



# Delegation of Authority

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**Approved By:** Puckapunya and District Neighbourhood Centre Committee  
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## Introduction

This policy applies to the Manager/Coordinator and other staff members listed to exercise the delegated authority. The Manager/Coordinator can only exercise delegations within their area of responsibility. Positions not mentioned in this document do not have the capacity to authorise any of the delegations in this document.

The Committee of Governance authorises the Centre Coordinator to, at any time, revoke and/or suspend any delegation issued by the Committee of Governance to persons other than the Centre Coordinator. Any such action is to be reported to the Committee of Governance at the Committee of Governance meeting immediately following the revoking of the Delegation.

## **Purpose**

To outline the scope of delegated authorities for the efficient operation of the Puckapunyal & District Neighbourhood Centre (PDNC).

## **Policy**

### **DELEGATION OF AUTHORITY TO MANAGER/COORDINATOR**

The Committee confers on the Manager/Coordinator the authority to exercise the powers and duties vested in the Committee/Board of Management subject to the limitations prescribed.

1. To notify relevant governing bodies, government departments and statutory bodies of any significant changes to organisational control, management or operations.
2. Determine the terms and conditions under which people may attend classes or make use of premise, equipment, facilities or services of PDNC.
3. Charge fees for enrolments, examinations, awards and for attendance at classes or other activities of PDNC, and for the use of its premises, equipment, facilities and services.
4. Determine the time and method of payment including the power to waive the whole or part of the payment of fees as established by PDNC policy.
5. Appoint and employ members of the teaching, general and administrative staff according to the provisions of the budget and PDNC strategic plan and policies.
6. Define the duties of the teaching, general and administrative staff according to the provisions of agreements or PDNC policies.



7. Suspend, dismiss or otherwise discipline any member of staff employed by PDNC in accordance with procedures laid down in contracts, agreements, or PDNC policies under which they are employed.

## **DELEGATION WITHIN AREAS OF RESPONSIBILITY**

### **FINANCIAL**

This delegation relates to the receipt and expenditure of funds within the approved Centre annual budget and subsequent budget framework approved by the Committee of Governance and within the existing policies for the purchase of goods and services.

The Coordinator may approve individual income or expenditure items if in accordance with the approved annual operating or project budget and consistent with the Centre's normal course of business as per the following table:

<b>Authority delegated to:</b>	<b>Expenditure amount</b>
Coordinator	Purchases under \$1,000 Purchases within budget allocation
Administrative Assistant	Approval to order items or expend funds in accordance with program budgets as approved by the Coordinator

New specific grants or contracts with Government or other sources, outside the Centre's usual scope of activities and strategic plan, will be presented to the Committee of Governance for approval.

Disposal of assets can only be approved by the Coordinator when the original purchase of the asset is below \$1,000 or otherwise by the Committee of Governance. All other income and expenditure outside of the approved annual operating or project budget must be authorised by the Committee of Governance.

### **CONTRACTS AND APPLICATIONS FOR GRANTS/TENDERS**

This delegation relates to legal commitments made by staff of the PDNC in the form of written or verbal agreements. This delegation also relates to the lodgment of Applications for Grants or the lodgment of Tenders for the provision of goods or services.

Only staff in positions authorised below can commit the Puckapunyal & District Neighbourhood Centre to written or verbal agreements as detailed below.

Committee delegates to the positions named below the power to enter contracts and apply for grants/tenders:

<b>Position/Person to Whom Power is Delegated</b>	<b>All Income or Expenditure Related Contracts</b>	<b>Contracts or Agreements requiring application of the Common Seal</b>	<b>Application for Grants and Lodgement of Tenders</b>
Coordinator	Yes, as per budget/new program approval	Yes, with PRIOR Committee approval	Yes, with Committee approval

## OTHER DELEGATIONS

<b>FUNCTION</b>	<b>AUTHORITY RETAINED BY THE COMMITTEE</b>	<b>AUTHORITY DELEGATED TO THE COORDINATOR &amp; ADMINISTRATIVE ASSISTANT</b>
PLANNING	<ul style="list-style-type: none"> <li>- To develop, endorse and monitor strategic and business plans</li> <li>- Develop and endorse policies and procedures relating to all other planning activities within the organisation</li> </ul>	<ul style="list-style-type: none"> <li>- In conjunction with the Committee, develop and prepare business strategy recommendations for endorsement by the Committee</li> <li>- Implement and evaluate decisions endorsed by the Committee</li> <li>- Make recommendations in regards to external commitments to key organisations or networks</li> </ul>
POLICY DEVELOPMENT	<ul style="list-style-type: none"> <li>- Develop, review and endorse all policies and procedures relating to the governance and</li> </ul>	<ul style="list-style-type: none"> <li>- Identify policies and procedures relating to governance and management of</li> </ul>

