



DELEGATIONS POLICY

1. OBJECT

This policy sets out the powers and procedures under which the Executive may execute and delegate its authority and responsibilities within the *Redlands Rugby League Club* (also known as “the Club”).

The object of the Delegations Policy is to establish a framework for approvals and delegating authority within *Redlands Rugby League Club* in a manner that facilitates efficiency and effectiveness and increases the accountability of staff and volunteers for their performance.

The policy applies to all members of the Executive and the staff and volunteers of *Redlands Rugby League Club* who have delegated authority to act and sign documents on behalf of the Club.

Delegations of authority within *Redlands Rugby League Club* are intended to achieve four objectives:

1. to ensure the efficiency and effectiveness of the organisation's administrative processes;
2. to ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities; and
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 *Redlands Rugby League Club* and provide formal authority to particular staff and volunteers to commit the organisation and/or incur liabilities for the organisation.

2. POLICY

The Executive of *Redlands Rugby League Club* is responsible for the management of the organisation. Under the *Associations Incorporation Act 1981* (the Act) and *Redlands Rugby League Club Constitution and Rules*, the Executive shall have delegated authority for:

- General control and management of the administration of the affairs,
- Control of property and funds of the Club; and
- Interpretation the meaning of the Constitution and Rules and any matter relating to the Club on which the *Constitution and Rules* are silent.

Any alteration to the *Constitution and Rules* must be dealt with in accordance with the procedures below and registered with the Office of Fair Trading.

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The Executive may from time to time agree, through resolution, to delegate duties and/or functions to members or sub-committees with exception of powers related to:

- Financial management
- Election, suspension or expulsion of members

Any sub-committee so formed shall, in the exercise of the powers delegated to it, conform to any instructions and restrictions as may be given and proposed by the Executive and may not delegate these powers without approval by the Executive. Such sub-committees or members shall report the proceedings to the Executive periodically as required.

3. PROCEDURES

The Executive shall execute its delegated authority in accordance with *Associations Incorporation Act 1981* and *Redlands Rugby League Club Constitution and Rules*.

Where relevant, the *Procurement Policy* and/or *Financial Management Policy* of the *Redlands Rugby League Club* and the procedures contained within apply.

Matters for approval must be brought forward to an Executive Meeting with the resolution decided by a majority vote and recorded in the minutes of the meeting.

Any matters that require alteration to the *Constitution and Rules* can only be dealt with by special resolution at a General Meeting in accordance with the Act.

A delegation cannot be exercised when 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 this instance the member of the Executive must excuse themselves from the vote.

Delegations to sub-committees of the Executive shall be made by resolution of the Executive and terms of the delegation recorded in the minutes of the meeting.

Should a member or sub-committee require approval or a decision outside of their delegation, they must nominate to have the matter tabled at an Executive Meeting to be dealt with through an ordinary resolution.

The Executive reserves the right to reject requests for matters to be brought before them in accordance with external legislative requirements or internal policies.

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Approved by Executive:

Reference documents:

- Constitution & Rules – *Redlands Rugby League Club*
- Financial Management Policy – *Redlands Rugby League Club*
- Procurement Policy – *Redlands Rugby League Club*
- Associations Incorporation Act 1981
- Associations Incorporation Regulation 1999
- ATO GST Ruling GSTR2013/1

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