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Purpose

This Delegation Instrument details delegations for Diocese of Ballarat Catholic Education Limited (DOBCEL) and Catholic Education Ballarat (CEB) office operations. This document clearly states who has the delegated authority to bind DOBCEL and CEB to specified approving decisions and under what circumstances.

Scope

This Delegation Instrument applies to:

- DOBCEL office operations
- DOBCEL Staff and Board executing delegations for DOBCEL office operations.
- Budget holders with an allocation of the office budget

This Delegation Instrument does not apply to DOBCEL Schools or DOBCEL staff executing delegations in relation to DOBCEL Schools. DOBCEL School delegations, including those executed by DOBCEL staff on behalf of the Schools, are detailed in the DOBCEL Delegation Instrument - DOBCEL Schools.

Overview

To enable and support DOBCEL office operations, the DOBCEL Board sets delegated powers and functions stated in this Delegation Instrument to the persons occupying, or temporarily¹ performing the duties of the roles detailed. Where a person temporarily performs in a role, he/she may execute the delegated authority associated with that role only for the period for which he/she acts in the role.

All delegations are to be formally executed in writing and retained in accordance with the DOBCEL Record Keeping Policy, as appropriate to the context within which the approval was given.

Limitations and Conditions

Delegations are granted to a position, rather than to an individual person. Delegates are not authorised to sub-delegate any approving function.

In exercising any delegation, the delegate must be satisfied that any cost implications of the decision can be funded.

DOBCEL staff may only exercise an approving delegation in respect of their jurisdiction and areas of responsibility.

Execution of some delegations require a level of collaboration; therefore, some specified approvals require the recommendation of or endorsement by another delegate, a Committee or two approving delegates. These are noted throughout this Delegation Instrument.

Within the Delegation Instrument the term 'approve' and 'approval' are used to indicate which role is the approving delegate. In instances where the approval is provided by a delegate as a signatory within a document or contract execution, the term 'signatory' is used.

Prior to the exercise of any power or function, the approving delegate must:

- proactively identify and manage conflicts of interest whether real, potential or perceived appropriately and in accordance with applicable legal, regulatory and DOBCEL Conflicts of Interest Policy requirements

¹ Temporary / acting roles are to be formally approved in writing by the authorised delegate, in accordance with this Delegation Instrument

- not execute approval where the delegate has a real, potential or perceived conflict of interest in executing the approval
- consider whether execution of a delegation requires a prior recommendation, endorsement or other action by the board, other delegate or the Bishop’s approval as the sole Member of DOBCEL
- consider risks associated with the matter under consideration and whether the risk level indicates that it should be referred to a senior delegate for approval.
- not authorise expenditure directly relating to themselves.

If an approval is submitted to a senior delegate for approval, the senior delegate is required to:

- conform with any specific limitations on the exercise of the delegation or function as specified in this Delegation Instrument
- act in line with:
 - applicable Commonwealth legislation, including any applicable Federal Award or Workplace Agreement
 - applicable Victorian education legislation, including any regulations or Orders made under the Education and Training Reform Act 2006 (VIC)
 - relevant Federal, Victorian or other relevant legislation in exercising a delegation.

Operations Expenditure: Budget Holders

In Delegation Section 9 and specifically delegation 9.2, the following DOBCEL roles are operational budget holders for the purpose of approving operational expenditure ≤\$50,000:

- Executive Director
- Deputy Director: Catholic Education
- Deputy Director: Stewardship
- Assistant Director: Business Services
- Assistant Director: People and Development
- Manager: Office Finance
- Team Leader/Manager

Delegated approval may only be executed:

- within the Delegate’s jurisdiction and areas of responsibility, and
- within the delegate’s approved operational budget line(s), and
- in accordance with all other limitations and conditions, and
- in accordance with the relevant DOBCEL policy and procedure.

