

JUNEE PRESCHOOL POLICIES

Delegation Policy

Quality Area 7: Governance and Leadership

Policy Statement

The purpose of the delegations policy is to establish a framework for delegating authority within the Preschool in a manner that facilitates efficiency and effectiveness and increases the accountability of staff for their performance.

Delegations may be financial or non-financial.

Goals/ What are we going to do?

Delegations of authority are intended to achieve the following:

- ◀ to ensure the efficiency and effectiveness of the organisation's administrative processes;
- ◀ to ensure that the appropriate staff members have been provided with the level of authority necessary to discharge their responsibilities;
- ◀ to ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the organisation; and
- ◀ to ensure internal controls are effective.

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

Strategies/ How will it be done?

By following the guide outlined in the delegations register.

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	Committee	Nominated Supervisor	Staff
General			
Approve policies			
Approve internal operating processes, procedures and guidelines	✓		
Approve strategic business plans and annual operating budgets	✓		
Approve the submission of tenders and fee proposals	✓		
Enter into contracts for the provision of services	✓		
Sign routine correspondence within area of responsibility	✓	✓	✓
Approve media releases and provide comments to the media	✓	✓	
Financial			
Approve financial expenditure within existing budget, area of responsibility and purchasing policy	✓	✓	✓
Approve financial expenditure outside of existing budget	✓		
Approve claims for reimbursement for out of pocket expenses	✓	✓	
Approve write offs, bad debts and others	✓		
Refer outstanding debts to third party fee recovery	✓		
Approve disposal of assets	✓		

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	Committee	Nominated Supervisor	Staff
Approve requests for financial assistance and/or charitable donations	✓		
Human Resources			
Recruit, promote and terminate staff	✓	✓	
Manage staff performance, personal development and salary reviews	✓	✓	
Approve leave applications	✓	✓	
Approve TOIL worked	✓	✓	
Approve attendance at seminars, conferences and training	✓	✓	
Deal with staffing disputes in accordance with grievance procedures	✓	✓	

SOURCES

National Audits group sample

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Policy Review Date May 2023