

FINANCIAL INSTRUMENT OF DELEGATION

Issued under the

FINANCIAL ACCOUNTABILITY ACT 2009

Pursuant to *Section 76* of the *Financial Accountability Act 2009* and *Section 103* of the *Public Service Act 2008*, I hereby cancel the previous financial authorities delegated to officers of Queensland Corrective Services.

From 22nd December 2017 until otherwise determined, the officers recorded within this instrument are authorised to perform the functions indicated, subject to limits where shown, in accordance with the *Financial Accountability Act 2009*.

All amendments will take effect from the date of approval by the Commissioner as recorded in the "Financial Delegations - Record of Amendment".


Commissioner and ACCOUNTABLE OFFICER

Queensland Corrective Services

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GUIDELINES FOR FINANCIAL DELEGATES

- The **accountable officer** of the Queensland Corrective Services is the Commissioner.
- The Commissioner is responsible for approving (or delegating the power to approve) all expenditure for the department except where government policy restricts this authority.
- Any delegation of functions or duties by the Commissioner shall be determined having regard to appropriate and sufficient systems of **internal control**, including the degree of **segregation of duties** that may be appropriate.
- Duties performed by a delegate in accordance with a delegation shall have the same force and effect as if it had been executed by the Commissioner. Delegates are accountable for the results of exercising their delegations and the responsibilities allocated to them.
- The *Financial Accountability Act 2009* does not provide for sub-delegation of financial (expenditure, procurement and payment) delegations and delegations contained in the Financial Delegations Register cannot be sub-delegated.
- A subordinate officer shall not approve the expenditure of a senior officer.
- Delegates shall not exceed their delegated authority, even if an automated system permits this to occur.
- Delegates shall not disaggregate or split purchase orders or contracts in order to ensure expenditure is within their delegation.
- Delegates must consider all applicable legislation and statutes as well as policies and practices affecting a particular **transaction** before deciding to exercise a delegation.
- Officers shall not exercise a delegated authority where a **conflict of interest** arises or a personal **benefit** to the delegate may be seen to be derived, whether directly or indirectly, from such approval.
- Where practical, officers shall NOT exercise more than one authority for expenditure, procurement or payment in a single transaction. Where officers are delegated both expenditure approval and procurement authority, they shall NOT apply both authorities to the same payment except in relation to corporate card transactions. Officers approving expenditure must ensure that the procurement is performed by a competent authority.
- Officers with a delegation shall ensure there are sufficient uncommitted funds available in an approved **budget** for the particular item in question before exercising the delegation. Unless otherwise indicated in the delegations register, expenditure can only be approved against cost centres for which the delegate has formal responsibility.
- Delegations are recorded as **GST inclusive**.

Official Expenditure

All financial delegates shall observe the following four criteria in determining whether proposed expenditure constitutes official expenditure:

- determine whether the goods or services are required for official purposes;
- determine whether the expenditure is both appropriate and reasonable;
- determine whether the expenditure is publicly defensible; and
- determine whether the expenditure is promptly documented, available for scrutiny by both internal and external audit, and was approved by the appropriate financial delegate.

Contract Expenditure

This refers to one-off purchases for the supply of goods, rendering of a service or the construction of works where it is usual practice to issue a requisition / purchase order or contract between the department and the supplier.

Contract expenditure will usually require both procurement and expenditure approvals from officers with the appropriate delegated authority level.

Periodic Expenditure

Periodic services means those of a repetitive, periodic or standard nature rendered to the Department under any Act or law, contract, arrangement or approval for which it is neither the accepted practice nor necessary to issue a requisition or official purchase order for the rendering of such service.

Periodic expenditure will usually only require expenditure approval from an officer with the appropriate delegated authority. Examples include electricity, utility and gas charges, grants, rates, rents, salaries and wages ancillary expenses, telephone charges, travelling or transfer allowances or expenses.

Schedule 1: Financial Delegates

Refer separate document – Schedule 1 Financial Delegates

The department uses a 'Financial Instrument of Delegation' that allocates appropriate staffing positions with a Delegation Authority Level (DAL). A DAL specifies the level of authority for contract and periodic expenditure limits. Each DAL also outlines delegated authority to approve some of the more common items of expenditure such as travel.

Schedule 1 identifies each of the positions in the department with a DAL and its relevant level.

Schedule 2: Expenditure Delegations

Schedule 2 has been organised to clarify expenditure approval requirements with respect to the Commissioner, Minister and Governor-in-Council approvals for large operational non-project and project based expenditure.

Refer separate document – Schedule 2 (Part A) Contract Execution and Expenditure Delegations

Refer separate document – Schedule 2 (Part B) Expenditure Delegation Levels

Part A identifies what each of the positions listed in Schedule 1 has authority to approve. There are 6 DALs, each with different expenditure limits and some or no delegated authority regarding: Contracts, Entertainment, Write off losses, Assets, Special payments.

Part B identifies expenditure limits for Travel, Corporate Card, Vendor Account Maintenance, Mobile Phones, Reportable gifts, Cash shortage and Debtor Invoices.

Schedule 3: Ancillary Delegations

Ancillary Delegations are specific types of delegations which are not covered under the general Expenditure Delegation Levels.

