

HECIS: Delegations of Authority Policy

3.3	DELEGATIONS OF AUTHORITY
-----	--------------------------

Applies to: Management Committee, HECIS Co-Ordinator
Specific responsibility: Management Committee, HECIS Co-Ordinator

Version: 1
Date approved: 5.8.14
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

Documented organisational authority ensures that all staff and members of the Management Committee know what decisions they can make and where they must seek approval for actions they wish to take. This safeguards the organisation from decisions being made by unauthorised individuals and ensures that appropriate accountability for decisions is maintained.

Unless otherwise specified in the delegations of authority, a decision to delegate authority may only be made by the Management Committee.

Delegations represent the different acts of authority designated or assigned to different Management Committee, management or staff positions and roles.

There are two key types of delegation:

- **Activity delegations:** These give a person authority to take or approve actions, other expenditure of funds, on behalf of the organisation. This also includes approval and implementation of the Work Health safety (WHS) system.
- **Financial delegations:** These give a person authority to approve expenditure up to a specified limit.

Unless otherwise specified in the delegations of authority, a decision to delegate authority may only be made by the Management Committee.

PROCEDURES

Establishing delegations of authority

In broad terms the following delegations of authority apply:

- *The management committee is usually responsible for approving items such as the annual plan and budget, expenditure above a specified amount or outside of the agreed budget, some or all staff appointments, all contracts and agreements involving the organisation in legal obligations and the work plan of the HECIS Co-Ordinator.*
- *The HECIS Co-Ordinator is usually responsible for approving expenditure within specified limits, staff activity within the agreed organisational plan, staff leave and other entitlements, staff work plans and client service decisions. The HECIS Co-Ordinator is also responsible for the day-to-day*

HECIS: Delegations of Authority Policy

management and implementation of the WHS system at the Centre.

- The Management Committee will approve the following:
 - Strategic Plan
 - Annual budget
 - Staff work conditions and remuneration rates as documented in an Enterprise Agreement or similar document
 - Opening or closing of bank accounts
 - Signatories to the accounts
 - Membership fees
 - Appointment of the HECIS Co-ordinator.
- The Management Committee will approve any expenditure above the delegation of the HECIS Co-Ordinator.
- The HECIS Co-ordinator will approve staff position descriptions and salary increases within the terms of the relevant modern award for all staff positions including the HECIS Co-ordinator.
- The HECIS Co-ordinator will have a financial delegation within budget of \$5000.00 and will approve directly or by delegation all other items as per the delegation chart (see below).
- The HECIS Co-Ordinator must ensure that all staff, contactors and visitors are aware of, and comply with the WHS system to ensure the health and safety of all.

Ensuring compliance with delegations of authority

The delegations of authority are documented in the attached Chart of Delegations.

The Management Committee will monitor compliance with delegations through reports from the HECIS Co-Ordinator. To support compliance, the information on delegated authority should be easy to access when needed and referenced as part of recording major decisions.

Reviewing and adjusting delegations

Delegations of authority will be reviewed and adjusted as the Management Committee decides in response to specific changes in external requirements, other organisational policies or the scope of services and activities.

DOCUMENTATION

Documents related to this policy	
Related policies	Organisational Structure: Responsibilities and Accountabilities Management Committee Role & Responsibilities Staff Position Descriptions
Forms, record keeping or other organisational documents	HECIS Delegation Schedule Work Health and Safety (WHS) System

Reviewing and approving this policy

HECIS: Delegations of Authority Policy

Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	12.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	14.8.17	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

INDEXING

Search topic/s:	
Function/s:	