



## Delegation of Authority Policy

Approved/effective date	090920
Due for review	090923

### **DELEGATIONS TO STAFF POLICY**

#### **PURPOSE**

To outline the scope of delegated authorities for the efficient operation of the Torquay Community House. A critical aspect of any Neighbourhood House structure is the delegation of authority (who can make decisions about what) from the Board of Management to the Co-ordinator and staff. Generally, the Board of Management delegates the day to day House management responsibilities and authority to the House Co-ordinator, who in turn delegates responsibilities and authority to House staff or volunteers for day to day and project tasks.

#### **RESPONSIBLE PARTIES**

The Coordinator is responsible for the implementation of procedures associated with this Policy.

## SCOPE

The Policy applies to all staff members/incumbents of positions listed to exercise the delegated authority. Staff can only exercise delegations within their area of responsibility. Positions not mentioned in this document do not have the capacity to authorise any of the delegations in this document.

The Board of Governance authorises the Centre Coordinator to, at any time, revoke and/or suspend any delegation issued by the Board to persons other than the Centre Coordinator. Any such action is to be reported to the Board of Governance at the Board meeting immediately following the revoking of the Delegation.

## POLICY

### Financial

This delegation relates to the receipt and expenditure of funds within the approved Centre annual budget and subsequent budget framework approved by the Board of Governance and within the existing policies for the purchase of goods and services.

The Coordinator may approve individual income or expenditure items if in accordance with the approved annual operating or project budget and consistent with the Centre's normal course of business as per the following table:

<b>Authority delegated to:</b>	<b>Expenditure amount</b>
Coordinator	Purchases under \$1,000  Purchases within budget allocation
Staff/tutors	Approval to order items or expend funds in accordance with program budgets as approved by the Coordinator

New specific grants or contracts with Government or other sources, outside the Centre's usual scope of activities and strategic plan, will be presented to the Committee of Governance for approval.

Disposal of assets can be approved at the discretion of the Co-ordinator when the current value of the asset is below \$1,000.

All other income and expenditure outside of the approved annual operating or project budget must be authorised by the Board of Governance.

### **CONTRACTS AND APPLICATIONS FOR GRANTS/TENDERS**

This delegation relates to legal commitments made by staff of the Torquay Community House in the form of written or verbal agreements. This delegation also relates to the lodgment of Applications for Grants or the lodgment of Tenders for the provision of goods or services.

Only staff in positions authorised below can commit the Torquay Community House to written or verbal agreements as detailed below.

The Board delegates to the positions named below the power to enter contracts and apply for grants/tenders:

<b>Position/Person to Whom Power is Delegated</b>	<b>All Income or Expenditure Related Contracts</b>	<b>Contracts or Agreements requiring application of the Common Seal</b>	<b>Application for Grants and Lodgment of Tenders</b>
Coordinator	Yes, as per budget/new program approval	Yes, with prior Board approval	Yes, with Board approval

## OTHER DELEGATIONS

FUNCTION	AUTHORITY RETAINED BY THE Board	AUTHORITY DELEGATED TO THE COORDINATOR
<b>PLANNING</b>	<ol style="list-style-type: none"> <li>1. to develop, endorse and monitor strategic and business plans</li> <li>2. develop and endorse policies and procedures relating to all other planning activities within the organisation</li> </ol>	<ol style="list-style-type: none"> <li>1. in conjunction with the Board, develop and prepare business strategy recommendations for endorsement by the Board</li> <li>2. implement and evaluate decisions endorsed by the Board</li> <li>3. make recommendations re external commitments to key organisations or networks</li> </ol>
<b>POLICY DEVELOPMENT</b>	<ol style="list-style-type: none"> <li>1. develop, review and endorse all policies and procedures relating to the governance and management of the organisation's affairs, activities and interests</li> </ol>	<ol style="list-style-type: none"> <li>2. identify policies and procedures relating to governance and management of the organisation's affairs, activities and interests</li> <li>3. develop, implement and prepare operational policies and procedures with subcommittee.</li> <li>4. Present policy and procedure to the Board for endorsement.</li> </ol>
<b>STAFFING</b>	<ol style="list-style-type: none"> <li>1. all decisions regarding the position of Manager– selection, terms and conditions of employment, position description, performance indicators and measures, performance appraisal</li> <li>2. endorse policies and procedures to establish an appropriate framework for employment and industrial relations throughout the organisation</li> <li>3. all decisions to create and terminate new positions or substantially change the nature and extent of authority for any position or person</li> </ol>	<ol style="list-style-type: none"> <li>1. all decisions re hiring, termination and replacement of staff, and creating new positions subject to Board approval and budget allocation</li> <li>3. creating new positions and terminations, subject to Board approval and budget allocation</li> <li>4. implement policies re staff applications for overtime, time-in-lieu, all categories of leave, training and professional development ensuring that such training and development aims to improve current work practices</li> <li>5. implement Board endorsed policy on matters related to employment and industrial matters</li> </ol>

		6. keep the Board advised re effectiveness of policies and procedures, and recommend any improvements or adjustments
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FUNCTION	AUTHORITY RETAINED BY THE BOARD	AUTHORITY DELEGATED TO THE COORDINATOR
<b>FINANCE PLANNING</b>	<ol style="list-style-type: none"> <li>1. endorsement of annual budgets and cash flow projections prior to commencement of each financial year</li> <li>2. approval of the format, content and language of monthly financial reports to Board</li> <li>3. development of policies and procedures relating to finance, asset and risk management, debt avoidance or management, and investment.</li> </ol>	<ol style="list-style-type: none"> <li>1. prepare recommendations to the Board on matters including: <ul style="list-style-type: none"> <li>• obtaining external financial resources, including funding, submissions, grant applications to external authorities</li> <li>• tenders</li> <li>• budget preparation</li> <li>• negotiating contractual agreements</li> <li>• organisational performance indicators, performance measures and internal controls asset and risk management</li> </ul> </li> </ol>
<b>CONSTITUTION, LEGAL</b>	<ol style="list-style-type: none"> <li>1. all decisions</li> </ol>	<ol style="list-style-type: none"> <li>1. make recommendations on consideration and negotiation of all Funding, Service and Contractual Agreements</li> <li>2. commit the organisation only after Board approval or within the strategic and policy framework</li> <li>3. deal promptly on any legal, legislative, statutory or contractual matters and advise the Board executive immediately</li> <li>4. make recommendations re preparation for the AGM, auditing of the annual accounts</li> </ol>
<b>MARKETING/ PROMOTION</b>	<ol style="list-style-type: none"> <li>1. endorse all associated policies, plans, budgets and strategies</li> </ol>	<ol style="list-style-type: none"> <li>1. act as spokesperson for the organisation within the Board endorsed policy and strategic framework</li> </ol>

<b>GRIEVANCE/ CONFLICT RESOLUTION</b>	<ol style="list-style-type: none"> <li>1. endorse relevant policies and procedures at governance, management and operational levels</li> <li>2. implement procedures as determined in the constitution, internal policies and procedures or industrial instruments</li> </ol>	<ol style="list-style-type: none"> <li>1. act promptly as outlined in internal policies and procedures or industrial requirements, and advise the Board as appropriate</li> </ol>
<b>OPERATIONS</b>		<ol style="list-style-type: none"> <li>1. provide quality advice to the association members, Board and sector stakeholders.</li> <li>2. implement and manage the organisations internal functions, including managing projects and projects staff.</li> <li>3. ensure contemporary best practice</li> <li>4. develop and maintain organisational outcomes measurers as per the stated requirements of funding bodies.</li> <li>5. contribute to sector relevant campaigns and projects</li> </ol>