subsequent variations (up to a total revised project value) for infrastructure capital projects (financial approval).	The delegation identifies the positions that hold a delegation to give financial approval for all facilities projects to proceed to development and implementation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation.	The officer designated, and those higher in the chain of command,	△	Up to \$200,000 for school funded projects	Up to \$200,000 for school funded projects				
Specific (Expenditure)	Approve Variations to Infrastructure Capital Projects (Previously Approved by Executive Council)		The delegation identifies the positions that hold a delegation to give financial approval for all facilities projects to proceed to development and implementation	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation.		5					-
Specific (Expenditure)	Approve Expenditure against an Approved Infrastructure Capital Project	To approve expenditure, sign contracts and accept tenders for expenditure against Infrastructure Capital Projects	To approve expenditure, sign contracts and accept tenders for expenditure against approved Infrastructure Capital Projects. All amounts are inclusive of GST. The total approved expenditure cannot exceed the total approved value of the project.	ADG, Infrastructure Services and ED, Infrastructure Programs and Delivery cannot exercise this delegation where they have approved the commencement of the project (financial approval). Officers possessing a general expenditure delegation can approve expenditure on an approved project up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Approve Expenditure against an Approved Infrastructure Capital Project (Variations)	To approve variations to contracts and purchase orders for expenditure against Infrastructure Capital Projects	To approve variations to expenditure and contracts against approved Infrastructure Capital Projects. The delegation for contract variations represents the total contract value after variation. The sum of all approved expenditure cannot exceed the total approved value of the project. All amounts are inclusive of GST.	ADG, Infrastructure Services and ED, Infrastructure Programs and Delivery and DDG, Corporate Services cannot exercise this delegation where they have approved the commencement of the project (financial approval)							
Specific (Expenditure)	Approve Expenditure against an Approved Public Private Partnership (PPP) Project	Specific delegation toapprove expenditure, sign contracts and accept tenders for expenditure against approved PPP Projects. All amounts are inclusive of GST. The total approved expenditure cannot exceed the total approved value of the project.	The delegation identifies the positions that hold a delegation to give financial approval for all facilities projects to proceed to development and implementation.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation							
Specific (Expenditure)	Approve Expenditure against an Approved Public Private Partnership (PPP) Project (Variations)	Specific delegation to approve variations to expenditure and contracts against approved PPP Projects. The delegation for PPP contract variations represents the	The delegation identifies the positions that hold a delegation to give financial approval for all facilities projects to proceed to development and implementation.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation.							
Specific (Expenditure)	Approval to Issue QLD Govt Corporate Cards (Issue Cards with a transaction limit >\$20,000 and a credit limit >\$100,000	Specific delegation to approve the issue of Queensland Government Corporate Purchasing Cards (Corporate Cards) to a Government employee.	Issue cards with a transaction limit >\$20,000 and credit limit >\$100,000	Delegates cannot approve the issuing of a card to themselves. This is not the authority to undertake the Verifying Officer role with the Commonwealth Bank. See: Verifying Officer – Verification of employee details for the issue of a Queensland Government Corporate Purchasing Cards (Corporate Card). Completed Corporate Card application documentation is to be forwarded to the Corporate Card Unit, Finance Branch for processing. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific Expenditure)	Approval to Issue QLD Govt Corporate Cards (Issue Cards with a transaction limit up to \$20,000 and a credit limit up to \$100,000	Specific delegation to approve the issue of Queensland Government Corporate Purchasing Cards (Corporate Cards) to a Government employee.	Issue cards with a transaction limit up to \$20,000 and credit limit up to \$100,000	Delegates cannot approve the issuing of a card to themselves. This is not the authority to undertake the Verifying Officer role with the Commonwealth Bank. See: Verifying Officer — Verification of employee details for the issue of a Queensland Government Corporate Purchasing Cards (Corporate Card). Completed Corporate Card application documentation is to be forwarded to the Corporate Card Unit, Finance Branch for processing. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							

All delegations are GST inclusive.

November 2014		All delegations are GST inclusive, Key: ✓ delegation applies as specified under Lir.	nit (where applicable)					Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Maneger (SSM)	Azmin Officer (Sq. voil with no BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less	P.eg.stered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Expenditure)	Approval to Issue QLD Govt Corporate Cards (Issue Cards with a transaction limit up to \$5,000 and a credit limit up to \$40,000	Specific delegation to approve the issue of Queensland Government Corporate Purchasing Cards (Corporate Cards) to a Government employee.	Issue cards with a transaction limit up to \$5,000 and credit limit up to \$40,000	Delegates cannot approve the issuing of a card to themselves. This is not the authority to undertake the Verifying Officer role with the Commonwealth Bank. See: Verifying Officer – Verification of employee details for the issue of a Queensland Government Corporate Purchasing Cards (Corporate Card). Completed Corporate Card application documentation is to be forwarded to the Corporate Card Unit, Finance Branch for processing. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.			*			*	
Specific (Expenditure)	Authorising and Verifying Officer (Departmental Bank Accounts)	Specific delegation to approve the establishment and closure of departmental bank accounts, approve cheque signatures for departmental bank accounts, and establish District Office staff as Authorising and Verifying Officers for school bank accounts.	chain of command, possess this delegation. No other personnel car	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Authorising and Verifying Officer (School Bank Accounts)	Specific delegation to approve cheque signatories for school bank accounts.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	Officers can only exercise this delegation once they have been established with the Commonwealth Bank as Authorising and Verifying Officers by the Accounts Reveivable team within Financial Services. Schools are limited to one general operating account.							
Specific (Expenditure)	Authority to Deal with Property Issues	Specific delegation to approve real property transactions including acquisition, disposal and excision of real property, creation and cancellation of reserves and other real property.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel capprove this delegation.	Where the delaquation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Authority to Deal with Property Issues (Documents)	Specific delegation to validly execute, seal and deliver any deeds, contracts or documents in connection with the transaction above.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel carapprove this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Construction of billboards on school premises	Delegation to allow school prinicpals to enter into an agreement for their school with a billboard provider who is on the PQP to construct a commercial billboard on their school premises	The following reflects what positions possess this delegation. No			ė	-				
Specific (Expenditure)	Contracts for VET Training Procurement and Related Services	Specific delegation to approve expenditure for VET Training Procurement and Related Services.	approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	Where the contract is not part of an approved project, the Director-General can only approve contracts up to \$5 Million.						
Specific (Expenditure)	Contracts for VET Training Procurement and Related Services (Signing Agreements)	Specific delegation to sign agreements once financial approval has been given	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of hommand, possess this delegation. No other personnel car language this delegation.	Expenditure must have been approved under the delegation Contracts for VET Training Procurement and Related Services.							
Specific (Expenditure)	Debt Management	Specific Delegation to approve debt repayment plans.	The fullowing reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Delegation to Approve Non-QBuild maintenance expenditure by Regional Facilities Managers under the School Maintenance Investment Program	Specific delegation for Regional Facilities Managers to approve non-QBuild maintenance expenditure under the School Maintenance Investment Program.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Exclusion from Banking Agreement	Specific delegation to approve exclusion from banking agreement.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Giving a Gift	Specific delegation to approve the giving of a gift.	Where a gift is given with a value in excess of \$100, the following table reflects what positions, at the lowest level, possess the delegation. This delegation applies in instances where hospitality or entertainment is provided, for official departmental purposes/functions. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation.	expenditure delegation, or the amount specified.		2	*				
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (DETE)	Specific delegation to approve the purchases of alcohol for official purposes/functions.	No other personnel possess this delegation.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions.							1 =

Last Updated November 2014		All delegations are GST inclusive. Key: ✓ delegation applies as specified under Lir	nit (where applicable)					Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSAN)	Admin Officer (School with no ESM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less		Flegisterad Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (DETI)	Specific delegation to approve the purchases of alcohol strictly for official DETi purposes.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions. This authority DOES NOT extend to conferences and/or workshops held for staff. In addition, this authority is subject to a monthly report to the Director-General reconciling approvals given by the DDG State Schools with purchases made.							
	Giving a Gift - Purchase of Alcohol (Training Queensland Business)	Specific delegation to approve the purchases of alcohol for official purposes in the course of undertaking Training Queensland business.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions. This authority DOES NOT extend to conferences and/or workshops held for staff. This authority is subject to a monthly report to the Director-General reconciling approvals given by the DDG State Schools with purchases made.							
Specific (Expenditure)	Grants to Student Hostels	Approve expenditure to provide grants, allowances and subsidies to (and withdraw from) Student Hostels.		Limit is per grant recipient.							
Specific (Expenditure)	Home Garaging - Long Term	Approve Home Garaging for operational needs on a long term basis.		100							
Specific (Expenditure)	Home Garaging - Short Term	Approve Home Garaging - Short Term for work related reasons which utilise departments assets efficiently for the current and/or proceeding day. This delegation also includes interim approval of Home Garaging for the Long term - official approval will be made by the Director-General in the next annual schedule of vehicles.				*					
Specific	Parking Private Vehicles on Official Premises	Approve the parking of private vehicles on				¥.					
Specific (Expenditure)	Approval to Commence DETE ICT Capital	official premises at the owners risk. A specific delegation to approve the commencement and subsequent variations (up to a total revised project value) for ICT projects (financial approval).	This table identifies the positions that hold a delegation to give financial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated those higher in the chain of command, possess this dalegation. No other personnel can exercise this delegation.								
Specific (Expenditure)	Approve variations to DETE ICT Capital Projects (Previously approved by Governor in Council)	ICT capital projects (financial approval).	This table identifies the positions that hold a delogation to give financial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise his delegation.								
	Approve Expenditure Against an Approved ICT Capital Project.	expenditure cannot exceed the total approved value of the project. Officers within Information and Technology Branch cannot exercise this delegation if they have approved the commencement of the project No other personnel can exercise this	This table identifies the positions that hold a delegation to give financial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated, and these higher in the chain of command, possess this delegation. No other personnal can exercise this delegation.								
	Approve Expenditure Against an Approved ICT Capital Project (Variations)	delegation. To approve variations to expenditure and contracts against approved ICT Projects. The delegation for contract variations represents the total contract value after variation. The sum of all approved expenditure carnet exceed the total approved value of the project. All amounts are inclusive of GST.	This table identifies the positions that hold a delegation to give financial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated, and those higher in the chain of command, possess this delegation No other personnel can exercise this delegation								
Specific (Expenditure)	Imprest - Accountable Advances	Specific Delegation to approve the establishment of petty cash float.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.			2	- 2				
Specific (Expenditure)	Initiating Legal Proceedings in the Small Claims Tribunal and Magistrates Court	Specific delegation to approve initiating legal proceedings in the Small Claims Tribunal and the Magistrates Court.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	For initiating legal action against current employees or against any other debtor, the delegate is the Director, Financial Operations.							

Last Updated:

FINANCE AND ADMINISTRATION DELEGATIONS

All delegations are GST inclusive.

November 2014		Key. delegation applies as specified under Lir	nit (where applicable)				1 1	Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Managar (SSM)	Action Officiar (School with No BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less	F.eg.stered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Expenditure)	Interest penalty payments on late payment of invoices	Specific delegation to approve the payment of interest claims on behalf of any school or Business Unit, made under the Government's election commitment to pay interest on invoices that are paid after 30 days.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Leasing In - Renting or leasing of land, buildings or property from other parties.	Specific delegation to lease in - hiring, renting or leasing land, buildings or property from other parties (includes	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Light Aircraft (Charter Approval)	Specific delegation to approve the charter of a light aircraft or helicopter.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Approval for Executive Principals (Cluster Colleges) is only given for expenditure out of school bank accounts. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Light Aircraft (Hire Approval)	Specific delegation to approve the hire of an aircraft when the employee is the pilot.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.								
Specific (Expenditure)	Maintenance Expenditure		This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Memorandum of Understanding	Specific delegation to approve Memorandum of Understanding for the provision of services by another Queensland Government agency	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expanditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Operating Leases of Plant and Equipment	Specific delegation to approve the lease of plant and equipment by the Department,	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure beingation.							
Specific (Expenditure)	Operating Leases of Motor Vehicles through QFleet		This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and mose higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		y.	4				
	Overseas Travel (Approval) (excludes Overseas Travel which is part of a School Study Tour)	travel for departmental employees.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Overseas travel undertaken by the Director-General must be approved by the Premier, with support from the Minister. Overseas travel to New Zealand and other locations within five hours flying time from Brisbane are to be approved by the Director-General. This delegation is limited to the extent that all overseas travel with travel costs either fully or partially funded externally or that combines official travel with personal travel must be approved by the Minister. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Overseas Travel for School Study Tours (Approval)	Specific delegation to approve overseas travel for School Study Tours	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Overseas travel undertaken by Employees as part of a School Study Tour must be approved by the principal. However, where the principal is personally participating in the travel the Regional Director must approve the overseas travel. For travel by IPS Principals, the travel must be approved by the Director-General. The Executive Director, DETi and Assistant Director-General, State Schools - Operations also has delegation for approval for School Study Tours. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		4					
Specific (Expenditure)	Overseas Travel (Payment of Expenses)	Specific delegation to approve payment of expenses for overseas travel.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.				*				
Specific (Expenditure)	Payments made in relation to the Public Private Partnerships (PPP)	Specific delegation to approve payments made in relation to Public Private Partnerships.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							

Last Updated: November 2014		All delegations are GST inclusive. Key. ✓ delegation applies as specified under Lin	mit (where applicable)	1				Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manage: (BSA)	Admin Officer (School with no LPSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	LOG 3.3 (5.1) (1.1) (1.1) (1.1)	Pegutered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Expenditure)	Personal Phone Reimbursement (Members of EMB)	Specific delegation to approve entitlement conditions for personal phone reimbursement.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation. This authority should be exercised in conjunction with Directive 05/09, Senior Executives - Employment Conditions [PDF 116kB] (Schedule 2 Section 11) and Directive 05/09 Senior Officers - Employment Conditions (Schedule C Section 13), issued by the Public Service Commissioner in May 2009.							
Specific (Expenditure)	Personal Phone Reimbursement (Regional Directors & Executive Directors)	Specific delegation to approve entitlement conditions for personal phone reimbursement.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation. This authority should be exercised in conjunction with Directive 05/09, Senior Executives - Employment Conditions [PDF 116kB] (Schedule 2 Section 11) and Directive 06/09 Senior Officers - Employment Conditions (Schedule C Section 13), issued by the Public Service Commissioner in May 2009.							
Specific (Expenditure)	Personal Phone Reimbursement (Senior Officers SO1/SO2)	Specific delegation to approve entitlement conditions for personal phone reimbursement.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation. This authority should be exercised in conjunction with Directive 05/09, Senior Executives - Employment Conditions (PDF 116kB) (Schedule 2 Section 11) and Directive 05/09 Senior Officers - Employment Conditions (Schedule C Section 13), issued by the Public Service Commissione: in May 2009.							
Specific (Expenditure)	Plaintiffs - legal costs, litigation and settlements	Specific delegation to approve the payments for legal costs, litigation, and settlements	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure to to the limit of their general expenditure delegation.							
Specific (Expenditure)	Plant and Equipment (Transfer)	Specific delegation to approve the transfer of plant and equipment within the Department of Education, Training and Employment.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer car, approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Purchase of Mobile Phones		This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure dates.		*	~				
Specific (Expenditure)	Release of GPEVs in SAP using smartforms	Specific delegation to release (within SAP- only) payments for an unlimited amount, where approval has already been made outside of SAP in accordance with appropriate delegations.		This delegation will be limited to expenditure already approved by the Director General.							
Specific (Expenditure)	Release Purchase Orders and Shopping Cart Documents in SAP for Approved Infrastructure Capital Projects.	Release Purchase Orders and Shopping Carts in SAP for Approved Infrastructure Capital Projects.	This delegation does not extitle the officer named to exercise an expenditure delegation up to the limit provided in SAP. This delegation only relates to the release, of purchase orders and shopping cart documents in SAP. Officers performing this SAP release should have appropriately approved documentation provided to trem prior to executing this release in SAP.	Officers with a general expenditure delegation can release purchase orders and shopping carts raised against an approved infrastructure Capital Project up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Release Purchase Orders and Shopping Cart Documents in SAP for expenditure other than Approved Infrastructure Capital Projects expenditure	Release Purchase Orders and Shopping Carts in SAP for expenditure other than Approved Infrastructure Capital Projects expenditure	This delegation does not entitle the officer named to exercise an expenditure delegation up to the limit provided in SAP. This delegation only relates to the release of purchase orders and shopping cart documents in SAP. Officers performing this SAP release's should have appropriately approved documentation provided to them prior to executing this release in SAP.	Officers with a general expenditure delegation can release purchase orders and shopping carts up to the limit of their general expenditure delegation.	Officers with a general expenditure delegation can release purchase orders and shopping carts up to the limit of their general expenditure delegation.						
Specific (Expenditure)	Resource Replacement Scheme	Specific delegation to approve payment to compensate for losses resulting from illegal entry, fire, vandalism, natural disasters etc.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Establishing and closing school bank accounts	Specific delegation to approve the establishment and closure of school bank accounts	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Officers can only exercise this delegation once they have been established with the Commonwealth Bank as Authorising and Verifying Officers by the Accounts Receivable team within Financial Services. Schools are limited to one general operating account.							
Specific (Expenditure)	Security Cards (Permanent Cards/Keys)	Specific delegation to approve the permanent allocation of building access cards/keys to departmental officers.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		4	*				
Specific (Expenditure)	Security Cards (Temporary Cards/Keys)	Specific delegation to approve the temporary allocation of building access cards/keys to departmental officers.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		4	2				

