



Definitions

The College: Geelong Lutheran College St John's Newtown and Armstrong Creek

Executive Principal: Geelong Lutheran College CEO reporting directly to the GLC Board

Rationale

The Delegations Policy is to establish a framework for delegating authority within Geelong Lutheran College in a manner that facilitates efficiency and effectiveness and increases the accountability of the staff for their performance.

The Policy applies to all members of the College Board and the staff of Geelong Lutheran College who have delegated authority to act and sign documents on behalf of the College.

Delegations of authority within Geelong Lutheran College are intended to achieve four objectives:

1. to ensure the efficiency and effectiveness of the College's administrative processes; and
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 College; and
4. to ensure internal controls are effective.

Delegations are a key element in effective governance and management of Geelong Lutheran College and provide formal authority to particular staff to commit and/or incur liabilities for the College.

Policy

The College Board of Geelong Lutheran College is responsible for the governance of the organisation as required and specified in the College Constitution.

The College Board may delegate its functions to:

- A member or members of the College Board; and
- A sub-committee of the College Board; and
- The Executive Principal and through the Executive Principal to members of the staff of the College.

However, the College Board may not delegate its power:

- to adopt the College's strategic plan; or
- to adopt the College's business plan; or
- to adopt the College's annual budget; or
- to adopt the College's annual tuition fee schedule; or
- to adopt the College's audited financial statements.

The Executive Principal:

- (a) is charged with the duty of promoting the interests and furthering the development of the College; and
- (b) is responsible for the administrative, financial, and other business of the College; and
- (c) exercises a general supervision over the staff and volunteers of the College.



The Executive Principal may seek the approval of the College Board to delegate any function, or any power or duty conferred or imposed upon them, subject to this Delegation's Policy, to any member of the staff of the organisation, or any person or persons, or any committee of persons.

Geelong Lutheran College is committed to the highest standards of integrity, fairness, and ethical conduct, including full compliance with all relevant legal requirements, and in turn requires that all its College Board members, officers (including Executive Principal), managers, employees, volunteers, and contractors acting on its behalf meet those same standards of integrity, fairness, and ethical behaviour, including compliance with all legal requirements.

There is no circumstance under which it is acceptable for Geelong Lutheran College and the College Board or any of its employees or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing Geelong Lutheran College business.

Delegation Procedures

Responsibilities

The College Board Minute Secretary must maintain records of any delegations to members of the College Board and of the terms of reference of any sub-committees of the College Board.

The Executive Principal must prepare delegation schedules within the framework of the Delegations Policy for approval by the College Board.

Processes

The overarching Delegation's Policy applies to Geelong Lutheran College Limited trading as Geelong Lutheran College as a whole entity.

Delegations are to be exercised within the framework of the regulations, rules, policies, and any external legislative requirements.

Any delegation may be made subject to any conditions and limitations as the College Board shall approve.

Authorised Delegates

Authorised Delegates includes the Executive Principal, Business Manager, Heads of School, Faculty Leaders, General Staff Managers, Teachers, and General Staff

Delegations to Members of the College Board

Delegations to members of the College Board shall be made by resolution of the College Board and recorded in the minutes of the College Board.

Delegations to Sub-Committees of the College Board

Delegations to sub-committees of the College Board shall be made by resolution of the College Board and recorded in the terms of reference or charter of the sub-committee.



Delegations to the Executive Principal

Delegations to the Executive Principal and through the Executive Principal to members of the staff of Geelong Lutheran College shall be made by resolution of the College Board and recorded in the Delegation Schedules approved by the College Board.

Delegation Schedules (Delegations to the Executive Principal)

This Policy applies to all staff who have delegated authority to sign documents, purchase on behalf of the College and make decisions of significance.