Symbols

Symbols are used throughout this Delegation Instrument as follows:

- < means less than
- ≤ means less than or equal to
- > means greater than
- ≥ means greater than or equal to

Responsible Directorate member	Deputy Director: Stewardship
Policy Owner	Board
Assigned Board Committee	Board
Approval Date	29 May 2024
Review Date	30 May 2027

Delegation Instrument – DOBCEL Office

#	Category	Sub Category	Activity	Approving Delegate	Related Policy Documents	Limits on Delegation & Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
1. Governance								
1.1	Governance	Constitution	Amend DOBCEL Constitution	Bishop	DOBCEL Constitution Clause 25	The Board may make recommendations to the Member for amendments to the Constitution.	N/A	As required
1.2	Governance	Board Appointment	Appoint DOBCEL Board Directors	Bishop	DOBCEL Constitution Clause 9		N/A	As required
1.3	Governance	Board Appointment	Appoint DOBCEL Board Chair and Deputy Chair roles	Bishop	DOBCEL Constitution Clause 15.4		N/A	As required
1.4	Governance	Strategy	Approve DOBCEL Strategic Plan and changes to the Strategic Plan	Board	DOBCEL Constitution Clauses 5.2 and 13	Board to approve unless otherwise directed by the Bishop.	Bishop	Quinquennially
1.5	Governance	Delegated Authority	Approve, issue and change Delegation Instrument(s)	Board	DOBCEL Financial Framework	On the recommendation of the Finance Consultative Committee. Bishop reserve powers as Member are to remain intact in all Delegation Instruments.	Bishop, in relation to Reserve Powers	As required
1.6	Governance	Policy	Approve and review DOBCEL Policies	Bishop	DOBCEL Constitution CL 17.1	DOBCEL Board, subject to Member Approval Endorsement of relevant Board Committees required.	Board	As required
1.7	Governance	Procedures	Approve and review DOBCEL Procedures	Executive Director	DOBCEL Financial Framework DOBCEL Policy Development		N/A	As required
1.8	Governance	External Audit	Approve appointment of external auditor	Board	DOBCEL Constitution Clause 21.2 DOBCEL Financial Framework DOBCEL External Financial Audit Policy	On the recommendation of the Finance Consultative Committee	N/A	As required
1.9	Governance	Internal Audit	Approve appointment of internal auditor	Board	DOBCEL Financial Framework DOBCEL Risk Framework	On the recommendation of the Assurance and Risk Consultative Committee	N/A	As required

#	Category	Sub Category	Activity	Approving Delegate	Related Policy Documents	Limits on Delegation & Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
1.10	Governance	Record Disposal	Approve Record Disposal at end of retention period	Executive Director	Public Record Retention Schedule	On the recommendation of the relevant Deputy Director or Assistant Director Business Services. Record archive and disposal register to be maintained	Board	As required
2. Budget								
2.1	Budget	Operational and Capital Budget	Approve DOBCEL/ CEB: <ul style="list-style-type: none"> operational budget capital budget reforecast operational budget reforecast capital budget 	Board		Endorsed by the DOBCEL Finance Consultative Committee	N/A	Annually
3. Human Resources – Executive Director								
3.1	Human Resources	Employment	Appoint and/or reappoint Executive Director	Bishop	DOBCEL Constitution Clause 18.2	Bishop's reserve power -subject to the written approval of the Bishop and in accordance with negotiated remuneration, allowances, employment terms, conditions and contract. Delegation executed by Board Chair as employment contract signatory.	N/A	As required
3.2	Human Resources	Employment	Approve variation to remuneration, allowances, employment terms and conditions, or contract, Executive Director	Bishop	DOBCEL Constitution Clause 18.2	Bishop's reserve power - Subject to the written approval of the Bishop. Delegation executed by Board Chair as signatory of variation of employment letter.		As required
3.3	Human Resources	Employment	Annual performance review, Executive Director	Board chair		In accordance with Fair Work Act and Employment Contract	N/A	Annually
3.4	Human Resources	Employment	Performance management of Executive Director	Board Chair		Bishop to be advised and consulted. In accordance with Fair Work Act and Employment Contract.	Board	As required
3.5	Human Resources	Employment	Stand down Executive Director	Bishop	DOBCEL Constitution Clause 18.1	Bishop's reserve power	N/A	As required

