

# Capricorn Citizen Advocacy

## DELEGATIONS POLICY

<b>Policy number:</b>	<b>1.3.8</b>	<b>Approved by Management Committee:</b>	27 <sup>th</sup> March 2024
<b>Version:</b>	<b>5.0</b>	<b>Signed off by Executive:</b>	27 <sup>th</sup> March 2024
<b>Responsible person:</b>	<b>Coordinator</b>	<b>Scheduled Review Date:</b>	27 <sup>th</sup> March 2027

### Purpose

Capricorn Citizen Advocacy will ensure that appropriate financial and non-financial delegations are in place; and appropriate internal controls are in place to prevent misuse or misappropriation of funds.

### Policy

Capricorn Citizen Advocacy records the way that authority for financial and non-financial decision making has been delegated within the organisation by documenting who may make decisions about particular issues or within specified parameters.

#### 1. Who does this Policy Address?

This policy directly applies to Management Committee members and employees who have decision making responsibilities, service coordination or administrative duties related to the organisation's financial management and non-financial management. This includes:

- Treasurer
- Other Management Committee members
- Coordinator
- Administration Officer

Any person not mentioned above must be formally directed by the Management Committee or given a formal delegation if they are to undertake tasks and make decisions that have significant financial or non-financial management implications.

#### 2. Legislative Authority

Capricorn Citizen Advocacy acknowledges that any relevant legislation is the overriding source of reference and authority.

**3. Schedule of Delegations**

A Schedule of Delegations will be maintained to record key delegated actions for financial and non-financial management of the program's operations.

**4. Responsibilities**

- a) The Management Committee has responsibility to make delegations by adopting instruments of delegations whenever necessary
- b) The Treasurer will oversee all persons with delegated financial responsibilities and monitor the Schedule of Delegations regarding financial delegations
- c) The Administration Officer has responsibility for maintaining the Schedule of Delegations and ensuring copies of delegations are placed on personnel files
- d) All persons whom have been delegated authority by the Management Committee to complete tasks and make decisions, including staff of Capricorn Citizen Advocacy, are responsible for undertaking the tasks documented within the Schedule of Delegations.

**Related Documents**

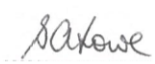
- 1.3.1 [Budget Policy](#)
- 1.3.2 [Financial Commitments Policy](#)
- 1.3.5 [Asset Management Policy](#)
  
- 1.3.5.2 [Asset Management Procedure](#)

**References**

Not Applicable

**Ratification**

This policy was adopted by Capricorn Citizen Advocacy's Management Committee at its meeting held on 27 / 03 / 2024.



**SIGNED:** .....  
**President**

**SIGNED:** .....  
**Secretary**

**27 / 03 / 2024**  
**(Date)**

**27 / 03 / 2024**  
**(Date)**