



# Delegation of Authority Policy

## 1. Purpose :

To provide a clearly defined avenue by which all staff and members of Tailem Bend Community Centre Incorporated (TBCC) will be aware, can understand and follow the process of authority.

## 2. Process:

The organisations volunteer, staff and management flowchart defines the authority process.

A delegation of authority enables the board of management to delegate certain decision making duties to an individual (i.e. the CEO, committee chairperson). A delegation of authority does not mean a delegation of responsibility.

‘Delegated authorities’ enable the person to whom the authority is delegated to act on behalf of TBCC Board which has spoken with one voice on the matter. The action or decision belongs to the board –“delegated” means “granted at the pleasure of the board”.

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 discussing daily operations.

TBCC keeps a list of delegated authorities, within its Delegation of Authority Procedures document, which is reviewed, amended if necessary and approved as is required. The delegated authorities come under the key areas of the Risk Management Plan:

- Physical Risk  
e.g. injury to a person, damage to property
- Financial Risk  
e.g. insufficient cash flow, declining membership, change of government (funding impact), inadequate insurance, fraud, theft etc.
- Governance Risk  
Poor governance processes e.g. conflict of interest, lack of understanding of roles and responsibilities, breach of confidentiality.
- Human Resources Risk  
e.g. employment risks, poor relationships between Board and staff, breach of equal opportunity laws, sick leave, volunteer management, lack of succession planning.
- Information Technology  
e.g. Data loss/corruption, breach of intellectual property rights
- External risk  
e.g. Damage to the reputation of the organisation

## 3. Policy:

In undertaking its role and responsibilities as the TBCC Board of Management this Policy serves as the mechanism by which the Board delegates specific standing powers and limits of authority to others. The general approach adopted by the Board to the delegation of its powers and authorities is that decisions related to specific matters are reserved for the Board, certain powers and limits of authority are delegated to specified positions; and, subject to the above, the Board delegates its power and authority to manage and supervise the management of the day-to-day operation of TBCC to the TBCC CEO and other delegated authorities as defined in this Policy.

#### 4. Finance:

The CEO/ Treasurer have authority to dispense funds up to \$3000.00 without TBCC Board of Management approval. The CEO may forgo, waive or write off revenue of up to \$100.00 if deemed necessary.

#### 5. Grant Applications :


The CEO and office manager have authority to apply for any funding grants they deem beneficial to the organisations, and must report all grant applications to the TBCC Board of Management.

#### 6. Disposal of Assets:

The CEO has authority to dispose of assets no longer required to the value of \$500.00 without TBCC Board of Management approval.

#### 7. The Common Seal:

The CEO, and Chairperson of the TBCC Board of Management, shall have the authority to use the Common Seal for the organisation.

<b>Date first formulated</b>	12/09/2005	
<b>Dates approved by Board</b>	V1 V2 V3 V4 V5 V6	24/08/2007 07/08/2014 June 2016 March 2018 May 2018 Nov 2018
<b>Next Review Date</b>	September 2020	
<b>Related Documents</b>	Business Continuity Policy Diversity and Social Inclusion Policy Privacy and Confidentiality Policy Delegation Of Authority Procedure Risk Management Policy	
<b>Legislation</b>	Equal Opportunity Act 1984 (SA) <a href="https://www.legislation.sa.gov.au/LZ/C/A/EQUAL%20OPPORTUNITY%20ACT%201984.aspx">https://www.legislation.sa.gov.au/LZ/C/A/EQUAL%20OPPORTUNITY%20ACT%201984.aspx</a> Work Health & Safety Act (SA) 2012 <a href="https://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx">https://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx</a>	
<b>Signed on behalf of TBCC Board of Management by:</b> <b>Name:</b> Jack Hunt  <b>Position held:</b> Chairperson		
		<b>Signature:</b> 
		<b>2 Nov 2018</b>