

DELEGATION OF AUTHORITY

INTRODUCTION

This policy sets out the circumstances under which the Principal may delegate his/her responsibilities.

Delegations of authority are the mechanisms by which Skipton Primary School enables officers of Skipton Primary School to act on behalf of Skipton Primary School.

PURPOSE

The purpose of the Delegations Policy is to establish a framework for delegating authority within Skipton Primary School in a manner that facilitates efficiency and effectiveness and increases the accountability of staff and volunteers for their performance.

The policy applies to all members of school council and the staff and volunteers of Skipton Primary School who have delegated authority to act and sign documents on behalf of Skipton Primary School.

Delegations of authority within Skipton Primary School are intended to achieve four objectives:

1. to ensure the efficiency and effectiveness of the organisation's administrative processes;
2. to ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities; and
3. to ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the organisation; and
4. to ensure internal controls are effective.

Delegations are a key element in effective governance and management of Skipton Primary School and provide formal authority to particular staff and volunteers to commit the organisation and/or incur liabilities for the organisation.

POLICY

The Principal is responsible for the management of the organisation. The Principal can delegate any of his/her functions except the power of delegation.

AUTHORISATION

DELEGATION PROCEDURES

RESPONSIBILITIES

The office manager must maintain records of any delegations to staff members and/or school council members, and of the terms of reference of any sub-committees of school council.

PROCESSES

Delegations are attached to the position occupied, not to the occupant of the position.

Delegations reflect Skipton Primary School's organisational structure.

The principal may at any time vary or terminate any delegation.

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. In such cases a transfer of the function to another appropriate position must be arranged with the principal.

Sub-delegation on a temporary basis is appropriate in circumstances where the officer normally responsible is absent for a period of less than two weeks by reason of authorised leave or secondment to other duties. Sub-delegations require a written authority from the individual with the delegated power, or a person in a position to approve the delegated authority.

This policy applies only to formal delegations. All delegations of an informal nature where no commitment or liability is incurred on behalf of Skipton Primary School are carried out in the normal business of the organisation without the requirement for a written authority.

The Delegations Schedule will be accessible to all staff.

In the case of the principal's absence, the delegation authority will be passed on to the appointed acting principal.

AUTHORISATION

Signed _____

Nick Keating

Principal, Skipton Primary School

SCHEDULES OF DELEGATION

Financial Delegation

Area	For School Council	For Principal
Recurrent Operating Expenditure	Approval of annual operating budget (including capital spending)	All purchasing within approved budget up to \$5000 (limit does not apply to salaries)
	Approval of budget variations of individual line items over \$2000	Approval of budget variations of individual line items below \$2000 Authorise progress payments
External Contractors (excluding consultants) - Operating Budget non-capital	Approval of contracts which lie outside project and / or budget parameters.	Approval of contract
Consultants		Within approved operation or project budget
Petty Cash - Creation of float		Up to \$500
Reimbursement of Expenses		Principal and Office Manager

Administrative Delegations

Area	For School Council	For Principal
Common Seal – use	Board Member and CEO with a resolution of Board to approve use of Seal	No delegation
Contracts/Agreements with funding agencies	School council president	Programs or services up to \$5000
Public Relations	Respond publicly to significant sector issues on behalf of Skipton Primary School	Authorise routine public/media statements on behalf Skipton Primary School Respond publicly to significant sector issues on behalf of Skipton Primary School
Information Dissemination		All information disseminated to Skipton Primary School contact database to be approved.

Policy Delegations

Area	For School Council	For Principal
New Policy	Approve policies as required by DET	Approve Skipton Primary School policies as required by DET
Revise/Update/ Cancel Policy	Approve revisions/ updates to Skipton Primary School policies	Approve revisions/ updates to Skipton Primary School policies as required by DET

Human Resource Delegations

Area	For Principal	For Staff
Acceptance of Resignation	School Council/DET	Principal
Approval of Outside Employment	N/A	Principal
Appointment of temporary staff	N/A	Principal/Business Manager
Approval to fill vacant position employment	School council/DET	Principal
Authorisation of time sheets, hours of work and rosters	N/A	Principal
Classification Change (of existing position)	N/A	Principal
Restructure of organisation	N/A	Principal
Creation and classification of permanent new position	N/A	Principal
Dismissal	School Council/DET	Principal
Employment Contracts (signing)	School Council/DET	Principal
Leave Approvals On-call and Overtime	Board	Principal
Part-time employment change of hours	Board	Principal
Payment of allowances, approval of allowances as per awards and workplace agreements and as included in approved operating budget	N/A	Principal
Salary Increments Approval	N/A	Principal
Redundancy	N/A	Principal
Secondment to outside agency	N/A	Principal
Work Experience (Employer Authorisation)	N/A	Principal