

LEVNT DELEGATIONS OF AUTHORITY POLICY

1. PURPOSE

The Delegation of Authority Policy is a policy that has been established by the Board of Directors of LEVNT to:

- set out matters specifically reserved for determination by the Board and those matters delegated to management;
- set out matters reserved for specific roles in the organisation; and
- establish expense approval limits by role.

The functions exercised by the Board and those delegated to management are subject to ongoing review to ensure the division of functions remains appropriate.

2. DEFINITIONS

- 2.1. "BLEVNT" and "Board" means the Board of LEVNT, the governing body.
- 2.2. "LCAVD" means the Lutheran Church of Australia Victorian District (including Tasmania).
- 2.3. "Educational Bodies" means Lutheran schools, colleges, kindergartens and early learning centres.
- 2.4. "LEVNT" means the staff and general operations of Lutheran Education VIC, NSW, TAS and ACT Ltd (ACN 647 390 369).
- 2.5. "LEVNT Officers" are the members of the LEVNT Executive leadership team (each an 'Officer'). The roles included within the LEVNT Executive leadership team are the:
 - 2.5.1. Executive Director;
 - 2.5.2. Director: Leadership and School Improvement;
 - 2.5.3. Director: Business Services; and
 - 2.5.4. Director: Operations.
- 2.6. "LEVNT Representative" means for Educational Bodies that are companies with LEVNT as the sole Member the:
 - 2.6.1. Director: Operations; or in their absence
 - 2.6.2. Executive Director.
- 2.7. "Region" means the joint area of the Lutheran Church of Australia Victorian District (including Tasmania) (LCAVD) and the Lutheran Church of Australia NSW and ACT District.

3. MATTERS RESERVED FOR THE MEMBER

Matters reserved for the Member (LCAVD) include:

- 3.1. Appointment or removal of LEVNT Board Directors.
- 3.2. Approval prior to offering real property for sale.
- 3.3. Approval prior to mortgaging or otherwise encumbering any real property.
- 3.4. Approval to close an Educational Body.
- 3.5. Approval to disaffiliate an Educational Body.
- 3.6. Determination that LEVNT will cease to act as sole member of an Educational Body.

4. MATTERS RESERVED FOR THE BOARD

Matters specifically reserved for the LEVNT Board include:

- 4.1. Recruitment, appointment, management, removal and succession planning for the position of Executive Director.
- 4.2. Approval of LEVNT organisational strategy and policies.
- 4.3. Approval of financial amounts above a certain limit.
- 4.4. Approval of contracts and obligations above a specified limit.
- 4.5. Succession planning for LEVNT Board positions.
- 4.6. Appointment or removal of Board Directors for Educational Bodies of the Region as defined in their constitutions.
- 4.7. Approval of or changes to the annual budget, auditor's report or annual financial statements for LEVNT.
- 4.8. All matters with the potential to have a material impact on the reputation of the organisation.
- 4.9. Ensuring that financial affairs are managed responsibly for LEVNT and for the Educational Bodies of the Region.
- 4.10. Approve Block Grant Authority expressions of interest and applications.

5. SCHOOL MATTERS DELEGATED TO THE MEMBER REPRESENTATIVE

Some LEVNT schools are incorporated as companies with LEVNT as the single Member. For these schools, matters that are delegated to the LEVNT Representative include:

- Execution of documents
- Communication to schools on behalf of the LEVNT Board
- Receiving proposals from schools for consideration and determination by the LEVNT Board

6. DELEGATION OF AUTHORITY STATEMENT

BLEVNT assigns the roles and responsibilities associated with carrying out the functions of LEVNT to the staff of LEVNT, under the direction of the Executive Director.

7. LIMITS OF AUTHORITY

7.1. Authority

LEVNT Officers may perform any of the following actions within the limitations as set out in this policy

- 7.1.1. Award or commit to any recurrent funding Agreement related to Educational Bodies of the Region;
- 7.1.2. Certify Educational Body information for appropriate Registration or Regulatory Authority for Educational Bodies of the Region;
- 7.1.3. Award or commit to any Educational Body one off or special purpose funding Agreement related contract for Educational Bodies of the Region;
- 7.1.4. Award or commit to provide financial assistance for Educational Bodies from LEVNT funds or cash reserves;
- 7.1.5. Award or commit to any contract to provide goods or services collectively for the Educational Bodies of the Region;
- 7.1.6. Award or commit to any contract for the LEVNT office;
- 7.1.7. Purchase or dispose of any LEVNT Asset within approved budget; or
- 7.1.8. Commit to budgeted and unbudgeted operating expenditure .

