

## DOBCEL DELEGATIONS

### Index

1. [Policies & Procedures](#)
2. [Legal](#)
3. [Contracts](#)
4. [Financial](#)
5. [School Fees](#)
6. [Loans](#)
7. [Credit Cards](#)
8. [Budget](#)
9. [Capital & Infrastructure](#)
10. [Payroll](#)
11. [Human Resources](#)
12. [Employment / Staffing](#)
13. [Travel](#)
14. [Regulatory Requirements & Compliance](#)
15. [Complaints & Grievances](#)
16. [OHS](#)
17. [Student Matters](#)
18. [School Planning / Reports](#)
19. [Public Relations / Communications](#)

### 1. Policies & Procedures

Item	Category	Activity	Approving Delegate	Related Policy	Limits on Delegation and Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
1.1	Policies	Approval of DOBCEL Policies <ul style="list-style-type: none"> <li>Includes the reviewing and updating of existing policy documents</li> </ul>	Board	DOBCEL Policy Development	DOBCEL Board, subject to Member Approval Endorsement of relevant Board Committees required	Board	As required

1.2	Procedures	DOBCEL Procedures	Executive Director	DOBCEL Policy Development		Executive Director	Annually
1.3	Procedures	School Protocols for local context	Principal	DOBCEL Policy Development	Following endorsement of Education Consultant	Compliance and Risk Officers to report to Manager Assurance and Risk	Annually
<b>2. Legal</b>							
<b>Item</b>	<b>Category</b>	<b>Activity</b>	<b>Approving Delegate</b>	<b>Related Policy</b>	<b>Limits on Delegation and Prior Requirements</b>	<b>Line of Sight Reporting Delegate</b>	<b>Reporting Frequency</b>
2.1	Legal Advice	Seeking/ obtaining expert external legal advice	Directorate			Board subject to the legal advice obtained	As required
<b>3. Contracts</b>							
<b>Item</b>	<b>Category</b>	<b>Activity</b>	<b>Approving Delegate</b>	<b>Related Policy</b>	<b>Limits on Delegation and Prior Requirements</b>	<b>Line of Sight Reporting Delegate</b>	<b>Reporting Frequency</b>
3.1	Contracts	Signing of Contracts (other than those specifically listed elsewhere) -:  Less than \$50,000 and within budget Less than \$50,000 and outside budget Equal to or greater than \$50,000	Directorate  Executive Director  Executive Director			Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board Finance Consultative Committee  Copy of Contact to be forwarded to Deputy Director: Stewardship	Annually
<b>4. Financial</b>							
<b>Item</b>	<b>Category</b>	<b>Activity</b>	<b>Approving Delegate</b>	<b>Related Policy</b>	<b>Limits on Delegation and Prior Requirements</b>	<b>Line of Sight Reporting Delegate</b>	<b>Reporting Frequency</b>
4.1	Asset	Disposal of assets with a written down value, at the time of sale, of up to: Primary - \$20,000 Secondary - \$50,000	Principal		CEB Business Manager to endorse	Finance Consultative Committee, as part of the CECV Annual Financial Statement	Annually

4.2	Asset	Disposal of assets with a written down value, at the time of sale, of greater than: Primary - \$20,000 Secondary - \$50,000	Assistant Director: Business Services		Principal and CEB Business Manager to endorse	Finance Consultative Committee, as part of the CECV Annual Financial Statement	Annually
4.3	Banking	Authorisation of Bank Signatories	Assistant Director: Business Services		All banking transactions (EFT / Cheques) require two authorised bank signatories.	Finance Consultative Committee	Annually
4.4	Banking	Opening school bank accounts and setting daily transaction limits	Assistant Director: Business Services		Principal and Manager: Finance and Accountability to endorse	Finance Consultative Committee	Annually
4.5	Banking	Transactions in school bank accounts. Batch limits are based on school size.	Principal		All banking transactions (EFT/Cheques) require two authorised bank signatories.	Finance Consultative Committee	Annually
4.6	Banking	Closing of school bank accounts	Assistant Director: Business Services			Finance Consultative Committee	Annually
4.7	Finance	Acceptance of Quotes and signing of contracts for items between \$2000 - \$4999	Principal	<i>DOBCEL Procurement and Purchasing Policy</i>		Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually
4.8	Finance	Acceptance of Quotes and signing of contracts for items between \$5000 - \$14,999	Principal	<i>DOBCEL Procurement and Purchasing Policy</i>		Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually
4.9	Finance	Acceptance of Quotes and signing of contracts: non-capital for items between \$15,000 - \$49,999	- Primary schools – Assistant Director: Business Services Secondary schools - Principal	<i>DOBCEL Procurement and Purchasing Policy</i>		Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee,	Annually

