

Position Specific

Category 1: "Position Specific" General Expenditure Delegations:

Category 1 General Expenditure 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 / Educational Districts		Schools		TAFE Institutes	
Minister	\$3,000,000	Regional Executive Directors	\$200,000	Principal (Note 1)	Limit of Bank Account up to maximum of \$250,000	Institute Director	\$200,000
		Regional Directors (VET)	\$150,000				
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

Industry Development (VET)							
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						
Note 1:	Purchasing delegations, school budgets and committee structures are to be observed.						

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Delegation Type	Expenditure / Revenue	Regional Office									Schools						TAFE Institutes													
		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 - Customer Service Officer/Cashier Supervisor/Team Leader	TAFE Institute - Assistant/Deputy Institute Director	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 account 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 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																													
Periodic	Audit Fees (QAO)																													
Periodic	Bank Charges (All Departmental Bank Accounts)																													
Periodic	Bank Charges (TAFE)																✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Periodic	Bank Charges (School Bank Accounts)	✓									✓	✓																		
Periodic	Building Maintenance (Note: Relates to Qbuild Maintenance Contracts.)																													
Periodic	Bulk Postage																													
Periodic	Bulk Postage (TAFE)																✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Periodic	Bulk Postage (Schools)	✓									✓	✓	✓	✓																
Periodic	Capital Works (Tertiary Institutions)																													
Periodic	Cleaning																													
Periodic	Cleaning (TAFE)																✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Periodic	Commercial Leasing																													
Periodic	Commercial Leasing (TAFE)																✓	✓	✓											
Periodic	Copyright Licence Agreement																													
Periodic	Fringe Benefits Tax																													
Periodic	Fuel																													
Periodic	Fuel (Schools)	✓									✓	✓	✓	✓																
Periodic	Goods and Services Taxation (GST)																													
Periodic	Grants to agencies, boards and outside organisations																													

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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 account 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 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																														
Periodic	HRG Travel & Cabcharge Accounts																														
Periodic	Maintenance Contracts for Information Technology and Telecommunications																														
Periodic	Maintenance Contracts for Information Technology and Telecommunications (TAFE)																✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Periodic	Maintenance Contracts for Information Technology and Telecommunications (Schools)										✓	✓																			
Periodic	Pay As You Go (PAYG) Taxation																														
Periodic	Payment of Superannuation Contributions to the Government Superannuation Office																														
Periodic	Payments to Shared Service Providers																														
Periodic	Payments to Suppliers Under Agreements Managed by Skills Investment																														
Periodic	Payroll Processing Charges																														
Periodic	Payroll Tax																														
Periodic	Queensland Government Insurance Fund (QGIF)																														
Periodic	Removal Expenses (Public Servants)																✓	✓	✓	✓								✓			
Periodic	Removal Expenses (All Officers)																														
Periodic	School Grants (Semester and Per Capita)																														
Periodic	School transport assistance program for students with disabilities																														
Periodic	Security																														
Periodic	Security (TAFE)																✓	✓	✓							✓					

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Periodic	Staff Recruitment (Personnel Vacancies)																															
Periodic	Staff Recruitment (Personnel Vacancies) - (Schools)										✓	✓																				
Periodic	Transfer funds between departmental bank accounts																															
Periodic	Utilities - Electricity and Gas																															
Periodic	Utilities - Electricity and Gas (Regions)			✓																												
Periodic	Utilities - Electricity and Gas (TAFE)																✓	✓	✓								✓					
Periodic	Utilities - Electricity and Gas (Schools)										✓	✓	✓	✓																		
Periodic	Utilities - Garbage																															
Periodic	Utilities - Garbage (TAFE)																✓	✓	✓								✓					
Periodic	Utilities - Garbage (Schools)										✓	✓	✓	✓																		
Periodic	Utilities - Local Authority Charges																															
Periodic	Utilities - Local Authority Charges (TAFE)																✓	✓	✓								✓					
Periodic	Utilities - Local Authority Charges (Schools)										✓	✓	✓	✓																		
Periodic	Utilities - Sanitation																															
Periodic	Utilities - Sanitation (TAFE)																✓	✓	✓								✓					
Periodic	Utilities - Sanitation (Schools)										✓	✓	✓	✓																		
Periodic	Utilities - Telecommunications Data Services																															
Periodic	Utilities - Telecommunications Data Services (TAFE)																✓	✓	✓								✓					
Periodic	Utilities - Telecommunications Data Services (Schools)										✓	✓	✓	✓																		
Periodic	Utilities - Telecommunications Web Services																															
Periodic	Utilities - Telecommunications Telephone Services																															

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Periodic	Utilities - Telecommunications Telephone Services (TAFE)																✓	✓	✓							✓						
Periodic	Utilities - Telecommunications Telephone Services (Schools)										✓	✓	✓	✓																		
Periodic	Utilities - Water																															
Periodic	Utilities - Water (TAFE)																✓	✓	✓							✓						
Periodic	Utilities - Water (Schools)										✓	✓	✓	✓																		
Periodic	Vehicle Leasing Payments																															
Periodic	Vehicle Leasing Payments (Regions)				✓	✓																										
Periodic	Vehicle Leasing Payments (TAFE)																✓	✓	✓							✓						
Periodic	Vehicle Leasing Payments (Schools)				✓	✓					✓	✓	✓	✓																		
Periodic	Workers Compensation Premiums																															
Specific (Expenditure)	Approval of commercial activities in a contestable market																															
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 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					Up to \$220,000 for school funded projects	Up 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)																															
Specific (Expenditure)	Approve Expenditure against an Approved Infrastructure Capital Project																															
Specific (Expenditure)	Approve Expenditure against an Approved Infrastructure Capital Project (Variations)																															
Specific (Expenditure)	Approve Expenditure against the Australian-Pacific Technical College project																	\$3 Million														

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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 account 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 Holder	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																														
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			✓		✓					✓	✓			✓		✓	✓	✓		✓							✓			
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																✓	✓	✓		✓					✓		✓			
Specific (Expenditure)	Authority to Deal with Property Issues																														
Specific (Expenditure)	Authority to Deal with Property Issues (Documents)																														
Specific (Expenditure)	Contracts for VET Training Procurement - Administered by IVI																														
Specific (Expenditure)	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)																✓	✓	✓		✓							✓			

