Process Flowchart

This flowchart provides an overview of the identification of new or review of revised delegations, authorisations and administrative approvals.
It is a visual representation and should be read in conjunction with the Managing delegations, authorisations and administrative approvals procedure.

Identification/ Trigger (Delegation owners and Operational areas)	Assessment (Delegation owners and Operational areas) *If position title change **only**, skip to Approval and publishing*	Analysis (Delegation owners and Operational areas)	Approval and publishing (Delegation coordinators and Operational areas)
Changes to legislation or Government / departmental policy	List delegation/ authorisation needed to manage risk	Undertake a volumetric assessment of current delegation, authorisation or administrative approval use	Prepare approval documentation
Machinery-of Government changes	List the thresholds required to balance business needs with risk	Identify possible scenarios for further planning	Consultation if required
Changes to business requirements	Consider the business impacts of any proposed changes	Identify how the delegation, authorisation or administrative approval will be deployed and managed through internal controls	Coordinate approval process
Changes to departmental structure	Assess the perceived risk of providing or not providing the delegation, authorisation or administrative approval	**For delegations and authorisations only:** Complete a Legislative Delegation/Authorisation Request Form	Publication
Appointment of new delegator/authoriser	Is the power able to be delegated or authorised (for new delegations and authorisations only)	**For delegations and authorisations only:** Email the request form to the delegation coordinator	Update central registers and communication to delegation owners
Annual review			Communication to affected business units/persons (Delegation owners and Operational area)
			Update systems, forms and processes where necessary (Delegation owners and Operational area)

Queensland Government