						Assurance and Risk Consultative Committee and Board	
4.10	Finance	Acceptance of Tenders and signing of contracts: non-Capital >\$50,000 and <\$149,000	Primary schools – Assistant Director: Business Services  Secondary schools – Principal	<i>DOBCEL Procurement and Purchasing Policy</i>	CEB and School Business Managers review and endorse	Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually
4.11	Finance	Acceptance of Tenders and signing of contracts: non-Capital > \$150,000	Assistant Director: Business Services	<i>DOBCEL Procurement and Purchasing Policy</i>	Assistant Director: Business Services to review and endorse.	Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually
4.12	Finance	Creditor Payments - schools	Principal			Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually
4.13	Finance	Re-imbursement to School Staff	Principal		Authorise all staff other than principal and those staff related to the principal	Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually
4.14	Finance	Re-imbursement to CEB Staff	Team Leader			Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually

4.15	Finance	Re-imbursement to Staff related to Principal	Assistant Director: Business Services			Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually
4.16	Finance	Re-imbursement to Principal – approved expenses <\$5,000	Primary – School Business Manager  Secondary - Education Consultant			Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually
4.17	Finance	Approval for Re-imbursement to Principal – approved expenses >\$5,000	Assistant Director: Business Services			Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually
4.18	Finance	Approval for expenditure exceeding approved budget	Assistant Director: Business Services	<i>DOBCEL Procurement and Purchasing Policy</i>	Possible provided the school has sufficient cash reserves.	Finance Consultative Committee	As Required
4.19	Finance	Approve Annual Financial Statement for schools	Executive Director		CEB Business Managers review. Assistant Director: Business Services to review and endorse.	Finance Consultative Committee	Annually
4.20	Finance	Consolidated Financial Statements for schools	Board		CEB Business Managers review. Assistant Director: Business Services to review and endorse.	Finance Consultative Committee	Annually
14.21	Finance	Submission of Commonwealth Department of Education: Financial Questionnaire	Executive Director		CEB Business Managers review. Assistant Director: Business Services to review and endorse.	Finance Consultative Committee	Annually

4.22	Finance	Other financial acquittals	Executive Director		CEB Business Managers review. Assistant Director: Business Services to review and endorse.	Finance Consultative Committee	Annually
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## 5. School Fees

Item	Category	Activity	Approving Delegate	Related Policy	Limits on Delegation and Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
5.1	Finance	Setting school fees, charges & levies	Principal		In line with CEB Approved limits	Finance Consultative Committee	Annually
5.2	Finance	Write offs, discounts, rebates of school fees, charges & levies	Principal		CEB Business Managers review. Review undertaken as part of Annual External Financial Audit Process	Finance Consultative Committee	Annually
5.3	Finance	Recovery of school debts from families using debt collectors	Principal		Prepared by School Business Manager /Principal to discuss with CEB Finance Team.	Finance Consultative Committee	Annually
5.4	Finance	Recovery of school debts from families progressing to legal proceedings	Executive Director		Prepared by School Business Manager /Principal to discuss with CEB Finance Team.	Finance Consultative Committee	As Required

## 6. Loans

Item	Category	Activity	Approving Delegate	Related Policy	Limits on Delegation and Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
6.1	Finance	Loan Applications to Catholic Development Fund (CDF)	Principal and Business Manager		CEB Business Managers review	Assistant Director: Business Services	As required
6.2	Finance	Signing off of Loan documents for schools	Executive Director		Assistant Director: Business Services to review and endorse	Finance Consultative Committee	As required

## 7. Credit Cards

Item	Category	Activity	Approving Delegate	Related Policy	Limits on Delegation and Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
7.1	Finance	School Credit Cards - Issuing: Schools	Assistant Director: Business Services (Chief Finance Officer)	DOBCEL Credit Card Policy DOBCEL Credit Card Procedure		Finance Consultative Committee	Annually
7.2	Finance	School Credit Cards - Principal - Review & approval monthly statements	Primary-CEB Business Manager  Secondary Education Consultant	DOBCEL Credit Card Policy DOBCEL Credit Card Procedure		Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually
7.3	Finance	School Credit Cards - School staff - Review & approval monthly statements	Principal	DOBCEL Credit Card Policy DOBCEL Credit Card Procedure		Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually
7.4	Finance	Credit Cards - Issuing DOBCEL Management	Executive Director	DOBCEL Credit Card Policy DOBCEL Credit Card Procedure		Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually
7.5	Finance	Credit Cards - Executive Director - Review & approval monthly statements	Board Chair	DOBCEL Credit Card Policy DOBCEL Credit Card Procedure		Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee,	Annually

