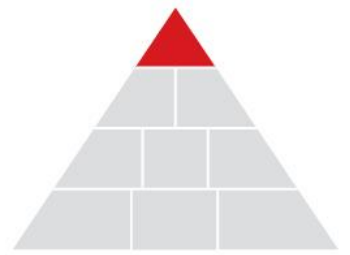


# Policy

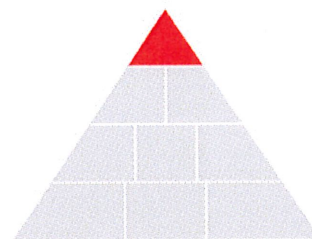


## Authorities, Approvals and Accountabilities

MD-12-17

QUEENSLAND RAIL OFFICIAL

# Policy statement



## Authorities, Approvals and Accountabilities

### Our Commitment

Queensland Rail is committed to ensuring its decision-making and approval processes are robust and defensible and that our people are appropriately empowered to perform their roles in order to contribute to the achievement of the organisation's strategic and operational objectives. Appropriate delegations of authority help ensure authority is properly exercised in a manner that is transparent, accountable and reflective of Queensland Rail and its subsidiary Queensland Rail Limited's administration of public funds.

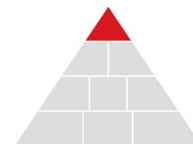
### What we will do

To enable informed, timely and defensible decision making, we will:

- recognise the authority reserved to responsible Ministers and the Queensland Rail Board
- specify the authority delegated by the Board to the Queensland Rail CEO and to other positions within the organisation
- designate the manner in which delegated authority is to be exercised, both on a financial, risk and functional basis, particularly in relation to the granting of approvals
- identify accountabilities and guiding principles that are to govern the exercise of delegated authority in accordance with Queensland Rail's policies and procedures
- empower our people and promote a culture of accountability and responsibility; and
- align the delegation of authority with Queensland Rail's systems and business processes to facilitate efficient and effective decision making.

**Kat Stapleton**  
Chief Executive Officer



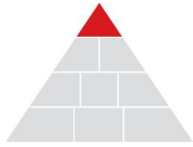


# 1 Responsibilities

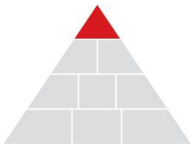
The following establishes the broad accountabilities and responsibilities of the key internal stakeholders applicable to this Policy.

## 1.1 Who does what?

Who	What
<b>Responsible Ministers</b>	<p>This role is unique to this Policy.</p> <p>For transactions which exceed the authority of the Board, exercise authority in accordance with the Queensland Rail Transit Authority Act 2013 (Qld), the <i>Statutory Bodies Financial Arrangements Act 1982</i> (Qld), agreed government Investment Guidelines and ministerial and constitutional powers.</p>
<b>Board</b>	<p>Responsible for the approval of Policy in accordance with legal and regulatory obligations, and to enable Queensland Rail's pursuit of opportunities aligned with its vision and values in an ethical and responsible manner.</p> <p>In addition, the Board is responsible for:</p> <ul style="list-style-type: none"> <li>the determination of authority to be reserved to the Board and authority to be delegated to managers</li> <li>exercising reserved authority</li> <li>where applicable seeking approval of Responsible Ministers in accordance with the Queensland Rail Transit Authority Act 2013 (Qld), the <i>Statutory Bodies Financial Arrangements Act 1982</i> (Qld)</li> <li>where applicable notifying Responsible Ministers in accordance with the Queensland Rail Transit Authority Act 2013 (Qld), the <i>Statutory Bodies Financial Arrangements Act 1982</i> (Qld), and</li> <li>obtaining assurance from the CEO that Queensland Rail is complying with this Policy.</li> </ul>
<b>Chief Executive Officer (CEO)</b>	<p>Leads Queensland Rail's implementation of and compliance with this Policy, by:</p> <ul style="list-style-type: none"> <li>approving the Authority Framework</li> <li>communicating Queensland Rail's vision, and the importance of the Policy, to all Queensland Rail employees, and</li> <li>responding to recommendations made when this Policy is reviewed, to ensure the Policy remains up to date and relevant to Queensland Rail.</li> </ul>
<b>Executive Leadership Team (ELT)</b>	<p>Each ELT Member holds the accountability for ownership of their respective Authorities, Approvals and Accountabilities within their business group and must ensure the implementation of this Policy.</p> <p>Are accountable for leading the implementation of the Policy in their respective functions and ensuring this Policy has been complied with.</p>
<b>Chief Financial Officer (CFO) and Group Executive Finance &amp; Corporate Services (GE FCS) (Policy Owner)</b>	<p>Is the Business Function Owner (Policy Owner) and must:</p> <ul style="list-style-type: none"> <li>develop the Policy and enabling processes (i.e. Policy-related documents and systems) to ensure this Policy is reflected in Queensland Rail's operations</li> <li>establish and maintain processes to provide assurance (at least annually) to the Executive Risk Committee (ERC) and Board that this Policy is being followed by Queensland Rail, and</li> <li>review this Policy annually and provide recommendations to the ERC.</li> </ul>
<b>Company Secretary</b>	<p>Is the Content Developer for the Policy, on behalf of the Business Function Owner (Policy Owner).</p>



Who	What
<b>Leaders of functions, areas and teams</b>	<p>Must:</p> <ul style="list-style-type: none"><li>• communicate the Policy to their employees, relevant contractors and consultants to ensure they understand the Policy</li><li>• demonstrate compliance with the Policy and are also responsible for leading the implementation in their respective functions, areas and teams</li><li>• develop process to enable implementation of policy requirements, and</li><li>• Management within Queensland Rail must implement assurance processes to enable achievement of business objectives and compliance with this Policy.</li></ul>
<b>All employees, relevant contractors and consultants</b>	Everyone who needs to make use of this Policy for work purposes must ensure that they understand and comply with this Policy.



## 2 Document history

### 2.1 Document information

Current Version	4.4
First Released	01 July 2012
Last Updated	04 August 2023
Review Frequency	Annually
Review Before	04 August 2024
Document Authoriser	Queensland Rail Board
Functional Owner	Chief Financial Officer (CFO) and Group Executive Finance & Corporate Services (GE FCS)
Content Developer	Company Secretary
Audience	All employees, relevant contractors and consultants

### 2.2 Document amendment history

Version	Date	Section(s) Amended	Summary of Amendment
4.4	04/08/2023	Whole document	Updated next review and version.
4.3	05/08/2022	Whole document	Updated next review and version.
		1.1	Changes to further clarify the accountabilities and responsibilities, aligned to Policy ownership and business implementation.
4.2	30/03/2021	Whole document	Updated next review and version.

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