

**Delegations Policy & Schedule**

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**Record of Policy Review:**

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| --- | --- | --- | --- |
| ***Date Policy was Issued*** | ***Date of***  ***Review*** | ***Reason for Review*** | ***Additional Comments*** |
| [month, yr] | [month, yr] | [for example, incorporate changes  to new legislation] | [for example, policy  now covers details related to new legislation]. |
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**Introduction**

This policy sets out the circumstances under which the Board may delegate financial and other responsibilities.

Delegations of authority are the mechanisms that enable Board members and staff to act on behalf of **WADDI HOUSING and Advancement Corp. Ltd (herein referred to as ‘WHAACL’** ).

**Purpose**

The purpose of the Delegations Policy and Schedule is to establish a framework for delegating authority in a manner that facilitates efficiency and effectiveness and increases the accountability of Board members and staff for their performance.

The policy applies to all members of the Board and the staff who have delegated authority to act on behalf of **‘WHAACL’** .

Delegations of authority are intended to achieve four objectives:

* to ensure the efficiency and effectiveness of the organisation's administrative processes;
* to ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities; and
* to ensure that the delegated authority is exercised by the most appropriate and best-informed individuals within the organisation; and
* to ensure internal controls are effective.

Delegations are a key element in effective governance and management of and provide formal authority to particular Board members and staff to commit the organisation and/or incur liabilities for the organisation.

**Policy**

The Board of **‘WHAACL’**  is responsible for directing and controlling the organisation.

Under the [name of state Associations Act/federal Companies Act/etc or constitution), the Board can delegate any of its functions except;

* the power of delegation and
* 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 Chief Executive Officer (‘the CEO’) and through the CEO to members of the staff of the organisation.

However, the Board 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 CEO

* is charged with the duty of promoting the interests and furthering the development of **‘WHAACL’** ; and
* is responsible for the administrative, financial, and other business of **‘WHAACL’** ; and
* exercises a general supervision over the staff and volunteers of **‘WHAACL’**
* The CEO may seek the approval of the Board 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.

**‘WHAACL’**  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 Board members, staff 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 **‘WHAACL’** and any of its Board members, staff or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing **‘WHAACL’**  business.

**Delegations procedures**

**Responsibilities**

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

The CEO must prepare delegation schedules within the framework of the Delegations Policy for approval by the Board.

**Processes**

Delegations are to be exercised within the framework of the (insert name of relevant Act – depending on how you are Constituted) 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 Board**

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

**Delegations to the CEO**

Delegations to the CEO and through the CEO to members of the staff of **‘WHAACL’**  shall be made by resolution of the Board and recorded in the Delegation Schedules approved by the Board.

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 **‘WHAACL’**  organisational structure. Levels of authority are hierarchical through relevant lines of responsibility up to and including the CEO. A delegate who sub-delegates authority remains responsible and accountable for the decision or action.

The CEO may at any time vary or terminate any delegation, subject to confirmation by the Board 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 CEO.

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

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 there no commitment or liability is incurred on behalf of **‘WHAACL’**  are carried out in the normal business of the organisation without the requirement for a written authority.

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 line management responsibility.

The Board will, on advice from the CEO, approve the Delegations Schedule on an annual basis.

The Delegations Schedule will be accessible to all staff.

**Related Documents**

* Financial Management Policy
* Asset Management Policy and Asset Maintenance Schedule

**APPENDIX A - Delegations Schedule Template**

Below is an example of a Delegations Schedule which should be discussed and approved at the first Board meeting of a new Board.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Delegation** | **Approval** | **Review Date** |
| Approve payment of budgeted operating expenses | CEO | Up to budget limit (plus 5% subject to reporting to Board) |  |
| Petty cash reimbursement | CEO | Up to $200 (within budget) |  |
| Authority to hire staff within budget | CEO |  |  |
| Authority to sign cheques | Job role |  |  |
| Authority to use company credit card | Job role |  |  |
| Authority to approve travel expenses | Job role |  |  |
| Authority to reimburse expenses | Job role |  |  |
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