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Specific (Expenditure)	Delegation to Approve Non-QBuild maintenance expenditure by Regional Facilities Managers under the School Maintenance Investment Program				\$100,000																												
Specific (Expenditure)	Exclusion from Banking Agreement																																
Specific (Expenditure)	Giving a Gift										✓	✓					✓	✓	✓														
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (DETE)																																
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (DETE International)																																
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (Training Queensland Business)																																
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (Semi- Commercialised TAFE Institutes)																✓																
Specific (Expenditure)	Grants to Student Hostels																																
Specific (Expenditure)	Home Garaging																																
Specific (Expenditure)	ICT Project Expenditure																Up to \$1 Million																
Specific (Expenditure)	ICT Project Expenditure (Variations for projects not previously approved by Governor in Council)																Up to \$1.1 Million																
Specific (Expenditure)	ICT Project Expenditure (Variations for projects (previously approved by Governor in Council)																																
Specific (Expenditure)	Imprest - Accountable Advances			✓		✓					✓	✓						✓	✓	✓		✓								✓			
Specific (Expenditure)	Initiating Legal Proceedings in the Small Claims Tribunal and Magistrates Court																✓	✓	✓														
Specific (Expenditure)	Leasing In - Renting or leasing of land, buildings or property from other parties.																✓	✓	✓														
Specific (Expenditure)	Light Aircraft (Charter Approval)											✓					✓	✓	✓														
Specific (Expenditure)	Light Aircraft (Hire Approval)																																

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Specific (Expenditure)	Maintenance Expenditure				\$150,000	\$150,000																											
Specific (Expenditure)	Memorandum of Understanding																																
Specific (Expenditure)	Operating Leases of Plant and Equipment																																
Specific (Expenditure)	Overseas Travel (Approval)																																
Specific (Expenditure)	Overseas Travel (Payment of Expenses)										✓	✓					✓	✓	✓														
Specific (Expenditure)	Payments made in relation to the Public Private Partnerships (PPP)																																
Specific (Expenditure)	Personal Phone Reimbursement (Members of EMG)																																
Specific (Expenditure)	Personal Phone Reimbursement (Regional Directors, Executive Directors and Institute Directors)																																
Specific (Expenditure)	Personal Phone Reimbursement (Senior Officers SO1/SO2)																✓	✓	✓														
Specific (Expenditure)	Plaintiffs - legal costs, litigation and settlements																																
Specific (Expenditure)	Plant and Equipment (Transfer)																																
Specific (Expenditure)	Purchase of Mobile Phones	✓	✓	✓	✓	✓					✓	✓					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	
Specific (Expenditure)	Release Purchase Orders and Shopping Cart Documents in SAP for Approved Infrastructure Capital Projects.	✓	✓	\$200,000	\$200,000	\$200,000	✓	✓									✓	✓	✓														
Specific (Expenditure)	Release Purchase Orders and Shopping Cart Documents in SAP for expenditure other than Approved Infrastructure Capital Projects expenditure	✓	✓	✓	✓	✓	✓	✓																									
Specific (Expenditure)	Resource Replacement Scheme																																
Specific (Expenditure)	Establishing and closing school bank accounts			✓		✓																											
Specific (Expenditure)	Security Cards (Permanent Cards/Keys)	✓	✓	✓	✓	✓		✓			✓	✓					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	

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Regional Office											Schools						TAFE Institutes															
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 - Customer Service Officer/Cashier Supervisor/Team Leader	TAFE Institute - Assistant/Deputy Institute Director	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 account 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 Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	Registered Office Holder	
Specific (Expenditure)	Security Cards (Temporary Cards/Keys)	✓	✓	✓	✓	✓		✓			✓	✓					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Specific (Expenditure)	Service Agreements with Early Childhood Education and Care service providers																															
Specific (Expenditure)	Special Payments										\$1,000	\$1,000					\$10,000	\$10,000	\$10,000													
Specific (Expenditure)	Supply of Contestable Electricity																															
Specific (Expenditure)	Travel claims older than 12 months																✓	✓	✓		✓								✓			
Specific (Expenditure)	Vehicles (Approval for additional)										✓	✓					✓	✓	✓													
Specific (Expenditure)	Vehicles (Approval for replacement)										✓	✓					✓	✓	✓		✓							✓				
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																✓	✓	✓		✓								✓			
Specific (Expenditure)	Write-Off Public Money and Inventory Stock			\$5,000		\$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			\$5,000		\$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																															
Specific (Revenue)	Credit Card Facilities										✓	✓																				

FINANCE AND ADMINISTRATION DELEG.

Last Updated:
June 2012

Last Updated: June 2012		Regional Office									Schools						TAFE Institutes														
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 - Customer Service Officer/Cashier Supervisor/Team Leader	TAFE Institute - Assistant/Deputy Institute Director	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 account 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 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										✓	✓																			
Specific (Revenue)	Holder of a Liquor Licence																✓	✓	✓												
Specific (Revenue)	Inventories and Saleable Stock																\$5 Million	\$5 Million	\$5 Million	\$10,000	\$10,000	\$10,000	\$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																✓	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	
Specific (Revenue)	Plant and Equipment (Disposal and Sale)	\$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	\$5 Million		\$5 Million	\$5 Million	\$5 Million	\$5 Million
Specific (Revenue)	Receiving a Gift	✓	✓	✓	✓	✓					✓	✓					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Specific (Revenue)	Sale of TAFE Queensland products and services																\$1 Million	\$1 Million	\$1 Million			\$250,000			\$100,000				\$250,000		
Specific (Revenue)	TAFE College Bookshops and Canteens																✓	✓	✓												

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
April 2013

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

Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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 .	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	✓	✓				
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	✓	✓	✓	✓		
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 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	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						

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated: April 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 (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	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 unlimited amount .	Unlimited	✓	✓	✓	✓		
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	✓	✓	✓	✓		
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, 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 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 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						
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 (TAFE)	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 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						

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated: April 2013
 Key:
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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	Registered 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 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. 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.	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)				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 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.	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 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	✓	✓				
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						
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						

FINANCE AND ADMINISTRATION DELEGATIONS

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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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						
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	✓	✓	✓	✓		
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						
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	✓	✓	✓	✓		
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 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						
Periodic	Utilities - Sanitation (TAFE)	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	✓	✓	✓	✓		
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 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	✓	✓	✓	✓		
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						

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
April 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 (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	Registered Office Holder
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 those higher in the chain of command, can approve the payment for an unlimited amount .	Unlimited	✓	✓	✓	✓		
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 (TAFE)	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	✓	✓	✓	✓		
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.		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 (TAFE)	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 (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	✓	✓	✓	✓		
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 to Commence DETE Infrastructure Capital Projects	A specific delegation to approve the commencement of 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.			Up to \$200,000 for school funded projects	Up to \$200,000 for school funded projects				
Specific (Expenditure)	Approve Variations to Infrastructure Capital Projects (Not Previously Approved by Executive Council)	A specific delegation to approve variation of 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.			Up to \$220,000 for school funded projects	Up to \$220,000 for school funded projects				
Specific (Expenditure)	Approve Variations to Infrastructure Capital Projects (Previously Approved by Executive Council)	A specific delegation to approve variation of 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.								
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.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated: April 2013
Key:
✓ delegation applies as specified under Limit (where applicable)

Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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 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.							
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 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 Corporate Finance. Schools are limited to one general operating account.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
April 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 (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	\$250,500 or limit of school bank account whichever is less	Registered Office Holder	Registered 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 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.	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 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 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 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 - 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 can 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.	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	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 (other than Student Time to Pay Plans)	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 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)	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 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)	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.							
Specific (Expenditure)	Giving a Gift - Purchase of Alcohol (DETE International)	Specific delegation to approve the purchases of alcohol strictly for official DETE International 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 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.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated: April 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 (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	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.									
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 \$1million, 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.		✓	✓				
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)	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 those 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 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.	Where the delegation 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 QBuild and not relating to schools).	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 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.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated: April 2013
 Key:
 ✓ delegation applies as specified under Limit (where applicable)

Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	Registered Office Holder
Specific (Expenditure)	Overseas Travel (Approval)	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.							
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.		✓	✓				
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.							
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 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 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 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.							
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.							
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 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.						
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.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
April 2013

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

Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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.							
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 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)	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 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 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 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)	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 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 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 expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
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.		\$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.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
April 2013

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

Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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, 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 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 expenditure in relation to debts referred to the Overpayment Review Committee only.						
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.		✓	✓				
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 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).	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 (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 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			

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
April 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 (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	Registered Office Holder
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 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 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 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.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
November
2013

Key:
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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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.	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	✓	✓				
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	✓	✓	✓	✓		
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 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	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						

FINANCE AND ADMINISTRATION DELEGATIONS

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2013Key:
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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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 unlimited amount .	Unlimited	✓	✓	✓	✓		
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	✓	✓	✓	✓		
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 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, 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 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 (TAFE)	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 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						

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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	Registered 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 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 .	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)				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 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 .	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 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	✓	✓				
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						

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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Arts and Design 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	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						
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 .	Unlimited	✓	✓	✓	✓		
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						
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	✓	✓	✓	✓		
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 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						
Periodic	Utilities - Sanitation (TAFE)	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	✓	✓	✓	✓		
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 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	✓	✓	✓	✓		
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						

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						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 Holder	Registered Office Holder	Registered Office Holder
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						
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 those higher in the chain of command, can approve the payment for an unlimited amount.	Unlimited	✓	✓	✓	✓		
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 (TAFE)	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	✓	✓	✓	✓		
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.		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 (TAFE)	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 (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	✓	✓	✓	✓		
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 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, 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 of 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.							
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.							

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						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	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	Specific delegation to approve 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 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 personnel 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 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.							

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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 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 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 can approve this delegation.	Where the delegation involves expenditure, the designated 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 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 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.	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 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 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 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 (other than Student Time to Pay Plans)	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 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)	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 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)	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.		✓	✓				

FINANCE AND ADMINISTRATION DELEGATIONS

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 (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	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.							
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 Education Queensland or for departmental TAFE Institutes, a report to the Deputy-Director-General TAFE Reform, 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 Deputy Director-General 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 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.	For projects between \$0.5M and \$ 11M an Institute Director must seek the advice of the ADG, ITB and CIO before approving the commencement of the project.							
Specific (Expenditure)	Approve variations to DETE ICT Capital Projects (Previously approved by Governor in Council)	A specific delegation to approve variations of 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 this delegation. No other personnel can exercise this delegation.								
	Approve Expenditure Against an Approved ICT Capital Project.	To approve expenditure, sign contracts and accept tenders for expenditure against approved ICT Projects. All amounts are inclusive of GST. The total approved 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 delegation.	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.								
	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.								

FINANCE AND ADMINISTRATION DELEGATIONS

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

Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no RSM)	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)	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 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 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 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 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.	Where the delegation 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 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.							
Specific (Expenditure)	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 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)	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.							

FINANCE AND ADMINISTRATION DELEGATIONS

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

Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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.		✓	✓				
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.							
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 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 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 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.							
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.							
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 approvals have 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.						

FINANCE AND ADMINISTRATION DELEGATIONS

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

Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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.							
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 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)	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 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 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 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)	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 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 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 expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
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.		\$5 Million	\$5 Million				

FINANCE AND ADMINISTRATION DELEGATIONS

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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	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 school bank account whichever is less	Registered 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.							
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, 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 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.	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.	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.		✓	✓				
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 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).	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.								

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
November
2013

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

Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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 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			
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 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, 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)	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 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.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
November
2014

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)	Schools					
						Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Admin Officer (School with no SSM)	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
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.	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 (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	✓	✓				
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 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	✓	✓	✓	✓		
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 Fringe Benefits Tax Liability for the Department.	Approval of Transactions that incur FBT Officers who possess a general expenditure delegation can also approve an FBT 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 unlimited amount.	Unlimited	✓	✓	✓	✓		
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	✓	✓	✓	✓		

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
November
2014

All delegations are GST inclusive.
Key:
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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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 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						
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						
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 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 Skills Investment.	* Minister \$10 Million or Limit of Expenditure Approved by Governor 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 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						
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)				Unlimited						

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated: November 2014

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Key:
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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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.	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	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	✓	✓				
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	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 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 - 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	✓	✓	✓	✓		
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						

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
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Key:
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						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 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	✓	✓	✓	✓		
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	✓	✓	✓	✓		
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 (Schools)	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 - 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	✓	✓	✓	✓		
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.		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 (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	✓	✓	✓	✓		
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.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
November
2014

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)	Schools					
						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	Registered 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, 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 of 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.							
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 to approve 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 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 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.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
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2014

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 r.o 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 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.							
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 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 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)	Construction of billboards on school premises	Delegation to allow school principals 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 (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	Specific Delegation to approve debt 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 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 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)	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.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated: November 2014

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)	Schools					
						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	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.							
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 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 of 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 this delegation. No other personnel can exercise this delegation.								
Specific (Expenditure)	Approve Expenditure Against an Approved ICT Capital Project.	To approve expenditure, sign contracts and accept tenders for expenditure against approved ICT Projects. All amounts are inclusive of GST. The total approved 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 delegation.	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 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.								
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 State Schools Division - only those imprest/accountable advances created by Regions or Schools.		✓	✓				
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.							

FINANCE AND ADMINISTRATION DELEGATIONS

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						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 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 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.			✓				
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.							
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.							
Specific (Expenditure)	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 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)	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.							
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.		✓					
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.		✓	✓				
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.							

FINANCE AND ADMINISTRATION DELEGATIONS

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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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.							
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 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, 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.							
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 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.						
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 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 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.		✓	✓				

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
November
2014

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)	Schools					
						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	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 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.	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 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 DETE is the administering department. The officers designated possess this delegation. No 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 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.		✓	✓				
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 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 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 expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
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 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.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
November
2014

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)	Schools					
						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	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, 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 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 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 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 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 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.		✓	✓				
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 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 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).	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.								

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
November
2014

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)	Schools					
						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	Registered Office Holder
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			
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 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, 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.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
March 2015

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

Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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 .	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 (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	✓	✓				
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 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	✓	✓	✓	✓		
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 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 unlimited amount .	Unlimited	✓	✓	✓	✓		
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	✓	✓	✓	✓		

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
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Key:
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						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 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 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						
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						
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 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 Skills Investment.	* Minister \$10 Million or Limit of Expenditure Approved by Governor 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 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						
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)				Unlimited						

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Last Updated:
March 2015

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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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.	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	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	✓	✓				
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	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 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 - 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	✓	✓	✓	✓		
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						

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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	✓	✓	✓	✓		
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	✓	✓	✓	✓		
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 (Schools)	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 - 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	✓	✓	✓	✓		
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.		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 (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	✓	✓	✓	✓		
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.							

FINANCE AND ADMINISTRATION DELEGATIONS

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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	Registered 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, 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 of 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.							
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 to approve 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 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 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.							

FINANCE AND ADMINISTRATION DELEGATIONS

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						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 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 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.							
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 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 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)	Construction of billboards on school premises	Delegation to allow school principals 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 (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	Specific Delegation to approve debt 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 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 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)	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.							

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						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 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. 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.									
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 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 of 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 this delegation. No other personnel can exercise this delegation.								
Specific (Expenditure)	Approve Expenditure Against an Approved ICT Capital Project.	To approve expenditure, sign contracts and accept tenders for expenditure against approved ICT Projects. All amounts are inclusive of GST. The total approved 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 delegation.	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 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.								
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 State Schools Division - only those imprest/accountable advances created by Regions or Schools.		✓	✓				
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.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
March 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)	Schools					
						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	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 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.			✓				
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.							
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.							
Specific (Expenditure)	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 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)	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.							
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.		✓					
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.		✓	✓				
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.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
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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)	Schools					
						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	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.							
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 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, 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.							
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 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.						
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 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 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.		✓	✓				

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
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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)	Schools					
						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	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 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.	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 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 DETE is the administering department. The officers designated possess this delegation. No 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 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.		✓	✓				
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 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 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 expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
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 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.							

FINANCE AND ADMINISTRATION DELEGATIONS

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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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, 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 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 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 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 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 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.		✓	✓				
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 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 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).	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.								

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
March 2015All 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)	Schools					
						Principal	Executive Principal (Cluster Colleges)	Business Services Manager (BSM)	Art/min 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	Registered Office Holder
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			
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 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, 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.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated
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)	Schools					
						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	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 .	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 (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	✓	✓				
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 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	✓	✓	✓	✓		
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 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 unlimited amount .	Unlimited	✓	✓	✓	✓		
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	✓	✓	✓	✓		
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						

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated: July 2015

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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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						
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 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 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 Skills Investment.	* Minister \$10 Million or Limit of Expenditure Approved by Governor 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 \$2 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						
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)				Unlimited						

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
July 2015

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						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 Holder	Registered Office Holder	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.	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	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	✓	✓				
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	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						
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	✓	✓	✓	✓		
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	✓	✓	✓	✓		
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 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	✓	✓	✓	✓		

FINANCE AND ADMINISTRATION DELEGATIONS

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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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						
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	✓	✓	✓	✓		
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	✓	✓	✓	✓		
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 (Schools)	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 - 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	✓	✓	✓	✓		
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.		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 (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	✓	✓	✓	✓		
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.							
Specific (Expenditure)	Approval to Commence DET 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, 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 of 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.							

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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	Registered Office Holder
Specific (Expenditure)	Approve Expenditure against an Approved Infrastructure Capital Project	To approve expenditure, sign contracts and accept tenders for expenditure against approved 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 to approve 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 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 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.							
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.		✓	✓			✓	

FINANCE AND ADMINISTRATION DELEGATIONS

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 Holder	Registered Office Holder	Registered Office Holder
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 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.							
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 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 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	Specific Delegation to approve debt 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 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 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)	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.							
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.							
Specific (Expenditure)	Home Garaging - Long Term	Approve Home Garaging for operational needs on a long term basis.									

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
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)	Schools					
						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	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 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 DET ICT Capital Projects (Previously approved by Governor in Council)	A specific delegation to approve variation of 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 this delegation. No other personnel can exercise this delegation								
Specific (Expenditure)	Approve Expenditure Against an Approved ICT Capital Project.	To approve expenditure, sign contracts and accept tenders for expenditure against approved ICT Projects. All amounts are inclusive of GST. The total approved 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 delegation.	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 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								
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 State Schools Division - only those imprest/accountable advances created by Regions or Schools		✓	✓				
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 delegation 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 and 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, 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)	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 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.			✓				

FINANCE AND ADMINISTRATION DELEGATIONS

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 Holder	Registered Office Holder	Registered Office Holder
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.							
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.							
Specific (Expenditure)	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 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)	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.							
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.		✓					
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.		✓	✓				
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.							
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 [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 06/09 Senior Officers - Employment Conditions (Schedule C Section 13), issued by the Public Service Commissioner in May 2009.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
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Delegation Type	Expenditure / Revenue	Delegation Definition	Description of Delegation	Limitation	Limit (where not otherwise specified)	Schools					
						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	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.							
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 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.						
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 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 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)	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 CTC sought under the Treasurer'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.	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.							
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 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.							

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated: 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)	Schools					
						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 Officer/holder	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 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 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.		✓	✓				
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 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 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 expenditure, the delegated officer can approve expenditure up to the limit of their general expenditure delegation.							
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 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.							

FINANCE AND ADMINISTRATION DELEGATIONS

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 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, 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 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 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 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. 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 another QLD Government Department only the Director-General may sign the Memorandum of Understanding.		Up to \$11,000 (inclusive of GST)					
Specific (Revenue)	Construction of billboards on school premises	Delegation to allow school principals 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 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 (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 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 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).	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.								