Last Updated November 2014		All delegations are GST inclusive: Key: ✓ delegation applies as specified under Lin	nit (where applicable)					Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (SSM)	Admin Officer (School with the BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank accoun whichever is less	\$250,000 or firm of school bank account whichever is less	F.eg.stered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Expenditure)	Service Agreements with Early Childhood Education and Care service providers	Specific delegation to sign service agreements providing funding to an Early Childhood Education and Care service provider where financial approval has been given by the relevant financial delegate.	After financial approval has been given by the relevant financial delegate, in relation to the provision of funding to an Early Childhood Education and Care service provider, the officers listed may sign the service agreement.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation.		6					
Specific (Expenditure)	Special Payments	Specific delegation to approve special payments including ax gratia and out of contract payments. Payments ARE NOT to be made for personal injury (refer to Plaintiffs - legal costs, litigation, settlements delegation).	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	The delegation for a Principal can only be exercised for compensation for loss of, or damage to, personal property. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		\$1,000	\$1,000				
Specific (Expenditure)	Statutory Body borrowings sought under the Treasurer's General Approval	Authority to approve statutory body borrowing applications with QTC sought under the Treasurer's General Approval	The delegation provides authority to approve statutory body borrowing applications to enter into loans with Queensland Treasury Corporation sought under the Treasurer's general approval (provided in 2003) under Part 5 of the Statutory Bodies Financial Arrangements Act 1982, and to approve provision of the quarantee for the loan by DETE.	The delegation applies for all statutory bodies for whom DETE is the administering department. The officers designated possess this delegation. No other positions have this delegation.							
Specific (Expenditure)	Statutory Body requests to enter into financial arrangements under the SBFA Act	Authority to make recommendations to Treasury for statutory body requests to enter into financial arrangements under the Statutory Bodies Financial Arrangements Act 1982/SBFA Act).	The delegation provides authority to request Treasury's approval or behalf of the statutory body in accordance with the SBFA Act including a recommendation to Treasury regarding the Department's support of the statutory body's request.	The delegation applies for all statutory bodies for whom DETE is the administering department. The officers designated possess this delegation, to other positions have this delegation.							
Specific (Expenditure)	Supply of Contestable Electricity	Specific delegation to approve supply of contestable electricity to selected departmental sites.	The delegation includes the capacity to approve an invitation-to- offer (ITO) for the supply of 'contestable' electricity to nominated Department of Education and Training (DET) sites and its release to industry, approve the evaluation plan for this ITO, approve the Evaluation Committee's recommendations regarding the successful supplier for this tender, sign a contract for the supply of 'contestable' electricity on behalf of the Department if the value of the contract is less than \$5.0 million including GST; approve any contract amendments that may be required during the contract term	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation.							
Specific (Expenditure)	Travel claims older than 12 months	Specific delegation to approve travel claims older than 12 months.	This delegation reflects what positions, at the lowest levril, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Vehicles (Approval for additional)	Specific delegation to approve the acquisition of additional departmental vehicles.	This delegation reflects what positions, at the lovest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	A Principal can only approve the acquisition of a vehicle funded by the school. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		4	4				
Specific (Expenditure)	Vehicles (Approval for replacement)	Specific delegation to approve the replacement of existing departmental vehicles	This delegation reflects weat positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this (telegation.	A Principal can only approve the replacement of a vehicle funded by the school. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.			*				
	Verifying Officer - Corporate Cards. Verification of employee details for the issue of Queensland Government Corporate Purchasing Cards (Corporate Card)	Specific delegation to act as Verifying Officer for the issue of Queensland Government Corporate Purchasing Cards (Corporate Card).	A Varifying Officer must ensure that the signature presented as the cardholder's signature is the signature used by the cardholder. This has a include one or more of the following: witnessing the signature (by the cardholder as a signatory) or noting a previously witnessed signature, identifying the signatory as a Government employee (by contacting a person known to the signatory and/or viewing Government identification) — especially if the signatory is not known to the Verifying Officer, viewing documentation or identification (especially photo identification) containing both the name and signature of the signatory.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves							
Specific (Expenditure)	VET Scholarship proposals	Specific delegation to approve VET Scholarship progusals.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Waiver and/or Non Collection of School Fee/Charge/Levy	Specific delegation to approve the waiver and/or non-collection of school fee/charge/levy.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure; the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		\$5 Million	\$5 Million				
	Waiver of deposits with Time to Pay Arrangements or Centrepay Deductions	Specific delegation to approve the waivers of deposits with Time to Pay Arrangements or Centrepay deductions.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							

All delegations are GST inclusive Last Updated Schools November √ delegation applies as specified under Limit (where applicable) Office All Other Limit Head of Executive Principa Delegation Services Expenditure / Revenue **Delegation Definition** Description of Delegation Limitation Principal (Echoo) (Cluster Colleges) Type An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The \$250,000 or limit of \$250,000 or limit o Registered Registered General Expenditure Delegations delegation to approve expenditure in an Emergency Situation gives chool hank accou chool bank accoun Office Office Office General authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits Specific delegation to approve the write-All losses involving unaccounted of public money and inventory stock sses, unlawful expenditure, including: sundry debts: irrecoverable This delegation reflects what positions, at the lowest level, possess Where the delegation involves expenditure, the delegated officer nage, or any action that may resul overpayments (excluding salaries); the delegation. The officer designated, and those higher in the Specific \$5,000 Vrite-Off Public Money and Inventory Stock unaccounted losses or deficiencies in can approve expenditure up to the limit of their general expenditure in an offence under the Criminal Cod: \$5.000 chain of command, possess this delegation. No other positions (Expenditure) public money: unlawful expenditure: failure elegation. or another Act must be reported whe have this delegation to assess or levy revenue and other the department or its employees amounts receivable; loss of discounts; loss come aware of a loss. or damage to inventory stock. All losses involving unaccounted losses, unlawful expenditure. This delegation reflects what positions, at the lowest level, possess Specific delegation to approve the write-off Where the delegation involves expenditure, the delegated officer garage, or any action that may result the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions Specific \$5,000 \$5,000 can approve expenditure up to the limit of their general expenditure in an offence under the Criminal Code Irite-off Public Property of reportable and non-reportable items of (Expenditure) or another Act must be reported whe have this delegation. the department or its employees become aware of a loss. Head, Internal Audit may only approve This delegation reflects what positions, at the lowest level, possess Specific delegation to approve the write-off Where the delegation involves expenditure, the delegated office: expenditure in relation to debts referred Specific the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions rite-off Salary and Wages Overpayments of reportable and non-reportable items of can approve expenditure up to the limit of their general expenditure to the Overpayment Review Committee (Expenditure) ant and equipment have this delegation. In-principle approval of sponsorship agreements on behalf of the State of Queensland for incoming sponsorships, Where the sponsorship agreement includes an obligation of Once approved, School Principals can sign expenditure by DETE then officer's who possess a general here the sponsorship arrangement is between DETE and another Up to \$11,000 ponsorship - In-Principle Approval of Specific agreements up to a limit of their General expenditure delegation can also approve the expenditure up to the QLD Government Department only the Director-General may sign (Expenditure) Expenditure limit for school based limit of their general expenditure delegation. The delegated officer (inclusive of GST orship agreements (Incoming) he Memorandum of Understanding ponsorships. Once approved, Other must not consider or enter into a sponsorship agreement with an organisation that DETE regulates. Officers can sign agreements based on their General Expenditure delegation for departmental sponsorships. In-principle approval of sponsorship agreements on behalf of the State of Queensland for Outgoing sponsorships. Where the sponsorship agreement includes an obligation of Once approved, School Principals can sign expenditure by DETE then officer's who possess a general here the sponsorship arrangement is between DETE and another orship - In-Principle Approval of agreements up to a limit of their General expenditure delegation can also approve the experior ture up to the Up to \$11,000 Specific QLD Government Department only the Director-General may sign (Revenue) sorship agreements (Outgoing) Expenditure limit for school based limit of their general expenditure delegation. The delegated officer (inclusive of GST) the Memorandum of Understanding. sponsorships. Once approved, Other must not consider or enter into a sponsorship agreement with an organisation that DETE regulates. Officers can sign agreements based on heir General Expenditure delegation for departmental sponsorships. This delegation reflects what positions, at the lowest level, possess Where the delegation involves expenditure, the delegated officer Specific establishment of merchant/EFTPOS the delegation. The officer designated and those higher in the redit Card Facilities can approve expenditure up to the limit of their general expenditure facilities whereby card payments can be chain of command, possess this delegation. No other positions (Revenue) delegation have this delegation A specific delegation to approve credit This delegation reflects what positions, at the lowest level, possess Where the delegation involves expenditure, the delegated officer arrangements to customers purchasing Credit Approval (excluding credit arrangements the delegation. The officer designated, and those higher in the Specific goods or services from the Department \$5,000 can approve expenditure up to the limit of their general expenditure \$5,000 vered by a formal contract) (Revenue) chain of command possess this delegation. No other positions where payment is not received at the point delegation. hava this delegation. of sale. Specific delegation to approve the hire (b) This delegation reflects what positions, at the lowest level, possess not leasing) of School premises for use by Where the delegation involves expenditure, the delegated officer Specific the dalegation. The officer designated, and those higher in the agencies or individuals outside of the can approve expenditure up to the limit of their general expenditure ring of School Premises chain of command, possess this delegation. No other positions (Revenue) Department of Education and Training (DET). his delegation reflects what positions, at the lowest level, possess Delegation is based on actual or Specific delegation to approve the sale or Where the delegation involves expenditure, the delegated officer Specific the delegation. The officer designated, and those higher in the average cost for inventories and selling ries and Saleable Stock disposal of Invertories and Saleable stock can approve expenditure up to the limit of their general expenditure chain of command, possess this delegation. No other positions price for saleable stock in any single (Revenue) in a single instance. delegation. ave this delegation. Specific delenation to approve property related partnerships, joint-ventures or other arrangements (e.g. shared use of a campus) with other parties relating to This delegation reflects what positions, at the lowest level, possess access of land, buildings or Specific the delegation. The officer designated, and those higher in the facilities/equipment (includes authority to int Development Agreeme chain of command, possess this delegation. No other positions (Revenue) execute, seal and deliver deeds, contracts. have this delegation. or any agreements in connection with partnership commitments following endorsement from the Legal and Administrative Law Branch)

FINANCE	AND ADMINISTRATION DEL	EGATIONS									
Last Updated; November 2014		All delegations are GST inclusive. Key; ✓ delegation applies as specified under Li	mit (where applicable)					Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (PSM)	Admin Officer (School with no BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.			\$250,000 or "mit of scheal bank account whichever is less	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Revenue)	Plant and Equipment (Disposal and Sale)	Specific delegation to approve the disposa and sale of plant and equipment.	This delegation reflects what positions, at the lowest level, possess at the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	<u> </u>	\$5 Million	\$5 Million	\$5 Million			
Specific (Revenue)	Receiving a Gift	Specific delegation to determine the use of and or retention of, a gift received.	This delegation reflects what positions, at the lowest level, possess, the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	Where a gift is received with a value in excess of \$150, such a gift, is required to be recorded in the Gift Register; is deemed to be a gift to the department. Cannot be retained by the recipient unless the recipient unless the recipient unless a payment to the Department equal to the value of the gift. However this does not apply to intangible gifts (such as hospitality and entendinment) where its acceptance is in accordance with industry norms and there is no conflict of interest, the rules within the Department's Code of Conduct apply. All declarations of reportable gifts received by the Director-General must be noted by the Deputy Director-General, Corporate Services.		*				
Specific (Revenue)	Sale of DETi products and services	Specific delegation to approve and sign a contractual agreement on behalf of the 'State of Queensland' for the sale of DETI products and services.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							

Last Updated: March 2015

All delegations are GST inclusive, Key ✓ delegation applies as specified under Limit (where applicable)

Schools

Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSAN)	Admin Officer (School with no	Head of Department	All Other
									F,2W)		
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is 1352	Flegistered Office Holder	Registered Office Holder	Registered Office Holder	
Periodic	Administered Payments made through GAPS	Approve periodic expenditure for administered/Commonwealth Grants paid to schools through the GAPS system.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Officers who possess a general expenditure delegation can also approve the above expenditure up to the limit of their general expenditure delegation.	Unlimited.						
Periodic	Annual Leave Central Scheme and Long Service Leave Levy Payments	A delegation to approve the periodic payment of Long Service leave levies and Annual leave Central Scheme Levies, paid to the Queensland Government Superannuation Office.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.		Unlimited						
Periodic	Audit Fees (QAO)	Approve periodic expenditure for fees charged by the Queensland Audit Office for the conduct of external audit.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unvisited						
Periodic	Bank Charges (All Departmental Bank Accounts)	Approve periodic expenditure for fees charged by the bank as per the Government banking contract.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an antimited amount.	Unlimited						1
Periodic	Bank Charges (School Bank Accounts)	Approve periodic expenditure for fees charged by the bank as per the Government banking contract.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	7	V				
Periodic	Building Maintenance (Note: Relates to Building & Asset Services Maintenance Contracts.)	Approve periodic expenditure for building maintenance expenditure.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Bulk Postage	Approve periodic expenditure for bulk postage charges		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited annount.	Unlimited						
Periodic	Bulk Postage (Schools)	Approve periodic expenditure for bulk postage charges.		The following table reflects what positions, at the lowest level, possess are delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited arount.	Unlimited	-2	¥	~	1		
Periodic	Capital Works (Tertiary Institutions)	Approve periodic expenditure for capital works grants to tertiary institutions.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Cleaning	Approve periodic expenditure for school contract cleaning charges.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Commercial Leasing	Approve periodic expenditure for rental payments relating to the lease of departmental premises.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Copyright Licence Agreement	Approve periodic expenditure for copyright licence agreement.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Fringe Benefits Tax	Approve periodic expenditure arising from the calculation of the Frisips Banefits Tax Liability for the Department	Approval of Transactions that incur FBT Officers who possess a general expenditure delegation can also approve an FBTable transaction up to the limit of their general expenditure delegation. When determining the amount being approved a delegate must include both the value of the benefit and the associated FBT liability to determine whether or not they have sufficient delegation to approve the transaction.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chair of command, can approve the payment for an unlimited.	Unlimited						
Periodic.	Fuel	Approve periodic expenditure for fuel costs incurred by the use of departmental vehicles and generators.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited					- 1	
Periodic	Fuel (Schools)	Approve periodic expenditure for fuel costs incurred by the use of departmental vehicles and generators.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited		*	~	2		
Periodic	General Ledger Journal approval	Approve general, periodic and standing General Ledger journals for revenue and expenditure, within the delegate's area of responsibility	Approve general, periodic and standing General Ledger journals for revenue and expenditure, within the delegate's area of responsibility	The officers designated, and those higher in the chain of command, can approve general ledger journals for an unlimited amount.	Unlimited	×	V	2	1		

Last Updated March 2015		All delegations are GST inclusive. Key: ✓ delegation applies as specified under Lir	mit (where applicable)				,	Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Managar (SSM)	Arthin Officiar (School with No BSM)	Head of Department	All Other Positions
Géneral	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less	F.eg.stered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Periodic	Goods and Services Taxation (GST)	Approve for the payment of the Goods and Services Tax.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Grants to agencies, boards and outside organisations	Approve periodic expenditure for recurrent grants to agencies, boards, and outside organisations made under an approved grant agreement.	Note: These delegations include all grant amounts paid to Registered Training Organisations (RTOs) external to the department	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount. Officers who possess a general expenditure delegation can also approve the above expenditure up to the fimit of their general expenditure delegation.	Unlimitea						
Periodic	Grants to Regions/Business Units	Approve periodic expenditure through Resource Agreements to Regions and Business Units.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimite amount.	Unlimited						
Periodic	Home Stay Accounts / Accommodation / Rental - Guest Teacher Programs	Approve periodic expenditure for accommodation expenses in relation to the Guest Teacher Programs.		The following table reflects what positions, at the low-ast level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	HRG Travel & Cabcharge Accounts	Approve periodic expenditure for HRG Travel accounts and Cabcharge accounts incurred by the department.		The following table reflects what positions, at the lowest level possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited			(=			
Periodic	Maintenance Contracts for Information Technology and Telecommunications	Approve periodic expenditure for maintenance contracts for Information Technology and Telecommunications.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queenstand Network.	Unlimited						
Periodic	Maintenance Contracts for Information Technology and Telecommunications (Schools)	Approve periodic expenditure for maintenance contracts for Information Technology and Telecommunications.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	The Director, Business Support holds the delegation for all Eusiness Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	Unlimited	~	¥-				
Periodic	Pay As You Go (PAYG) Taxation	Approve payment of the PAYG tax liability.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Payment of Superannuation Contributions to the Government Superannuation Office	A delegation to approve the periodic payment of superannuation contributions to the Government Superannuation Office.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Payments to Shared Service Providers	Approve periodic expenditure to Shared Service Providers, including Corptech and the Shared Services Agency.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Payments to Suppliers Under Agreements Managed by Skills Investment	Approve periodic expenditure for payments to suppliers contracted to deliver training, assessment and related services under agreements managed by Skill's Investment.	* Minister \$10 Million or Limit of Expenditure Approved by Governor Council * Director General \$5 Million or Limit of Expenditure Approved by Governor in Council * Director's within Skills Investment \$5 Million * Assistant Directors within Skills Investment \$3 Million								
Periodic	Payroll file post-payment approval	Post-payment approval of the fortnightly payroll file.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Payroll Processing Charges	Approve pariodic expenditure for payroll processing charges		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Payroil Tax	Approve the payment of Payroll Tax.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Queensland Government Insurance Fund (QGIF)	Approve periodic expenditure relating to the payment of the Queensland Government Insurance Fund (QGIF) premium.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Removal Expenses (Public Servants)	Approve periodic expenditure for removal expenses		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
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Periodic Removal Expenses (All Officers)

