

2.1 Policy and Procedures Delegations							
Item	Category	Activity	Delegated Level	Delegated Role	Sub Delegate Role	Limit / Condition	Line of Sight Reporting
2.1.1	Policies	DOBCEL Policies	N/A			DOBCEL Board, subject to Member approval	Policies developed/revised by relevant Standing committee, Board review, Member approval
2.1.2	Policies	DOBCEL Policy Consultation & review	N/A			Ensure opportunity for diocesan education community to engage in consultation concerning DOBCEL policies. Review of all policies in accordance with review schedule outlined in individual policies.	Policies developed/revised by relevant Standing committee, Board review, Member approval
2.1.3	Policies	Reporting on Policy implementation	Level 1	Exec Director	Directorate	<p>The following matters must be reported to the Board:</p> <ul style="list-style-type: none"> · Compliance with Child Safe Standards – Ministerial Order 870 · Compliance with care, safety and welfare standard · Incidents relating to Child Safety Standards, Mandatory reporting, Reportable Conduct Scheme and under the Crimes Act obligations · Critical Incident and Emergency Management related incidents · Enrolments · VRQA exemptions · Escalated complaints · Legal and Reputational Risk matters · Occupational Health & Safety · Compliance with all applicable legislation <p>Financial</p>	<p>All DOBCEL Child Safety requirements are to be implemented by DOBCEL schools, with the the oversight of the Education Consultant, reporting to the Directorate and then to the Board;</p> <p>All School VRQA minimum Standards reports are reported to the Directorate and to the Board;</p> <p>All areas of School non-compliance to the VRQA minimum standards are reported to CECV, the Directorate and to the Board;</p> <p>All incidents relating to Child safe Standards are reported to the ADPD & Exec Director and to the Board ;</p> <p>All areas of non-compliance are reported to CECV, Directorate and to the Board; All VRQA exemptions are reported to CECV and to the Board;</p> <p>All School Validation Reviews are reported to the System Improvement Committee and to the Board;</p> <p>Annual school enrolment data and trends are reported to the System Improvement Standing Committee, ARFSC and to the Board;</p> <p>All critical incidents and escalated complaints are reported to the ARFSC and Board;</p> <p>DOBCEL OHS requirements are to be implemented by DOBCEL schools; School Review documentation and Incident Management reports are provided to the OHS Committee, Directorate, ARFSC, and the Board.</p>
2.1.4	Procedures	DOBCEL Procedures: Local context	Level 3	Principal	School Leadership team	Ensure that DOBCEL procedures are contextualised and enacted	

2.2 Legal Delegations							
Item	Category	Activity	Delegated Level	Delegated Role	Sub Delegate Role	Limit / Condition	Line of Sight Reporting
2.2.1	Advice	DOBCEL Board Legal Advice	N/A				N/A
2.2.2	Advice	Professional Standards Legal Advice	Level 2	ADPD, ADSI	MHR, MSS, Ed Con		ADSI & ADPD report to Executive Director, ARFSC, Board
2.2.3	Advice	Industrial Relations Legal Advice	Level 2	ADPD	MHR		ADPD report to Executive Director, ARFSC, Board
2.2.4	Advice	Any other legal advice	Level 3	Directorate	Leadership Team / Principal		Report to Executive Director, ARFSC, Board
2.2.5	Advice	Settling litigation claims, legal disputes and staff claims	Level 1	Exec Director	Directorate	Subject to the legal advice obtained	Refer to Board
2.2.6	Contracts	Signing of Contracts on behalf of the Board	Level 1	Exec Director		Subject to Board approval	ARFSC, Board
2.2.7	Contracts	Review of Legal Contracts by lawyer	Level 2	Directorate			Report to Executive Director, ARFSC, Board
2.2.8	Contracts	Contracts outside of the approved annual budget: Schools with up to 150 students	Level 2	Directorate		School contracts with an annual cost of more than \$20,000 (such as for school cleaning, ICT providers, uniform, canteen and other contractors or providers)	Report to Executive Director, ARFSC, Board
2.2.9	Contracts	Contracts outside of the approved annual budget: Schools with 150-500 students	Level 2	Directorate		School contracts with an annual cost of more than \$50,000 (such as for school cleaning, ICT providers, uniform, canteen and other contractors or providers)	Report to Executive Director, ARFSC, Board
2.2.10	Contracts	Contracts outside of the approved annual budget: Schools with 500-1000 students	Level 2	Directorate		School contracts with an annual cost of more than \$75,000 (such as for school cleaning, ICT providers, uniform, canteen and other contractors or providers)	Report to Executive Director, ARFSC, Board