- Delegations are attached to the position occupied, not to the occupant of the position. The responsibilities of a position appear in a Position Description, role statement or statement of responsibility appropriate to the position.
- Delegations reflect the College's organisational structure. Levels of authority are hierarchical through relevant lines of responsibility up to and including the Executive Principal. This means that formal authorities held by any delegate are included in those held by that delegate's supervisor or line manager. A delegate who sub-delegates authority remains responsible and accountable for the decision/s or action.
- The Executive Principal may at any time vary or terminate any delegation, subject to confirmation by the College Board.
- A delegation cannot be exercised where the staff member 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 Executive Principal.
- Permanent changes to delegations, either permissive or restrictive, require a written authority from the Executive Principal. Any major variation to the standard delegations must be approved by the Executive Principal.
- Sub-delegation on a temporary basis is appropriate in circumstances where the staff member normally responsible is absent 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 Geelong Lutheran College, are carried out in the normal business of the College without the requirement for a written authority.
- Where an employee is acting in a higher position, that person will hold the delegation level appropriate to the higher position unless otherwise determined by the Executive Principal.
- A financial delegation can be exercised only within the approved line-item budget.
- A staffing delegation cannot be exercised regarding staff for whom the delegate does not hold line management responsibility.
 - The College Board will, on advice from the Executive Principal, approve the Delegations Schedule on a biennial basis.
- Delegates may not further delegate their powers except where specifically authorised to do so.
- Authorisations for expenditure must be approved by the authorised delegate.
- No person is authorised to approve on behalf of another authorising delegate.
- The level of expenditure, quality or quantity of goods and services may not be varied from that which was approved, without the endorsement of the original authorising delegate.



- A delegate can only approve their own expenditure or entitlement when the expenditure or entitlement is within their allocated budget limit and complies to purchasing parameters, including thresholds, approval, and quotation requirements.
- 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 delegate responsible for any particular cost centre.
- In the event that a Leadership Team member is not available for an extended period, an alternate member of staff is to be delegated the relevant authority. If this occurs, any conflicts of interest must be declared and assessed by the Executive Principal and / or the Business Manager.

Delegations of Authority - Finance

Function	Instruction	
Loans	The Lutheran Church of Australia Victorian District has final approval for all Loans. This is in consultation with the LEVNT Board, LEVNT Business Committee, the College Board, the Executive Principal, and the Business Manager.	
Contracts (Operational and Building)	Contracts can be authorised by the College Board, Executive Principal, Business Manager and authorised delegates according to their allocated budget.	
	Threshold	Approval
	Less than \$5,000 Between \$5,001 - \$50,000 Between \$50,001 - \$500,000 Greater than \$500,000	Authorised delegate Business Manager Executive Principal and Business Manager College Board Chairman approval in writing. College Board Chairman to sign all building contracts.
Building Variations	All variations for buildings projects > \$10K must be presented to the Board for review and approval and must be accompanied by a QS report, approving the variation cost and reasoning. Variations can be approved with a flying minute if the timing of the Board meeting will hold up progress of the building.	
Banking and Investments	Opening/Closing of Bank Accounts and Investment Accounts can be authorised by the Executive Principal and Business Manager. Electronic Funds Transfers are to be approved by two Level A authorised signatories. In the absence of two Level A signatories, a level B signatory may be used. Authorised signatories include: Level A - Executive Principal, Business Manager, and Finance Manager Level B - HR, Risk & Compliance Manager, Accounts Payable Officer and Accounts Receivable Officer	
Purchasing	Purchases can be authorised by 'authorised delegates', which includes the Executive Principal, Business Manager, Heads of School, Faculty Leaders, General Staff Managers, Teachers, and General Staff according to their allocated budget and the thresholds listed below.	



	Threshold	Approval	Quotation/Tender
	Less than \$2,500	(1) authorised delegate	None
	Between \$2,501 - \$10,000	(2) authorised delegate, including Faculty Leader / Direct Line Manager*	(1) written Quote
	Between \$10,001 - \$25,000	(2) authorised delegates, including Business Manager	(1) written Quote
	Between \$25,001 - \$500,000	Executive Principal and Business Manager	Min. (2) Quotes
	Greater than \$500,000	College Board Chairman prior to signing contract <i>*Business Manager only requires sole approval</i>	Min (3) Quotes or Open Tender
Petty Cash	The petty cash float is determined by the Business Manager, and purchase transactions are approved by (1) authorised delegate. Authorised delegates are the same as listed in Purchasing.		
Travel & Staff Training	Travel and training reimbursements are to be approved in accordance with the Purchasing authorities, including threshold, budget and quotation requirements.		
Credit Cards	The Executive Principal in accordance with the Business Manager decide who the cardholders are and what limit they will have (physical cards and recurring virtual cards). Additional virtual card holders require approval by their direct line manager and a member of the Finance department. Any credit limit over \$1000 will be approved by the Business Manager.		
Supplier Accounts	Supplier Account purchases are approved according to the Purchasing authorities and thresholds. A Purchase Order is required where the purchase is made on account.		
Payroll	<p>Fortnightly payroll processing and reporting is Approved by (2) authorised delegates, as per the Banking Authority.</p> <p>Additional hours, casual hours and leave adjustments are authorised as follows:</p> <ul style="list-style-type: none"> • Teaching - Daily Organiser or the Head of School, in consultation with the relevant Teaching & Learning Leader • Facilities/Grounds/Buses/Cleaners – Facilities Manager or delegate • Admin & Finance – Business Manager or delegate • Learning Enhancement – Adaptive Ed Coordinator • Wellbeing – Wellbeing Coordinator 		
Purchase & Disposal of Assets	Purchases and Disposals of a Capital Nature must be approved by (2) authorised delegates, and includes IT.		
	THRESHOLD	AUTHORISED DELEGATE	
	Asset value up to \$30,000	Business Manager (within budget)	
	Asset value \$30,001 - \$100,000	Executive Principal & Business Manager (within budget)	
	Asset value > \$100,000	Executive Principal in consultation with College Board Chair	
Debtors	Debtor payment arrangements, discounts and concessions are negotiated and approved by the Business Manager in consultation with the Executive Principal.		



