



## DELEGATION POLICY AND PROCEDURES

<b>Policy Number:</b>		<b>Version:</b>	2
<b>Drafted by:</b>	Strategic Finance Executive	<b>Board approval on:</b>	June 2023
<b>Responsible Person:</b>	Strategic Finance Executive	<b>Scheduled Review Date:</b>	June 2024

### INTRODUCTION

Delegation of authority is the mechanism by which Big Yellow Umbrella enables staff and members of the Board of management to act on behalf of Big Yellow Umbrella. Delegations are a key element in effective governance and management and provides formal authority to staff and Board members to commit the organisation and / or incur liabilities for the organisation.

Despite this, the Board is not absolved of the responsibility for Big Yellow Umbrella, and remains accountable, for what occurs at all times.

### PURPOSE

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

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

### POLICIES

This policy applies to all members of the Board and staff of Big Yellow Umbrella who have delegated authority to act and sign documents on behalf of Big Yellow Umbrella

1. To ensure the efficiency and effectiveness of Big Yellow Umbrella'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 Big Yellow Umbrella.
4. To ensure internal controls are effective.

Delegated authorities cover five categories of operation. These are:

1. **Operating Expenditure:** this is the approval of project operations and day-to-day expenditure needed to provide efficient and effective service to our clients and to ensure prompt payment to our suppliers. This includes project planning, reports, submissions, funding, and partnerships.
2. **Capital Expenditure:** this covers the management of all financial systems and the approval of purchases of items that will be included in our balance sheet as assets.
3. **Contracts / Agreements:** this covers entering into contracts, agreements, memorandums of understanding and leases.
4. **Human Resources:** this covers recruitment, employment contracts, disciplinary procedures, termination of employment, performance appraisals and promotions, approval of training and staff leave.
5. **Organisational Management:** this covers organisational strategic planning, risk management and insurance, policy development and compliance with legislative requirements of being a not for profit.

Big Yellow Umbrella is committed to the highest standards of integrity, fairness, and ethical conduct, including full compliance with all relevant legal requirements. In turn, Big Yellow Umbrella requires that all its Board  
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members, managers, staff, volunteers, students, and contractors acting on behalf of the organisation, 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 Big Yellow Umbrella or any of its staff and Board members to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing Big Yellow Umbrella's business.

**The Delegation Schedule (Schedule A) and the Policy Delegation Schedule** set out all delegated responsibilities.

The overarching Delegation Policy applies to Big Yellow Umbrella as a whole, and units within Big Yellow Umbrella, must align their delegation policies with the central policy.

Delegations are to be exercised within the framework of Big Yellow Umbrella's Codes, policies, procedures, and any external legislative requirements.

Any delegation may be made subject to the conditions and limitations approved by the Board.

The Board will review and approve the Delegation Schedules on an annual basis.

The Delegations Schedules will be accessible to all staff and volunteers.

## **ROLES AND RESPONSIBILITIES**

The Chief Operations Manager and the Strategic Finance Executive are responsible for the implementation and monitoring of all aspects of this Policies and Procedures.

All staff and volunteers are responsible for ensuring they fully comply with this Policy and Procedures.

### **The Role of the Board**

- The Board is responsible for the management of Big Yellow Umbrella. Under the Associations Incorporation Act 2009 (the Act) and Big Yellow Umbrella's constitution, the Board can delegate any of its functions except:
  - the power of delegation
  - any functions reserved to the Board under the Act
- The Board can delegate its functions to:
  - a member, or members, of the Board
  - a sub-committee of the Board
  - The Leadership Team and through this team to members of staff
- The Board cannot delegate its power to adopt Big Yellow Umbrella's:
  - strategic plan
  - business plan
  - annual budget

### **The Role of the Leadership Team**

(made up of the Chief Operations Manager and the Strategic Finance Executive)

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The Leadership Team are responsible for:

- promoting the interests and furthering the development of Big Yellow Umbrella
- the administrative, financial, and other business of Big Yellow Umbrella
- exercising a general supervision over the staff and volunteers of Big Yellow Umbrella
- seeking approval of the Board to delegate any function, or any power or duty conferred or imposed upon them, subject to this policy, to any member of the staff, or any person or persons, or any committee of persons.
- Any sub delegation as will be noted in the [Delegation Schedule](#).

## PROCEDURES

On an annual basis, the Strategic Finance Executive will prepare the [Delegation Schedule](#) within the framework of the [Policy Delegation Schedule](#) for review and approval by the Board. These documents will inform and direct all levels of delegation.

### Board and Board Sub-Committee Delegations:

- Delegations to members of the Board and Board sub-committees shall be made by resolution of the Board and recorded in the Board meeting minutes and noted on the [Delegation Schedule](#).
- The Secretary will maintain records of any Board or Board sub-committee delegations, including any terms of reference of any sub-committee of the Board.

### Leadership Delegations:

- Delegations to the Leadership Team and / or through the Leadership Team to staff members, will be made by resolution of the Board and recorded in the Board minutes and noted in the [Delegation Schedule](#), once approved by the Board.

### Delegations are:

- attached to the position occupied, not the occupant of the position.
- able to be sub-delegated, in writing, noting that the primary delegate remains responsible and accountable for the decision or actions of the sub-committee.
- incapable of being 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 Leadership Team.

### Sub-delegation:

- Sub-delegation on a temporary basis, is appropriate in circumstances where the officer normally responsible is absent for a period of less than two weeks by reason of authorised leave or secondment to other duties.
- Sub-delegation requires a written authority from the individual with the delegated power, or a person in a position to approve the delegated authority and requires confirmation of the Leadership Team.
- The Leadership Team may at any time vary or terminate any delegation in writing, subject to confirmation by the Board at its next meeting.

### Limitations to Delegations:

- The Delegation Policy, [the Delegation Schedule](#) and this procedure applies only to formal delegations.
- All delegations of an informal nature where there is no commitment or liability incurred on behalf of Big Yellow Umbrella, can be carried out in the normal business of Big Yellow Umbrella without requirement for a written authority.
- Where a staff member is acting in a higher position, that person will hold the delegation level appropriate to the higher position, unless otherwise determined by the Leadership Team.
- Staff only have financial delegation within the approved line item of their budgets. The Leadership Team has financial delegation as outlined in the [Delegation Schedule](#) and approved by the Board.

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- Staffing delegation cannot be exercised regarding staff for whom the delegate does not hold line management responsibility.
- Special care will be taken by the Leadership Team to retain the currency of [the Delegation Schedule](#) when delegated authorities are redistributed, a position is reclassified, or a business unit is restructured in ways that affect position profiles.

RELATED DOCUMENTS
Association Incorporation Act 2009
Big Yellow Umbrella's constitution & regulations
Bullying & Harassment in the Workplace
Code of Conduct Policy
Complaints Management Policy
Conflict of Interest Policy
Delegation Schedule
Financial Management Policy
Fraud Management Policy
Governance Policy
Policy Delegation Schedule
Recruitment Policy
Risk Management Policy
WHS Policy

## AUTHORISATION

The Board of Big Yellow Umbrella has reviewed and approved this policy.

Signature of Board Secretary: \_\_\_\_\_

Date of approval by the Board: \_\_\_\_\_

On behalf of the Big Yellow Umbrella