2.2.11	Contracts	Contracts outside of the approved annual budget: Schools with 1000 or more students	Level 2	Directorate		School contracts with an annual cost of more than \$100,000 (such as for school cleaning, ICT providers, uniform, canteen and other contractors or providers)	Report to Executive Director, ARFSC, Board
2.2.12	Contracts	Avoidance of unfair contracts with a related entity	Level 1	Exec Director	Directorate	Contracts or arrangements with related entities (parish, Centacare, Catholic organisations)	Report to Executive Director, ARFSC, Board

2.3 Financial Delegations								
Item	Category	Activity	Delegated Level			Limit / Condition	Line of Sight Reporting	
2.3.1	Asset	Disposal of assets with a written down value between \$5,000 and \$20,000 at time of sale	Level 3	Principal	DP and/or BM (Sec)	Principal or delegate to discuss with CEB Finance Team	Report to ADBS(CFO)	
2.3.2	Asset	Disposal of assets with a written down value of greater than \$20,000 at time of sale	Level 2	ADBS(CFO)	MFA	Principal to discuss and seek endorsement with ADBS(CFO) / MFA	Report to Executive Director, ARFSC, Board	
2.3.3	Banking	Authorisation of Bank Signatories	Level 2	ADBS(CFO)	MFA	All banking transactions (EFT/Cheques) require two authorised bank signatories. Review undertaken as part of Annual External Financial Audit Process	Issues identified during External Financial Audit reported to ADBS (CFO), Executive Director, ARFSC, Board	
2.3.4	Banking	Opening of school bank accounts and setting daily transaction limits	Level 2	ADBS(CFO)	MFA	Principal to discuss and seek endorsement with ADBS(CFO) / MFA	Report to Executive Director, ARFSC, Board	
2.3.5	Banking	Transactions in school bank accounts	Level 3	Principal	School Admin/Finance Officer	All banking transactions (EFT/Cheques) require two authorised bank signatories. Review undertaken as part of Annual External Financial Audit Process	Issues identified during External Financial Audit reported to ADBS (CFO), Executive Director, ARFSC, Board	
2.3.6	Banking	General bank deposits and reconciliations	Level 3	Principal	School Admin/Finance Officer	DOBCEL Business Managers review. Review undertaken as part of Annual External Financial Audit Process	Issues identified during External Financial Audit reported to ADBS (CFO), Executive Director, ARFSC, Board	
2.3.7	Banking	Closing of school bank accounts	Level 2	ADBS(CFO)	MFA		Report to ADBS(CFO), Executive Director	
2.3.8	Budget	DOBCEL Recurrent Budget	N/A			ARFSC endorsement, BOARD approval		
2.3.9	Budget	DOBCEL Capital Budget	N/A			ARFSC endorsement, BOARD approval		
2.3.10	Budget	DOBCEL Cashflow forecast	N/A			ARFSC endorsement, BOARD approval		
2.3.11	Budget	School Recurrent Budget	Level 1	Exec Director	ADBS(CFO)	Prepared by Business Manager (Sec) or CEB Business Manager (Prim) in consultation with Principal, ARFSC endorsement, BOARD approval	Report to ARFSC, Board	
2.3.12	Budget	School Capital Budget	Level 1	Exec Director	ADBS(CFO)	Prepared by Business Manager (Sec) or CEB Business Manager (Prim) in consultation with Principal, ARFSC endorsement, BOARD approval	Report to ARFSC, Board	
2.3.13	Budget	School Cashflow forecast	Level 1	Exec Director	ADBS(CFO)	Prepared by Business Manager (Sec) or CEB Business Manager (Prim) in consultation with Principal, ARFSC endorsement, BOARD approval	Report to ARFSC, Board	
2.3.14	Budget	School Deficit Budget (insufficient cash reserves)	N/A			Management Plan established. ARFSC endorsement, BOARD approval		
2.3.15	Capital and Operating Expenditure	Preferred supplier agreements may be initiated and established for frequently purchased goods and services required by the school. Once established, the preferred supplier must be used whenever goods and services which are covered by a preferred supplier agreement, are being procured. Preferred supplier agreements should be established for no more than three years and can only be authorised by DOBCEL.	Level 2	ADBS(CFO)	MFA	Prepared by Business Manager (Sec)/Principal to discuss with CEB Finance Team. Refer to DOBCEL Procurement and Purchasing Procedures for process	Register maintained by school and audited annually	
2.3.16	Capital	Capital Development Applications	Level 3	Principal		Ensuring that the DOBCEL &/or CCG capital development procedures are followed	Report to ADBS(CFO), Executive Director	
2.3.17	Capital	Capital Improvements- self funded, outside of Budget	Level 2	ADBS(CFO)	MFA	Principal to discuss and seek endorsement with ADBS(CFO) / MFA	Report to Executive Director, ARFSC, Board	