Last Updated March 2015

FINANCE AND ADMINISTRATION DELEGATIONS

All delegations are GST inclusive.
Key:

✓ delegation applies as specified under Limit (where applicable)

Schools

Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSA')	Admin Officer (School with no	Head of Department	All Other
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.			\$250,000 or limit of school bank account whichever is 1952	Plegixterad Office Holder		Registered Office Holder	Registere Office Holder
Periodic	School Grants (Semester and Per Capita)	Approve periodic expenditure for school grant payments	Officers who possess a general expenditure delegation can also approve the above expenditure up to the limit of their general expenditure delegation. Note. Financial approval must be obtained and identified prior to any request for payment of grants to schools being submitted and processed through the Grants and Payments (GAPS) system (processed by the School Financial Services Unit) to State Education facilities. Any Education Business Unit Director has an unlimited delegation for grant payments made to schools, subject to having sufficient budget allocation. Officers from within these Business Units who have the authority to request payments through the GAPS system must ensure that prior financial approval has been received and that this is documented.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	LinSmited						
Periodic	School transport assistance program for students with disabilities	Approve periodic expenditure relating to the monthly transportation costs of students with disabilities incurred by the Department of Transport and Main Roads.		The following tables reflect what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Security	Approve periodic expenditure for security services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Staff Recruitment (Personnel Vacancies)	Approve periodic expenditure for advertising costs for personnel vacancies:		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Staff Recruitment (Personnel Vacancies) - (Schools)	Approve periodic expenditure for advertising costs for personnel vacancies:	Delegation for casual teaching and all non-teaching positions including wages and casual public service positions only	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	2	2				
Periodic	Transfer funds between Departmental bank accounts	A delegation to approve the transfer of funds between departmental bank accounts.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation up to an unlimited anizount. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	Unlimited						
Periodic	Transfer funds between TAFEQ and DETE bank accounts	Approve transfer of funds between TAFE Queensland (TAFEQ) and DETE bank accounts relating to monies received or paid that should have been received or paid from the other entity's account.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation up to an unlimited amount. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	Unlimited						
Periodic	Utilities - Electricity and Gas	Approve periodic expenditure for electricity and gas charges incurred by departmental facilities.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Electricity and Gas (Regions)	Approve periodic expenditure for electricity and gas charges incurred by departmental facilities.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Electricity and Gas (Schools)	Approve pariodic expenditure for alsotricity and pas charges incurred by departmental facilities.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount	Unlimited	Y	4		4		
Periodic	Utilities - Garbage	Approve periodic expenditure for garbage collection		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Garbage (Schools)	Approve periodic expenditure for garbage collection		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	· V	*	1	*		
Periodic	Utilities - Local Authority Charges	Approve periodic expenditure for rates and other local authority charges relating to educational facilities and rental accommodation properties. Rates could include charges for water, garbage collection and sewerage.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						

All delegations are GST inclusive. Last Updated: Schools March 2015 ✓ delegation applies as specified under Limit (where applicable) Officer Delegation Limit Executive Principa Services Head of All Othe Expenditure / Revenue **Delegation Definition** Description of Delegation Limitation (30,000) with 1,0 (Cluster Colleges) (where not otherwise specified) Type (PaM) BSM) An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The \$250,000 or limit of \$250,000 or limit of Registered General General Expenditure Delegations delegation to approve expenditure in an Emergency Situation give Office cheel bank accoun Office Holde authority to approve expenditure across all cost centres of the whichever is less whichever is less Holder Holder Department and is limited in amount to the Director-General's delegation limits Approve periodic expenditure for rates and other local authority charges relating to The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher it educational facilities and rental Utilities - Local Authority Charges (Schools) Unlimited accommodation properties. Rates could the chain of command, can approve the payment for an unlimited include charges for: water, garbage collection and sewerage. The following table reflects what positions, at the lowest level, Approve periodic expenditure for the possess the delegation. The officer designated, and those higher Jtilities - Sanitation Unlimited. collection and disposal of sanitation units the chain of command, can approve the payment for an unlimited amount.

The following table reflects what positions, at the lowest level, Approve periodic expenditure for the possess the delegation. The officer designated, and those higher in Utilities - Sanitation (Schools) Periodic Unlimited flection and disposal of sanitation units. the chain of command, can approve the payment for an unlimited The following table reflects what positions, at the lowest lavel, Approve periodic expenditure for data ossess the delegation. The officer designated, and those higher in Periodic tilities - Telecommunications Data Services ervices the chain of command, can approve the payment for an unlimited The following table reflects what positions, at the lowest level, tilities - Telecommunications Data Services Approve periodic expenditure for data possess the delegation. The officer designated, and those higher in Periodic Unlimited he chain of command, can approve the payment for an unlimited ervices. amount.
The following table reflects what positions, at the lowest level, and those high Approve periodic expenditure for web possess the delegation. The officer designated, and those higher in Itilities - Telecommunications Web Services Periodic Unlimited ervices delivered under a contract. the chain of command, can approve the payment for an unlimited amount.
The following table reflects what positions, at the lowest level, Utilities - Telecommunications Telephone Approve periodic expenditure for telephon possess the delegation. The officer designated, and those higher in Periodic Unlimited the chain of command, can approve the payment for an unlimited The following rable reflects what positions, at the lowest level. tilities - Telecommunications Telephone Approve periodic expenditure for telephone possess the delegation. The officer designated, and those higher in Periodic Unlimited rvices (Schools) the chain of command, can approve the payment for an unlimited Smotoric
The following table reflects what positions, at the lowest level, Approve periodic expenditure for water possess the delegation. The officer designated, and those higher in Periodic tilities - Water Unlimited rates to local authorities or to a provider. the chain of command, can approve the payment for an unlimited amount.
The following table reflects what positions, at the lowest level, Approve periodic expenditure for water possess the delegation. The officer designated, and those higher in Periodic tilities - Water (Schools) Unlimited ates to local authorities or to a provider the chain of command, can approve the payment for an unlimited amount.
The following table reflects what positions, at the lowest level, Approve periodic expenditure for costs possess the delegation. The officer designated, and those higher in Periodic Vehicle Leasing Payments incurred in relation to the lease of Unlimited the chain of command, can approve the payment for an unlimited departmental vehicles. amount.
The following table reflects what positions, at the lowest level Approve periodic expenditure for costs possess the delegation. The officer designated, and those higher in Vehicle Leasing Payments (Regions) nourred in relation to the lease of Unlimited the chain of command, can approve the payment for an unlimited lenartmental vehicles amount.
The following table reflects what positions, at the lowest level. Approve periodic expenditure for costs possess the delegation. The officer designated, and those higher in Vehicle Leasing Payments (Schools) Periodic incurred in relation to the lease of Unlimited the chain of command, can approve the payment for an unlimited lepartmental vehicles. The following table reflects what positions, at the lowest level, Approve periodic expenditure for workers ossess the delegation. The officer designated, and those higher in Periodic orkers Compensation Premiums Unlimited compensation premiums. the chain of command, can approve the payment for an unlimited amount. The officer designated, and those higher in the chain of command Specific delegation to approve commercial possess this delegation. No other personnel possess this Specific Approval of commercial activities in a activities entered into by schools, delegation. Where the delegation involves expenditure, the (Expenditure) contestable market undertaken in a contestable market. delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified. To approve administrative changes to the Finance & Administration To approve administrative changes to the Delegations matrix which do not alter the delegations or the inance & Administration Delegations authority held by delegates. Approval of administrative changes to the Any change to the delegations or to the officers who hold natrix which do not alter the delegations or Administrative changes include changes to the position titles of (Expenditure) Finance and Administration Delegations Matrix elegations must be approved by the Director-General. ne authority held by delegates. delegates listed in the matrix provided there is no change to the authority held by the position, and to correct delegation wording or add additional descriptions to delegations to provide further clarity.

All delegations are GST inclusive Last Updated Schools March 2015 ✓ delegation applies as specified under Limit (where applicable) Delegation Limit Executive Principal Services All Other Expenditure / Revenue **Delegation Definition** Description of Delegation Limitation Principal (5 chool Type (where not otherwise specified) (Cluster Colleges Managa An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The \$250,000 or limit of \$250,000 or limit of eneral Expenditure Delegations delegation to approve expenditure in an Emergency Situation gives General chool bank account school bank accoun Office Office Office authority to approve expenditure across all cost centres of the whichever is less whichever is incs Department and is limited in amount to the Director-General's lelegation limits. The delegation identifies the positions that hold a delegation to give A specific delegation to approve the imencement and subsequent variations financial approval for all facilities projects to proceed to The officer designated, and those higher in the chain of command. Up 13 \$200,000 Up to \$200,000 Specific oproval to Commence DETE infrastructure (up to a total revised project value) for velopment and implementation. The officer designated, and those possess this delegation. No other personnel can exercise this or achael funded for school funder (Expenditure) Capital Projects infrastructure capital projects (financial higher in the chain of command, possess this delegation. No other delegation. projects projects ersonnel can exercise this delegation. approval) Approve Variations to Infrastructure Capital specific delegation to approve variation o The delegation identifies the positions that hold a delegation to give The officer designated, and those higher in the chain of command, Projects (Previously Approved by Executive infrastructure capital projects (financial financial approval for all facilities projects to proceed to possess this delegation. No other personnel can exercise this (Expenditure) approval) evelopment and implementation elegation. ADG, Infrastructure Services and ED, Infrastructure Programs and To approve expenditure, sign contracts and accept tenders for Delivery cannot exercise this delegation where they have approved To approve expenditure, sign contracts and Specific Approve Expenditure against an Approved expenditure against approved Infrastructure Capital Projects. All the commencement of the project (financial approval). Officers accept tenders for expenditure against (Expenditure) Infrastructure Capital Project amounts are inclusive of GST. The total approved expenditure ossessing a general expenditure delegation can approve Infrastructure Capital Projects cannot exceed the total approved value of the project. expenditure on an approved project up to the limit of their general expenditure delegation. To approve variations to expenditure and contracts against poroved Infrastructure Capital Projects. The delegation for ADG. Infrastructure Services and ED. Infrastructure Programs and To approve variations to contracts and Approve Expenditure against an Approved contract variations represents the total contract value after Delivery and DDG, Corporate Services carriet exercise this purchase orders for expenditure against delegation where they have approved the commencement of the (Expenditure) Infrastructure Capital Project (Variation variation. The sum of all approved expenditure cannot exceed the nfrastructure Capital Projects total approved value of the project. All amounts are inclusive of roject (financial approval) Specific delegation toapprove expenditure sign contracts and accept tenders for The delegation identifies the positions that hold a delegation to give | The officer designated, and those higher in the chain of command, expenditure against approved PPP Specific Approve Expenditure against an Approved Public rojects. All amounts are inclusive of GST. financial approval for all facilities projects to proceed to prissess this delegation. No other personnel can exercise this Private Partnership (PPP) Project (Expenditure) The total approved expenditure cannot velopment and implementation exceed the total approved value of the Specific delegation toapprove variations to expenditure and contracts against pproved PPP Projects. The delegation fo PPP contract variations represents the The delegation identifies the positions that hold a delegation to give | The officer designated, and those higher in the chain of command Approve Expenditure against an Approved Public value of the variation. The sum of all financial approval for all facilities projects to proceed to possess this delegation. No other personnel can exercise this (Expenditure) Private Partnership (PPP) Project (Variations) approved expenditure (including the proposed variation) cannot exceed the total approved value of the project. All amounts are inclusive of GST. Delegates cannot approve the issuing of a card to themselves. This is not the authority to undertake the Verifying Officer role with the Commonwealth Bank. See Verifying Officer - Verification of employee details for the issue of a Queensland Government Corporate Purchasing Cards (Corporate Card), Completed Specific delegation to approve the issue of pproval to Issue QLD Govt Corporate Cards Corporate Card application documentation is to be forwarded to the Specific Queensland Government Corporate ssus cards with a transaction limit >\$20,000 and credit limit Issue Cards with a transaction limit >\$20,000 and Corporate Card Unit, Finance Branch for processing. The officer Purchasing Cards (Corporate Cards) to a a credit limit >\$100,000 designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified. Delegates cannot approve the issuing of a card to themselves. This is not the authority to undertake the Verifying Officer role with the Commonwealth Bank. See: Verifying Officer - Verification of employee details for the issue of a Queensland Government Corporate Purchasing Cards (Corporate Card), Completed ecific delegation to approve the issue of pproval to Issue QLD Govt Corporate Cards Corporate Card application documentation is to be forwarded to the Specific ssue cards with a transaction limit up to \$20,000 and credit limit up Queensland Government Corporate ssue Cards with a transaction limit up to Corporate Card Unit, Finance Branch for processing. The officer (Expenditure) Purchasing Cards (Corporate Cards) to a to \$100,000 \$20,000 and a credit limit up to \$100,000 designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure

delegation, or the amount specified.

Last Updated: March 2015		All delegations are GST inclusive. Key: delegation applies as specified under Lir	nit (where applicable)					Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (PSM)	Admin Official (School with No BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Expenditure)	Approval to Issue QLD Govt Corporate Cards (Issue Cards with a transaction limit up to \$5,000 and a credit limit up to \$40,000	Specific delegation to approve the issue of Queensland Government Corporate Purchasing Cards (Corporate Cards) to a Government employee.	Issue cards with a transaction limit up to \$5,000 and credit limit up to \$40,000	Delegates cannot approve the issuing of a card to themselves. This is not the authority to undertake the Verifying Officer role with the Commonwealth Bank. See: Verifying Officer — Verification of employee details for the issue of a Queensland Government. Corporate Purchasing Cards (Corporate Card). Completed Corporate Card application documentation is to be forwarded to the Corporate Card Unit, Finance Branch for processing. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.						¥	
Specific (Expenditure)	Authorising and Verifying Officer (Departmental Bank Accounts)	Specific delegation to approve the establishment and closure of departmental bank accounts, approve cheque signatures for departmental bank accounts, and establish District Office staff as Authorising and Verifying Officers for school bank accounts.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel carapprove this delegation.	Where the delegation involves expenditure, the delegated critical can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Authorising and Verifying Officer (School Bank Accounts)	Specific delegation to approve cheque signatories for school bank accounts.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	Officers can only exercise this delegation once they have been established with the Common wealth Bank as Authorising and Verifying Officers by the Accounts Receivable team within Financial Services. Schools are limited to one general operating account.							
Specific (Expenditure)	Authority to Deal with Property Issues	Specific delegation to approve real property transactions including acquisition, disposal and excision of real property, creation and cancellation of reserves and other real property.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel carapprove this delegation.	cas and over the positive up to the limit of their general expenditure							
Specific (Expenditure)	Authority to Deal with Property Issues (Documents)	Specific delegation to validly execute, seal and deliver any deeds, contracts or documents in connection with the transaction above.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No chair personnel car approve this delegation.	Wine e the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.					-		
Specific (Expenditure)	Construction of billboards on school premises	Delegation to allow school prinicpals to enter into an agreement for their school with a billboard provider who is on the PQP, to construct a commercial billboard on their school premises				*	*				
Specific (Expenditure)	Contracts for VET Training Procurement and Related Services	Specific delegation to approve expenditure for VET Training Procurement and Related Services.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	can approve expenditure up to the limit of their general expenditure	Where the contract is not part of an approved project, the Director-General can only approve contracts up to \$5 Million.						
Specific (Expenditure)	Contracts for VET Training Procurement and Related Services (Signing Agreements)	Specific delegation to sign agreements once financial approval has been given	The rollowing reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chair of command, possess this delegation. No other personnel car approve this delegation.	Expenditure must have been approved under the delegation Contracts for VET Training Procurement and Related Services.							
Specific (Expenditure)	Debt Management	Specific Delegation to approve debt repayment plans.	The following reflects what positions, at the lowest level, possess thrudelegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Delegation to Approve Non-QBuild maintenance expenditure by Regional Facilities Managers under the School Maintenance Investment Program	Specific delegation for Regional Facilities Managers to approve non-QSuild maintenance expensiture under the School Maintenance Investment Program.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Exclusion from Banking Agreement	Specific delegation to approve exclusion from banking agreement.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel car approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.							
Specific (Expenditure)	Giving a Gift	Specific delegation to approve the giving of a gift.	Where a gift is given with a value in excess of \$100, the following table reflects what positions, at the lowest level, possess the delegation. This delegation applies in instances where hospitality or entertainment is provided, for official departmental purposes/functions. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation.	This delegation does not include the purchase/provision of Alcohol. Please refer to the delegations on Giving a Gift - Purchase of Alcohol. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.		~					
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (DETE)	Specific delegation to approve the purchases of alcohol for official purposes/functions.	No other personnel possess this delegation.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions.							

Last Updated: March 2015

FINANCE AND ADMINISTRATION DELEGATIONS

All delegations are GST inclusive.

Key:

✓ delegation applies as specified under Limit (where applicable).

