

1.2 Delegated Authorities Policy

1. Purpose

The purpose of this policy is to establish a framework for delegating authority within Aldinga Community Centre Inc.

2. Responsibilities

It is the responsibility of the Centre's Board to ensure that this policy is implemented. It is the shared responsibility of the Centre's Board and Community Development Officer (CDO) to ensure that the procedures are implemented.

3. Principles

Delegation of authority is intended to achieve four objectives:

1. to ensure the efficiency and effectiveness of the Centre's administrative processes
2. to ensure that the appropriate Subcommittees, Office Bearers and staff have been provided with the level of authority necessary to fulfil their responsibilities
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.

4. Definitions

'Delegated authority' means that the person to whom the authority is delegated can act on behalf of the Centre's Board. The action or decision still belongs to the Board – 'delegated' means 'granted at the pleasure of the Board'.

5. Policy

The Board of Aldinga Community Centre Inc. is responsible for the proper and effective management of the organisation.

A delegation of authority does not mean a delegation of responsibility.

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 up on everyday operational matters.

Delegations can only be made and exercised within the framework of the relevant Acts and Regulations, the Centre's Constitution, Policies and any external legal or contractual requirements.

This policy should be read in conjunction with the Centre's Roles and Responsibilities Matrix

and the Risk Management Plan.

Under the Associations Incorporation Act 1985 and its Constitution the Board can delegate any of its functions except:

- (a) the power of delegation; and
- (b) 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 Subcommittee of the Board; and
- the Community Development Officer and through the CDO to members of the staff or certain volunteer positions of the Centre.

However, the Board may not delegate its power:

- to adopt the organisation's Strategic Plan; or
- to adopt the organisation's Annual Budget.

The Board keeps a list of delegated authorities (included here as a Procedure) which is reviewed, amended if necessary and then approved each year at the Board meeting following the Annual General Meeting.

Delegations reflect the Centre's organisational structure. Where the Board has delegated its authority to the Community Development Officer or Senior Staff Member, they can then delegate that authority to another staff member where appropriate. (For example, it would be appropriate for some Procedures to be written by the person/people directly involved in that activity e.g. Administration Staff developing administration procedures, but responsibility for approval and implementation of the procedures remains with the Community Development Officer.)

6. Approvals

	Policy	Procedure
Approving Authority	Board of Management	Board of Management
Approval Date	21 st September 2017	21 st September 2017
Next Review Due	September 2018	September 2018