The Executive Director (non-delegable) can:

- 7.1.9. appoint an employee of LEVNT within the approved budget; or
- 7.1.10. terminate the employment of an employee of LEVNT.

7.2. Limitations

Each LEVNT Officer must not, in exercising the Officer's powers under this Policy:

- 7.2.1. exceed the limits of authority set out in this policy;
- 7.2.2. enact an LEVNT governance or control policy without the approval of the BLEVNT;
- 7.2.3. delegate any of the Officer's non-delegable powers to another person; or
- 7.2.4. do anything which would or would be likely to involve a decision which is inconsistent with the LEVNT Constitution or Governance Charter.

8. FINANCIAL LIMITS

8.1. Purpose

To define levels of financial authority to ensure that transactions are properly authorised by persons acting within their designated authority.

8.2. LEVNT Capital Expenditure Authorisation limits

The following authorisation limits will apply for capital expenditure incurred within approved budgets.

LEVNT OFFICER TITLE	FINANCIAL LIMIT OF AUTHORITY
Executive Director	\$10,000
Director: Business Services	\$10,000
Executive Director and Director: Business Services jointly	Unlimited up to maximum approved budgeted amount.
Director: Leadership and School Improvement	\$5,000
Director: Operations	\$5,000

BLEVNT approval must be sought for expenditure that will exceed 10% of the total annual LEVNT capital budget.

8.3. LEVNT Operating Expenditure Authorisation limits

The following authorisation limits will apply for operating expenditure incurred within approved budgets and related contracts including Contracts to provide goods or services collectively for Educational Bodies funded by LEVNT and contracts to provide goods or services to LEVNT.

LEVNT OFFICER TITLE	FINANCIAL LIMIT OF AUTHORITY
Executive Director	\$50,000
Director: Business Services	\$50,000
Any other Director and Director: Business Services jointly	Unlimited up to maximum approved budgeted amount.
Director: Leadership and School Improvement	\$10,000
Director: Operations	\$50,000
Any two LEVNT Officers jointly when managing an emergency event*	Up to \$150,000

*An emergency event is an unforeseen event such as disaster recovery incident that requires urgent expenditure above the usual financial delegations. Expenditure must be ratified within 72 hours by the Executive Director or the BLEVNT. Where the Executive Director ratifies the emergency expenditure this must then be notified to the BLEVNT.

BLEVNT approval must be sought for expenditure that will exceed 5% of the total annual LEVNT operational budget.

8.4. Financial assistance to schools from LEVNT budget (non-delegable)

The following limits will apply for financial assistance (grants not loans) provided to schools from within the LEVNT budget.

LEVNT OFFICER TITLE	FINANCIAL LIMIT OF AUTHORITY
Executive Director	\$10,000
Director: Business Services	\$10,000
Executive Director and Director: Business Services jointly	\$50,000
Director: Leadership and School Improvement	\$5,000
Director: Operations	\$5,000

8.5. Financial assistance to schools from LEVNT funds and reserve accounts (non-delegable)

The following limits will apply for financial assistance (grants or loans) provided to schools from within LEVNT funds (grants or loans) and reserve accounts (loans) to provide immediate and emergency assistance to schools.

LEVNT OFFICER TITLE	FINANCIAL LIMIT OF AUTHORITY
Executive Director and Director: Business Services jointly	\$50,000

9. NON-FINANCIAL LIMITS

The first listed LEVNT Officer within each table is the primary signatory, others listed are also authorised to perform these actions if the primary signatory is unavailable in an appropriate timeframe or where multiple signatures are required.

9.1. Award or commit to any recurrent funding Agreement related to Educational Bodies of the Region (non-delegable)

LEVNT OFFICER AUTHORISED
Director: Business Services
Director: Operations
Executive Director

9.2. Certify Educational Body information for appropriate Registration or Regulatory Authority for Educational Bodies of the Region (non-delegable)

LEVNT OFFICER AUTHORISED
Director: Operations
Executive Director
Director: Business Services
Director: Leadership and School Improvement

9.3. Award or commit to any Educational Body one off or special purpose funding Agreement related contract for Educational Bodies of the Region (non-delegable)

LEVNT OFFICER AUTHORISED
Director: Business Services
Director: Operations
Executive Director