

**THE ANGLICAN DIOCESE OF GRAFTON
DIOCESAN POLICIES AND PROCEDURES**

SUBJECT: STAFF DELEGATIONS		PROCEDURE REFERENCE NUMBER REG-002
DATE APPROVED 24 February 2022 by Bishop-in-Council		VERSION 3 Replaces version dated 15 August 2019
IMPLEMENTATION DATE 24 February 2022	REVIEW FREQUENCY 3 Yearly	RESPONSIBLE FOR REVIEW Bishop-in-Council and Corporate Trustees of the Diocese of Grafton

1.0 PURPOSE

This procedure is to provide transparent and workable arrangements within good governance that allows the Registrar and Registry staff to enact the business of the Synod, Bishop-in-Council, The Corporate Trustees of the Diocese of Grafton and their various committees (both standing and temporary committees).

This procedure also provides a framework for the delegation of decisions and actions relating to the operation of the Registry.

2.0 SCOPE

This procedure covers the decisions and actions arising out of Synod, Bishop-in-Council, The Corporate Trustees and their various committees (both standing and temporary committees) that require action from the Registrar or Registry whether explicit or implicit in the directive. It also applies to the actions necessary for the operation of the Registry and for maintaining the legal status and compliance of the Synod, Bishop-in-Council and The Corporate Trustees of the Diocese of Grafton.

3.0 POLICY

3.1 Legislation

If there is any conflict between the requirements of this procedure and applicable legislation, the legislation will prevail. If a staff member is in doubt about the interpretation of this procedure, then the matter should be discussed with a more senior staff member.

3.2 Code of Conduct

If there is any conflict between the requirements of this procedure and the requirements of REG-001 Administration Code of Conduct, the conflict shall be discussed with the Registrar or Bishop before any action is taken. If necessary, decisions will be referred back to the decision making body for reconsideration.

3.3 General Responsibilities of Registrar

Consistent with clause 62.1 of the Diocesan Governance Ordinance 2008, the Registrar has the general authority and responsibility for:

- developing business plans, budgets and strategies for Bishop-in-Council's consideration and to the extent approved by Bishop-in-Council, implementing these plans, budgets and strategies;
- operating the Bishop's Registry and implementing all policies and procedures approved by Bishop-in-Council or The Corporate Trustees;
- informing Bishop-in-Council of material developments relating to the status of the Anglican Diocese of Grafton;
- where proposed transactions, commitments or arrangements exceed the parameters set by Bishop-in-Council or The Corporate Trustees refer the matter to Bishop-in-Council or The Corporate Trustees for their consideration and approval;

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- identifying and managing risks (and where those risks could have a material impact on the operations of the Diocese, formulating strategies for managing these risks for consideration by Bishop-in-Council or The Corporate Trustees, as appropriate);
- managing financial and other reporting mechanisms to ensure that these are functioning effectively to provide a true picture of the status of the Anglican Diocese of Grafton;
- implementing internal controls and establishing procedures for monitoring these controls and ensuring that these controls and procedures are appropriate and effective;
- taking all reasonable steps to ensure that Bishop-in-Council is provided with accurate and sufficient information regarding the operations on a timely basis; and
- ensuring that Bishop-in-Council is made aware of relevant matters relating to the performance (including future performance), financial condition, operating results and prospects.

3.4 Registrar

The Registrar is authorised to assign members of the Registry staff with tasks or ongoing duties that relate to the authorities which have been delegated to his/her position by the Synod, Bishop-in-Council, or The Corporate Trustees of the Diocese of Grafton. In doing so, the Registrar remains accountable to the delegating body for the execution and the outcome of the delegation.

However, duties that are to be personally enacted by the Registrar and not reassigned, except under clause 61.2 of the Diocesan Governance Ordinance 2008, include:

- signing licences and acts of the Bishop;
- signing documents under the Seal of the Corporate Trustees of the Diocese of Grafton;
- recruitment and dismissal of Registry staff; and
- any action which the delegating authority has explicitly directed the Registrar to undertake personally.

