



## Delegations Policy

Policy number	9	Version	2
Drafted by	President	Responsible Person	President
Approved by	10/07/2019	Review Timetable	Every 2 years
Committee on			
<b>Review History:</b>			
Date:	14/7/2020	By:	Secretary
Date:	21/9/2022	By:	President

### INTRODUCTION

This policy sets out the circumstances under which the Committee may delegate its responsibilities.

Delegations of authority are the mechanisms by which Gallipoli Barracks Community Centre enables officers of Gallipoli Barracks Community Centre to act on behalf of Gallipoli Barracks Community Centre.

### PURPOSE

The purpose of the Delegations Policy is to establish a framework for delegating authority within Gallipoli Barracks Community Centre 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 Committee and the staff and volunteers of Gallipoli Barracks Community Centre who have delegated authority to act and sign documents on behalf of Gallipoli Barracks Community Centre.

Delegations of authority within Gallipoli Barracks Community Centre 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; and
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 Gallipoli Barracks Community Centre and provide formal authority to particular staff and volunteers to commit the organisation and/or incur liabilities for the organisation.

## **POLICY**

The Committee of Gallipoli Barracks Community Centre is responsible for the management of the organisation.

Under the ACTS INTERPRETATION ACT 1954 - SECTION 27A and Gallipoli Barracks Community Centre's constitution, the Committee can delegate any of its functions except:

- (a) The power of delegation and
- (b) Any functions reserved to the Board under ACTS INTERPRETATION ACT 1954 - SECTION 27A

The Committee may delegate its functions to:

- A member or members of the Committee; and
- A sub-committee of the Committee; and
- The President and through the President to members of the staff of the organisation.

However, the Committee may not delegate its power:

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

The President:

- (a) is charged with the duty of promoting the interests and furthering the development of Gallipoli Barracks Community Centre; and
- (b) is responsible for the administrative, financial, and other business of Gallipoli Barracks Community Centre and
- (c) exercises a general supervision over the staff and volunteers of Gallipoli Barracks Community Centre.

The President may seek the approval of the Committee to delegate any function or any power or duty conferred or imposed upon them, subject to this delegation's policy, to any member of the staff of the organisation, or any person or persons, or any committee of persons.

Gallipoli Barracks Community Centre 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 Committee members, members, 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 Gallipoli Barracks Community Centre 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 Gallipoli Barracks Community Centre's business.

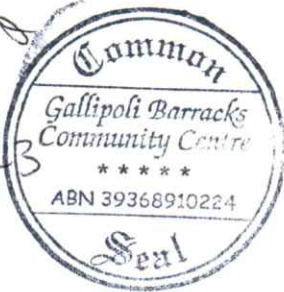
**AUTHORISATION**

*[Handwritten signature]*

Committee Secretary

Date

01/06/2023





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**RESPONSIBILITIES**

The Secretary must maintain records of any delegations to members of the Committee and of the terms of reference of any sub-committees of the Committee.

The President must prepare delegation schedules within the framework of the Delegations Policy for approval by the Committee.

**PROCESSES**

The overarching delegations policy applies to Gallipoli Barracks Community Centre as a whole, and units within the organisation must align their delegations policies with the central policy.

Delegations are to be exercised within the framework of the Act, regulations, rules, policies, and any external legislative requirements.

Any delegation may be made subject to any conditions and limitations as the Board shall approve.

**Delegations to members of the Committee**

Delegations to members of the Committee shall be made by resolution of the Committee and recorded in the minutes of the Committee.

**Delegations to sub-committees of the Committee**

Delegations to sub-committees of the Committee shall be made by resolution of the Committee and recorded in the terms of reference of the sub-committee.

## **Delegations to the President**

Delegations to the President and through the President to members of the staff Gallipoli Barracks Community Centre shall be made by resolution of the Committee and recorded in the Delegation Schedules approved by the Committee.

Delegations are attached to the position occupied, not to the occupant of the position. The responsibilities of a position appear in a duty statement, role statement or statement of responsibility appropriate to the position.

Delegations reflect Gallipoli Barracks Community Centre's organisational structure. Levels of authority are hierarchical through relevant lines of responsibility up to and including the President.

The President may at any time vary or terminate any delegation, subject to confirmation by the Committee at its next meeting.

A delegation cannot be exercised where the officer holding the delegation has a conflict of interest or where the delegation will result, either directly or indirectly, in any tangible benefit to the delegate. In such cases a transfer of the function to another appropriate position must be arranged with the President.

Permanent changes to delegations, either permissive or restrictive, require a written authority from the Committee. Any major variation to the standard delegations must be approved by the President.

Sub-delegation on a temporary basis is appropriate in circumstances where the officer normally responsible is absent for a period of less than two weeks by reason of authorised leave or secondment to other duties. Sub-delegations require a written authority from the individual with the delegated power, or a person in a position to approve the delegated authority.

This policy applies only to formal delegations. All delegations of an informal nature where no commitment or liability is incurred on behalf of Gallipoli Barracks Community Centre, are carried out in the normal business of the organisation without the requirement for a written authority.

Where an employee is acting in a higher position, that person will hold the delegation level appropriate to the higher position unless otherwise determined by the Committee.

A financial delegation can be exercised only within the approved line item budget.

A staffing delegation cannot be exercised in regard to staff for whom the delegate does not hold responsibility.

Separate Delegations Schedules shall be prepared for Financial Delegations. The schedule will provide reports by function, by position profile and by administrative area.

Special care must be taken to retain currency of the Delegations Schedules when delegated authorities are redistributed, a position is reclassified, or a business unit is restructured in ways that affect position profiles.

The Committee will, on advice from the President, approve the Delegations Schedule on an annual basis.

The Delegations Schedule will be accessible to all staff.

**RELATED DOCUMENTS**

- [Committees Policy](#)
- [Credit Card/Financial Transaction Card Policy](#)

**AUTHORISATION**



Committee President

Date: 1/6/2023

APPENDIX A

## SAMPLE DELEGATIONS SCHEDULE FORMATS

Delegations Schedules can be organised by position –

<b>Position</b>	<b>Authority to hire staff within budget</b>	<b>Authority to sign cheques/authorise contracts</b>	<b>Authority to waive fees</b>	<b>Authority to issue credit cards to staff</b>
President				
Treasurer				
Area Head				

or by function –

<b>Activity</b>	<b>Delegation</b>	<b>Conditions</b>
Authorise agreements	Committee Chair	Up to \$2,000
Approve payment of budgeted operating expenses	President	Up to budget limit (plus 5% subject to reporting to Board)
Petty cash reimbursement	Area head	Up to \$200 (within budget)