2.3.18	Capital	Capital Improvements- Federal or State funded	Level 2	ADBS(CFO)		Must follow Commonwealth Capital Grants procedures	Report to Executive Director, ARFSC, Board	
2.3.19	Capital	Acceptance of Tenders: Capital works >\$100,000	Level 1	Exec Director		Must follow DOBCEL and CCG tender processes	Report to ARFSC, Board	
2.3.20	Capital	Quotes for items between \$2000 - \$4999	Level 3	Principal		A minimum of one written quote. Review undertaken as part of Annual External Financial Audit Process	Issues identified during External Financial Audit reported to ADBS (CFO), Executive Director, ARFSC, Board	

2.3.21	Capital	Quotes for items between \$5000 - \$14,999	Level 3	Principal		A minimum of two written quotes.*If min quotes unable to be sourced, then refer to DOBCEL ADBS(CFO). Review undertaken as part of Annual External Financial Audit Process	Issues identified during External Financial Audit reported to ADBS (CFO), Executive Director, ARFSC, Board	
2.3.22	Capital	Quotes for item up to \$15,000 - \$99,000	Level 2	ADBS(CFO)		A minimum of three written quotes. *If min quotes unable to be sourced, then refer to DOBCEL ADBS(CFO). Review undertaken as part of Annual External Financial Audit Process	Report to ADBS(CFO)	
2.3.23	Capital	Maintenance Plan in line with 5 yr Business Plan	Level 3	Principal		Properties, Facilities Advisors and DOBCEL Business Managers to review	Report to ADBS(CFO)	
2.3.24	Capital	Master Plan: Major changes	Level 1	Exec Director		Major changes including significant student capacity changes	Report to ARFSC, Board	
2.3.25	Capital	Master Plan: Minor changes - swap order	Level 3	Principal		Properties, Facilities Advisors and DOBCEL Business Managers to review	Report to ADBS(CFO)	
2.3.26	Capital	Sale of Property	N/A			In line with DOBCEL & Diocesan policy & procedures	Refer to Board	
2.3.27	Finance	Creditor Payments - schools	Level 3	Principal	Business Manager (Sec)	Authorise Recurrent and Capital Expenditure approved in the endorsed Budget. Review undertaken as part of Annual External Financial Audit Process	Issues identified during External Financial Audit reported to ADBS (CFO), Executive Director, ARFSC, Board	
2.3.28	Finance	Re-imburement to School Staff	Level 3	Principal	Business Manager (Sec)	Authorise all staff other than principal and those staff related to the principal	Issues identified during External Financial Audit reported to ADBS (CFO), Executive Director, ARFSC, Board	
2.3.29	Finance	Re-imburement to Staff related to Principal	Level 2	ADBS(CFO)	Ed Con	DOBCEL Management (Education Consultant)	Issues identified during External Financial Audit reported to ADBS (CFO), Executive Director, ARFSC, Board	
2.3.30	Finance	Re-imburement to Principal – approved expenses	Level 2	ADBS(CFO)	Ed Con	DOBCEL Management (Education Consultant)	Issues identified during External Financial Audit reported to ADBS (CFO), Executive Director, ARFSC, Board	
2.3.31	Finance	Re-imburement to Principal – outside approved budget	Level 2	ADBS(CFO)	Ed Con	DOBCEL Management (Education Consultant)	Report to ADBS(CFO), Executive Director	
2.3.32	Finance	School Credit Cards - Issuing: Schools	Level 2	ADBS(CFO)	MFA	Primary Schools: one card for Principal, in addition, if primary enrolment > 400 one for Business Manager or Deputy Principal. Secondary schools: up to one card each for Principal, Business Manager & Deputy Principal(s) (additional card by request ie Librarian to ADBS(CFO)). Limits as per DOBCEL Credit Card Policy & Procedures. DOBCEL Business Managers review. Review undertaken as part of Annual External Financial Audit Process	Report to ADBS(CFO)	
2.3.33	Finance	School Credit Cards - Principal - Review & approval monthly statements	Level 2	ADBS(CFO)	MFA/AFM	Authorisation as per DOBCEL credit card policy & procedures	Issues identified including during External Financial Audit reported to ADBS (CFO), Executive Director, ARFSC, Board	
2.3.34	Finance	School Credit Cards - School staff - Review & approval monthly statements	Level 3	Principal		Authorisation as per DOBCEL credit card policy & procedures	Issues identified during External Financial Audit reported to ADBS (CFO), Executive Director, ARFSC, Board	
2.3.35	Finance	Credit Cards - Issuing DOBCEL Management	Level 1	Exec Director	ADBS(CFO)	Limits as per DOBCEL credit card policy & procedures. Review undertaken as part of Annual External Financial Audit Process	Report to ADBS(CFO), Executive Director, Board Chair as appropriate	
2.3.36	Finance	Credit Cards - Executive Director - Review & approval monthly statements	N/A			Authorisation as per DOBCEL credit card policy & procedures	Refer to Board Chair	