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3.5 Matters always requiring approval of a governing body of the Diocese

Topic	Activity	Approving Authority
Subsidiaries and Business Entities	The formation or acquisition of new bodies corporate, business entities and subsidiaries	Corporate Trustees Bishop-in-Council (Ordinance required)
	Amendment of a constitution of a church body corporate or other incorporated organisation including the composition and powers of boards	Bishop-in-Council (Ordinance required)
	The restructure, winding-up or sale of bodies corporate, business entities, and subsidiaries	Corporate Trustees Bishop-in-Council (Ordinance required)
	The purchase or sale of shares in other companies	Corporate Trustees
Financial and property	Determination of approved classes of investments	Corporate Trustees Bishop-in-Council
	All hedging policies and variations from them	Corporate Trustees
	Change to arrangements for existing borrowings	Corporate Trustees Bishop-in-Council
	New borrowings	Corporate Trustees Bishop-in-Council
	Material guarantees	Corporate Trustees Bishop-in-Council
	Demise of real property	Corporate Trustees Bishop-in-Council (Ordinance required)
	Purchase, sale, exchange of real property	Corporate Trustees Bishop-in-Council (Ordinance required)
	Leases	Corporate Trustees
	Construction of a building or extension to or significant alteration to a building or structure	Buildings and Property Committee
	Work on buildings or property that requires approval of an authority because of its heritage impacts	Buildings and Property Committee
	Litigation	Corporate Trustees Bishop-in-Council
	Out of court settlements and Deeds of Release	Corporate Trustees

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Topic	Activity	Approving Authority
Expenditure	Approval of annual capital expenditure plan	Corporate Trustees Bishop-in-Council
	Discretionary expenditure that significantly varies from approved budget	Corporate Trustees Bishop-in-Council
	Approval of operating budget	Bishop-in-Council Synod Corporate Trustees
Human Resources	Registrar salary adjustment	Bishop-in-Council
	Combined staff remuneration in variance from approved budget	Bishop-in-Council
Strategic Planning	Approval of Strategic Plan	Bishop-in-Council
Policies and Procedures	Diocesan-wide policies	Bishop-in-Council
	Quality, Safety and Environmental policies and procedures	Bishop-in-Council

4.0 SPECIFIC DELEGATIONS AND LIMITS OF AUTHORITY

4.1 Authorisations

- (a) The Summary of Financial Limits to Delegated Authorities in Schedule A sets out the specific delegations and applicable limits of authority. In Schedule A, Australian Dollar limits apply to single transactions or occurrences unless otherwise specified.
- (b) Authorisations are primarily concerned with the powers to bind or create an obligation on the Company.
- (c) Except as outlined in 3.4, 3.5 and Schedule A, powers may not be delegated.
- (d) Employees can only exercise assigned powers related to their area of functional responsibility.
- (e) Temporary delegations (to cover extended leave or absence of the usual occupant of the position) must be formally approved in writing. The approval shall be by the usual officeholder prior to their absence, a more senior officeholder (e.g. Bishop) or a Board or Committee with authority (e.g. Corporate Trustees; Bishop-in-Council) and communicated appropriately.
- (f) Registrar and Diocesan Accountant may need to delegate specific and significant powers and responsibilities to the next level of management. Delegations are to enable staff to make timely, effective and reliable decisions relevant to their duties. Any such delegation must be formally approved in writing by the Registrar or Accountant prior to the delegation.

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4.2 Review of Authorisations

- (a) Apart from the 2 yearly review frequency specified for this procedure, the Registrar may initiate a review of one or more levels of authorisation based on experience or based on submissions from the Diocesan Accountant and any other submission that has been received.
- (b) The Table of Authorisations should also be reviewed when any significant event occurs that could change the way authorisations are applied or interpreted (e.g. following a restructure of the organisation).

4.3 Employment Matters

- (a) All involuntary terminations (such as redundancy or dismissal) must be first approved by:
 - (i) The Registrar, and
 - (ii) The Bishop (or Commissary).
- (b) Expense Reimbursement will be made where an employee has incurred an authorised work-related expense, and:
 - (i) Each staff member's expenses are to be approved by their direct supervisor or the Registrar;
 - (ii) The Ministry Development Officer's expenses are to be approved by the Registrar or the Bishop;
 - (iii) The Registrar expenses are to be approved by the Bishop or Commissary;
 - (iv) The Bishop's expenses are to be approved by the Registrar;
 - (v) No approval of expenses shall be contrary to a policy or procedure approved by the Bishop-in-Council or Corporate Trustees. Any variation from the set policy or procedure shall be approved by the Bishop-in-Council or Corporate Trustees.

4.4 Expense Reimbursement (Not employment related)

- (a) Expense Reimbursement may be made where a person has incurred a reasonable authorised expense related to their service to the Anglican Diocese of Grafton, and:
 - (i) Each person's travel and accommodation expenses related to attendance at meetings of committees or boards are approved by the Bishop, Registrar or Diocesan Accountant;
 - (ii) Clergy travel and relocation costs associated with taking on a new appointment are approved by the Bishop or Registrar;
 - (iii) No approval of expenses shall be contrary to a policy or procedure approved by the Bishop-in-Council or Corporate Trustees. Any variation from the set policy or procedure is to be approved by the Bishop-in-Council or Corporate Trustees.

