



Catholic Schools Office  
Diocese of Broken Bay

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# DELEGATIONS POLICY

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## OPERATIONAL POLICY

October 2014



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Catholic Schools Office Diocese of Broken Bay  
Delegations Policy v2.0 Oct 2014



## PURPOSE

The purpose of this Policy is to provide clear guidance about the operation of delegations for staff members employed at the Catholic Schools Office, Diocese of Broken Bay and for principals of diocesan systemic schools. It is important that staff members understand the extent and limits of delegations they exercise, their responsibilities in relation to those delegations and the principles underpinning all delegations.

## POLICY FRAMEWORK

Staff members are expected to conduct their activities in a manner that supports and advances the mission of Catholic schooling in the Diocese of Broken Bay and the education and formation of students in Catholic discipleship. An integral element of the mission of Catholic schooling is ensuring responsible stewardship of the resources provided for the Diocesan Schools System. Responsible stewardship is promoted by having clear, transparent and documented business procedures underpinned by appropriate policies and guidelines.

Delegation means the process of giving decision-making authority to employees.

## POLICY CONTENT

Delegations within the Diocese of Broken Bay are documented in the Diocese of Broken Bay Delegations Schedule (the Schedule). The Schedule lists areas of responsibility that are delegated, the details of that delegation and the particular role to which the delegation applies. This Schedule is reviewed every three years.

Every person in a role listed in the Schedule is expected in exercising any delegation, to act in accordance with this Policy. This expectation extends to both permanent and temporary staff who work in either a full time or a part time capacity.

The areas of delegation in the Diocesan Schools System are:

- Accounting / Audit / Tax Services
- Appointment of cheque signatories
- Bank accounts
- Budget approval
- Cheque signing and EFT
- Child Protection matters
- Complaints / Disputes / Claims
- Compliance
- Conference attendance and other professional learning
- Contracts
- Credit Cards
- Credit Control
- Donations
- Expenditure / Disposal / Capital
- Expenditure – General and Recurrent
- Human Resources
- Information Technology and Systems
- Insurance
- Investment of funds
- Media, Advertising and Marketing
- Motor Vehicle Expenses
- Petty Cash
- Policies
- Procurement
- Regulatory Bodies
- Signing of legal and funding contracts
- Student management, including expulsion
- Transfer of funds between existing accounts
- Travel
- Use and Engagement of Consultants
- Write offs

## SPECIFIC RESPONSIBILITIES UNDER THE POLICY

- It is the responsibility of every staff member whose role is listed in the Schedule (delegate) to comply with this Policy and the delegation applicable to their role. It is important that every delegate has an appropriate level of awareness of the content of this Policy and the relevant delegation.
- Heads of Service should take all necessary steps to ensure that their staff know of and follow this Policy. In this connection, all Heads of Service should periodically consult with their staff members to determine that appropriate procedures for implementation of this Policy have been developed and are being followed.
- It is the responsibility of every member of staff to report a suspected breach of the Policy to their Head of Service, or in the case of principals, to their schools consultant. The CSO is committed to protecting staff members who report a suspected breach of this Policy against action taken in reprisal for making such a report.

## PRINCIPLES OF DELEGATION

Regardless of the level of delegation, the following general principles apply to this Policy:

- Delegations attach to the role specified in the Schedule, rather than the individual performing that role. No delegation authorises staff to do anything which the Director of Schools could not do. Commitments and transactions cannot be approved by individuals having a lower level of approval authority than a specified transaction requires.
- Delegations are not transferable except where an employee is temporarily appointed to a position, or is temporarily required to perform partial duties of another position, in which case any temporary delegations approved for that position in relation to those duties automatically apply to the acting officer for the duration of the temporary appointment. The temporary authorisation is to be documented and must be approved by the appropriate Head of Service.
- A delegation must not be exercised where the individual holding the delegation has a conflict of interest. A conflict of interest can take many forms. In essence a conflict of interest arises when a decision could confer a personal benefit on the delegate, a member of their family or an organisation with which they are involved for example giving a contract to a family member.
- A financial limit on a delegation for incurring expenditure relates to the total cost of the transaction, not to instalments. It also applies to the original cost price of an item not the net cost after deductions of any trade-in or the like. A delegation includes the authority to vary the cost of an order for goods or services so long as the total cost (including the variation) is within the limits of the delegation. If the sum of the original cost plus the variation exceeds the delegated limit, then a delegate with an appropriate level of authority must approve the transaction.
- Dividing a commitment or transaction into two or more parts to circumvent a limit of authority is prohibited. This Policy will be interpreted broadly so that a series of reasonably related transactions are considered as a single transaction for the purposes of determining approval and authority levels required by this Policy.
- A delegation may be withdrawn or restricted at any time by the person's Head of Service or the Director of Schools.
- A delegate cannot approve his or her own expenditure or entitlement, for example his or her own credit card expenditure or travel expenses.
- Employees executing contracts and approving transactions are required to ensure that all appropriate approvals and reviews required by this Policy and other policies and procedures have been obtained. To ensure compliance, the appropriate documentation

of these approvals must be maintained and make take various forms, including the initialling of final contracts, approval forms or memorandums.

- A delegate only has the authority to incur expenditure against the cost centres for which they are responsible, unless permission is given in writing by the Head of Service responsible for any particular cost centre.
- Delegations are to be reviewed regularly by the Director of Schools.

## CONSEQUENCES OF BREACHING DELEGATIONS

All staff should be aware that conduct that contravenes this Policy will be considered outside the scope of their employment. Such actions could significantly damage the CSO and expose it to unintended legal and commercial liabilities.

Breaches will be investigated by appropriate personnel who will report findings to the Director of Schools.

Breaches of this Policy may result in disciplinary action. Serious breaches may result in termination of employment.

## PROCEDURE

Changes to the Schedule will be made in accordance with the following procedures:

- A request for any changes to the authority level for a particular type of expenditure or the addition of a new type of expenditure should be submitted to the Director of Schools who will review and approve or decline the proposed change. The relevant delegation(s) will be updated to reflect approved changes. A record of the changes made will be retained as an audit trail and as evidence of the reasons for the change if applicable.
- The Director of Schools is responsible for administering and updating the Schedule as it relates to the CSO.
- The Head of Financial Services will ensure that all principals and Heads of Service have an up to date understanding of this Policy and delegations made under it.
- The Schedule and supporting documentation will be reviewed by Internal Audit as a part of their internal audit programme.

## RELATED POLICIES AND GUIDELINES

Diocese of Broken Bay Delegation Schedule  
Diocesan Schools System Delegation Manual

## POLICY REVIEW

This Policy will be reviewed not less frequently than once every five years.

## POLICY DATES

Date of completion and adoption: October 2014  
Date of next review: 2019

Authorised by  
**Peter Hamill**  
Director of Schools