Schools

Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manage: (BSM)	Admin Officer (School with no ESM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency, Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank accoun whichever is less	school bank account		Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (DETI)	Specific delegation to approve the purchases of alcohol strictly for official DETi purposes.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions. This authority DOES NOT extend to conferences and/or workshops held for staff. In addition, this authority is subject to a monthly report to the Director-General reconciling approvals given by the DDG State Schools with purchases made.							
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (Training Queensland Business)	Specific delegation to approve the purchases of alcohol for official purposes in the course of undertaking Training Queensland business.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions. This authority DOES NOT extend to conferences and/or workshops held for staff. This authority is subject to a monthly report to the Director-General reconciling approvals given by the DDG State Schools with purchases made							
Specific (Expenditure)	Grants to Student Hostels	Approve expenditure to provide grants, allowances and subsidies to (and withdraw from) Student Hostels.		Limit is per grant recipient.							L 1
Specific	Home Garaging - Long Term	Approve Home Garaging for operational			· ·						110
Specific (Expenditure)	Home Garaging - Short Term	needs on a long term basis. Approve Home Garaging - Short Term for work related reasons which utilise departments assets efficiently for the current and/or proceeding day. This delegation also includes interim approval of Home Garaging for the Long term - official approval will be made by the Director-General in the next annual schedule of vehicles.				*					
Specific (Expenditure)	Parking Private Vehicles on Official Premises	Approve the parking of private vehicles on official premises at the owners risk.									
Specific (Expenditure)	Approval to Commence DETE ICT Capital Projects	A specific delegation to approve the commencement and subsequent variations (up to a total revised project value) for ICT projects (financial approval).	This table identifies the positions that hold a delegation to give financial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation.								
Specific (Expenditure)	Approve variations to DETE ICT Capital Projects (Previously approved by Governor in Council)	A specific delegation to approve variation o ICT capital projects (financial approval).	This table identifies the positions that hold a delegation to give financial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated, and those higher in the chain of command, possess the delegation. No other personnel can exercise this delegation.								
Specific (Expenditure)	Approve Expenditure Against an Approved ICT Capital Project.		This table identifies the positions that hold a delegation to give financial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated, and these higher in the chain of command, possess this delegation. No other personnet can exercise this delegation.								
	Approve Expenditure Against an Approved ICT Capital Project (Variations)	To approve variations to expenditure and contracts against approved ICT Projects. The delegation for contract variations represents the total contract value after variation. The sum of all approved expenditure saniot exceed the total approved value of the project. All amounts are inclusive of GST.	This table identifies the positions that hold a delegation to give financial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation								
Specific (Expenditure)	Imprest - Accountable Advances	Specific Delegation to approve the establishment of petty cash float.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.			,	*				
Specific (Expenditure)	Initiating Legal Proceedings in the Small Claims Tribunal and Magistrates Court	Specific delegation to approve initiating legal proceedings in the Small Claims Tribunal and the Magistrates Court.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	For initiating legal action against current employees or against any other debtor, the delegate is the Director, Financial Operations.							

All delegations are GST inclusive.

	All delegations are GST inclusive. Key: delegation applies as specified under Lir	nit (where applicable)				1	Schools			
Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (ESM)	Admin Officer (School with No BSM)	Head of Department	All Other Positions
General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Interest penalty payments on late payment of invoices	of interest claims on behalf of any school or Business Unit, made under the Government's election commitment to pay interest on invoices that are paid after 30	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.		10					
Leasing In - Renting or leasing of land, buildings or property from other parties.	Specific delegation to lease in - hiring, renting or leasing land, buildings or property from other parties (includes authority to execute, seal and deliver deeds, contracts or any agreements in connection with Leasing In commitments following endorsement from the Legal and	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Light Aircraft (Charter Approval)	Specific delegation to approve the charter of a light aircraft or helicopter.	the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions	for expenditure out of school bank accounts. Where the delegation involves expenditure, the delegated officer can approve expenditure.							
Light Aircraft (Hire Approval)	Specific delegation to approve the hire of an aircraft when the employee is the pilot.									
Maintenance Expenditure	Specific delegation to approve maintenance expenditure under the control of the Asset Maintenance Unit (not undertaken by Building and Asset Services).	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expanditure, the delegated officer can approve expenditure; up to the limit of their general expenditure delegation.							
Memorandum of Understanding	Specific delegation to approve Memorandum of Understanding for the provision of services by another Queensland Government agency	the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions	Where the delegation involves expenditure, the delegated officer can arprove expenditure up to the limit of their general expenditure delegation.							
Operating Leases of Plant and Equipment	Specific delegation to approve the lease of plant and equipment by the Department, excluding motor vehicles (through QFleet) and the rental of land and buildings.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Operating Leases of Motor Vehicles through QFleet	Specific delegation to enter into operating leases for vehicles (including heavy vehicles) through Qfleet	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and these higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		2	2				
Overseas Travel (Approval) (excludes Overseas Travel which is part of a School Study Tour)	Specific delegation to approve overseas travel for departmental employees	the delegation. The officer designated, and those higher in the chain of cummand, possess this delegation. No other positions have this delegation.	General. This delegation is limited to the extent that all overseas travel with travel costs either fully or partially funded externally or that combines official travel with personal travel must be approved by the Minister. Where the delegation involves expenditure, the delegated officer can approve expenditure							
Overseas Travel for School Study Tours (Approval)	Specific delegation to approve sverseas travel for School Study Yours.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Overseas travel undertaken by Employees as part of a School Study Tour must be approved by the principal. However, where the principal is personally participating in the travel the Regional Director must approve the overseas travel. For travel by IPS Principals, the travel must be approved by the Director-General. The Executive Director, DETi and Assistant Director-General, State Schools - Operations also has delegation for approval for School Study Tours. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure.		*					
Overseas Travel (Payment of Expenses)	Specific delegation to approve payment of expenses for overseas travel.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.			4	2			-1	
Payments made in relation to the Public Private Partnerships (PPP)	Specific delegation to approve payments made in relation to Public Private Partnerships.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.			A				
	General Expenditure Delegations Interest penalty payments on late payment of invoices Leasing In - Renting or leasing of land, buildings or property from other parties. Light Aircraft (Charter Approval) Light Aircraft (Hire Approval) Maintenance Expenditure Memorandum of Understanding Operating Leases of Plant and Equipment Operating Leases of Motor Vehicles through OFleet Overseas Travel (Approval) (excludes Overseas Travel which is part of a School Study Tour) Overseas Travel for School Study Tours (Approval) Overseas Travel (Payment of Expenses)	Expenditure / Revenue Delegation Definition Specific delegation to approve the payment of interest penalty payments on late payment of interest claims on behalf of any school or Business Unit, made under the Covernment's election commitment to pay interest on invoices Leasing in - Renting or leasing of land, buildings or property from other parties, including any property from other parties, including any property from other parties. Light Aircraft (Charter Approval) Light Aircraft (Hire Approval) Specific delegation to approve the charter of a light aircraft or helicopter. Light Aircraft (Hire Approval) Maintenance Expenditure Maintenance Expenditure Memorandum of Understanding Operating Leases of Plant and Equipment Specific delegation to approve the place of an aircraft when the employee is the pilot. Specific delegation to approve the place of a light aircraft or helicopter. Queensland Government agency. Specific delegation to approve the place of plant and equipment of the Asset Memorandum of Understanding or the provision of services by another Queensland Government agency. Queensland Government agency. Operating Leases of Motor Vehicles through Operating Leases of Motor Vehicles through operating leases for vehicles (including heavy vehicles) through Operating leases for delegation to approve oversea	Expenditure / Revenue Delegation Definition Description of Delegation The officer designates and those higher in the chain of command of invoices Description of Delegation in the Description of Delegation in the Description of Delegation in the Description of Description in the Description of Description in the Description of Description in the Description in Description in the Description	Desperations of Desperation of Despe	Expenditure / Revenue Disrigation Definition Description of Delegation Description of Delegation Description of Delegation An Emispacy Student or 's Softward above or unwanded above or un	Expanditure influences Command Expanditure Command Expandit	Expenditure / Reservat Chargetion Delegation Delegation Delegation Delegation Delegation Delegation Delegation Delegation Delegation Delegation Delegation Delegation Delegation Delegation Delegatio	Expenditure Revenue Covered Expenditure Delegation Delegation Covered Expenditure Delegation	Expenditure / Treasure at the proportion of programs o	Experience of Company and American Company and Contract of Contrac

Last Updated:

Key:

March 2015

All delegations are GST inclusive.

Key:

delegation applies as specified under Limit (where applicable)

larch 2015		✓ delegation applies as specified under Lie	mit (where applicable)								
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (PSAN)	Admin Officer (School with no ESM)	Head of Department	All Othe Position
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank accoun- whichever is less	\$250,000 or limit of school bank account whichever is 13%	Flegisterad Office Holder	Registered Office Holder	Registered Office Holder	
Specific Expenditure)	Personal Phone Reimbursement (Members of EMB)	Specific delegation to approve entitlement conditions for personal phone reimbursement.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation. This authority should be exercised in conjunction with Directive 05/09, Senior Executives - Employment Conditions [PDF 116kB] (Schedule 2 Section 11) and Directive 06/09 Senior Officers - Employment Conditions (Schedule C Section 13), issued by the Public Service Commissioner in May 2009.	\ <u>\</u>						
Specific (Expenditure)	Personal Phone Reimbursement (Regional Directors & Executive Directors)	Specific delegation to approve entitlement conditions for personal phone reimbursement.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation. This authority should be exercised in conjunction with Directive 05/09, Senior Executives - Employment Conditions [PDF 116kB] (Schedule 2 Section 11) and Directive 06/09 Senior Officers - Employment Conditions (Schedule C Section 13), issued by the Public Service Commissioner in May 2009.							
Specific (Expenditure)	Personal Phone Reimbursement (Senior Officers SO1/SO2)	Specific delegation to approve entitlement conditions for personal phone reimbursement.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation. This authority should be exercised in conjunction with Directive 05/09, Senior Executives - Employment Conditions [PDF 116kB] (Schedule 2 Section 11) and Directive 03/09 Senior Officers - Employment Conditions (Schedule C Section 13), issued by the Public Service Commissioner in May 2009.							
Specific (Expenditure)	Plaintiffs - legal costs, litigation and settlements	Specific delegation to approve the payments for legal costs, litigation, and settlements.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure to to the limit of their general expenditure delegation.							
Specific (Expenditure)	Plant and Equipment (Transfer)	Specific delegation to approve the transfer of plant and equipment within the Department of Education, Training and Employment.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can exprove expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Purchase of Mobile Phones	A specific delegation to approve the purchase of a mobile phone.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		· ·	· ·				
Specific (Expenditure)	Release of GPEVs in SAP using smartforms	Specific delegation to release (within SAP only) payments for an unlimited amount, where approval has already been made outside of SAP in accordance with appropriate delegations.		This delegation will be limited to expenditure already approved by the Director General.							
Specific (Expenditure)	Release Purchase Orders and Shopping Cart Documents in SAP for Approved Infrastructure Capital Projects.	Release Purchase Orders and Shopping Carts in SAP for Approved Infrastructure Capital Projects.	This delegation does not exitife the afficer named to exercise an expenditure delegation up to the limit provided in SAP. This delegation only relates to the release of purchase orders and shopping cart documents in SAP. Officers performing this SAP release should have appropriately approved documentation provided to them officer to executing this release in SAP.	Officers with a general expenditure delegation can release purchase orders and shopping carts raised against an approved Infrastructure Capital Project up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Release Purchase Orders and Shopping Cart Documents in SAP for expenditure other than Approved Infrastructure Capital Projects expenditure	Release Purchase Orders and Shopping Carts in SAP for expenditure other than Approved Infrastructure Capital Projects expenditure	This delegation does not entitle the officer named to exercise an expenditure delegation up to the limit provided in SAP. This delegation only relates to the release of purchase orders and shopping cart documents in SAP. Officers performing this SAP release should have appropriately approved documentation provided to them prior to executing this release in SAP.	Officers with a general expenditure delegation can release purchase orders and shopping carts up to the limit of their general expenditure delegation.	Officers with a general expenditure delegation can release purchase orders and shopping carts up to the limit of their general expenditure delegation.						
Specific (Expenditure)	Resource Replacement Scheme	Specific delegation to approve payment to compensate for losses resulting from illegal entry, fire, wandalism, natural cleasters etc.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Establishing and closing school bank accounts	Specific delegation to approve the establishment and closure of school bank accounts	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Officers can only exercise this delegation once they have been established with the Commonwealth Bank as Authorising and Verifying Officers by the Accounts Receivable team within Financial Services. Schools are limited to one general operating account.							
Specific (Expenditure)	Security Cards (Permanent Cards/Keys)	Specific delegation to approve the permanent allocation of building access cards/keys to departmental officers.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		4	¥-				
Specific (Expenditure)	Security Cards (Temporary Cards/Keys)	Specific delegation to approve the temporary allocation of building access cards/keys to departmental officers.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		- Y-	Ý				

Schools

All delegations are GST inclusive.

Last Updated: March 2015		Key: delegation applies as specified under Lic	mit (where applicable)				,	Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Managar (PSM)	Arthin Officer (solvoil with no BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limb of school bank account whichever is less	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Expenditure)	Service Agreements with Early Childhood Education and Care service providers	Specific delegation to sign service agreements providing funding to an Early Childhood Education and Care service provider where financial approval has been given by the relevant financial delegate.	After financial approval has been given by the relevant financial delegate, in relation to the provision of funding to an Early Childhood Education and Care service provider, the officers listed may sign the service agreement.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation.							
Specific (Expenditure)	Special Payments	Specific delegation to approve special payments including ex gratia and out of contract payments. Payments ARE NOT to be made for personal injury (refer to Plaintiffs - legal costs, litigation, settlements delegation).	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	The delegation for a Principal can only be exercised for compensation for loss of, or damage to, personal property. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		\$1,000	\$1,000				
Specific (Expenditure)	Statutory Body borrowings sought under the Treasurer's General Approval	Authority to approve statutory body borrowing applications with QTC sought under the Treasurer's General Approval under Part 5 of the SBFA Act, and provisior of the guarantee for the loan by the Department.	The delegation provides authority to approve statutory body borrowing applications to enter into loans with Queensland Treasury Corporation sought under the Treasurer's general approval (provided in 2003) under Part 5 of the Statutory Bodies Financial Arrangements Act 1982, and to approve provision of the guarantee for the loan by DETE.	The delegation applies for all statutory bodies for whom DETE is the administering department. The officers designated possess this delegation. No other positions have this delegation.							
Specific (Expenditure)	Statutory Body requests to enter into financial arrangements under the SBFA Act	Authority to make recommendations to Treasury for statutory body requests to enter into financial arrnagements under the Statutory Bodies Financial Arrangements Act 1982(SBFA Act).	The delegation provides authority to request Treasury's approval or behalf of the statutory body in accordance with the SBFA Act including a recommendation to Treasury regarding the Department's support of the statutory body's request.	The delegation applies for all statutory bodies for whom DETE is the administering department. The officers designated possess this delegation, to other positions have this delegation.							
Specific (Expenditure)	Supply of Contestable Electricity	Specific delegation to approve supply of contestable electricity to selected departmental sites.	The delegation includes the capacity to approve an invitation-to-offer (ITO) for the supply of 'contestable' electricity to nominated Department of Education and Training (DET) sites and its release to industry, approve the evaluation plan for this ITO; approve the Evaluation Committee's recommendations regarding the successful supplier for this tender; sign a contract for the supply of 'contestable' electricity on behalf of the Department if the value of the contract is less than \$5.0 million including GST; approve any contract amendments that may be required during the contract term	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation.							
Specific (Expenditure)	Travel claims older than 12 months	Specific delegation to approve travel claims older than 12 months.	This delegation reflects what positions, at the lowest levril, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Vehicles (Approval for additional)	Specific delegation to approve the acquisition of additional departmental vehicles.	This delegation reflects what positions, at the lovest level, possess the delegation. The officer designated, and those nigher in the chain of command, possess this delegation. No other positions have this delegation.	A Principal can only approve the acquisition of a vehicle funded by the school. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		*	2				
Specific (Expenditure)	Vehicles (Approval for replacement)	Specific delegation to approve the replacement of existing departmental vehicles	This delegation refirets what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command possess this delegation. No other positions have this delegation.	A Principal can only approve the replacement of a vehicle funded by the school. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		*	¥				
Specific (Expenditure)	Verifying Officer - Corporate Cards. Verification of employee details for the issue of Queensland Government Corporate Purchasing Cards (Corporate Card)	Specific delegation to act as Verifying Officer for the issue of Queensland Government Corporate Purchasing Cards (Corporate Card).	A Variying Officer must ensure that the signature presented as the cardiologis's signature is the signature used by the cardholder. This may include one or more of the following: witnessing the signature (by: the cardholder as a signatory) or noting a previously witnessed signature; identifying the signatory as a Government employee (by contacting a person known to the signatory and/or viewing Government identification) – especially if the signatory is not known to the Verifying Officer, viewing documentation or identification (especially photo identification) containing both the name and signature of the signatory.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves							
Specific (Expenditure)	VET Scholarship proposals	Specific delegation to approve VET Scholarship proposals.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		1					
Specific (Expenditure)	Waiver and/or Non Collection of School Fee/Charge/Levy	Specific delegation to approve the waiver and/or non collection of school fee/charge/levy.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		\$5 Million	\$5 Million				
Specific (Expenditure)	Waiver of deposits with Time to Pay Arrangements or Centrepay Deductions	Specific delegation to approve the waivers of deposits with Time to Pay Arrangements or Centrepay deductions.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							

Last Updated Key.
March 2015

All delegations are GST inclusive.
Key.
✓ delegation applies as specified under Limit (where applicable)