2.3.37	Finance	Credit Cards - DOBCEL Management staff - Review & approval monthly statements	Level 1 & Level 2	Exec Director	Deputy Director	Authorisation as per DOBCEL credit card policy & procedures	Report to ADBS(CFO), Executive Director, Board Chair as appropriate	
2.3.38	Finance	The purchase of items outside approved budget.	Level 3	Principal	Business Manager/Finance Officer	Possible provided the school has sufficient cash reserves.	Principal to notify CEB BM, Summary report to ADBS (CFO), Executive Director, ARFSC	
2.3.39	Finance	Acceptance of Tenders: non Capital >\$50,000	Level 1	Exec Director	ADBS(CFO)	DOBCEL/Sec Business Managers review. Report to ADBS (CFO)	Report to ARFSC, Board	

2.3.40	Finance	Authorisation of Loans	Level 1	Exec Director	ADBS(CFO)	DOBCEL/Sec Business Managers review. Report to ADBS (CFO)	Report to ARFSC, Board	
2.3.41	Finance	Loan Applications	Level 3	Principal	Business Manager/Finance Officer	DOBCEL/Sec Business Managers review. Report to ADBS (CFO)	Report to ADBS(CFO)	
2.3.42	Finance	Not-for-profit status	N/A			This is done for all schools owned and operated by the governing authority		
2.3.43	Finance	Annual Financial Statement	Level 1	Exec Director	ADBS(CFO)	DOBCEL/Sec Business Managers review. Report to ADBS (CFO)	Report to ADBS(CFO), Executive Director	
2.3.44	Finance	Annual Information Statement	Level 1	Exec Director	ADBS(CFO)	DOBCEL/Sec Business Managers review. Report to ADBS (CFO)	Report to ADBS(CFO), Executive Director	
2.3.45	Finance	Commonwealth Department of Education: Financial Questionnaire	Level 1	Exec Director	ADBS(CFO)	DOBCEL/Sec Business Managers review. Report to ADBS (CFO)	Report to ADBS(CFO), Executive Director	
2.3.46	Finance	Other financial acquittals	Level 1	Exec Director	ADBS(CFO)	DOBCEL/Sec Business Managers review. Report to ADBS (CFO)	Report to ADBS(CFO), Executive Director	
2.3.47	Finance	Setting school fees, charges & levies	Level 2	ADBS(CFO)	Principal	In line with DOBCEL advice	Recommended by ADBS(CFO), ARFSC, Approved by Board	
2.3.48	Finance	Write offs, discounts, rebates of school fees, charges & levies	Level 3	Principal		DOBCEL/Sec Business Managers review. Review undertaken as part of Annual External Financial Audit Process	Issues identified during External Financial Audit reported to ADBS (CFO), Executive Director, ARFSC, Board	
2.3.49	Finance	Recovery of school debts from families using debt collectors	Level 3	Principal	DP and/or BM (Sec)	Prepared by Business Manager (Sec)/Principal to discuss with CEB Finance Team.	Report to ADBS(CFO), Executive Director	
2.3.50	Finance	Recovery of school debts from families progressing to legal proceedings	Level 1	Exec Director	ADBS(CFO)	DOBCEL/Sec Business Managers review, escalation to ADBS(CFO)	Executive Director, ARFSC, Board	
2.3.51	Payroll	Payroll variations and payroll - school based	Level 3	Principal	Business Manager/Finance Officer	Authorise as per requirements in DOBCEL Payroll Service Level Agreement	Issues identified during External Financial Audit reported to ADBS (CFO), Executive Director, ARFSC, Board	
2.3.52	Payroll	Payroll variations and payroll - centralised	Level 3	Principal	CEB Payroll	Authorise as per requirements in DOBCEL Payroll Service Level Agreement	Report to ADBS(CFO)	
2.3.53	Payroll	Salary Packaging - Staff	Level 3	Principal				
2.3.54	Payroll	Salary Packaging - Principal	Level 2	ADBS(CFO)	MFA			
2.3.55	Payroll	Agreed arrangements to recover salary and allowance overpayments	Level 3	Principal	Business Manager/Finance Officer	Escalate to ADBS(CF)/MFA for support		

2.4 Human Resource Delegations							
Item	Category	Activity	Delegated Level	Delegated Role	Sub Delegate Role	Limit / Condition	Line of Sight Reporting
2.4.1	Employment	Reporting and oversight of escalated risks, and issues relating to professional standards (VIT)	Level 2 Level 3	ADSI, ADPD Principal	MHR, MSS	ADSI and ADPD ensure alignment and oversight of VIT professional standards with a Systems Improvement and Human Resources focus, working closely with principals to ensure practice and custom regarding the employment, supervision and training of staff meets regulatory and legal requirements and DOBCEL Board expectations	ADSI has oversight of and reports to the System Improvement Standing Committee regarding school review of minimum standards and professional practice. ADPD maintains oversight of potential breaches of professional standards, ensuring that identified risks and issues are reported via the Exec Director and Board.