Refer separate document – Scheduled 3 (Part A) Ancillary Delegations

Refer separate document – Scheduled 3 (Part B) Department of Justice and Attorney-General Corporate Ancillary Delegations

CCC EXHIBIT

Schedule 1 : Financial Delegates

DAL	Threshold	Position Number	Position Title	Department Level	Super Branch Level	Branch Level	Micro Branch Level	Cost Centre Level	Cost Centre Code	Substantive Employee Number	Substantive Occupant as per HR placement file November 2017	Actual Employee Number	Actual Occupant as at November payroll 2017
CEO	5,000,000.00	735689	Commissioner	Corrective Services	Office of the Commissioner	Office of the Commissioner	Office of the Commissioner	Office of the Commissioner	2392020				
1	200,000.00	735883	General Manager Strategy & Governance	Corrective Services	Office of the Commissioner	Office of the Commissioner	Systems Planning Development Performance	Op Planning Performance & Research	2304010				
2	100,000.00	735761	Chief Inspector	Corrective Services	Office of the Commissioner	Office of the Commissioner	Office of the Chief Inspector	Office of Chief Inspector	2351010				
2	100,000.00	735690	Director Planning & Development	Corrective Services	Office of the Commissioner	Office of the Commissioner	Systems Planning Development Performance	Op Planning Performance & Research	2304010				
2	100,000.00	735950	Director, Reform Planning and Coordination	Corrective Services	Office of the Commissioner	Office of the Commissioner	Systems Planning Development Performance	Program Management Office	2304012				
2	100,000.00	741081	Director, Research, Evaluation and Performance	Corrective Services	Office of the Commissioner	Office of the Commissioner	Systems Planning Development Performance	Evaluation and Implement Team	2304013				
2	100,000.00	735950	Director, Reform Planning and Coordination	Corrective Services	Office of the Commissioner	Office of the Commissioner	Systems Planning Development Performance	Program Management Office	2304012				
2	100,000.00	741081	Director, Reform Planning and Coordination	Corrective Services	Office of the Commissioner	Office of the Commissioner	Systems Planning Development Performance	Evaluation and Implement Team	2304013				
3	50,000.00	735927	Manager Office of the Commissioner	Corrective Services	Office of the Commissioner	Office of the Commissioner	Systems Planning Development Performance	Op Planning Performance & Research	2304010				
3	50,000.00	735700	Manager Evaluation	Corrective Services	Office of the Commissioner	Office of the Commissioner	Systems Planning Development Performance	Op Planning Performance & Research	2304010				
3	50,000.00	735699	Manager Performance	Corrective Services	Office of the Commissioner	Office of the Commissioner	Systems Planning Development Performance	Op Planning Performance & Research	2304010				
3	50,000.00	735691	Manager Policy and Planning	Corrective Services	Office of the Commissioner	Office of the Commissioner	Systems Planning Development Performance	Op Planning Performance & Research	2304010				
3	50,000.00	735772	Manager Policy and Legislation	Corrective Services	Office of the Commissioner	Office of the Commissioner	Systems Planning Development Performance	Op Planning Performance & Research	2304010				
3	50,000.00	735949	Program Manager, Reform Planning and Coordination	Corrective Services	Office of the Commissioner	Office of the Commissioner	Systems Planning Development Performance	Program Management Office	2304012				
5	10,000.00	735939	Principal Executive Officer	Corrective Services	Office of the Commissioner	Office of the Commissioner	Systems Planning Development Performance	Program Management Office	2304012				
3	50,000.00	741092	Manager Research and Evaluation	Corrective Services	Office of the Commissioner	Office of the Commissioner	Systems Planning Development Performance	Evaluation and Implement Team	2304013				
5	10,000.00	741067	Principal Executive Officer	Corrective Services	Office of the Commissioner	Office of the Commissioner	Systems Planning Development Performance	Op Planning Performance & Research	2304010				
2	100,000.00	735684	Director, Parole Board Secretariat	Corrective Services	Corporate Overheads	Corporate Overheads	Corporate Overheads	New Parole Board	2325110				
3	50,000.00	741347	Manager, Operations Parole Boards Secretariat	Corrective Services	Corporate Overheads	Corporate Overheads	Corporate Overheads	New Parole Board	2325110				
3	50,000.00	741367	Principal Legal Officer, Parole Boards Secretariat	Corrective Services	Corporate Overheads	Corporate Overheads	Corporate Overheads	New Parole Board	2325110				
1	750,000.00	735697	Executive Director Operational Support Services	Corrective Services	Operational Support Services	Operational Support Services	Operational Support Services Directorate	Operational Support Services Directorate	2306010				
2	100,000.00	735889	Director QCS Renewal Program	Corrective Services	Operational Support Services	Operational Support Services	Operational Support Services Directorate	Operational Support Services Directorate	2306010				
2	100,000.00	735720	Director Offender Info Systems	Corrective Services	Operational Support Services	Operational Support Services	Operational Support Services Directorate	OIS - Prisoner Technology	2302206				
4	20,000.00	735793	Manager Operational Support Services	Corrective Services	Operational Support Services	Operational Support Services	Operational Support Services Directorate	Operational Support Services Directorate	2306010				
2	100,000.00	735702	Director Finance & Contracts	Corrective Services	Operational Support Services	Operational Support Services	Human Resources Branch	Finance and Contracts	2303010				
2	100,000.00	735989	Project Director	Corrective Services	Operational Support Services	Operational Support Services	Business Improvement Program	BIP - Retendering Private Prison Contracts	2392042				
3	50,000.00	735910	Manager Contract Management	Corrective Services	Operational Support Services	Operational Support Services	Human Resources Branch	Finance and Contracts	2303010				
3	50,000.00	735911	Manager Contract Management	Corrective Services	Operational Support Services	Operational Support Services	Human Resources Branch	Finance and Contracts	2303010				
2	100,000.00	735781	Director Human Resources	Corrective Services	Operational Support Services	Operational Support Services	Offender Information Systems	Human Resources Branch	2307010				
3	50,000.00	735765	Executive Manager Applications & Development	Corrective Services	Operational Support Services	Operational Support Services	Offender Information Systems	OIS - General	2302050				
3	50,000.00	735908	Executive Manager Systems Assurance	Corrective Services	Operational Support Services	Operational Support Services	Offender Information Systems	OIS - Systems and Assurance	2302060				
3	50,000.00	735932	Manager Operational Practice HR	Corrective Services	Operational Support Services	Operational Support Services	Offender Information Systems	Human Resources Branch	2307010				
3	50,000.00	735810	Manager HR Systems & Governance	Corrective Services	Operational Support Services	Operational Support Services	Offender Information Systems	Human Resources Branch	2307010				
1	200,000.00	735709	Executive Director Specialist Ops	Corrective Services	Specialist Operations	Specialist Operations	Specialist Operations	Specialist Operations	2372010				
2	100,000.00	741211	Project Director, Offender Management & Rehabilitation Renewal	Corrective Services	Specialist Operations	Specialist Operations	Specialist Operations	QPSR Offndr Mgt Renewal Program Project	2372015				
2	100,000.00	741242	Manager, Specialised Clinical Services	Corrective Services	Specialist Operations	Specialist Operations	Specialist Operations	SOPS - PSR Implementation	2372011				
2	100,000.00	735787	Director High Risk Offender Management Unit	Corrective Services	Specialist Operations	High Risk Offender Management Unit	High Risk Offender Management Unit	High Risk Offender Management Unit	2379010				
3	50,000.00	735672	Manager Strategy and Risk HROMU	Corrective Services	Specialist Operations	High Risk Offender Management Unit	High Risk Offender Management Unit	High Risk Offender Management Unit	2379010				
3	50,000.00	735848	Manager EMSU	Corrective Services	Specialist Operations	High Risk Offender Management Unit	High Risk Offender Management Unit	HROMU - Wacol	2379020				
3	50,000.00	735671	Manager Operations HROMU	Corrective Services	Specialist Operations	High Risk Offender Management Unit	High Risk Offender Management Unit	HROMU - Wacol	2379020				
