



## DELEGATIONS POLICY 2016 – SUMMARY FOR GROUPS AND DISTRICTS

When a member signs a document or makes a verbal commitment it may be legally binding and/ or Scouts Victoria may feel bound to honour the commitment. It is thus important for the protection of our members and the integrity of Scouts Victoria that there are clear limits of authority that define what a Member can and cannot commit to on behalf of Scouts Victoria.

Following liaison with a number of bodies and individuals, the Branch Executive Committee (BEC) has recently adopted a delegations policy. The policy applies to all members of Scouts Victoria, all Scouts Victoria formations and bodies and their members (ie whether a member of the Scout Association or not) and all employees of Scouts Victoria.

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## POLICY STATEMENT

It is Scouts Victoria policy that no member or body or employee shall commit the Association to expenditure or other contractual arrangement without the relevant authority or appropriate approval as outlined below, as well as any required funding, being in place. Authorisations and approvals are to be in written form. All legal documents must be made in the name of The Scout Association of Australia, Victorian Branch.

As a general principle, a transaction is to be authorized or approved by a person or body other than the person undertaking or seeking the transaction [ie you can't give approval to yourself], and the actual payment of goods and services is to be undertaken by another separate person [ie a third person or body eg the relevant formation's Treasurer].

## RESPONSIBILITIES

The policy lists responsibilities for Groups and Districts, as follows:

*"Subject to the procedures defined in this policy, the leader-in-charge and/or nominated office-bearer of a Group, District, Region or of an activity team, event team or support group under the auspices of, and reporting to, a District or Region, may act on the behalf of the Association with respect to:*

- *Hall hire licences (short term)*
- *Venue hire (one off, short term)*
- *Trailer, boat and vehicle registrations*
- *Operation of bank accounts*
- *Travel arrangements within Victoria*
- *Provision of activities by third parties*
- *Asset purchases*
- *Service arrangements*
- *Applications for grants for local purposes."*
- *Purchase and registration of vehicles, trailers and boats.*

Responsibilities are also listed in the policy for Branch and Regions.

## PROCEDURES

Re delegations to those acting on behalf of a Group, District or Region and associated bodies, the overarching procedure is:

*"Before the leader-in-charge and/or nominated office-bearer of a Group, District or Region or of an activity team, event team or support group under the auspices of, and reporting to, a District or Region, signs or otherwise commits the Association the following requirements must be met:*

- *approval of the relevant Group Council and/or Group Support Committee / District Executive / Region Executive and/or independent control group;*
- *the relevant formation funds being available;*
- *any Branch defined 'preferred 3<sup>rd</sup> party provider' is used;*
- *hall hire licences to use the Branch approved form;*
- *the item being primarily for the use of the relevant formation, or primarily for use directly related to the charter or terms of reference or duties of an associated body;*
- *that they have no conflict of interest; and*
- *that any expenditure is within the financial delegation limits listed in the current 'Schedule of Financial and other Delegations'."*

## SPECIFIC PROCEDURES

The policy also covers a range of more specific procedures including the following:

*Bank Accounts: All bank accounts must be in the name of the 'Scout Association of Australia, Victorian Branch – [insert local formation here]' and require two authorisations for payments.*

*Conflicts of Interest: If any person with a delegated authority has a conflict of interest in undertaking their delegation, then the delegation reverts to the next higher level ie if the nominated District personnel has a conflict of interest, then the equivalent Region level personnel would exercise the delegation.*

*Investment of funds: Cash assets not immediately required for operating expenses are to be deposited in an at-call cash deposit account or bank term deposit at an Australian licensed/regulated bank with a Standard and Poor's credit rating of no less than BBB+. No other investments are to be made without obtaining the approval of the BEC Investment Sub-committee.*

*Trailers, boats and motor vehicles: All motor vehicles, whether required to be registered by law or not, shall be covered by third party insurance. All trailers, boats and vehicles that are registered are to be registered in the name of the 'Scout Association of Australia, Victorian Branch', with local responsibility identified through the garaging address. Scouts Victoria has a single client ID with VicRoads that provides for an ongoing fee waiver. To access this fee waiver, insert details of the trailer, boat or vehicle acquisition and disposal in the Scouts Victoria extranet site (Property>Group Assets>Trailers) and notify the office via [vicroads@vicscouts.asn.au](mailto:vicroads@vicscouts.asn.au).*

*Reporting / documentation: All commitments to expenditure or other contractual arrangement shall be documented in writing and a copy retained for 7 years and all approvals shall be documented by way of approved minutes or other documentation. Any such documentation shall be available for viewing by a member, on request. Every Group, and every District activity team, event team and support group shall provide an annual financial report to the relevant District within 3 months of the end of the financial year. All other formations shall provide an annual financial report to the respective Region and/or Branch within 3 months of the end of the financial year.*

## CHECKLIST

A checklist for assessing proposed asset purchases and service arrangements has been prepared. While designed for larger transactions, it is a generally applicable.