#	Category	Sub Category	Activity	Approving Delegate	Related Policy Documents	Limits on Delegation & Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
3.6	Human Resources	Employment	Terminate Executive Director and approve associated payments	Bishop	DOBCEL Constitution Clause 18.1	Bishop's reserve power.	N/A	As required
3.7	Human Resources	Employment	Accept resignation Executive Director	Bishop	DOBCEL Constitution Clause 18.1	Bishop's reserve power.	N/A	As required
3.8	Human Resources	Leave Management	Approve all types of leave, Executive Director	Board Chair		In accordance with employment contract	N/A	As required
3.9	Human Resources	Travel	Approve work related interstate travel and associated costs, Executive Director	Board Chair			N/A	As required
3.10	Human Resources	Travel	Approve work related overseas travel and associated costs, Executive Director	Board Chair			N/A	As required
3.11	Human Resources	Employment	Approve employment with Second Employer, Executive Director	Board Chair			N/A	As required
3.12	Human Resources	Relocation	Approve relocation costs, Executive Director	Board Chair		In accordance with terms and conditions of employment contract	N/A	As required
4. Human Resources – Staff Other Than Executive Director								
4.1	Human Resources	Employment	Approve the creation of ongoing or temporary DOBCEL positions including Classifications, Salaries and Allowances, Organisational Structure, for roles other than Executive Director	Executive Director	DOBCEL Constitution Clause 18.3 (b)	Assistant Director: People and Development to provide input as required. In accordance with the Enterprise Agreement, or relevant industrial instrument, or independent remuneration review for staff on common law contracts. New positions must be within an approved budget or otherwise newly funded and approved by the Executive Director.	N/A	As required
4.2	Human Resources	Employment	Appoint and/or reappoint Senior Management	Executive Director	DOBCEL Constitution Clause 18.3 (b)	Appointment in accordance with relevant industrial instrument and budget and on the recommendation of the relevant Deputy or Assistant Director. Delegation executed by Executive Director as employment contract signatory.	N/A	As required

#	Category	Sub Category	Activity	Approving Delegate	Related Policy Documents	Limits on Delegation & Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
	Human Resources	Employment	Appoint and/or reappoint staff other than Executive Director and Senior Management	Relevant Directorate members	DOBCEL Constitution Clause 18.3 (b)	Appointment in accordance with the Enterprise Agreement, relevant industrial instrument and budget, and on the recommendation of the Team Leader/Manager. New roles or classification/remuneration increases require a business case approved by the Executive Director. Delegation executed by Relevant Directorate member as employment contract signatory.	Executive Director to be advised	As required
4.3	Human Resources	Employment	Approve variation to remuneration, allowances, employment terms and conditions, or contract for Senior Management	Executive Director	DOBCEL Constitution Clause 18.3 (b)	Delegation executed by Executive Director as variation of employment letter signatory.	N/A	As required
	Human Resources	Employment	Approve variation to remuneration, allowances, employment terms and conditions, or contract, staff other than Executive Director and Senior Management	Relevant Directorate Member	DOBCEL Constitution Clause 18.3 (b)	Variations that result in increased headcount and/or remuneration budget or transition from fixed term to ongoing employment require a business case approved by the Executive Director. Delegation executed by Relevant Directorate as variation of employment letter signatory.	N/A	As required
4.4	Human Resources	Employment	Annual performance review, staff other than the Executive Director	Team Leader / Manager		Team Leader / Manager relevant to the staff member. In accordance with Fair Work requirements and relevant policy and operating procedures.	Relevant Deputy Director, Assistant Director or Executive Director, as relevant to the role	Annually
4.5	Human Resources	Employment	Performance management of staff other than Executive Director	Deputy Director or Assistant Director		In consultation with People and Development, Deputy Director or Assistant Director as relevant to the role, supported by the relevant Team Leader / Manager. In accordance with Fair Work requirements and Enterprise Agreement.	Executive Director	As required