3	50,000.00	740275	Manager, HROMU (till 30 June 2018)	Corrective Services	Specialist Operations	High Risk Offender Management Unit	High Risk Offender Management Unit	HROMU - Townsville	2379031				
5	10,000.00	735853	Business Support Officer	Corrective Services	Specialist Operations	High Risk Offender Management Unit	High Risk Offender Management Unit	High Risk Offender Management Unit	2379010				
2	100,000.00	735739	Director Intelligence & Investigation	Corrective Services	Specialist Operations	Intelligence and Investigations	Intelligence and Investigations	Intel & Investigations (prev QCSIG)	2333010				
4	20,000.00	735881	State Manager Intelligence	Corrective Services	Specialist Operations	Intelligence and Investigations	Intelligence and Investigations	Intel & Investigations (prev QCSIG)	2333010				
2	100,000.00	735701	Director Offender Rehabilitation Management	Corrective Services	Specialist Operations	Offender Rehabilitation Management	Offender Rehabilitation Management	Offender Rehabilitation and Management	2377010				
3	50,000.00	735661	Manager Offender Intervention	Corrective Services	Specialist Operations	Offender Rehabilitation Management	Offender Rehabilitation Management	Offender Rehabilitation and Management	2377010				
3	50,000.00	735746	Manager Education and Reentry	Corrective Services	Specialist Operations	Offender Rehabilitation Management	Offender Rehabilitation Management	Offender Rehabilitation and Management	2377010				
3	50,000.00	735996	Project Manager (till 30 June 2018)	Corrective Services	Specialist Operations	Offender Rehabilitation Management	Offender Rehabilitation Management	Sexual Offender Intervention	2376020				
3	50,000.00	741540	Director, Operations	Corrective Services	Specialist Operations	Parole Board Liaison	Parole Board Liaison	Parole Board Liaison Unit	2374041				
1	200,000.00	735815	General Manager Sentence Management Services	Corrective Services	Specialist Operations	Sentence Management Administration Branch	Sentence Management Administration Branch	Sentence Management Admin Branch	2378010				
3	50,000.00	735816	Regional Manager Sentence Management	Corrective Services	Specialist Operations	Sentence Management Administration Branch	Sentence Management Administration Branch	Sentence Management Admin Branch	2378010				
3	50,000.00	735819	Regional Manager Sentence Management	Corrective Services	Specialist Operations	Sentence Management Administration Branch	Sentence Management Administration Branch	Sentence Management Admin Branch	2378010				
3	50,000.00	735818	Regional Manager Sentence Management	Corrective Services	Specialist Operations	Sentence Management Administration Branch	Sentence Management Administration Branch	Sentence Management Admin Branch	2378010				
3	50,000.00	735820	Regional Manager Sentence Management	Corrective Services	Specialist Operations	Sentence Management Administration Branch	Sentence Management Administration Branch	Sentence Management Admin Branch	2378010				
3	50,000.00	735754	Statewide Manager Operations	Corrective Services	Specialist Operations	Sentence Management Administration Branch	Sentence Management Administration Branch	Sentence Management Admin Branch	2378010				
3	50,000.00	735821	Statewide Manager Sentence Administration	Corrective Services	Specialist Operations	Sentence Management Administration Branch	Sentence Management Administration Branch	Sentence Management Admin Branch	2378010				
3	50,000.00	735817	Statewide Manager Serious Offenders Unit	Corrective Services	Specialist Operations	Sentence Management Administration Branch	Sentence Management Administration Branch	Sentence Management Admin Branch	2378010				
1	750,000.00	735706	Deputy Commissioner	Corrective Services	Statewide Operations	Statewide Operations	Statewide Operations Directorate	Statewide Operations Directorate	2311005				
1	200,000.00	735792	General Manager Custodial Operation	Corrective Services	Statewide Operations	Statewide Operations	Statewide Operations Directorate	Statewide Operations Directorate	2311005				
1	200,000.00	740024	General Manager Probation and Parole Service	Corrective Services	Statewide Operations	Statewide Operations	Statewide Operations Directorate	Statewide Operations Directorate	2311005				
2	100,000.00	736093	Director Probation and Parole Operations	Corrective Services	Statewide Operations	Statewide Operations	Statewide Operations Directorate	Statewide Operations Directorate	2311005				
3	50,000.00	735742	Manager Probation and Parole Operations	Corrective Services	Statewide Operations	Statewide Operations	Statewide Operations Directorate	Statewide Operations Directorate	2311005				
3	50,000.00	735899	Manager Organisational Development	Corrective Services	Statewide Operations	Statewide Operations	Statewide Operations Directorate	Statewide Operations Directorate	2311005				
3	50,000.00	735826	Manager Governance Compliance & Risk	Corrective Services	Statewide Operations	Statewide Operations	Statewide Operations Directorate	Statewide Operations Directorate	2311005				
3	50,000.00	735850	Manager System Assurance & Compliance	Corrective Services	Statewide Operations	Statewide Operations	Statewide Operations Directorate	Statewide Operations Directorate	2311005				
1	200,000.00	740668	General Manager	Corrective Services	Statewide Operations	Custodial Operations	Borallon Correctional Centre	BTCC - Support Services	2332103				
2	100,000.00	740673	Deputy General Manager	Corrective Services	Statewide Operations	Custodial Operations	Borallon Correctional Centre	BTCC - Support Services	2332103				
3	50,000.00	740671	Correctional Manager Business Services	Corrective Services	Statewide Operations	Custodial Operations	Borallon Correctional Centre	BTCC - Support Services	2332103				
5	10,000.00	740679	Correctional Manager Employment, Education and Industries Development	Corrective Services	Statewide Operations	Custodial Operations	Borallon Correctional Centre	BTCC - Industries	2335405				
5	10,000.00	740684	Food Services Supervisor	Corrective Services	Statewide Operations	Custodial Operations	Borallon Correctional Centre	BTCC - Food Services	2332122				
5	10,000.00	740681	Adviser Business Services	Corrective Services	Statewide Operations	Custodial Operations	Borallon Correctional Centre	BTCC - Support Services	2332103				
5	10,000.00	740674	Correctional Manager Centre Services	Corrective Services	Statewide Operations	Custodial Operations	Borallon Correctional Centre	BTCC - Centre Services	2331011				
5	10,000.00	740675	Correctional Manager Prisoner Services	Corrective Services	Statewide Operations	Custodial Operations	Borallon Correctional Centre	BTCC - Prison Services	2333214				
5	10,000.00	740676	Correctional Manager Through Care	Corrective Services	Statewide Operations	Custodial Operations	Borallon Correctional Centre	BTCC - Through Care	2333216				
1	200,000.00	738710	General Manager	Corrective Services	Statewide Operations	Custodial Operations	Brisbane Correctional Centre	Brisbane - Administration	2311007				
2	100,000.00	738711	Deputy General Manager	Corrective Services	Statewide Operations	Custodial Operations	Brisbane Correctional Centre	Brisbane - Administration	2311007				
3	50,000.00	738712	Correctional Manager Business Services	Corrective Services	Statewide Operations	Custodial Operations	Brisbane Correctional Centre	Brisbane - Administration	2311007				
4	20,000.00	738755	Industries Adviser	Corrective Services	Statewide Operations	Custodial Operations	Brisbane Correctional Centre	Brisbane - Laundry	2315408				
5	10,000.00	738819	Food Services Supervisor	Corrective Services	Statewide Operations	Custodial Operations	Brisbane Correctional Centre	Brisbane - Administration	2311007				
5	10,000.00	738718	Adviser Business Services	Corrective Services	Statewide Operations	Custodial Operations	Brisbane Correctional Centre	Brisbane - Administration	2311007				
1	200,000.00	737660	General Manager	Corrective Services	Statewide Operations	Custodial Operations	Brisbane Women's Correctional Centre	BWMS-CC - Administration	2341005				
2	100,000.00	737663	Deputy General Manager	Corrective Services	Statewide Operations	Custodial Operations	Brisbane Women's Correctional Centre	BWMS-CC - Administration	2341005				
3	50,000.00	737736	Correctional Manager Business Services	Corrective Services	Statewide Operations	Custodial Operations	Brisbane Women's Correctional Centre	BWMS-CC - Administration	2341005				
3	50,000.00	739981	Manager Womens Community Program	Corrective Services	Statewide Operations	Custodial Operations	Brisbane Women's Correctional Centre	BWMS-CC - Helena Jones	2344005				
4	20,000.00	737718	Industries Adviser	Corrective Services	Statewide Operations	Custodial Operations	Brisbane Women's Correctional Centre	BWMS-CC - Tailor	2345406				

