

DELEGATION OF AUTHORITY AND REPORTING POLICY

Policy Summary

The Committee of Management (CoM) is responsible for the control and overall management of Glenroy Neighbourhood Learning Centre (GNLC). The CoM focuses on governance and delegates to the Manager the authority necessary for operational management.

In recognition of this delegation, the Manager

- is responsible to the CoM;
- reports to the CoM at each CoM meeting;
- provides all reports to the Chairperson, the CoM and Subcommittees as required;
- must meet with the Chairperson as required.

Scope

The schedule of delegation sets out the general principles governing the delegation of the CoM's powers and authority to the Manager, except those relating to financial matters which are dealt with in the Financial Delegation Policy.

Definitions

Nil

Policy statement

Delegation of Obligations

The CoM delegates to the Manager the responsibility to ensure that the organisation:

- meets requirements of the Incorporations Act & the Associations Incorporation Reform Act 2012 ;
- meets contractual arrangements;
- is compliant with registration standards for RTOs and for bodies funded by particular government departments;
- operates within State and Federal legislation.

The CoM must check that these obligations are being met by requesting and scrutinising reports from the Manager.

Delegation is further detailed in the Delegation of Authority and Reporting Policy and the Financial Delegation Policy.

Retained authority

The CoM retains to itself the authority to:

- Enter into strategic commitments, and
- Commence or conclude litigation, other than that associated with the recovery of debts.

Implementation of Policies and Plans

The CoM delegates, to the Manager, the responsibility to implement plans, including the Strategic Plan and Business Plan. The CoM delegates to the Manager the responsibility to ensure that the Centre operates within policy and budget as endorsed by CoM.

The CoM, through the Manager, will undertake a review of this delegation through performance appraisal of the Manager at least annually.

Reporting

The Manager will provide reports to the CoM at its monthly meetings. Reports will include:

- Financial reports including Profit and Loss, Budget versus Actual, Balance sheet and other reports specified by the Finance subcommittee;
- Progress towards the achievement of specified outcomes in line with the Strategic and Business Plan;
- Updates on NSSP Courses;
- Program updates including Student contact hour report indicating targets and KPIs for each class, numbers enrolled in each course and numbers of new participants in all programs;
- Continuous Improvement register and actions;
- Other reports as required by CoM.

These reports are to be included in the Manager's Key Performance Indicators and two failures in one year to provide reports will serve as a formal warning.

Relevant Procedures and Policies

- Delegation of Authority and Reporting Policy
- Financial Delegation Policy
- Schedule of Delegation
- Guidelines for the Committee of Management
- Organisational Chart
- Continuous Improvement Policy, and associated Plans and procedures.
- Notification of Change policy and Procedure
- Glenroy Neighbourhood Learning Centre Rules of Association i.e. the Constitution

Relevant Legislations

- Victorian Associations Incorporation Act, 1981
- Associations Incorporation Reform Act 2012
- AQTF Essential Conditions and Standards for Initial / Continuing Registration
- VRQA Guidelines for VET Providers (23/12/09)
- Service Agreement for Skills Victoria

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