FINANCE AND ADMINISTRATION DELEGATIONS

Last Updated:
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)	Schools					
						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 Officer/holder	Registered Office Holder	Registered Office Holder
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			
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 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, 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.							

Registered Office Holder

Category 2: "Registered Office Holder" General Expenditure Delegations

Category 2 General Expenditure 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 (See 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
				HOD	Up to \$20,000
				Registrar	Up to \$20,000
				Admin Officer (No Registrar)	Up to \$5,000
				Teacher Librarian	Up to \$3,000
				Teacher in Charge	Up to \$3,000
				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.



Queensland
Government

REGISTRATION OF DELEGATION HOLDER

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

Position:

DEPUTY PRINCIPAL

Unit:

Branch / Region / District / TAFE Institute / School:

COOKTOWN S.S.

SECTION 2 -- General Expenditure Delegation Required

✓ Position
(Please tick level)

Financial Limit to
Incur Expenditure

Central, Regional and District Offices and TAFE Institutes:

A General Manager, Director, Regional Executive Director, Principal or Institute Director can register departmental officers to hold a general expenditure delegation of \$5,000, \$10,000 or \$25,000.

☐ \$5,000 ☐ \$10,000 ☐ \$25,000

Schools:

Principal can register departmental officers to hold a general expenditure delegation up to the limit of:

- ☒ \$20,000 for Deputy Principal, HOD, & Registrar
- ☒ \$5,000 for Admin. Officer (School with no Registrar)
- ☒ \$3,000 Teacher Librarian, Teacher in Charge
- ☒ \$1,000 Teacher, Admin Officer (School with Registrar)
- ☒ \$750 for Teacher Aide, School Officer
- ☒ \$250 for AAEP Officer

Insert the financial limit in the space below. (can be less than the maximum)

- ☒ Deputy Principal, HOD, Registrar Up to \$ 20,000
- ☐ Administration Officer (No Registrar) Up to \$
- ☐ Teacher Librarian, Teacher in Charge Up to \$
- ☐ Teacher Administrative Officer (With Registrar) Up to \$
- ☐ Teacher Aide, School Officer Up to \$
- ☐ AAEP Officer Up to \$

SECTION 3 -- HR Delegations Required

✓ Position
(Please tick level)

Central and Regional Offices:

☐ Manager

Schools:

☐ Deputy Principal

☐ Registrar

SECTION 4 -- Limitations to Delegations (to be completed by Director / Regional Executive Director / Principal)

Are there any limitations to the delegations as set out in the Financial Delegations Manual?

☒ No ☐ Yes (outline below)

Details:

.....

.....

SECTION 5 -- Delegation Holder Details

Surname:

Macfarlane

Given Names:

Katharine

I understand the requirements of relevant legislation, guidelines and standards relating to the delegations I hold. All expenditure must comply with the requirements of the Financial Administration & Audit Act, Financial Management Standards, Financial Management Practice Manual, and the Departmental Code of Conduct.

I acknowledge that the delegation is only valid whilst I occupy the position specified in Section 1, and is revoked during periods I am absent from this position.

K Macfarlane

Signature

DEPUTY PRINCIPAL

Current Designation: (substantive position)

SECTION 6 -- Period of Registration

Is the Registration temporary?

☒ No ☐ Yes For the period from: to

SECTION 7 -- Registration

Registered by:

.....
Signature

.....
A/PRINCIPAL
General Manager/ Director / Regional Executive Director /
Principal/Institute Director

25/2/10

Date

SECTION 8 -- Follow up Actions

- ☒ Once signed, this form is to be filed at the Branch/ Region/district/school/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



Queensland
Government

REGISTRATION OF DELEGATION HOLDER

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

Position:

DEPUTY PRINCIPAL

Unit:

Branch / Region / District / TAFE Institute / School:

COOKTOWN S.S.

SECTION 2 -- General Expenditure Delegation Required

✓ Position
(Please tick level)

Financial Limit to
Incur Expenditure

Central, Regional and District Offices and TAFE Institutes:

A General Manager, Director, Regional Executive Director, Principal or Institute Director can register departmental officers to hold a general expenditure delegation of \$5,000, \$10,000 or \$25,000.

☐ \$5,000 ☐ \$10,000 ☐ \$25,000

Schools:

Principal can register departmental officers to hold a general expenditure delegation up to the limit of:

- ☒ \$20,000 for Deputy Principal, HOD, & Registrar
- ☒ \$5,000 for Admin. Officer (School with no Registrar)
- ☒ \$3,000 Teacher Librarian, Teacher in Charge
- ☒ \$1,000 Teacher, Admin Officer (School with Registrar)
- ☒ \$750 for Teacher Aide, School Officer
- ☒ \$250 for AAEP Officer

Insert the financial limit in the space below. (can be less than the maximum)

- ☐ Deputy Principal, HOD, Registrar Up to \$ 20,000
- ☐ Administration Officer (No Registrar) Up to \$ _____
- ☐ Teacher Librarian Teacher in Charge Up to \$ _____
- ☐ Teacher Administrative Officer (With Registrar) Up to \$ _____
- ☐ Teacher Aide School Officer Up to \$ _____
- ☐ AAEP Officer Up to \$ _____

SECTION 3 -- HR Delegations Required

✓ Position
(Please tick level)

Central and Regional Offices:

☐ Manager

Schools:

- ☐ Deputy Principal
- ☐ Registrar

SECTION 4 -- Limitations to Delegations (to be completed by Director / Regional Executive Director / Principal)

Are there any limitations to the delegations as set out in the Financial Delegations Manual?

☒ No ☐ Yes (outline below)

Details:

.....

.....

SECTION 5 -- Delegation Holder Details

Surname:

TAYLOR


Given Names:

DEBRA

I understand the requirements of relevant legislation, guidelines and standards relating to the delegations I hold. All expenditure must comply with the requirements of the Financial Administration & Audit Act, Financial Management Standards, Financial Management Practice Manual, and the Departmental Code of Conduct.

I acknowledge that the delegation is only valid whilst I occupy the position specified in Section 1, and is revoked during periods I am absent from this position.


Signature


Current Designation: (substantive position)

SECTION 6 -- Period of Registration

Is the Registration temporary?

☒ No

☒ Yes

For the period from: to

TERM 1. 2010

SECTION 7 -- Registration

Registered by:

.....
Signature

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

10 / 1 /
Date

SECTION 8 -- Follow up Actions

- ☒ Once signed, this form is to be filed at the Branch/ Region/district/school/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

REGISTRATION OF DELEGATION HOLDER

KELLI GALLAGHER

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

Position:

BUSINESS SERVICE MANAGER

Branch/Region/District/TAFE Institute/School:

CORINDA STATE HIGH SCHOOL

Unit:

BUSINESS SERVICE MANAGER

STATE PURCHASING NUMBER: 11512.

