

Statement of Delegation

This Delegations of Authority outlines the authorisation limits at various functional levels within Bayside Christian College (College).

This document provides both:

- **Clarity** – in terms of upper limits on spend/activity and specifies when broader consultation is required; and,
- **Empowerment** – when operating within one’s delegation, and where appropriate, to make decisions and act without the need for further consultation or approval.

Principles

- Unless otherwise required by law, all powers, authorities and responsibilities are vested in the first instance in the College Board (Board). Through this Delegations of Authority, the Board delegates certain powers, authorities and responsibilities (Delegations) to the Principal. The Principal, in turn, may make further delegations to various Leadership roles and they again in turn to other College staff.
- Reference in the following tables to the Board is not reflective of a ‘delegation to’ Board. Rather, it reflects the decision of the Board to reserve a power, authority or responsibility for itself.
- The Board may also make delegations to its sub-committees – such delegation being to the sub-committee, not to individual members of the sub-committee.
- For the purposes of this document, a “Manager” is anyone who has direct managerial control over a department or function of the College.
- Implicit in this Delegations of Authority is that a Manager automatically has the delegations of their direct reports.
- A delegation applies to the delegate’s position and not to the individual in that position.
- All delegates must comply with all relevant legislation, the College’s Constitution, policies and procedures.
- A delegate must act ethically and not for any improper purpose.
- A delegate must not exercise a delegation that would provide the delegate with any direct or indirect personal benefit, or if a conflict of interest exists.
- A person appointed as a temporary or acting occupant of a position has the authority delegated to the position in which he or she is acting.
- A delegation that contains the words ‘in consultation with’, ‘on advice from’, or ‘on recommendation from’ means that the delegation should not be exercised until the required consultation, advice or recommendation is received and considered.

- Delegates must not approve the reimbursement of their own expenditure even if the value of the reimbursement falls within the delegation limit.
- Unless otherwise stated, all expenditure outlined within this document must be within budget and comply with established procurement policies and procedures.
- In interpreting this document, the substance of transactions rather than their strict form should take precedence, avoiding artificial structures to circumvent requiring a higher level of delegated authority, e.g., splitting one transaction into multiple smaller transactions.

Governance

General

Function	Delegate	Conditions
Approve establishment, naming, reorganisation and closure of departments and faculties	Principal	In consultation with Board and Business Manager
Approve establishment, participation or cancellation of: Onshore partnerships Offshore partnerships Joint ventures including cooperative teaching or research arrangements Private, Public Partnerships (PPP)	Principal Board Principal Principal	In consultation with Board
Incorporation or deregistration of subsidiaries	Board	
Application, renewal or cancellation of business names	Business Manager	In consultation with Board
Approve amendments to these delegations which are minor and do not change substance or effect of the delegations	Principal and / or Business Manager	Business Manager – commercial elements only
The power of delegation and the withdrawal without notice	Board	
Approval of the College strategic direction and proposals impacting the College's strategy	Board	
Approval of business plans	Business Manager	In consultation with the Leadership Team, Principal and Board as appropriate.
Approval of annual operating and capital budgets	Board	In consultation with the Principal and Business Manager
Recruitment of the Principal, Deputy Principal and Business Manager (collectively known as "Executive")	Board	
Changes to the College's organisational structure (excluding Executive)	Principal	In consultation with the Board and Business Manager as required

Function	Delegate	Conditions
Matters above the delegation limits set within the Delegations of Authority	Board	

Leave and leave of absence

Function	Delegate	Delegation Limit	Conditions
Delegations by a delegate to a peer or subordinate during periods of extended leave – e.g., annual leave (>5 consecutive working days)	Delegate – to peer or subordinate	All existing delegations	In consultation with Principal or Business Manager as appropriate.

