



PDT DELEGATION AND AUTHORITY LIMITS

Approved by The Perth Diocesan Trustees

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PART 1 - GENERAL

1. INTRODUCTION

- 1.1 The legal authority for entering into contracts, expenditure and the acquisition and disposal of assets, rests with the Perth Diocesan Trustees (PDT). This policy sets how that authority is delegated and the limits that apply at various levels.
- 1.2 The delegations and authority limits in this policy take precedent over all other PDT policies or departmental procedures. In addition, if there is a conflict between policies, the lower authority limit is to be applied.
- 1.3 The following definitions apply to this policy:
Diocese means the **Anglican Diocese of Perth**.
PDT means **The Perth Diocesan Trustees**.
DC means the **Diocesan Council**.
Diocesan Secretary & Executive Officer means **Secretary of the Perth Diocesan Trustees**.
CFO means **Chief Financial Officer**.
Authority means the level (as described in para 5.4 below) or individual who can approve the expenditure.
Budgeted and Usual means standard products and services (provided or consumed) that are consistent with the organisation's approved operations and PDT-approved budgets.
Not Budgeted or Not Typical means products and services (provided or consumed) not usually within the organisation's approved operations or not in an approved budget.
Signing Delegation means the legal method of executing an agreement or contract.
Power of Attorney means a formal legal written delegation is required.
Capital Expenditure means:
a. expenditure to purchase, improve, or extend the life of fixed assets used in the organisation, and with a useful life of at least one year; and
b. Lease Agreements.
Lease Agreements means non-cancellable agreements with a minimum duration of one year for the use of an asset and where the minimum payments under the agreement are greater than \$5,000. These agreements will include leases of property, motor vehicles and equipment.
Related Party means an employee, officer or trustee of the PDT or a close member of that person's family or any entity in which the person or their close family has control or significant financial interest, including by way of officeholder or employment.
Related Party Transaction is a transaction or series of transactions that transfer resources, services or obligations between the PDT and a Related Party or a third-party arrangement that benefits a Related party, regardless of whether a price is charged or received.

2. OBJECTIVE

- 2.1 Delegation and authority limits within PDT help to ensure consistent good business practice and corporate governance across all departments of PDT, thereby aligning objectives and procedures followed as well as safeguarding diocesan and parish assets.
- 2.2 The principal objectives of this policy are to:
- establish appropriate authority limits to enable effective decision making;
 - establish authority limits for entering into contracts, commitments and appropriating diocesan assets in the course of PDT conducting business on behalf of the Diocese, and
 - document the requirements for the delegation of those authority limits.

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3. APPLICATION OF THE POLICY

- 3.1 This policy applies to all officeholders and employees of the PDT.
- 3.2 Those holding a delegation level must ensure their subordinates are acting within the bounds of the delegation and authority limits outlined in this policy; non-compliance may result in disciplinary action.

4. POLICY REVIEW AND COMPLIANCE

- 4.1 The custodian of this policy is the Diocesan Secretary & Executive Officer. The custodian is responsible for allocating resources from time to time to review the effectiveness of this policy in the Diocese.
- 4.2 This policy will be reviewed and updated regularly, particularly when a change in the organisational structure occurs.
- 4.3 The Diocesan Secretary & Executive Officer is authorised to make administrative changes to this policy, and create forms and procedures, which aid the effective implementation of this policy.

