

Delegated Authorities

1. Purpose

The purpose of this policy is to establish a framework for delegating authority within Aberfoyle Community Centre Inc.

2. Responsibilities

It is the responsibility of the Centre's Board to ensure that this policy is implemented. It is the shared responsibility of the Centre's Board, Community Development Officer (CDO) and Community Development Support Officer (CDSO) to ensure that the procedures are implemented.

3. Principles

Delegation of authority is intended to achieve four objectives:

1. to ensure the efficiency and effectiveness of the Centre's administrative processes
2. to ensure that the appropriate Subcommittees, Office Bearers and staff have been provided with the level of authority necessary to fulfil their responsibilities
3. to ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the organisation; and
4. to ensure internal controls are effective.

4. Definitions

'Delegated authority' means that the person to whom the authority is delegated can act on behalf of the Centre's Board. The action or decision still belongs to the Board – 'delegated' means 'granted at the pleasure of the Board'.

5. Policy

The Board of Aberfoyle Community Centre Inc. is responsible for the proper and effective management of the organisation.

A delegation of authority does not mean a delegation of responsibility.

The use of delegated authorities makes it possible for many routine matters of management to be acted on promptly and allows the Board to concentrate on complex and important decisions instead of time being taken up on everyday operational matters.

Delegations can only be made and exercised within the framework of the relevant Acts and Regulations, the Centre's Constitution, Policies and any external legal or contractual requirements.

This policy should be read in conjunction with the Centre's Roles and Responsibilities Matrix and the Risk Management Plan.

Under the Associations Incorporation Act 1985 and its Constitution the Board can delegate any of its functions except:

- (a) the power of delegation; and
- (b) any functions reserved to the Board under the Act.

The Board may delegate its functions to:

- a member or members of the Board; and
- a Subcommittee of the Board; and
- the Community Development Officer or Community Development Support Officer and members of staff or certain volunteer positions of the Centre.

However, the Board may not delegate its power:

- to adopt the organisation's Strategic Plan; or
- to adopt the organisation's Annual Budget.

The Board keeps a list of delegated authorities (included here as a Procedure) which is reviewed, amended if necessary and then approved each year at the Board meeting following the AGM.

Delegations reflect the Centre's organisational structure. Where the Board has delegated its authority to the CDO or CDSO they can then delegate that authority to another staff member where appropriate. (For example, it would be appropriate for some Procedures to be written by the person/people directly involved in that activity e.g. Administration Staff developing administration procedures, but responsibility for approval and implementation of the procedures remains with the CDO/CDSO).

6. Procedures

Key Risk Area	Board of Management Authority	CDO/CDSO Authority	Senior Staff Rep Authority
Physical			
Work Health & Safety	Overall responsibility for Work Health & Safety compliance. Board of Management holds responsibility for appointing Responsible Officer and for ensuring that policies and procedures are implemented and acted upon.	Responsible to City of Onkaparinga as per position description	
Work Health &	Ensure standing item on	Follow City of	

Key Risk Area	Board of Management Authority	CDO/CDSO Authority	Senior Staff Rep Authority
Safety consultation	Agenda	Onkaparinga Work Health & Safety policies and that of the work site	
Work Health & Safety facility and equipment checks	Ensure current checklists are provided and risk analysis done prior to purchasing plant or equipment	Train volunteers in audit process. Ensure audits are forwarded to City of Onkaparinga quarterly.	
Work Health & Safety use of equipment & Safety Data Sheets (SDS)	Ensure policies are in place and current		Maintaining Safe Work Method Statements (SWMSs) and Standard Operating Procedures (SOPs) Inducting all staff and volunteers on SWP.
Financial			
Recurrent Operating Expenditure	Approval of annual operating Budget and variations to budget.	Expenditure within annual operating Budget.	Expenditure within annual operating Budget. No single item greater than \$200 or a supply exceeding 12 months without minuted approval of the Board of Management
Capital Expenditure	Approval of capital budget.	All capital purchases to be approved by the Board of Management	
Bank Accounts	To be approved by the Board of Management as per constitution.	No authority	Signatory for bank accounts
Travel	If not in budget specific approval required.	Responsible to City of Onkaparinga	In line with Budget or minuted approval of Board of Management and in accordance ATO allowance for 6cyl vehicles.
Travel Expense approval	If not in budget specific approval required.		In line with Budget or minuted approval of Board.
Petty Cash – creation of float	Approval of float.		Up to \$300 float. Individual payments not to exceed \$100 unless approved by Treasurer.
Signing of cheques/authorisation of online payments	Treasurer + one other Board member + Senior Staff Rep are cheque signatories/authorised		Cheque signatory with one Board of Management member.

