

Summary of upcoming changes template

Policy and Procedure Register updates – Summary of upcoming changes to Managing delegations, authorisations and administrative approvals procedure

<p>1. Reason for new/updated policy or procedure (select all that apply)</p> <p><input type="checkbox"/> Change to legislation/delegations <input type="checkbox"/> Audit/review recommendation <input checked="" type="checkbox"/> Due for review</p> <p><input type="checkbox"/> Change of policy/procedure requirements <input type="checkbox"/> Other</p>		
<p>The procedure has been revised to provide clarity on the scope of the procedure, update roles and responsibilities and provide further information on the process for reviewing delegations, authorisations and administrative approvals.</p>		
<p>2. Summary of changes</p> <ul style="list-style-type: none"> • The content has been reorganised and streamlined in line with the procedure template. • Information relating to the development of new delegations/authorisations has been added. • The definition of ‘administrative approval’ has been amended to provide clarification on which administrative approvals apply for the purpose of the procedure. • The role of Legal Services has been revised to clarify that review and endorsement is no longer required for all instruments of delegation/authorisation. • Additional positions have been added to the Responsibilities section to reflect their (existing) role in approval processes. • The Process section has been revised to provide more detail. However, the process itself has not changed. • The Process Flowchart has been updated in line with the additional detail provided in the process. • Updates to hyperlinks, business unit names and contact details. 		
<p>1. Impacts to roles and responsibilities</p> <p>1.1 Does the new/updated content change staff roles/responsibilities <i>in any way</i>? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>1.2 If yes, select the type of change (select all that apply):</p> <p><input checked="" type="checkbox"/> Revised responsibilities <input type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities</p>		
Position title	Summary of change	Page #
Deputy Director-General	The role has been added to reflect their (existing) responsibility in the approval process for delegations/authorisations, as per Step 4 of the process.	2
Assistant Director-General, Finance and Chief Finance Officer	The role has been added to reflect their (existing) responsibility in the approval process for administrative approvals, as per Step 4 of the process.	2

Legal Services	<p>Removed requirement to review and endorse <u>all</u> delegations and authorisations.</p> <p>Instead, provide legal and drafting advice on new delegations/authorisations and legal advice on revised delegations/authorisations as required.</p>	2
Delegation coordinators	<p>Removed requirement to consult Legal Services on <u>all</u> delegations and authorisations.</p> <p>Legal Services consultation is only required on new delegations/authorisations and on revised delegations/authorisations as required.</p>	3

2. Communication and support for implementation

Advice of the updated procedure will be communicated to all Deputy Director-Generals for dissemination to departmental staff.

For further assistance, please contact:

- Delegations Officer
External Relations and Services
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