



# CLV DELEGATIONS OF AUTHORITY POLICY

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## **Community Languages Victoria**

*Where language and culture come together*

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# INTRODUCTION

This policy outlines the circumstances under which the Committee may delegate its responsibilities.

Delegations of authority are the mechanisms by which Community Languages Victoria (CLV) enables officers of CLV to act on behalf of CLV.

# PURPOSE

The Delegations Policy aims to establish a framework for delegating authority within CLV 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 Committee, staff and volunteers of CLV who have delegated authority to act and sign documents and expend funds on behalf of the CLV.

**Delegations of authority within CLV are intended to achieve four objectives:**

1. To ensure the efficiency and effectiveness of the CLV administrative processes;
2. To ensure that the appropriate officers have been empowered 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 CLV and
4. To ensure internal controls are effective.

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

# POLICY

The Committee of CLV is responsible for the Management of the organisation.

Under the *Victorian Associations Incorporation Reform Act 2012* and the CLV Constitution, the Committee can delegate any of its functions except:

- 1) the power of delegation under the Delegations of Authority Policy
- 2) any functions reserved to the Committee under any applicable legislation.

The Committee may delegate its functions to:

- 1) A member or members of the Committee and
- 2) A sub-committee of the CLV; and
  - a) The Executive Director (ED)
  - b) The Executive Officer (EO)
  - c) and through the ED, to members of the organisation's staff.

However, the Committee 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 Executive Director (ED):

- 1) is charged with the duty of promoting the interests and furthering the development of CLV; and
- 2) is responsible for the administrative business of CLV
- 3) exercises general supervision over the staff and volunteers of CLV

The ED may seek the approval of the Committee 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 organisation's staff, any person or persons, or any committee of persons.

The Executive Officer (EO), under the direction of the ED, manages the day-to-day operations:

- 1) Prepares agreements for training through universities
- 2) Professional development arrangements with presenters and
- 3) Proposes remuneration for the above

## **STANDARDS OF INTEGRITY**

CLV 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 Committee members, officers, 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 CLV or any of its employees, contractors or volunteers to knowingly and deliberately not comply with the law or to act unethically while performing or advancing CLV business.

# RETAINED BY THE COMMITTEE

The Committee has the following guidelines to assist Management with issues that must come to the Committee. The ED is responsible for reporting to the Committee on business operations. They include:

- **Appointments:**
  - Appointment or removal of the Company Secretary
  - Appointment of the Treasurer and Secretary
  - Approval of senior management appointments
  - Appointment of the external auditor
  - Appointment of consultants and contractors
  - Membership and terms of reference of Committee
  - Ratification of the CLV organisational chart
  - Approval of remuneration and incentive policies
  - Approval of senior management remuneration
  - Management contracts
  - Approval of succession plans
  - Disclosure of conflicts of interest
  - Matters concerning the governance of the CLV
  - Policy and compliance in accordance with key policies.
- **Relations with the Members and stakeholders:**
  - Arrangements for the Annual General Meeting and other General Meetings
- **Financial and accounting:**
  - Approval of annual accounts and Committee reports
  - Approval of accounting policies
  - Approval of annual operating and capital budgets
  - Any question of borrowing or giving security over assets
  - Bank accounts and signatories
  - Investment policies and mandates
  - Debt raising
  - Financial reporting
  - Acceptance of audit reports, including management letters
  - Capital expenditure as specified in the annual capital budget;
  - Writing off or writing down assets
  - Writing off bad debts
  - Taxation and duty payments
  - Approval of payroll and on-costs
  - Credit card issue

- **Business strategy and oversight:**
  - Approval of strategic objectives
  - Approval of strategic plan
  - Approval or proposals for major expansion or closures
  - Approval of budgets
  - Setting priorities
  - Mission, vision and values, strategic direction, objectives and budgets, as part of the corporate plan
  - Monitoring achievement of corporate plans and objectives and performance against appropriate benchmarks;
  - Major issues affecting the CLV external environment and reputation
  - New services
- **Legal:**
  - Actions or transactions that might involve questions of legality or propriety or Appointment of legal advisors
  - Major non-compliance issues
  - Litigation
- **Risk management and Internal controls:**
  - Approval of the Risk: appetite, tolerances, and profile
  - Risk assessment and insurance
  - Risk management policies
  - Approval of company policies, including compliance with the law
  - Approval or reporting and monitoring systems
  - External and internal audit recommendations/appointment

# DELEGATION TO MANAGEMENT

The Committee has approved the following items as being within the realm of Management's authority, subject to the Limits of Authority.

In delegating responsibility to Management, the Committee understands it is ultimately responsible for all decisions and shall keep itself adequately informed of significant issues.

- **Financial and contractual delegations**
  - Approved capital expenditure in line with the budget and the Limits of Authority
  - Operational expenditure, in line with the Limits of Authority
  - Negotiating and entering contracts in line with the Limits of Authority
  - Entering into trade accounts in line with the Limits of Authority
  
- **Tendering**
  - Issue tenders
  - Receive tenders
  - Open tenders (must have two )
  - Post-tender negotiations
  - Tender acceptance
  - Providing quotes

# DELEGATION LIMITS

Whilst being responsible for the day-to-day operations of the CLV, the ED shall be required to seek Committee approval in accordance with the **CLV Limits of Authority Policy**.

The Limits of Authority will be modified from time to time as required and approved by the CLV Committee.

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Responsible person	President & Treasurer	Scheduled review date	29 November 2024