2.4.2	Employment	Appointment: School staff other than Deputy Principal, Assistant Principal, Head of Campus, Religious Education Leader and Business Manager/Bursar	Level 3	Principal		For staff employed under the VCEMEA and in accord with CECV Guidelines on the Employment of Staff in Catholic Schools, and budget	Appointment process managed by Principal in accordance with CECV guidelines and VCEMEA, contract provided to Payroll, ADPD provides summary report to Exec Director & Board
2.4.3	Employment	Appointment: Deputy Principal, Assistant Principal, Head of Campus	Level 3	Principal		For staff employed under the VCEMEA and in accord with CECV Guidelines on the Employment of Staff in Catholic Schools, and budget	Appointment process managed by Principal in accordance with CECV guidelines and VCEMEA, contract provided to Payroll, ADPD provides summary report to Exec Director & Board
2.4.4	Employment	Appointment: Religious Education Leader	Level 3	Principal		For staff employed under the VCEMEA and in accord with CECV Guidelines on the Employment of Staff in Catholic Schools, and budget	Appointment process managed by Principal in accordance with CECV guidelines and VCEMEA, contract provided to Payroll, ADPD provides summary report to Exec Director & Board
2.4.5	Employment	Appointment: Business Manager/Bursar	Level 3	Principal		For staff employed under the VCEMEA and in accord with CECV Guidelines on the Employment of Staff in Catholic Schools, and budget	Appointment process managed by Principal in accordance with CECV guidelines and VCEMEA, contract provided to Payroll, ADPD provides summary report to Exec Director & Board
2.4.6	Employment	Appointment: Principal	Level 1	Exec Director	Ed Con and MHR	Subject to ratification by the Bishop as DOBCEL Member. Within VCEMEA for Primary Principals, or CECV Recommended Conditions of Employment for Secondary Principals, and budget	Appointment process centralised, coordinated by Manager HR, recommendation to Exec Director with ratification by Bishop. ADPD provides summary reporting to Exec Director & Board.
2.4.7	Employment	Appointment: CEB staff other than Directorate	Level 2	Directorate		For staff employed under the VCEMEA, or other industrial instrument, and in accord with CECV Guidelines on the Employment of Staff in Catholic Schools, and budget	Appointment process managed by HR Manager with Team Leader in accordance with CECV guidelines and VCEMEA, contract provided to Payroll, ADPD provides summary report to ED & Board
2.4.8	Employment	Appointment: Directorate	Level 1	Executive Director	ADPD	In accord with CECV Guidelines on the Employment of Staff in Catholic Schools, and budget	Appointment process managed by ADPD, with Executive Director, in accordance with CECV guidelines, contract provided to Payroll, ADPD provides summary report to ED & Board
2.4.9	Employment	Appointment: Chief Executive Officer	N/A			Subject to Member approval	Appointment process overseen by Board, subject to approval by the Bishop (Member)
2.4.10	Employment	Appointment: School staff outside the VCEMEA &/or Education Services General Staff Award	Level 3	Principal		In accord with CECV Guidelines on the Employment of Staff in Catholic Schools and budget	Appointment process managed by Principal in accordance with CECV guidelines, contract provided to Payroll, ADPD provides summary report to Exec Director & Board
2.4.11	Employment	Appointment: Interim Principal	Level 1	Exec Director	Ed Con and MHR	Subject to ratification by the Bishop as DOBCEL Member. Within VCEMEA for Primary Principals, or CECV Recommended Conditions of Employment for Secondary Principals, and budget	Appointment process centralised, coordinated by Manager HR and Education Consultant, recommendation to Exec Director & Board with ratification by Bishop
2.4.12	Employment	Positions of Leadership (POL) payments and higher duties allowances	Level 3	Principal		For staff employed under the VCEMEA and in accord with CECV Guidelines on the Employment of Staff in Catholic Schools, and budget	Process managed by Principal in accordance with CECV guidelines and VCEMEA, provided to Payroll, AD provides summary report to Exec Director & Board
2.4.13	Employment	Employment Contracts of staff related to CEB Senior Leadership	Level 1	Exec Director	Ed Con and MHR	For staff employed in accord with CECV Guidelines on the Employment of Staff in Catholic Schools, and budget	Appointment recommended by Directorate, and approved by Exec Director. In the case of a relative of the Exec Director, approved by the Board Chair.
