

Delegations Policy

Introduction

This policy sets out the circumstances under which the COM may delegate its responsibilities.

Delegations of authority are the mechanisms by which the NTWWC enables officers of the NTWWC to act on behalf of the NTWWC.

Purpose

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

The policy applies to all members of the COM and staff of the NTWWC who have delegated authority to act and sign documents on behalf of the NTWWC.

Delegations of authority within the NTWWC 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 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 the NTWWC and provide formal authority to particular staff to commit the organisation and/or incur liabilities for the organisation.

Policy

The COM of the NTWWC is responsible for the overall management of the organisation.

Under the Associations Act and NTWWC's constitution, the COM can delegate any of its functions except:

- the power of delegation and
- any functions reserved to the COM under the Associations Act.

The COM may delegate its functions to:

- A member or members of the COM; and
- A sub-committee of the COM; and
- The Coordinator and through the Coordinator to members of the staff of the organisation.

However, the COM may not delegate its power:

- to adopt the organisation's strategic plan; or
- to adopt the organisation's annual budget.

The Coordinator:

- is charged with the duty of promoting the interests and furthering the development of the NTWWC; and
- is responsible for the administrative, financial, and other business of the NTWWC; and
- exercises management and supervision over the staff of the NTWWC.

The Coordinator may seek the approval of the COM 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.

The NTWWC 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 COM members, Coordinator, employees, volunteers 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 the NTWWC or any of its employees or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing the NTWWC's business.

Responsibilities

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

The Coordinator must prepare delegation schedules within the framework of the Delegations Policy for approval by the COM.

Processes

Delegations are to be exercised within the framework of the Act, regulations, rules, policies, and any external legislative requirements.

Any delegation may be made subject to any conditions and limitations as the COM shall approve.

Delegations to members of the COM

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

Delegations to sub-committees of the COM

Delegations to sub-committees of the COM shall be made by resolution of the COM and recorded in the terms of reference of the sub-committee.

Delegations to the Coordinator

Delegations to the Coordinator and through the Coordinator to members of the staff of the NTWWC shall be made by resolution of the COM and recorded in the Delegation Schedules approved by the COM.

Delegations are attached to the position occupied, not to the occupant of the position.

This policy applies only to formal delegations. All delegations of an informal nature where no commitment or liability is incurred on behalf of the NTWWC are carried out in the normal business of the organisation without the requirement for a written authority.

Where an employee is acting in a higher position, that person will hold the delegation level appropriate to the higher position unless otherwise determined by the Coordinator.

A financial delegation can be exercised only within the approved line item budget.

Separate Delegations Schedules shall be prepared for Strategic Direction Delegations, Financial Delegations, Human Resources Delegations, Service Contract Management Delegations and Policy and Procedures Delegations.

Delegations Schedule

Activity	Delegation	Conditions	Additional Policy
STRATEGIC DIRECTION			
Adopting the Strategic Plan	COM	In consultation with staff	Strategic Plan Policy
FINANCIAL DELEGATIONS			
Adopting the annual budget	COM		Budget Planning and Reporting Policy
Approve payment of budgeted operating expenses	Coordinator	Up to \$4,000 on budgeted items	None
Debit card purchase approval	Coordinator	Up to \$4,000 on budgeted items	Debit Card Policy
Debit card transaction	Coordinator and Finance Officer	Up to \$4,000 on budgeted items Transactions made by the Finance Officer	Debit Card Policy

Activity	Delegation	Conditions	Additional Policy
		require prior approval by the Coordinator	
Approve petty cash reimbursement	Coordinator	Up to \$100	Staff Handbook – Petty Cash Process for the Administration Officer
Purchase of stationary, postal items, staff amenities	Finance Officer and Alice Springs based staff	Up to \$50	None
Opening or closing new bank accounts	COM		None
Management of existing bank accounts	Coordinator		None
Signatories to cheques	COM and Coordinator	X2 COM may sign cheques or x1 COM and x1 Coordinator	Authority to Sign Cheques
HUMAN RESOURCES DELEGATION			
Approval of staff work conditions and remuneration rates as documented in an Enterprise Agreement	COM and Coordinator		None
Recruitment of permanent staff (excluding the Coordinator)	Coordinator	At least one member of the selection panel shall be a COM member	Permanent Vacancies Policy
Recruitment of the Coordinator	Committee of Management		Permanent Vacancies Policy
Recruitment to fixed term and casual positions	Coordinator		Casual and Fixed Term Vacancy Policy

Activity	Delegation	Conditions	Additional Policy
Recruitment of relief staff	Coordinator		Recruitment of Relief Staff Policy
Approval of all staff leave	Coordinator		Applying for Leave Policy
Approval of Study Leave and LWOP Requests by Coordinator	COM		Study Leave Policy and Leave Without Pay Policy
Approving all staff entitlements (increments, flexible work arrangements, professional development, salary and allowances) in line with the Enterprise Agreement	Coordinator		None
Management and supervision of all staff (with the exception of the Coordinator)	Coordinator		Supervision Policy
Management and supervision of the Coordinator	COM		Supervision Policy
Approving staff requests to cash out annual leave (excluding a request by the Coordinator)	Coordinator		None
Approving Coordinator request to cash out annual leave	COM		None
Approving existing staff position descriptions	Coordinator		None
Termination of	Coordinator	In consultation with	Formal

Activity	Delegation	Conditions	Additional Policy
employment decisions		the COM	Counselling Policy
SERVICE CONTRACT MANAGEMENT			
Execute new funding agreements over \$50,000	COM	Chair can delegate to Coordinator where necessary	None
Approve small grants up to \$50,000	Coordinator		None
Engagement of ongoing contracted services (including IT and phone maintenance, utilities, photocopier etc)	Coordinator	As approved within budget	None
Management of existing lease Agreements	Coordinator		None
Approval of new lease agreements	COM		None
POLICY & PROCEDURES			
Approval of new policies and amendments to existing policies	COM		None
Approving new Procedures and amending existing procedures in Staff Handbook	Coordinator		None

**this policy should replace the current financial delegations policy 3.4.1*