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Delegation Type	Expanditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manage: (BSM)	Admin Officer (School with no 69M)	Head of Department	All Othe Position
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less	Registerad Office Holder	Registered Office Holder	Registered Office Holder	Registere Office Holder
Specific (Expenditure)	Write-Off Public Money and Inventory Stock	Specific delegation to approve the write-off of public money and inventory stock including: sundry debts; irrecoverable overpayments (excluding salaries); unaccounted losses or deficiencies in public money; unlawful expenditure; failure to assess or levy revenue and other amounts receivable; loss of discounts; loss or damage to inventory stock.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	All losses involving unaccounted losses, unlawful expenditure, damage, or any action that may recult in an offence under the Criminal Code or another Act must be reperied when the department or its employees become aware of a loss.	\$5,000	\$5,000				
Specific (Expenditure)	Write-off Public Property	Specific delegation to approve the write-off of reportable and non-reportable items of plant and equipment.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	All losses involving unaccounted losses, unlawful expanditure, demage, or any action that may result in an offence under the Criminal Code or another Act must be reported when the department or its employees become aware of a loss.	\$5,000	\$5,000				
Specific (Expenditure)	Write-off Salary and Wages Overpayments	Specific delegation to approve the write-off of reportable and non-reportable items of plant and equipment.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	Head, Internal Audit may only approve expenditure in relation to debts referred to the Overpayment Review Committee only						
Specific (Expenditure)	Sponsorship - In-Principle Approval of sponsorship agreements (Incoming)	In-principle approval of sponsorship agreements on behalf of the State of Queensland for incoming sponsorships. Once approved, School Principals can sign agreements up to a limit of their General Expenditure limit for school based sponsorships. Once approved, Other Officers can sign agreements based on their General Expenditure delegation for departmental sponsorships.	Where the sponsorship agreement includes an obligation of expenditure by DETE then officer's who possess a general expenditure delegation can also approve the expenditure up to the limit of their general expenditure delegation. The delegated officer must not consider or enter into a sponsorship agreement with an organisation that DETE regulates.	Where the sponsorship arrangement is batween DETE and another QLD Government Department only the Director-General may sign the Memorandum of Understanding.		Up to \$11,000 (inclusive of GST)					
Specific (Revenue)	Sponsorship - In-Principle Approval of sponsorship agreements (Outgoing)	In-principle approval of sponsorship agreements on behalf of the State of Queensland for Outgoing sponsorships.	Where the sponsorship agreement includes an obligation of expenditure by DETE then officer's who possess a general expenditure delegation can also approve the expenditure to to the limit of their general expenditure delegation. The delegated officer must not consider or enter into a sponsorship agreement with an organisation that DETE regulates.	where the sponsorship arrangement is between DETE and another QLD Government Department only the Director-General may sign the Memorandum of Understanding.		Up to \$11,000 (inclusive of GST)					
Specific (Revenue)	Credit Card Facilities	Specific delegation to approve the establishment of merchant/EFTPOS facilities whereby card payments can be accepted.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		4					
Specific (Revenue)	Credit Approval (excluding credit arrangements covered by a formal contract)	A specific delegation to approve credit arrangements to customers purchasing goods or services from the Department, where payment is not received at the point of sale.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		×.	~	\$5,000	\$5,000		
Specific (Revenue)	Hiring of School Premises	Specific delegation to approve the hire (but not leasing) of School premises for use by agencies or individuals outside of the Department of Education and Training (DET).	This de/egation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		2	¥				
Specific (Revenue)	Inventories and Saleable Stock	Specific delogation to approve the sale or disposal of Inventories and Scleable stock in a single instance.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	Delegation is based on actual or average cost for inventories and selling price for saleable stock in any single instance						
Specific (Revenue)	Joint Development Agreements	Specific delegation to approve property related partiverships, joint-ventures or other arrangements (e.g. shared use of a campus) with other parties relating to access of land, buildings or facilities/equipment (includes authority to execute, seal and deliver deeds, contracts or any agreements in connection with partnership commitments following endorsement from the Legal and Administrative Law Branch).									

THANCE	AND ADMINISTRATION DEL	EGATIONS									
Last Updated: March 2015		All delegations are GST inclusive. Key: delegation applies as specified under Li	mit (where applicable)				4	Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (PSM)	Admin Officer (Sq.vool with no BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less	Ragistered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Revenue)	Plant and Equipment (Disposal and Sale)	Specific delegation to approve the dispose and sale of plant and equipment.	This delegation reflects what positions, at the lowest level, possess all the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	<u> </u>	\$5 Million	\$5 Million	\$5 Million			
Specific (Revenue)	Receiving a Gift	Specific delegation to determine the use of and or retention of, a gift received.	This delegation reflects what positions, at the lowest level, possess, the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	Where a gift is received with a value in excess of \$150, such a gift, is required to be recorded in the Gift Register; is deemed to be a gift to the oxpanment; Cannot be retained by the recipient unless the recipient payment to the Department equal to the value of the gift. However this does not apply to intangible gifts fouch as hospitality and entensinment) where its acceptance is in accordance with industry norms and there is no conflict of interest, the rules within the Department's Code of Conduct apply. All declarations of reportable gifts received by the Director-General must be noted by the Deputy Director-General, Corporate Services.		*				
Specific (Revenue)	Sale of DETi products and services	Specific delegation to approve and sign a contractual agreement on behalf of the 'State of Queensland' for the sale of DETi products and services.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, she delegated officer can approve expenditure up to the limit of their general expenditure delegation.							

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FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated
Key:
July 2015

All delegations are GST inclusive.
Key:
✓ delegation applies as specified under Limit (where applicable)

Schools

	7	· delegation applies as specified under El	min (where approache)								
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no BSM)	Head of Department	All Othe Position
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less		Registered Officer Holder	Registered Office Holder	Registers Office Holder
Periodic	Administered Payments made through GAPS	Approve periodic expenditure for administered/Commonwealth Grants paid to schools through the GAPS system.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Officers who possess a general expenditure delegation can also approve the above expenditure up to the limit of their general expenditure delegation.	Unlimited						
Periodic	Annual Leave Central Scheme and Long Service Leave Levy Payments	A delegation to approve the penodic payment of Long Service leave levies and Annual leave Central Scheme Levies, paid to the Queensland Government Superannuation Office.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personne		Unlimited						
Periodic	Audit Fees (QAO)	Approve periodic expenditure for fees charged by the Queensland Audit Office for the conduct of external audit.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unimited						
Periodic	Bank Charges (All Departmental Bank Accounts)	Approve periodic expenditure for fees charged by the bank as per the Government banking contract.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Bank Charges (School Bank Accounts)	Approve periodic expenditure for fees charged by the bank as per the Government banking contract.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	- 2	1				
Periodic	Building Maintenance (Note: Relates to Building & Asset Services Maintenance Contracts.)	Approve periodic expenditure for building maintenance expenditure.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those righer in the chain of command, can approve the payment for an unfinited amount.	Unlimited						
Periodic	Bulk Postage	Approve periodic expenditure for bulk postage charges.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Bulk Postage (Schools)	Approve periodic expenditure for bulk postage charges.		The following table reflects what positions, at the lowest level, possess the dalegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	~		×	1		
Periodic	Capital Works (Tertiary Institutions)	Approve periodic expenditure for capital works grants to tertiary institutions.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited around.	Unlimited						
Periodic	Cleaning	Approve periodic expenditure for school contract cleaning charges.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Commercial Leasing	Approve periodic expenditure for rental payments relating to the lease of departmental premises.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Copyright Licence Agreement	Approve periodic expenditure for copyright licence agreement.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Fringe Benefits Tax	Approve periodic expenditure arising from the calculation of the Fringe Be left's Tax Liability for the Department.	Approva! of Transactions that Incur FBT Officers who possess a general expenditure delegation can also approve an FBTable transaction up to the limit of their general expenditure delegation. When determining the amount being approved a delegate must likelude both the value of the benefit and the associated FBT liability to determine whether or not they have sufficient delegation to approve the transaction.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Fuel	Approve periodic expanditure for fuel costs incurred by the use of departmential vehicles and generators.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Fuel (Schools)	Approve periodic expenditure for fuel costs incurred by the use of departmental vehicles and generators.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited		2	2	Ž		
Periodic	General Ledger Journal approval	Approve general, periodic and standing General Ledger journals for revenue and expenditure, within the delegate's area of responsibility	Approve general, periodic and standing General Ledger journals for revenue and expenditure, within the delegate's area of responsibility	The officers designated, and those higher in the chain of command, can approve general ledger journals for an unlimited amount.	Unlimited	×	1				
Periodic	Goods and Services Taxation (GST)	Approve for the payment of the Goods and Services Tax.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						

Last Updated July 2015		All delegations are GST inclusive. Key: ✓ delegation applies as specified under Lin	mit (where applicable)					Schools			T.
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less	Registered Office Holder	Registered Office holder	Registered Office Holder	
Periodic	Grants to agencies, boards and outside organisations	Approve periodic expenditure for recurrent grants to agencies, boards, and outside organisations made under an approved grant agreement.	Note: These delegations include all grant amounts paid to Registered Training Organisations (RTOs) external to the department	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount. Officers who possess a general expenditure delegation can also approve the above expenditure up to the limit of their general expenditure delegation.	Unlimited		(0)				
Periodic	Grants to Regions/Business Units	Approve periodic expenditure through Resource Agreements to Regions and Business Units.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Home Stay Accounts / Accommodation / Rental - Guest Teacher Programs	Approve periodic expenditure for accommodation expenses in relation to the Guest Teacher Programs.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited.	Unimited						
Periodic	HRG Travel & Cabcharge Accounts	Approve periodic expenditure for HRG Travel accounts and Cabcharge accounts incurred by the department.		amount. The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited.	Unlimited						
Periodic	Maintenance Contracts for Information Technology and Telecommunications	Approve periodic expenditure for maintenance contracts for information Technology and Telecommunications.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	amount. The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	Unlimited						
Periodic	Maintenance Contracts for Information Technology and Telecommunications (Schools)	Approve periodic expenditure for maintenance contracts for Information Technology and Telecommunications.	The Director, Business Support holds the delegation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	The Director, Business Support holds the detrigation for all Business Units, operating through the Education Network. The Executive Director, Services and Support holds the delegation for all Training Business Units, operating through the Corporate Solutions Queensland Network.	Unlimited	- 2	*				
Periodic	Pay As You Go (PAYG) Taxation	Approve payment of the PAYG tax liability.		The following table reflects what positions, at the lowest level, possess the delegation. The afficer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Payment of Superannuation Contributions to the Government Superannuation Office	A delegation to approve the periodic payment of superannuation contributions to the Government Superannuation Office.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Payments to Shared Service Providers	Approve periodic expenditure to Shared Service Providers, including Corptech and the Shared Services Agency.		The lollowing table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited	Unlimited						
Periodic	Payments to Suppliers Under Agreements Managed by Skills Investment	Approve periodic expenditure for payments to suppliers contracted to deliver training, assessment and related services under agreements managed by Skills Investment.	* Minister \$10 Million or Limit of Expenditure Approved by Government Council * Director General \$5 Million or Limit of Expenditure Approved by Governor in Council * Directors within Skills Investment \$5 Million * Assistant Directors within Skills investment \$5 Million	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment. All delegations are inclusive of GST.							
Periodic	Payroll file post-payment approval	Post-payment approval of the fortnightly payroll file.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Payroll Processing Charges	Approve periodic expenditure for payroll processing charges.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited			111			
Periodic	Payroli Tax	Approve the payment of Payroll Tax.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited	Unlimited						
Periodic	Queensland Government Insurance Fund (QGIF)	Approve penadic expenditure rotating to the payment of the Quoensland Government Insurance Fund (QGIF) premium.		amount. The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Removal Expenses (Public Servants)	Approve penodic expenditure for removal expenses		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited	Unlimited						
Periodic	Removal Expenses (All Officers)		(amount.	Unlimited	-					

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Last Updated:

All delegations are GST inclusive.

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July 2015

✓ delegation applies as specified under Limit (where applicable)

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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted." The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank accoun whichever is less	\$250,000 or limit of t school bank account whichever is less		Registered Office Holder	Registered	Registered Office Holder
Periodic	School Grants (Semester and Per Capita)	Approve periodic expenditure for school grant payments	Officers who possess a general expenditure delegation can also approve the above expenditure up to the limit of their general expenditure delegation. Note: Financial approval must be obtained and identified prior to any request for payment of grants to schools being submitted and processed through the Grants and Payments (GAPS) system (processed by the School Financial Services Unit) to State Education facilities. Any Education Business Unit Director has an unlimited delegation for grant payments made to schools, subject to having sufficient budget allocation. Officers from within these Business Units who have the authority to request payments through the GAPS system must ensure that prior financial approval has been received and that this is documented.		Linlimited						
Periodic	School transport assistance program for students with disabilities	Approve periodic expenditure relating to the monthly transportation costs of students with disabilities incurred by the Department of Transport and Main Roads.		The following tables reflect what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Security	Approve periodic expenditure for security services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Staff Recruitment (Personnel Vacancies)	Approve periodic expenditure for advertising costs for personnel vacancies.		The following table reflects what positions, at the lowest level possess the delegation. The officer designated, and house higher in the chain of command, can approve the payment for an undirected amount.	Unlimited						
Periodic	Staff Recruitment (Personnel Vacancies) - (Schools)	Approve periodic expenditure for advertising costs for personnel vacancies.	Delegation for casual teaching and all non-teaching positions including wages and casual public service positions only.	The following table reflects what joositions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	1	ν.				
Periodic	Transfer funds between Departmental bank accounts	A delegation to approve the transfer of funds between departmental bank accounts.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation up to an unlimited amount. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure (delegated, or the amount specified.	Unlimited						
Periodic	Transfer funds between TAFEQ and DET bank accounts	Approve transfer of funds between TAFE Queensland (TAFEQ) and DET bank accounts relating to monies received or paid that should have been received or paid from the other entity's account.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation up to an unlimited amount. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	Unlimited						
Periodic	Utilities - Electricity and Gas	Approve periodic expenditure for electricity and gas charges incurred by departmental facilities.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	2				17	
Periodic	Utilities - Electricity and Gas (Regions)	Approve periodic expenditure for electricity and gas charges incurred by departmental facilities.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Electricity and Gas (Schools)	Approve periodic expenditure for electricity and gas charges incurred by departmental facilities.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	1	*	2	4		
Periodic	Utilities - Garbage	Approve periodic expanditure for garbage collection		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Garbage (Schools)	Approve periodic expenditure for garbage collection		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited		*	J.			
Periodic	Utilities - Local Authority Charges	Approve periodic expenditure for rates and other local authority charges relating to educational facilities and rental accommodation properties. Rates could include charges for: water, garbage collection and sewerage.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Local Authority Charges (Schools)	Approve periodic expenditure for rales and other local authority charges relating to educational facilities and rental accommodation properties. Rates could include charges for water, garbage collection and sewerage.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	*	2	2	×		

Last Updated: July 2015		All delegations are GST inclusive. Key: ✓ delegation applies as specified under Lin	nit (where applicable)	To .				Schools			
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank accoun whichever is less			Registered Office Holder	Registered Office Holder	
Periodic	Utilities - Sanitation	Approve periodic expenditure for the collection and disposal of sanitation units.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited		10	3)			
Periodic	Utilities - Sanitation (Schools)	Approve periodic expenditure for the collection and disposal of sanitation units.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited		5				
Periodic	Utilities - Telecommunications Data Services	Approve periodic expenditure for data services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Telecommunications Data Services (Schools)	Approve periodic expenditure for data services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited		*	1	~		
Periodic	Utilities - Telecommunications Web Services	Approve periodic expenditure for web services delivered under a contract.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Telecommunications Telephone Services	Approve periodic expenditure for telephone services.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and these nigher in the chain of command, can approve the payment for an unitable amount.	Unlimited						
Periodic	Utilities - Telecommunications Telephone Services (Schools)	Approve periodic expenditure for telephone services.		The following table reflects what positions, at the lowest level possess the delegation. The officer designated, and these higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited		×	1	¥		
Periodic	Utilities - Water	Approve periodic expenditure for water rates to local authorities or to a provider.		The following table reflects what positions, at the Swest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Utilities - Water (Schools)	Approve periodic expenditure for water rates to local authorities or to a provider.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of connicand, can approve the payment for an unlimited amount.	Unlimited	2	9	*	-		
Periodic	Vehicle Leasing Payments	Approve periodic expenditure for costs incurred in relation to the lease of departmental vehicles.		The following lable reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Periodic	Vehicle Leasing Payments (Regions)	Approve periodic expenditure for costs incurred in relation to the lease of departmental vehicles.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited				1		
Periodic	Vehicle Leasing Payments (Schools)	Approve periodic expenditure for costs incurred in relation to the lease of departmental vehicles.	(C)	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	~	*	1	1		
Periodic	Workers Compensation Premiums	Approve periodic expenditure for workers compensation premiums.		The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited						
Specific (Expenditure)	Approval of commercial activities in a contestable market	Specific delegation to approve commercial activities entered into by schools, undertaken in a contestable market.		The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.						1.	
Specific (Expenditure)	Approval of administrative changes to the Finance and Administration Delegations Matrix	Finance & Administration Delogations	Yo approve administrative changes to the Finance & Administration Delegations matrix which do not alter the delegations or the authority held by delegates. Administrative changes include changes to the position titles of delegates listed in the matrix provided there is no change to the authority held by the position, and to correct delegation wording or add additional descriptions to delegations to provide further clarity.	Any change to the delegations or to the officers who hold delegations must be approved by the Director-General.							
Specific (Expenditure)	Approval to Commence DET Infrastructure Capital Projects	(up to a total revised project value) for	The delegation identifies the positions that hold a delegation to give financial approval for all facilities projects to proceed to development and implementation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation.		Up to \$200,000 for school funded projects	Up to \$200,000 for school funded projects				
Specific (Expenditure)	Approve Variations to Infrastructure Capital Projects (Previously Approved by Executive Council)	A specific delegation to approve variation	The delegation identifies the positions that hold a delegation to give financial approval for all facilities projects to proceed to development and implementation	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation.							

