

AUTHORISED DELEGATIONS POLICY

Responsible person	Executive Officer	Scheduled review date	June 2023
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VERSION CONTROL

VERSION NO.	DATE	PERSON RESPONSIBLE	DETAILS
1	Jan 2010	Peter Jennings	Creation of policy, biannual review of policy, and annual review of schedules required.
2	23 Nov 2017	Kylie Holmes	Update of wording and creation of new delegations register (addendum to policy)
3	21 Jun 2019	Kylie Holmes	Updated policy (as per highlights) and presented to June 2019 Board
4	18 Sep 2020	Kylie Holmes	No change to policy, delegation schedules recently updated
4.1	13 Aug 2021	Kylie	Minor changes highlighted and presented to August 2021 Board
4.2	Aug 2022 DRAFT	Kylie	Change to biannual review, to be approved by board (Sep 2022)

PURPOSE

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

SCOPE

This policy applies to all Board members, employees and contractors.

All RFCS Gippsland polices and procedures are bound by the delegations contained within the Authorised Delegations Policy and associated Delegations Register. Any ambiguity on delegations should be referred directly to the Executive Officer for clarification.

DELEGATED AUTHORITIES

Delegations can only be exercised within the activities and by nominated personnel and/or a committee formally approved by the RFCS Gippsland 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 as well as contractors in the areas pertaining to:

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

REVIEWS

To ensure relevant and up to date delegation, this policy must be reviewed **biannually** 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