Bad Debts	The Write-off of any Bad Debts must be approved by (2) authorised delegates according to the listed thresholds.	
	THRESHOLD	AUTHORISED DELEGATE
	Write-off less than \$10,000	Business Manager
	Write-off greater than \$10,000	Executive Principal and Business Manager
Journals	The Business Manager will approve all general journal entries posted to the General Ledger from the Finance Team. The Business Manager cannot post journal entries unless authorised by the Executive Principal	
Budget	<p>The Budget will be prepared annually by the Business Manager in consultation with the Executive Principal and approved by the College Board for the following year.</p> <p>Variations to the Budget forecast are to be reviewed by the College Board on a regular basis.</p> <p>Any significant variation resulting in a Revised Budget, is to be approved by the College Board.</p>	

Delegations of Authority – Other

Function	Instruction
Staff Appointments	<p>The Executive Principal will be appointed by the College Board.</p> <p>The Business Manager and Leadership Team will be appointed by the Executive Principal.</p> <p>For all other Staff Appointments, the Executive Principal is the responsible person and may delegate as determined. Appointments are to be advised to the College Board and approved within the Budget.</p> <p>The Appointment of spouses or immediate family of existing staff members must be approved by the Executive Principal and communicated to the College Board.</p>
Leave Approval	<p>Leave adjustments include personal/sick, special, and annual leave, and are authorised as follows:</p> <ul style="list-style-type: none"> • Teaching staff - the HR, Risk & Compliance Manager, and the Principal or Heads of School • Facilities/Grounds – the Business Manager and/or Facilities Manager • Administration & Finance – the Executive Principal, Business Manager • Learning Coaches – the Adaptive Education Coordinator • Wellbeing – the Wellbeing Coordinator



Long Service Leave	All Long Service Leave is to be approved by the Executive Principal. The College Board should approve in advance any extended periods of leave to be taken by the Executive Principal.
Termination of Employment	Enacted and approved by the Executive Principal, in consultation with the HR, Risk & Compliance Manager. The College Board are to be advised of any termination of employment. Termination of Employment of a Leadership Team member is to be approved by the Executive Principal.
Function	Instruction
Performance Mgt, Discipline & Grievances	Managed by the Executive Principal, in consultation with the Leadership Team and the HR, Risk & Compliance Manager.
Legal Authorities	All Legal Action, including insurance claims, commercial claims and disputes are to be managed by the Executive Principal in consultation with the Business Manager and the HR, Risk & Compliance Manager, and advised to the College Board.
Termination of Enrolment	Enacted and approved by the Executive Principal.
Function	Instruction
Public Relations	The Executive Principal is authorised to speak on behalf of the College Board, or authorise others to speak, in matters of public relations.
Operational Policy Approval	Operational policies are approved by the Executive Principal, in consultation with the Leadership Team.
Governance Policies	Governance policies are approved by the College Board.

Evaluation

This Policy will be reviewed as part of the College's two-year review cycle.

Policy Administration

Responsible Person/s	Approver	Date Approved	Next Review
Executive Principal	College Board	October 2025	October 2027



GEELONG LUTHERAN
COLLEGE

Delegations of Authority Policy

St John's Newtown
Armstrong Creek