						Assurance and Risk Consultative Committee and Board	
7.6	Finance	Credit Cards - Deputy Directors and Assistant Director: Business Services Review & approval monthly statements	Executive Director	DOBCCEL Credit Card Policy DOBCCEL Credit Card Procedure		Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually
7.7	Finance	Credit Cards - CEB staff - Review & approval monthly statements	Deputy Directors	DOBCCEL Credit Card Policy DOBCCEL Credit Card Procedure		Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually

## 8. Budget

Item	Category	Activity	Approving Delegate	Related Policy	Limits on Delegation and Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
8.1	Budget	Approval of CEB Recurrent Budget	Board	DOBCCEL Constitution	Subject to Member Approval. Endorsement of Finance Consultative Committee	Board via Finance Consultative Committee	Annually
8.2	Budget	Approval of CEB Capital Budget	Board	DOBCCEL Constitution	Subject to Member Approval. Endorsement of Finance Consultative Committee	Board via Finance Consultative Committee	Annually
8.3	Budget	Approval of DOBCCEL School Budgets	Board	DOBCCEL School Budgets and Financial Management Policy	Prepared by Business Manager (Sec) or CEB Business Manager (Prim) preferably in consultation with Principal. Requires endorsement by the Finance Consultative Committee.	Board via Finance Consultative Committee	Annually



9. Capital & Infrastructure (Non IT)							
Item	Category	Activity	Approving Delegate	Related Policy	Limits on Delegation and Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
9.1	Capital	Acceptance of quotes and signing of contract works for <u>Primary Schools</u> between \$15,000 and \$99,999	Principal	<i>DOBCEL Procurement and Purchasing Policy</i>	Must follow DOBCEL and CCG tender processes  For external structures – With approval of Parish Priest as per School Transfer Agreement	Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	As Required
9.2	Capital	Acceptance of quotes and signing of contract for Capital works for <u>Secondary schools</u> between \$15,000 and \$299,999	Principal	<i>DOBCEL Procurement and Purchasing Policy</i>	Must follow DOBCEL and CCG tender processes	Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Quarterly
9.3	Capital	Acceptance of quotes and signing of contract for Capital works for <u>Primary schools</u> >\$100,000	Executive Director	<i>DOBCEL Procurement and Purchasing Policy</i>	Must follow DOBCEL and CCG tender processes. With approval of Parish Priest as per School Transfer Agreement	Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Quarterly
9.4	Capital	Acceptance of tenders and signing of contract for Capital works for <u>Secondary schools</u> >\$300,000	Executive Director	<i>DOBCEL Procurement and Purchasing Policy</i>	Must follow DOBCEL and CCG tender processes. With approval of Parish Priest as per School Transfer Agreement	Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Quarterly
9.5	Capital	Approve School Master Plan	Deputy Director: Stewardship		Prepared by school principals, in collaboration with SAC, and endorsed by Parish Priest as landowner as required	Advise School Advisory Council	Annually

9.6	Capital	Approve Maintenance Plan in line with 5-year Business Plan	Principal		Properties, Facilities Advisors and DOBCEL Business Managers to endorse	Assurance and Risk Consultative Committee	Annually
9.7	Capital	Sale of DOBCEL Property	Board		In line with DOBCEL & Diocesan policy & procedures	Board via Finance Consultative Committee	As Required
9.8	Capital	Submission for Commonwealth and State capital development applications	Principal		Ensuring that the DOBCEL &/or CCG capital development procedures are followed	Deputy Director: Stewardship	As Required
9.9	Capital	Act as contract principal under the construction contract	Principal		Following execution of construction contract	Deputy Director: Stewardship	As Required
9.10	Capital	Accept and sign Catholic Capital Grants (Vic) Ltd BGA School Agreement for capital funding	Executive Director		Following Initial Offer of Grant	Deputy Director: Stewardship	Annually
9.11	Capital	Responsible for the receipt, expenditure and accountability of government capital grant funds received from CCG	Principal	<i>DOBCEL School Capital Funding Policy and Procedures</i>	Following execution of BGA School Agreement by Executive Director	Deputy Director: Stewardship	As Required
9.12	Capital	Act as authorised person/agent for purpose of applying for town planning permit for non-DOBCEL owned land	RCTC or landowner			Deputy Director: Stewardship	As Required
9.13	Capital	Act as authorised person/agent for purpose of applying for town planning permit for DOBCEL land	Deputy Director: Stewardship			Deputy Director: Stewardship	As Required
9.14	Capital	Act as authorised person/agent to respond to building notices served by a municipal building surveyor	Principal		Requires endorsement of Deputy Director: Stewardship	Assurance and Risk Consultative Committee	Each meeting

