



DELEGATIONS POLICY

INTRODUCTION

This policy sets out the circumstances under which the Committee of Governance (CoG) may delegate its responsibilities.

Delegations of authority are the mechanisms by which the Bass Valley Community Group Incorporated enables officers of Bass Valley Community Centre to act on behalf of the Bass Valley Community Group Inc.

PURPOSE

The purpose of the Delegations Policy is to establish a framework for delegating authority within Bass Valley Community Group Incorporated in a manner that facilitates efficiency and effectiveness and increases the accountability of staff and volunteers for their performance.

The policy applies to all members of the Board and the staff and volunteers of the Bass Valley Community Group Incorporated who have delegated authority to act and sign documents on behalf of the Bass Valley Community Group Incorporated.

Delegations of authority within the Bass Valley Community Group Incorporated are intended to achieve four objectives:

1. To ensure the efficiency and effectiveness of the organisation's administrative processes
2. To ensure that the appropriate officers have been provided with the level of authority necessary to discharge 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.

Delegations are a key element in effective governance and management of the Bass Valley Community Group Incorporated and provide formal authority to particular staff and volunteers to commit the organisation and/or incur liabilities for the organisation.

POLICY

The Board of the Bass Valley Community Group Incorporated is responsible for the management of the organisation.

Under the Consumer Affairs Victoria Associations Incorporation Reform Regulations 2012 and the Bass Valley Community Group Incorporated's Rules, 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 sub-committee of the Board; and
- The Centre Manager and through the Centre Manager to members of the staff of the organisation.

However, the Board may not delegate its power

- To adopt the organisation's strategic plan;
- To adopt the organisation's business plan; or
- To adopt the organisation's annual budget.

The Centre Manager

- (a) Is charged with the duty of promoting the interests and furthering the development of the Bass Valley Community Group Incorporated;
- (b) Is responsible for the administrative, financial, and other business of the Bass Valley Community Group Incorporated; and
- (c) Exercises a general supervision over the staff and volunteers of Bass Valley Community Group Incorporated.

The Centre Manager may seek the approval of the CoG to delegate any function or any power or duty conferred or imposed upon them, subject to this delegations policy, to any member of the staff of the organisation, or any person or persons, or any committee of persons

The Bass Valley Community Group Incorporated is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, and in turn requires that all its CoG members, officers (including its Centre Manager), managers, employees, volunteers and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behaviour, including compliance with all legal requirements.

There is no circumstance under which it is acceptable for the Bass Valley Community Group Incorporated or any of its employees or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing the Bass Valley Community Group Incorporated's business.

FINANCIAL POLICY

This delegation relates to the receipt and expenditure of funds within the Centre's approved annual budget and subsequent budget framework approved by the CoG 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:

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Authority delegated to:	Maximum amount per month
Centre Manager	\$XXXX
Centre Manager – with approval from Treasurer of the Committee of Governance.	\$XXXX

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

Disposal of assets can only be approved by the Centre Manager when the original purchase of the asset is below \$XXXX or otherwise by the Committee of Management.

Where necessary the Centre Manager may approve individual income or expenditure items that are outside of the approved annual operating or project budget as per the following table:

Authority delegated to:	Maximum amount per month
Centre Manager	\$XXXX outside approved budget
Centre Manager – with approval from Treasurer of the Committee of Governance	\$XXXX outside approved budget

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 Incorporated 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 Incorporated 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:



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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 Coordinator	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"> 1. All decisions to endorse and monitor strategic and business plans 2. Endorse policies and procedures relating to all other planning activities within the organisation 	<ol style="list-style-type: none"> 1. Develop and prepare a business strategy recommendations for endorsement by submission to the Committee 2. Implement and evaluate decisions endorsed by the Committee 3. Make recommendations re external commitments to key organisations or networks
Policy Development	<ol style="list-style-type: none"> 1. 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"> 1. Identify policies and procedures relating to governance and management of the organisation's affairs, activities and interests 2. Develop, implement and prepare operational policies and procedures with subcommittee 3. Present policy and

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		procedure to Centre Manager for endorsement
Staffing	<ol style="list-style-type: none"> 1. All decisions regarding the position of 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 	<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 2. Creating new positions and terminations, subject to Committee approval and budget allocation 3. 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 4. Implement committee-endorsed policy on matters related to employment and industrial matters 5. Keep the Committee advised re effectiveness of policies and procedures and recommend any improvements or adjustments
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 	<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

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	management, debt avoidance or management, and investment.	<p>agreements</p> <ul style="list-style-type: none"> Organisational performance indicators, performance measures and internal controls <p>asset and risk management</p>
Constitution, Legal	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
Marketing/Promotion	1. Endorse all associated policies, plans, budgets and strategies	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 	1. Act promptly as outlined in internal policies and procedures or industrial requirements and advise the committee as appropriate
Operations		1. Provide quality advice to the association members, committee and sector stakeholders

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		<ol style="list-style-type: none">2. Implement and manage the organisations internal functions, including managing projects and projects staff3. Ensure contemporary best practice4. Develop and maintain organisational outcomes measurers as per the stated requirements of funding bodies5. Contribute to sector relevant campaigns and projects
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AUTHORISATION

<Signature of Board Secretary>
<Date of approval by the Board>
<Name of Organisation>

Policy number	<<insert number>>	Version	<<insert number>>
Drafted by	<<insert name>>	Approved by Board on	<<insert date>>
Responsible person	<<insert name>>	Scheduled review date	<<insert date>>

