



DELEGATION POLICY AND REGISTER

1.0 INTRODUCTION

The Diocese of Sale Catholic Education Limited (**DOSCEL**) is a Company incorporated under the *Corporations Act 2001* (the Act) and all of the powers of the Company rest with the Board of Directors in accordance with DOSCEL Constitution.

Under the DOSCEL Constitution and section 198D of the Act, the Board of Directors has delegated its powers as set out in this Policy.

Diocese of Sale Catholic Education Limited (**DOSCEL**) Constitution provides:

- that the Directors must appoint a person nominated as the Chief Executive Officer to be responsible for the day to day management and general administration of the Company, subject to the Directors supervision and lawful direction (Clause 26.4).
- that the Directors may delegate any of their powers, other than those which by law must be dealt with by the Directors as a board, to a committee or committees (Clause 34.1).

For effective governance and management of risk DOSCEL has established a Delegations Register for Schools and the Catholic Education Office, Diocese of Sale (**CEOSale**).

2.0 PURPOSE

The purpose of this Policy is to delegate the powers and functions specified in Schedules 2 and 3.

3.0 PRINCIPLES

Schedule 1 identifies the positions nominated at each delegate level.

Delegations

The DOSCEL Board has delegated the powers and functions stated in Schedule 2 to the persons occupying, or for the time being performing the duties of, the delegate level described in the Schedule.

The delegates are instructed to observe and comply with the limitations and conditions in this Policy.

With the exception of the Chief Executive Officer, no delegate is authorised to sub-delegate any of the delegate's delegated functions to another person or group of persons.

Authority is exercised by the lowest level delegate in the first instance and escalated to a higher level delegate if the lower delegate is unavailable or has a conflict of interest.

If a legal agreement or other document covering a matter included in a delegate's authority also includes subject matter that falls within the responsibility of a delegate with a higher authority, then the document must be signed by the delegate with the higher authority.

Limitation and Conditions

Prior to the exercise of any power or function the delegate must consider whether the matter:

- is of such importance that it should be submitted to; or
- possesses special features which should be considered by,

a delegate at a higher level or the Chief Executive Officer of DOSCEL.

If the delegate considers this the matter should be submitted to the Chief Executive Officer or Chief Financial Officer for further direction, the delegate must:

- conform with any specific limitations on the exercise of the delegated power or function as specified in Schedule 2 for schools and Schedule 3 of the Catholic Education Office, Diocese of Sale (CEOSale);
- not take any action inconsistent with:
 - any applicable Commonwealth legislation, including any applicable Federal Award or Workplace Agreement
 - any applicable Victorian legislation, including any regulations or Orders made under the *Education and Training Reform Act 2006*
 - complying with the law on the exercise of delegated functions.

Unless otherwise stated Principals must only exercise the delegation in respect of positions or employees in their school;

In exercising any delegation, the delegate must be satisfied that any cost implication of the decision can be funded.

4.0 REVIEW

Implementation Date: July 2018

Review Date: 1 July 2019

SCHEDULE 1

OFFICERS TO WHICH THE POWERS AND FUNCTIONS ARE DELEGATED

Level 1

Chief Executive Officer (CEO)

Level 2

Chief Financial Officer (CFO)

Chief Operations Officer (COO)

Executive Manager: Industrial Relations/Human Resources (EM: IR/HR)

Level 3

Principals

Level 4

Schools' Senior Leadership Team

CEOSale Manager

Please note:

Certain functions will require that Board approval and Member approval be sought. These are noted in the Schedules, where applicable.

SCHEDULE 2 – SCHOOLS

DELEGATION OF POWERS, FUNCTIONS, AND DUTIES FOR SCHOOLS

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HR 8.0	Classification, Salaries and Allowances
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FIN 3.0	Appointment of School Auditor
FIN 4.0	Payroll Approval and Payment
FIN 5.0	Approval of Electronic Files for Payment
FIN 6.0	Purchase Order Approvals
FIN 7.0	Loan Applications
FIN 8.0	Issue of Credit Cards
FIN 9.0	Review of Monthly Credit Card Statement
FIN 10.0	Payment Authorisation of Reimbursement of Work-Related Expenses
FIN 11.0	Payment of Recurrent Expenditure
FIN 12.0	Capital Expenditure – Furniture
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SCON 6.0	Other
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SCON 8.0	Instrumental Music Tutors
SCON 9.0	Facility/Contractor
SCON 10.0	Bus Contracts
SCON 11.0	School Camp Contracts
SCON 12.0	Work Experience

Note: All contracts will be entered in the name of DOSCEL trading as the school.