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5.0 REFERENCES

- (a) Professional Standards Ordinance 2004
- (b) GEN-001 Privacy
- (c) GEN-002 Faithfulness in Service
- (d) REG-001 Administration Code of Conduct

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SCHEDULE A - SUMMARY OF FINANCIAL LIMITS TO DELEGATED AUTHORITIES

	Item	Document	Registrar	Diocesan Accountant	Comments
A. Finance / Budget Approved expenses	Standard Purchase Order	Purchase Order	\$10,000	\$2,000	All purchase orders are to be authorised by the Registrar, Diocesan Accountant, Bishop or Trustee. Registrar's and Diocesan Accountant's authority limits are not applicable for actions in compliance with a specific resolution by Bishop-in-Council, Corporate Trustees or Property Board. The limit of authority for the Registrar or Acting Registrar may be waived for emergency treatment of issues that pose an imminent health and safety risk.
	Tax Payment	Tax return in accordance with legal requirements	Unlimited	Unlimited	Not Applicable
	Payroll	Diocesan Payroll	\$400,000	\$400,000	Must be supported by documentation and with any two of Registrar, Assistant Accountant, Diocesan Accountant or Bishop approving.
	Bank On-line Payments	Client transfers via Westpac	\$750,000	\$750,000	Must be supported by documentation and with any two of Registrar, Diocesan Accountant, Assistant Accountant, or Bishop approving.
	Direct Invoices	Payment of third party accounts	\$10,000	\$2,000	Must be supported by documentation and with any two of Registrar, Assistant Accountant, Diocesan Accountant or Bishop approving
	Expense Claims	Expense claim form	\$2,000	\$500	All expense claims are to be authorised by either, the Registrar, the Diocesan Accountant, Bishop or Trustee

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	Item	Document	Registrar	Diocesan Accountant	Comments
	Credit Card Expenses	Credit Card Statements	\$5,000	Not applicable	All credit card statements are to be annotated and signed as correct by the holder of the card and authorised by Bishop or Registrar.
	Insurance claims	Insurance claim supported by ANIP	\$20,000	\$20,000	Funds to come from Aggregate Deductible Fund for the first \$20,000 (less \$500 excess) of valid ISR insurance claims.

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	Item	Document	Registrar	Diocesan Accountant	Comments
B. Financial Adjustments and Capital Expenditure	Capital or asset expenditure within approved budget or plan	Approved budget	\$10,000	\$1,000	Expenditure above these levels requires authorisation by the Bishop-in-Council, Corporate Trustees, and/or Buildings and Property Committee, as appropriate.
	Capital or asset expenditure unbudgeted	Expenditure rationale	\$5,000	\$500	Expenditure above these levels requires authorisation by the Bishop-in-Council, Corporate Trustees, and/or Buildings and Property Committee, as appropriate.
	Divestment or disposal of redundant items	List of redundant items	Estimated market value less than \$200	Estimated market value less than \$200	Excludes items covered by a faculty or for which there is a legal or regulatory reason for retention or covered by archiving policy.
	Balance Sheet write-offs/write-ons	Financial records and history	\$5,000	\$1,000	Balance Sheet adjustments above these levels requires authorisation by the Bishop-in-Council or Corporate Trustees, as appropriate.
	Bad Debt write-off	Financial records and history	\$5,000	\$1,000	Write-offs above these levels requires authorisation by the Bishop-in-Council or Corporate Trustees, as appropriate.
	Roll-over of existing Diocesan borrowings	Loan agreement	No greater than previous terms	No greater than previous terms	Except where the Bishop-in-Council or Corporate Trustees have indicated contrary plans.
	Trust distributions	Detailed request from parish	\$10,000	Nil	If request for trust distribution is greater than the authorised limit or the request is not clearly concurrent with the trust deed or is controversial in some other way, it is to be referred to the Corporate trustees for decision.

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SCHEDULE B - REGISTRAR'S AUTHORITY TO SIGN ON BEHALF OF THE CORPORATE TRUSTEES OR THE SYNOD

The Registrar may sign the following types of documents on behalf of the Corporate Trustees or any other body of the Synod to facilitate the actions consistent with a resolution of the Corporate Trustees or other relevant body:

- Development Applications and other applications to Local Government Authorities or Utility
- Purchase Order or Purchase Agreement
- Agency and marketing agreements with Real Estate agents
- Contract of supply or service
- In the place of a Company Secretary in dealing with regulatory authorities