



Delegated Authority Policy

Category: Governance
Last Modified: December 2004
Review Date: November 2007 & Approved February 2008
Approved By: Executive Committee & Management Board
Contact Person: The President, Ext 3934

Introduction:

The purpose of this policy is to clarify the role and responsibilities of the General Manager and to contribute to high standards of governance within the Association.

It is recognised that UCSA is committed to:

- Safe guarding the UCSA's assets.
- Being accountable to our stakeholders.

Consequently constraints are required in relation to the levels of expenditure and commitments taking place within the organisation.

Policy Statement:

The Association must operate in an efficient and effective manner and to do this responsibility for achieving the direction and objectives of the Association must be delegated to the General Manager and management.

Procedures:

Overview

The General Manager shall be delegated responsibility for achieving the direction and objectives of the Association through leadership and management of its activities and affairs. The General Manager shall be expected to accomplish this through adequately discharging responsibilities to appropriate members of management and staff within the Association. The levels of delegated authority are contained in the Delegated Authority Appendix attached.

Sub-delegation of authority is permitted, however ultimate responsibility remains with the person who has the authority under this policy (the delegator).

The person who has received the sub-delegated authority (delegatee) does not have the authority to further sub-delegate.

The sub-delegation must:

- be in writing,
- show the delegator and delegate,
- indicate limits,
- show the duration of the sub-delegation,
- be recorded by the Finance Manger,
- be communicated to other departments,

- be signed by the delegator,
- be cancelled when the sub-delegatee resigns or changes position.

Planning

The General Manager shall be responsible for the preparation and submission to the Management Board and the Executive Committee on an annual basis:

- a) the annual business plan;
- b) operating budgets, including forecasts of financial performance and financial position; and
- c) capital expenditure plans.

Plans and budgets shall reflect the goals set by the Management Board and Executive Committee and should be prepared in a prudent and fiscally sound manner.

Finances

The General Manager shall be responsible for:

- a) ensuring that a long-term strategic financial view is maintained in managing the resources of the Association;
- b) implementing controls, systems, and processes to manage and protect the resources of the business and meet the reporting needs of the Association;
- c) ensuring that appropriately detailed records of financial matters and decision are kept;
- d) managing and monitored income expertly and in a timely manner;
- e) efficiently allocating expenditure within budget and according to the priorities of the Association; and
- f) setting aside funds as investments to meet future objectives and commitments.

Facilities

The General Manager shall be responsible for

- a) ensuring internal maintenance of the buildings as required;
- b) liaising closely with the University to ensure external maintenance of the buildings is carried out as required;
- c) ensuring compliance with health and safety requirements;
- d) ensuring the security of properties, buildings, and assets; and
- e) ensuring a full and detailed fixed asset register is kept.

The General Manager shall prepare and update each year a long-term asset management and replacement plan for submission to the Management Board and Executive Committee for approval.

Human Resources

The General Manager shall be responsible for the recruitment and disciplining of all staff, other than Executive Committee members. The recruitment and disciplining of Executive Committee members shall be the responsibility of the Executive Committee.

The General Manager shall be responsible for ensuring the Association is an equal opportunity employer, and shall offer any position to the most suitable candidate. No preference shall be shown towards members of the Association.

The General Manager shall be responsible for issues of staff unity and cohesion, and be mindful of these in working towards the objectives of the Association.

The General Manager shall ensure that the Association does not employ a member of the Executive Committee or Management Board in any position other than as a member of the Executive Committee or Management Board either during or for a period of six months after being a member of the Executive Committee or Management Board. **Any exception to this will need to be approved by the Management Board.**

The General Manager shall be employed by and report to the Management Board.

Legislation

The General Manager shall be responsible for

- a) ensuring the Association abides by all of the current laws and regulations that affect the Association; and
- b) ensuring the Association fulfils all reporting requirements under current laws and regulations, including the filing of annual financial statements and amendments to the Constitution under the Incorporated Societies Act.

The General Manager must bring any breach to any law or regulation to the immediate attention of the Management Board and the Executive Committee.

Communications

The General Manager shall be responsible for the branding and marketing of the Association, subject to gaining input from the Management Board and Executive Committee.

The General Manager shall ensure the Executive Committee is aware of and up to date with decisions and changes within the Association by supplying copies to a representative of the Executive Committee (normally the President) general internal staff memos and other similar communication within the Association.

The General Manager shall ensure that a representative of the Executive Committee (normally the President) is aware and supplied with a copy of any communication regarding the Management Board or Executive Committee prior to such communication being sent.

The Executive Committee shall have right of reply to comments and criticisms made in publications of the Association regarding the Executive Committee, Management Board, or other activities and affairs of the Association (normally through the President).

Investments

The General Manager shall be responsible for:

- a) obtaining appropriate professional investment advice regarding investing the resources of the Association;
- b) investing the resources of the Association;
- c) maximising interest income from the resources of the Association;

- d) consulting appropriate members of the Management Board for advice when making investment decisions.

