



MASTER DELEGATIONS REGISTER

Applies to:	All members, volunteers and employees
Author:	No Author on Record
Approval:	FHSS P&C
Date approved:	21 March 2023
Last review and update:	22/02/2026 by Melissa Gregory
Date approved:	3 March 2026

Role	Area	Delegation description	Month delegation to be exercised	Total maximum value
Vice President Retail	Uniform Shop	Purchase of uniform stock for replenishment of uniform items	As required	\$3,000.00 per term
		Annual purchase of winter uniform items	March	\$5,000.00 per year
		Senior shirts and jackets	October	\$5,000.00 per year
		Payment of staff for extra trading days as a result of demand (note there is a requirement to notify parents and staff)		As required by demand and \$300.00 per day
		Payment of staff for stocktake		\$300.00
	Tuckshop	Payment of staff for stocktake		\$300.00
		Purchase of items for operational purposes e.g. sandwich press, sundry kitchen utensils and takeaway containers, hot plate, microwave		\$1,000.00 per year
		Staff training	As required	\$450.00 per year
		Renewal of food licence		\$500.00 per year
Secretary	General purposes	Photocopying		\$150.00 per year