



Central Highlands Association of Neighbourhood Houses

Delegation of Authority Policy

Document Control

Policy Title:	Delegation of Authority		
Policy Number:	GOV009	Version Number:	1
Date Ratified:	Oct 28, 2025	Review Date:	Oct 2028

Relevant standards, legislation and other documents:

Definitions: (define key terms)	
CHANH	Central Highlands Association of Neighbourhood Houses
DFFH	Department of Families, Fairness and Housing
Members	Neighbourhood Houses (represented by managers and committees of management) funded by DFFH within the Central Highlands area
Board	Board of Governance, elected individuals responsible for the governance of the organisation
Staff	Any person employed by CHANH or volunteering at CHANH
Executive Team	CHANH President, Treasurer and Secretary

Purpose

This policy outlines the delegation of authority within the Central Highlands Association of Neighbourhood Houses (CHANH). Clear delegation is essential to ensure efficient operations, manage risk, and support decision-making across a geographically dispersed network of staff, contractors, volunteers, and Committee of Governance members.

Scope

This policy applies to all CHANH staff, contractors, volunteers, and members of the Committee of Governance.

Policy Statement

The CHANH Board of Governance may delegate specific powers and functions to a Board member, subcommittee, or staff member, except for:

- The power of delegation itself; and
- Any duty imposed on the Committee by legislation or other legal obligations.

All delegations must be documented in writing and may include conditions or limitations as determined by the Board. Once adopted, this policy constitutes written authority for those delegations.

Staff may only exercise delegated authority within the scope of their role and responsibilities. Roles not explicitly mentioned in this policy or associated documents do not hold delegated authority.

The Board retains the right to revoke or suspend any delegation at its discretion. Any such changes must be made in writing and formally reported and minuted at the next Board Meeting.

Other Policies That Support This One

This policy works alongside other important CHANH policies, including:

- Delegation Procedure
- Financial Management Policy and Procedure

Responsibilities

Board

- Implement and monitor this policy
- Ensure compliance with privacy and cybersecurity obligations

Members

- Be informed of this policy
- Participate in reviews as required

Staff

Delegation of Authority
Version: 1 Date: 28.10.2025

- Implement this policy as part of their role
- Participate in training and policy reviews

Breach of Policy

A breach of this policy may result in disciplinary action, up to and including termination of employment or membership.