



Bass Valley Community Group Inc.

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DEEDS OF DELEGATION POLICY

- The following is a guide only. It covers a range of areas where authority may be delegated to staff.
- Each organisation will need to consider what is appropriate given the staffing levels and annual financial turnover. For example, an organisation with limited staff time may allocate the task of drafting policy to the Committee of Governance while this may be allocated to staff in larger organisations.
- The amount of expenditure that a Centre Manager may be authorised to approve will vary and may need to be higher where the monthly income and operating costs are higher.
- The delegated authorities should be consistent with the coordinator and staff position descriptions.

DELEGATIONS TO STAFF

PURPOSE

To outline the scope of delegated authorities for the efficient operation of the Bass Valley Community Group Inc.

RESPONSIBLE PARTIES

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

FINANCIAL POLICY

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

The Centre Manager 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:

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



San Remo District, Cowes and Grantville & District Community Bank® branches



Supported by:



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 only be approved by the Centre Manager when the original purchase of the asset is below \$1,000 or otherwise by the Committee of Governance.

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

CONTRACTS AND APPLICATIONS FOR GRANTS/TENDERS

This delegation relates to legal commitments made by staff of the Bass Valley Community Group Inc. 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 Bass Valley Community Group Inc. to written or verbal agreements as detailed below.

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

Position/Person to Whom Power is Delegated	All Income or Expenditure Related Contracts	Contracts or Agreements requiring application of the Common Seal	Application for Grants and Lodgement of Tenders
Centre Manager	Yes as per budget / new program approval	Yes with prior Committee approval	Yes with Committee approval

OTHER DELEGATIONS

FUNCTION	AUTHORITY RETAINED BY THE COMMITTEE	AUTHORITY DELEGATED TO THE CENTRE MANAGER
PLANNING	<ol style="list-style-type: none"> to develop, endorse and monitor strategic and business plans develop and endorse policies and procedures relating to all other planning activities within the organisation 	<ol style="list-style-type: none"> in conjunction with the Committee, develop and prepare business strategy recommendations for endorsement by the Committee implement and evaluate decisions endorsed by the Committee make recommendations re external commitments to key organisations or networks
POLICY DEVELOPMENT	<ol style="list-style-type: none"> develop, review and endorse all policies and procedures relating to the governance and management of the organisation's affairs, activities and interests 	<ol style="list-style-type: none"> identify policies and procedures relating to governance and management of the organisation's affairs, activities and interests develop, implement and prepare operational policies and procedures with subcommittee. Present policy and procedure to Committee of Governance for endorsement.

FUNCTION	AUTHORITY RETAINED BY THE COMMITTEE	AUTHORITY DELEGATED TO THE CENTRE MANAGER
STAFFING	<ol style="list-style-type: none"> 1. all decisions regarding the position of Centre Manager– selection, terms and conditions of employment, position description, performance indicators and measures, performance appraisal 2. endorse policies and procedures to establish an appropriate framework for employment and industrial relations throughout the organisation 3. all decisions to create and terminate new positions or substantially change the nature and extent of authority for any position or person 	<ol style="list-style-type: none"> 1. all decisions re hiring, termination and replacement of staff, and creating new positions subject to Committee approval and budget allocation 3. creating new positions and terminations, subject to Committee approval and budget allocation 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 5. implement Committee-endorsed policy on matters related to employment and industrial matters 6. keep the Committee advised re effectiveness of policies and procedures, and recommend any improvements or adjustments

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

FUNCTION	AUTHORITY RETAINED BY THE COMMITTEE	AUTHORITY DELEGATED TO THE CENTRE MANAGER
MARKETING / PROMOTION	<ol style="list-style-type: none"> 1. endorse all associated policies, plans, budgets and strategies 	<ol style="list-style-type: none"> 1. act as spokesperson for the organisation within the Committee endorsed policy and strategic framework
GRIEVANCE / CONFLICT RESOLUTION	<ol style="list-style-type: none"> 1. endorse relevant policies and procedures at governance, management and operational levels 2. implement procedures as determined in the constitution, internal policies and procedures or industrial instruments 	<ol style="list-style-type: none"> 1. act promptly as outlined in internal policies and procedures or industrial requirements, and advise the Committee as appropriate
OPERATIONS		<ol style="list-style-type: none"> 1. provide quality advice to the association members, committee and sector stakeholders. 2. implement and manage the organisations internal functions, including managing projects and projects staff. 3. ensure contemporary best practice 4. develop and maintain organisational outcomes measurers as per the stated requirements of funding bodies. 5. contribute to sector relevant campaigns and projects

Authorised by: Bass Valley Community Group Incorporated

President: _____

Date: 17/11/2017

Date of Review May 2016
Date of Review Nov 2017
Date of Next Review June 2020

Deeds of Delegation Policy as at 14 Feb 2019