

Department of Jobs, Skills, Industry and Regions

INSTRUMENT OF FINANCIAL DELEGATION- Department of Jobs, Skills, Industry and Regions (DJSIR or the Department)

Standing Directions made under section 8 of the *Financial Management Act 1994* provide that the Secretary may authorise officers of the Department, and other people in emergencies, to create financial liabilities and obligations on behalf of the Department. The details and limits of this authority are set out in detail in Schedules 1 to 6 of this Instrument and are listed below. Schedule 7 sets out arrangements for approval of personal expenditure for certain senior officers.

Category of Financial Delegation	Schedule	Page
Authority to commit or incur operating expenditure, authority to issue credit notes and refunds to debtors, capital expenditure, and execute contracts (including contract variations) and excluding discretionary grants and ex gratia payments, while appointed to, or occupying from time to time, any of the standard positions as outlined in the schedule.	1	2
Authority to commit or incur expenditure associated with an emergency event while appointed to, or occupying from time to time, any of the temporary emergency management positions as outlined in the schedule.	2	5
Authority to approve specific payment types , while appointed to or occupying from time to time, any of the standard positions as outlined in the schedule.	3	6
Authority to commit or incur expenditure on departmental corporate cards , up to their corporate card transaction limit; an approved corporate cardholder.	4	9
Authority to approve the disposal of assets while appointed to, or occupying from time to time, any of the positions as outlined in the schedule, and the authority to write off bad debt .	5	10
Authority to approve ex gratia payments .	6	11
Personal Expenditure Approvals for the senior departmental executives, and staff within the Office of the Secretary.	7	12

With the exception of financial delegations assigned to emergency management positions in Schedule 2, financial delegations can be exercised only by employees of the Department.

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Schedule 1

Maximum Financial Delegations – Standard Positions

The following is a list of generic position categories which are authorised to:

- commit or incur goods and services expenditure;
- authorise credit notes and refunds to debtors;
- commit or incur capital expenditure; and
- approve contracts (including contract variations) within budget capacity.

This schedule does not apply to discretionary grants and *ex gratia* payments. *Ex gratia* payments are dealt with under **Schedule 6**, and discretionary grants are outside the scope of this Instrument.

Position	Classification	Maximum Permitted Financial Delegation inclusive of GST
Secretary	SES3	\$300,000,000
Associate Secretary	SES3	\$10,000,000
Deputy Secretary, Corporate Services	SES3	\$ 10,000,000
Associate Deputy Secretary, Corporate Services	SES2	\$10,000,000
Deputy Secretary	SES3/SES2	\$ 5,000,000
Associate Deputy Secretary	SES2	\$ 5,000,000
Chief Executive Officer, Office of the Commonwealth Games	SES3	\$ 5,000,000
Chief Executive Officer, Invest Victoria	AO3	\$ 5,000,000
Chief Executive Officer, Creative Victoria	SES2	\$ 5,000,000
Chief Financial Officer	SES2	\$ 1,000,000
Chief Executive	SES2/SES1	\$ 1,000,000
Executive Director	SES3/SES2	\$ 500,000
Chief Procurement Officer		
Chief Information Officer		
Chief Communications Officer		
General Counsel		
Commissioner, VGTI (Australia-based)		
Small Business Commissioner		
Head		
Lead Scientist		
Executive Chair		

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Position	Classification	Maximum Permitted Financial Delegation <u>inclusive</u> of GST
Deputy Executive Chair Executive Director Director	SES1	\$ 250,000
Director, Workplace Services Director, Telecommunications	STS	\$ 250,000
Director	STS or Grade 7/6	\$ 150,000
Assistant / Deputy Director Commissioner, VGTI (Overseas-based) / Head of Post Senior Advisor Manager	COMM, SES1, Grade 7 or STS	\$ 150,000
Deputy / Assistant Director Business / Office Manager Functional Lead Senior Manager Senior Officer Senior Advisor Lawyer Manager Principal Officer Project Manager Program Coordinator / Manager	COMM, STS, Principal Scientist, Science D or Grade 7/6	\$ 50,000
Fleet Manager	Grade 5	\$50,000
Manager Project Manager Senior Advisor Senior Officer Principal Officer Lawyer Team Leaders Supervisor Reporting and Business Analyst Executive Assistant Deputy Commissioner (Locally Engaged Staff, VGTI Offices)	LES, Science C or Grade 5	\$ 25,000

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Position	Classification	Maximum Permitted Financial Delegation <u>inclusive of GST</u>
Team Leader Officer	LES, Science B or Grade 4	\$ 15,000
Executive Assistant		
Director (Locally Engaged Staff, VGTI Offices)		

Notes

1. To exercise a financial delegation against a standard position, an officer must:
 - a) have budget responsibility and have sufficient available budget;
 - b) be appointed to a position category listed above;
 - c) in relation to a procurement, have procured the transaction in accordance with the Department's procurement policies and procedures; and
 - d) have functional responsibility for the expenditure.
2. Contracts and/or contract variations (including standing offer contracts) are to be approved by a financial delegate with:
 - a) sufficient financial delegation to approve the revised contract amount (original value plus variation); and
 - b) business responsibility for the contract.
3. The above financial delegation limits apply to purchases made under contract. Delegates must refer to the Procurement Governance Framework for all contract approvals and variation requirements and processes.
4. The financial delegation of \$300 million for the Secretary, Department of Jobs, Skills, Industry and Regions was authorised by the Ministers.
5. Officers who exercise financial delegations should complete Governance of Financial Management (GOFM) training, including refresher training as directed. If an officer does not complete this training, their access to the Department's financial systems may be restricted.