Key Risk Area	Board of Management Authority	CDO/CDSO Authority	Senior Staff Rep Authority
	persons. At least one signature on each cheque/authorisation must be a Board of Management member.		
Signing of Purchase Orders	Not applicable.	Not Applicable	Within approved budget and no Purchase Order to cover supply exceeding 12 months.
Investments	Approval by Board of Management	No authority	As a signatory along with one Board of Management member
External Auditors	To be approved by the Board of Management		
Signing of Financial Year End and Financial Statements	Chairperson and Treasurer		
Lease Agreements	To be approved by the Board of Management	No Authority	Approval for leases within Budget and up to a 12 month period.
Fees	Set fee policy for exemptions and reductions	Collection of fees and approval for exemptions and reductions as per policy	Collection of fees and approval for exemptions and reductions as per policy
Facility hire	Set hire fee policy	Collection of fees and approval for exemptions and reductions as per policy	Collection of fees and approval for exemptions and reductions as per policy
Insurances	Approval of policies and alterations to policies.	No authority	Renewal of policies
Governance			
CDSO on behalf of or when directed by the CDO or when the CDO is on extended leave	CDSO on behalf of or when directed by the CDO or when the CDO is on extended leave	CDSO on behalf of or when directed by the CDO or when the CDO is on extended leave	CDSO on behalf of or when directed by the CDO or when the CDO is on extended leave
Policy Development	Board of Management responsibility to approve all policies	CDO / CDSO on behalf of or when directed by the CDO or when the CDO is on extended leave works with Board	Senior staff member works with Board of Management in policy development and documents procedures

Key Risk Area	Board of Management Authority	CDO/CDSO Authority	Senior Staff Rep Authority
		of Management in policy development and documents procedures for implementation of Board of Management policy in consultation with relevant staff and volunteers. CDO/ CDSO on behalf of or when directed by the CDO or when the CDO is on extended leave maintains Policy Bank.	for implementation of Board of Management policy in consultation with relevant staff.
Procedure Development	Board of Management responsibility to develop and approve those Procedures for which it has some responsibility for implementation.	CDO/CDSO develops and approves routine Safe Work Method Statements (SWMSs) and Standard Operating Procedures (SOPs) in consultation with relevant staff and volunteers. CDO/CDSO provides information and advice to Board for other Procedures.	Senior staff member develops routine Safe Work Method Statements (SWMSs) and Standard Operating Procedures (SOPs) in consultation with relevant staff and volunteers
Service/Funding Agreements	All agreements to be approved and signed by Board of Management	CDO / CDSO identifies relevant funding sources, prepares funding applications, implements and evaluates program/project, reporting to Board of Management on progress	Liaises with and supports CDO/CDSO on behalf of or when directed by the CDO or when the CDO is on extended leave in meeting KPI's for funding agreements.
Organisation Common Seal	All use of Common Seal to be approved by Board of Management and used in the presence of two Board of Management members	No delegation	No delegation
Reporting	Board of Management meeting agendas prepared by Chairperson and/or Secretary in consultation with CDO. Minutes of meetings reviewed by Chairperson and CDO prior to distribution.	CDO/CDSO on behalf of or when directed by the CDO or when the CDO is on extended leave provides a written report for each Board of Management meeting addressing all relevant issues, including progress against all	Senior staff member provides a written report for each Board of Management meeting addressing all areas of responsibility relevant to their position

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	Written Subcommittee reports to be provided for each meeting.	funding agreements, significant management issues and any matter that might have real or potential legal considerations for the organisation	
Human Resources			
Employment of Project Workers	If not in budget specific approval required. Responsibility for budget, approval, terms of contract, letter of offer, interview (if over 3 month contract).	In line with budget or minuted approval of Board of Management. CDO / CDSO on behalf of or when directed by the CDO or when the CDO is on extended leave interviews with at least 1 other Board member if the contract is for less than three months or including 1 external representative if the contract is for over 3 months.	
Employment of External Contractors/ Tutors	If not in budget specific approval required.	In line with budget or minuted approval of Board. CDO / CDSO interviews and selects.	
Employment of Ongoing Staff	Responsibility for budget, approval, terms of contract, letter of offer, interview in line with employment policy	CDO / CDSO on behalf of or when directed by the CDO or when the CDO is on extended leave participates in interview, recruitment & review process	
Employment policies and procedures	Responsible for development and approval of employment policies including Equal Opportunity.	CDO / CDSO on behalf of or when directed by the CDO or when the CDO is on extended leave works with Board of Management in policy development and documents procedures for implementation of Board of Management policy in consultation with relevant staff	
Legal requirements	Responsible for compliance with legal responsibilities including relevant Industrial	Responsible for ensuring that payments are made which ensure Board of	