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4	20,000.00	740110	District Manager	Corrective Services	Statewide Operations	Probation and Parole	South Coast Region	South Coast Region - Regional Admin	2381006
4	20,000.00	740111	District Manager	Corrective Services	Statewide Operations	Probation and Parole	South Coast Region	South Coast Region - Regional Admin	2381006
5	10,000.00	740106	Business Support Officer	Corrective Services	Statewide Operations	Probation and Parole	South Coast Region	South Coast Region - Regional Admin	2381006
3	50,000.00	739926	Regional Manager	Corrective Services	Statewide Operations	Probation and Parole	Southern Region	Southern Region - Regional Admin	2351006
4	20,000.00	739933	District Manager	Corrective Services	Statewide Operations	Probation and Parole	Southern Region	Southern Region - Ipswich	2352536
4	20,000.00	739944	District Manager	Corrective Services	Statewide Operations	Probation and Parole	Southern Region	Southern Region - Toowoomba	2352537
4	20,000.00	739934	District Manager	Corrective Services	Statewide Operations	Probation and Parole	Southern Region	Southern Region - Roma	2352539
4	20,000.00	740026	District Manager	Corrective Services	Statewide Operations	Probation and Parole	Southern Region	Southern Region - Inala	2372512
4	20,000.00	739932	District Manager	Corrective Services	Statewide Operations	Probation and Parole	Southern Region	Southern Region - Kingaroy	2392538
5	10,000.00	739922	Business Support Officer	Corrective Services	Statewide Operations	Probation and Parole	Southern Region	Southern Region - Regional Admin	2351006
1	200,000.00	735791	General Manager Capability & Development	Corrective Services	Statewide Operations	Statewide Operations	QCS Academy	Queensland Corrective Services Academy	2311006
2	100,000.00	735888	Director Indigenous Coordination	Corrective Services	Statewide Operations	Statewide Operations	QCS Academy	Queensland Corrective Services Academy	2311006
3	50,000.00	735685	Manager, State Dog Squad Development & Standards	Corrective Services	Statewide Operations	Statewide Operations	QCS Academy	Queensland Corrective Services Academy	2311006
3	50,000.00	735725	Manager Leadership Development	Corrective Services	Statewide Operations	Statewide Operations	QCS Academy	Queensland Corrective Services Academy	2311006
4	20,000.00	735727	Principal Advisor, Operational Training	Corrective Services	Statewide Operations	Statewide Operations	QCS Academy	Queensland Corrective Services Academy	2311006
5	10,000.00	735796	Coordinator RTO Administration	Corrective Services	Statewide Operations	Statewide Operations	QCS Academy	Queensland Corrective Services Academy	2311006

