

## **Delegations Policy**

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### **Introduction**

As a registered charity with the Australian Charities and Not-for-profits Commission (ACNC), the Wangaratta RSL Sub-Branch\_Delegations Policy sets out the circumstances under which the Sub-Branch Committee may delegate its responsibilities.

Delegations of authority are the mechanisms by which the Wangaratta RSL Sub-Branch enables paid staff of Sub-Branch to act on behalf of Wangaratta RSL Sub-Branch\_and its related entities.

This Policy operates as an ancillary document to the RSL Victoria Rules and By-Law 10A.

### **Purpose**

The purpose of the Delegations Policy is to establish a framework for delegating authority in a manner that facilitates efficiency and effectiveness in the operation of the Sub-Branch.

Delegations are a key element in effective governance and management of the Sub-Branch and provide formal authority to particular staff and volunteers to commit the charity and/or incur liabilities for the charity.

This policy applies to all members of the Sub-Branch Committee, staff and volunteers of the Sub-Branch who have delegated authority to act and sign documents on behalf of the Sub-Branch.

Delegations of authority within the Sub-Branch are intended to achieve four objectives:

1. To ensure the efficiency and effectiveness of the charity'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 charity; and
4. To ensure internal controls are effective.

The Sub-Branch 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 Committee members, officers, managers, employees, volunteers and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behaviour, including compliance with all legal requirements.

### **Application**

This policy applies to the Wangaratta RSL Sub-Branch Incorporated, the Wangaratta RSL Sub-Branch Patriotic Fund, and Wangaratta RSL Sub-Branch\_Agency account.

## Policy

Under the *Associations Incorporation Reform Act 2012* [the Act] the Sub-Branch Committee can delegate any of its functions except:

- the power of delegation; and
- any functions reserved to the Sub-Branch Committee under the Act.

The Sub-Branch Committee may delegate its functions to:

- a member or members of the Sub-Branch Committee;
- a sub-committee of the Sub-Branch Committee; and
- the Manager and through the Manager to members of the staff of the charity.

The Sub-Branch Committee may not delegate its power:

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

The Manager:

- is charged with the duty of promoting the interests and furthering the development of the Sub-Branch;
- is responsible for the administrative, financial, and other day to day business of the Sub-Branch;
- exercises supervision over the staff and volunteers of the Sub-Branch.

The Manager may seek the approval of the Sub-Branch Committee 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 charity, or any person or persons, or any committee of persons.

Delegations are attached to the position occupied, not to the occupant of the position. The responsibilities of a position appear in a duty statement, role statement or statement of responsibility appropriate to the position. 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 Manager.

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. In such cases a transfer of the function to another appropriate position must be arranged with the Manager.

The Manager may at any time vary or terminate any delegation, subject to confirmation by Sub-Branch Committee at its next meeting.

The Delegations Schedule shall be accessible to all staff.

## Delegation Procedure

Delegations shall be made by resolution of Sub-Branch Committee.

## Breach

A breach of this Policy may result in disciplinary action. If the Sub-Branch Committee has a reason to believe that a person subject to the Policy has failed to comply with it, it will investigate the circumstances.

## Review Process

This Policy will be reviewed at least annually to ensure that the Policy is operating effectively.

Wangaratta RSL Sub-Branch

### Instrument of Delegation

#### SCHEDULE A – Sub-Branch Sub-Committees

Sub-Committee	Delegations
Finance Sub-Committee	<ul style="list-style-type: none"><li>• This Sub-Committee has the ability to make recommendations to the Sub-Branch Committee in accordance with responsibilities of the committee as outlined in the Sub-Branch Work Plan.</li><li>• The Sub-Committee has authority to approve expenditure up to the value of \$5,000.</li></ul>

Wangaratta RSL Sub-Branch

**Instrument of Delegation**

**SCHEDULE B**

Delegation	President	Treasurer	Secretary	General Manager	Operations Manager	Other permanent staff
<b>Finance</b>						
Authorise operating expenditure, within the approved budget.	YES	YES	NO	Yes	Yes	No
Authorise the engagement of food, beverage & service providers in accordance with the approved budget.	YES	NO	NO	YES	YES	No
Authorise capital expenditure within the approved budget.	YES	YES	NO	YES	YES	No
Authorise operating or capital expenditure in accordance with a Sub-Branch Committee resolution.	YES	YES	NO	YES	YES	NO
Authorise payroll payments and payment of GST, FBT, Group Taxation, Superannuation, Income Tax and PAYG instalments.	YES	YES	NO	YES	YES	NO
Authorise expenditure of funds not provided for in the approved budget in an emergency situation subject to the Sub-Branch Committee being subsequently notified.	YES	NO	NO	YES	YES	NO
Incur credit card expenditure in accordance with the Sub-Branch credit card policy, within the approved budget up to an amount of \$10,000.	YES	NO	YES	YES	NO	NO
Approve the write-off of single debts either in whole or part.	YES	YES	NO	NO	NO	NO
Approve the write-off or dispose of equipment or assets that have become obsolete, surplus to requirement, lost or stolen, damaged or destroyed.	YES	YES	NO	YES	NO	NO
Authorise veteran welfare grants.	YES	NO	YES	NO	NO	NO
Authorise interstate travel, accommodation and related	YES	NO	NO	YES	NO	NO

Delegation	President	Treasurer	Secretary	General Manager	Operations Manager	Other permanent staff
expenses by employees in accordance with the approved budget.						
Authority to approve petty cash reimbursements for staff and volunteers within budget.	NO	NO	NO	YES	YES	NO
<b>Human Resources</b>						
Approve the creation or abolishment of a staff position of the Sub-Branch in accordance with a Sub-Branch Committee resolution	NO	NO	NO	YES	NO	NO
Approval to recruitment of staff and appoint staff members of the Sub-Branch	NO	NO	NO	YES	YES WITH GM	NO
Authorise employees' attendance to training and professional programs and conference within the approved budget.	NO	NO	NO	YES	YES	NO
Authorise employee's attendance to international training and professional programs and conferences within the approved budget in accordance with Sub-Branch Committee resolution.	NO	NO	NO	YES	NO	NO
Authorise higher duties, transfers, alternative employment arrangements, working overtime, meal allowances and taxis.	NO	NO	NO	YES	NO	NO
Terminate an employee contract.	YES	NO	NO	YES	NO	NO
Authorise employee leave	YES	NO	NO	YES	YES	NO
<b>Communication and Spokesperson Duties</b>						
Authorised to make public statements on Sub-Branch matters	Yes	NO	NO	YES	NO	NO