Policy for Delegation Of Authority

Objective:
To define the specific circumstances where the authority of the Board may be delegated to an individual or a group and how this delegation should be decided and recorded.

Reviewed and Approved: July 2015

Next Review Due Date: July 2016

General Principles

- The responsibilities and powers of the Board are defined by the Constitution and relevant State and Federal legislation. While the Board may delegate this authority this does not remove the responsibility of the Board to ensure that all functions and duties of the Board are appropriately executed.

- The delegations laid down in this policy are made at the discretion of the Board and may be revoked, permanently or temporarily by the Board.

Delegation Of Authority To The Principal (Article 52)

- The Board employs the Principal of the College explicitly to manage the operations of the College. To ensure the Principal has the authority required to perform this function the Board delegates the following functions to the Principal:
  - The employment and management of all College staff
  - The management of student enrolments
  - The financial management of the College
  - Capital expenditure and project management in line with the strategic plan defined by the Board
  - Management and maintenance of the facilities and assets of the College
  - The definition and certification of College policies and procedures
  - The curriculum and teaching methodologies employed by the College in line with the strategic plan defined by the Board
  - Management of the registration and legal compliance of the College
  - Responsibility for the implementation of the Occupational Health and Safety Policy
• As a consequence of this delegation the Principal is responsible for reporting to the Board on the operational activities of the College and the Board is responsible for ensuring the College operations are being managed effectively.

**Business Manager**

• The Board has by resolution appointed the College’s Business Manager to be the Public Officer of The Presbyterian School of St Andrews Limited, ACN 006 044 122 in respect of dealings with the ATO.