Corporate Services, Department of Justice and Attorney-General									
1	\$750,000	713115	Assistant Director-General	Corporate Services	Corporate Services Directorate	Corporate Services Directorate	Corporate Services Directorate	Corporate Services Directorate	2001058
4	\$20,000	706316	Manager	Corporate Services	Corporate Services Directorate	Corporate Services Directorate	Corporate Services Directorate	Corporate Services Directorate	2001058
1	\$200,000	712130	Executive Director (Financial Services)	Corporate Services	Financial Services	Financial Services	Financial Services	Financial Services	2000097
4	\$20,000	714678	Director Budget	Corporate Services	Financial Services	Financial Services	Financial Services	Financial Services	2000097
4	\$20,000	715430	Director Financial Operations	Corporate Services	Financial Services	Financial Services	Financial Services	Financial Services	2000097
4	\$20,000	720747	Director Corporate Governance	Corporate Services	Financial Services	Financial Services	Financial Services	Corporate Governance	2001932
3	\$50,000	712131	Executive Director (Information Technology Services)	Corporate Services	IT Services	ITS Directorate	Resource Management	Information Technology Services	2000034
4	\$20,000	711815	Director	Corporate Services	IT Services	ITS Directorate	Resource Management	Information Technology Services	2000034
4	\$20,000	714307	Director	Corporate Services	IT Services	ITS Directorate	Resource Management	Information Technology Services	2000034
4	\$20,000	734992	Director, Business Partnering	Corporate Services	IT Services	ITS Directorate	Resource Management	Information Technology Services	2000034
5	\$10,000	711355	Manager	Corporate Services	IT Services	ITS Directorate	Resource Management	Information Technology Services	2000034
5	\$10,000	724438	Manager Infrastructure Support	Corporate Services	IT Services	ITS Directorate	Resource Management	Information Technology Services	2000034
5	\$10,000	716565	Manager	Corporate Services	IT Services	ITS Directorate	Resource Management	Information Technology Services	2000034
5	\$10,000	719743	Manager	Corporate Services	IT Services	ITS Directorate	Resource Management	Information Technology Services	2000034
6	\$5,000	719744	Principal Accountant	Corporate Services	IT Services	ITS Directorate	Resource Management	Information Technology Services	2000034
3	\$50,000	716096	Executive Director	Corporate Services	Human Resources	Human Resources	Human Resources	Administration/Operations	2001361
4	\$20,000	705706	Director	Corporate Services	Human Resources	Human Resources	Human Resources	Administration/Operations	2001361
4	\$20,000	728135	Director People, Capability and Culture	Corporate Services	Human Resources	Human Resources	Human Resources	Administration/Operations	2001361
4	\$20,000	720091	Manager	Corporate Services	Human Resources	Human Resources	Human Resources	Administration/Operations	2001361
4	\$20,000	715975	Manager	Corporate Services	Human Resources	Human Resources	Human Resources	Administration/Operations	2001361
5	\$10,000	711913	Executive Officer	Corporate Services	Human Resources	Human Resources	Human Resources	Administration/Operations	2001361
4	\$20,000	715396	Director	Corporate Services	Communication Services	Communication Services	Communication Services	Communication Services	2000805
4	\$20,000	715097	Manager (Media Relations)	Corporate Services	Communication Services	Communication Services	Communication Services	Communication Services	2000805
4	\$20,000	706331	Manager (Corporate Communications)	Corporate Services	Communication Services	Communication Services	Communication Services	Communication Services	2000805
2	\$100,000	743704	Executive Director, Facilities Services	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
2	\$100,000	705485	Director, Facilities Services	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	718115	Business Manager	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	721267	Program Manager	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	724482	Electronics Manager	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	713313	Principal Executive Officer	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	724486	Principal Facilities Officer (Capital Projects)	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	724483	Principal Facilities Officer (Maintenance)	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	724484	Principal Facilities Officer (Electronics)	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	720101	Principal Facilities Officer (Leasing)	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	716201	Senior Facilities Officer (Capital Projects)	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	724688	Senior Facilities Officer (Capital Projects)	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	724690	Senior Facilities Officer (Capital Projects)	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	720572	Senior Facilities Officer (Capital Projects)	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	720962	Senior Facilities Officer (Security)	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	706490	Senior Fleet Officer	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	711752	Facilities Officer (Maintenance)	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	720685	Facilities Officer (Capital Projects)	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	706476	Facilities Officer (Capital Projects)	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	731863	Facilities Officer	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
5	\$10,000	734866	Principal Project Officer	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
6	\$5,000	705822	Facilities Support Officer	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808
6	\$5,000	706363	Facilities Support Officer	Corporate Services	Facilities Services	Property Services	Property Services	Facilities Services - prev Property Services	2000808

