

SECTION 6 : ADMINISTRATION

6.6 DELEGATIONS POLICY

RATIONALE

This policy sets out the circumstances under which the Board may delegate its responsibilities. Delegations of authority are the mechanisms by which Daramalan College enables officers of the college to act on behalf of the college.

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

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

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

1. to ensure the efficiency and effectiveness of the college's administrative processes;
2. to ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities;
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 Daramalan College and provide formal authority to particular staff to commit the college and/or incur liabilities for the college. The policy is based on the Gospel values of stewardship, integrity and service.

POLICY

The Board of Daramalan College is responsible for over-sighting the management of the college. Under the Corporations Act and Daramalan College's Constitution, the Board can delegate any of its functions except

- (a) the power of delegation, and
- (b) any functions reserved to the Board under the Corporations Act.

The Board may delegate its functions to:

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

However, the 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.

The Principal

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

The Principal may seek the approval of the Board to delegate any function or any power or duty conferred or imposed upon them, subject to this delegations policy, to any member of the staff of the college, or any person or persons, or any committee of persons.

Daramalan 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 Board members, officers (including its Principal), managers, employees 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 Daramalan College 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 Daramalan College's business.

APPLICATION

1. The Principal will ensure a Delegations Register is available for use by staff at all levels within the College and by the Board.
2. Staff will be reminded by the Principal of their responsibilities in terms of meeting required standards of integrity, ethical behaviour and compliance annually.

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