ast Updated: uly 2015		All delegations are GST inclusive. Key. ✓ delegation applies as specified under Limit (where applicable)						Schools							
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no BSM)	Head of Department	All Other Positions				
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less	Registered Office Hower	Registered Office Holde	Registered Office Holder					
Specific (Expenditure)	Approve Expenditure against an Approved Infrastructure Capital Project	To approve expenditure, sign contracts and accept tenders for expenditure against Infrastructure Capital Projects	To approve expenditure, sign contracts and accept tenders for expenditure against approved infrastructure Capital Projects. All amounts are inclusive of GST. The total approved expenditure cannot exceed the total approved value of the project.	ADG, Infrastructure Services and ED, Infrastructure Programs and Delivery cannot exercise this delegation where they have approved the commencement of the project (financial approval). Officers possessing a general expenditure delegation can approve expenditure on an approved project up to the limit of their general expenditure delegation.											
Specific (Expenditure)	Approve Expenditure against an Approved Infrastructure Capital Project (Variations)	To approve variations to contracts and purchase orders for expenditure against Infrastructure Capital Projects	To approve variations to expenditure and contracts against approved infrastructure Capital Projects. The delegation for contract variations represents the total contract value after variation. The sum of all approved expenditure cannot exceed the total approved value of the project. All amounts are inclusive of GST.	ADG, Infrastructure Services and ED, Infrastructure Programs and Delivery and DDG, Corporate Services cannot exercise this delegation where they have approved the commencement of the project (financial approval).											
Specific (Expenditure)	Approve Expenditure against an Approved Public Private Partnership (PPP) Project	Specific delegation toapprove expenditure, sign contracts and accept tenders for expenditure against approved PPP Projects. All amounts are inclusive of GST. The total approved expenditure cannot exceed the total approved value of the project.	The delegation identifies the positions that hold a delegation to give financial approval for all facilities projects to proceed to development and implementation.	The officer designated, and those higher in the chain of command possess this delegation. No other personnel can exercise this delegation.											
Specific (Expenditure)	Approve Expenditure against an Approved Public Private Partnership (PPP) Project (Variations)	Specific delegation toapprove variations to expenditure and contracts against approved PPP Projects. The delegation fo PPP contract variations represents the value of the variation. The sum of all approved expenditure (including the proposed variation) cannot exceed the total approved value of the project. All amounts are inclusive of GST.	The delegation identifies the positions that hold a delegation to give financial approval for all facilities projects to proceed to development and implementation.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnal can exercise this delegation.											
Specific (Expenditure)	Approval to Issue QLD Govt Corporate Cards (Issue Cards with a transaction limit >\$20,000 and a credit limit >\$100,000	Specific delegation to approve the issue of Queensiand Government Corporate Purchasing Cards (Corporate Cards) to a Government employee.	Issue cards with a transaction limit >\$20,000 and chedit limit >\$100,000	Delegates content approve the issuing of a card to themselves. This is not the authority to undertake the Verifying Officer role with the Commonwealth Bank. See: Verifying Officer – Verification of employed details for the issue of a Queensland Government. Concorate Purchasing Cards (Corporate Card), Completed Corporate Card application documentation is to be forwarded to the Corporate Card Unit, Finance Branch for processing. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.											
Specific (Expenditure)	Approval to Issue QLD Govt Corporate Cards (Issue Cards with a transaction limit up to \$20,000 and a credit limit up to \$100,000	Specific delegation to approve the issue of Queensland Government Corporate Purchasing Cards (Corporate Cards) to a Government employee.	Passe cards with a transaction limit up to \$20,000 and credit limit up to \$10,000	Delegates cannot approve the issuing of a card to themselves. This is not the authority to undertake the Verifying Officer role with the Commonwealth Bank. See: Verifying Officer – Verification of employee details for the issue of a Queensland Government Corporate Purchasing Cards (Corporate Card). Completed Corporate Card application documentation is to be forwarded to the Corporate Card Unit, Finance Branch for processing. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.											
Specific (Expenditure)	Approval to Issue QLD Govt Corporate Cards (Issue Cards with a transaction limit up to \$5,000 and a credit limit up to \$40,000	Specific delegation to approve the issue of Queenstand Government Corporate Purchasing Cards (Corporate Cards) to a Government employee.	Issue cards with a transaction limit up to \$5,000 and credit limit up to \$40,000	Delegates cannot approve the issuing of a card to themselves. This is not the authority to undertake the Verifying Officer role with the Commonwealth Bank. See: Verifying Officer – Verification of employee details for the issue of a Queensland Government Corporate Purchasing Cards (Corporate Card). Completed Corporate Card application documentation is to be forwarded to the Corporate Card Unit, Finance Branch for processing. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.		2	, i			*					

Last Updated: July 2015		All delegations are GST inclusive. Key: ✓ delegation applies as specified under Limit (where applicable)						Schools							
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no BSM)	Head of Department	All Other. Positions				
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less.	Registered Office Holder	Registered Office	Registered Office Holde					
Specific (Expenditure)	Authorising and Verifying Officer (Departmental Bank Accounts)	Specific delegation to approve the establishment and closure of departmental bank accounts, approve cheque signatures for departmental bank accounts, and establish District Office staff as Authonising and Verifying Officers for school bank accounts.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.											
Specific (Expenditure)	Authorising and Verifying Officer (School Bank Accounts)	Specific delegation to approve cheque signatories for school bank accounts.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	Officers can only exercise this delegation once they have been established with the Commonwealth Bank as Authorising and Verifying Officers by the Accounts Receivable team within Financial Services. Schools are limited to one general operating account.		5									
Specific (Expenditure)	Authority to Deal with Property Issues	Specific delegation to approve real property transactions including acquisition, disposal and excision of real property, creation and cancellation of reserves and other real property.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.											
Specific (Expenditure)	Authority to Deal with Property Issues (Documents)	Specific delegation to validly execute, seal and deliver any deeds, contracts or	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.											
Specific (Expenditure)	Contracts for VET Training Procurement and Related Services	Specific delegation to approve expenditure for VET Training Procurement and Related Services,	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	Where the contract is not part of an approved project, the Director-General can only approve contracts up to \$5 Million.										
Specific (Expenditure)	Contracts for VET Training Procurement and Related Services (Signing Agreements)	Specific delegation to sign agreements once financial approval has been given.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation.	Expenditure must have been approved under the delegation Contracts for VET Training Procurement and Related Services.											
Specific (Expenditure)	Debt Management	repayment plans.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the airount specified.											
Specific (Expenditure)	Delegation to Approve Non-QBuild maintenance expenditure by Regional Facilities Managers under the School Maintenance Investment Program	Specific delegation for Regional Facilities Managers to approve non-QBuild maintenance expenditure under the School Maintenance Investment Program.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnal can approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.											
Specific (Expenditure)	Exclusion from Banking Agreement		The following reflects what positions, at the lowest level, posiess the delegation. The officer designated, and those higher in his chain of command, possess this delegation. No other personnel can approve this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.											
Specific (Expenditure)	Giving a Gift		Where a gift is given with a value in excess of \$100, the toilowing table reflects what positions, at the lowest level, possess the delegation. This delegation applies in instances where hospitality of entertainment is provided, for official separations that purposes/functions. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegations.	Alcohol. Where the delegation involves expenditure, the delegated		*	~								
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (DETE)	Specific delegation to approve the purchases of alcohol for official purposes/functions.	No other personnel possess this delegation.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions.											
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (DETI)	Specific delegation to approve the purchases of alcohol strictly for official DETI purposes.	The offices designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions. This authority DOES NOT extend to conferences and/or workshops held for staff. In addition, this authority is subject to a monthly report to the Director-General reconciling approvals given by the DDG State Schools with purchases made.											
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (Training Queensland Business)	Specific delegation to approve the purchases of alcohol for official purposes in the course of undertaking Training Queensland business.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	This delegation applies only in instances where hospitality or entertainment is provided for official departmental purposes/functions, This authority DOES NOT extend to conferences and/or workshops held for staff. This authority is subject to a monthly report to the Director-General reconciling approvals given by the DDG State Schools with purchases made.											
Specific (Expenditure)	Grants to Student Hostels	Approve expenditure to provide grants, allowances and subsidies to (and withdraw from) Student Hostels,		Limit is per grant recipient											
Specific (Expenditure)	Home Garaging - Long Term	Approve Home Garaging for operational needs on a long term basis													

Last Updated. July 2015		All delegations are GST inclusive: Key: ✓ delegation applies as specified under Limit (where applicable)						Schools								
		Substitution applied by appointed direct E	(m) (mine applicable)													
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no BSM)	Head of Department	All Other Positions					
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank accoun whichever is less	\$250,000 or limit of school bank account whichever is less	Registered Office Holder	Registered Lyffice Holder	Registered Office Holder	Registered Office Holder					
Specific (Expenditure)	Home Garaging - Short Term	Approve Home Garaging - Short Term for work related reasons which utilise departments assets efficiently for the current and/or proceeding day. This delegation also includes interim approval of Home Garaging for the Long term - official approval will be made by the Director-General in the next annual schedule of vehicles.														
Specific (Expenditure)	Parking Private Vehicles on Official Premises	Approve the parking of private vehicles on official premises at the owners risk.														
Specific (Expenditure)	Approval to Commence DET ICT Capital Projects	A specific delegation to approve the	This table identifies the positions that hold a delegation to give financial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation. This table identifies the positions that hold a delegation to give													
Specific (Expenditure)	Approve variations to DET ICT Capital Projects (Previously approved by Governor in Council)	A specific delegation to approve variation of ICT capital projects (financial approval).	financial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation.													
Specific (Expenditure)	Approve Expenditure Against an Approved ICT Capital Project.	approved the commencement of the project. No other personnel can exercise	This table identifies the positions that hold a delegation to give financial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated, and													
Specific (Expenditure)	Approve Expenditure Against an Approved ICT Capital Project (Variations)	Ihis delegation. To approve variations to expenditure and contracts against approved ICT Projects. The delegation for contract variations represents the total contract value after variation. The sum of all approved expenditure cannot exceed the total approved value of the project. All amounts are inclusive of GST.	This table identifies the positions that hold a delegation to give financial approval for all ICT Projects following the satisfactory conclusion of the procurement process. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can exercise this delegation													
Specific (Expenditure)	Imprest - Accountable Advances	Specific Delegation to approve the establishment of petty cash float.	The following table reflects what positions, at the lowest level, possess the delegation. The officer designated, and shose higher in the chain of command, possess this delegation. No other personne can approve this delegation. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	1		4	×									
Specific (Expenditure)	Initiating Legal Proceedings in the Queensland Civil and Administrative Tribunal	Specific delegation to approve initiating legal proceedings in the Queensland Civil and Administrative Tribunal.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation. Where the designation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.	Finance Branch delegates are limited to approving legal action for debt recovery (including overpayments) from current and former employees or other debtors. These officers may not approve legal action for any other matters which should be referred to LALB.												
Specific (Expenditure)	Initiating and defending Legal Proceedings in any legal forum	Specific delegation to approve initiating exic defending legal proceedings in any court, tribunal, commission or other body with adjudicating powers.	The officer designated and those higher in the chain of command													
Specific (Expenditure)	Interest penalty payments on late payment of invoices	Specific delegation to approve the payment of interest claims on behalf of any school or Business Unit, made under the Government's alection commitment to pay interest on invokes that are paid after 30 date.	The officer designated, and those higher in the chain of command, possess this delegation. No other personnel possess this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation, or the amount specified.						1						
Specific (Expenditure)	Leasing In - Renting or leasing of land, buildings or property from other parties.	days. Specific delegation to lease in - hiring, renting or leasing land, buildings or property from other parties (includes authority to execute, seal and deliver deeds, contracts or any agreements in connection with Leasing in commitments following endorsement from the Legal and Administrative Law Branch).	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.												
Specific (Expenditure)	Light Aircraft (Charter Approval)	Specific delegation to approve the charter of a light aircraft or helicopter.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Approval for Executive Principals (Cluster Colleges) is only given for expenditure out of school bank accounts. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.			· ·									

Last Updated: July 2015		All delegations are GST inclusive. Key: ✓ delegation applies as specified under Limit (where applicable)						Schools								
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no BSM)	Head of Department	All Other Pusitions					
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank accoun whichever is less	\$250,000 or limit of school bank account whichever is less	Registered Office Holder	Registered Office Frider	Registered Office Holde						
Specific (Expenditure)	Light Aircraft (Hire Approval)	Specific delegation to approve the hire of an aircraft when the employee is the pilot.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.			10	5)								
Specific (Expenditure)	Maintenance Expenditure	Specific delegation to approve maintenance expenditure under the control of the Asset Maintenance Unit (not undertaken by Building and Asset Services).	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.												
Specific (Expenditure)	Memorandum of Understanding	Specific delegation to approve Memorandum of Understanding for the provision of services by another Queensland Government agency.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.												
Specific (Expenditure)	Operating Leases of Plant and Equipment	Specific delegation to approve the lease of plant and equipment by the Department, excluding motor vehicles (through QFleet) and the rental of land and buildings.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		11										
Specific (Expenditure)	Operating Leases of Motor Vehicles through OFleet	Specific delegation to enter into operating leases for vehicles (including heavy vehicles) through Qfleet	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.			(a)									
Specific (Expenditure)	Overseas Travel (Approval) (excludes Overseas Travel which is part of a School Study Tour)	Specific delegation to approve overseas travel for departmental employees.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Overseas travel undertaken by the Director-General (nust be approved by the Premier, with support from the Minister. Overseas travel to New Zealand and other locations within five hours flying time from Brisbane are to be approved by the Director-General. This delegation is limited to the extent that all overseas travel with travel costs either fully or partially funded externally or that combines official travel with personal travel must be approved by the Minister. Where the delegation involves expenditure, this delegated officer can approve expenditure up to the limit of their general expenditure delegation.												
Specific (Expenditure)	Overseas Travel for School Study Tours (Approval)	Specific delegation to approve overseas travel for School Study Tours.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Overseas travel undertaken by Employees as part of a School Study Tour must be approved by the principal. However, where the orincipal is personally participating in the travel the Regional Director mask approve the overseas travel. For travel by IPS Principals, the travel must be approved by the Director-General. The Exscutive Director, DETI and Assistant Director-General, State Schools - Operations also has delegation for approval for School Study Tours. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		*										
Specific (Expenditure)	Overseas Travel (Payment of Expenses)	Specific delegation to approve payment of expenses for overseas travel.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.		1	[(ž.]	*	12								
Specific (Expenditure)	Payments made in relation to the Public Private Partnerships (PPP)	Specific delegation to approve payments made in relation to Public Private Partnerships.	This delegation reliects what positions, at the lowest level, possess the delegation. The sincer dissignated, and those higher in the chain of sommand, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.												
Specific (Expenditure)	Personal Phone Reimbursement (Members of EMB)	Specific delegation to approve entitlement conditions for personal phone reimbursement.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation. This authority should be exercised in conjunction with Directive 05/09, Senior Executives - Employment Conditions [PDF 116kB] (Schedule 2 Section 11) and Directive 06/09 Senior Officers - Employment Conditions (Schedule C Section 13), issued by the Public Service Commissioner in May 2009.												
Specific (Expenditure)	Personal Phone Reimbursement (Regional Directors & Executive Directors)	Specific delegation to approve entitlement conditions for personal phone reimbursement.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation. This authority should be exercised in conjunction with Directive 05/09, Senior Executives - Employment Conditions (POF 116kB) (Schedule 2 Section 11) and Directive 06/09 Senior Officers - Employment Conditions (Schedule C Section 13), issued by the Public Service Commissioner in May 2009.												
Specific (Expenditure)	Personal Phone Reimbursement (Senior Officers SO1/SO2)	Specific delegation to approve entitlement conditions for personal phone reimbursement.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation. This authority should be exercised in conjunction with Directive 05/09, Senior Executives - Employment Conditions [PDF 116kB] (Schedule 2 Section 11) and Directive 06/09 Senior Officers - Employment Conditions (Schedule C Section 13), issued by the Public Service Commissioner in May 2009.												