5. GENERAL PRINCIPLES

- 5.1 An individual may not act as if they had authority where they have no authority or where a transaction exceeds the individual's level of authority.
- 5.2 Where an individual's authority limit is exceeded by a single transaction, escalation to the next level of authority is to occur.
- 5.3 There are 6 levels of delegation, which are as follows:
 - Level 6 – The Perth Diocesan Trustees (PDT)
 - Level 5 – Diocesan Secretary & Executive Officer (DS)
 - Level 4 – Chief Financial Officer (CFO)
 - Level 3 – Senior Managers (SM)
 - Level 2A – Managers (M)
 - Level 2B – Parish Wardens (W)
 - Level 1 – Supervisors and Technical (S)
- 5.4 The Archbishop of Perth has authority over expenditure within the Archbishop's Establishment Fund.
- 5.5 Delegations are attached to the position occupied not to the occupant of the position. The responsibilities of a position appear in a job description appropriate to the position. The Diocesan Secretary & Executive Officer in consultation with the Chief Financial Officer is responsible for assigning delegations for levels 1 through 3 above in line with the organisation structure. The assignment of positions to current delegation levels is set out in Appendix A to this policy.
- 5.6 Sub-delegation
 - a. Where an individual has been appointed into a position temporarily that is in an "acting" capacity the delegation levels applicable to the position in which the individual is acting will automatically be sub-delegated to that individual as authority resides in the position unless otherwise stated in writing by the next level up.
 - b. Sub-delegation on a temporary basis is appropriate in circumstances where the individual normally responsible is absent for more than three days. In these circumstances, the [PDT Delegation and Authority Limits Form 1 – Delegation of Authority](#) is to be completed.
 - c. A delegate who sub-delegates authority remains responsible and accountable for any decisions or actions taken by the delegate.
 - d. Delegation authority cannot be sub-delegated to temporary staff members.



- 5.7 Practices that undermine the intention of delegations and authority limits outlined in this policy are expressly prohibited. Such practices include:
- splitting large orders into smaller parts to override authorisation limits;
 - entering a purchase order for either goods or services that is knowingly insufficient for the completion of the work required or goods ordered; and
 - a delegate's power cannot be exercised where the individual with the power of delegation has a real and/or perceived conflict of interest. (See section 6, below.)
- 5.8 Where goods or services are to be purchased for more than one area of the Diocese, it is the total cost of the purchase for the whole Diocese that is to be authorised. This principle of aggregation should be applied whenever a single purchase forms part of a greater contract or purchase.
- 5.9 The value of a commitment is the cumulative value of that commitment to the end of the term e.g., a maintenance contract of \$100,000 per annum for 5 years is to be valued at \$500,000.
- 6. RELATED PARTY TRANSACTIONS AND CONFLICT OF INTEREST**
- 6.1 All transactions entered on behalf of PDT must be at arm's length. All officeholders and employees of the PDT are required to disclose their interest in a transaction or potential interest in a transaction. If an employee is unsure whether a transaction would be a Related Party Transaction clarification must be sought from the Diocesan Secretary & Executive Officer. Disciplinary action may be taken if a Related Party Transaction is not disclosed and approved before the transaction occurs.
- 6.2 Related Party Transactions in the normal course of business, with a value of less than \$20,000 can be approved by Diocesan Secretary & Executive Officer, providing the Diocesan Secretary & Executive Officer is not a Related Party to the Related Party Transaction.
- 6.3 Trustees of the PDT are also subject to the requirements of *Policy 46.1 - PDT Governance* and *Policy 21 – Conflict of Interest*.
- 7. CONTRACT DELEGATIONS**
- 7.1 General**
- 7.1.1 Contracts include all activities, negotiation, execution and ongoing management of contracts and agreements, including heads of agreements, grant agreements and memoranda of understanding.
- 7.1.2 Delegation levels also extend to preliminary statutory applications for building and planning applications.
- 7.1.3 To assess the appropriate delegation level to approve a contract, the following will need to be considered and submitted in a business case supporting the contract application:
- the risk that the contract will deliver to PDT,
 - the type of service to be delivered,
 - the value of the contract, and
 - the expected contract term of the contract.
- 7.1.4 The considerations included in the following table are to be used when determining whether a contract is "usual" for the purposes of the approval limits. Any other factors that may be known at the time of entering into the contract that may affect the risk level of PDT as a result of entering into the contract are also to be considered:



Usual contracts will exhibit the majority of the following features	Features of a “Not Typical” contract
<ul style="list-style-type: none"> • The contract involves work that is core to the Diocese/PDT ongoing business activities. • There is nothing unusual in the contract payment terms and the risk of payment default is low. • The expected contract term is less than or equal to 5 years. • The contract does not include a liquidated damages clause or other penalties that could exceed 10% of the contract value. • Entering into the contract will not reasonably bring any public or media attention to the Diocese. • The contract is of such a nature that legal action is unlikely to occur. 	<ul style="list-style-type: none"> • Does not meet the criteria for a “Usual” contract. • The contract involves work the type of which has not previously been undertaken by PDT. • Subcontractors will have to be used who are not normally used by PDT and who are considered high risk. • The Contract is controversial, outside normal Diocese practice, structured in an unusual way, involves new technology or has major political, reputation, environmental, or community implications.