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Schedule 2

Financial Delegations – Emergency Management Positions during an Emergency Event

The following is a list of emergency management generic position titles attracting financial delegations to commit or incur expenditure associated with an emergency event.

Position	Maximum Permitted Financial Delegation <u>inclusive of GST</u>
Associate Secretary	\$10,000,000
Associate Deputy Secretary, Corporate Services	\$10,000,000
Emergency Controller	\$10,000,000
State Controller	\$ 500,000
DJSIR State Agency Commander	
Level 3 Incident Controller	
Level 2 Incident Controller	\$ 100,000
Logistics Officer (non-Marine Pollution)	
Level 1 Incident Controller	\$ 50,000

Notes

1. The above positions are temporary in nature and will only be utilised whilst DJSIR is managing an emergency event, for example pandemic response, bushfire etc.
2. In cases where an emergency is co-managed by DJSIR and other departments. The above positions will be filled by officers of DJSIR, by officers of another Victorian Government agency who have been seconded to DJSIR or undertaking responsibilities under a formal agreement with DJSIR, by port operators, or by volunteers associated with Country Fire Authority (CFA) or Victoria State Emergency Service (SES) which assist with the management of the emergency event. Officers outside of the Victorian Public Service exercise delegations in line with an exemption to Standing Directions of the Minister for Finance section 3.3 granted by the Department of Treasury and Finance.
3. To exercise an emergency management financial delegation, a person must be appointed to a position category listed above by way of notification from area manager to the Financial and Property Services branch.
4. Positions titles equivalent to those stated that may arise from different emergency management structures hold equal financial delegation. Officers must confirm this in writing, prior to exercising financial delegation, with the State Agency Commander (or Executive Director, Emergency Management or delegate).
5. This Schedule applies to emergency management events where DJSIR may be the control or lead agency include those listed under Part 7 of the Emergency Management Manual Victoria.
6. Officers who exercise financial delegations should complete Governance of Financial Management (GOFM) training, including refresher training as directed. If an officer does not complete this training, their access to the Department's financial systems may be restricted.

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Schedule 3

Financial Delegations – Specific Payment Types

Specific Payment Types comprise the following categories of payments:

- State Purchase Contracts
- Taxes
- Insurance premiums and payments
- Transfer of funds to portfolio agencies
- Accommodation
- Motor vehicle leases
- Employment-related expenditures

Position	Specific Payment Type
The following roles have financial delegation to approve all listed payment types in Schedule 3	
Secretary	All State Purchase Contracts
Associate Secretary	Any Corporate Services Managed Contracts
Deputy Secretary, Corporate Services	Goods and Services Tax Fringe Benefit Tax
Associate Deputy Secretary, Corporate Services	Payroll Tax
Chief Financial Officer	Pay As You Go (PAYG) withheld from supplier Insurance premiums Insurance payments to Victorian Managed Insurance Authority (VMIA) Transfer of funds to portfolio agencies
The following authorised delegates have authorisation only for listed payment types in their table	
Secretary	Salaries and allowances
Associate Secretary	Third Party payroll deductions
Deputy Secretary, Corporate Services	Employer superannuation contributions WorkCover premiums
Associate Deputy Secretary, Corporate Services	PAYG withheld from Salaries and Allowances
Executive Director, People and Culture	
Director, People and Culture Operations	

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Position	Specific Payment Type
Secretary	Building rental, maintenance and associated costs
Associate Secretary	Motor vehicle leases and related costs under government contract
Deputy Secretary, Corporate Services	State Purchase Contracts such as:
Associate Deputy Secretary, Corporate Services	<ul style="list-style-type: none"> • Printing services • Flight Centre Management (FCM) travel payments • Stationery supplies • Vehicle hire and fuel cards • Utilities cost • Postage • Taxi usage
Chief Financial Officer	
Director, Workplace Services	
Secretary	State Purchase Contracts such as:
Associate Secretary	<ul style="list-style-type: none"> • Mobile phones • Landline costs • Data cards • Services provided under the CenITex Funding Agreement, including workplace and application hosting services
Deputy Secretary, Corporate Services	
Associate Deputy Secretary, Corporate Services	
Executive Director, Information Services	
Chief Information Officer	
Vendor and Services Manager	
Secretary	Insurance premiums
Associate Secretary	Insurance payments to VMIA
Deputy Secretary, Corporate Services	
Associate Deputy Secretary, Corporate Services	
Chief Financial Officer	
Executive Director, Strategy, Performance and Governance	
Secretary	Goods and Services Tax
Associate Secretary	Fringe Benefit Tax
Deputy Secretary, Corporate Services	Payroll Tax
Associate Deputy Secretary, Corporate Services	Pay As You Go (PAYG) withheld from supplier
Chief Financial Officer	
Director, Financial Services	
Chief Executive Officer, Office of the Commonwealth Games	Infrastructure delivery program of the Commonwealth Games up to \$20 million (inclusive of GST)