#	Category	Sub Category	Activity	Approving Delegate	Related Policy Documents	Limits on Delegation & Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
4.6	Human Resources	Employment	Stand down staff other than Executive Director	Executive Director	DOBCEL Constitution Clause 18.3 (b)	Executive Director in consultation with the People & Development Team. In accordance with the Enterprise Agreement, or relevant industrial instrument.	N/A	As required
4.7	Human Resources	Employment	Accept resignation staff other than Executive Director	Relevant Directorate Member	DOBCEL Constitution Clause 18.3 (b)	In accordance with the Enterprise Agreement, or relevant industrial instrument.	N/A	As required
4.8	Human Resources	Employment	Terminate staff other than Executive Director and approve associated payments	Executive Director	DOBCEL Constitution Clause 18.3 (b)	In consultation with People and Development and the relevant Directorate member. In accordance with the Enterprise Agreement, or relevant industrial instrument	N/A	As required
4.9	Human Resources	Employment	Redundancy, staff other than Executive Director and make associated payments	Executive Director	DOBCEL Constitution Clause 18.3 (b)	In consultation with People and Development. In accordance with the Enterprise Agreement, or relevant industrial instrument.	N/A	As required
4.10	Human Resources	Leave Management	Approve leave, staff other than Executive Director: <ul style="list-style-type: none"> • annual leave • annual leave in advance • compassionate leave • personal leave • parental leave • long service leave • study leave • family/domestic violence leave • Defence, Volunteer or Emergency Services leave 	Team Leader/Manager		Team Leader / Manager relevant to the staff member, or as prescribed in the CEB Leave Operating Procedure, and in consultation with People and Development where required. In accordance with the Enterprise Agreement, or relevant industrial instrument	N/A	As required
4.11	Human Resources	Leave Management	Approve leave, staff other than Executive Director: <ul style="list-style-type: none"> • leave without pay. 	Relevant Directorate Member		As prescribed in the CEB Leave Operating Procedure, and in consultation with People and Development where required. If greater than 1 month requires Exec Director approval.	Assistant Director: People and Development	As required

#	Category	Sub Category	Activity	Approving Delegate	Related Policy Documents	Limits on Delegation & Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
4.12	Human Resources	Employment	Approval of employment with Second Employer, staff other than Executive Director	Executive Director			Assistant Director: People and Development	As required
4.13	Human Resources	Travel	Approve work related interstate travel and associated costs, staff other than Executive Director	Relevant Deputy Director		Excludes CEB staff in border locations where cross border travel is a regular requirement	Executive Director	As required
4.14	Human Resources	Travel	Approve work related overseas travel and associated costs, staff other than Executive Director	Executive Director		Subject to DFAT recommendations	Executive Director	As required
4.15	Human Resources	Relocation	Approve relocation costs, staff other than Executive Director	Executive Director		In consultation with People & Development and relevant Directorate	N/A	As required
5. Finance: Payroll								
5.1	Finance	Payroll	Add or remove staff from DOBCEL/CEB payroll master file. Add changes to staff files	Assistant Director: Business Service or Team Leader Manager Payroll			Executive Director Assistant Director People & Development	As required
5.2	Finance	Payroll	Approve payroll exceptions: <ul style="list-style-type: none"> staff timesheets, where in use additional hours, where pre-approved and worked 	Team Leader / Manager		Team Leader / Manager relevant to the staff member	Assistant Director: Business Services	As required
5.3	Finance	Payroll	Approve payroll exceptions: <ul style="list-style-type: none"> higher duties payment of higher duties allowance, where applicable change in staff FTE payout of leave entitlements on termination 	Executive Director		Higher duties allowance requires a minimum of 5 days service.	N/A	As required
5.4	Finance	Payroll	Approve payroll report, including approved exceptions, as detailed above	Any one of: <ul style="list-style-type: none"> Manager: Assistant Manager Office Finance Assistant Director: Business Services Manager: Team Leader/Payroll 		Any one of the Finance Officer or the Payroll Officer to verify completeness of payroll and exceptions reports including all required approvals.	Assistant Director: Business Services	As required

#	Category	Sub Category	Activity	Approving Delegate	Related Policy Documents	Limits on Delegation & Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
5.5	Finance	Payroll	Approve payroll Catholic Development Fund payroll EFT	Any two of: <ul style="list-style-type: none"> • Manager: Assistant Manager Office Finance • Assistant Director: Business Services • Manager: Team Leader/Payroll 		Payroll EFT may only be authorised once the payroll report and the exceptions report are approved	N/A	As required
5.6	Finance	Payroll	Approve salary packaging, Executive Director	Board Chair		In accordance with relevant industrial award or employment contract. including motor vehicles, and any other cash and non-cash items, and FBT implications.	N/A	As required
5.7	Finance	Payroll	Approve salary packaging, staff other than Executive Director	Assistant Director: Business Services		Enterprise Agreement, relevant industrial award or as per the provisions of the enterprise agreement, including motor vehicles, and any other cash and non-cash items, and FBT implications.	N/A	As required
5.8	Finance	Payroll	Approve arrangements to recover salary and allowance overpayments, Executive Director	Board Chair		In accordance with employment contract. Finance Consultative Committee to endorse amounts greater than \$20,000	N/A	As required
5.9	Finance	Payroll	Approve arrangements to recover salary and allowance overpayments, staff other than Executive Director	Executive Director	CEMEA 2022 or relevant clause of other subsequent and then current Enterprise Agreement	As per s.42.4 VCMEA 2018 or relevant clause of other subsequent and then current Enterprise Agreement. Finance Consultative Committee to endorse amounts greater than \$20,000	N/A	As required
6. Finance: DOBCEL Levies / Other Charges								
6.1	Finance	Service contribution/ Other Charges	Set, approve and vary DOBCEL Service contribution and SLA's and other DOBCEL charges	Board		On the recommendation of the Finance Consultative Committee	N/A	Annually