7.2 Contract Value

- 7.2.1 Contract Value is to be calculated as the nominal value of the contract considering all payments to be made or received (including contingent payments). If it is believed that the contract will “grow” in value over the term, then the expected end value of the contract should also be stated and used in valuing the contract for the purposes of this Delegation Authority.

7.3 Contract Term

- 7.3.1 Term of the contract from the date of commencement as stated in the contract until the contract termination date.
- 7.3.2 Where incentives to extend the contract beyond the termination date are such that extension is likely to take place, the extended term should be included in the consideration of the contract term.

7.4 Form of Contract

- 7.4.1 All contracts, other than standard form contracts previously approved (e.g., PDT Standard Property Leases, REIWA Standard), are to be forwarded to Diocesan Secretary & Executive Officer with a brief letter detailing the case for entering the contract.
- 7.4.2 The letter is to be signed by the Senior Manager / Parish Warden recommending that the contract be executed by PDT.

7.5 Quotes and Tenders (Procurement)

- 7.5.1 Diocesan Secretary & Executive Officer, CFO and Senior Management have the responsibility to ensure that goods and/or service required are procured at the best price. However, consideration is also to be given to environmental, social, and ethical concerns and avoiding businesses that operate:
- a. at the expense of the environment, human rights, public safety; or
 - b. in communities in which the organisation conducts its operations at the expense of the welfare of its employees.

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7.5.2 The greater the procurement value, the more testing of price competitiveness is required by way of sourcing several quotes.

7.6 Contract Delegations

7.6.1 Property Leases (as Lessor):

7.6.2 It is noted that, whilst budget assumptions are made for leasing of commercial property, it is not possible to accurately forecast these and accordingly a broad discretion to enter new leases is required from an operational standpoint, whether budgeted or not, provided the leases are on usual commercial terms and conditions.

7.6.3

Authority		Approval if Budgeted and Usual		Approval if not Budgeted or not Typical		Signing Delegation	Power of Attorney	Comment
3	DPSM	<	200,000	<	200,000	DS or CFO	Yes	Contracts to be in accordance with recommendations from asset managers appointed by PDT and PDT standard lease documents used wherever possible.
4&5	DS or CFO	<	2,000,000	<	2,000,000	DS or CFO Seal over \$1m	Yes	
4&5	DS & CFO	<	12,000,000	<	12,000,000	Seal	Yes	
6	PDT	>	12,000,000	>	12,000,000	Seal	No	All leases that can be registered with Landgate are to be signed under seal.

7.6.4 Building and Construction Contracts

7.6.5

Authority		Approval if Budgeted and Usual		Approval if not Budgeted or not Typical		Signing Delegation	Power of Attorney	Comment
3	DPSM	<	300,000		N/A	DS	Yes	Appropriate professional consultants to be commissioned and provide advice as necessary.
5	DS	<	2,500,000		N/A	DS	Yes	
4&5	DS & CFO	<	5,000,000	<	200,000	DS	Yes	
6	PDT	>	5,000,000	>	200,000	Seal over \$5m	No	

7.6.6 Other Contracts (including contracts with suppliers and customers)

7.6.7

Authority		Approval if Budgeted and Usual		Approval if not Budgeted or not Typical		Signing Delegation	Power of Attorney	Comment
2B	W	<	20,000		N/A	W	Yes	
3	SM	<	45,000	<	10,000	DS	Yes	
4&5	DS or CFO	<	2,250,000		550,000	DS or CFO	Yes	
6	PDT	>	2,250,000		550,000	DS	Yes	With the approval of PDT



PART 2 - FINANCIAL DELEGATIONS

8. EXPENDITURE

8.1 Operating Expenditure

8.1.1 Operating expenditures are incurred by the PDT during its normal business operations. Expenditure limits in this Section 8.1 apply to individual purchases of goods, services and other supplies.

a. Where an agreement is entered into that contains a non-cancellable minimum or fixed purchase commitment, approval of the contract is required in accordance with Section 7 – Contract Delegations. Individual invoices rendered under an approved contract are to be approved in accordance with this Section 8.1.

b. Staff-related expenditure is subject to approval in accordance with Section 11 – Human Resources.