Services

The General Manager shall be responsible for achieving service objectives and targets of the Association, and shall have responsibility for the product range and price of all good within the Association, subject to:

- a) consulting the Management Board and Executive Committee regarding significant or material changes in the provision of services (including tenants, food outlets, and support services) prior to decisions being made; and
- b) consulting the Management Board, and Executive Committee if necessary, regarding any good or service offered that may be perceived as offensive.

The General Manager shall be responsible for:

- a) ensuring student representatives, and members of staff where deemed appropriate, are appointed to University and other committees, in consultation with the Executive Committee;
- b) ensuring the Association prepares submissions to government and other organisations on relevant education and other related topics, in consultation with the Executive Committee;
- c) conducting or assisting with the conducting of student surveys on education and other relevant related topics where necessary, in consultation with the Executive Committee;
- d) reviewing and recommending to the Executive Committee the affiliation of clubs;
- e) reviewing and recommending to the Executive Committee the awarding of grants to clubs or any other body; and
- f) seeking the advice of the Executive Committee on any political or politically related matter.

Governance

The General Manager shall be responsible for providing adequate staff assistance, support, and facilities for the Management Board and Executive Committee where necessary.

The General Manager shall also be responsible for communicating decisions of the governing bodies of the Association to staff, including these policies and other related documents.

Reporting

The General Manager shall report in detail on a monthly basis to the Management Board, including:

- a) progress made towards financial and other objectives;
- b) significant variances and any material financial or other events; and
- c) any other report or any additions to reports deemed appropriate by the Management Board.

The General Manager may be further required to provide a brief monthly report on progress to the Executive Committee by the Management Board.

AUTHORISATION FOR DELEGATION OF AUTHORITY

AUTHORISATION FORM FOR DELEGATION OF AUTHORITY

Purpose:

The UCSA must operate in an efficient and effective manner. To do this responsibly, and to ensure UCSA continue to achieve their strategies and business plans, authority must be delegated to the General Manager. The General Manager shall be expected to accomplish this through adequately discharging responsibilities to appropriate members of management and staff within the UCSA.

Delegation of Authority is normally permanent, however it can also be restricted in time and level of authority. Delegated Authority may also be approved for an ongoing designated alternative who can undertake the authority of the person should they be absent or unavailable.

Temporary Delegation of Authority can be approved when a staff member is absent, unavailable or unable to perform their designated duties.

This Delegated Authority gives the nominated staff member the right to approve invoices for expenditure (i.e. certifying payments) and perform duties and provide services within the designated authority set out in the Delegation of Authority Appendix. It also allows an employee at times to act as proxy for the person who the Delegation of Authority has been assigned to.

NOTE: ultimate responsibility remains with the person who has the authority under this policy. The person who has received the delegated authority does not have the authority to further sub-delegate.

Full Delegated Authority or Restricted Delegated Authority

- Full Delegated Authority means that the staff member is given the same responsibility as the person the Delegation of Authority has been granted to: *expenditure must be within budget (including available carry forwards) and limited to the authority of that position*
- Restricted Delegated Authority allows the staff member restricted authority by placing a dollar value or time limit on the Delegated Authority.

Filling out the form

It is important that you complete the form in full. Please write as clearly as possible.

The boxes have been created to give you as much room as possible. Try and write in the middle of the box (away from the box outline) and print as big and clearly as you can.

When to fill out the form

A new form needs to be completed for any changes i.e. if a new staff member is employed they must sign the delegated authority for their position or if a staff member resigns then their authority must be cancelled.

If a staff member with delegated authority leaves, please cancel the delegated authority for that person and notify the Finance Manager.

The Finance Manager will hold all forms.

Example of how the form can be completed is on the following page:

1. AUTHORISATION FOR DELEGATION OF AUTHORITY

The named position person is authorised to approve payments and order services as per the Delegation of Authority Policy and Delegation of Authority Appendix. This person has:

Full-Delegated Authority:

Restricted Delegated Authority:

(Please tick one box to indicate level of authority)

Date effective:

25th June 2007

Until:

Until further notice

Position Title:

General Manager

Cost Centre Ledger Code:

(Example: 500 CEX)

500 CEX & all UCSA CC

Name of position holder:

Andrew H Paterson

Signature (Delegated Person):

Andrew Paterson

I am aware of the required duties and the levels of authority that this position holds

Describe any restrictions placed on this authority:

NIL

Approved by authority holder):

Michael Goldstein, President

Signature:

Michael Goldstein

2. REVOCATION OF DELEGATED AUTHORITY

Please remove the signing authority of the following person/s from this cost centre, if applicable

Name: Belinda Bundy

Date effective from: 31 May 2007

3. ALTERNATE AUTHORISED PERSON

NAME and DESIGNATION of approved alternate authorised signatory:

Name: Alan Crawshay

Job Title: Finance Manager

SIGNATURE of approved alternate authorised signatory:

Alan Crawshay

I am aware of the requirements of the position and the levels of authority that this position holds.