#	Category	Sub Category	Activity	Approving Delegate	Related Policy Documents	Limits on Delegation & Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
6.2	Finance	Service contribution/ Other Charges	Approve Credit Notes and Write-Offs of DOBCEL Levies and other DOBCEL charges	Board		On the recommendation of the Executive Director and the Finance Consultative Committee	N/A	As required
6.3	Finance	Service contribution/ Other Charges	Provision for doubtful debt	Executive Director		On the recommendation of the Assistant Director: Business Services	Finance Consultative Committee	Annually
6.4	Finance	Service contribution/ Other Charges	Debt recovery progressing to legal proceedings	Board		On the recommendation of the Executive Director and the Finance Consultative Committee	N/A	As required
7. Finance: Capital Expenditure, Leases and Asset Management								
7.1	Finance	Capital Expenditure and/or Leases	Approve capital works ≤\$50,000 - ≤\$250,000 including: <ul style="list-style-type: none"> • accept capital quotes • accept capital tenders • sign capital contract works • sign capital leases, other than land and building leases 	Either of the Executive Director or Assistant Director of Business Services		Capital expenditure required to align with approved Capital Budget. Contracts including financial details must be endorsed by Assistant Director: Business Services prior to authorisation	Finance Consultative Committee as part of quarterly financial reporting	As required
7.2	Finance	Capital Expenditure and/or Leases	Approve capital works >\$250,000 including: <ul style="list-style-type: none"> • accept capital quotes • accept capital tenders • sign capital contract works • sign capital leases, other than land and building leases 	Executive Director		Capital expenditure required to align with approved Capital Budget. Contracts including financial details must be endorsed by Assistant Director: Business Services prior to authorisation	Finance Consultative Committee as part of quarterly financial reporting	As required
7.3	Finance	Capital Expenditure and/or leases	Approval of funding from Supplementary Capital Fund	Executive Director		On recommendation of Deputy Director of Stewardship and endorsement of Assistant Director: Business Services	Finance Consultative Committee	Quarterly
7.4	Finance	Land and Building Leases	Approve land or building leases ≤\$250,000	Executive Director		Lease value calculated as the total cost over the period of the lease term.	Finance Consultative Committee as part of quarterly financial reporting	As required
7.5	Finance	Land and Building Leases	Approve land or building leases >\$250,000	Board		Lease value calculated as the total cost over the period of the lease term.	Finance Consultative Committee as part of quarterly financial reporting	As required

#	Category	Sub Category	Activity	Approving Delegate	Related Policy Documents	Limits on Delegation & Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
7.6	Finance	Asset Management	Disposal/write off, of assets with a written down value at the time of disposal or write off ≤\$50,000	Assistant Director: Business Services			Finance Consultative Committee as part of quarterly financial reporting	Quarterly, as part of management reporting
7.7	Finance	Assets	Disposal/write off, of assets with a written down value at the time of disposal or write off >\$50,000	Executive Director			Finance Consultative Committee as part of financial reporting	Quarterly, as part of management reporting
7.8	Finance	Assets	Purchase or sale of land	Board		No more than market value. Demonstrate educational need for school	Finance Consultative Committee as part of financial reporting	Quarterly, as part of management reporting
8. Finance: Loans and Lines of Credit								
8.1	Finance	Loans and Line of Credit	Approve Loan and/or Line of Credit and/or loan and line of credit increases and extensions	Assistant Director: Business Services			Finance Consultative Committee as part of financial reporting	As required
8.2	Finance	Loans and Line of Credit	Loan and or Line of Credit agreement signatory outside of budget	Executive Director		On the written approval of the loan/line of credit by the Board	Board	As required
9. Finance: Operational Expenditure								
9.1	Finance	Preferred Suppliers	Approve appointment of Preferred Suppliers, in accordance with the requirements detailed in DOBCEL Procurement and Purchasing Policy.	Executive Director or Assistant Director Business Services	Procurement & Purchase Policy	Maximum term of appointment ≤ 3 years. Appointment of preferred suppliers does not constitute an authority to procure without an approved purchase order.	Internal and External Audit Management letter	
9.2	Finance	Operational Expenditure	Approve operational expenditure within approved operational budget ≤\$50,000, including: <ul style="list-style-type: none"> • accept quote/tender • sign contract • sign purchase order • confirm receipt of goods/services • approve Invoices 	Team Leader/Manager	Procurement & Purchase Policy	Within approved operational Budget.	Record on Contract Register	As required

#	Category	Sub Category	Activity	Approving Delegate	Related Policy Documents	Limits on Delegation & Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
9.3	Finance	Operational Expenditure	Approve operational expenditure within approved operational budget >\$50,000 - ≤\$100,000, including: <ul style="list-style-type: none"> accept quote/tender sign contract sign purchase order confirm receipt of goods/services approve invoices 	Any one of the: <ul style="list-style-type: none"> Deputy Director: Catholic Education Deputy Director: Stewardship Assistant Director: Business Services Assistant Director: People and Development 	Procurement & Purchase Policy	Within approved operational Budget	Record on Contract Register	As required
9.4	Finance	Operational Expenditure	Approve operational expenditure within approved operational budget >\$100,000 including: <ul style="list-style-type: none"> accept quote/tender sign contract sign purchase order confirm receipt of goods/services approve invoices 	Executive Director	Procurement & Purchase Policy	With endorsement of Directorate member	Finance Consultative Committee Record on contract register as required	As required
9.5	Finance	Operational Expenditure	Approve operational expenditure ≤\$10,000 outside of approved operational budget, including: <ul style="list-style-type: none"> accept quote/tender sign contract sign purchase order approve invoices 	Assistant Director; Business Services	Procurement & Purchase Policy	With endorsement of Directorate member	Finance Consultative Committee Record on contract register as required	As required
9.6	Finance	Operational Expenditure	Approve any operational expenditure >\$10,000 outside of approved operational budget	Executive Director	Procurement & Purchase Policy		Finance Consultative Committee Record on contract register as required	As required
10. Finance: Business Credit Cards								
10.1	Finance	Business Credit Cards	Approve issue/cancellation of business credit card and set credit limit- Executive Director	Board Chair				As required

#	Category	Sub Category	Activity	Approving Delegate	Related Policy Documents	Limits on Delegation & Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
10.2	Finance	Business Credit Cards	Review and approve monthly business credit card statements - Executive Director	Board Chair		Monthly expenditure not to exceed credit limit		Monthly
10.3	Finance	Business Credit Cards	Approve issue/cancellation of business credit card and set credit limit, with the exception of the Executive Director	Executive Director				As required
10.4	Finance	Business Credit Cards	Review and approve monthly business credit card statement - Deputy Directors and Assistant Director: Business Services	Executive Director		Monthly expenditure not to exceed credit limit		Monthly
10.5	Finance	Business Credit Cards	Review and approve monthly business credit card statement, staff other than Deputy Directors, Assistant Director: Business Services and Executive Director	Deputy Director: Stewardship, Assistant Director Business Services or Assistant Director People & Development		Monthly expenditure not to exceed credit limit		Monthly
11. Finance: Banking								
11.1	Financial	Banking	Approve opening and closing bank and loan accounts, including setting: <ul style="list-style-type: none"> online access Administrator access authority online user access limits EFT transfer limits daily transaction limits 	Assistant Director Business Services		Executive Director to be advised.	Finance Consultative Committee as part of management reporting	As required
11.2	Financial	Banking	Approve adding or removing bank and loan signatories.	Executive Director		On the recommendation of Assistant Director: Business Services.	Finance Consultative Committee as part of management reporting	As required
11.3	Financial	Banking	Approve bank and loan account payment transactions (including cheques, electronic fund transfer, BPay and other fund transfers) relevant to DOBCEL /CEB operation, excluding pay run.	Any two approved signatories, being: <ul style="list-style-type: none"> Executive Director Assistant Director: Business Services 		All banking transactions (EFT/Cheques) require two authorised bank signatories.	Finance Consultative Committee as part of management reporting	As required