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Notes

1. State Purchase Contracts (SPC) are standing offer agreements for Victorian government common use goods and services. SPCs are established for use by Departments and are mandatory. This Schedule is to authorise certain officers to make payments to SPCs whereas the financial delegations have been exercised by the relevant financial delegate at the time of entering a SPC.
2. The Department makes regular high value payments. The above specific payment types may be approved outside standard financial delegation limits but within available funding or budget capacity.
3. Under the Public Administration Act 2004, the Secretary of a Portfolio Department has the legal authority to incur expenditure directly related to employment, including salaries, superannuation, WorkCover premiums and the like.
4. The financial delegation of \$20 million (inclusive of GST), in respect of the infrastructure delivery program of the Commonwealth Games for the CEO, Office of the Commonwealth Games was authorised by the responsible ministers.

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Schedule 4

Financial Delegations – Purchasing Cards

Purchasing cardholders approved by the Chief Financial Officer (CFO), or their delegate, the Director, Financial Services, are deemed to hold a financial delegation up to their corporate card transaction limits (inclusive of GST).

Notes

1. The maximum transaction limit for corporate cards is set at \$2,000 for Category A, \$3,000 for Category B and \$5,000 for Category C and the maximum monthly limit for corporate cards is set at \$5,000 for Category A, \$10,000 for Category B and \$25,000 for Category C. (refer to the *Staff Expenses and P-Card Policy*).
2. All requests for a corporate card must be recommended by the potential cardholder's financial delegate who must have a delegation above the corporate card category limit (refer to Schedule 1). Final approval for all corporate cards is by the CFO or their delegate, the Director, Financial Services.
3. Requests for transaction limits above the above prescribed amounts must be recommended by the cardholder's appropriate financial delegate and approved by the CFO, or their delegate, the Director, Financial Services. Monthly limits cannot exceed \$25,000 unless approved by the Secretary.
4. A brief outlining the business case for any increase in the transaction or monthly limit above the standard boundary is required for consideration.
5. To exercise a financial delegation, other than for corporate card purchases, a corporate cardholder must have a financial delegation assigned to their position.

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Schedule 5

Financial Delegations – Assets Disposal and Bad Debt Write-off

Position	Maximum Permitted Financial Delegation <u>inclusive</u> of GST
Asset Disposals	
Minister (must be endorsed by the CFO and the Secretary)	Greater than \$300,000,000
Secretary (must be endorsed by the CFO)	\$ 1,000,001 to \$300,000,000
Deputy Secretary (must be endorsed by the CFO)	\$ 50,001 to \$ 1,000,000
Head (must be endorsed by the CFO)	
Executive Officer or equivalent	Up to \$ 50,000
Bad Debt Write-off	
Minister	Greater than \$ 1,000,000
Secretary	\$ 50,001 to \$ 1,000,000
Chief Financial Officer	Up to \$ 50,000

Notes

1. The minimum approval level for the disposal of plant or equipment is Executive Officer or equivalent and the minimum position level is an STS.
2. Disposals above \$50,000 must seek approval from the relevant Deputy Secretary and endorsement by the CFO.
3. Disposals above \$1,000,000 must seek approval from the Secretary and endorsement by the CFO.
4. Disposals above \$300,000,000 must seek approval from the Ministers and endorsement by the CFO and the Secretary.
5. The business area must follow relevant procurement policies and notify Financial Management in writing of any such asset disposal.

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Schedule 6

Financial Delegations – Ex Gratia Payments

Position	Maximum Permitted Financial Delegation
Minister	Greater than \$ 10,000
Secretary	Up to \$ 10,000

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Schedule 7

Personal Expenditure Reimbursement Approvals for Senior Departmental Executives and staff within the Office of the Secretary

Position	Approver
Secretary Director, Office of the Secretary	Chief Financial Officer
Deputy Secretary, Corporate Services	Secretary
Deputy Secretary Chief Financial Officer Lead Scientist Chief Executive Officer, Global Victoria Chief Executive Officer, Invest Victoria Chief Executive Officer, Creative Victoria Chief Executive Officer, Office of the Commonwealth Games	Deputy Secretary, Corporate Services
Executive Directors / Directors	Relevant Group Deputy Secretary

Notes

1. Staff's personal expenditure reimbursements are normally approved by their line manager with appropriate financial delegation. To reduce administrative burden on the Secretary and other senior executives, this Schedule provides alternative approvers for the above positions in relation to their personal expenditure reimbursement.