4. Legal Advice

LEG 1.0	Industrial Relations Legal Advice
LEG 2.0	Professional Standards Legal Advice
LEG 3.0	Engagement of Legal Advice

Note:

- Employment Contracts: Refer Human Resources Delegation Area
- Legal Templates: To be used where applicable
- CECV Templates: To be used where applicable
- Solicitor Appointed by DOSCEL

5. Operations

OPS 1.0	Camps and Excursions
OPS 2.0	Student Expulsion Student Suspension
OPS 3.0	School Closure Days
OPS 4.0	Pupil Free Days

Function – Human Resources

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Appointment of Staff	HR 1.0	School Teaching and Non-Teaching Staff excluding Senior Leadership Team	Level 3
	HR 1.1	Senior Leadership Team - Deputy Principal/ Assistant Principal / Head of Campus / Religious Education Leader / Business Manager in a Secondary School on a fixed term or on-going basis	Level 2
	HR 1.2	Principal, subject to ratification by the Bishop	Level 1
Positions of Leadership	HR 2.0	Appointments consistent with the VCMEA <ul style="list-style-type: none"> Where the allowance is paid to a member of the Senior Leadership Team then HR1.1 applies 	Level 3
Allowances	HR 2.1	Approval of allowances for School Teaching and Non-Teaching Staff consistent with the VCMEA	Level 3
Assignment of Higher Duties Allowance	HR 2.2	School Teaching and Non-Teaching Staff excluding Senior Leadership Team	Level 3
	HR 2.3	Senior Leadership Team - Deputy Principal/ Assistant Principal / Head of Campus / Religious Education Leader / Business Manager in a Secondary School on a fixed term or on-going basis	Level 2
	HR 2.4	Acting Principal appointments	Level 2
Redundancy	HR 3.0	Declaring School Teaching and Non-Teaching Staff redundant	Level 2
Letters of Appointment	HR 4.0	School Teaching and Non-Teaching Staff excluding Senior Leadership Team provided DOSCEL template letters are used.	Level 3
	HR 4.1	Senior Leadership Team - Deputy Principal/ Assistant Principal / Head of Campus / Religious Education Leader / Business Manager in a Secondary School using DOSCEL templates and subject to the requirements of HR1.1	Level 3
	HR 4.2	Principal	Level 1

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Transfer of Employment within DOSCEL	HR 5.0	School Teaching and Non-Teaching Staff	Level 3
	HR 5.1	Senior Leadership Team - Deputy Principal/ Assistant Principal / Head of Campus / Religious Education Leader / Business Manager in a Secondary School	Level 2
	HR 5.2	Principal	Level 1
Approval of Employment for School Staff with Second Employer	HR 6.0	School Teaching and Non-Teaching Staff	Level 3
	HR 6.1	Senior Leadership Team - Deputy Principal/ Assistant Principal / Head of Campus / Religious Education Leader / Business Manager in a Secondary School	Level 2
	HR 6.2	Principal	Level 1
Assignment of Duties	HR 7.0	School Teaching and Non-Teaching positions in accordance with VCMEA	Level 3
	HR 7.1	Senior Leadership Team - Deputy Principal/ Assistant Principal / Head of Campus / Religious Education Leader / Business Manager in a Secondary School	Level 3
	HR 7.2	Principal as set out in contract of employment	Level 1
Classification, Salaries and Allowances	HR 8.0	School Teaching and Non-Teaching Staff <ul style="list-style-type: none"> In accordance with the VCMEA 	Level 3
	HR 8.1	Senior Leadership Team - Deputy Principal/ Assistant Principal / Head of Campus / Religious Education Leader / Business Manager in a Secondary School	Level 2
	HR 8.2	Principal	Level 1
	HR 8.3	Agreed arrangements to recover salary and allowance overpayment up to \$500	Level 3
	HR 8.4	Agreed arrangements to recover salary and allowance overpayment greater than \$500	Level 2

