

FINANCE DELEGATIONS February 2024

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

Finance delegations (DoE employees only) are GST inclusive and subject to: <ul style="list-style-type: none"> 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)	
	All expenditure not included in other categories	High value, high volume, low risk payments (see note) (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	Outgoing		Incoming	Authority to approve commencement of projects per Qld Treasury Project Commencement Approval policy and ECM 751. Note: Additional to and distinct from budget allocation and expenditure approval. See the Project commencement approval guidance (DoE employees only) for scope of activities requiring project commencement approval.	
									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	
Governor-in-Council							Must approve special payments to the DG				Unlimited	
Minister											\$5,000,000 to \$10,000,000	
Director-General	Limited by annual Appropriation Act or project commencement approval						\$25,000 (administered debt)		Limited by annual Appropriation Act	Unlimited		
A. Disaster recovery or in an emergency (DoE employees only) and B. Release high value purchase orders and GPEVS in SAP for any cost centre, with prior expenditure approval. - Chief Finance Officer (CFO)	A. Limited by annual Appropriation Act or project commencement approval B. Limited by the appropriate delegate's prior expenditure approval											The department does not require project commencement approval below \$5,000,000.
Tier 1: - Associate Director-General, Early Childhood and State Schools - Deputy Director-General - ADG Finance, Procurement & Facilities & Chief Finance Officer	\$2,500,000	\$99,999,999	ISD DDG only \$10,000,000	See note (DoE employees only) for ISD authority to release high value POs and GPEVS	\$2,500,000	\$99,999,999 for: Early Childhood Grants Management and Funding	\$200,000	\$150,000	Limited by annual Appropriation Act	\$10,000,000	Unlimited	
Tier 2: - Assistant Director-General (ADG) - Regional Director	\$750,000 (Regional Directors \$1,000,000 for OSHC contracts) (see note) (DoE employees only)	\$10,000,000	ISD ADG only \$10,000,000		\$2,000,000	Policy, Performance, International & Intergovernmental	\$100,000	\$50,000		\$5,000,000	Unlimited	
Tier 3: - Executive Director (ED) - Senior Principal, Reviews - Senior Principal, Capability	\$350,000 (ED Regional Operations Officers \$1,000,000 for OSHC contracts) (see note) (DoE employees only)	\$5,000,000	ISD officers & CPO \$5,000,000 (see note) (DoE employees only)		\$1,000,000	• ADG Policy, External Relations and International (PERI) • ADG Intergov. Relations and School Resourcing Review (IRSRR) • ED, External Relations and Research • Manager, Office of Non-State Education	\$50,000	\$50,000		\$5,000,000		
Tier 4: - Principal - Director, Sports Super Centre: Runaway Bay Sport and Leadership Excellence Centre / GCPC (also limited by balance of school / centre bank account)	\$250,000	\$250,000	\$250,000		\$250,000	• ED, External Relations and Research • Manager, Office of Non-State Education	\$15,000	\$1,000		\$1,000,000	Unlimited	
Tier 5: - Senior Director/ Director/ Assistant Director - School Supervisor - Senior Officers (SOs) - Director of Operations, Sports Super Centre: Runaway Bay Sport and Leadership Excellence Centre / GCPC	\$100,000	\$4,000,000	ISD officers only (see note) (DoE employees only) \$2,500,000		\$500,000	Finance, Procurement and Facilities	\$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 / GCPC	\$50,000	\$3,000,000	ISD Project delivery officers only (see note) \$1,000,000 All other ISD officers \$Nil		\$50,000	• ED, Financial Strategy & Advice • School Financial Resourcing	\$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	ISD Project delivery officers (see note) \$500,000 \$25,000 all other delegates	Release delegates (see note) (DoE employees only) re authority to release purchase orders and GPEVs in SAP ISD Project delivery officers only (see note) \$500,000 All other ISD officers \$Nil		\$25,000	General expenditure limit for all other delegates.						
Tier 8: - AO6, NU6, PO4 and HP4 officers - Business Manager, School level 3 – 4 (previously band 7-8) - School Improvement Coach	\$10,000	ISD Project delivery officers (see note) \$100,000 \$10,000 all other delegates	ISD Project delivery officers only (see note) \$100,000 All other ISD officers \$Nil		\$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	\$Nil		\$5,000							
Corporate Card Holders (on completion of all required training)	Transaction limit		Transaction limit	Transaction limit								