

AUTHORISED DELEGATIONS POLICY

Version	1	Approved by Board on	22 Nov 2017
Responsible person	Executive Officer	Scheduled review date	Nov 2018

VERSION CONTROL

VERSION NO.	DATE	PERSON RESPONSIBLE	DETAILS
1	Jan 2010	Peter Jennings	Creation of policy
2	23 Nov 2017	Kylie Holmes	Update of wording and creation of new delegations register (addendum to policy)

PURPOSE

The Rural Financial Counselling Service Victoria - Gippsland (RFCSV-G) recognises its obligation to authorise strictly delegated roles and duties applied to responsibilities administered and governed by RFCSV-G.

SCOPE

This policy applies to all Board members and Employees.

REFERRING DOCUMENTS

- WHS Policy & Procedure Manual
- Financial Management Policy
- Staff Recruitment Policy
- Communications Policy
- Dispute Resolution Policy
- Information Privacy & Data Protection Policy
- Code of Conduct
- Board Position Description
- Board Recruitment Policy
- Board Rules of Association
- Board Sub-Committee Charters
- Conflict of Interest Policy

DELEGATED AUTHORITIES

Delegations can only be exercised within the activities and by nominated personnel and/or committee formally approved by the RFCSV-G Board.

The Authorised Delegations Register outlines the delegations of authority of the Board and Committee Chairs, Board members, Executive Officer, Finance and Administration Officer, and Employees in the areas pertaining to:

- Governance
- Financial Management
- Communications
- Recruitment, Training & Performance
- Disputes and Grievances
- Emergency Management
- Work Health and Safety
- Information Privacy & Data Protection

REVIEWS

To ensure relevant and up to date delegation, this policy must be reviewed annually or as soon as changes are implemented to the organisation structure; processes; statutory obligations and/or additional duties required.

APPROVED DELEGATIONS

Refer to [Authorised Delegations Register](#) which forms an addendum to this policy