



Delegated Authority Policy

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- **Introduction**

Delegated authorities are put in place to enable Halberg Foundation (HF) to function in an efficient manner. Delegations involve one person or group of persons, with certain power and authority to act or make decisions in a given situation, empowering another person to carry out the responsibilities required to complete a task.

- **Statement of Policy**

In respect of HF's Delegation Authorities:

The Delegator:

- Retains full control over the delegated authority and may recall or revoke that authority as the situation demands.
- Must ensure that the delegate is suitably qualified to exercise the authority.
- Will inform the Head of Operations in writing of all delegation requests, including any new delegations; additions, changes or deletions to existing delegations; or any conflicts of interest they have been notified of.

The Delegate:

- When accepting delegated authority, remains accountable to the Delegator to ensure the satisfactory performance of the relevant task(s) and will be liable to account for how that responsibility or duty is carried out.
- Must always exercise delegations of authority subject to and in accordance with:
 - legislation;
 - employment agreements and role descriptions; and
 - HF's policies and procedures.
- Shall have full regard to any relevant policies or standards and, where appropriate, obtain legal or financial advice to exercise the authority.
- May not assign any functions, duties or powers they have been delegated, unless expressly permitted by the delegation concerned or with the written consent of the Delegator.

If a Delegate is unable to carry out the duties associated with a delegation for any reason, including a potential or actual conflict of interest, an absence or incapacity, the Delegate should inform the Delegator as soon as possible and the delegation will revert to the Delegator.

All of HF's Delegation Authorities:

- Must be adhered to within the prescribed limits for their intended use.
- Must be specific in nature and time defined if not intended to be on-going.
- May be revoked at any time.
- Must be documented with a copy of the document to be held by the Head of Operations.

- Must also be documented when temporary delegations are granted during a period of leave or absence.
- Are effective from the time a decision is made to commit expenditure rather than the time any payment is made.
- Are not to be used to authorise personal expenditure.
- Must be reviewed periodically to ensure they are properly updated to reflect any changes in staff movements and responsibilities.
- Must be monitored by the relevant Manager to assess the actual performance versus the delegated authorities.
- Expected over-spending under any delegated authority must be approved by the CE.
- All breaches of policy will be subject to review by the CE and/or the Board. Serious breaches may lead to disciplinary action.
- A specific or particular Delegated Authority will prevail over a general Delegated Authority.
- Unless the context requires otherwise or unless otherwise specified:
 - a Delegation applies only to a Delegated Authority holder’s accountability area; and
 - the Delegation to approve includes the Delegated Authority to vary or amend.

NB: Delegations not only cover expenditure but all decisions within the organisation.

The implementation and review of these Delegated Authorities are the responsibility of Board. All delegated authorities will be documented and be reviewed/approved as required by the Board. The Head of Operations is responsible for the procedures for establishing, documenting and rescinding Financial Delegated Authorities, and that appropriate training for carrying out those duties is given. The CE is responsible for managing non-financial Delegated Authorities (e.g. Communications, Human Resources, etc.).

Standing Delegations to the Chief Executive

As per the Executive Board Charter, the Executive Board delegates the formulation and implementation of policies and reporting procedures for management to the CEO.

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