

DELEGATIONS POLICY

Policy number	ADMPOL024	Version	V.021216
Drafted by	J Rakadrudru	Board approval date	
Responsible person	M Usumaki	Scheduled review date	31/01/2020

INTRODUCTION

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

Delegations of authority are the mechanisms by which Harbour City Harvest Church (the church) enables its officers to act on its behalf.

PURPOSE

The purpose of the Delegations Policy is to establish a framework for delegating authority within the church 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 Board, staff and volunteers of the church who have delegated authority to act and/or sign documents on behalf of the church.

Delegations of authority within the church are intended to achieve four objectives:

1. to ensure the efficiency and effectiveness of the organisation's administrative processes;
2. to ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities; and
3. to ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the organisation; and
4. to ensure internal controls are effective.

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

POLICY

The church Board is responsible for the management of the organisation.

Under the Associations Incorporation Act 2009 (NSW) (the Act) and the church's Constitution, the Board can delegate any of its functions except:

- (a) the power of delegation and
- (b) any functions reserved for the Board under the Act.

The Board may delegate its functions to:

- A member or members of the Board; and

- A sub-committee of the Board; and
- An Administrator ('the Administrator') and through the Administrator to members of the staff of the organisation.

However, the Board may not delegate its power:

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

The Administrator:

- (a) is charged with the duty of promoting the interests and furthering the development of the church; and
- (b) is responsible for the administrative, financial, and other business of the church; and
- (c) exercises a general supervision over the staff and volunteers of the church.

The Administrator may seek the approval of the Board 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 church 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 Board members, officers (including its Administrator), 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.

There is no circumstance under which it is acceptable for the church 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 church's business.

AUTHORISATION

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Signature of Chairman

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Date

HARBOUR CITY HARVEST CHURCH INC.

DELEGATIONS PROCEDURES

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RESPONSIBILITIES

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

The Administrator must prepare delegation schedules within the framework of the Delegations Policy for approval by the Board.

PROCESSES

The overarching delegations policy applies to the church as a whole, and units within the organisation must align their delegations policies with the central policy.

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 Board shall approve.

Delegations to members of the Board

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

Delegations to sub-committees of the Board

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

Delegations to the Administrator

Delegations to the Administrator and through the Administrator to members of the staff of the church shall be made by resolution of the Board and recorded in the Delegation Schedules approved by the Board.

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.

Delegations reflect the church's organisational structure. Levels of authority are hierarchical through relevant lines of responsibility up to and including the Administrator. This means that formal authorities held by any delegate are included in those held by that delegate's

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supervisor or line manager. A delegate who sub-delegates authority remains responsible and accountable for the decision or action.

The Administrator may at any time vary or terminate any delegation, subject to confirmation by the Board at its next meeting.

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 Administrator.

Permanent changes to delegations, either permissive or restrictive, require a written authority from the Administrator. Any major variation to the standard delegations must be approved by the Administrator.

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-delegations require a written authority from the individual with the delegated power, or a person in a position to approve the delegated authority.

This policy applies only to formal delegations. All delegations of an informal nature where no commitment or liability is incurred on behalf of the church, 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 Administrator.

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

A staffing delegation cannot be exercised in regard to staff for whom the delegate does not hold line management responsibility.

Separate Delegations Schedules shall be prepared for Financial Delegations and for Human Resources Delegations. The schedule will provide reports by function, by position profile and by administrative area.

Special care must be taken to retain currency of the Delegations Schedules when delegated authorities are redistributed, a position is reclassified, or a business unit is restructured in ways that affect position profiles.

The Board will, on advice from the Administrator, approve the Delegations Schedule on an annual basis.

The Delegations Schedule will be accessible to all staff.

AUTHORISATION

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Chairman

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Date