



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

St 6a	DELEGATIONS OF AUTHORITY
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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.

Delegation Chart

A 'schedule of delegations' records the way that authority for decision making has been delegated within the organisation by documenting who may make decisions about particular issues or within specified parameters.

The following format for a schedule of delegations also records processes that are involved and may be used to decide and record key policies and procedures for the main areas of the organisation's operations.

1. Financial Management

	Function	Process	Approval
1.1	Annual Audit Reports	General Manager and Financial Administrator liaise with Auditor	The Board
1.2	Acquittals	General Manager and Financial Administrator liaise with Auditor	The Board
1.3	Annual Budgets	General Manager Financial Administrator liaise with Auditor	The Board
1.4	Bad Debt Write-off	General Manager	The Board
1.5	Client Fee Schedule	Fee Schedules developed by General Manager and Admin Coordinator	The Board
1.6	Funding Applications	General Manager to prepare applications, the Board to assist in identifying funding where possible	The Board
1.7	Funding Agreements and variations	Reviewed by General Manager	The Board
1.8	Monthly Financial Reports	Prepared by Financial Administrator and reviewed by Treasurer and presented to Board Meeting	The Board
1.9	Monthly Schedule of payments	Approved by General Manager, processed by Financial Administrator and another staff member	The Board in accordance with expense delegations
1.10	Opening/closing of bank accounts	Recommended by General Manager	The Board
1.11	Payroll Approval & Payment	Pay run generated by Financial Administrator and payment authorised via online banking	General Manager
1.12	Superannuation Approval and payment	Report generated by Financial Administrator and payment authorised via online banking	General Manager
1.13	Insurance Premiums	Policy renewals reviewed by General Manager and processed by Financial Administrator	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	The Board

2. Planning and Reporting

	Function	Process	Approval
2.1	Monthly Reports to Board	General Manager provides reports summarising key activities of Jumbunna	The Board
2.2	The Board Meeting Agendas	General Manager to develop and submit to the Board prior to meeting	The Board
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 Board	The Board
2.5	Complaints	In accordance with the Complaints Policy. General Manager to report summary including resolution to the Board	The Board
2.6	Policies and Procedures	General Manager prepares and reviews policy and procedure in consultation with Staff, the Board, families, and regulations of all relevant governing bodies	The Board
2.7	Strategic Planning	Staff and Board to discuss at annual Strategic Planning Days. General Manager to submit strategic plan to the Board.	The Board

3. Legal Responsibilities

	Function	Process	Approval
3.1	Amendments to Organisation rules	Discussed and recommended at the Board meeting	The Board
3.2	Annual General Meetings, General Meetings and Special Resolutions	Discussed and recommended at the Board Meeting	The Board
3.3	Annual Returns	General Manager & Financial Administrator to prepare. Submitted following external Audit to the Board for appropriate signatures	The Board
3.4	Management Committee and Executive Minutes	Administration Assistant to assist where required	The Board
3.5	Approved Provider	The Board complete Approved Provider application forms including Working with Children checks	DEC
3.6	Nominated Supervisor Responsible Persons Educational Leader	The Board to nominate Nominated Supervisor, the Responsible Person (s) and the Educational Leader using appropriate forms and process. Approvals apply to individuals not services.	DEC
3.7	Delegations of Authority	General Manager or the Board may recommend changes	The Board
3.8	Work Health and Safety	General Manager in conjunction with WHS Committee & Staff	General Manager/The Board

4. Employment and Human Resources

	Function	Process	Approval
4.1	Contract of Employment	General Manager in consultation with Deputy General Manager	The Board
4.2	Job Descriptions	General Manager in consultation with Deputy General Manager	The Board
4.3	Leave approvals	Staff submitted in writing using appropriate forms	The Board
4.4	Recruitment of staff	Per Recruitment Policies and Procedures	Selection Panel
4.5	Salary Negotiations	Recommendation submitted to the Board by General Manager in accordance with relevant awards	The Board
4.6	Staff Appraisals	At least annually. General Manager reports to the Board 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 the Board
5.2	Funding Agreements and variations	Budgets reviewed by General Manager and Accountants	The Board
5.3	Leases	General Manager makes recommendation to the Board	The Board

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

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:	March 2024	Approved By:	Senior Management Team
Date Issued:	March 2024	Review Date:	30 June 2025
Version 1.6	This version of the policy was approved March 2024 and replaces the version approved 24 August 2023		

