

**FINANCE DELEGATIONS June 2019**

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)	
								Outgoing	Incoming			
Governor-in-Council	All expenditure not included in other categories	High value, high volume, low risk payments <a href="#">(see note)</a> (DoE employees only)	Expenditure relating to infrastructure projects	Expenditure relating to information and telecommunication projects	Expenditure against approved grant programs.	Authority to waive fees, approve losses and write off assets	Authority to make ex gratia payments				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.
Disaster recovery or in an emergency when DG is not contactable: - Deputy Director-General, Corporate Services - Chief Finance Officer	Limited by annual Appropriation Act or project commencement approval											
Tier 1: - Deputy Director-General - Work Health and Safety Prosecutor	\$2,500,000	\$99,999,999	Corporate Services \$10,000,000	Corporate Services \$2,500,000	\$99,999,999 for: • <b>Early Childhood and Community Engagement</b> o Programs and Services • <b>Policy, Performance and Planning</b> o Portfolio Services and External Relations o Registration Services (International, Non-State Schools and Home Education) • <b>Finance Branch</b> General expenditure limit for others.	\$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	\$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 <a href="#">(see note)</a> (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 <a href="#">(see note)</a> (DoE employees only) \$2,500,000	\$500,000		\$15,000 <a href="#">(see note)</a> (DoE employees only)			\$500,000			
Tier 6: - AO8 and PO6 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 <a href="#">(see note)</a> (DoE employees only)						
Tier 7: - AO7 and PO5 officers - Deputy Principal/ Head of Campus/ Head of Department - Business Manager, School band 9 – 11 - Assistant Regional School Sport Officers	\$25,000	\$25,000	<a href="#">See note</a> (DoE employees only) re authority to financially release purchase orders and GPEVs in SAP									
Tier 8: - AO6 and PO4 officers - Business Manager, School 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 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								