Last Updated:
July 2015

All delegations are GST inclusive
Key

delegation applies as specified under Limit (where applicable)

Schools

Delegation
Type

Expenditure / Revenue

Delegation
Type

Expenditure / Revenue

Delegation
Type

Limit
(where not otherwise specified)

Expenditure / Revenue

Delegation Definition

Description of Delegation
Description

Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no BSM)	Head of Department	All Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less	Registered Office Holder	Registered Office Holder	Hepistered Office Holder	Registered Office Holder
Specific (Expenditure)	Plaintiffs - legal costs, litigation and settlements	Specific delegation to approve the payments for legal costs, litigation, and settlements.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Plant and Equipment (Transfer)	Specific delegation to approve the transfer of plant and equipment within the Department of Education, Training and Employment.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.			797				
Specific (Expenditure)	Purchase of Mobile Phones	A specific delegation to approve the purchase of a mobile phone.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	6		1				
Specific (Expenditure)	Release of GPEVs in SAP using smartforms	Specific delegation to release (within SAP only) payments for an unlimited amount, where approval has already been made outside of SAP in accordance with appropriate delegations.		This delegation will be limited to expenditure already approved by the Director General.							
Specific (Expenditure)	Release Purchase Orders and Shopping Cart Documents in SAP for Approved Infrastructure Capital Projects.	Release Purchase Orders and Shopping Carts in SAP for Approved Infrastructure Capital Projects.	This delegation does not entitle the officer named to exercise an expenditure delegation up to the limit provided in SAP. This delegation only relates to the release of purchase orders and shopping cart documents in SAP. Officers performing this SAP release should have appropriately approved documentation provided to them prior to executing this release in SAP.	Officers with a general expenditure delegation can release purchase orders and shopping carts raised against an approved infrastructure Capital Project up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Release Purchase Orders and Shopping Cart Documents in SAP for expenditure other than Approved Infrastructure Capital Projects expenditure	Release Purchase Orders and Shopping Carts in SAP for expenditure other than Approved Infrastructure Capital Projects expenditure	This delegation does not entitle the officer named to exercise an expenditure delegation up to the limit provided in SAP. This delegation only relates to the release of purchase orders and shopping cart documents in SAP. Officers performing this SAP release should have appropriately approved documentation provided to them prior to executing this release in SAP.	Officers with a general expenditure dalegation can release purchase orders and shopping carts up to the limit of their general expenditure delegation.	Officers with a general expenditure delegation can release purchase orders and shopping carts up to the limit of their general expenditure delegation.						
Specific (Expenditure)	Resource Replacement Scheme	Specific delegation to approve payment to compensate for losses resulting from illegal entry, fire, vandalism, natural disasters etc.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure; up to the limit of their general expenditure delegation.							
Specific (Expenditure)	Establishing and closing school bank accounts	Specific delegation to approve the establishment and closure of school bank accounts	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Officers can only exercise this delegation once they have been established with the Commonwealth Bank as Authorising and Ventying Officers by the Accounts Receivable team within Financial Services. Schools are limited to one general operating account.							
Specific (Expenditure)	Security Cards (Permanent Cards/Keys)	Specific delegation to approve the permanent allocation of building access cards/keys to departmental officers.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		*	-				
Specific (Expenditure)	Security Cards (Temporary Cards/Keys)	Specific delegation to approve the temporary allocation of building access cards/keys to departmental officers.	This delegation reflects what positions, at the lowest vevel, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		1	4				
	Service Agreements with Early Childhood Education and Care service providers	Specific delegation to sign service agreements providing funding to an Early Childhood Education and Care service provider where financial approval has been given by the relevant financial delegate.	After financial approval has been given by the relevant financial delegate, in relation to the provision of funding to an Early Childhood Education and Care service provider, the officers listed may sign the service agreement.	The following reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation.							
Specific (Expenditure)	Special Payments		This dalegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chesh of command, possess this delegation. No other positions have this delegation.	The delegation for a Principal can only be exercised for compensation for loss of, or damage to, personal property. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		\$1,000	\$1,000				
Specific (Expenditure)	Statutory Body borrowings sought under the Treasurer's General Approval	borrowing approve statutory body borrowing applications with QTC sought under the Treesurer's General Approval under Part 5 of the SBFA Act, and provision of the guarantee for the loan by the Department.	The delegation provides authority to approve statutory body borrowing applications to enter into loans with Queensland Treasury Corporation sought under the Treasurer's general approval (provided in 2003) under Part 5 of the Statutory Bodies Financial Arrangements Act 1982, and to approve provision of the guarantee for the loan by DETE.	administering department. The officers designated possess this delegation. No other positions							
	Statutory Body requests to enter into financial arrangements under the SBFA Act	Authority to make recommendations to Treasury for statutory body requests to enter into financial armagements under the Statutory Bodies Financial Arrangements Act 1982(SBFA Act).	The delegation provides authority to request Treasury's approval on behalf of the statutory body in accordance with the SBFA Act including a recommendation to Treasury regarding the Department's support of the statutory body's request.	The delegation applies for all statutory bodies for whom DET is the administering department. The officers designated possess this delegation. No other positions have this delegation.							

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Last Updated July 2015		All delegations are GST inclusive. Key: delegation applies as specified under Limit (where applicable)					Schools							
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no BSM)	Head of Department	All Other Positions			
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank accoun whichever is less	\$250,000 or limit of school bank account whichever is less	Registered Office Holder	Registered Office Noder	Registered Office Holder	Registered Office Holder			
Specific (Expenditure)	Supply of Contestable Electricity	Specific delegation to approve supply of contestable electricity to selected departmental sites.	The delegation includes the capacity to approve an invitation-to- offer (ITO) for the supply of 'contestable' electricity to nominated Department of Education and Training (DET) sites and its release t industry; approve the evaluation plan for this ITO; approve the Evaluation Committee's recommendations regarding the successfu supplier for this tender; sign a contract for the supply of 'contestable' electricity on behalf of the Department if the value of the contract is less than \$5.0 million including GST; approve any contract amendments that may be required during the contract.	The following reflects what positions, at the lowest level, possess										
Specific (Expenditure)	Travel claims older than 12 months	Specific delegation to approve travel claims older than 12 months.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.										
Specific (Expenditure)	Vehicles (Approval for additional)	Specific delegation to approve the acquisition of additional departmental vehicles.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	A Principal can only approve the acquisition of a vehicle funded by the school. Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		3	*							
Specific (Expenditure)	Vehicles (Approval for replacement)	Specific delegation to approve the replacement of existing departmental vehicles.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	A Principal can only approve the replacement of a vehicle funded by the school. Where the delegation involves expenditure, the delegated onicer can approve expenditure up to the limit of their general expenditure delegation.		¥								
Specific (Expenditure)	Verifying Officer - Corporate Cards. Verification of employee details for the issue of Queensland Government Corporate Purchasing Cards (Corporate Card)		A Verifying Officer must ensure that the signature presented as the cardholder's signature is the signature used by the cardholder. This may include one or more of the following: witnessing the signature (by the cardholder as a signatory) or noting a previously witnessed signature; identifying the signatory as a Government employee (by contacting a person known to the signatory and/or viewing Government identification) – especially if the signatory is not known to the Verifying Officer; viewing documentation or identification (especially photo identification) containing both the name and signature of the signatory.	The following reflects what positions, at the lowest level possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other personnel can approve this delegation. Where the delegation involves										
Specific (Expenditure)	VET Scholarship proposals	Specific delegation to approve VET Scholarship proposals.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the calegation anvolves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.										
Specific (Expenditure)	Waiver and/or Non Collection of School Fee/Charge/Levy	Specific delegation to approve the waiver and/or non collection of school fee/charge/levy.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		\$5 Million	\$5 Million							
Specific (Expenditure)	Waiver of deposits with Time to Pay	Specific delegation to approve the waivers of deposits with Time to Pay Arrangements	This delegation reflects what positions, at the lowest level, possess	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure		-				- 1	1 - 1			

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July 2015

All delegations are GST inclusive:

Key:
✓ delegation applies as specified under Limit (where applicable)

Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no BSM)	Head of Department	्रेथा Other Positions
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank account whichever is less	\$250,000 or limit of school bank account whichever is less		Registered Office Holder	Registered Office Holder	Registered Office Holder
Specific (Expenditure)	Write-Off Public Money and Inventory Stock	Specific delegation to approve the write-off of public money and inventory stock including: sundry debts; irrecoverable overpayments (excluding salaries); unaccounted losses or deficiencies in public money; unlawful expenditure; failure to assess or levy revenue and other amounts receivable; loss of discounts; loss or damage to inventory stock.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	All losses involving unaccounted losses, unlawful expenditure, damage, or any action that may result in an offence under the Criminal Code or another Act must be reported when the department or its employees become aware of a loss.	\$5,200	\$5,000				
Specific (Expenditure)	Write-off Public Property	Specific delegation to approve the write-off of reportable and non-reportable items of plant and equipment.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	All losses involving unaccounted losses, unlawful expenditure, damage, or any action that may result in an offence under the Criminal Gode or another Act must be reported when the department or its employees become aware of a loss.		\$5,000				
Specific (Expenditure)	Write-off Salary and Wages Overpayments	Specific delegation to approve the write-off of reportable and non-reportable items of plant and equipment.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated office: can approve expenditure up to the limit of their general expenditure delegation.	Head, Internal Audit may only approve experiditure in relation to debts referred to the Overpayment Review Committee looks.						
Specific (Expenditure)	Sponsorship - In-Principle Approval of sponsorship agreements (Incoming)	in-principle approval of sponsorship agreements on behalf of the State of Queensland for incoming sponsorships. Once approved, School Principals can sign agreements up to a limit of their General Expenditure limit for school based sponsorships. Once approved, Other Officers can sign agreements based on their General Expenditure delegation for departmental sponsorships.	Where the sponsorship agreement includes an obligation of expenditure by DET then officer's who possess a general expenditure delegation can also approve the expenditure up to the limit of their general expenditure delegation. The delegated officer must not consider or enter into a sponsorship agreement with an organisation that DET regulates.	Where the sponsorship arrangement is between DET and unother QLD Government Department only that Director-Governal may sign the Memorandum of Understanding.		Up to \$11,000 (inclusive of GST)					
Specific (Revenue)	Sponsorship - In-Principle Approval of sponsorship agreements (Outgoing)	In-principle approval of sponsorship agreements on behalf of the State of Queensland for Outgoing sponsorships. Once approved, School Principals can sign agreements up to a limit of their General Expenditure limit for school based sponsorships. Once approved, Other Officers can sign agreements based on their General Expenditure delegation for departmental sponsorships.	Where the sponsorship agreement includes an obligation of expenditure by DET then officer's who possess a general expenditure delegation can also approve the expenditure up to the limit of their general expenditure delegation. The delegated officer must not consider or enter into a sponsorship agreement with 2/1 organisation that DET regulates.	where the sounscristup arrangement is between DET and another QLD Government Department only the Director-General may sign that Mismorandum of Understanding.		Up to \$11,000 (inclusive of GST)					
Specific (Revenue)	Construction of billboards on school premises	Delegation to allow school prinicpals to enter into an agreement for their school with a billboard provider who is on the PQP to construct a commercial billboard on their school premises	The following reflects what positions possess this delegation. No other personnel can approve this delegation.			×					
Specific (Revenue)	Credit Card Facilities	Specific delegation to approve the establishment of merchant/EFTPOS facilities whereby card payments can be accepted.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and mose higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		*			1		
Specific (Revenue)	Credit Approval (excluding credit arrangements covered by a formal contract)	A specific delegation to approve credit arrangements to customers purchasing goods or services from the Department, where payment is not received at the point of sale.	This delegation reflects what positions, at the lowest level, possess the dalegation. The effect designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		~	-	\$5,000	\$5,000		
Specific (Revenue)	Hiring of School Premises	Specific delegation to approve the hire (but not leasing) of School premises for usably agencies or individuals outside of the Department of Education and Training (DET).	Tritis delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		¥	-				
Specific (Revenue)	Inventories and Saleable Stock	Specific calegation to approve the sale or disposal of inventories and Saleable stock in a single instance.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	Delegation is based on actual or average cost for inventories and selling price for saleable stock in any single instance						
Specific (Revenue)	Joint Development Agreements	Specific delegation to approve property related partnerships, joint-ventures or other arrangements (e.g. shared use of a campus) with other parties relating to access of land, buildings or facilities/equipment (includes authority to execute, seal and deliver deeds, contracts or any agreements in connection with partnership commitments following endorsement from the Legal and Administrative Law Branch).									

Schools

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Last Updated: July 2015		All delegations are GST inclusive. Key: delegation applies as specified under Lie						Schools						
Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no BSM)	Head Si Department	All Other Positions			
General	General Expenditure Delegations			An Emergency Situation is "a defined disaster or unavoidable absence of financial delegate who cannot be contacted". The delegation to approve expenditure in an Emergency Situation gives authority to approve expenditure across all cost centres of the Department and is limited in amount to the Director-General's delegation limits.		\$250,000 or limit of school bank accoun whichever is less	\$250,000 or limit of t school bank account whichever is less	Registered Office Holder	Office	Registered Office Holder	Registered Office Holder			
Specific (Revenue)	Plant and Equipment (Disposal and Sale)	Specific delegation to approve the disposa and sale of plant and equipment.	This delegation reflects what positions, at the lowest level, possess at the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.		\$5 Million	nc/lim 35	25 Million						
Specific (Revenue)	Receiving a Gift	Specific delegation to determine the use of and or retention of, a gift received.	This delegation reflects what positions, at the lowest level, possess, the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.	Where a gift is received with a value in excess of \$150, such a gift is required to be recorded in the Gift Register; is deemed to be a gift to the department. Cannot be retained by the recipient unless the recipient makes a payment to the Department equal to the value of the gift. However this coes not apply to intangible gifts (sizth as hospitality and entertainment) where its acceptance is in accordatice with industry norms and there is no conflict of interest, the rules within the Department's Code of Conduct apply. Air declarations of reportable gifts received by the Director-General must be noted by the Deputy Director Getzeral, Corporate Services.		*							
Specific (Revenue)	Sale of DETi products and services	Specific delegation to approve and sign a contractual agreement on behalf of the 'State of Queensland' for the sale of DETi products and services.	This delegation reflects what positions, at the lowest level, possess the delegation. The officer designated, and those higher in the chain of command, possess this delegation. No other positions have this delegation.	Where the delegation involves expend/uro, the delegated office can approve expenditure up to the limit of their general expend/ture delegation.										

Registered Office Holder Category 2: "Registered Office Holder" General Expenditure Delegations

Category 2 <u>General Expenditure</u> Delegations are CONDITIONAL delegations approved by the Director-General.

These delegations have been granted by the Director-General to General Managers, Directors, Regional Executive Directors, Principals or Institute Directors, on the condition that they must 'register' an officer before that officer can exercise a general expenditure delegation. Officers can only exercise a category 2 delegation **after** they are registered in writing by the General Manager, Director, Regional Executive Director, Principal or Institute Director, using the form 'Registration of Delegation Holder'. Further detail on registering delegations is provided in the overview to this manual.

Officers who have been registered by the General Manager, Director, Regional Executive Director, Principal or Institute Directors for Category 2 General Expenditure Delegations become Registered Office Holders.

Officers who possess a general expenditure delegation may exercise that delegation on any item of expenditure with the exception of those expenses which have been identified as requiring a Specific delegation (Sea Specific Delegations).

The following category 2 delegations have been approved by the Director-General:

Central Office		Regions / Educational Districts and TAFE Institutes		Schools	
Officer	either \$5,000, \$10,000 or \$25,000	Officer	either \$5000, \$10,000 or \$25,000	D/Principal	Up to \$20,000
			D M	HOD	Up to \$20,000
		120		Registrar	Up to \$20,000
	91	7		Admin Officer (No Registrar)	Up to \$5,000
	(7)	1		Teacher Librarian	Up to \$3,000
	(7/5)			Teacher in Charge	Up to \$3,000
		5		Teacher	Up to \$1,000
				Admin Officer (With Registrar)	Up to \$1,000
				Teacher Aide	Up to \$750
				School Officer	Up to \$750
				AAEP (Note 1)	Up to \$250

Note 1: Delegations to a temporary/casual officer will require careful consideration by the General Manager, Director, Regional Executive Director, Principal or Institute Director.



ranch / Region / District/TAFE Institute/ School: COOK TOWN S.S.					
TION 2 General I	Expenditure Delegation Required Financial Limit to Incur Expenditure	SECTION 3 HR Delegations Require Position (Please tick level)			
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\$5,000	\$10,000 🗖 \$25,000	☐ Manager			
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Administration (No Registrar)	Officer Up to \$	☐ Registrar ·			
Teacher Libraria Teacher in Cha					
Teacher Administrative ((With Registrar)					
Teacher Aide School Officer	Up to \$				
AAEP Officer	Up to \$				

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Registered by:

Approverse | 251 2 110 |

General Manager/ Director / Regional Executive Director / Principal/Institute Director

SECTION 8 -- Follow up Actions

☑ Once signed, this form is to be filed at the Branch/ Region/district/schooi/Institute for audit purposes.

☑ General Managers, Directors, Regional Executive Directors, Principals are responsible for ensuring that an up to date record is maintained of all delegations registered by them.

Version 1.03



<u>.</u>	Region /District/TAFE Ook TOWN 5.5.		
OTION.	12 Committee	dituus Dalamatian Daminad	SECTION 3 HR Delegations Require
/ F	Position Please tick level)	diture Delegation Required Financial Limit to Incur Expenditure	Position (Please tick level)
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□ \$	\$5,000	0,000 🗖 \$25,000	☐ Manager
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	dministration Officer No Registrar)	Up to \$	☐ Registrar
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ПТ	eacher in Charge		
	eacher in Charge leacher deacher with Registrar)	Up to \$	
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	eacher dministrative Officer With Registrar) eacher Aide		

	ns (to be completed by Director / Regional Executions as set out in the Financial Delega	
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(
CTION 5 Delegation Holder Detail	s	
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Registered by:		
Show		
Signature		
<u> </u>	101	1
General Manager/ Director / Regional Executive Director / Principal/Institute Director		Date

SECTION 8 -- Follow up Actions

☑ Once signed, this form is to be filed at the Branch/ Region/district/schooi/Institute for audit purposes.

☑ General Managers, Directors, Regional Executive Directors, Principals are responsible for ensuring that an up to date record is maintained of all delegations registered by them.

Version 1.03



SECTION 1 -- Position Details (for person requiring delegation)

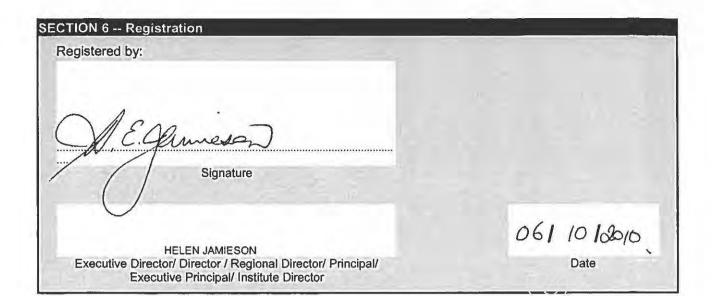
REGISTRATION OF DELEGATION HOLDER

KELLI GALLAGHER

ch/Regio	on/District/TAFE Institu	te/School:			
RINDA S	STATE HIGH SCHO	OL	STATE	PURCHA	SING NUMBER: 1151
	SECTION	2 General	Expenditure De	legation F	
1	Position (Please tick level)				Financial Limit to Incur Expenditure
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-11		TAI	FE Institutes:		
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	School Officer	Up to \$
	AAEP Officer	Up to \$
СТІОМ З	Limitations to Delegations	(to be completed by Executive Director/Director/ Regional Director/ Princip
A	cipal/Institute Director) a any limitations to the delegation	ons as set out in the Finance and Administration Delegations
No	Yes (outline below)	
Details	•	

CTION 4	Delegation Holder Details	
Surname:		Given Names:
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SECTION 7 -- Follow up Actions

- ☑ Once signed, this form is to be filed at the Branch/Region/District/School/TAFE Institute for audit purposes.
- ☑ Executive Directors, Directors, Regional Directors, Principals, Executive Principals and Institute Directors are responsible for ensuring that an up to date record is maintained of all delegations registered by them.

