



Delegation of Authority Policy

Wonthaggi Neighbourhood Centre at Mitchell House Inc. (WNC) is a non-profit, charitable organisation, based on community development principles, whose purpose it is to:

- *Provide a safe, welcoming and inclusive environment where people can meet to learn and share ideas, friendship, skills and information and improve social health and well-being.*

This central and fundamental purpose informs policy development and is reflected in all WNC policy documentation.

Purpose

To identify the financial and non-financial delegations made by the Wonthaggi Neighbourhood Centre at Mitchell House Inc. Committee of Management to the person holding the position of Centre Manager and Treasurer (including any person acting temporarily in that role) as titled in the organisational structure.

Note: All delegations are subject to approved Policy, Committee of Management Resolutions, Strategy, Business Plans and Budgets.

Non-Financial

The Centre Manager is delegated to:

- Act on behalf of, and represent Wonthaggi Neighbourhood Centre at Mitchell House Inc. Committee of Management in the public arena including the media
- Appoint and dismiss employees / contractors in accordance with the Policies and Procedures set by Wonthaggi Neighbourhood Centre at Mitchell House Inc. Committee of Management and Industrial Relations Law.
- Act on Committee of Management resolutions to ensure they are carried out as intended.
- Proceed with Grievance and complaints procedures in accordance with the adopted rules (noting that the Committee of Management should be notified of any incidents that could be damaging to the reputation)

- Proceed with disciplinary procedures as detailed in the policies and procedures
- Act on Committee of Management approved strategic actions / business plan targets for reporting to the Board.

Financial

The Centre Manager is delegated to:

- Commit or incur expenditure not exceeding \$2,000.00 for any single transaction, that is for the total of each individual order or commitment.
- Outside of approved budget - Commit the organisation only after committee approval, including funding submissions and grant applications to external authorities.
- Carry out financial transactions as resolved and directed by the Committee of Management.
- The Treasurer is delegated to:
- The Treasurer will coordinate all expenditure of more than \$1,000 as any individual item (or group of items) to be purchased/contracted as such an amount requires prior approval by the Committee of Management and is governed by Wonthaggi Neighbourhood Centre's approved Annual Budget.
- To conform with Committee of Management resolutions, policy, and or strategy.

Delegation

This delegation remains in place until varied or revoked and replaces any prior delegations made by the Committee of Management.

