




Delegation of Authority

POLICY

Policy Category:	
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Version: 3	Status: Approved
Reviewed by: Principal	Endorsed by: Board
Approved by: Joe Sciglitano	Date: 10/12/2023
Signature: 	
Recommended frequency of review: 1 year for new policies, and then at least every 3 years unless otherwise approved by the Executive Team. Next review: 2024	
Related Legislation and Documents: <i>Northern Territory Education Act 2015</i> <i>NT Education Regulations 2015</i> <i>Milkwood Steiner School Association Constitution</i>	
Additional Information:	

Document history:

Version	Date	Nature of Amendment
1	2017	Major revision
2	2022	Major revision
3	2023	Minor revision

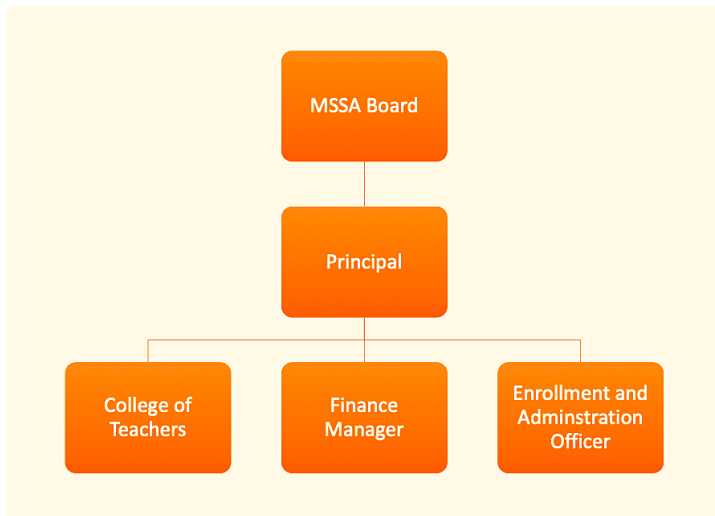
PURPOSE

This policy sets out the nature and extent of the authority formally delegated from the Board.

This Policy does not cover delegations of authorities to Board Committees. The terms of reference that govern these Board Committees are established directly by the Board.

POLICY STATEMENT

This policy reflects the governance structure of the school as described in the Business Plan.



The **key principles** on which this **delegation of authority** is based are:

1. **Practicality:** The delegation of authority to staff should be clear, concise and practical.
2. **Accountability:** The trail of accountability for decision making needs to be clear and must remain intact (un-broken) at all times.

General delegation rules are:

- Delegations are to positions, not to individual people. Delegations apply to the position even if it is being held in an acting capacity.
- Delegates shall not further delegate their powers without first obtaining the Board's approval.
- Delegates shall not authorise expenditure on their own behalf.
- Delegation limits relate to the gross cost excluding GST but include trade-ins, allowances etc.
- Authorisations for expenditures must be made in writing or signed by the appropriate delegate using their own name and position title.
- When exercising a delegated authority no person is authorised to sign on the behalf of another
- The level of expenditure, quality or quantity of goods/services may not be varied from what was approved without the approval of the original delegate, normally in writing.
- Delegates must consider the occupational health, safety and welfare impact of any purchase before a final decision is made. (eg hazardous substances, contractor arrangements etc.).
- Purchases cannot be split between more than one purchase to circumvent required approval levels.
- Delegations relate to expenditure within targeted budgets. If outside of the approved budget the Board must approve the expenditure.
- The below figures exclude GST.

DELEGATIONS REGISTER

Activity	Authority Delegated
Staffing	
Identification of staffing needs based on educational requirements of the school	Principal
Approving remuneration of permanent positions	Board
Approving a new permanent position	Board
Advertising and selection of Principal Position	Board
Advertising and selection of all other positions	Principal
Letter of Offer to successful applicants	Principal
Contract of Employment	Principal
Contract of Employment of Principal	Board
Approval of temporary employment that has been budgeted	Principal
Approval of temporary employment that is unbudgeted	Board
Resignations	Principal
Terminations	Board
Approve changes to Position Descriptions	Board
Leave approval	
Leave requests of any staff other than Principal	Principal
Leave requests of Principal	Board
Bank Accounts & Signatories	
Changes to bank accounts and signatories	Board
Expenditure	
Unbudgeted expense any amount	Board

Activity	Authority Delegated
Budgeted expense up to and including \$5,000	Principal
Budgeted expense \$5,001 or over	Board
Classroom budget	Teachers
Budget for designated role	Finance Manager; Administration and Attendance Officer
Reimbursement of Expenses	
Budgeted expenses reimbursed to staff (except Principal)	Principal
Budgeted expenses reimbursed to Principal up to \$500	Principal
Budgeted expenses reimbursed to Principal \$501 or over	Board
Legal	
Obtaining legal advice (pro bono or paid) about matters that are within the Principal's role description and authority	Principal
Obtaining legal advice (pro bono or paid) about matters that are within the Board's role and authority	Board
Communication with unions or other entities about matters that are within the Principal's role description and authority	Principal
Communication with unions or other entities about matters that are outside of the Principal's role description and authority	Board
Templates for legal agreements	Board
Write-offs/debt recovery/disposal of property	
Disposal of any asset on asset register	Board
Write-offs	Board
Approve the recovery of debts	Principal
Disposal of property	Board
Tenure	
Lease changes or renewals	Board
Public Relations	
Educational publications (conferences, newsletters, journals etc).	Principal

Activity	Authority Delegated
Formal media release	Board
Annual Reports & Strategic Plans	Principal
Approving Annual Reports & Strategic Plans	Board
Social media contributions	Principal
Representing the School at events, in the community and in the media about matters that are within the Principal's role description and authority	Principal
Representing the School at events, in the community and in the media about matters that are outside the Principal's role description and authority	Board
Formal engagement with external stakeholders such as schools and associations	Principal
Governance	
Any change to the Association's structure	Board
Memoranda of Understanding, Heads of Agreement and Alliance Agreements	Board
Any change to the Constitution	Board
Business Plan	Principal
Approving Business Plan	Board
Any decision that is outside of an approved policy	Board
Fee relief	
Up to and including \$2,000 per family per annum	Principal
More than \$2,000 per family per annum	Board