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SCHEDULE 2 (PART A) – CONTRACT EXECUTION AND EXPENDITURE DELEGATIONS approved 20 December 2017

Delegation Authority Level	Contract Execution Approval Limits			Periodic Expenditure Approval Limits								
	Notes:			Only applicable once the initial contract has been authorised by appropriate financial delegat (refer Contract Execution limits - to the left). An ancillary delegation may also be assigned to certain positions for expenditure of a specific nature (refer Schedule 3), which may overrid delegation authority levels outlined in this Schedule. Approvals are subject to the operating or capital funding avialable under the approved budge								
	1	2	3	4	5	6	7	8	9	10	11	12
<p>All financial delegations are GST inclusive and subject to:</p> <ul style="list-style-type: none"> the delegate having control of budgeted funds; funding availability; expenditure is for official purposes, and is appropriate and reasonable; Authority to approve contracts as required and defined by Queensland Treasury in Project Commencement approval policy. This approval is in addition to and distinct from the allocation of budget and expenditure approval. <p>• Definitions of expenditure refer: FMPM 2.2 Official Expenditure; FMPM Section 8 Expense Management; FMPM Section 14 Asset Management.</p> <p>Note: All ICT acquisitions (i.e. IT hardware and software) require consultation with IT Services prior to delegate authority approval. Projects associated with built assets require consultation with Facilities Services, Corporate Services prior to delegate authority approval.</p>	<p>Contract Approval for Projects, Outsourced Services and Grant Programs</p> <p>Authority to approve commencement of projects as required & defined by Queensland Treasury Project Commencement Approval policy.</p>	<p>Contract Approval - Other than for Projects, Outsourced Services and Grant Programs</p> <p>Authority to enter into and execute contracts for services that contribute to the day-to-day functioning of the agency i.e. operational overheads such as ongoing maintenance, service and support contracts</p>	<p>Inter & intra government agency Contracts/ Memorandums of Understanding (MOUs)</p> <p>Authorisation of MOUs, Operating or Service Level Agreements with other government agencies</p>	<p>General expenditure</p> <p>All expenditure not included in other categories</p>	<p>Inter & intra government agency payments</p> <p>Payments and transfers within the department, to other government agencies and for services provided by other government agencies</p>	<p>Capital and ICT project expenditure</p> <p>Expenditure relating to projects and significant works</p>	<p>Grant payments</p> <p>Payments against approved grant programs</p>	<p>Special payments</p> <p>Authority to make ex gratia payments</p>	<p>Entertainment expenditure</p> <p>Expenditure on official functions (note: Director-General only has delegation to approve the provision of alcohol)</p>	<p>Write-off of losses</p> <p>Authority to waive or write off losses (including amounts owing to the department)</p>	<p>Disposal of Assets</p> <p>Approval to dispose of assets in accordance with the FMPM. Reference is to be made to 'Write off losses' where loss (any value above zero) is incurred upon disposal of asset.</p>	<p>Sponsorships</p> <p>Approval for sponsorships payments resides with the Chief Executive Officer only</p>
Governor-in-Council	Unlimited											
Minister / Attorney-General	\$10,000,000											
Chief Executive Officer (Commissioner)	\$5,000,000	Limited by annual Appropriation Bill*	Limited by annual Appropriation Bill*	Limited by annual Appropriation Bill*								
<p>DAL 1: ONLY THE FOLLOWING DAL 1 positions:</p> <p>Deputy Commissioner Executive Director Operational Support Services</p>	\$750,000	\$750,000	\$750,000	Limited to approved budget	Limited to approved budget	Limited to approved budget	Limited to approved budget	\$20,000	\$2,000	\$20,000	\$750,000	
DAL 1: other than the positions outlined above (positions specified in Schedule 1: General Financial Delegations)	\$200,000	\$200,000	\$200,000	Limited to approved budget	Limited to approved budget	Limited to approved budget	Limited to approved budget	\$20,000	\$2,000	\$20,000	\$200,000	
DAL 2: positions as specified in Schedule 1: General Financial Delegations	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		\$500	\$1,000	\$100,000	
DAL 3: positions as specified in Schedule 1: General Financial Delegations	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000		\$500	\$1,000	\$50,000	
DAL 4: positions as specified in Schedule 1: General Financial Delegations	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000		\$50	\$1,000	\$20,000	
DAL 5: positions as specified in Schedule 1: General Financial Delegations	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000		\$10,000					
DAL 6: positions as specified in Schedule 1: General Financial Delegations	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		\$5,000					
Corporate Card Holders (on completion of all required training)				To specified transaction limit		To specified transaction limit						

