

# Delegation of Authority Policy

## for Community Environmental Groups

**INTRODUCTION** This policy sets out the authority limits for entering into agreements, commitments and appropriating goods and services in the course of conducting XYZ Community Group's business.

The Committee is responsible for the management decisions of XYZ Community Group. Under the Queensland [Associations Incorporation Act 1981\(PDF\)](#), and its constitution, the Committee can delegate any of its functions except:

- The power of delegation and
- Any functions reserved for the Committee under the Act.

The Committee may delegate its functions to:

- A member or members of the Committee
- A sub-committee of the Committee; and
- The Manager or other staff members of XYZ Community Group.

**DEFINITION** Delegations of Authority are the mechanisms by which XYZ Community Group enables officers of XYZ Community Group to act on behalf of the organisation.

**PURPOSE** The purpose of this policy is to establish who is empowered to make decisions and take action on behalf of XYZ Community Group. The policy applies to all members of the Committee and the staff of XYZ Community Group who have delegated authority to sign documents on behalf of the organisation.

Delegations of Authority within XYZ Community Group are expected to achieve the following objectives:

1. To ensure the efficiency and effectiveness of XYZ Community Group's administrative processes;
2. To ensure that the appropriate officers have been provided with the level of authority necessary to discharge 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.

Delegations of Authority are a key element in effective governance and management of XYZ Community Group and provide formal authority to commit XYZ Community Group and/or incur liabilities for XYZ Community Group.

## POLICY

- Delegations are to be exercised within the framework of the Act, Regulations, Rules, policies and constitution of XYZ Community Group.
- Any delegation may be made subject to conditions and limitations as the Committee deems appropriate.
- Delegations to members of the Committee shall be made by resolution of the Committee and recorded in the minutes.
- Delegations to any 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 employees of XYZ Community Group shall be made by resolution of the Committee.
- Individuals who breach this policy will be subject to appropriate disciplinary action (to be determined by the Committee), including the possibility of termination of employment.

## ALTERATIONS TO DELEGATIONS

The Committee may, at any time, vary or terminate any delegation.

The Committee may also sub-delegate on a temporary basis in circumstances where the delegate is on leave or on other duties.

## CONFLICT OF INTEREST

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.

## RECORDING DELEGATIONS

The Secretary shall be responsible for recording all delegations. A Delegations Register shall be maintained which outlines delegations by activity.

The Committee will review and approve the Delegations Register on an annual basis.

The Delegations Register shall be accessible by all staff and Committee members of XYZ Community Group.

### AUTHORISATION:

This version was approved on:

[Click here to enter a date.](#)

This version takes effect on:

[Click here to enter a date.](#)

Authorised by:

Chairperson:

Chairperson signature:

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of March 2016. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of QWALC or the user's independent advisor.

*Landcare in a Box*: an initiative of the National Landcare Network, resourced by Landcare NSW and originally funded by NSW DPI.



## Sample Delegations Register:

ACTIVITY	DELEGATION	CONDITIONS
Sign contracts with funding bodies on behalf of XYZ Community Group	Chairperson Deputy Chairperson Treasurer Office Manager	Subject to Board approval Office Manager to sign up to a limit of \$5000
Approve payment of budgeted operating expenses	Executive Committee Office Manager	Up to budget limit (plus 5% subject to reporting to the Board)
Petty Cash reimbursement	Office Manager or Landcare Support Officer	Up to \$200 (within budget)
Purchase office consumables	Office Manager or Group Support Officer	Up to \$250; any single item costing over \$100 requires Board approval.
Sign paperwork, claims or any documentation relating to insurance	Chairperson or Deputy Chairperson	Subject to reporting to the Executive Committee
Sign documents for the Australian Taxation Office. Includes PAYG Summaries (formerly known as Group Certificates), Tax File Number Declarations, Employment Termination Payments	Chairperson Treasurer Accounts Officer	Accounts Officer may sign, subject to reporting to Chairperson and Treasurer
Sign cheques on behalf of XYZ Community Group	Chairperson Deputy Chairperson Treasurer Office Manager Accounts Officer	<ul style="list-style-type: none"> <li>- Two to sign jointly</li> <li>- Up to budget limit (plus 5% subject to reporting to the Board)</li> <li>- Accounts Officer to sign up to a limit of \$1000 only</li> <li>- No officer shall sign payments where he/she is the payee.</li> </ul>
Electronically sign payments for online banking (includes BPay payments and electronic transfers / EFT)	Chairperson Deputy Chairperson Treasurer Office Manager	<ul style="list-style-type: none"> <li>- Two to sign jointly</li> <li>- Up to budget limit (plus 5% subject to reporting to the Board)</li> <li>- Office Manager to sign up to a limit of \$3000 only</li> <li>- No officer shall sign payments where he/she is the payee.</li> </ul>
Sign printed correspondence (letters) on behalf of XYZ Community Group	Chairperson or Secretary	
Sign Work Health and Safety Declarations or Statements	Chairperson	
Sign and authorise policy documents for XYZ Community Group	Chairperson	Subject to ratification by Board