#	Category	Sub Category	Activity	Approving Delegate	Related Policy Documents	Limits on Delegation & Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
				<ul style="list-style-type: none"> Assistant Manager: Office Finance Finance Officer 				
11.4	Financial	Banking	Approve bank and loan account and other balance sheet reconciliations	Assistant Director: Business Services and Assistant Manager: Office Finance		Balance sheet reconciliation to be performed monthly		Monthly. High activity accounts reconciled weekly.
11.5	Financial	Banking	Approve investments using DOBCEL funds	Executive Director		<p>Direct trading in investment securities or investing in futures and derivative instruments is not permitted.</p> <p>Approval to invest funds with banks other than the top 4 Australian banks or the Catholic Development Fund must be sought from the Board</p>	Board	As required
12. Finance: Reimbursement of Business Expenses								
12.1	Finance	Business Expenses	Approve re-imburement of Business Expenses, staff other than Executive Director	Team Leader / Manager		<p>Team Leader / Manager relevant to the staff member</p> <p>Where held, business credit card to be utilised.</p>		As required
12.2	Finance	Business Expenses	Approve re-imburement of Business Expenses, Executive Director	Board Chair		Where held, business credit card to be utilised.	Internal and External Audit Management Letter	As required
13. Finance: General Journals								
13.1	Finance	General Journals	Approve general journals to Accumulated Funds or Retained Earnings	Executive Director		Journals to Accumulated Funds or Retained Earnings to be discussed with external auditor prior to being executed	Executive Director	As required
13.2	Finance	General Journals	Approve general journals, excluding journals to Accumulated Funds or Retained Earnings	Assistant Director: Business Services or		General Journals not to be posted into Sub Ledger control accounts	Executive Director	As required

#	Category	Sub Category	Activity	Approving Delegate	Related Policy Documents	Limits on Delegation & Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
				Assistant Manager: Office Finance		such as Accounts Receivable, Accounts Payable and Payroll.		
14. Regulatory Compliance: ACNC								
14.1	Regulatory Requirements & Compliance	Compliance	Approve DOBCEL ACNC consolidated Annual Financial Statement	Board		On the recommendation of the Finance Consultative Committee	ACNC	Annually
14.2	Regulatory Requirements & Compliance	Compliance	Approve DOBCEL ACNC consolidated Annual Information Statement	Board		On the recommendation of the Finance Consultative Committee	ACNC	Annually
15. Regulatory Compliance: OHS								
15.1	Regulatory Requirements & Compliance	OHS	Occupational Health and Safety compliance and notifiable events	Assistant Director: People & Development		OHS Coordinator and Manager Human Resources to maintain operational oversight and report on OHS compliance matters including record keeping and notification requirements prescribed by the OHS Act and regulations, VRQA and DOBCEL policy. Assistant Director People and Development and Executive Director to be informed of serious incidents and accidents.	Assurance and Risk Consultative Committee	As required
15.2	Regulatory Requirements & Compliance	OHS	Approve Workcover matters including: <ul style="list-style-type: none"> claim management return to work program 	Assistant Director: People & Development		OHS Coordinator and Manager Human Resources to maintain operational oversight including record keeping and notification requirements prescribed by the OHS Act and regulations, Workplace Injury Rehabilitation and Compensation Act, VRQA and DOBCEL policy. Assistant Director People and Development and Executive	Assurance and Risk Consultative Committee	As required