8.1.2

Authority		Approval if Budgeted and Usual		Approval if not Budgeted or not Typical		Signing Delegation	Power of Attorney	Comment
1	S	<	2,500		N/A	S		
2A	M	<	10,000	<	2,000	M		
2B	W	<	25,000	<	N/A	W		Parish property repair and maintenance only
3	SM	<	25,000	<	5,000	SM		
4	CFO	<	225,000	<	20,000	DF		
5	DS	>	225,000	<	60,000	DS		
6	PDT		N/A	>	60,000	DS		With the approval of PDT

8.2 Property Repairs and Maintenance

8.2.1 Refer to *Policy 6.5 – Parish Property – Repairs and Maintenance* for specific direction in relation to parish property repairs and maintenance.

8.2.2 Parish Wardens and the Diocesan Property Services Manager may enter into repair and maintenance contracts up to \$25,000.

8.3 Travel and Accommodation

8.3.1 Refer to *Policy 1 – Lay / Operational Employees – General* for specific requirements in relation to travel and accommodation.

8.3.2 All event attendance, flights and/or accommodation are to be approved by the Diocesan Secretary & Executive Officer prior to commitments being made using [PDT Delegation and Authority Limits Form 2 - Event Attendance, Travel and/or Accommodation](#).

8.4 Sponsorships and Donations

8.4.1 Sponsorships and donations are non-commercial arrangements and are subject to specific limits.

8.4.2

Authority		Approval if Budgeted and Usual		Approval if not Budgeted or not Typical		Signing Delegation	Power of Attorney	Comment
5	DS	>	0	<	6,000	DS		
6	PDT		N/A	>	6,000	DS		With the approval of PDT

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8.5 Corporate Credit Card and Business-Related Expense Claims

- 8.5.1 Diocesan Secretary & Executive Officer and CFO will allocate PDT corporate credit cards as deemed necessary throughout the Diocese. Cardholders will be required to sign a Credit Card Usage agreement.
- 8.5.2 For general office purchases made on a PDT corporate credit card, a statement of transactions is to be provided to the cardholder for approval. Cardholders are required to submit this statement together with tax invoices/receipts for all purchases on the PDT Corporate credit card.
- 8.5.3 Employees should endeavour to pay for business-related expenses using a PDT Corporate credit card where the purchases are from suppliers used irregularly and for which a supplier account is not maintained by the Diocese.
- 8.5.4 All cardholders must obtain approval where required in line with expenditure limits set out elsewhere in this policy when incurring expenditure on their PDT corporate credit card.
- 8.5.5 From time to time, however, employees may incur out-of-pocket business-related expenses. When this occurs, out-of-pocket business-related expenses paid from the employee's own funds will be reimbursed by PDT.
- 8.5.6 Acquittal of credit card transactions and approval of business-related expenditure claims require authorisation from a person who is the Level of the person plus 1 (minimum Level 3). Credit card transaction acquittals and expenditure claims incurred by Diocesan Secretary & Executive Officer are to be authorised by the Chairman of PDT.

8.6 Auditors

- 8.6.1 The Diocesan auditor is appointed by Synod.
- 8.6.2 The Audit and Risk Committee manages the engagement of the Diocesan auditor and other auditors in accordance with *Policy 22 – Audit & Risk Committee Charter*.

8.7 Litigation and Legal

- 8.7.1 Approval of the Diocesan Secretary & Executive Officer or CFO is required prior to engaging legal counsel, however still subject to the authority limits in 8.7.2.

Authority		Approval if Budgeted and Usual		Approval if not Budgeted or not Typical		Signing Delegation	Power of Attorney	Comment
3	SM	<	10,000	<	5,000	SM	N/A	Per instruction
4	CFO	<	20,000	<	10,000	DF		
5	DS	>	20,000	<	20,000	DS	N/A	
6	PDT		N/A	>	20,000	DS	N/A	With the approval of PDT
5	DS		All	<	5,000	DS	Yes	Any contentious matters that may impact on the reputation of the church are to be reported to PDT
6	PDT		N/A	>	50,000	Seal	Yes	With preapproval of PDT

8.8 Insurance

- 8.8.1 All insurance policies, including the scope and level of cover, and the deductibles (excess) require the approval of the Diocesan Secretary & Executive Officer and are subject further to the approval limits for Operating Expenditure as set out in Section 8.1.