9.15	Capital	Act as authorised person/agent to sign application and renewal of Registered Premises under the Food Act 1984 (Vic)	Principal		Requires endorsement of Manager: Planning and Infrastructure	Deputy Director: Stewardship	As Required
9.16	Capital	Act as authorised person/agent to act as the point of contact for the purpose of negotiations and entering into a contract with utilities authorities and service providers	Principal		Requires endorsement of Manager: Planning and Infrastructure	Deputy Director: Stewardship	As Required
9.17	Capital	Act as authorised person/agent to make an application for occupancy permit	Principal		Requires endorsement of Manager: Planning and Infrastructure	Deputy Director: Stewardship	As Required
9.18	Capital	Act as authorised person/agent to apply for a Liquor Licence under the Act	Executive Director			Board	As required
9.19	Capital	Contracts of sale and vendor's statements	Executive Director and DOBCEL Director		After Board approval	Finance Consultative Committee	Each meeting
9.20	Capital	Licences and leases for school permitted use purposes eg OSHC	Executive Director		Requires endorsement of Deputy Director: Stewardship	Deputy Director: Stewardship	As Required
9.21	Capital	Short term Hire Agreements under 12 months	Principal			Copy maintained in school records	As Required

## 10. Payroll

Item	Category	Activity	Approving Delegate	Related Policy	Limits on Delegation and Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
10.1	Payroll	Payroll variations and payroll - school based	Principal		Authorise as per requirements in DOBCEL Payroll Service Level Agreement	Assistant Director: Business Services	As Required

10.2	Payroll	Payroll variations and payroll - centralised	Principal		Authorise as per requirements in DOBCEL Payroll Service Level Agreement	Assistant Director: Business Services	As Required
10.3	Payroll	Salary Packaging – Staff <ul style="list-style-type: none"> <li>Primary schools</li> <li>Secondary schools</li> <li>CEB</li> </ul>	Principal Business Manager Assistant Director: Business Services		As per the provisions of the enterprise agreement	Assistant Director: Business Services	As Required
10.4	Payroll	Salary Packaging - Principal	Assistant Director: Business Services		As per the provisions of the enterprise agreement	Finance Consultative Committee	As required
10.5	Payroll	Agreed arrangements to recover salary and allowance overpayments:- <ul style="list-style-type: none"> <li>School staff</li> <li>Principal</li> <li>CEB staff</li> </ul>	Principal Executive Director Executive Director		As per s.42.4 of the VCMEA 2018	Finance Consultative Committee for amounts greater than \$20,000	As Required

## 11. Human Resources

Item	Category	Activity	Approving Delegate	Related Policy	Limits on Delegation and Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
11.1	Employment	Reporting issues relating to professional standards to VIT	Executive Director		Principal adheres to VRQA, VIT regulatory requirements and CECV Guidelines on the Employment of Staff in Catholic Schools. Stewardship Group maintains oversight of potential breaches of professional standards, ensuring that identified risks and issues are reported to the Executive Director and regulators.	The Executive Director informs the Board Chair	As Required
11.2	Employment	Stand-down: School staff	Principal		The principal manages in accordance with the relevant industrial instrument and in	Assistant Director: People and Development	As Required

					consultation with the People & Development Team and Executive Director.		
11.3	Employment	Stand-down: Principal and CEB Staff	Executive Director		Executive Director and Board Chair in consultation with the People & Development Team. In accordance with the Enterprise Agreement, or relevant industrial instrument.	The Executive Director informs the Board Chair	As Required
11.4	Employment	Stand-down: Executive Director DOBCEL	Bishop		DOBCEL Chair and Bishop to review, Bishop's reserve power	Board	As Required
11.5	Employment	School Staff performance management (general staff, excluding Principal)	Principal		The principal seeks expert advice from Manager: Human Resources and Education Consultant. In accordance with the Enterprise Agreement, or relevant industrial instrument.	Assistant Director: People and Development	As Required
11.6	Employment	Principal performance management	Education Consultant		The Education Consultant seeks expert advice from Assistant Director People and Development and informs the Executive Director. In accordance with the Enterprise Agreement, or relevant industrial instrument.	The Executive Director informs the Board Chair and Bishop.	As Required
11.7	Employment	CEB Staff performance management	Team Leader	DOBCEL Performance and Development Policy and Procedure.	The Team Leader seeks expert advice from Manager: Human Resources or HR Coordinator. In accordance with the Enterprise Agreement, or relevant industrial instrument.	Assistant Director: People and Development	As Required

