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| Policy guide and checklist This front page is to guide users in creating your Policy and Procedure.**Delete** this table once your Policy and Procedure has been approved and finalised. Before submitting this Policy and Procedure for approval, check that you have completed the following: * Read the HSQF Framework
* Read the HSQF User guide - for Certification, or User Guide – Self-Assessable, depending on your service agreement and what applies to your organisation.
* Referred to the most recent HSQF Version Control Register and Log of Changes
* Updated or deleted all the yellow highlighted sections in this document
* Updated the document code and version number to suit your organisation’s naming convention
* Updated the supporting documents section (where relevant)
* Updated the header and footer of this document
* Added a review date
* Logged any changes of your internal policies in your register
* Removed QCOSS branding and replace with your organisation’s
* Removed this page/table from your final version.

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Delegations Register [Insert year]

## Financial and Key Decision-Making

**Management Committee**

[Incorporated Association Management Committee responsibilities under Queensland Government legislation can be found here: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/running-an-incorporated-association/incorporated-association-management-committee/what-committee-does>]

[Australian Charities and Not-for-profits Commission obligations can be found here: <https://www.acnc.gov.au/for-charities/manage-your-charity/obligations-acnc> and other regulators that may impact your organisation can be found here: <https://www.acnc.gov.au/for-charities/manage-your-charity/other-regulators>]

{This register is a guide only, and should be updated to suit each individual organisation. Not all sections may be relevant. Add or remove items, functions, approved delegated officers, values and comments where relevant}

## Strategic and Governance Delegations

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Function | Approved delegated officer | Comments |
| Insurances | Sourcing and keeping current all insurances (including property, contents, public liability, indemnity) | e.g., Operations manager |  |
| Legal | Authorise initiation or defence of litigation | e.g., Board or Governing Body, Management committee member  |  |
| Reporting | Complying with legislative or contractual reporting requirements |  |  |
|  | Lodge annual return to Queensland Government  |  |  |
| Strategic planning | Develop strategic plan |  |  |
|  | Approve strategic plan |  |  |
|  | Update policy and procedure manual |  |  |
|  | Approve policy and procedure manual  |  |  |
| Business modelling | Develop business model |  |  |
|  | Approve business model |  |  |
| Policies | Keep policies up-to-date |  |  |
|  | Approve delegation schedule |  |  |
| Governance | Reports to Management Committee |  |  |
|  | Committee Agenda items |  |  |
|  | {add} |  |  |

## Financial Delegations

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Value | Approved delegated officer | Additional requirements |
| Reporting |  | Settle claims, accept claims covered by insurance, accept claims for damages not covered by insurance |  |
|  |  | Submit Annual Information Statement [and financial report] to the ACNC |  |
| Budget development  | All | e.g., Financial officer, finance subcommittee | Based on previous year budget and forecast |
| Budget approval | All  | e.g., Board/Governing body or Management committee | Variations which affect the approved annual surplus or deficit by (e.g., <10%) need re-approval |
| Budget allocation | All |  | Variations which affect the approved annual surplus or deficit by (e.g., <10%) need re-approval |
| End of year financial statements | All |  |  |
| Internal end of year audit | All |  |  |
| Bank accounts | All |  |  |
| Write off unrecoverable debt | under $over $ | e.g., Operations Managere.g., Board/Governing body or Management committee  | Writing off of unrecoverable debt requires approval from {Insert position title(s) of governance body} |
| Salary variations | All |  | Variations which affect the approved annual surplus or deficit by (e.g., <10%) need re-approval |
| Sign PAYG summaries | All |  | As per ATO lodgement  |
| Purchase of assets, entering into supply contracts or service agreements, or applying for grants on behalf of {Organisation name} | under $over $ |  | Relates to all payments whether cash, cheque, direct debit or transfer etc.  |
| Travel  | All |  | Variations which affect the approved annual surplus or deficit by (e.g., <10%) need re-approval |
| Reimbursement of personal work expenses | All |  | Expenses include study costs, training course and memberships of professional bodies. These costs must be approved prior to incurring the expense |
| Operational costs of petty cash, including transfers of cash or asset donation | All |  | Within petty cash amounts {describe these} |
| Disposal of assets sold or scrapped | under $over $ |  | Based on the written down value of the asset  |

## Operational Delegations

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Function | Approved delegated officer | Comments |
| Human Resources | Annual and personal leave |  | In discussion with {insert title} |
|  | Long service leave |  |  |
|  | Time in lieu or overtime - approval to accrue |  |  |
|  | Time in lieu or overtime - days off  |  |  |
|  | Study leave |  |  |
|  | Leave without pay - up to (x) weeks |  |  |
|  | Leave without pay - over (x) weeks  |  |  |
|  | Employment of staff - existing positions  |  |  |
|  | Employment of staff - new positions |  |  |
|  | Approval of probation |  |  |
|  | Recruitment advertising  |  |  |
|  | Termination of employment - up to Team Leader level |  |  |
|  | Termination of employment - management positions |  |  |
|  | Termination of employment - restructure or redundancies  |  |  |
|  | Acting in a higher-duties role (short and long term positions)  |  |  |
|  | Grievance resolutions |  |  |
|  | Fair work dispute resolutions |  |  |
|  | Staff performance reviews  |  |  |
| Complaints | Responding to |  |  |
|  | Closing |  |  |
| Programs/Services | Planning |  |  |
|  | {add} |  |  |
| Quality | Complaints management |  |  |
|  | Managing operational compliance with HSQF Standards (or relevant Quality Standards) |  |  |
|  | Auditing |  |  |
|  | Accessing and investigating incidents |  |  |
|  | Incident escalation and reporting |  |  |
| Marketing and communications | To staff |  |  |
|  | To clients |  |  |
|  | {add} |  |  |
| Conflicts of Interest | Recording and managing |  |  |

**Approved by:**

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

**Witnessed by:**

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| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |