

# Yarram Early Learning Inc.

## Instrument of Delegation

The following table sets out delegated authority levels within Yarram Early Learning Inc. Committee of Management and staff. Governance and operational activity undertaken by YEL Inc. is in accordance with legislative compliance and any funding body requirements.

Subject	Committee	Levels of Authority ( ✓ approve * recommend)					Comments
		Director	Assistant Director	Business Manger	Team Leader	Administrati on	
<b>GOVERNANCE</b>							
Formulate Strategic Directions	✓	*					Process for development of Strategic Plan to include consultation with staff members, YELC parents and community.
Approval of annual budget	✓	*	*	*			Developed via Finance Sub Committee
Approval of annual financial statements	✓	*		*			Via Finance Sub Committee
Presentation of Monthly financials	✓	*		*			Presented by Treasurer, prepared by Business Manager
Submission of Quarterly BAS				✓			
Submission of Monthly PAYG				✓			
Submission of Monthly Superannuation				✓			
Changing organisation structure		✓	*				Presented to the Committee
Approval of policies/policy reviews	✓	*	*				
Appointing and Organising external Financial Auditors	✓						With recommendation by Treasurer

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ORGANISATIONAL MANAGEMENT							
Negotiation and signing of agreements with funding bodies	✓	✓					Copy of Agreement presented to Committee of Management
Development of funding submissions	✓	✱	✱				Developed by Director and relevant staff. Signed off by Committee of Management in accordance with funding agreements.
Representation of YELC on Committees / Networks	✓	✓	✓	✓	✓	✓	
Signing of Memorandums of Understanding on behalf of YEL		✓					Advice to Committee of Management
Complaints Management	✓	✓					In accordance with relevant policies.
Building repairs that are landlord responsibility		✓	✓		✱	✓	Wellington shire maintenance request submitted via website by administration, Assistant Director or Director
Building / grounds modifications or enhancements	✓	✱	✱	✱			Ideas / suggestions to be approved at Committee meeting and then Committee to approach landlord for approval.
STAFFING/PAYROLL							
Approval to recruit, appoint, manage employment contract and dismiss Director, Assistant Director, ECT's and Team Leaders.	✓						Annual Performance Appraisal in accordance with policy.
Approval to fill, advertise and recruit		✓					Advice to Committee of Management as appropriate.

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to all other positions according to award conditions.							
Approval to organise secondment for Assistant Director, ECT and Team Leader Positions.		✓					Secondment can be organised only whilst recruitment for permanent positions is undertaken by committee. Secondment positions are month-by-month basis.
Approval of additional employment terms and conditions not governed through industrial awards.	✓						HR sub-committee can authorise with recommendation from Treasurer.
1 <sup>st</sup> warning, written		✓					Director to inform committee of warnings
2 <sup>nd</sup> warning, written	✱	✓					
3 <sup>rd</sup> and final warning	✱	✓					
Dismissal	✱	✓					
Approval of Leave		✓					
Approval of Director Leave	✓						Annual leave to be approved by Committee. RDO, Sick and TIL are taken when required and committee are informed
Approval of Professional Development		✓					
Approval of timesheets		✓					Timesheets are checked against roster by Administration and approved by Director
Approval of Overtime		✓					Must be approved in advance. Retrospective approval will only be granted in exceptional circumstances

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Approval of Payroll Authorisation in Xero		✓	✓	✓		✓	Payroll file prepared in Xero by Administration or Business Manager. This is then checked over by either Administration, Assistant Director or Director.
Single Touch Payroll submission		✓	✓	✓		✓	Administration, Business Manager, Assistant Director or Director
Approval of Payroll bank payment		✓	✓	✓		✓	Must be authorized by 2 bank signatories other than person creating the transaction. EG: Assistant Director, Director or Administration with bank Authority
<b>FINANCIAL</b>							
Chairing finance sub-committee meetings	✓ Treasurer						Treasurer has the authority to delegate to another Committee Member.
<b>WITHIN BUDGET</b>							
Capital items and operational expenses over \$2,500	✓	✱					A minimum of one written quote
Capital items and operational expenses under \$2,500		✓	✱	✱	✱	✱	
Capital items and operational expenses under \$500			✓	✱	✱	✱	
Engagement of External Contractors over \$5,000	✓						With Advice from treasurer
Engagement of External Contractors up to \$5,000		✓					With Advice from treasurer
Capital items and operational expenses	✓	✱					With Advice from treasurer

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outside of approved budget							
<b>Bank Accounts/Payments</b>							
Approve change to banking service provider	✓	✱					On recommendation from Treasurer
Open or close bank accounts	✓	✱					On recommendation from Treasurer
<b>Signatories</b>							
Operating Accounts (Cheque and EFT)	✓	✓	✓			✓	Authorisation of transactions must be carried out by two authorized people other than person who has posted the transaction
Investment Accounts (EFT)	✓	✓	✓			✓	Authorisation of transactions must be carried out by two authorized people other than person who has posted the transaction
<b>Write-offs or Disposals</b>							
Write off / trade in of plant and equipment		✓					
<b>Bad Debt Write Off</b>							
Over \$2,000	✓	✱					After strict debt collection procedures are followed and Debt collectors advise of status "unrecoverable".
Up to \$2000		✓	✱			✱	After strict debt collection procedures are followed and Debt collectors advise of status "unrecoverable". Write offs to be reported to Treasurer and disclosed at committee meeting
<b>FUNDRAISING</b>							

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Approval of fundraising activities, plans and procedures		✓					
<b>SECURITY AND ACCESS</b>							
Issuing Swipe cards		✓					
Access to information/files		✓	✓			✓	Can be delegated to other staff member by Director
<b>PUBLIC RELATIONS</b>							
Public Statements or media interviews relating to YEL Inc.	✓	✱					The Chair is the media spokesperson. All contact with the media must be via the Chair or delegated to the Director prior to the interview/statement.  Director may consult with Chair as appropriate.
Media Releases	✓	✱					Prepared by nominated staff member, approved by Chair/Secretary prior to release.
Promotional Material		✓	✓			✱	
Written correspondence from Yarram Early Learning		✓	✓			✱	Can sign any correspondence from the YELC regarding operational activity; newsletters, letters etc.  Correspondence to the Department or other authorities regarding compliance need to be signed by Director, Committee must be informed.