2.4.14	Employment	Employment Contracts of staff related to Principal	Level 1	Exec Director	Ed Con and MHR	For staff employed in accord with CECV Guidelines on the Employment of Staff in Catholic Schools, and budget	Appointment recommended by Principal, and approved by Exec Director.

2.4.15	Employment	Staff performance management (general staff, excluding Principal)	Level 3	Principal	Ed Con and MHR	In accord with the VCEMEA, or relevant industrial instrument. Seek Expert advice from MHR	Process in accordance with relevant industrial instrument in consultation with the MHR. Oversight by ADPD, summary report to Exec Director & Board	
2.4.16	Employment	Staff performance management (Principal)	Level 1	Exec Director	Ed Con with ADPD	In accord with the VCEMEA, or relevant industrial instrument	Process in accordance with relevant industrial instrument managed by ADPD with Exec Director, summary report to Board	
2.4.17	Employment	Staff performance management (Stewardship, Leadership)	Level 1	Exec Director	Directorate with ADPD	In accord with the VCEMEA, or relevant industrial instrument	Process in accordance with relevant industrial instrument managed by ADPD with Exec Director, summary report to Board. In the case performance management of the ADPD, the Exec Director may engage the CECV IR Unit or other external IR specialist.	
2.4.18	Employment	Staff Performance: Executive Director	N/A			Member and Board Chair oversight and management.	The Member and Board Chair may engage external IR specialist.	
2.4.19	Employment	Termination of CEB staff employment (general staff, excluding Stewardship & Leadership)	Level 2	Director	Team Leader with Manager HR	In accord with the VCEMEA, or relevant industrial instrument	Process in accordance with relevant industrial instrument in consultation with the Manager HR, oversight by ADPD, summary report to Exec Director & Board	
2.4.20	Employment	Termination of school-based employment (general staff, excluding Principal)	Level 3	Principal	Ed Con and MHR	In accord with the VCEMEA, or relevant industrial instrument. Seek Expert advice from MHR	Process in accordance with relevant industrial instrument in consultation with the MHR. Oversight by ADPD, summary report to Exec Director & Board	
2.4.21	Employment	Termination of employment (Principal)	Level 1	Exec Director	Ed Con with ADPD	Subject to ratification by the Bishop as DOBCEL Member	Process in accordance with relevant industrial instrument managed by ADPD with Exec Director, ratification by the Bishop, summary report to Exec Director & Board	
2.4.22	Employment	Redundancy: School: General Staff	Level 3	Principal	Ed Con and MHR	In accord with the VCEMEA, or relevant industrial instrument. Seek Expert advice from MHR	Process in accordance with relevant industrial instrument in consultation with the MHR. Oversight by ADPD, summary report to Exec Director & Board	
2.4.23	Employment	Redundancy: Principal & CEB Staff	Level 1	Exec Director	ADPD, Directorate	In accord with the VCEMEA, or relevant industrial instrument	Process in accordance with relevant industrial instrument managed by ADPD with Exec Director, ratification by the Bishop, summary report to Exec Director & Board	
2.4.24	Employment	Approval of Employment for School Staff with Second Employer	Level 3	Principal		In accordance with Conflict of Interest and Code of Conduct policies	Review and approval managed by Principal	

2.4.25	Employment	Approval of Employment for staff with Second Employer (Principal or CEB staff)	Level 1	Exec Director	Ed Con	In accordance with Conflict of Interest and Code of Conduct policies	Review and approval by Exec Director	
2.4.26	Employment	Classifications, Salaries and Allowances: School staff other than Principal	Level 3	Principal		Within VCEMEA, Award and budget	Principal endorsement in accordance with VCEMEA or Award, and budget	
2.4.27	Employment	Classifications, Salaries and Allowances: Principal	Level 1	Exec Director	Ed Con and MHR	Within VCEMEA for Primary Principals, or CECV Recommended Conditions of Employment for Secondary Principals, and budget	Exec Director endorsement in accordance with CECV guidelines, VCEMEA, and budget	
2.4.28	Employment	Classifications, Salaries and Allowances: CEB Staff (other than Leadership)	Level 2	ADPD	MHR with Team Leader, Directorate	Within VCEMEA or relevant industrial instrument, or independent remuneration review for staff on common law contracts, and within budget	Director endorsement in accordance with CECV guidelines, VCEMEA or relevant instrument, and budget	
