



## Delegation of Authority Policy

### Underlying Principles

The Governing Council of Immanuel Lutheran School Gawler delegates authority and responsibility to the Principal and through the Principal to members of the staff of the school for management and control of certain operations. Delegations of authority are the mechanisms by which the School Council enables staff of the school to act on behalf of the school.

The policy applies to all staff at Immanuel Gawler who have delegated authority to sign documents and / or purchase on behalf of the school or make decisions of significance.

- Delegations are to positions not to individual persons. The responsibilities of a position will appear in their job description.
- Delegates may not further delegate their powers except where specifically authorised to do so.
- Authorisations for expenditure must be signed by the appropriate delegate.
- No person is authorised to sign on behalf of another in authorising expenditure.
- The level of expenditure, quality or quantity of goods/services may not be varied from that which was approved, without the endorsement of the original authorising delegate.
- A financial delegation can be exercised only within the parameters of the approved budget.
- A delegation cannot be exercised where the officer holding the delegation has a conflict of interest or where the delegation will result, either directly or indirectly, in any tangible benefit to the delegate.



## Delegation Schedule/Policy

**Definition: Senior Executive Staff refers to staff who are not employed under the LESNW Enterprise Agreement (Principal / Deputy Principal / Business Manager)**

Function	Instruction
Loans	School Council to approve all loans / Staff Executive to enact (sign etc)
Banking	Electronic Funds Transfers require any 2 approved signatories Opening / Closing of Bank Accounts require any 2 approved signatories
Purchasing	All purchasing including all IT Development Authorisations are to be approved by either the Principal, Business Manager or Deputy Principal
Contractual Obligations	For any contractual obligations or renewals, approval is required from any 2 approved signatories
Disposal of Assets	Any 2 approved signatories
Debtors	Debtor Payment plans or Discounts can to be negotiated and approved by the Business Manager or Principal W/off of any Bad Debts will also require prior approval of the School Council
Journals	The Business Manager will approve all entries posted to the General Ledger
Credit cards	Senior Executive Staff (Principal, Deputy and Business Manager) are each to have a Credit Card with a daily limit of \$5000. The Co-ordinator of Learning is to have a credit card with a daily limit of \$5000
Petty cash	Any 2 approved signatories
Payroll	Any 2 approved signatories Any variation to normal hours worked requires the approval of a member of the Executive Staff or Co-ordinator of Learning
Staff Appointments	The Principal shall be appointed by the School Council. The Business Manager will be appointed by the School Council in consultation with the Principal & Director as per the Constitution Other Senior Executive Staff shall be appointed by the Principal in consultation with the School Council. For all other Staff appointments, the Principal is the responsible person and may delegate as determined. Appointments are to be communicated with the School Council for information only. Appointments are to be with in approved budgets. Appointments should not include Spouse's or immediate family of existing staff members.
Staff Executive/Leadership team	The principal is to appoint all executive / leadership positions, remunerating these positions appropriately.



Leave approval	<p>Teacher sick – approved by executive staff</p> <p>Short leave – approved by the Principal</p> <p>LSO PD – approved by Coordinator of Learning</p> <p>Teacher PD – approved by Coordinator of Learning</p> <p>Medical appointments – approved by executive staff</p> <p>LSL - approved by the Principal          LSL Cash Payout requires the approval of the Principal and Business Manager</p> <p>All leave pertaining to staff who do not fall under the LESNW Enterprise Agreement - approved by the Principal</p> <p>The School Council should be advised in advance of any extended periods of Leave to be taken by the Principal.</p>
Travel approval	Where reimbursement is sought this is to be approved by The Staff Executive
Budget	Prepared Annually by the Business Manager and approved by the School Council along with any Variations to Budget during the Year
Legal Authorities	<p>All Insurance Claims are to be managed by the Business Manager in consultation with the Principal</p> <p>All other Legal Action including Commercial Claims and Dipsutes are to be managed by the Principal in consultation with the Business Manager, and advised to the School Council.</p>
Termination of Enrolment	Can only be enacted by Senior Executive Staff, with the School Council to be informed.
Termination of an employment contract	Can only be enacted by Senior Executive Staff following consultation with the School Council
Performance Management, Discipline and Grievances	Are managed through the Principal, with the School Council to be informed
Public relations	Only the Principal can speak (or authorise others to speak) in matters of public relations.
Operational policy approval	Staff Executive
Governance Policies	The School Council

## Bases of Discretion

1. Acting appointees may exercise the same powers as the permanent appointee to a position.
2. In the event that a Senior Executive staff member is not available for an extended period, an alternate member of staff is to be authorised to exercise appropriate decisions.

**POLICY ADOPTED 12/6/2018**