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Approval of Leave	HR 9.0	School Teaching and Non-Teaching Staff	Level 3
	HR 9.1	Senior Leadership Team - Deputy Principal/ Assistant Principal / Head of Campus Religious Education Leader / Business Manager in a Secondary School	Level 3
	HR 9.2	Principal	Level 1
Special Leave	HR 10.0	School Teaching and Non-Teaching Staff	Level 3
	HR 10.1	Senior Leadership Team - Deputy Principal/ Assistant Principal / Head of Campus / Religious Education Leader / Business Manager in a Secondary School	Level 3
	HR 10.2	Principal	Level 1
Reimbursement of Personal, Travel and Other Work-related Expenses	HR 11.0	School Teaching and Non-Teaching Staff (including Senior Leadership Team - Deputy Principal/ Assistant Principal / Head of Campus / Religious Education Leader / Business Manager in a Secondary School)	Level 3
	HR 11.1	Principal	Level 2
Work-related Travel – interstate and overseas	HR 12.0	All school staff	Level 1
Instigation of Processes for Management of Unsatisfactory Performance and Misconduct	HR 13.0	Teaching and Non-Teaching Staff <ul style="list-style-type: none"> • prior to commencing the process consultation must occur with the Executive Manager Industrial Relations / Human Resources 	Level 2
	HR 13.1	Principal	Level 1
Dismissal	HR 14.0	School Teaching and Non-Teaching Staff	Level 1
	HR 14.1	Principal	Level 1

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Stand-Down	HR 15.0	School Teaching and Non-Teaching Staff	Level 2
	HR 15.1	Senior Leadership Team - Deputy Principal/ Assistant Principal / Head of Campus / Religious Education Leader / Business Manager in a Secondary School	Level 2
	HR 15.2	Principal	Level 1

Note

VCEMEA means *Victorian Catholic Education Multi Enterprise Agreement 2013*, as varied or replaced from time to time

Function – Finance

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Budget Approval	FIN 1.0	To be approved by Board of DOSCEL	N/A
Opening of CDF Account	FIN 2.0	All schools This was previously held by parish priests and canonical administrators	Level 1
Appointment of School Auditor	FIN 3.0	Appointed by Board of DOSCEL	N/A
Payroll Approval and Payment	FIN 4.0	Primary Schools – CDF Online Payment files to be authorised by two persons: <ul style="list-style-type: none"> Principal; and Other delegated employee within school at Level 4 as determined by the principal 	Level 3 Level 4
	FIN 4.1	Secondary Schools – CDF Online Payment files to be authorised by two persons: <ul style="list-style-type: none"> Principal or the Business Manager; and Other delegated employee within school at Level 4 as determined by the principal 	Level 3 Level 4
Approval of Electronic Files for Payment	FIN 5.0	Primary Schools – CDF Online Payment files to be authorised by two persons: <ul style="list-style-type: none"> Principal; and Other delegated employee within school at Level 4 as determined by the principal 	Level 3 Level 4
	FIN 5.1	Secondary Schools – CDF Online Payment files to be authorised by two persons: <ul style="list-style-type: none"> Principal or the Business Manager; and Other delegated employee within school at Level 4 as determined by the principal 	Level 3 Level 4
Purchase Order Approvals	FIN 6.0	Primary School <ul style="list-style-type: none"> Principal or delegate (provided written authorization is provided by the principal). 	Level 3 Level 4
	FIN 6.1	Secondary School: <ul style="list-style-type: none"> Principal or delegate (provided written authorization is provided by the principal). 	Level 3 Level 4
Loan Applications	FIN 7.0	Chief Executive Officer of DOSCEL provides recommendation to Board which is subject to the approval from the Bishop in accordance with the DOSCEL Constitution	N/A

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Issue of Credit Cards	FIN 8.0	All schools	Level 2
Review of Monthly Credit Card Statement	FIN 9.0	All school credit cards	Level 2
Payment Authorisation of Reimbursement of Work-related expenses	FIN 10.0	Primary Schools – Principal for all school staff excluding the principal	Level 3
	FIN 10.1	Secondary Schools – for all school staff excluding the principal <ul style="list-style-type: none"> If the amount is less than \$200 then the principal can delegate in writing to Level 4 In all other cases, the principal must authorise the payment 	Level 3 Level 4
	FIN 10.2	Reimbursement to principal (all schools)	Level 2
Payment of Recurrent Expenditure	FIN 11.0	Primary Schools - CDF Online Payment files to be authorised by two persons: <ul style="list-style-type: none"> Principal; and Other delegated employee within school at Level 4 as determined by the principal 	Level 3 Level 4
	FIN 11.1	Secondary Schools – CDF Online Payment files to be authorised by two persons: <ul style="list-style-type: none"> Principal or the Business Manager; and Other delegated employee within school at Level 4 as determined by the principal 	Level 3 Level 4
Capital Expenditure – Furniture	FIN 12.0	Primary School (if the amount is less than \$50,000 and within budget)	Level 3
	FIN 12.1	Primary School (if the amount is \$50,000 or more or not within budget)	Level 2
	FIN 12.2	Secondary School (if within budget)	Level 3
Capital Expenditure – ICT Equipment	FIN 13.0	Primary School ICT Equipment means all devices for staff/students, infrastructure including servers, switches, classroom audio visual, robotics lab, etc	Level 2
	FIN 13.1	Secondary School -Within Budget ICT Equipment means all devices for staff/students, infrastructure including servers, switches, classroom audio visual, robotics lab, etc	Level 3

