

HIGHVIEW COLLEGE
DELEGATED AUTHORITIES POLICY
Person Responsible – Board Chair



Statement of Context and Purpose

To assist Highview College to comply with its legal obligations and policies, specified responsibilities may be delegated. To implement the strategic direction which has been developed, the Board will delegate responsibilities to the Principal that are consistent with management functions.

The purpose of this policy is to provide a procedure in which the Principal can formally delegate responsibilities to other employees of Highview College. This may be necessary to maintain a positive and safe workplace for both employees and students.

This policy provides a procedure which will ensure that any employee that is delegated responsibilities has a clear understanding that the responsibilities have been delegated and of what those responsibilities are. Delegating responsibilities will ensure that Highview College maintains an effective and efficient working environment.

Application

This policy applies to the Board, Principal and all the employees of Highview College.

Reference Points/Background Papers

- Leave Policy;
- Social Media and Networking Policy;
- Occupational Health and Safety Policy;
- Enrolment Policy.

Delegation of Authority to the Principal

The Board employs the Principal to explicitly manage the operations of Highview College in accordance with the strategy, policy and procedures approved by the Board. The Principal shall manage Highview College to achieve the goals agreed and endorsed by the Board at all times. To ensure that the Principal has the authority required to perform this function, without limitation, the Board delegates the following functions to the Principal:

- the employment and management of all Highview College employees;
- the management of student enrolments;
- the financial management of Highview College;
- the operational management of Highview College;
- management of the registration and legal compliance of Highview College.

It is the Principal's responsibility to attend Board meetings to obtain and exchange information with the Board.

Delegation of Authority to Employees

The Principal may formally delegate certain responsibilities to employees of Highview College to ensure that the strategy developed by the Board is implemented effectively.

At the beginning of each school year, the Principal will prepare a list of delegates and their responsibilities, which will be passed onto the Board for approval.

After the Board has approved the delegates and their responsibilities, the Principal will:

- inform the delegates of their responsibilities and explain Highview College's expectations; and
- ensure that the responsibilities are clearly stated within the employee's position description for the calendar year.

Delegates are responsible for ensuring that they carry out their responsibilities in the best interests of Highview College and must inform the Principal immediately if they are unable to perform any of their duties.

Implications for practice

At Board Level

To properly implement this policy the Board must ensure:

- that this policy is endorsed on an annual basis;
- that a member of the Board will be assigned to review the list of delegated responsibilities and make any recommendations to the Board; and
- that this policy is incorporated into the Board's record of current policies.

At Principal Level

To properly implement this policy, the Principal must ensure:

- a list of the delegated responsibilities is provided to the Board at the beginning of the school year;
- that delegated responsibilities are clearly communicated to employees;
- that he/she intervenes in situations where there is a lack of compliance;
- that copies of this policy are made available to employees, for example on the Highview College intranet, in physical form in the staff room and on employee bulletin notice boards;
- that this policy is incorporated into the Principal's record of current policies;
- that this policy is incorporated into Highview College's induction program, to ensure that all employees are aware of the Policy, have read and understood the policy, and acknowledge their commitment to comply with the policy.

At Other Levels

To properly implement this policy, all Highview College's employees must ensure:

- that they will abide by this policy and assist Highview College in the implementation of this policy.

Policy developed by Clayton Utz – 2013

Updated by Inge Long – 2016