

FINANCE DELEGATIONS April 2021

These delegations apply to all central and regional office and school-based staff of: • The Department of Education • The Office of Industrial Relations

Finance delegations (DoE employees only) are **GST inclusive and subject to:**

- delegates being public service employees
- delegates having authority over the budget
- funds availability
- policy limitations
- limitations imposed by local management
- delegates not exercising more than one role in the procurement/grant approval – payment process, and
- limit of project commencement approval.

	General expenditure (DoE employees only)	Specified items (DoE employees only)	Infrastructure project expenditure (DoE employees only)		ICT project expenditure (DoE employees only)	Grant payments (DoE employees only)	Waivers, write-offs, losses, asset disposals (DoE employees only)	Special payments (DoE employees only)	Grant agreements (DoE employees only)			Project commencement (DoE employees only)
			Expenditure relating to infrastructure projects						Expenditure relating to information and telecommunication projects		Expenditure against approved grant programs.	
Governor-in-Council	All expenditure not included in other categories	High value, high volume, low risk payments (see note) (DoE employees only)					Authority to waive fees, approve losses and write off assets	Authority to make ex gratia payments	Authority to approve demand-driven, uncapped grants with external parties	Authority to approve grant program agreements to a specified dollar value with external parties	Authority to enter into grant agreements with external parties	Unlimited
Minister												\$5,000,000 to \$10,000,000
Director-General	Limited by annual Appropriation Act or project commencement approval							Limited by annual Appropriation Act	Unlimited	The department does not require project commencement approval below \$5,000,000.		
A. Disaster recovery or in an emergency when DG is not contactable B. Release high value purchase orders and GPEVS in SAP for any cost centre, with prior DG expenditure approval. - Chief Finance Officer	A. Limited by annual Appropriation Act or project commencement approval B. Limited by the Director-General's prior expenditure approval											
Tier 1: - Deputy Director-General - Work Health and Safety Prosecutor	\$2,500,000	\$99,999,999	\$10,000,000		\$2,500,000	\$99,999,999 for: Early Childhood and Community Engagement • Programs and Services Policy, Performance and Planning • ADG, Strategic Policy and Intergovernmental Relations • ED, Portfolio Services and External Relations • ED, Registration Services (International, Non-State and Home Education) and Office of Racing • Manager, Office of Non State Education Finance Branch General expenditure limit for all other delegates.	\$200,000	\$150,000	Limited by annual Appropriation Act	\$10,000,000	Unlimited	
Tier 2: - Assistant Director-General - Regional Director (Education)	\$750,000	\$10,000,000	ISB \$10,000,000	See note (DoE employees only) for authority to release high value POs and GPEVS	\$2,000,000		\$100,000	\$50,000		\$5,000,000	Unlimited	
Tier 3: - Executive Director - Deputy Regional Director (Education)	\$350,000	\$5,000,000	ISB (see note) (DoE employees only) \$5,000,000		\$1,000,000		\$50,000	\$50,000		\$5,000,000		
Tier 4: - Principal/ Executive Principal - Director, Sports Super Centre: Runaway Bay Sport and Leadership Excellence Centre (also limited by balance of school/ centre bank account)	\$250,000	\$250,000	\$250,000		\$250,000		\$15,000	\$2,000		\$1,000,000	Unlimited	
Tier 5: - Senior Director/ Director/ Assistant Director/ Regional Director (OIR)/ Assistant Regional Director (Education)/ Lead Principal - Industrial Registrar - Senior Officers (SOs) - Director of Operations, Sports Super Centre: Runaway Bay Sport and Leadership Excellence Centre	\$100,000	\$4,000,000	ISB (see note) (DoE employees only) \$2,500,000		\$500,000		\$15,000 (see note) (DoE employees only)			\$500,000		
Tier 6: - AO8, NU8, PO6 and HP6 officers - Manager, Queensland School Sport - School Sport Officers (Regional/Queensland) - Manager – Finance, Sports Super Centre: Runaway Bay Sport and Leadership Excellence Centre	\$50,000	\$3,000,000	\$50,000		\$50,000		\$5,000 (see note) (DoE employees only)					
Tier 7: - AO7, NU7, PO5 and HP5 officers - Deputy Principal/ Head of Campus/ Head of Department - Business Manager, School level 5 – 7 (previously band 9 – 11) - Assistant Regional School Sport Officers	\$25,000	\$25,000	See note (DoE employees only) re authority to release purchase orders and GPEVS in SAP									
Tier 8: - AO6, NU6, PO4 and HP4 officers - Business Manager, School level 3 – 4 (previously band 7-8) - Senior Ministerial Correspondence Officer (OIR)	\$10,000	\$10,000	\$10,000		\$10,000							
Tier 9: - AO3 to AO5 officers - Teacher in Charge/ Teacher/ Teacher Librarian/ Teacher Aide/ Schools Officer (Facilities, Grounds)/ Administration Officer/ School AO2 officer - Business Manager, School level 1 - 2 (previously band 5 – 6)	\$5,000	\$5,000	\$5,000		\$5,000							
Tier 10: - Project Manager			Lower of project budget or \$2.5M									
Corporate Card Holders (on completion of all required training)	Transaction limit		Transaction limit		Transaction limit							