Version 3.0

DEPARTMENT OF EDUCATION AND THE ARTS - CONDITIONS FOR USE FORM

Queensland Government Corporate Purchasing Card

Cardholder Name	David NEWMAN		
Employee Number	s. 47(3)(b) – Con		
Position & Classification	DEPUTY PRINCIPAL		
Unit/Centre/District	GLENALA STATE HIGH SCHOOL		
Company Code	☐ EDUC ☐ CAPS ← Please tick		
Required for	☐ New Application ☐ Change in Limit ◆ Please tick		

This form is used as a process for ensuring all holders of a Queensland Government Corporate Purchasing Card (QGCPC) are aware of the conditions of use and their obligations. The QGCPC will be issued to you on the following conditions:

Transaction Limits

- 1. I may only use the QGCPC to a limit of \$5000.00 in any one transaction
- 2. I may only accumulate transactions in any one (monthly) billing cycle to a total value of \$2000.00.

Use of QGCPC

- 3. I have completed the departments' internal purchasing training package or the Queensland Purchasing Level 1 Certification.
- 4. I will only use the QGCPC for authorised purposes. I will not use, nor permit it to be used, for use other than official purposes.
- 5. I will not use the QGCPC to obtain cash.
- 6. I will retain all transaction slips for presentation to the relevant Approving Officer.
- 7. I will follow the department's guidelines for transactions on the Intranet.
- 8. In the event I am provided with a MasterCard PIN from the Commonwealth Bank of Australia, I will destroy the PIN immediately ensuring a secure disposal.
- 9. I am committed to using the QGCPC for authorised purposes. If I misuse the QGCPC (i.e. use it otherwise than in accordance with the above instructions) proceedings may be instituted against me under State Laws and the Code of Conduct and if found guilty, I may be liable for a fine, imprisonment, or both.
- I am committed to using the QGCPC in accordance with the Department of Education and the Arts Guidelines For the Use Of The QGCPC. Non-compliance may lead to disciplinary action under the Public Service Act 1996.
- 11. I am committed to reconciling my monthly statement within **two (2) weeks** of advice from the Financial Services Branch.
- 12. If I identify or it is brought to my attention that misuse or fraud is taking place against my QGCPC, I will immediately inform the Authorised Officer and/or the Commonwealth Bank of Australia.

Department of Education and the Arts - Conditions for Use

Custody of Card

- 13. I am required to take strict care over the custody and use of the card at all times, and I will not permit the QGCPC to be used by another person.
- 14. I will sign the card immediately on receipt.
- 15. I will notify my Authorised Officer / Line Manager of the delivery of my QGCPC.
- 16. If the QGCPC is lost or stolen, I will immediately inform the Commonwealth Bank of Australia on 132221 and Financial Services Branch on 07 3237 1198.
- 17. Upon the cessation on my employment in the current position, I am required to cut the card in half in the presence of my Authorised Officer / Line Manager, and advise Financial Services Branch at Central Office of its destruction.

Acknowledgements

- 18. I acknowledge that I am aware that:
 - i. information will be collected in the application and holding of a QGCPC, and is collected for the following purposes:
 - to meet the application requirements of the company issuing the QGCPC.
 - to allow Queensland Government to maintain accurate records of holders of QGCPC to allow for efficient use and management of QGCPC.
 - ii. the information collected in the application and holding of a QGCPC may be disclosed to the following body or agency:
 - the company issuing the QGCPC:
 - · my Authorising Officer;
 - · Queensland Treasury and
 - Consultants engaged by Queensland Government.
 - iii. I am able to gain access to the personal information held by the Queensland Government as provided by Queensland Government Information Standard number 42.
- I acknowledge that I have read and understood the conditions set out above which govern the issue and use of the QGCPC in my name.

Signatures

DAVID NEWMAN

Name of Cardholder

Signature of Cardholder

Date: 05/02/2008

MICHAEL KNOX

Name of Authorised Officer / Line Manager

Signature of Authorised Officer / Line Manager

Date: 05/02/2008

The issue of a QGCPC in accordance with the above conditions is approved.

Completed form to be returned to:

Financial Services Branch PO Box 15033 CITY EAST QLD 4002



osition:		Unit:
Peputy Principal ranch / Region / School		State High School
ilenala		
TION 2 General E	xpenditure Delegation Re	quired SECTION 3 HR Delegations Requi
✓ Position (Please tick level)	Financial Limit Incur Expendit	t to Position
Central and	d Regional Offices:	Central and Regional Offices:
	ve Director can register department expenditure delegation of \$5,000 or	tal
\$5,000	\$25,000	[] Manager
	Schools:	Schools:
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Administration O (No Registrar)	fficer Up to \$	Registrar
Teacher Librarian Teacher in Charg		
Teacher Administrative Of	fficer Up to \$	
☐ AAEP Officer	Up to \$	
		eted by Director / Regional Executive Director / Principal) out in the Corporate Services Delegation Manual?
1/ -	outline below)	Annual Property and American State of the Control o

Surname:	Given Names:
NEWMAN	DAVID
lelegations I hold. All exp	ents of relevant legislation, guidelines and standards relating to the enditure must comply with the requirements of the Financial t, Financial Management Standards, Financial Management Practice ntal Code of Conduct.
	egation is only valid whilst I occupy the position specified in Section eriods I am absent from this position.

SECTION 6	Period of R	egistration	
Is the Reg	jistration tei		
₩ No	☐ Yes	For the period from:	to

No Lifes For the period from:	10
SECTION 7 Registration	Y
Registered by:	
Signature	
	05/02/2008
Mr Michael Knox (Principal) Director / Regional Executive Director / Principal	Date

SECTION 8 -- Follow up Actions

- ☑ Once signed, this form is to be filed at the branch / Region / school for audit purposes.
- ☑ Directors, Regional Executive Directors, and Principals are responsible for ensuring that an up to date record is maintained of all delegations registered by them.

Version 1.02

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Help

Page 1 of 1 Maintain User Reports System Altomerat Sign Out Behaviour Support Finance School Management Copyright | Disclaimer | Acceptable Use | Privacy Maintain User < Return to List Users **User Details User Attributes** ^ "Open" role requests awaiting to be submitted for approval. 0294: Minden Location # "Submitted for Approval" role requests awaiting for approval by the State School Executive Principal. User Id Ihulb6 s. 47(3)(b) Location Account Details Employee number expand Last namé HULBERT OneSchool Roles Collapse First name Janet Email Subject Changer Access Levels Ihulb6@eq.edu.au [ ] Timetable Admin Level 1 (Principal, HOS) s. 47(3)(b) - Co Support Date of birth Level 2 (Deputy Principal) Level 3 (HOD, HOC, Roll Class Composition **Account Details** HOSE) 22-May-2015 Last accessed ✓ Level 4 (BSM) ☐ Teacher Aide Timetabler 03:13 PM Level 5 (Year Level Coordinator) 15 Account disabled School Calendar Officer Level 6 (Classroom ✓ Enrolment Officer Active Teacher) Account status Level 7 (Non-Teaching HR Officer Level 1) Student Absentee **OneSchool PIN Details** Levei 8 (Non-Teaching Officer OneSchool PIN Reset PIN Level 2) Student Information Level 9 (Non-Teaching Officer **Account locked** Levei 3) SMS Archive Officer ☐ Guidance Officer SDA Data Entry Responsible Officer ✓ OAMPS CFT User Executive Principal OAMPS CFS User School Administrator Student Protection Record Approver Reporting Administrator School Case Record Support Officer ✓ Timetabler Payroll Leave Verifier ☐ Line Generation (Algorithm related functions) 

QParents Administrator ☐ Playground Duty Administrator

Help	08	0294	Minden State School

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Finance Roles

Cost Centres

Save Reset

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Page 1 of 1

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ccount status	Active		Accounts Receivable				
OneSchool PI	N Details		☑ Assets Facilities Off	hcei			
neSchool PIN	Reset PIN	Einance Doc	nancibilities .				
ccount locked			ponsibilities			200	0
		nas this user co	mpleted the State Procu	rement training		● Yes	O No.
		Is this user the	Procurement Officer?			<ul><li>Yes</li></ul>	O No
		Does this user h	ave a Corporate Card?		7/	Yes	O No
						-	
		****5169	Number (Enter last 8 dig	gits only)			
		Will this user he	responsible for confirm	ning AP Involves	are correct? *	@ Yor	ONo
		Will this user be	responsible for commit	AF THVO.CES	are correctr	o res	ONO
		Will this user be	responsible for approvi	ing 2ad Debts?	•	OYes	● No
		Will this user be	reviewing/approving Co	orporate Card t	ransactions? *	Yes	ONo
		Is this use: the	Principal2 *			OYes	€ No
		25 this date, the	Principali			Ores	© 140
		Will this user be	taking responsibility for	r workflow esca	lation? *	Yes	O No
		Does this user h	ave any Financial Delega	ation? *		Yes	○ No
		Select the deleg	ation amount *	Jp to \$250			
		Dict the deleg	his de come	Jp to \$250			
		+ /		Jp to \$1000			
			(2)	Jp to \$3000			
				Jp to \$5000			
		1/02		Jp to \$20000			
	() 1-		/ 0>	\$20000			-1
		Salact all say	inte for this was * -	1 - Minden State	School		
		Select all paypo	ints for this user *   P	- minuen state	501001		
		Cost Centres					Expand
		Save Doort				E	
		Save Reset					

 $https://oslp.eq.edu.au/OSAUTH/admin/MaintainUser.aspx?Guid=46655ce8-6fc7-471... \\ 22/05/2015$ 



**User Details** 

User's Full Name

**Employee Number** 

Role/Position in the School

MIS ID



# OneSchool – User Access AGREEMENT Form

In accordance with Schedule 3 of the Information Privacy Act 2009, personal information, as listed below, is being collected by the school (identified below) to provide the identified staff member with access to OneSchool. The information will be accessed only by authorised employees for the explicit purpose as listed above. The hard copy of your request will be kept on file in a secure area of the school. Personal information will not be given to any other person or agency unless permission of the staff member has been given or we are required by law.

Though users request access levels within the OneSchool application, the decision as to which security access level a staff member is to be granted in the OneSchool application is ultimately the responsibility of the school's Principal. This form must be completed, printed and signed by the Principal to indicate the access the identified user is to be assigned in the OneSchool application. The form must then be signed by the user to indicate their acceptance of the access levels/roles the Principal has authorised to be assigned them. The completed form is progressed to the school's OneSchool School Administrator to grant the approved access levels. This form must be retained, as described above, for audit purposes.

Note: Only departmental employees can be granted access to the OneSchool application

wpard1

Warwick

s. 47(3)(b) - Cor

Student Services

School Name	Parramatta State School	
Date of Request	17/02/15	_
User Access for NON FINA     Indicate all access levels/roles the user	NCE ROLES ser is to be assigned within OneScho	pol.
Level 1 Level 2 Level 3 Level 4 Level 5 Level 6 Level 7 Level 8 Level 9 Guidance Officer School Administrator* Reporting Administrator Timetabler Line Generation (Algorithm)	Playground Duty Administrator Supervisions Subject Changer Timetable Admin Support Roll Class Composition Teacher Aide Timetabler School Calender Officer Enrolment Officer HR Officer Student Absentee Officer Student Information Officer SMS Archive Officer SDA Data Entry	OAMPS CFT User OAMPS CFS User Student Protection Record Approver School Case Record Support Officer Payroll Leave Verifier AIMS Data Management Officer AIMS Information Officer AIMS Profile Approval Officer AIMS Transport Officer School Speech Language Pathologist

* If a School Administrator is to be assigned or their access changed, the request is logged online at <a href="https://qlddet.service-now.com/sco/catalogue.do">https://qlddet.service-now.com/sco/catalogue.do</a> and approved by the Principal. An agreement form with all given access is signed by the user and principal. School Administrator access can only be managed by OneSchool.

### 2. User Access for FINANCE ROLES

Only complete this	section if the I	iser is to be as	signed Finance	access levels/roles.
Oniv Comblete this	5660000 11 016 0	1951 19 10 05 09	Signed i mance	access in reight alone.

Only complete this section if the user is to be user	grica i marioo accoss		
is to be assigned within OneSchool.  School Accompassion Assigned within OneSchool.  School Accompassion Assigned within OneSchool.	nool Accounts Payable nool Accounts Payable counts Receivable Offi sets Facilities Officer ance Supervisor ceipting Officer nool Financial Reportin	e Supervisor cer	
3. User Details for FINANCIAL RESPONSION Only complete this section if the user is to be assigned.		evels/roles	
Has this user completed the State Procurement Tr	aining?	YES []	NO 🗌
Is this user the Procurement Officer?		YES	NO 🗌
Does this user have a Corporate Card?		YES 🗆	NO 🗆
Corporate Card Number (enter last 8 digits only).		7(0) //// ~	
Will this user be responsible for confirming AP Invo	oices are correct?	YES 🗆	NO 🗆 🕆
Will this user be responsible for approving Bad De	bts?	YES 🗍	NO 🗌
Will this user be reviewing/approving Corporate Ca	ard transactions?	YES	NO 🗌
Is this user the School Principal?		YES 🗆	NO 🗆
Will this user be taking responsibility for workflow e	escalation?	YES	NO 🗆
Does this user have any Financial Delegation?		YES 🗆	NO 🗆
Select the delegation amount.		☐ Up to \$250 ☐ Up to \$750 ☐ Up to \$1000 ☐ Up to \$3000	
		☐ Up to \$5000	2001
		☐ Up to \$20 000	
Select the pay points to which you are to be attache indicate the assigned Cost Centres [may need to a		P3 P4 P	P5 🗌
4. Authorisation	anoti -		
name) authorise the above access levels/role assigned in OneSchool to the user identified on this I accept there may be segregation of duties conflict associated risks with the access to be assigned to user.  Signature:	s be (user's n form. levels/ n s and OneSchool	ol. Ah	
Date: V) VV//S DET RTI application \$40/5/4/158 - File B: Re	egistered Office Hol	der Delegations - Do	ocument 19 of

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<b>J</b>	A	<b>Processed</b>
5.	ALLESS	FIUUUSSEU

Date Access Granted in OneSchool: ___

OneSchool School Administrator Name:

OneSchool School Administrator Signature:

This form must be retained, as described above, for audit purposes.



abon:	<ul> <li>Position Details</li> </ul>	(jor person regun	Unit		
VI				on Queensland	
-	ion/District/TAFE Irist	on Queensiand			
ppoon Sta	ite School				
ION 2 –	– General Expendi	ture Delegati	on Required		
1	Position (Please tic 000 level)				ka Larin to Expenditure
		Central, Regio	onal and District	Offices:	
	utive Director, Director, oure delegation of \$5 000			mental officers to hold	a genera!
	\$5 000		\$10 000	\$25 00	500
		TA	FE Institutes:		
	ate Director can register \$50 000 or \$100 000.	departmental offic	pers to hold a general	expenditure delegation	of \$5 000, \$10 000,
	\$5 000		\$10 000	\$25 00	00
	\$50 000		\$100 000		
			Schools:	5	
A Princip	al or Executive Principal	can register dops	ortmental officers to h	old a general expenditu	re delegation limit of:
☑ Select ☑ Select ☑ Select ☑ Select ☑ Select ☑ Select	et: \$5 000, \$10 000 et: \$1 000, \$3 000, \$ et: \$250, \$750, \$1 0 et: \$250, \$750, \$1 0 et: \$250, \$750, er \$ et: \$250 or \$750 for for AAEP Offlicer	\$5 000, \$10 00 00, \$3 000, or 00, or \$3 000 1 000 for Tead	00 or \$20 000 for \$5 000 for Admin for Teacher Librari ner or Admin Office	Business Services M . Officer (School with an or Teacher in Cha	no BSM)
Insert the Principals	financial limit as specific when providing a Regis	tered Office Hold	cace below. Refer to er delegation' (can be	Guidance for School Process than the maximur	rincipals/Executive n).
П	Deputy Principal	or HOD		\$	
•	BSM			\$ 10 000	
	Administration Of	ficer (No BSN	1)	\$	
	Teacher Librariar			\$	
	Teacher or Admi	nistrative Office	cer (With BSM)	\$	
	Teacher Aide or	School Office	A 14 A 15	\$	

No Yes (outline be			
Details:	***************************************	***************************************	
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	And the state of t	i promo dello	angining and the second seconds
CTION 4 — Delegation Holder			
Sumame,	Gr	ven Names	
Johnson	Ka	da	
lelegations I hold. All expend Accountability Act, Financial a Practice Manual, and the Depa acknowledge that the delegal , and is revoked during perior	and Performance Mana rtmental Code of Cond tion is only valid whilst	gement Standa: luct.	, Financial Management
1/1/			
Signature			tion (substantive position)
Ognadic			None Manual Position
TION 5 — Period of Registrat	ion		
Is the Registration temporary	3		
	period from:		
The Lifes For the	period front:		, , , , , , , , , , , , , , , , , , ,
TION 6 — Registration (			400-
legistered by		D	ate25/05/14
			-
70		istine Wilson Principa	
Signature			ector / Regional Director/ incipal/ Institute Director
<u> </u>	- 1000 100 100 100 100 100 100 100 100 1	······································	· · · · · · · · · · · · · · · · · · ·
TION 7 — Follow up Actions			
	o filed at the Propeh/Day	nion/District/Sab-	ol/TAFE Institute for audit
VI DOCE SIGNED THIS TORM IS TO P			