11.8	Employment	Staff Performance: Executive Director	Board Chair		Member and Board Chair oversight and management.	Board	As Required
<b>12. Employment / Staffing</b>							
Item	Category	Activity	Approving Delegate	Related Policy	Limits on Delegation and Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
12.1	Employment	Appointment: School staff other than Deputy Principal, Assistant Principal, Head of Campus, Religious Education Leader and Business Manager/Bursar	Principal		Online Staffing Return process maintained. Appointment in accordance with the Enterprise Agreement, CECV Guidelines on the Employment of Staff in Catholic Schools, and budget	Census completed by CECV	As Required
12.2	Employment	Appointment of: <ul style="list-style-type: none"> <li>Deputy Principal</li> <li>Assistant Principal</li> <li>Head of Campus</li> <li>Religious Education Leader</li> <li>Business Manager/Bursar</li> </ul>	Principal		Online Staffing Return process maintained. Appointment in accordance with the Enterprise Agreement, CECV Guidelines on the Employment of Staff in Catholic Schools, and budget	Principal to notify Executive Director of appointments.	As Required
12.3	Employment	Appointment: Principal	Executive Director	<i>DOBCEL Principal Selection and Appointment Policy and Procedure</i>	Appointment in accordance with the relevant industrial instrument, CECV Guidelines on the Employment of Staff in Catholic Schools, and budget; appointment subject to the endorsement of Bishop as DOBCEL Member	Executive Director to make recommendation to Bishop for ratification.	As Required
12.4	Employment	Appointment: Deputy Directors and Assistant Directors	Executive Director		Appointment in accordance with the relevant industrial instrument and budget, appointment subject to endorsement of Bishop as DOBCEL Member	Board	As Required

12.5	Employment	Appointment: Chief Executive Officer	Bishop as DOBCEL Member		The appointment process is overseen by Board. Appointment subject to the endorsement of Bishop as DOBCEL Member	Board	As Required
12.6	Employment	Appointment: School staff outside the Enterprise Agreement &/or Education Services General Staff Award	DOBCEL Education Consultant		Education Consultant seeks expert advice from the Manager Human Resources. Appointment in accord with the relevant Award or industrial instrument, CECV Guidelines on the Employment of Staff in Catholic Schools and budget	Assistant Director: People and Development provides report to Executive Director	As Required
12.7	Employment	Appointment: Interim Principal	Executive Director		Appointment in accordance with the relevant industrial instrument, CECV Guidelines on the Employment of Staff in Catholic Schools, and budget; appointment subject to the endorsement of Bishop as DOBCEL Member	Assistant Director: People and Development	As Required
12.9	Employment	Positions of Leadership (POL) payments and higher duties allowances – within budget	Principal		For staff employed under the VCMEA and in accord with CECV Guidelines on the Employment of Staff in Catholic Schools, and budget	Assistant Director: People and Development provides report to Executive Director	As Required
12.10	Employment	Appointment of staff related to CEB Senior Leadership	Executive Director		For staff employed in accord with CECV Guidelines on the Employment of Staff in Catholic Schools, and budget	Assistant Director: People and Development	As Required
12.11	Employment	Appointment of staff below CEB Senior Leadership level -: <ul style="list-style-type: none"> <li>Permanent within Budget</li> <li>Permanent outside Budget</li> </ul>	Directorate Executive Director		Executive Director to endorse	Assistant Director: People and Development provides report to Executive Director	As Required