Legal

General

Function	Delegate	Delegation Limit	Conditions
Accept service of legal documents	Business Manager		
Provide all statements of compliance required by the College in accordance with legislation	Principal and / or Business Manager		With sub-delegation as appropriate
Hold any licence or assume any title or office where required or permitted by law to be held or assumed on behalf of the College by a natural person and exercise any function or authority relevantly, required of, or permitted to be exercised by, that officeholder by the statute	Principal		
	Business Manager	Corporate / regulatory compliance	With sub-delegation as appropriate
Commencement or settlement of legal proceedings or disputes. Authorise and facilitate the defence of any action brought against the College where the nature of the action or possible outcome of an action could significantly impact the financial position, assets or reputation of the College.	Business Manager	Up to and including \$250,000	Substantive qualitative conditions require “one-up” consultation
	Board	Exceeding \$250,000	

Document Execution

Function	Delegate	Delegation Limit	Conditions
Sign contracts, not required to be under seal, including for (but not limited to) the provision of services, hire or loan of goods and rental of premises NB: there is an intended distinction between 'execution delegation', as is contemplated here, compared with 'transactional / functional delegation' (see Section 5.1 below) as is contemplated throughout the rest of this document (i.e. the authority to transact does not also bestow the authority to enter into contracts.)	Business Manager / Principal	Up to and including \$250,000	Delegation limits represent life of contract.
	Board (Authorisation for individual transactions may be delegated)	Exceeding \$250,000	Third party legal signoff required at discretion of Business Manager.

Finance

General

Function	Delegate	Conditions
Develop finance policies, procedures and processes	Business Manager	In accordance with the Policy Development and Approval Procedure.

Personal Reimbursement

Function	Delegate	Delegation Limit	Conditions
Personal expense reimbursements	Teacher / Admin Staff	Up to \$50	Approval required prior to personal expenditure. Receipts required for all reimbursements. Business Manager to approve for Finance Manager
	Head of School / Director	Up to \$100	
	Business Manager	Exceeding \$100	

Goods and Services and General Expenditure (excluding property)

Function	Delegate	Delegation Limit	Conditions
Budgeted: Approve expenditure, purchase requisitions	Teacher / Administration Staff	Up to \$100	Delegation limits are for any one purchase of goods or services.
	Heads of School / Director	Up to \$2,000	

Function	Delegate	Delegation Limit	Conditions
and payments <u>within</u> approved budget	Business Manager	Exceeding \$2,000	Must be in accordance with procurement guidelines Minor Capex also requires Business Manager approval Non-budgeted expenditure, purchase requisitions to be approved by Business Manager
Negotiate contracts and other commercial arrangements with third party contractors and suppliers	Business Manager		In consultation with Principal, relevant Executives and legal advisors as appropriate

Banking

Function	Delegate	Conditions
Open and close bank accounts	Business Manager	In consultation with Board / Principal
Appoint bank account administrators and signatories	Board / Business Manager	Two signatures required for all cheques. Dual process required for electronic payments – separating responsibility for uploading transactions from that of authorising.
Attend to banking administrative matters	Business Manager	For existing bank accounts.

Credit/Debit Cards

Function	Delegate	Delegation Limit	Conditions
Approve the issue of, and credit/spending limits associated with, College credit/debit cards issued to staff	Business Manager	As set by BM from time to time – but not greater than Goods and Services and General Expenditure above.	Monthly spend capped in accordance with Goods and Services and General Expenditure above.

Facilities Hire

Function	Delegate	Conditions
Determine rates for facilities and venue hire	Business Manager	In consultation with Property Manager, Principal and Deputy Principal.
Invoicing for events and venue hire	TBD	In accordance with existing fees and charges.

College Fees and Charges

Function	Delegate	Conditions
Approve annual schedule of College fees including any subsequent variations	Board	
Approve any College charges, other than College fees, including any subsequent variations	Business Manager	
Approve sale prices of publications and merchandise	Business Manager	In consultation with the Principal and relevant Head of School
Discount, waiver or refund of student fees and / or charges	Business Manager	In consultation with Principal and Board
Approval of fee deferrals and / or rebates	Business Manager	On commercial terms
Granting of scholarships and bursaries	Principal	In accordance with annual budgeted allowance.