2.4.29	Employment	Classifications, Salaries and Allowances: CEB Leadership	Level 1	Exec Director	ADPD, Directorate	Within VCEMEA or relevant industrial instrument, or independent remuneration review for staff on common law contracts, and within budget	Exec Director endorsement in accordance with CECV guidelines, VCEMEA or relevant instrument, and budget	
2.4.30	Employment	Small and Remote School Incentive Scheme Allowance and Reimbursements: Principal	Level 2	ADPD	MHR	In accord with DOBCEL Small and Remote School Staff Incentive Scheme Policy and Procedures		
2.4.31	Employment	Small and Remote School Incentive Scheme Allowance and Reimbursements: School staff other than Principal	Level 3	Principal		In accord with DOBCEL Small and Remote School Staff Incentive Scheme Policy and Procedures		
2.4.32	Employment	Approval of leave: School staff (including senior leaders)	Level 3	Principal		Within VCEMEA and budget	Leave application by employee, approved by Principal in accordance with CECV guidelines, VCEMEA, and budget	
2.4.33	Employment	Approval of leave: Principal & CEB Staff	Level 2	Directorate (CEB staff), Ed Con (Principals)	Team Leader	Within VCEMEA for Primary Principals, or CECV Recommended Conditions of Employment for Secondary Principals, and budget	Leave application by employee, approved by Team Leader/Exec Director in accordance with CECV guidelines, VCEMEA, and budget.	
2.4.34	Employment	Stand-down: School staff	Level 3	Principal		In accord with the VCEMEA, or relevant industrial instrument	Principal in accordance with relevant industrial instrument and in consultation with Manager HR, reported to ADPD and Exec Director.	
2.4.35	Employment	Stand-down: Principal and CEB Staff	Level 1	Exec Director	Ed Con and MHR and ADPD	In accord with the VCEMEA, or relevant industrial instrument	Exec Director in accordance with relevant industrial instrument and in consultation with Manager HR and ADPD	
2.4.36	Employment	Stand-down: Exec Director DOBCEL	n/a			Bishop's reserve power	DOBCEL Chair and Bishop to review, Bishop's reserve power	
2.4.37	Employment	Variation to employment: School staff (other than Principal)	Level 3	Principal		In accord with the VCEMEA, Award, or relevant industrial instrument	Variation process managed by Principal in accordance with CECV guidelines and VCEMEA or Award and budget. Provided to Payroll/OSR updated.	
2.4.38	Employment	Variation to employment: Principal	Level 1	Exec Director	Ed Con with MHR	In accord with the VCEMEA, or relevant industrial instrument	Variation process centralised, coordinated by Manager HR, recommendation to Exec Director with ratification by Bishop. Provided to Payroll/OSR updated.	
2.4.39	Employment	Variation to employment: CEB staff	Level 2	Directorate	Team Leader with MRH	In accord with the VCEMEA, or relevant industrial instrument	Variation process centralised, coordinated by Manager HR or ADPD. Approved by Directorate if within budget, approved by Exec Director if unbudgetted. Provided to Payroll/OSR updated.	
2.4.40	Travel	Work related travel interstate and overseas: School	Level 2	Deputy Director		All school staff (other than staff in border schools where interstate travel is a regular requirement)	Approval by Deputy Director, report to Executive Director, Board	
2.4.41	Travel	Work related travel interstate and overseas: Principal & CEB staff	Level 2	Deputy Director			Approval by Deputy Director, report to Executive Director, Board	
Note: VCEMEA means Victorian Catholic Education Multi Enterprise Agreement 2018, as varied or replaced from time to time								

2.5 School Compliance and Operations Delegations								
Item	Category	Activity	Delegated Level	Delegated Role	Sub Delegate Role	Limit / Condition	Line of Sight Reporting	
2.5.1	Compliance	School compliance	Level 1	Exec Director	Directorate	Ensure at all times that the school meets the Minimum Standards for School Registration.	Cyclical and Annual school reviews of Minimum Standards by CEB staff and external reviewers. Summary reports to Directorate and Board	
2.5.2	Compliance	School review	Level 1	Exec Director	Directorate	Oversee the process of cyclic school review as per DOBCEL policy and will enact any recommendations arising from that review in a timely fashion	Cyclical process of school validation and reviews by external panel. Summary reports to School Improvement Standing Committee, Directorate and Board.	