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8.8.2 All Management Liability and Public Liability (mainly redress) claims are approved by the Diocesan Secretary & Executive Officer.

8.8.3 All property and contents claims are approved by the Diocesan Operations Manager or by the Insurer if the deductible limit is exceeded.

Authority		Approval if Budgeted and Usual		Approval if not Budgeted or not Typical		Signing Delegation	Power of Attorney	Comment
3	OM	<	Deductible Limit		N/A			In the event of the absence of the OM, the CFO or DPSM is to approve.
	Insurer	>	Deductible Limit		N/A	N/A		

8.9 Capital Expenditure and Lease Agreements

Authority		Approval if Budgeted and Usual		Approval if not Budgeted or not Typical		Signing Delegation	Power of Attorney	Comment
2	M	<	5,000		N/A	M	N/A	Assets under \$1,000 are to be written off over 12 months.
3	SM	<	12,000		N/A	SM	N/A	Application for capital expenditure to be completed for all capital purchases over \$5,000 and provided to CFO.
4	CFO	<	100,000	<	25,000	DS	N/A	
5	DS	>	100,000	<	200,000	DS	N/A	
6	PDT		N/A	>	200,000	DS	Yes	With the approval of PDT

8.9.2 Application for capital expenditure to be completed for all capital purchases over \$5,000 and provided to CFO using the [PDT Delegation and Authority Limits Form 3 – Expenditure Requisition – Capital, Leases and Building Contracts](#).

8.9.3 Lease Agreements are required to be accounted for as right-of-use assets on the balance sheet of the PDT and the cost amortised over the life of the lease. The CFO is responsible for identifying and reporting right-of-use assets.

8.9.4 The CFO is responsible for determining the method and rate of depreciation of assets in accordance with the PDT accounting policies.

8.10 Land Acquisitions / Sales

Authority		Approval if Budgeted and Usual		Approval if not Budgeted or not Typical		Signing Delegation	Power of Attorney	Comment
	PDT		All		All	DS with the seal for Landgate Documentation	Yes	

9. INCOME

9.1 Operating Income

9.1.1 Operating income is earned by the PDT through its normal business operations from a variety of sources including properties, investments, payroll services, grants, chaplaincy services, Wollaston Theological College fees and the Swan Valley Adventure Centre.

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- 9.1.2 Where an agreement is entered into with a customer that contains a non-cancellable minimum or fixed supply commitment, approval of the contract is required in accordance with Section 7 – Contract Delegations. Individual invoices rendered under an approved contract are to be approved in accordance with this Section 9.1.
- 9.1.3 The PDT engages external service providers, including property managers and investment managers, who are responsible for collecting and reporting income from the assets they manage in accordance with contractual arrangements entered into by the PDT. The CFO is responsible for ensuring contractual income is correctly reported by PDT asset managers.
- 9.1.4 To ensure the integrity of PDT financial records, customer invoices must be issued by the PDT finance department. Invoices are required to be approved by either the CFO, Financial Controller, Finance Manager, or SVAC General Manager prior to being issued.
- 9.1.5 Credit notes create a risk that income properly due and receivable may be waived or forfeited. All credit notes must be issued by the PDT finance department upon receipt of an approved request in accordance with the authority limits in 9.1.6.

Authority		Approval if Budgeted and Usual		Approval if not Budgeted or not Typical		Signing Delegation	Power of Attorney	Comment
1	S		N/A		N/A	Issued by Finance		
2	M		N/A	<	5,000			
3	SM		N/A	<	20,000			
4	CFO		N/A	<	50,000			
5	DS		N/A	>	50,000			

9.2 Grant Agreements

- 9.2.1 All grant applications and agreements are approved by the Diocesan Operations Manager, unless the documentation provided specifies a higher authority.

Authority		Approval if Budgeted and Usual		Approval if not Budgeted or not Typical		Signing Delegation	Power of Attorney	Comment
3	OM			<	50,000		No	
3	DPSM			<	50,000		Yes	
4&5	DS or CFO			<	250,000	DS or CFO	Yes	
6	PDT			>	250,000	DS	Yes	

9.3 Investments

- 9.3.1 Investments are managed by the Investment Sub-Committee in accordance with *Policy 25 – PDT Investments*.