#	Category	Sub Category	Activity	Approving Delegate	Related Policy Documents	Limits on Delegation & Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
						Director to be informed of serious incidents and accidents.		
15.3	Regulatory Requirements & Compliance	Finance	Approve Workcover Annual Rateable Remuneration return	Assistant Director: Business Services			Finance Consultative Committee	Annually
16. Regulatory Compliance: Safeguarding								
16.1	Regulatory Requirements & Compliance	Safeguarding	Reportable Conduct notifications to the Commission for Children and Young People, regarding staff other than the Executive Director	Executive Director	In accordance with DOBCEL Child Safe Policies and procedures.	Manager Child Safety informs Assistant Director: People & Development and Executive Director. Executive Director as Head of Entity, makes/authorises report to CCYP.	Children & Young People Safeguarding Wellbeing Consultative Committee and Board.	As required
16.2	Regulatory Requirements & Compliance	Safeguarding	Reportable Conduct notifications to the Commission for Children and Young People, regarding the Executive Director	Board Chair	In accordance with DOBCEL Child Safe Policies and procedures.	Manager Child Safety informs Board Chair. Board Chair makes/authorises report to CCYP.	Children & Young People Safeguarding Wellbeing Consultative Committee and Board.	As required
16.3	Regulatory Requirements & Compliance	Safeguarding	Reportable Conduct investigations, regarding staff other than Executive Director	Executive Director	DOBCEL Child Safe Policies and procedures;	Case Manager: Complaint Resolution coordinates in accordance with DOBCEL Child Safe Policies and procedures; the investigator is, investigator to be independent. Assistant Director: People & Development monitors; Executive Director informed of investigation findings and proposed outcome	Children & Young People Safeguarding Wellbeing Consultative Committee and Board.	As required
16.4	Regulatory Requirements & Compliance	Safeguarding	Reportable Conduct investigations, regarding Executive Director	Board Chair	DOBCEL Reportable Conduct Scheme Policy	Case Manager: Complaint Resolution coordinates in accordance with DOBCEL Child Safe Policies and procedures; investigator to be independent. Board Chair, or Assistant Director: People & Development as their delegate monitors investigation.	Bishop	As required

#	Category	Sub Category	Activity	Approving Delegate	Related Policy Documents	Limits on Delegation & Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
						Board Chair informed of investigation findings and proposed outcome.		
16.5	Regulatory Requirements & Compliance	Safeguarding	Notifiable Disclosure events relating to DOBCEL Responsible Persons	Executive Director	VRQA Minimum Standards	Directorate to notify Executive Director within 24 hours of change in circumstances.	Board	As required
17. Legal								
17.1	Legal	Legal Advice	Seek expert external legal advice	Any one of the: <ul style="list-style-type: none"> Executive Director Deputy Director: Catholic Education Deputy Director: Stewardship Assistant Director: Business Services Assistant Director: People and Development 	DOBCEL Risk Framework	Board Chair to be advised, subject to the nature of legal advice obtained. Excludes day to day matters pertaining to employment contracts and/or supply contracts	Executive Director	As required
17.2	Legal	Legal Action	Act on expert external legal advice	Executive Director	DOBCEL Risk Framework	Board Chair to be advised prior to acting as required	Board	As required
17.3	Legal	Legal Action	Approve settlement of litigation claims – external and/or staff legal disputes	Executive Director	DOBCEL Risk Framework	Settlement based on legal and insurer’s advice.	N/A	As required
18. Public Relations								
18.1	External Communications	Public Statements	Media appearances, interviews and responses, making public statements	Executive Director			Board	As required
18.2	External Communications	Corporate Brand	Approve corporate brand and logo, changes to corporate brand and logo	Board			N/A	As required

19. Internal and External Complaints

#	Category	Sub Category	Activity	Approving Delegate	Related Policy Documents	Limits on Delegation & Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
19.1	Internal and External Complaints	Compliance	Resolve or escalate complaints about a DOBCEL employee, other than the Executive Director	Executive Director	DOBCEL Complaints Management Policy and Procedures (external complaints) DOBCEL Employee Grievance Policy and Procedure (internal complaint)	Complaint received by or referred to the Executive Director in consultation with the Assistant Director People and Development and, where appropriate, the Team Leader/Manager and/or Case Manager: Complaint Resolution	Assurance and Risk Consultative Committee	As required
19.2	Internal and External Complaints	Compliance	Resolve or escalate complaints involving the Executive Director	Board Chair	DOBCEL Complaints Management Policy and Procedures (external complaints) DOBCEL Employee Grievance Policy and Procedure (internal complaint)	Complaint received by, or escalated to the Board Chair who approves a review or investigation including the appointment of an investigator and action on subsequent findings. May consult with Assistant Director People and Development or Case Manager: Complaint Resolution.	Bishop	As required

20. Office Administration

20.1	Office Administration	Physical Access	Hold master keys and approve access/issue keys when required	Manager: Planning & Infrastructure		Key Register to be maintained.		As required
20.2	Office Administration	Computer Access – Internal	Approve internal access to DOBCEL computer network	Team Leader/ Manager		Internal access strictly to align to appointed role and associated duties. Unique username and password to be created.		As required
20.3	Office Administration	Computer Access – External	Approve external access to DOBCEL computer network	Assistant Director: Business Services		External access strictly to align to associated duties in a 'read only' capacity. Unique username and password to be created.		As required