*Approval for individual transactions are limited to amounts identified in the annual Appropriation Bill for both service/output revenue (for operational expenditure) and equity adjustment (for capital expenditure). In periods where the Annual Appropriation Bill has not yet been passed then the Accountable Officer is limited to the Treasurer's Determination 'supply amount' for the department. The delegated authority should consider the nature of the expenditure (either operating or capital).

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SCHEDULE 2 (PART B) – Expenditure Delegation Levels 20 December 2017

Financial Delegations are recorded as GST Inclusive

Travel	Policy Notes	CEO	DAL 1	DAL 2	DAL 3	DAL 4	DAL 5	DAL 6
Approval to incur expenditure on overseas travel	Approval limited to: - Chief Executive Officer; and - Deputy Commissioner.	✓						
Overseas travel to New Zealand or locations within five (5) hours flying time from Brisbane eg Fiji, Papua New Guinea, Vanuatu		✓						
Business Class travel for departmental staff	Includes travel as part of a Ministerial party	✓						
First Class (or equivalent) travel for the Judiciary	Travel when not an entitlement of office	✓						
Private travel attached to official travel		✓						
Valet Parking		✓						
Spouse travel		✓						
Interstate domestic travel (economy class)		✓	✓	✓				
Intrastate domestic travel (economy class)		✓	✓	✓	✓	✓		
Approve the hire/charter of private aircraft within Australia for official purposes	Approval limited to: - Chief Executive Officer; - Deputy Commissioner; - Executive Director, Operational Support Services; - Executive Director, Specialist Operations	✓	✓					
Approval of actual domestic travel expenses in excess of standard meal allowances as prescribed in Directive "Domestic Travelling and Relieving Expenses"		✓	✓	✓				
Approval of actual domestic travel expenses in accordance with Directive "Domestic Travelling and Relieving Expenses"		✓	✓	✓	✓	✓	✓	
Approval to extend 12 month limit on travel & relieving allowance & actual travel expenses claims		✓	✓					
Entertainment								
Expenditure on official functions greater than \$1,000 per event or including provision of alcohol		✓						
Expenditure on official functions to \$1,000 per event	Events not including provision of alcohol	✓	✓					
Expenditure on official functions to \$500 per event	Events not including provision of alcohol			✓				
Write off losses								
Unlimited		✓						
Up to \$20,000			✓					
Up to \$1,000				✓	✓	✓		
Assets								
Allow assets to be used by department employees for private purposes or to keep private money with public monies		✓						
Approval to dispose of assets		✓	✓	✓	✓	✓		
Special Payments								
Greater than \$20,000		✓						
Up to \$20,000 in any single instance payment		✓	✓					
Reportable Gifts								
Approval to make a reportable gift (more than \$150)		✓						
Approval to make a gift (less than \$150)		✓	✓	✓				

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Approval for employee to retain gift >\$350		✓						
Approval for employee to retain gift <\$350		✓	✓	✓				
Debtor Invoices								
Authority to raise debtor invoices and debtor credit notes		✓	✓	✓	✓	✓		
Cash shortages								
Reimbursement of cash shortages		✓	✓	✓	✓			

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SCHEDULE 3 (PART A) – Ancillary Delegations

