

Yipirinya – Delegation of Authority Policy

Introduction

The Yipirinya School Council Inc. (**Yipirinya**) has a Management Committee (**MC**) that is responsible for the control and management of Yipirinya School.

Yipirinya MC proposes to focus on governance and to delegate to management the authority necessary for operational management.

The MC retains to itself the authority to:

- set delegations of authority;
- set the Vision and Mission and enter into strategic commitments;
- oversee the governance of the Association of the School; and
- hire and monitor and manage senior staff (e.g. Principal and Business Manager)

This document sets out the general principles governing the delegation of the MC's powers and authority and a schedule of delegation to management.

General Principles

- Delegations are to positions not to individual persons.
- Acting appointees may exercise the same powers as the permanent appointee to a position.
- Delegates may not further delegate their powers except where specifically authorised so to do.
- Delegates may not authorise expenditure, nor authorise the issue of Purchase Orders on their own behalf.
- Authorisations for expenditure must be signed by the appropriate 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 evidenced in writing.
- Expenditure may not be authorised unless funds are available under the control of the authorising officer.
- The Schedule of Delegation should be reviewed at least annually by MC.
- In the event the Principal is not available for an extended period, an alternative member of staff is to be authorised by the MC to exercise the same powers conferred to the Principle.

Schedule

Item	Subject	Instruction	Officer	Comments
1	Appointment and retention of staff	<p>Creation of a new permanent staff position</p> <p>With respect to an approved position, terms and conditions of employment, discharge and remuneration of staff</p> <p>Approval of temporary employment up to \$10,000 or six (6) weeks, whichever is the lesser</p> <p>Approval of temporary employment over \$10,000 or six (6) weeks, whichever is the lesser</p> <p>Selection, appointment and termination of Principal and senior staff (e.g. Business Manager)</p>	<p>MC</p> <p>PRINCIPAL</p> <p>PRINCIPAL</p> <p>MC</p> <p>MC</p>	<p>Principal to bring staffing plan and organisation structure to MC for approval at least annually</p> <p>Negotiation of salary for new appointments, and for acting positions must be in accord with relevant MC policies and Enterprise Agreement</p> <p>MC to be advised</p>
2	Leave/travel approval	<p>Approve leave applied for by the Principal</p> <p>Approve staff leave</p> <p>Approve staff domestic travel up to \$3,000</p>	<p>CHAIR</p> <p>PRINCIPAL</p> <p>PRINCIPAL</p>	<p>MC to be advised</p>

Item	Subject	Instruction	Officer	Comments
		Approve staff travel over \$3,000 and any overseas travel	CHAIR	Report to MC
		Approve travel by MC members	CHAIR	Chair approve for MC and report to MC
3	Approval of project variations and progress payments	Project variations up to \$5,000	BUSINESS MANAGER	Subject to funds being available
		Projects variations over \$5,000	PRINCIPAL	Subject to funds being available and report to MC
		Authorise progress payments	BUSINESS MANAGER	Subject to funds being available and within project parameters
4	Consumable goods, equipment and services	Value up to \$15,000	BUSINESS MANAGER	Subject to funds being budgeted and available
		Value over \$15,000	PRINCIPAL	Subject to funds being budgeted and available
5	Write-off/debt recovery/disposal of property	Write-offs up to \$5,000	BUSINESS MANAGER	MC to be advised of amounts and reasons of write-offs
		Write-offs over \$5,000	PRINCIPAL	
		Approve the recovery of debts by instalment	BUSINESS MANAGER	
		Authorise the recovery of debts by court action	PRINCIPAL and CHAIR	
		Make declaration of indebtedness cases of insolvency of a debtor	PRINCIPAL	

Item	Subject	Instruction	Officer	Comments
		Disposal of property	MC	
6	Operational policy approval	Approve policies and procedures that effect the day to day operations of Yipirinya School	MC	Policies must be consistent with MC decisions and relevant law
7	Public Relations	Authorise routine public/media statements on behalf of Yipirinya School Respond publicly to significant issues of behalf of Yipirinya School	PRINCIPAL CHAIR	
8	Special Functions and Entertainment	Up to \$500 Up to \$3,000 Over \$3,000	PRINCIPAL PRINCIPAL and CHAIR MC	Report to MC
9	Reimbursement of expenses	Expenses incurred by member of staff engaged in an authorised activity Unplanned expenses up to \$500 incurred by member of staff Expenses incurred by committee member	BUSINESS MANAGER PRINCIPAL CHAIR	All committee member payments or reimbursements to be approved by MC wherever possible and all minuted in MC Minutes

Item	Subject	Instruction	Officer	Comments
10	Staff development	Approve expenditure on staff development up to \$2,000 per instance	PRINCIPAL	Staff development costs must be within those anticipated in the Budget and consistent with Council decisions
		Approve expenditure on staff development up to \$5,000 per instance	PRINCIPAL and CHAIR	Report to MC
		Approve expenditure on staff development over \$5,000 per instance	MC	