	<p>management of the organisation's affairs, activities and interests</p>	<p>the organisation's affairs, activities and interests</p> <ul style="list-style-type: none"> <li>- Develop, implement and prepare operational policies and procedures with subcommittee.</li> <li>- Present policy and procedure to CoG for endorsement.</li> </ul>
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FUNCTION	AUTHORITY RETAINED BY THE COMMITTEE	AUTHORITY DELEGATED TO THE COORDINATOR
STAFFING	<ul style="list-style-type: none"> <li>- All decisions regarding the position of Manager– selection, terms and conditions of employment, position description, performance indicators and measures, performance appraisal endorse policies and procedures to establish an appropriate framework for employment and industrial relations throughout the organisation</li> <li>- All decisions to create and terminate new positions or substantially change the nature and extent of authority for any position or person</li> </ul>	<ul style="list-style-type: none"> <li>- All decisions regarding hiring, termination and replacement of staff, and creating new positions subject to Committee approval and budget allocation</li> <li>- Creating new positions and terminations, subject to Committee approval and budget allocation</li> <li>- Implement policies regarding staff applications for overtime, time-in-lieu, all categories of leave, training and professional development ensuring that such training and development aims to improve current work practices</li> <li>- Implement Committee-endorsed policy on matters related to employment and industrial matters</li> <li>- Keep the Committee advised regarding effectiveness of policies and procedures, and recommend any improvements or adjustments</li> </ul>

<b>FUNCTION</b>	<b>AUTHORITY RETAINED BY THE COMMITTEE</b>	<b>AUTHORITY DELEGATED TO THE COORDINATOR</b>
FINANCE PLANNING	<ul style="list-style-type: none"> <li>- Endorsement of annual budgets and cash flow projections prior to commencement of each financial year</li> <li>- Approval of the format, content and language of monthly financial reports to Board</li> <li>- Development of policies and procedures relating to finance, asset and risk management, debt avoidance or management, and investment.</li> </ul>	<ul style="list-style-type: none"> <li>- Prepare recommendations to the Board on matters including obtaining external financial resources, including funding, submissions, grant applications to external authorities</li> <li>- Tenders</li> <li>- Budget preparation</li> <li>- Negotiating contractual agreements</li> <li>- Organisational performance indicators, performance measures and internal controls asset and risk management</li> </ul>
CONSTITUTION, LEGAL	<ul style="list-style-type: none"> <li>- All decisions</li> </ul>	<ul style="list-style-type: none"> <li>- Make recommendations on consideration and negotiation of all Funding, Service and Contractual Agreements</li> <li>- Commit the organisation only after Committee approval or within the strategic and policy framework</li> <li>- Deal promptly on any legal, legislative, statutory or contractual matters and advise the executive Committee immediately</li> <li>- Make recommendations re preparation for the AGM, auditing of the annual accounts</li> </ul>
<b>FUNCTION</b>	<b>AUTHORITY RETAINED BY THE COMMITTEE</b>	<b>AUTHORITY DELEGATED TO THE COORDINATOR AND ADMINISTRATIVE ASSISTANT</b>
MARKETING/ PROMOTION	<ul style="list-style-type: none"> <li>- Endorse all associated policies, plans, budgets and strategies</li> </ul>	<ul style="list-style-type: none"> <li>- Act as spokesperson for the organisation within the Committee endorsed policy and strategic framework</li> </ul>
GRIEVANCE/ CONFLICT RESOLUTION	<ul style="list-style-type: none"> <li>- Endorse relevant policies and procedures at governance, management and operational levels</li> <li>- Implement procedures as determined in the constitution, internal policies and procedures or industrial instruments</li> </ul>	<ul style="list-style-type: none"> <li>- Act promptly as outlined in internal policies and procedures or industrial requirements, and advise the Committee as appropriate</li> </ul>

OPERATIONS	<ul style="list-style-type: none"> <li>- Provide quality advice to the association members, committee and sector stakeholders.</li> <li>- Implement and manage the organisations internal functions, including managing projects and projects staff.</li> <li>- Ensure contemporary best practice</li> <li>- Develop and maintain organisational outcomes measurers as per the stated requirements of funding bodies.</li> <li>- Contribute to sector relevant campaigns and projects</li> </ul>
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By signing below, I hereby confirm that I have read the “Delegation of Authority” and understand that it describes the conduct and behaviour expected of me as the designated manager or administrative assistant of the Puckapunyal & District Neighbourhood Centre.

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Manager Signature

\_\_\_\_\_  
Administrative Assistant Signature

\_\_\_\_\_  
Manager Printed Name

\_\_\_\_\_  
Administrative Assistant Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date