



Delegated Authority Policy

Category: Governance
Last Modified: July 2010
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Approved By: Executive Committee
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 responsibly, 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.

Planning

The General Manager shall be responsible, on an annual basis, for the preparation and submission to the Advisory Boards for endorsement prior to approval by the Executive Committee on an annual basis:

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

Plans and budgets shall reflect the goals endorsed by the Advisory Boards and approved by the 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) effectively and 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 in line with the strategic plan and investment and surplus policies.

Assets and 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 5 year capital plan which will include asset management and replacement plan for endorsement the Management Board and approval by the Executive Committee.

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. 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 Advisory Boards in any position other than as a member of the Executive Committee or Advisory Boards either during or for a period of six months after being a member of the Executive Committee or Advisory Boards. Any exception to this will need to be approved by the Executive Committee.

The General Manager shall be employed by and report to the General Manager Employment Committee.

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 Advisory Boards 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 Advisory Boards 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 Advisory Boards 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, Advisory Boards, or other activities and affairs of the Association (normally through the President).

Investments

The General Manager shall be responsible for, in accordance with the Investments Policy:

- 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;

Commercial Activities

The General Manager shall be responsible for achieving commercial 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 Executive Committee and the Commercial Advisory Board 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 Executive Committee and the Commercial Advisory Board if necessary, regarding any good or service offered that may be perceived as offensive.

Service Activities

The General Manager shall be responsible for:

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

Governance

The General Manager shall be responsible for providing adequate staff assistance, support, and facilities for the Advisory Boards 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 will report to the Executive Committee and Advisory Boards.

Reports should include:

- 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.

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.