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	Awards, Workcover, Superannuation Guarantee, Superannuation Choice, Taxation	Management meets legal requirements. Responsibility for record keeping is delegated to the Bookkeeper and overseen by the Treasurer.	
Volunteer Management	Responsible for approval of Volunteer Policy that reflects National Standards for Volunteering including budget allocation for volunteer support	Works with Board of Management in policy development and documents procedures for implementation of Volunteer Management policy in consultation with relevant staff. CDO/CDSO/Volunteer Coordinator responsible for recruiting volunteers.	Works with Board of Management in policy development and documents procedures for implementation of Volunteer Management policy in consultation with relevant staff. Program coordinators, Office Manager /CDO/CDSO and Volunteer Coordinator responsible for recruiting volunteers.
Staff supervision		CDO/CDSO reports directly to the City of Onkaparinga but works with the Board of Management to support the Mission, Vision and Values of the organisation. CDO/ CDSO on behalf of or when directed by the CDO or when the CDO is on extended leave delegates all duties to other members of staff in accordance with their position description and terms of employment in consultation with the Board of Management.	Senior Staff Member reports directly to the Board of Management.
Staff appraisal	Responsible for development and approval of staff appraisal policies in consultation with relevant staff. 1 Board of Management member conducts annual appraisals for Centre	CDO / CDSO on behalf of or when directed by the CDO or when the CDO is on extended leave works with Board of Management in policy and procedure development in consultation with relevant	

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	employees with CDO	staff. Conducts annual appraisals for CCCI employees with 1 Board of Management member. CDO / CDSO Consults with volunteer manager on volunteer appraisals.	
Information Technology			
IT Hardware	Board of Management responsible for approval of capital budget/Asset replacement and IT policies	All capital purchased to be approved by the Board of Management. Approval of IT procedures.	
Software Licenses	Board of Management responsible for policy and expenditure approval		In line with budget or minuted approval of Board of Management.
ISP Agreements	Board of Management responsible for policy and expenditure approval		In line with budget or minuted approval of Board of Management.
Back up IT data	Policy approval		Development and implementation of procedures in line with policy
External			
Promotion of Board of Management matters	Chairperson of Board of Management only has authority to talk to media on Governance matters	No authority	
Promotion of Operational matters	Board of Management gives authority to Senior Staff Member to speak publicly about operational matters	Promotes and markets the activities of Centre. Works with Senior Staff Member on promotional material but in line with CDO/CDSO position description, does not act as a spokesperson for the Centre.	Has authority to speak publicly about operational matters. Where relevant, can delegate this authority to other staff.
Printed materials for public use	Board of Management has final approval of AGM Report, Strategic Plan etc.	Has authority to approve all program and operational printed information	Works with CDO/CDSO on behalf of or when directed by the CDO or when the CDO is on extended leave on development

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			of program and operational printed information
Grievances/ Complaints	Policy approval and involvement in grievance process at stages documented in Grievance Procedure.	Development and implementation of procedures in line with policy. Responsibility for keeping Board of Management informed.	Works with CDO/CDSO on behalf of or when directed by the CDO or when the CDO is on extended leave
Bulk Outgoing Mail (including emails)	Board approves or delegates to two members final copy of bulk mail outs		Approves operational mail out or delegates to another member of staff.
Representation on external committees/focus groups etc.	Board of Management nominates representatives for relevant groups or organisations. Gives approval for and signs any joint correspondence from external group written on behalf of participating organisations.	When representing Board of Management, reports to Board on proceedings of meetings.	When representing Board of Management, reports to Board on proceedings of meetings.
Intellectual Property			
Use of Logo	Develops and approves logo and branding. Must approve any use of logo by external organisations		Inform Board of Management on any requests
Funding application	Board of Management advised of any requests for information in line with the Centres Values, and Mission.	Advise and discuss with Board of Management	

7. References

- Associations Incorporation Act 1984
- Centre's Roles and Responsibilities Matrix
- Position Descriptions

8. Forms or Attachments

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9. Approvals

	Policy	Procedure
Approving Authority	Board of Management	Board of Management
Approval Date		
Next Review Due		