Description	Delegation Reference	Limitations/Conditions	Delegated Level
	FIN 13.2	Secondary School – NOT Within Budget ICT Equipment means all devices for staff/students, infrastructure including servers, switches, classroom audio visual, robotics lab, etc	Level 2
Capital Expenditure Projects – Land and Building	FIN 14.0	Primary School up to but less than \$50,000	Level 3
	FIN 14.1	Primary School greater than \$50,000 but less than \$100,000	Level 2
	FIN 14.2	Secondary Schools up to but less than \$100,000	Level 3
	FIN 14.3	All Schools \$100,000 or greater As per Capital Projects Guidelines and DOSCEL Constitution Approval required by the Bishop	N/A
Write-off of Fixed Assets	FIN 15.0	Primary Schools	Level 2
	FIN 15.1	Secondary Schools up to \$10,000	Level 3
	FIN 15.2	Secondary Schools more than \$10,000	Level 2
School Fee Setting	FIN 16.0	Approved by the DOSCEL Board as recommended by the school	N/A
School Fee Remission	FIN 17.0	Primary School in accordance with <i>Primary Schools as per Fee Collection Guidelines – Fee Concessions</i>	Level 3
	FIN 17.1	Secondary Schools	Level 3
Debt Collection	FIN 18.0	All Schools (per DOSCEL Fee Collection Guidelines)	Level 2
Legal Action to Recover Fees	FIN 19.0	All Schools comply with DOSCEL Fee Collection Guidelines Approval from the Bishop is required in accordance with DOSCEL Constitution to proceed to legal action	N/A

Function – School Contracts

Description	Delegation Reference	Limitations/Conditions	Delegated Level
After School Care	SCON 1.0	<ul style="list-style-type: none"> Primary Schools – must be negotiated, agreed and signed by DOSCEL Secondary Schools – must be signed by DOSCEL 	Level 2
School Cleaning	SCON 2.0		
ICT Providers	SCON 3.0		
Uniform	SCON 4.0		
Canteen	SCON 5.0		
Other	SCON 6.0		
Facilities License Agreement	SCON 7.0	DOSCEL Template must be used	Level 2
Instrumental Music Tutors	SCON 8.0	CECV Template must be used	Level 3
Facility / Contractor	SCON 9.0	CECV Template must be used	Level 3
Bus contracts	SCON 10.0	Approval from DOSCEL required	Level 2
School Camp Contracts	SCON 11.0	Approval from DOSCEL required	Level 2
Work Experience	SCON 12.0	All schools	Level 3

Function – Legal Advice

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Industrial Relations Legal Advice	LEG 1.0	Must be referred to Executive Manager, Industrial Relations / Human Resources	Level 2
Professional Standards Legal Advice	LEG 2.0	Must be referred to Executive Manager, Industrial Relations / Human Resources	Level 2
Any other Legal Advice	LEG 3.0	Must be referred to Executive Manager, Industrial Relations / Human Resources	Level 2

Function – School Operations

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Camps and Excursions	OPS 1.0	Approvals to be submitted to DOSCEL where the students are absent from home overnight	Level 2
Student Expulsion / Negotiated Transfers	OPS 2.0	All schools	Level 1
Student Suspension	OPS 2.1	Subject to appropriate consultation with Level 2	Level 3
School Closure Days	OPS 3.0	All Schools	Level 2
Pupil Free Days	OPS 4.0	All schools	Level 2

SCHEDULE 3 – CATHOLIC EDUCATION OFFICE, DIOCESE OF SALE

DELEGATION OF POWERS, FUNCTIONS, AND DUTIES FOR DIOCESE OF SALE CATHOLIC EDUCATION LIMITED

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CHR 6.0	Approval of Employment for Staff with Second Employer
CHR 7.0	Assignment of Duties
CHR 8.0	Classification, Salaries and Allowances
CHR 9.0	Leave of Absence (as per VCEMEA)
CHR 10.0	Special Leave
CHR 11.0	Reimbursement of Personal, Travel and Other Work-related Expenses
CHR 12.0	Travel – interstate and overseas
CHR 13.0	Unsatisfactory Performance
CHR 14.0	Misconduct
CHR 15.0	Dismissal
CHR 16.0	Stand-Down