		<ul style="list-style-type: none"> <li>Temporary</li> </ul>	Directorate				
12.12	Employment	Appointment of school staff related to Principal	Executive Director		For staff employed in accord with CECV Guidelines on the Employment of Staff in Catholic Schools, and budget	Assistant Director: People and Development	As Required
12.13	Employment	Termination of CEB staff employment	Executive Director		In accordance with the Enterprise Agreement, or relevant industrial instrument	Assistant Director: People and Development	As Required
12.14	Employment	Termination of school-based employment (general staff, excluding Principal)	Principal		In accordance with the Enterprise Agreement, or relevant industrial instrument. The principal seeks Expert advice from Manager: Human Resources	Assistant Director: People and Development provides report to Executive Director	As Required
12.15	Employment	Termination of employment (Principal)	Executive Director		In accordance with the Enterprise Agreement, or relevant industrial instrument. The Executive Director seeks expert advice from Assistant Director People and Development.	Executive Director informs the Bishop as DOBCEL Member and the Board Chair	As Required
12.16	Employment	Redundancy: School: General Staff	Principal		In accordance with the Enterprise Agreement, or relevant industrial instrument. The principal seeks expert advice from the Manager: Human Resources.	Assistant Director: People and Development provides report to Executive Director	As required
12.17	Employment	Redundancy: Principal & CEB Staff	Executive Director		In accordance with the Enterprise Agreement, or relevant industrial instrument. The Executive Director seeks expert advice from the Manager: Human Resources and/or Assistant	Bishop as DOBCEL Member and the Chair, Board notified by Executive Director.	As Required



					Director People and Development.		
12.18	Employment	Approval of Employment for School Staff with Second Employer	Principal	Conflict of Interest Policy and Procedure		Copies retained on school files	As required
12.19	Employment	Approval of Employment for staff with Second Employer (Principal or CEB staff)	Executive Director	Conflict of Interest Policy and Procedure		Assistant Director: People and Development	As required
12.20	Employment	Classifications, Salaries and Allowances: School staff other than Principal	Principal		In accordance with the Enterprise Agreement, or relevant industrial instrument and budget.	Assistant Director: People and Development provides report to Executive Director	As required
12.21	Employment	Classifications, Salaries and Allowances: Principal	Executive Director		In accordance with the relevant industrial instrument. and budget	Assistant Director: People and Development	As required
12.22	Employment	Classifications, Salaries and Allowances: CEB Staff	Executive Director		In accordance with the Enterprise Agreement, or relevant industrial instrument, or independent remuneration review for staff on common law contracts, and within budget	Assistant Director: People and Development	As required
12.23	Employment	Small and Remote School Incentive Scheme Allowance and Reimbursements: Principal	Assistant Director: Business Services	Small and Remote Schools incentive Policy and Procedure		Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually
12.24	Employment	Small and Remote School Incentive Scheme Allowance and Reimbursements: School staff other than Principal	Principal	Small and Remote Schools incentive Policy and Procedure		Issues identified during External Financial Audit reported to Assistant Director: Business Services, Executive Director, Finance Consultative Committee, Assurance and Risk Consultative Committee and Board	Annually

12.25	Employment	Approval of leave: School staff (including senior leaders)	Principal	CEB Leave Operating Procedure	In accordance with the Enterprise Agreement, or relevant industrial instrument and budget	Assistant Director: People and Development	As required
12.26	Employment	Approval of leave: Principal	Education Consultant		In accordance with the relevant industrial instrument and budget	Assistant Director: People and Development	As required
12.27	Employment	Approval of leave: CEB Staff	Team Leader	<i>CEB Leave Operating Procedure</i>	In accordance with the Enterprise Agreement, or relevant industrial instrument and budget	Assistant Director: People and Development	As required
12.28	Employment	Variation to employment: School staff (other than Principal)	Principal		In accordance with the Enterprise Agreement, or relevant industrial instrument and budget	Assistant Director: People and Development	As required
12.29	Employment	Variation to employment: Principal	Executive Director		In accordance with the Enterprise Agreement, or relevant industrial instrument and budget. Executive Director seeks expert advice from the Manager: Human Resources and/or Assistant Director People and Development.	Assistant Director: People and Development	As required
12.33	Employment	Variation to employment: CEB staff	Directorate		In accordance with the Enterprise Agreement, or relevant industrial instrument and budget. Directorate seeks expert advice from the Manager: Human Resources and/or Assistant Director People and Development.	Assistant Director: People and Development	As required