Whole of Government	Position
The issue of new Queensland Corporate Card or the amendment of existing card to departmental officers	Delegation Authority Level (DAL 2 or higher expenditure authority).
Corporate Card Expenditure	Corporate Card Holders are automatically afforded a delegation equivalent to their transaction limit and exercise this delegation based on the conditions under which the card is issued. Expenditure limits for corporate cards are inclusive of GST.
Carcharge Card	All departmental officers who are holders of a cabcharge card.
Fuel Card	All departmental officers in charge of a government vehicle.
Periodic and recurring financial and other expenses up to the value of the scheduled fee and up to the value of the contract, service or funding agreement	<ul style="list-style-type: none"> - Executive Director, Operational Support Services; - Director, Finance and Contracts; - Director , Offender Information Systems; - General Manager (facility specific only); and - Regional Manager (region specific only).
Revenue contract execution (Prison Industries)	- Executive Director, Operational Support Services.
Travel Expenditure: Interstate Travel Prisoner Transfers (one or more persons)	<ul style="list-style-type: none"> - Deputy Commissioner, Queensland Corrective Services; - Executive Director, Operational Support Services; and - Executive Director, Specialist Operations.
Travel Expenditure: Interstate Travel Extraditions (one or more persons)	- Director, Intelligence & Investigation.

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SCHEDULE 3 (Part B) – DEPARTMENT OF JUSTICE AND ATTORNEY-GENERAL CORPORATE ANCILLARY DELEGATIONS

Specific position based delegations which are not covered under the general Schedule 2 - Expenditure Delegation Levels

SCHEDULE 3 – ANCILLARY DELEGATIONS	POLICY/NOTES	POSITION See Schedule 1 for relevant position number/s relating to position title
Corporate Services		
The Chief Financial Officer is the delegate responsible to authorise expenses incurred by the Commissioner on expense types such as travel and corporate card.		– Executive Director, Financial Services (712130)
Approve the monthly corporate card transactions for senior executive officers directly reporting to the Commissioner (711254).	FMPM 8.8.1 Qld Government Corporate Card	– Assistant Director-General (713115) – Executive Director, Financial Services (712130)
Approval for the Commissioner to give, receive, retain or dispose of/donate a gift	Refer Gifts and Benefits Policy	– Executive Director, Financial Services (712130)
Unlimited amount for Periodic Services (including salaries)	FMPM 8.1.1 Determination of Official Expenditure	– Director, Budget, Financial Services (714678) – Director, Financial Operations, Financial Services (715430)
Unlimited amount for Periodic Services related to salaries only	FMPM 8.2 Employee Expenses	– Executive Director, Human Resources and Governance (716096)
Capital works and minor works – capital and operational budgets up to \$1,500,000	FMPM section 14 Asset Management Includes facility, property and ICT related Projects	– Assistant Director-General, Corporate Services (713115)
ICT projects – capital and operational budgets up to \$250,000	Includes authority to enter into contracts with, and engage ICT contractors and professional ICT services (consultancies) and supply and installation of ICT-related equipment up to the limit of this financial delegation.	– Executive Director, Information Technology Services (712131)
For any ICT projects variations up to \$50,000 of the original approved amount.		– Executive Director, Information Technology Services (712131)
Capital works and minor works – capital and operational budgets up to \$750,000	FMPM section 14 Asset Management	– Executive Director, Facilities Services (743704) – Director, Facilities Services (705485)
Capital works and minor works (capital and operational budgets up to \$100,000	Includes delegation to engage construction and accommodation contractors and professional services contractors (i.e. construction industry consultants) up to the limit of this financial delegation.	– Business Manager, Facilities Services (718115) – Program Manager, Facilities Services (721267)
For any capital works projects variations up to \$100,000 of the original approved amount.		– Executive Director, Facilities Services (743704) – Director, Facilities Services (705485)
Unlimited amount for periodic services for departmental lease-related property, fleet and maintenance management framework expenses.	FMPM 8.1.1 Determination of Official Expenditure	– Executive Director, Facilities Services (743704) – Director, Facilities Services (705485)
Unlimited amount for ICT related Periodic expenditure.	e.g. Telstra, Optus, Microsoft payments, PSN, Dept Communities SLA (YJ) network payments.	– Executive Director, Information Technology Services (712131)

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SCHEDULE 3 – ANCILLARY DELEGATIONS	POLICY/NOTES	POSITION See Schedule 1 for relevant position number/s relating to position title
All new ICT acquisitions (i.e. IT hardware, software and services) require endorsement, prior to delegate authority approval.	<p>This ensures consistency with the department's technical and enterprise architecture standards and compliance with the QITC Framework. It excludes consumables such as keyboards, mice and other USB devices or devices and software listed on the standard software and hardware list found at:</p> <p>http://intranet.justice.govnet.qld.gov.au/divisions-and-branches/corporate-services/information-technology/purchasing</p> <p>Refer FMPM section 11.1.13 ICT Procurement</p> <p>See Schedule 2 & 3 for relevant expenditure delegation.</p>	<ul style="list-style-type: none"> – Executive Director, Information Technology Services (712131) – Director, Operations (714307) – Director, Business Services (711815) – Director, Business Partnering (734992)
Minor sponsorships for the whole department up to \$1,000	FMPM 8.5.1 Accounting for Other Expenses	– Director, Communication Services (715396)
Entertainment costs for Ministerial functions up to \$1,000	<p>Excluding alcohol.</p> <p>FMPM 8.7 Entertainment/Hospitality Expense.</p>	– Director, Communication Services (715396)