2. Finance

CFIN 1.0	Budget Approval
CFIN 2.0	CDF Account
CFIN 3.0	Appointment of Auditor
CFIN 4.0	Payroll Approval and Payment
CFIN 5.0	Approval of Electronic Files for Payment
CFIN 6.0	Purchase Orders
CFIN 7.0	Loan Applications
CFIN 8.0	Issue of Credit Cards
CFIN 9.0	Credit Card Expenditure Approval
CFIN 10.0	Payment Authorisation of Reimbursement of Work-related Expenses
CFIN 11.0	Expenditure Recurrent
CFIN 12.0	Capital Expenditure: Furniture, Plant and Equipment
CFIN 13.0	Capital Expenditure: ICT Equipment
CFIN 14.0	Capital Projects: Land and Building

3. Legal Advice

CLEG 1.0	Industrial Relations Legal Advice
CLEG 2.0	Professional Standards Legal Advice
CLEG 3.0	Engagement of Legal Advice

Note:

- Employment Contracts: Refer Human Resources Delegation Area
- Legal Templates: To be used where applicable
- CECV Templates: To be used where applicable
- Solicitor Appointed by DOSCEL

SCHEDULE 3
CATHOLIC EDUCATION OFFICE, DIOCESE OF SALE DELEGATIONS REGISTER

Function – Human Resources

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Appointment of Staff	CHR 1.0		Level 1
Allowances	CHR 2.0		Level 1
Assignment of Higher Duties Allowance	CHR 2.1		Level 1
Redundancy	CHR 3.0		Level 1
Letters of Appointment	CHR 4.0		Level 1
Transfer of Employment	CHR 5.0		Level 1
Approval of Employment for CEO staff with second employer	CHR 6.0		Level 1
Assignment of Duties	CHR 7.0		Level 1
Classification, Salaries and Allowances	CHR 8.0		Level 2
Approval of Leave	CHR 9.0		Level 4
Special Leave	CHR 10.0		Level 2
Reimbursement of Personal, Travel and Other work-related Expenses	CHR 11.0		Level 2
Work-related Travel – interstate and overseas	CHR 12.0		Level 1
Instigation of processes for management of Unsatisfactory Performance and Misconduct	CHR 13.0	In consultation with Level 1	Level 2
Dismissal	CHR 14.0		Level 1
Stand Down	CHR 15.0		Level 1

Function – Finance

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Budget Approval	CFIN 1.0	To be approved by Board of DOSCEL	N/A
CDF Account	CFIN 2.0	Opening of Accounts	Level 1
Appointment of Auditor	CFIN 3.0	Appointed by Board of DOSCEL	N/A
Payroll Approval and Payment	CFIN 4.0	CDF online Payroll payment files to be authorised by two persons: <ul style="list-style-type: none"> • Level 2 • Other delegated employee at Level 4 as determined by Level 2 	Level 2
Approval of Electronic Files for Payment	CFIN 5.0	CDF online Payroll payment files to be authorised by two persons: <ul style="list-style-type: none"> • Level 2 Other delegated employee at Level 4 as determined by Level 2	Level 2
Purchase Orders	CFIN 6.0	In accordance with the CEOSale Payment Request Form.	Level 4
Loan Applications	CFIN 7.0	Chief Executive Officer of DOSCEL provides recommendation to the Board which is subject to the approval from the Bishop in accordance with the DOSCEL Constitution	N/A
Issue of Credit Cards	CFIN 8.0		Level 1
Credit Card Expenditure Approval	CFIN 9.0		Level 2
Payment authorisation of Reimbursement of work-related Expenses	CFIN 10.0		Level 2

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Expenditure Recurrent	CFIN 11.0		Level 2
Capital Expenditure: Furniture, Plant and Equipment	CFIN 12.0		Level 2
Capital Expenditure: ICT Equipment	CFIN 13.0		Level 2
Capital Projects: Land and Building	CFIN 14.0	Up to but less than \$100,000	Level 1
	CFIN 14.1	\$100,000 or greater As per Capital Projects Guidelines and DOSCEL Constitution Approval required by the Bishop	N/A

Notes:

1. Capital Expenditure: ICT Equipment means all devices for staff/students, infrastructure including servers, switches, classroom audio visual, robotics lab, etc.

Function – Legal Advice

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Industrial Relations Legal Advice	CLEG 1.0	Refer to Executive Manager, Industrial Relations / Human Resources	Level 2
Professional Standards Legal Advice	CLEG 2.0	Refer to Executive Manager, Industrial Relations / Human Resources	Level 2
Engagement of legal advice	CLEG 3.0	Refer to Executive Manager, Industrial Relations / Human Resources	Level 1