

Schedule of Delegations



Policy

Janelle Street Centre Board believes that a clear schedule or chart of delegations is one of the components of good governance.

Background

The complexities of management of a Long Day Care Centre show the need for ways and means of ensuring that the organisation is being run both responsibly and in recognition of due process. The Board wishes to ensure that there is a minimisation of the possibility of fraud or any other action that would be deleterious to the purposes of the organisation. To this end the practices employed at Janelle Street Centre are set out clearly and in writing so that there can be no reason for educators, staff and Board members to be unaware of procedures to be followed and where the ultimate responsibility for any action lies.

Practices

1. FINANCIAL MANAGEMENT – FUNCTION RESPONSIBILITY PROCESS APPROVAL

- Annual Audit Report - Board, Treasurer, Responsible Person* & Finance Officer
- Annual Budget Management - Board, Treasurer & Responsible Person
- Client Fee Schedule - Board, Treasurer & Responsible Person
- Bad Debt Write-off - Board, Treasurer & Responsible Person
- Funding Applications - Board, Treasurer & Responsible Person
- Funding variations - Board, Treasurer & Responsible Person
- Monthly Financial Reports - Treasurer & Finance Officer
- Management of bank accounts - Board & Treasurer
- Payroll Approval & Payment - Responsible Person & Finance Officer
- Pay roll - Finance Officer
- Superannuation - Finance Officer
- Insurance Premiums - Policy renewals reviewed by Church Treasurer
- Public Liability - Policy renewals reviewed by Treasurer & Board
- Purchase Approvals for supplies & equipment
 - Up to \$1000 - Nominated/Certified Supervisor
 - Over \$1000 - Treasurer
- Purchase Approvals for Assets & Repairs
 - Under \$1000 - Responsible Person
 - Over \$1000 - Treasurer
- Payment Approvals for capital items
 - Under \$5000 - Board, Treasurer, Responsible Person and Finance Officer
 - Over \$5000 - Board

- Office Procedures Protocol - Responsible Person and Administration Assistant

2. PLANNING & REPORTING FUNCTION PREPARATION PROCESS APPROVAL

- Board Meeting Agendas - Chairman
- Centre Monthly Report - Responsible Person
- Newsletters to parents - Responsible Person
- Staff Meetings - Responsible Person
- Director's Report to Board - Responsible Person
- Staff Incidents - Employees - Incident Policy – Responsible Person to inform the Board
- Complaints - Responsible Person - Complaints Policy – Responsible Person to inform the Board Chairman
- Board Policies & Procedures - Board, Responsible Person & Staff
- Policy Register & Regulations - Responsible Person
- Strategic Planning - Board
- Board attendance at start of staff meetings - Board member allocated monthly

3. LEGAL RESPONSIBILITIES - FUNCTION PREPARATION PROCESS APPROVAL

- Amendments to constitution - Board Secretary & Board with written consent from Baptist Churches of New South Wales Property Trust
- Annual General Meetings, General Meetings & Special Resolutions - Board Chairman, Board Secretary & Board Meeting
- Annual Returns - External Auditor, Board, Board Secretary, Treasurer, Responsible Person and Finance Officer
- Board & Executive Minutes - Board Secretary
- Board Approved Provider - Board - including "Working with Children" checks
- Responsible Person - Board
- Certified Supervisor - Board & Responsible Person
- Educational Advisor - Board & Responsible Person
- Delegations of Authority - Board

4. EMPLOYMENT & HUMAN RESOURCES - FUNCTION PREPARATION PROCESS APPROVAL

- Board members - Tamworth Baptist Church Leadership
- Contract of Employment
 - Responsible Person - Board
 - Other than Responsible Person - Responsible Person
- Recruitment of staff
 - Responsible Person - Chairman & Panel of the Board
 - Other than Responsible Person - Panel of the Board & Responsible Person
- Job Descriptions

- Responsible person - Board Chairman
- Other than Responsible Person - Responsible Person
- Salary Negotiations
 - Responsible Person - Chairman & Panel of the Board
 - Other than Responsible Person - Board with Responsible Person Recommendation
- Supervision & Performance
 - Responsible Person - Board Chairman with Panel of the Board annually.
 - Other than Responsible Person - Responsible Person
- Leave Approvals
 - Responsible Person - Board Chairman
 - Other than Responsible Person - Responsible Person after Employee Submission in writing using appropriate forms

5. CONTRACTUAL OBLIGATIONS - FUNCTION PREPARATION PROCESS APPROVAL

- Equipment /Maintenance - Board, Treasurer & Responsible Person as per financial delegations
- Funding Agreements/Variations - Board, Treasurer & Responsible Person
- Budgets - Treasurer
- Leases - Board & Secretary

6. EXTERNAL RELATIONS - FUNCTION DELEGATION

- Media Liaison - Chairman and/or Responsible Person
- DECS - Responsible Person
- ACECQA - Responsible Person
- Regulatory Liaison - Responsible Person
- Day-to-day Service Matters - Responsible Person
- Representing Centre in Public - Responsible Person or Chairman

Adopted: September 03, 2014

Review No. 10: January 25, 2023

***Responsible Person refers to the Director or her replacement**