Funding, Grants

Function	Delegate	Conditions
Apply for, and accept, funding and grants on behalf of the College Periodic / annual / business-as-usual Special needs One-off	a) Head of School b) Head of Learning Support c) Business Manager	a) and b) In consultation with Business Manager

Special Events and Activities

Function	Delegate	Conditions
Allocate approved / budgeted funds to special events and activities (i.e. ski tour, mission trips, etc.)	Business Manager	

Insurance

Function	Delegate	Conditions
Review and approve annual insurance renewal	Business Manager	In consultation with Principal

Investment of Funds

Function	Delegate	Delegation Limit	Conditions
Approve investment policy	Board		
Engage and terminate external fund managers	Board		
Invest monies of the College	Business Manager	Up to and including \$500,000	Subject to any conditions of any Trust Agreement and the College's investment policy
	Board	Above \$500,000	

Payments to staff

Function	Delegate	Delegation Limit	Conditions
Control detailed arrangements for the payment of salaries, wages and allowances, including remittance of salary deductions to external organisations	Finance Manager		In consultation with the Accounts Manager
Approve remuneration levels for all administration staff	Business Manager		In consultation with the Human Resources Manager
Approve remuneration levels for teaching staff	Board		As per Budget
Approve remuneration for Leadership and Responsibility Allowances for other senior staff	Principal		In consultation with Business Manager as appropriate.
Approve remuneration level for Executive	Board		

Payments to deceased person

Function	Delegate	Conditions
Approve payment to a person other than the personal legal representative where an amount is due to a deceased person	Business Manager	Upon legal advice

Recoveries or write-offs

Function	Delegate	Conditions
Write-off of bad debts – fees and other receivables	Business Manager	In consultation with the Board
Authorise recovery of monies owed to the College by deduction from salary and /or legal avenues	Business Manager	In consultation with Principal.
Write-off assets assigned to staff and students but not returned	Business Manager	
Write-off debts owed by staff and ex-staff	Business Manager	In consultation with Principal and Accounts Manager.
Write-off salary over-payments	Business Manager	In consultation with the Accounts Manager.

Sale or disposal of College assets (excluding real estate)

Function	Delegate	Delegation Limit	Conditions
Approve the sale, trade-in, scrapping, disposal by gift or donation or write-off of assets	Business Manager	Up to and including \$250,000	Delegation is limited to one transaction per term.
	Board	Above \$250,000	

Staff Travel

Function	Delegate	Conditions
Approve overseas College-related travel	Board	In consultation with Business Manager. This does not include camps, excursions.
Approve domestic College-related travel	Business Manager	In consultation with Board. This does not include camps, excursions.

Property

General

Function	Delegate	Conditions
Approve the acquisition, transfer and disposal of real estate	Board	

Function	Delegate	Conditions
Negotiate and approve conditions of a contract, plans or any other documents in relation to land acquisition, sale or development	Business Manager	In consultation with Principal
Approve any document creating or effecting a mortgage or charge or effecting a subdivision or merger of College land	Board	In consultation with Business Manager
Approve any document creating or effecting an approved positive or restrictive covenant or easement on College land	Business Manager	In consultation with Principal
Approve lease arrangements on residential properties	Business Manager	
Approve any request by a tenant for early termination of rental property lease	Business Manager	
Approve any request by the College requiring a tenant to vacate a property owned by the College	Business Manager	

Goods and Services and General Expenditure – Property

Function	Delegate	Delegation Limit	Conditions
Repairs and maintenance of property and equipment.	Property Manager	Up to \$15,000	All repairs to College property to be preapproved by Business Manager. Must comply with established procurement policies and procedures
	Business Manager	Up to and including \$250,000	
	Board	Above \$250,000	

Information Management

Infrastructure

Function	Delegate	Conditions
Design, provide, maintain, upgrade and modify digital College networks and approve or deny device attachments and network interconnections	ICT Manager	In consultation with Business Manager.
Approve or deny changes to Information Systems Management framework	ICT Manager	In consultation with Business Manager.

Function	Delegate	Conditions
Develop and implement an IT disaster recovery plan	ICT Manager	In consultation with Business Manager.
Approve digital certificates and domain name registrations	ICT Manager	In consultation with Business Manager.