9.4 Disposal of Assets (Other than Land Assets)

Authority		Approval if Budgeted and Usual		Approval if not Budgeted or not Typical		Signing Delegation	Power of Attorney	Comment
3	SM	<	10,000	<	5,000		N/A	Non 'land assets' to be sold at no less than the depreciated value
4&5	DS or CFO	>	10,000	>	5,000		N/A	

10. FINANCIAL MANAGEMENT / TREASURY

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10.1 Forecasts and Budgets

- 10.1.1 PDT is required to approve budgets and updated financial forecasts as appropriate.
- 10.1.2 Diocesan Secretary & Executive Officer and CFO are required to authorise the consolidated budgets and updated financial forecasts prior to being provided to PDT for approval.

10.2 Banking

- 10.2.1 Banking arrangements, including transactional, loan and deposit accounts, are to be held with the Anglican Community Fund unless otherwise approved by the PDT.
- 10.2.2 Authorisation of payments:
- All payments and loan draw downs, etc require two authorisers, whether online, cheque or otherwise.
 - The addition or removal of payment authorisers requires the approvals of two Level 4 or above authorisers.
 - Payment authorisers and cheque signatories are to be a minimum of a Level 2.

10.2.3 Loans or other borrowings arrangements:

Authority		Approval if Budgeted and Usual		Approval if not Budgeted or not Typical		Signing Delegation	Power of Attorney	Comment
4&5	DS & CFO	<	50,000		N/A	DS & CFO	Yes	Approval under seal if mortgage or charge over land is required. To be reported to PDT, and if applicable DC, at the next meeting.
6	PDT	>	50,000		All	As specified by the bank	Yes	PDT approval is required to increase facility limits

10.3 Derivatives Contracts and Financial Risk Management

- 10.3.1 Derivative contracts can be effectively used to hedge the PDT's exposure to risks of changing interest rates, foreign currency rates and prices for goods where there is a mismatch between variable / fixed incomes and expenditures. It is expressly forbidden to enter into derivative contracts such as futures, forward contracts, swaps and options for speculative purposes.
- 10.3.2 Financial risk management is managed by the Audit and Risk Committee in accordance with *Policy 22 – Audit and Risk Committee* and *Policy 26 – Interest Rate Hedging*.

Authority		Approval if Budgeted and Usual		Approval if not Budgeted or not Typical		Signing Delegation	Power of Attorney	Comment
	PDT Audit and Risk Committee		All		All	DS & CFO	Yes	Delegated to PDT Audit and Risk Committee for approval

10.4 Trust Distributions

- 10.4.1 Distributions from trusts, including bequests and endowments, to beneficiaries are to be paid in compliance with the specific trust requirements, including any requirements for PDT to approve distributions.
- 10.4.2 The PDT may approve budgeted distributions from a trust by way of the annual financial budget for a trust, subject to any further conditions determined by the PDT and the satisfactory financial performance of the trust.

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10.4.3 Distributions require approval of at least two authorisers as per the following table:

Authority		Approval if Budgeted and Usual		Approval if not Budgeted or not Typical		Signing Delegation	Power of Attorney	Comment
2	Finance Manager	<	10,000		N/A	M	N/A	Subject to compliance with trust rules.
3	Financial Controller	<	20,000		N/A	SM	N/A	
4	CFO	<	50,000	<	25,000	DS	N/A	Approval of PDT may be via budget or specific approval of a distribution.
5	DS	>	50,000	<	50,000	DS	N/A	
6	PDT		N/A	>	50,000	DS	Yes	

PART 3- NON-FINANCIAL DELEGATIONS

11. HUMAN RESOURCES

- 11.1 Diocesan Secretary & Executive Officer has overall responsibility for Human Resources matters related to lay employees.
- 11.2 Activities relating to the administration of personnel within the PDT are to be directed to the HR Manager.
- 11.3 No appointment or action leading towards an appointment, whether by way of internal or external selection processes, is to be made without discussion with the HR Manager. **To ensure procedural correctness, offers of employment and related remuneration must be approved by Diocesan Secretary & Executive Officer.**
- 11.4 Diocesan Secretary & Executive Officer and/or the HR Manager as appropriate are to be consulted on all HR-related activities listed below in addition to any authorisation required.