### 13. Travel

Item	Category	Activity	Approving Delegate	Related Policy	Limits on Delegation and Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
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13.1	Travel	Work related overseas: School staff	Deputy Director, Catholic Education		Subject to DFAT recommendations. Principal forwards request to Education Consultant who forwards request to Deputy Director for approval. Education Consultant responds to Principal.	Assistant Director: People and Development	As required
13.2	Travel	Work related travel interstate: Principal (including enrichment leave)	Education Consultant	<i>Professional Enrichment Leave Guidelines for Primary Principals</i>	All school staff (other than staff in border schools where interstate travel is a regular requirement)	Assistant Director: People and Development	As required
13.3	Travel	Work related travel interstate: CEB staff	Deputy Directors		All CEB staff (other than CEB staff in border locations where interstate travel is a regular requirement)	Assistant Director: People and Development	As required
13.4	Travel	Work related travel overseas: Principal (including enrichment leave)	Education Consultant	<i>Professional Enrichment Leave Guideline</i>	Subject to DFAT recommendations	Assistant Director: People and Development	As required
13.5	Travel	Work related travel overseas: CEB staff (including enrichment leave)	Executive Director	<i>Professional Enrichment Leave Guideline</i>	Subject to DFAT recommendations	Assistant Director: People and Development	As required

#### 14. Regulatory Requirements & Compliance

Item	Category	Activity	Approving Delegate	Related Policy	Limits on Delegation and Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
14.2	Compliance	Reportable Conduct notifications to the Commission for Children and Young People: School: General school staff (other than principals)	Executive Director	<i>DOBCEL Reportable Conduct Scheme Policy</i>	In accordance with DOBCEL Child Safe Policies and procedures. Principal informs Manager Safeguarding & Standards who informs the Assistant Director: People & Development and Executive Director.	Executive Director as Head of Entity, makes/authorises report to CCYP. Deidentified dashboard report to Wellbeing & Safeguarding Standing Committee and Board.	As Required

14.3	Compliance	Reportable Conduct notifications to the Commission for Children and Young People: Principals & CEB Staff	Executive Director	<i>DOBCEL Reportable Conduct Scheme Policy</i>	In accordance with DOBCEL Child Safe Policies and procedures. Manager Safeguarding & Standards informs Assistant Director: People & Development and Executive Director.	Executive Director as Head of Entity, makes/authorises report to CCYP. Deidentified dashboard report to Wellbeing & Safeguarding Standing Committee and Board.	As required
14.4	Compliance	Reportable Conduct investigations School: General school staff (other than principals)	Executive Director	<i>DOBCEL Reportable Conduct Scheme Policy</i>	In accordance with DOBCEL Child Safe Policies and procedures. The principal or Education Consultant informs the Manager Safeguarding & Standards. The Assistant Director: People & Development and Executive Director are informed. The Executive Director approves the investigation including the appoint of an investigator and subsequent findings. approval regarding the investigation/ investigator. Manager Human Resources monitors and reports on investigation and outcomes to Assistant Director: People & Development, Manager Safeguarding & Standards and Executive Director.	Manager Safeguarding and Standards complies with reporting requirements with CCYP. De-identified dashboard report to Wellbeing & Safeguarding Standing Committee and Board.	As Required
14.5	Compliance	Reportable Conduct investigations: Principal & CEB Staff	Executive Director	<i>DOBCEL Reportable Conduct Scheme Policy</i>	In accordance with DOBCEL Child Safe Policies and procedures; investigator to be independent. Assistant Director: People & Development recommends investigation/investigator, Executive Director approves. Assistant Director: People &	Manager Safeguarding and Standards complies with reporting requirements with CCYP. De-identified dashboard report to Wellbeing & Safeguarding Standing Committee and Board.	As Required

					Development monitors and reports on investigation and outcomes to Executive Director.		
14.6	Compliance	Mandatory Reporting and Wellbeing and Safety Actor Crimes Act Reporting obligations	Principal	<i>DOBCEL Child Safeguarding Reporting Obligations Procedures</i> <i>DOBCEL Identifying and Responding to Abuse: PROTECT – Reporting Obligations Procedures</i> <i>DOBCEL Reportable Conduct Scheme Policy</i>	Authorised mandatory reporters are obliged to make a report following the PROTECT obligations. Mandatory reporters should inform their school principal, the principal informs the Education Consultant and the Manager Safeguarding and Standards.	De-identified dashboard report to Wellbeing & Safeguarding Standing Committee and Board.	As Required
14.7	Compliance	Notifiable Disclosure events relating to Responsible Persons (Schools)	Executive Director	<i>VRQA Minimum Standards</i>	Principal to notify Executive Director within 24 hours of change in circumstances.	Board	As Required
14.8	Compliance	Notifiable Disclosure events relating to Responsible Persons (CEB Staff)	Executive Director	<i>VRQA Minimum Standards</i>	Directorate to notify Executive Director within 24 hours of change in circumstances.	Board	As Required
14.9	Compliance	Undertaking camps and excursions within Australia	Principal	<i>DOBCEL School Camps, Excursions and Off-Site Activities Policy</i> <i>DOBCEL School Camps, Excursions and Off-Site Activities Procedure</i>	Following risk assessment being completed and endorsed by Principal. Education Consultant to be informed of interstate trips of more than one day duration	Principal or delegate to update School Activity Locator Risk assessment to be kept on school files.	As Required