Information Security

Function	Delegate	Conditions
Take necessary action to assure ICT continuity and security are current, maintained and monitored	ICT Manager	In consultation with Business Manager.
Approve the selection of outsourced and cloud- sourced services	ICT Manager	Upon endorsement from the Leadership Team
Authorise action in relation to information security requests in the context of urgent procedures required to protect computing and information systems	ICT Manager	

Applications

Function	Delegate	Conditions
Authorise access to install non-College related applications	ICT Manager	
Manage security permissions	ICT Manager	

Human Resources

Appointments and Terminations

Function	Delegate	Conditions
Recruitment, including creating of all new positions, filling vacant positions, request to use recruiting agency	Principal	Teaching staff and on advice from the Human Resources Manager
	Business Manager	Support staff and on advice from the Human Resources Manager
Staff changes, including promotions, change in title, job description, restructures, flexible working arrangements, demotions and transfers	Principal	Teaching staff and on advice from the Human Resources Manager
	Business Manager	Support staff and on advice from the Human Resources Manager
Cessation of Employment - Acceptance of resignation and dismissal Teaching staff Support staff	Principal Business Manager	Resignations to be submitted through direct line Manager. Letters of resignation to be formally acknowledged by Principal or Business

Function	Delegate	Conditions
		Manager with support as required from Human Resources Manager.
Cessation of Employment – Redundancy payments or Voluntary Departure packages Teaching staff Support staff	Business Manager	In consultation with the Principal, and expert legal employee relations advice, as appropriate With support from Human Resources Manager.
Statement of employment service	Human Resources Manager	

Approval of Leave – Teaching Staff

Function	Delegate	Conditions
Leave, such as: Accrued annual leave Compassionate leave Accrued sick and carers leave Leave in lieu Parental leave Jury Duty Study / education leave	Head of School	Authorisation must be in accordance with the College’s human resource policies and procedures
Long service Leave Leave without pay	Principal	Authorisation must be in accordance with the College’s human resource policies and procedures

Approval of Leave – Support Staff

Function	Delegate	Conditions
Leave, such as: Accrued annual leave Compassionate leave Accrued sick and carers leave Leave in lieu Parental leave Jury Duty Study / education leave	Line Manager	Authorisation must be in accordance with the College’s human resource policies and procedures
Long service Leave Leave without pay Cash out annual leave	Business Manager	With support as required from Human Resources Manager Authorisation must be in accordance with the College’s human resource policies and procedures

Higher Duties

Function	Delegate	Conditions
Higher Duties or Acting Allowances – Teaching Staff	Head of School	Within budget
Higher Duties or Acting Allowances – Support Staff	Business Manager	Within budget In consultation with Human Resources Manager
If not budgeted	Business Manager	In consultation with Principal.

Professional Development

Function	Delegate	Conditions
Staff training including costs and associated travel.	Business Manager	Endorsed by Line Manager and in consultation with Human Resources Manager. Refer to Staff Travel.

Marketing, Fundraising, Alumni and Communication

Marketing and Branding

Function	Delegate	Conditions
Approve College branding	Business Manager	In consultation with Principal
Approve use of College logo or other distinguishing signs and marks by other parties in third party agreements (commercial or non-commercial)	Business Manager	In consultation with Principal
Approve marketing campaigns	Principal	In consultation with Business Manager

Fundraising, Donations and Bequests

Function	Delegate	Conditions
Approve acceptance of gifts and bequests	Business Manager	In consultation with Principal
Approve acceptance of funding for scholarships and awards	Business Manager	In consultation with Principal
Approve fundraising campaigns and initiatives College-wide Houses, year levels and departments	Business Manager Head of School	In consultation with Principal In consultation with Communications Officer

Function	Delegate	Conditions
Approve sponsorship agreements and arrangements	Business Manager	In consultation with Principal

Alumni

Function	Delegate	Conditions
Approve alumni-related College activities	Communications Officer	In consultation with Business Manager

Communication

Function	Delegate	Conditions
Approve College announcements and other College broadcasts	Principal	
Approve media releases	Principal	In consultation with Chair of Board
Approve and manage content of College website	Communications Officer	In consultation with Business Manager
Approve and manage College-wide social media content	Communications Officer	In consultation with Business Manager and Principal
Approve and manage content for College internal portals Curriculum related Other	Heads of School Business Manager	In consultation with Marketing Officer Consulting as appropriate

Events and Canteen

Function	Delegate	Conditions
Event Catering	As per function request approval	Exceptions to be approved by Business Manager
Canteen purchase	Up to \$200 per week	Amounts greater require approval Business Manager