SECTION 2 -- General Expenditure Delegation Required



Position
(Please tick level)

Financial Limit to
Incur Expenditure

Central, Regional and District Offices:

An Executive Director, Director, or Regional Director can register departmental officers to hold a general expenditure delegation of \$5,000, \$10,000 or \$25,000.



\$5,000



\$10,000



\$25,000

TAFE Institutes:

An Institute Director can register departmental officers to hold a general expenditure delegation of \$5,000, \$10,000, \$25,000, \$50,000 or \$100,000.



\$5,000



\$10,000



\$25,000



\$50,000



\$100,000

Schools:

A Principal or Executive Principal can register departmental officers to hold a general expenditure delegation up to the limit of:

- ☒ \$20,000 for Deputy Principal, HOD, & Business Services Manager (BSM)
- ☒ \$5,000 for Admin. Officer (School with no BSM)
- ☒ \$3,000 Teacher Librarian, Teacher in Charge
- ☒ \$1,000 Teacher, Admin Officer (School with BSM)
- ☒ \$750 for Teacher Aide, School Officer
- ☒ \$250 for AAEP Officer

Insert the financial limit in the space below. (can be less than the maximum)



Deputy Principal, HOD,
BSM

Up to \$20,000.00



Administration Officer
(No BSM)

Up to \$ _____



Teacher Librarian
Teacher in Charge

Up to \$ _____



Teacher
Administrative Officer (With BSM)

Up to \$ _____

- ☐ Teacher Aide
School Officer
- ☐ AAEP Officer

Up to \$ _____

Up to \$ _____

SECTION 3 -- Limitations to Delegations (to be completed by Executive Director /Director/ Regional Director/ Principal/ Executive Principal/ Institute Director)

Are there any limitations to the delegations as set out in the Finance and Administration Delegations?

☒ No ☐ Yes (outline below)

Details: _____

SECTION 4 -- Delegation Holder Details

Surname:

GALLAGHER

Given Names:

KELLI

I understand the requirements of relevant legislation, guidelines and standards relating to the delegations I hold. All expenditure must comply with the requirements of the Financial Accountability Act, Financial and Performance Management Standard, Financial Management Practice Manual, and the Departmental Code of Conduct.

I acknowledge that the delegation is only valid whilst I occupy the position specified in Section 1, and is revoked during periods I am absent from this position.



Signature

Business Service
manager

Current Designation: (substantive position)

SECTION 5 -- Period of Registration

Is the Registration temporary?

☒ No

☐ Yes

For the period from:

to

SECTION 6 -- Registration

Registered by:



Signature

HELEN JAMIESON

Executive Director/ Director / Regional Director/ Principal/
Executive Principal/ Institute Director

06/10/2010

Date

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	<input type="checkbox"/> EDUC	<input type="checkbox"/> CAPS	← Please tick
Required for	<input type="checkbox"/> New Application	<input type="checkbox"/> Change in Limit	← Please tick

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

Transaction Limits

1. I may only use the QGCP 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 **\$20000.00**.

Use of QGCP

3. I have completed the departments' internal purchasing training package or the Queensland Purchasing Level 1 Certification.
4. I will only use the QGCP 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 QGCP 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 QGCP for authorised purposes. If I misuse the QGCP (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.
10. I am committed to using the QGCP in accordance with the Department of Education and the Arts Guidelines For the Use Of The QGCP. 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 QGCP, I will immediately inform the Authorised Officer and/or the Commonwealth Bank of Australia.

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.
19. 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

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

Position:

Unit:

Deputy Principal

State High School

Branch / Region / School:

Glenala

SECTION 2 -- General Expenditure Delegation Required

✓ Position
(Please tick level)

Financial Limit to
Incur Expenditure

Central and Regional Offices:

Director / Regional Executive Director can register departmental officers to hold a general expenditure delegation of \$5,000 or \$25,000.

☐ \$5,000

☐ \$25,000

Schools:

Principal can register departmental officers to hold a general expenditure delegation up to the limit of:

- ☒ \$20,000 for Deputy Principal, HOD, & Registrar
- ☒ \$5,000 for Admin. Officer (School with no Registrar)
- ☒ \$3,000 Teacher Librarian, Teacher in Charge
- ☒ \$1,000 Teacher, Admin Officer (School with Registrar)
- ☒ \$250 for AAEP Officer

Insert the financial limit in the space below. (can be less than the maximum)

☒ Deputy Principal, HOD, Registrar Up to \$20000

☐ Administration Officer (No Registrar) Up to \$

☐ Teacher Librarian Teacher in Charge Up to \$

☐ Teacher Administrative Officer Up to \$

☐ AAEP Officer Up to \$

SECTION 3 -- HR Delegations Required

✓ Position
(Please tick level)

Central and Regional Offices:

☐ Manager

Schools:

☐ Deputy Principal

☐ Registrar

SECTION 4 -- Limitations to Delegations (to be completed by Director / Regional Executive Director / Principal)

Are there any limitations to the delegations as set out in the Corporate Services Delegation Manual?

☒ No ☐ Yes (outline below)

Details:

.....

.....

SECTION 5 -- Delegation Holder Details

Surname:

NEWMAN

Given Names:

DAVID

I understand the requirements of relevant legislation, guidelines and standards relating to the delegations I hold. All expenditure must comply with the requirements of the Financial Administration & Audit Act, Financial Management Standards, Financial Management Practice Manual, and the Departmental Code of Conduct.

I acknowledge that the delegation is only valid whilst I occupy the position specified in Section 1, and is revoked during periods I am absent from this position.



Signature

Deputy Principal

Current Designation: (substantive position)

SECTION 6 -- Period of Registration

Is the Registration temporary?



No



Yes

For the period from: _____ to _____

SECTION 7 -- Registration

Registered by:



Signature

Mr Michael Knox (Principal)

Director / Regional Executive Director / Principal

05/02/2008

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.



Home | Sign Out

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Student	Curriculum & Assessment	Behaviour Support	Finance	School Management	Reports	System Administration	Help	Quick Links
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Staff Details

Name Georgina Lloyd OneSchool Staff ID s. 47(3) Status Active Type Departmental

[< Return to List Staff](#)

Staff Details

School Appointment

Certification / Accreditation

Address and Contacts

Emergency Contacts

Medical

Non-Penalty Leave

Languages

Licence & Car Reg.