Activity	Authority Level
11.5 Appointment of staff (both permanent and contractors) including advertising of the position, signing of employment contracts and negotiation of terms:	
(1) Replacements within three months of previous staff member's termination (excluding termination as a consequence of redundancy)	
(a) At same or less gross annual salary	Min Level 3
(b) At higher annual salary	Level 5
(2) New positions	
(a) Detailed in budget and appointment is in accordance with what was budgeted.	Min Level 3
(b) Not detailed in the budget	Level 5 and Level 6
(3) Confirm appointment following the probationary period	DS, CFO or HRM
11.6 Termination of staff	

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	(1) Confirm or accept resignations and retirements	Level of terminating staff member plus 1 (min level 3)
	(2) Approve redundancy	
	(a) Detailed in budget and termination is in accordance with what was budgeted	Level of terminating staff member plus 1 (min level 3)
	(b) Not detailed in budget	Level 5
	(3) Approve dismissals	Level 5
	(4) Approve termination during probation period.	Level of terminating staff member plus 2 (min level 3)
11.7	Employment Contract Changes	
	(1) Changes to terms unrelated to remuneration.	Level of staff member plus 1 (min level 3) in consultation with HR
	(2) Changes to terms related to remuneration.	Level of staff member plus 1 (min level 3) in consultation with HR
	(3) Internal transfers.	Level of staff member plus 1 (min level 3) in consultation with HR
	(4) Temporary changes in relation to staff acting in higher positions.	Level of staff member plus 1 (min level 3) in consultation with HR
11.8	Salary packaging approval including authorisation of novated lease agreements.	Level of staff member plus 1 (min level 4) in consultation with HR
11.9	Approval of leave of absence	
	(1) In relation to	
	(a) illness and non-work-related injury,	Level of staff member plus 1 (min level 1)
	(b) workplace injury,	To be approved minimum level 3 (Operations Manager) in consultation with HR
	(c) bereavement; and or	Level of staff member plus 1 (min Level 3)
	(d) caring	Level of staff member plus 1 (min level 3)
	(2) Leave without pay	Level of staff member plus 1 (min level 1)
	(3) Long service leave	Level of staff member plus 1 (min level 1)
	(4) Parental leave	Level 5

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	(5) Study leave	Level 5
	(6) Time off in lieu (TOIL)	Level of staff member plus 1 (min level 1)
	(7) Research leave	WTC Warden and iaw <i>Policy 1</i> and <i>Policy 10.3</i>
	(8) Domestic Violence leave	Level 5
	(9) In relation to:	
	(a) Emergency services duties;	Level of staff member plus 1 (min level 1)
	(b) Defence Force Reserves training;	Level of staff member plus 1 (min level 1)
	(c) Participation in international sporting events; and or	Level of staff member plus 1 (min level 1)
	(d) Jury duty.	Level of staff member plus 1 (min level 1)
11.10	Performance management	
	(1) Undertake performance management activities in consultation with HR	Level of staff member plus 1 (min level 1)
	(2) Confirm to HR that performance management has taken place and provide a copy of the appraisal	Level of staff member plus 1 (min level 1)
11.11	Approve promotions	
	(1) Detailed in budget and promotion is in accordance with what was budgeted.	Level 4 or 5
	(2) Not detailed in budget	Level 5
11.12	Remuneration adjustments	
	(1) Increases in relation to promotion	Refer 11.11
	(2) Adjustments not in relation to promotion and including bonuses	Level 5
11.13	Approval of allowances and claims in relation to:	Refer to the applicable policy where relevant
	(1) Overtime (2) Use of Private Vehicle (3) First aid allowance payments (4) Professional Memberships (5) Telephone Usage (6) Other sundry out of pocket business related expenses	If there is no other policy or Employment or Award Conditions: - for Overtime, Level 5 - for all others, min Level 3
11.14	Staff development and training	Level of staff member plus 1 (min level 3) in consultation with HR up to a value of \$1,000 For amounts over \$1,000, Level 5

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11.15	Industrial Relations	
	(1) Appoint mediators	Level 5 in accordance with specific instructions from HR
	(2) Resolve equal opportunities disputes	
	(3) Resolve industrial disputes	
11.16	Organisational Changes	Level 3 in consultation with HR and approval at Level 5

13. WORK HEALTH AND SAFETY

13.1 This Section 13 refers to all activities relating to the maintenance of a safe working environment at all entities within PDT.