## SCHEDULE OF FINANCIAL AND OTHER DELEGATIONS

A key element of the policy is the inclusion of an annual schedule of delegations. It is intended that this be reviewed annually. The approved delegations for 2016/17, relevant to Groups and Districts are:

<b>FORMATION &amp;/OR POSITION</b>	<b>FINANCIAL</b> (per transaction) <b>DELEGATION</b>
Groups	\$15,000. >\$15,000 but <\$50,000 with specific authorisation by the Executive Manager or the relevant District Commissioner. No limit for payment of Scout Association membership fees or Scout event participation fees to Scouts Victoria.
Districts / Regions and District or Region auspiced activity team, event team or support group (other than scout shows or scout campsite)	\$15,000. >\$15,000 but <\$50,000 with specific authorisation by the Executive Manager or, if a District, the relevant Region Commissioner.
Scout show or Scout campsite management body	\$20,000. >\$20,000 but <\$100,000 with specific authorisation by the Executive Manager or the relevant 'independent control group'.

## MORE INFORMATION

The full policy can be found on the Scouts Victoria website at [www.scoutsvictoria.com.au](http://www.scoutsvictoria.com.au) and any enquires about the policy should be directed to [exec.manager@scoutsvictoria.com.au](mailto:exec.manager@scoutsvictoria.com.au)

## Checklist for proposed asset purchases and service arrangements

The Branch Delegations Policy procedure for larger transactions requires: “the provision of supporting detail ... and independent authorisation ... prior to making any commitment to purchase an asset or engage a service provider or apply for a grant”. To assist with this process the following checklist has been developed.

Item	Yes	No	N/A
<b>SECTION A – ASSET PURCHASE OR LEASE (NOT REAL ESTATE)</b>			
1. Have at least two written quotes been received?			
2. Is the proposal the cheapest quote? If not, outline why preferred quote is proposed?			
3. Does your formation have an asset register that is regularly updated?			
4. Will the asset be securely stored? Provide details.			
5. If the asset is a trailer, boat or motor vehicle, is it proposed that the item will be registered in the name of the ‘Scout Association of Australia, Victorian Branch’?			
6. Will the asset be covered by your formation’s current insurance policy? If not, do you propose to ensure that the item be covered by your insurance?			
7. Is the item primarily for the use of your formation?			
<b>SECTION B – PURCHASE, SALE OR LEASE OF REAL ESTATE</b>			
8. Has approval for any proposed property purchase, sale or lease been approval by the BEC or its delegate in accordance with the procedures set out on the ‘Real Property Policy’?			
<b>SECTION C – SERVICE ARRANGEMENTS (INCLUDING BUILDING MAINTENANCE AND IMPROVEMENTS).</b>			
9. Have at least two written quotes been received?			
10. Is the proposal based on the cheapest quote, if not, outline why preferred quote is proposed?			
11. If the services involve building works, is the preferred supplier a registered service provider and have public and professional liability insurance?			
12. If the services to be procured involve additions to a building, has the Branch Property Management Subcommittee’s endorsement been obtained?			
13. If any proposed additions to a building require a building permit, or a planning scheme permit under the local Council planning scheme, have such permit been sought and/or obtained?			

<b>SECTION D – ALL ITEMS</b>			
14. Has the approval of the relevant Group Council and/or Group Support Committee / District Executive / Region Executive been obtained?			
15. Are the relevant formation funds available? Provide details of the source of funding proposed, including internal and external, current investments, other.			
16. Have you checked to see if a Branch defined 'preferred 3 <sup>rd</sup> party provider' is required?			
17. Can you confirm that all of those involved in the proposed procurement process have considered possible conflicts of interest and declared that no conflicts of interest arise?			

I declare that the above declaration is to the best of my knowledge true.

Signed (proposer): \_\_\_\_\_ .

Position: \_\_\_\_\_ .

Purchase authorised (Executive Manager / Chairperson of Independent Control Group / District Commissioner [if transaction is proposed by a Group] / Region Commissioner [if transaction is proposed by a District]) : \_\_\_\_\_ .

Date: \_\_\_\_\_ .