Bank Account Details

Edit Certification/Accreditation

Accreditation Type Finance Procurement Training

Card/Ref. No. \$100000 Purchasing delegation

Issue Date 15-Aug-2014 31

Expiry Date 31

Exemption Reason

Certifications / Accreditations

Edit	Delete	Accreditation Type	Card/Ref. No.	Issue Date	Expiry Date	Exemption Reason
		Asbestos Awareness & Education Training		21-Jan-2015	21-Jan-2016	
		Cardiopulmonary Resuscitation (CPR)		18-Aug-2014	18-Aug-2015	
		Code of Conduct		21-Jan-2015	21-Jan-2016	
		Emergency Procedures (Fire, Lockdown)		21-Jan-2015	21-Jan-2016	
		Finance Procurement Training	\$100000 Purchasing delegation	15-Aug-2014		
		Health, Safety and Wellbeing		21-Jan-2015	21-Jan-2016	
		Senior First Aid Certificate		28-Aug-2014	28-Aug-2017	
		Student Protection		21-Jan-2015	21-Jan-2016	
		Working With Children Check (Blue Card)	11826/7		10-Sep-2017	

Add new

Save Reset Cancel

[Help](#) | [OneSchool](#) | [Curriculum & Assessment](#) | [Behaviour Support](#) | [Finance](#) | [School Management](#) | [Reports](#) | [System Administration](#) | [Home](#) | [Sign Out](#)

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Maintain User

[< Return to List Users](#)

User Details

User Attributes

Location 0294: Minden State School

User Id lhulb6

Employee number s. 47(3)(b)

Last name HULBERT

First name Janet

Email lhulb6@eq.edu.au

Date of birth s. 47(3)(b) - Co

Account Details

Last accessed 22-May-2015 03:13 PM

Account disabled ☐

Account status Active

OneSchool PIN Details

OneSchool PIN [Reset PIN](#)

Account locked ☐

^ "Open" role requests awaiting to be submitted for approval.
"Submitted for Approval" role requests awaiting for approval by the Executive Principal.

Location Account Details

expand

OneSchool Roles

collapse

Access Levels

☐ Level 1 (Principal, HOS)
☐ Level 2 (Deputy Principal)
☐ Level 3 (HOD, HOC, HOSE)
☒ Level 4 (BSM)
☐ Level 5 (Year Level Coordinator)
☐ Level 6 (Classroom Teacher)
☐ Level 7 (Non-Teaching Level 1)
☐ Level 8 (Non-Teaching Level 2)
☐ Level 9 (Non-Teaching Level 3)
☐ Guidance Officer
☐ Responsible Officer
☐ Executive Principal
☒ School Administrator
☒ Reporting Administrator
☒ Timetabler
☐ Line Generation (Algorithm related functions)
☐ Playground Duty Administrator
☐ Supervisions

☐ Subject Changer
☐ Timetable Admin Support
☒ Roll Class Composition
☐ Teacher Aide Timetabler
☒ School Calendar 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
☐ QParents Administrator

AIMS Roles

Expand

Finance Roles

Expand

Cost Centres

Expand

Save

Reset

Help | 08 | 0294 Minden State School

**Maintain User**[Return to List Users](#)**User Details****User Attributes**

Location 0294: Minden State School

User Id lhulb6

Employee number s. 47(3)(b)

Last name HULBERT

First name Janet

Email lhulb6@eq.edu.au

Date of birth s. 47(3)(b) -

Account Details

Last accessed 22-May-2015 03:13 PM

Account disabled ☐

Account status Active

OneSchool PIN Details

OneSchool PIN [Reset PIN](#)

Account locked ☐

^ "Open" role requests awaiting to be submitted for approval.

"Submitted for Approval" role requests awaiting for approval by the Executive Principal.

Location Account Details[Expand](#)**OneSchool Roles**[Expand](#)**AIMS Roles**[Expand](#)**Finance Roles**[Collapse](#)**Access Levels**

- ☒ School Accounts Payable Officer
- ☒ School Accounts Payable Supervisor
- ☒ Accounts Receivable Officer
- ☒ Assets Facilities Officer
- ☒ Finance Supervisor
- ☒ Receipting Officer
- ☒ School Financial Reporting Officer

Finance ResponsibilitiesHas this user completed the State Procurement training? * ☒ Yes ☐ NoIs this user the Procurement Officer? ☒ Yes ☐ NoDoes this user have a Corporate Card? ☒ Yes ☐ No

Corporate Card Number (Enter last 8 digits only) *

****5169

Will this user be responsible for confirming AP Invoices are correct? * ☒ Yes ☐ NoWill this user be responsible for approving Bad Debts? * ☐ Yes ☒ NoWill this user be reviewing/approving Corporate Card transactions? * ☒ Yes ☐ NoIs this user the Principal? * ☐ Yes ☒ NoWill this user be taking responsibility for workflow escalation? * ☒ Yes ☐ NoDoes 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
- ☐ Up to \$20000
- ☐ > \$20000

Select all paypoints for this user * ☒ P1 - Minden State School**Cost Centres**[Expand](#)

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

User Details	
MIS ID	wpard1
User's Full Name	Warwick
Role/Position in the School	Student Services
Employee Number	s. 47(3)(b) – Cor
School Name	Parramatta State School
Date of Request	17/02/15

1. User Access for NON FINANCE ROLES

Indicate all access levels/roles the user is to be assigned within OneSchool.

<input type="checkbox"/> Level 1 <input checked="" type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4 <input checked="" type="checkbox"/> Level 5 <input type="checkbox"/> Level 6 <input type="checkbox"/> Level 7 <input type="checkbox"/> Level 8 <input type="checkbox"/> Level 9 <input type="checkbox"/> Guidance Officer <input type="checkbox"/> School Administrator* <input type="checkbox"/> Reporting Administrator <input checked="" type="checkbox"/> Timetabler <input type="checkbox"/> Line Generation (Algorithm)	<input type="checkbox"/> Playground Duty Administrator <input type="checkbox"/> Supervisions <input type="checkbox"/> Subject Changer <input type="checkbox"/> Timetable Admin Support <input checked="" type="checkbox"/> Roll Class Composition <input type="checkbox"/> Teacher Aide Timetabler <input type="checkbox"/> School Calendar Officer <input checked="" type="checkbox"/> Enrolment Officer <input type="checkbox"/> HR Officer <input checked="" type="checkbox"/> Student Absentee Officer <input checked="" type="checkbox"/> Student Information Officer <input type="checkbox"/> SMS Archive Officer <input type="checkbox"/> SDA Data Entry	<input type="checkbox"/> OAMPS CFT User <input type="checkbox"/> OAMPS CFS User <input type="checkbox"/> Student Protection Record Approver <input checked="" type="checkbox"/> School Case Record Support Officer <input type="checkbox"/> Payroll Leave Verifier <input type="checkbox"/> AIMS Data Management Officer <input type="checkbox"/> AIMS Information Officer <input type="checkbox"/> AIMS Profile Approval Officer <input type="checkbox"/> AIMS Transport Officer <input type="checkbox"/> School Speech Language Pathologist
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* If a School Administrator is to be assigned or their access changed, the request is logged online at <https://qlddet.service-now.com/sco/catalogue.do> 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 user is to be assigned Finance access levels/roles.