2.5.3	Compliance	School Attendance	Level 3	Principal		In accordance with DOBCEL Attendance Policy	See Appendix 2: Principal Delegations Agreement outlines the detailed reporting mechanism from the school principal to the Board	
2.5.3	Compliance	Child Safe Standards: including MO 870	Level 1 Level 2 Level 3	Exec Director with ADSI and ADPD	Principals, MSS	Ensure the school meets the specific requirements of the Victoria Child Safe Standards as set out in Ministerial Order No 870 and any other safeguarding legislation. The Principal is responsible for embedding a culture of child safety and taking actions to effectively and efficiently manage the requirements specified by the MO within the school	School Review of minimum standards including MO 870, ADSI report to System Improvement Standing Committee, ADPD report to Wellbeing and Safeguarding Standing Committee, then to Board .	
2.5.4	Compliance	Reportable Conduct notifications to the Commission for Children and Young People: School: General school staff (other than principals)	Level 1	Exec Director	ADPD, MSS	In accord with DOBCEL Child Safe Polcies and procedures	Principal informs Manager Safeguarding & Standards, ADPD and Exec Director informed. Exec Director as Head of Entity, makes/authorises report to CCYP. Summary report to Wellbeing & Safeguarding Standing Committee, Board.	
2.5.5	Compliance	Reportable Conduct notifications to the Commission for Children and Young People: Principals & Management Staff	Level 1	Exec Director	ADPD, MSS	In accord with DOBCEL Child Safe Polcies and procedures	Manager Safeguarding & Standards informs ADPD and Exec Director. Exec Director as Head of Entity, makes/authorises report to CCYP. Summary report to Wellbeing & Safeguarding Standing Committee, Board.	
2.5.6	Compliance	Reportable Conduct investigations School: General school staff (other than principals)	Level 1	Exec Director	ADPD, MSS, Principals	In accord with DOBCEL Child Safe Polcies and procedures; investigator to be independent	Principal informs Manager Safeguarding & Standards, ADPD and Exec Director informed and approves investigation/investigator. Manager Safeguarding & Standards monitors and reports on investigation and outcomes to ADPD & Exec Director. Summary report to Wellbeing & Safeguarding Standing Committee, Board.	
2.5.7	Compliance	Reportable Conduct investigations: Principal & Management Staff	Level 1	Exec Director	ADPD, MSS	In accord with DOBCEL Child Safe Polcies and procedures; investigator to be independent	ADPD recommends investigation/investigtor, Exec Director approves. ADPD monitors and reports on investigation and outcomes to Exec Director. Summary report to Wellbeing & Safeguarding Standing Committee, Board.	
2.5.8	Compliance	Mandatory Reporting and Crimes Act Reporting obligations	Level 1, Level 2, Level 3	Exec Director, ADSI, ADPD	Principals. MSS	In accord with DOBCEL Child Safe Policies and Procedures	School Review of minimum standards relating to child safety ADSI report to System Improvement Standing Committee, ADPD report to Wellbeing and Safeguarding Standing Committee, the to Board	
2.5.9	Compliance	Notifiable Disclosure events relating to Responsible Persons (Schools)	Level 1, Level 2, Level 3	Exec Director, ADSI, ADPD	Principals, MHR	In accordance with DOBCEL Responsible Persons Policy	Principal to notify Exec Director within 24 hours of change in circumstances. Exec Director to notify Chair of the Board ASAP. Board to notify CECV and ACNC, ASIC.	
2.5.10	Compliance	Camps and excursions within Victoria	Level 1 Level 3	Exec Director	Principals	Approve only after risk assessment has been completed and considered.	Principal informs Education Consultant. Summary report to Board	
2.5.11	Compliance	Escalated Complaints	Level 1 Level 2 Level 3	Exec Director	ADPD, MSS, Ed Cons, Principals	In accordance with DOBCEL Complaints Handling Policy	Escalated complaints are reported to the Board via the Executive Management Team and the Audit, Risk and Finance Standing Committee (ARFSC)	
2.5.12	Compliance	Emergency Management	Level 1 Level 2 Level 3	Exec Director	Principals with Ed Cons, OHS Coordinator	In accordance with the DOBCEL Emergency and Critical Incident Management Policy	All emergency incidents are reported to the Board via the Executive Management Team and the Audit, Risk and Finance Standing Committee (ARFSC)	
2.5.13	Compliance	Critical Incident Management	Level 1 Level 2 Level 3	Exec Director	Directorate, MHR, OHS Coorindator, Principals	In accordance with the DOBCEL Emergency and Critical Incident Management Policy	Critical incidents are reported to the Board via the Executive Management Team and the Audit, Risk and Finance Standing Committee (ARFSC)	

