



THIS DOCUMENT IS CURRENTLY UNDER REVIEW

Policy

Excelsia College is committed to sound governance, including clarity about authorities for decisions throughout the College.

Purpose and Scope

This document provides details of decision authorities/delegations for management and financial decisions. It should be considered beside the Human Resources Delegations (PO-GEN-20) and the Academic Delegations (PO-GEN-19).

Contents

Capital Expenditure Programmes	2
Financing	2
General Financial Items	3
Accounting Control and Delegation	3
Payment / EFT Authorisation	4
Procurement (Operating Costs)	5
Legal Advice and Contract Authorities	5
Appointment of Consultants/Advisors	6
Working Capital	6

Business Travel.....	7
Industrial Relations.....	7
Workplace Health, Safety and Environment.....	7
Relationship with External / Regulatory Bodies.....	8

Capital Expenditure Programmes						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Listed in annual Business / Budget Plan	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint
Business acquisitions/divestment	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Asset disposals	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance

Financing						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
New external financial facilities	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Short term lending / borrowing	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Internal / external financing agreements, bank guarantees, finance leases, credit limits	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance

Corporate guarantees, letters of comfort to external parties	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Open new accounts	Chief Financial Officer	Chief Executive	Honorary Treasurer	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Close accounts	Chief Financial Officer	Chief Executive	Honorary Treasurer	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Change cheque and/or account signatories	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance

General Financial Items

Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Equipment Leases	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Property Leases	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Marketing Programs	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Course Development	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Donations	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Sponsorships	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance

Accounting Control and Delegation

Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
------	--------------------------	------------------------------	-------------------------	---------------------	-------------------	------------------

Purchase order/ petty cash claim / invoice payment up to \$3,000.00	Staff member	Supervisor	Head of Department	Supervisor Staff member	Accountant	Finance File
Purchase order/ petty cash claim / invoice payment up to \$5,000.00	Staff member	Head of Department	Chief Academic Officer, Management Committee	Head of Department Staff member	Accountant	Finance File
Purchase order/ petty cash claim / invoice payment up to \$10,000.00	Staff member	Head of Department	Chief Financial Officer, Chief Operating Officer or Chief Executive	Head of Department Staff member	Accountant	Finance File
Purchase order/ petty cash claim / invoice payment up to \$50,000.00	Head of Department	Chief Financial Officer	Chief Executive	Chief Financial Officer Head of Department	Accountant	Finance File
Purchase order/ petty cash claim / invoice payment over \$50,000.00	Head of Department	Chief Executive	Board of Directors	Chief Executive Head of Department	Accountant	Finance File
Payment / EFT Authorisation						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
EFT/bank/payroll	Payroll Officer/Accountant	N/A	Designated Manager and Chief Executive	Payroll Officer/Accountant	Accountant	Finance File
Fortnightly Payroll	Payroll Officer/Accountant	Chief Financial Officer	Chief Executive or another Director (in CE absence)	Payroll Officer/Accountant	Accountant	Finance File

Procurement (Operating Costs)						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Supply Contracts	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Computer Hardware and Software	Chief Financial Officer	Chief Executive and Chief Financial Officer	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Legal Advice and Contract Authorities						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Engagement of External Lawyers	Chief Financial Officer	N/A	Chief Executive	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Purchase Contracts	Chief Financial Officer	N/A	Chief Executive	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Property Rental Contracts	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Capital Project Contracts	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance

Appointment of Consultants/Advisors

Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Taxation	Chief Financial Officer	N/A	Chief Executive	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Insurance	Chief Financial Officer	N/A	Chief Executive	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Statutory Auditors under \$20,000.00	Chief Financial Officer	N/A	Chief Executive	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Statutory Auditors over \$20,000.00	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Other consulting advisors (excluding legal advisors)	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance

Working Capital

Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Bad debt write offs	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Credit notes/ complaint resolution less than \$5,0000.00	Chief Financial Officer	N/A	Chief Executive	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance
Credit notes/ complaint resolution over \$5,000.00	Chief Financial Officer	Chief Executive	Board of Directors	Chief Financial Officer	Chief Financial Officer	SharePoint - Finance

Business Travel³						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Intrastate, Interstate ¹	Head of Department	Chief Financial Officer	Chief Executive	Head of Department	Accountant	Finance File
Overseas ²	Head of Department	Chief Financial Officer	Chief Executive	Chief Financial Officer	Accountant	Finance File
Industrial Relations						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Modern Award – related employment contract changes	Chief Operating Officer	N/A	Chief Executive	Manager of People and Culture	Manager of People and Culture	HR Files on SharePoint
Staff grievances/arbitration/regulatory and legal actions	Head of Department	Chief Operating Officer	Chief Executive	Manager of People and Culture	Manager of People and Culture	HR Files on SharePoint
Workplace Health, Safety and Environment						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Set and publish policies and guidelines	WHS Committee	Chief Operating Officer	Chief Executive Management Committee	Staff	Manager of People and Culture	SharePoint – WHS File QDR

¹ All travel related expenditure must be independently approved. One-Up or direct report approval principle to apply.

² All requests for overseas travel must be made prior to travel being booked and undertaken. Chief Executive approval required for all International Travel.

³ All travel must be booked via Anywhere Travel or any other agreed international agency.

						Website
Develop performance monitoring and measurement system	WHS Committee	Chief Operating Officer	Chief Executive	Staff	Manager of People and Culture	SharePoint – WHS File QDR Website
Actions re risk management / mitigation	WHS Committee	Chief Operating Officer	Chief Executive Management Committee	Staff	Manager of People and Culture	SharePoint – WHS File
Complaints and statutory authority dealings (eg Environmental matters)	Head of Department	Chief Operating Officer	Chief Executive	Staff	Manager of People and Culture	HR File on Share Point
Relationship with External / Regulatory Bodies						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Release written statements where required	Head of Department	Director of Quality Chief Financial Officer Company Secretary	Chief Executive ³	Head of Department	Chief Executive	Management File
ACNC	Company Secretary	Company Secretary	Chief Executive	Head of Department	Chief Executive	Management File
TEQSA College Registration	Director of Quality	Chief Executive Chief Operating Officer	Chief Executive Board of Directors	Manager Accreditation and Regulation	Manager Accreditation and Regulation	SharePoint - TEQSA
TEQSA Course Accreditation	Director of Quality	Chief Academic Officer	Academic Board	Manager Accreditation and Regulation	Manager Accreditation and Regulation	SharePoint - TEQSA

³ Excluding routine lodgement of annual returns, change of directors, secretary details, change of registered office, change of constitution etc. These should be authorised by the Board of Directors.

		Chief Operating Officer Chief Executive				
ESOS Registration	Director of Quality	Chief Executive Chief Operating Officer	Chief Executive Board of Directors	Manager Accreditation and Regulation	Manager Accreditation and Regulation	SharePoint - TEQSA
Professional Accrediting Body (eg. NESAs, PACFA)	Head of School Director of Quality	Chief Operating Officer Chief Academic Officer Chief Executive	Academic Board	Head of School Manager Accreditation and Regulation	Manager Accreditation and Regulation	SharePoint - TEQSA

Authors	Chief Executive	June 2020
Approving Authority	Management Committee	June 2020
Publication	Issue 5	June 2020
Review Date	Issue 5	June 2022