Indicate all access levels/roles the user is to be assigned within OneSchool.	<input type="checkbox"/> School Accounts Payable Officer <input type="checkbox"/> School Accounts Payable Supervisor <input type="checkbox"/> Accounts Receivable Officer <input type="checkbox"/> Assets Facilities Officer <input type="checkbox"/> Finance Supervisor <input type="checkbox"/> Receipting Officer <input type="checkbox"/> School Financial Reporting Officer
---	--

3. User Details for FINANCIAL RESPONSIBILITIES

Only complete this section if the user is to be assigned Finance access levels/roles

Has this user completed the State Procurement Training?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is this user the Procurement Officer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does this user have a Corporate Card?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Corporate Card Number (enter last 8 digits only).	_____	
Will this user be responsible for confirming AP Invoices are correct?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will this user be responsible for approving Bad Debts?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will this user be reviewing/approving Corporate Card transactions?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is this user the School Principal?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will this user be taking responsibility for workflow escalation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does this user have any Financial Delegation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Select the delegation amount.	<input type="checkbox"/> Up to \$250 <input type="checkbox"/> Up to \$750 <input type="checkbox"/> Up to \$1000 <input type="checkbox"/> Up to \$3000 <input type="checkbox"/> Up to \$5000 <input type="checkbox"/> Up to \$20 000 <input type="checkbox"/> > \$20 000	

Select the pay points to which you are to be attached:

P1 ☐ P2 ☐ P3 ☐ P4 ☐ P5 ☐

Indicate the assigned Cost Centres [may need to attach a list]: _____

4. Authorisation

I, W. KIRK (principal's name) authorise the above access levels/roles be assigned in OneSchool to the user identified on this form. I accept there may be segregation of duties conflicts and associated risks with the access to be assigned to the user.

Signature: _____

Date: 17/02/15

I, Warwick Parry (user's name) agree the above access levels/ roles be assigned to me in OneSchool.

Signature: _____

Date: 17/2/15

5. Access Processed

OneSchool School Administrator Name: MARC DAVIS

OneSchool School Administrator Signature: [Signature]

Date Access Granted in OneSchool: 17-02-15

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

Released under the
RTI Act by DET

REGISTRATION OF DELEGATION HOLDER

SECTION 1 — Position Details *(for person requiring delegation)*

Position:

BSM

Branch/Region/District/TAFE Institute/School

Yeppoon State School

Unit:

Education Queensland

SECTION 2 — General Expenditure Delegation Required

✓ Position
(Please tick level)

Financial Limit to
Incur Expenditure

Central, Regional and District Offices:

An Executive Director, Director, or Regional Director can register departmental officers to hold a general expenditure delegation of \$5 000, \$10 000 or \$25 000.

☐ \$5 000 ☐ \$10 000 ☐ \$25 000

TAFE Institutes:

An Institute Director can register departmental officers to hold a general expenditure delegation of \$5 000, \$10 000, \$25 000, \$50 000 or \$100 000.

☐ \$5 000 ☐ \$10 000 ☐ \$25 000
☐ \$50 000 ☐ \$100 000

Schools:

A Principal or Executive Principal can register departmental officers to hold a general expenditure delegation limit of:

- ☒ Select: \$5 000, \$10 000 or \$20 000 for Deputy Principal or HOD
- ☒ Select: \$1 000, \$3 000, \$5 000, \$10 000 or \$20 000 for Business Services Manager (BSM)
- ☒ Select: \$250, \$750, \$1 000, \$3 000, or \$5 000 for Admin. Officer (School with no BSM)
- ☒ Select: \$250, \$750, \$1 000, or \$3 000 for Teacher Librarian or Teacher in Charge
- ☒ Select: \$250, \$750, or \$1 000 for Teacher or Admin Officer (School with BSM)
- ☒ Select: \$250 or \$750 for Teacher Aide or School Officer
- ☒ \$250 for AAEP Officer

Insert the financial limit as specified above in the space below. Refer to 'Guidance for School Principals/Executive Principals when providing a Registered Office Holder delegation' (can be less than the maximum).

<input type="checkbox"/> Deputy Principal or HOD	\$ _____
<input checked="" type="checkbox"/> BSM	\$ 10 000
<input type="checkbox"/> Administration Officer (No BSM)	\$ _____
<input type="checkbox"/> Teacher Librarian or Teacher in Charge	\$ _____
<input type="checkbox"/> Teacher or Administrative Officer (With BSM)	\$ _____
<input type="checkbox"/> Teacher Aide or School Officer	\$ _____
<input type="checkbox"/> AAEP Officer	\$ _____

SECTION 3 — Limitations to Delegations (to be completed by Executive Director / Director / Regional Director / Principal / Executive Principal / Institute Director)

Are there any limitations to the delegations as set out in the Finance and Administration Delegations?

☒ No ☐ Yes (outline below)

Details:

.....

.....

SECTION 4 — Delegation Holder Details

Surname:

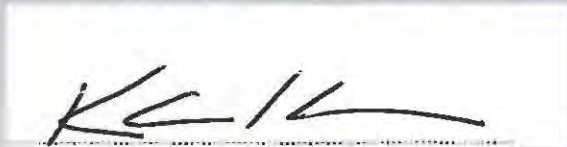
Johnson

Given Names:

Karla

I understand the requirements of relevant legislation, guidelines and standards relating to the delegations I hold. All expenditure must comply with the requirements of the Financial Accountability Act, Financial and Performance Management Standard, Financial Management Practice Manual, and the Departmental Code of Conduct.

I acknowledge that the delegation is only valid whilst I occupy the position specified in Section 1, and is revoked during periods I am absent from this position.



Signature

BSM

Current Designation: (substantive position)

SECTION 5 — Period of Registration

Is the Registration temporary?

☒ No ☐ Yes For the period from: to

SECTION 6 — Registration

Registered by:



Signature

Date 25/05/14



Christine Wilson Principal
Executive Director / Director / Regional Director /
Principal / Executive Principal / Institute Director

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 4.0