

# PEDAL POWER ACT DELEGATIONS POLICY

Approved by The Board on: March 22, 2016  
Scheduled review date: February, 2017

## INTRODUCTION

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

Delegations of authority are the mechanisms by which Pedal Power ACT enable volunteers or staff to act on behalf of Pedal Power ACT.

## PURPOSE

The purpose of the Delegations Policy is to establish a framework for delegating authority within Pedal Power ACT in a manner that facilitates efficiency and effectiveness, and identifies the accountability of staff and volunteers, including Board members, for their performance.

The policy applies to all members of the Board, and the staff and volunteers of Pedal Power ACT who have delegated authority to act on behalf of Pedal Power ACT.

Delegations of authority within Pedal Power 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 people 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 best-informed individuals within the organisation; and
4. to ensure internal controls are effective, and risk is managed effectively.

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

## POLICY

The Board of Pedal Power ACT is responsible for the management of the organisation. Under the Associations Incorporation Act 1991 (ACT) and Pedal Power ACT's Rules, the Board can delegate any of its functions except:

- it's power of delegation; and
- any functions reserved to the Board under the Act.

The Board may delegate its powers and functions to:

- the Executive, and through the Executive to the Executive Officer (EO);
- a sub-committee;
- any Pedal Power ACT members individually or as a group.

However, the Board has not delegated its power to adopt Pedal Power ACT's:

- strategic plan;
- business and operational plans;
- annual budget.

The Executive is responsible for overseeing the Management of Pedal Power ACT's day-to-day business but relies on the Executive Officer to carry out that management.

Accordingly, the Executive Officer

- manages the administrative, financial, and other business of Pedal Power ACT;
- exercises a general supervision over the staff and contractors of Pedal Power;
- exercise the authority the Board delegates to the Executive Officer;
- is charged with the duty of promoting the interests and furthering the development of Pedal Power ACT;
- consults and works with the Executive on management issues

All individuals working or volunteering on behalf of Pedal Power ACT are bound by the Delegations Policy and Procedures and the Delegations and Authorisations Schedule.

Pedal Power ACT 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 Board members, staff, 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 Pedal Power ACT or any of its staff or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing Pedal Power ACT's business.

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Secretary, Pedal Power ACT

Date:

# PEDAL POWER ACT DELEGATIONS PROCEDURES

Approved by EO on:

Scheduled review date:

## RESPONSIBILITIES

The Secretary must ensure that the records of any delegations made by The Board and of the Terms of Reference of any sub-committees of The Board are kept securely and are made available to Pedal Power ACT members and staff.

The Board must prepare delegation schedules within the framework of the Delegations Policy.

## PROCESSES

- The overarching Delegations Policy applies to Pedal Power ACT as a whole, and any units within the organisation must align their delegations policies with the central policy.
- Delegations are to be exercised within the framework of the Act, regulations, rules, policies, and any external legislative requirements.
- Any delegation may be made subject to any conditions and limitations as the Board shall approve.
- The Board must take special care to retain currency of the Delegations and Authorisations Schedule and approve on an annual basis.
- The Delegations and Authorisations Schedule must be accessible to all the Board members, volunteers and staff with delegated responsibilities.
- Delegations made by the Board shall be by resolution of the Board and recorded in the Board minutes.
- Any delegations to sub-committees of the Board must be recorded in the Terms of Reference of the sub-committee.
- Any delegations to the Executive Officer and through the Executive Officer to members of the staff of Pedal Power ACT must be recorded in the Delegation and Authorisation Schedule approved by The Board.
- Delegations are attached to the position occupied, not to the occupant of the position. The responsibilities of a position appear in a duty statement, role statement or statement of responsibility appropriate to the position.
- Delegations through the Executive Officer reflect the organisational structure of Pedal Power ACT's office. Levels of authority are hierarchical through relevant lines of responsibility up to and including the EO. A delegate who sub-delegates authority remains responsible and accountable for the decision or action.
- A delegation cannot be exercised where the person holding the delegation has a conflict of interest or where the delegation could result, either directly or indirectly, in any tangible benefit to the delegate. In such cases a transfer of the function to another appropriate position must be arranged.

Subject to Clause 1 and 2 below, the Executive Officer is authorised to vary delegations within the Pedal Power office according to staffing needs and availability. Written authority from the Board is required for:

1. Delegations where a commitment or liability is incurred on behalf of Pedal Power
2. Permanent changes or major variations to delegations

## **RELATED DOCUMENTS**

- Pedal Power ACT Delegations and Authorisations Schedule
- Pedal Power ACT Governance Policy
- Pedal Power ACT Committees Policy
- Current Pedal Power ACT Bank Accounts - processes and signatories

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Executive Officer, Pedal Power ACT