

# 8.8 POLICY

## SERVICE MANAGEMENT-DELEGATION

### *Purpose*

The purpose of the Delegations Policy is to establish a framework for delegating authority within Better Together 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 and the staff and volunteers of Better Together who have delegated authority to act and sign documents on behalf of Better Together.

Delegations of authority within Better Together 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;
3. to ensure that delegated authority is exercised by the most appropriate and well-informed individuals within the organisation; and
4. to ensure internal controls are effective.

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

### *Scope of Policy*

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

Delegations of authority are the mechanisms by which Better Together enables officers of Better Together to act on behalf of Better Together.

### *Policy Statement*

The Board of Better Together is responsible for the management of the organisation.

Under the Association Incorporation Act 1981 and Better Together's constitution, the Board can delegate any of its functions except:

- (a) the power of delegation and

(b) any functions reserved to the Board under Association Incorporation Act 1981.

The Board may delegate its functions to:

- A member or members of the Board; and
- A sub-committee of the Board; and
- The General Manager and through the general manager 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 General Manager:

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

The manager may seek the approval of the Board to delegate any function or any power or duty conferred or imposed upon them, subject to this delegation's policy, to any member of the staff of the organisation, or any person or persons, or any committee of persons.

Better Together 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 General Manager), managers, coordinators 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 Better Together 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 Better Together's business.