



## JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

**St 6a**

### DELEGATIONS OF AUTHORITY

**Applies to:** Board/Management Committee, all staff

**Specific responsibility:**

**Version:** 1

**Date approved:** 5 Aug 2014

**Policy context:** This policy relates to

Standards or other external requirements	NDIS Practice Standards
Legislation or other requirements	Disability Services Act
Contractual obligations	National Disability Insurance Agency

### POLICY STATEMENT

Documented organisational authority ensures that all staff and members of the Management Committee know what decisions they can make and where they must seek approval for actions they wish to take. This safeguards the organisation from decisions being made by unauthorised individuals and ensures that appropriate accountability for decisions is maintained.

Unless otherwise specified in the delegations of authority, a decision to delegate authority may only be made by the Management Committee.

Delegations represent the different acts of authority designated or assigned to different Management Committee, management or staff positions and roles.

### Ensuring compliance with delegations of authority

The delegations of authority are documented in the attached Schedule of Delegations.

All responsibilities lie with the Management Committee but are delegated to the General Manager.

# **SCHEDULE OF DELEGATIONS**

## **1. FINANCIAL MANAGEMENT**

	Function	Process	Approval
1.1	Annual Audit Reports	General Manager and Administration Coordinator liaise with Auditor	Management Committee
1.2	Acquittals	General Manager and Administration Coordinator liaise with Auditor	Management Committee
1.3	Annual Budgets	General Manager and Administration Coordinator liaise with Auditor	Management Committee
1.4	Bad Debt Write-off	Administration Coordinator	Management Committee
1.5	Client Fee Schedule	Fee Schedules developed by General Manager and Admin Coordinator	Management Committee
1.6	Funding Applications	General Manager to prepare applications, Management Committee to assist in identifying funding where possible	Management Committee
1.7	Funding Agreements and variations	Reviewed by General Manager	Management Committee
1.8	Monthly Financial Reports	Prepared by Administration Coordinator and reviewed by Treasurer and presented to Management Committee Meeting	Management Committee
1.9	Monthly Schedule of payments	Approved by General Manager, processed by Administration Coordinator and another staff member	Management Committee in accordance with expense delegations
1.10	Opening/closing of bank accounts	Recommended by General Manager and Administration Coordinator	Management Committee
1.11	Payroll Approval & Payment	Pay run generated by Administration Coordinator and payment authorised via online banking	General Manager
1.12	Superannuation Approval and payment	Report generated by Administration Coordinator and payment authorised via online banking	General Manager
1.13	Insurance Premiums	Policy renewals reviewed by General Manager and processed by Administration Coordinator	General Manager
1.14	Purchase Approvals for supplies and equipment	Verbal approval from General Manager prior to purchase including; Cash, Eft, Credit Card, BPay, Direct Debit, PayPal or any other financial transaction	General Manager
1.15	Purchase Approvals for Major Assets and Repairs	Recommended by General Manager	Management Committee

## **2. PLANNING AND REPORTING**

	Function	Process	Approval
2.1	Monthly Reports to Management Committee	General Manager provides reports summarising key activities of Jumbunna	Management Committee
2.2	Management Committee Meeting Agendas	General Manager to develop and submit to the Management Committee prior to meeting	Management Committee
2.3	Staff Meetings	General Manager and all staff prepare agenda and General Manager facilitates staff meetings. Minutes to be taken	General Manager
2.4	Incidents	In accordance with relevant policies. General Manager to report summary to the Management Committee.	Management Committee
2.5	Complaints	In accordance with the Complaints Policy. General Manager to report summary including resolution to Management Committee	Management Committee
2.6	Policies and Procedures	General Manager prepares and reviews policy and procedure in consultation with Staff, Management committee, families and regulations of all relevant governing bodies	Management Committee
2.7	Strategic Planning	Staff and Management Committee discuss at annual Strategic Planning Days. General Manager to submit strategic plan to Management Committee	Management Committee

## **3. LEGAL RESPONSIBILITIES**

	Function	Process	Approval
3.1	Amendments to Organisation rules	Discussed and recommended at Management Committee	Management Committee
3.2	Annual General Meetings, General Meetings and Special Resolutions	Discussed and recommended at Management Committee Meeting	Management Committee
3.3	Annual Returns	General Manager & Administration Coordinator to prepare. Submitted following external Audit to Management Committee for appropriate signatures	Management Committee
3.4	Management Committee and Executive Minutes	Administration Assistant to assist where required	Management Committee
3.5	Approved Provider	Management Committee complete Approved Provider application forms including Working with Children checks	DEC

3.6	Nominated Supervisor Certified Supervisor Educational Supervisor	Management Committee to nominate Nominated Supervisor, the Certified Supervisor (s) and the Educational Advisor using appropriate forms and process. Approvals apply to individuals not services.	DEC
3.7	Delegations of Authority	General Manager or Management Committee may recommend changes	Management Committee
3.8	Work Health and Safety	General Manager in conjunction with WHS Committee & Staff	General Manager/Management Committee

## **4. EMPLOYMENT AND HUMAN RESOURCES**

	Function	Process	Approval
4.1	Contract of Employment	General Manager in consultation with Deputy General Manager	Management Committee
4.2	Job Descriptions	General Manager in consultation with Deputy General Manager	Management Committee
4.3	Leave approvals	Staff submitted in writing using appropriate forms	Management Committee
4.4	Recruitment of staff	Per Recruitment Policies and Procedures	Selection Panel
4.5	Salary Negotiations	Recommendation submitted to Management Committee by General Manager in accordance with relevant awards	Management Committee
4.6	Staff Appraisals	At least annually. General Manager reports to the Management Committee as completed	General Manager
4.7	Staff Training	As needed and/or as requested within available resources	General Manager

## **5. CONTRACTUAL OBLIGATIONS**

	Function	Process	Approval
5.1	Equipment / Maintenance	As per financial delegations for purchase approvals (see 1.14)	General Manager or Management Committee
5.2	Funding Agreements and variations	Budgets reviewed by General Manager and Administration Coordinator	Management Committee
5.3	Leases	General Manager makes recommendation to the Management Committee	Management Committee

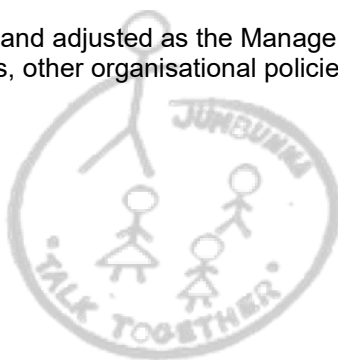
## 6. EXTERNAL RELATIONS

	Function
6.1	Media Liaison
6.2	DECS or other regulatory liaison – Day –to-day service matters
6.3	ACECQA – National Quality Standards (Australian Children’s Education and Care Quality Authority)
6.4	Representing organisation in public in public meetings and forums

The Management Committee will monitor compliance with delegations through reports General Manager. To support compliance, the information on delegated authority should be easy to access when needed and referenced as part of recording major decisions.

### Reviewing and adjusting delegations

Delegations of authority will be reviewed and adjusted as the Management Committee decides in response to specific changes in external requirements, other organisational policies or the scope of services and activities.



## DOCUMENTATION

Documents related to this policy	
Related policies	Structure: Organisational Chart - Responsibilities and Accountabilities Role of Board Members Staff Structure,
Forms, record keeping or other organisational documents	Schedule of Delegations (ECEC - QA 7 Leadership and Service Management).

Policy Name:	Delegations of Authority	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2025
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 28 July 2022.		

