

DELEGATION POLICY

Purpose of Policy:

The purpose of the Delegations Policy is to establish a framework for delegating authority from the Committee of Management to nominated parties of MNC Inc.

Delegations of authority within MNC Inc are intended to achieve FOUR objectives:

1. to ensure the efficiency and effectiveness of MNC Inc's administrative and financial processes;
2. to ensure that the appropriate officers 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.

Delegations are a key element in effective governance and management of the MNC Inc and provide formal authority to that officer to commit the MNC Inc and/or incur liabilities for MNC Inc.

Scope:

The policy applies to all members of the Committee and the staff of MNC Inc who have delegated authority on behalf of MNC Inc as listed in the Schedule of Delegations. Staff can only exercise delegations within their area of responsibility.

Responsible Parties:

The Secretary must maintain records of any delegations to members of the Committee and of the terms of reference of any sub-committees of the Committee.

The Centre Coordinator must prepare delegation schedules within the framework of the Delegations Policy for approval by the Committee.

The Centre Coordinator is responsible for the implementation of procedures associated with this Policy.

Policy:

The MNC Committee of Management [Committee] is responsible for the management of the organisation.

Under the Incorporations Act and its constitution the Committee can delegate any of its functions except

- (a) the power of delegation and
- (b) any functions reserved to the Committee under the Act.

The Committee may delegate its functions to

- A member or members of the Committee; and
- A sub-committee of the Committee; and

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- The Centre Coordinator and through the Coordinator to members of the staff of the MNC.

However, the Committee may not delegate its power

- to adopt the organisation's strategic plan; or
- to adopt the organisation's business plan; or
- to adopt the organisation's annual budget.

PROCEDURES:

Delegations to members of the Committee

Delegations to members of the Committee shall be made by resolution of the Committee and recorded in the Delegation Schedules approved by the Committee.

Delegations to sub-committees of the Committee

Delegations to sub-committees of the Committee shall be made by resolution of the Committee and recorded in the Delegation Schedules approved by the Committee and in the terms of reference of the sub-committee.

Delegations to the Centre Coordinator

Delegations to the Centre Coordinator and through the Centre Coordinator to members of staff or volunteers of MNC Inc shall be made by resolution of the Committee and recorded in the Delegation Schedules approved by the Committee.

Delegations are attached to the position occupied, not to the occupant of the position. The responsibilities of a position appear in the Position Description.

Delegations reflect MNC Inc's organisational structure. Levels of authority are hierarchical through relevant lines of responsibility up to and including the Centre Coordinator. This means that formal authorities held by any delegate are included in those held by that delegate's supervisor or line manager. A delegate who sub-delegates authority remains responsible and accountable for the decision or action.

A delegation cannot be exercised where the officer holding the delegation has a conflict of interest or where the delegation will 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 with the Centre Coordinator.

Permanent changes to delegations, either permissive or restrictive, require a written authority from the Committee. Any major variation to the standard delegations must be approved by the Committee.

Sub-delegation on a temporary basis is appropriate in circumstances where the officer normally responsible is absent for a period of less than two weeks by reason of authorised leave or secondment to other duties. Sub-delegations require a written authority from the individual with the delegated power, or a person in a position to approve the delegated authority.

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This policy applies only to formal delegations. All delegations of an informal nature where no commitment or liability is incurred on behalf of MNC Inc are carried out in the normal business of MNC Inc without the requirement for a written authority.

Where an employee is acting in a higher position that person will hold the delegation level appropriate to the higher position unless otherwise determined by the Centre Coordinator.

A staffing delegation cannot be exercised in regard to staff for whom the delegate does not hold line management responsibility.