




Delegation of Authority Procedure

Key Risk Area	Board Authority	CEO's Authority
Physical		
WH & S	Overall responsibility for WH& S compliance. Delegated responsibility to CEO as Responsible Officer for ensuring that policies and procedures are implemented and acted upon.	Responsible Officer – responsible for ensuring that WH&S policies and procedures are implemented and for reporting to Board. To develop and implement an accident and incident register (book), asbestos register (as a part of Council WH& S).
Financial		
Recurrent Operating Expenditure	Approval of annual operating budget and variations to budget. The Treasurer has a delegated Authority of expenditure up to \$3,000 without notifying the Board prior to the purchase.	CEO to approve expenditure items as per budget, with no single item greater than \$3,000.00, otherwise all expenditure to be brought to the Board for approval.
Payroll		Treasurer/finance Officer facilitates payroll payments to be made by staff as necessary.
Capital Expenditure	Approval of capital budget.	All capital needs to be approved by the Board prior to purchase.
Bank Accounts	To be approved by the Board	NO AUTHORITY
Internet Banking	The three Staff/ Board members are to be internet banking signatories with any two authorised to approve.	LIMITED AUTHORITY Treasurer to facilitate internet banking by staff as necessary.
Travel Expense approval	If not in the budget as a specific item then approval is required.	As per Budget

Petty Cash – creation of float	Approval of float.	Administer the \$300.00 float. All monies to be checked by the Treasurer.
EFT – reconciliation	Treasurer	Finance Officer/Treasurer
Banking Reconciliation	Not applicable as the Board delegates to the Treasurer	Receive monies and total banking for the week. Facilitate banking by staff as necessary.
Signing of cheques	Any two of the three authorised Staff/Board members may be cheque signatories	NO AUTHORITY
Signing of Purchase Orders	The Chairperson, Secretary and Treasurer sign contracts	CEO to sign for budgeted items.
Investments	Approval by Treasurer	NO AUTHORITY.
External Auditors	To be approved by the Board.	NO AUTHORITY
Signing of Financial Year End Financial Statements	Chairperson or other designated Board member, Secretary and the Treasurer as required	NO AUTHORITY
Lease Agreements	To be approved by the Board.	Approval from the Board after consultation
Fees	Set fee levels on a yearly basis and to plan and implement policy for any exemptions and/or reductions.	Collection of fees and approval for exemptions and reductions on a needs basis. Put proposal for changes to the board for consideration
Governance		
Strategic Planning	Board's responsibility to develop a strategic plan for at least 3 to 5 years into the future	CEO to provide any relevant information to the Board and to participate in the planning process

Policy Development	Board's responsibility to approve all policies	CEO's responsibility to help develop procedures for TBCC's operations.
Service/Funding Agreements	All agreements to be approved by the Board	Can apply for funding with the Board's direction. Has the authority to sign off on grants after consultation. Grants under \$50,000.00 can be applied for without approval provided they are relevant to TBCC's objectives.
Organisation Common Seal	All use of Common Seal to be approved by the Board and used in the presence of at least 1 Board member.	NO AUTHORITY.
Human Resources		
Employment of Project Workers (Building Extensions etc.)	Board approval required.	In line with budget or minuted approval of the Board.
Employment of External Contractors/ Tutors	Board approval required	Approval to hire-employ short term tutors as required.
Employment policies and procedures	Board's responsibility to approve volunteer employment policies including Equal Opportunity.	CEO helps to develop procedures in line with volunteer employment policy.
Legal requirements	Board's responsibility to comply with legal responsibilities including relevant Industrial Awards, WorkCover, Superannuation Guarantee, Superannuation Choice, Taxation.	CEO's responsibility to ensuring that the day-to-day running of TBCC complies with the Board's instruction.
Volunteer Management	Board's responsibility to approve the Volunteer Policy reflecting the national Standards for Volunteering, including budget allocation for any necessary volunteer support.	CEO helps to develop procedures to support volunteer policy. CEO is responsible for recruiting volunteers with the Chairperson's final approval.

Staff supervision	CEO is directly accountable to the Board.	All other staff and volunteers and tutors (other than committee members) are accountable to the CEO.
Information Technology		
IT Hardware	All capital/asset replacement needs approval by the Board and must meet the IT requirements.	After approval of the Board and in line with purchasing authority or minuted approval of Board.
Software Licenses	Board's responsibility to approve policy and expenditure.	In line with purchasing authority or minuted approval of Board.
Internet Agreement	Board's responsibility to approve policy and expenditure.	In line with purchasing authority or minuted approval of Board.
Back up IT data	Policy approval	Assist in the development of procedures in line with the Board's instruction. Works with IT staff to organise back-up regime and schedule.
External		
Promotion of Board matters	Chairperson has the authority to talk to media on governance matters	CEO has the authority to talk to media on governance matters
Promotion of Operational matters	Board gives authority to CEO to speak publicly about operational matters.	Has authority to speak publicly about operational. Where relevant, can delegate this authority to other staff.
Printed materials for public use.	Final approval of AGM report, strategic plan etc.	Has authority to approve all program and operational printed information if necessary, in consultation with the Secretary and/or Public Officer.
Grievances/Complaints	Policy approval and involvement in grievance process at stages documented in grievance procedure.	Responsibility to keep the Board informed. Maintain the Complaints Register.

Date first formulated	12/09/2005	
Dates approved by Board	V1 V2 V3 V4 V5	24/08/2007 07/08/2014 June 2016 March 2018 Nov 2018
Next Review Date	September 2020	
Related Documents	Access & Equity Policy Privacy Policy Confidentiality Policy Duty of Care Policy	
Legislation	Equal Opportunity Act 1984 https://www.legislation.sa.gov.au/LZ/C/A/EQUAL%20OPPORTUNITY%20ACT%201984.aspx Work Health & Safety Act 2012 https://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx	
Signed on behalf of TBCC Board of Management by:		
Name: Jack Hunt		
Position held: Chairperson		Signature: 
		2 Nov 2018