14.10	Compliance	Undertaking overseas excursions	Executive Director	<i>DOBCEL School Camps, Excursions and Off-Site Activities Policy</i> <i>DOBCEL School Camps, Excursions and Off-Site Activities Procedure</i>	Must consider DFAT Travel Advice prior to approval	Report to Assurance & Risk consultative Committee	As Required
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## 15. Complaints & Grievances

Item	Category	Activity	Approving Delegate	Related Policy	Limits on Delegation and Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
15.1	Compliance	Escalated Complaints	Executive Director	<i>DOBCEL Complaints Management Policy and Procedures</i>	Escalated complaints are received by the Manager Safeguarding and Standards who informs Assistant Director People and Development, and Executive Director, and the Education Consultant if school-based.  Complaints regarding alleged misconduct by a CEB staff member or principal are directed to the Assistant Director People and Development. The Executive Director approves a review or investigation including the appoint of an investigator and subsequent findings.	Manager Safeguarding and Standards prepares a de-identified dashboard report for the Assurance & Risk Consultative Committee and Board	As Required

## 16. OHS

Item	Category	Activity	Approving Delegate	Related Policy	Limits on Delegation and Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
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16.1	Compliance	Occupational Health and Safety compliance and notifiable events	Assistant Director: People & Development	<i>DOBCEL Occupational Health and Safety Policy &amp; Procedure</i>	In accordance with DOBCEL Occupational Health & Safety Policy, and related policies and procedures. DOBCEL OHS requirements are to be implemented by Principals across all DOBCEL schools. OHS Coordinator and Manager Human Resources to maintain oversight and report on OHS related compliance matters to Assistant Director: People & Development, and OHS Committee, and WorkSafe as required. Executive Director informed of serious incidents and accidents.	Assistant Director: People & Development provides deidentified dashboard report to Wellbeing and Safeguarding Standing Committee, Assurance & Risk Consultative Committee and Board on OHS risks, performance and initiatives.	As Required
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## 17. Student Matters

Item	Category	Activity	Approving Delegate	Related Policy	Limits on Delegation and Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
17.1	Compliance	Student expulsion and negotiated transfers	Executive Director	<i>DOBCEL Suspension and Expulsion of Students Policy</i> <i>DOBCEL Suspension and Expulsion of Students Procedures and Appendices</i>	Education Consultant and Manager, Safeguarding and Standards are informed by the principal and keep a central record.	Executive Director approves summary report provided to Board	As Required
17.2	Compliance	Student Suspension	Executive Director	<i>DOBCEL Suspension and Expulsion of Students Policy</i> <i>DOBCEL Suspension and</i>	Education Consultant and Manager, Safeguarding and Standards are informed by the principal and keep a central record.	Executive Director approves summary report provided to Board	As Required

				<i>Expulsion of Students Procedures and Appendices</i>			
17.3	Compliance	School Closure Days and Pupil Free Days	Executive Director		Must be in accordance with DOBCEL policy. Requests via Education Consultant. Executive Director Authorises.	Teaching and Learning Consultative Committee	As Required

### 18. School Planning / Reports

Item	Category	Activity	Approving Delegate	Related Policy	Limits on Delegation and Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
18.1	Compliance	Approve School Improvement Plan	Principal	<i>DOBCEL School Improvement Policy and Procedures</i>		School Validation review and summary report to Assurance & Risk Consultative Committee and Teaching & Learning Consultative Committee.	Annually
18.2	Compliance	Approve Annual Action Plan	Principal			Deputy Director: Catholic Education provides report to Executive Director	Annually
18.3	Compliance	Submit Annual Report to the School Community	Principal		Must follow CECV Guidelines	Principal completes annual report; report to CECV. Report provided to Assurance & Risk Consultative Published on school website.	Annually

### 19. Public Relations / Communications

Item	Category	Activity	Approving Delegate	Related Policy	Limits on Delegation and Prior Requirements	Line of Sight Reporting Delegate	Reporting Frequency
19.1	Other	Public statements: local issues, non controversial	Principal		Advise CEB Marketing & Communications Officer	Collate public statements, report to Executive Director	As Required
19.2	Other	Public Statements: all others	Executive Director			The Executive Director informs the Board Chair	As Required