Activity	Authority Level
13.2 Approve new WHS policies.	Level 6 (PDT and DC)
13.3 Approve WHS Plans for PDT	Level 5 (DS)
13.4 Resolve workers compensation claims.	Level 3 (OM)
13.5 Approve incident and hazard reports.	Level 2 (Parish Council or Health and Safety Committee)

14. INFORMATION AND COMMUNICATION TECHNOLOGY AND DATA MANAGEMENT

14.1 All activities relating to the acquisition, management and disposal of hardware and software including system access. The Systems consultants are to be consulted on all IT-related activities listed below in addition to any authorisation required.

Activity	Authority to be delegated by
14.2 Approve and/or suspend access to PDT computer systems and databases.	Level 3
14.3 Approve changes to system configuration as well as system development.	Level 5 and Level 4
14.4 Purchasing and leasing of software and hardware. (subject to Financial Delegations limits)	
(a) Within budget.	Level 3
(b) Not Within budget.	Level 5

14.5 Data is any source of information in either hard copy form or contained within PDT servers or databases.

14.6 Authorisation limits for all activities relating to the creation, management and disposal of data including the provision of access to data management are as set out in the table below:

Activity	Authority to be delegated by
14.7 Administration of databases	Level 3
14.8 Archiving of documents	Level 3

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14.9	Destruction of data	Level 3
14.10	Approval of access to information to individuals outside the Diocese.	Min Level 4

15. MEDIA, INTERNAL AND EXTERNAL PUBLICATIONS

15.1 This Section 15 relates to external communications including media releases and online publications relating to activities of PDT. Note: media releases relating to the wider Diocese and those from the Episcopal area are for the Archbishop's approval.

Activity		Authority to be delegated to
15.2	Media Liaison	Level 5
15.3	Financial Reports for Synod:	PDT
15.4	Regulatory filings to the ACNC, etc	Level 4
15.5	Publication of entity-specific information for internal use such as circulars and multimedia presentations.	Level 3
15.6	Approval of business unit-specific operational procedures	Level 3
15.7	Approval of official Diocesan publications for external use including newsletters and multimedia presentations.	Level 5 in consultation with the Episcopal Office
15.8	Addition, alteration or removal of information from the Diocesan website relating to PDT's activities.	Level 3

Forms:

[PDT Delegation and Authority Limits Form 1 - Delegation of Authority](#)

[PDT Delegation and Authority Limits Form 2 - Event Attendance, Travel and/or Accommodation](#)

[PDT Delegation and Authority Limits Form 3 - Expenditure Requisition – Capital, Leases and Building Contracts](#)

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APPENDIX A - DELEGATION LEVELS AND POSITIONS

Delegation Level	Positions Assigned to Delegation Level
6	PDT
5	Diocesan Secretary & Executive Officer
4	Chief Financial Officer
3	<ul style="list-style-type: none"> Diocesan Office - Diocesan Operations Manager, Diocesan Property Services Manager, Human Resources Manager, Safe Ministry Services Manager and Financial Controller. Swan Valley Adventure Centre - General Manager Wollaston Theological College - Principal Episcopal Office - Episcopal Services Manager and Archbishop's Registrar
2A	<ul style="list-style-type: none"> Swan Valley Adventure Centre - Assistant General Manager, Activities Manager and Head Chef. Wollaston Theological College - Registrar and Deputy Principal Episcopal Office - Assistant Bishop, Archdeacon
2B	<ul style="list-style-type: none"> Parish Wardens as per Parish Council appointments
1	<ul style="list-style-type: none"> Diocesan Office - Senior Financial Accountant, Property Investments Accountant, Senior Payroll Officer, Property Liaison Officer, EA to Diocesan Secretary & Executive Officer, Safe Ministry Coordinator, Archivist and Digital Content Coordinator Swan Valley Adventure Centre - Office Manager, Operations Manager, Marketing Coordinator and Senior Instructor, SV Grounds and Maintenance Supervisor Wollaston Theological College - Director of Formation & Vocations Advocate, Co-ordinator – Ministry Wellbeing and Development, Lecturer Episcopal Office - Assisting Archdeacon