



Policy and Procedures

Delegations Policy

SCOPE

This policy applies to all members of The Scout Association of Australia, Victorian Branch (**Scouts Victoria**), all Scouts Victoria Formations and Bodies and their members (whether a member of the Scout Association or not) and all employees of Scouts Victoria.

POLICY STATEMENT

1. Purpose of this Policy

The management of Scouts Victoria and of the Victorian Branch Council is vested in the Branch Executive Committee (**BEC**). While Scouting is undertaken through various Formations throughout Victoria, all assets and liabilities of the organisation are ultimately those of The Scout Association of Australia, Victorian Branch, being the legal entity.

Where a person purporting to represent Scouts Victoria makes a verbal or written commitment or signs a document on behalf of Scouts Victoria, it may be legally binding on Scouts Victoria (or Scouts Victoria may feel bound to honour the commitment). Therefore, it is important for the protection of our members and for the integrity of Scouts Victoria that there are clear limits of authority that define what a person can and cannot commit to on behalf of Scouts Victoria.

This policy covers the making of financial or other material commitments, and the signing of documents, on behalf of Scouts Victoria. It does not cover delegations related to admission to membership or day to day youth activities.

2. Delegations of Authority

The Schedule of Financial & Other Delegations attached to this Policy sets out the authority of each of the positions or formations named in it to make commitments on behalf of Scouts Victoria, the purposes for which commitments may be made, the financial limits of delegated authority and the preconditions which must be satisfied before this authority is exercised.

If a position or formation is not named in the Schedule, or the proposed commitment is outside the scope of the position or formation's delegation, then the position or formation does not have authority to make commitments on behalf of Scouts Victoria and will need to refer the making of the commitment to a position or formation that does have the necessary authority.

3. Preconditions to the exercise of delegated authority

The Annexure to the Schedule of Financial & Other Delegations sets out the preconditions to the exercise of delegated authority. Key conditions applicable to all exercises of delegated authority include:

- Delegates must confirm that the proposed commitment is within the scope of the delegate's authority, and that the commitment is for goods/services for use directly related to the charter, terms of use or duties of the relevant Formation/position
- Delegates must confirm that there are no conflicts of interest involved in a proposed commitment, or if there are, that they have been handled in accordance with Scouts Victoria policy
- Delegates must ensure that funding is available to pay for the commitment, either as a Specific or Non-Specific Budgeted Item as defined below
- Delegates must ensure that any other approvals specifically required by the Schedule have been obtained before making the commitment

- Delegates must obtain legal advice through the Executive Manager's office, where the Annexure requires this
- Delegates must ensure that all approvals and the commitment itself are properly documented

The Annexure also lists conditions that are specific to particular types of transactions, such as real property transactions; purchases and sales of trailers, boats and vehicles.

RESPONSIBILITIES

Branch Executive Committee

- Monitoring the exercise of delegated authorities
- Regularly reviewing this Policy

Executive Manager

- Ensuring this Policy is freely available to all members, bodies and employees
- Maintaining a list of all BEC delegations

Members and Employees

- Being familiar with this Policy and complying with the terms of any personal delegation

DEFINITIONS

Key word/ abbreviation	Definition
Activity Team, Event Team, Support Group	A Team or Group under the auspices of and reporting to a District, Region or Branch, with an approved charter or terms of reference, for example, Activity Teams such as Scout Shows and Branch Adventurous Activity Teams, Event Teams such as those established to run large camps and events, and support Groups such as Scout Campsites and Scout Heritage Centres.
Asset	Something costing \$1000 or more
Executive Manager	The senior employee of Scouts Victoria appointed by the BEC to, amongst other things, manage the business activities of the Branch including the oversight of employed staff and to perform the duties of the General Secretary as set out in the Constitution of the Scout Association of Australia, Victorian Branch.
Leader in charge	The person listed as being the Leader in Charge of a relevant Formation in the Scouts Victoria Extranet membership records listing
Major National Events	Events run on behalf of the Scout Association of Australia as defined in the Policy for Conduct of Major National Events, ie National Jamborees, Ventures and Moots approved by the National Executive Council.
Member	As defined in Policy 3.1 Members of the Scout Association of Australia Policy & Rules 2017
Nominated employee	An employee identified in the Schedule to this Policy
Non-Specific Budgeted Item	An item that is not specifically provided for in an approved budget but is included under a general line item. See also Specified Budgeted Item below.
Office Bearer	A person listed as an Office Bearer of a relevant Formation in the Scouts Victoria Extranet membership records listing
Specified Budgeted Item	An item of specific expenditure that is provided for within an approved budget. See also Non-Specific Budgeted Item above.
State Leadership Team	The Team nominated by the Chief Commissioner with responsibilities for defined areas of program delivery and development.

GOVERNANCE

Supporting procedures	
Supporting Documents	Schedule of Financial and Other Delegations Checklist for asset purchases and service arrangements
Associated policies	Conflicts of Interest Policy Real Property Policy Investment Policy Policy for Conduct of Major National Events
Related legislation	
Endorsed by	Chief Commissioner/General Manager
Authorised by	Branch Executive Committee September 24 2024
Policy owner	Chair, Branch Executive Committee
Date effective	September 24 2024
Review date	September 2027 (3 years from effective date)
Version	2.0

VERSION CONTROL HISTORY

Version number	Date	Changes made
1	2020	New policy
2.0	September 2024	Reviewed and amended

MONITORING AND REVIEW OF THIS POLICY

The Branch Executive Committee will review this Policy in consultation with key stakeholders every 3 years or more frequently if required.

SCHEDULE OF FINANCIAL AND OTHER DELEGATIONS 2024

Note: The Branch Executive Committee may revoke or amend these delegations at any time. The BEC may also exercise its powers concurrently with any delegation.

	Formation or position	Scope of authority to act on behalf of Scouts Victoria (<u>provided relevant conditions set out in the Annexure have been met</u>)	\$ limit of financial delegation - per transaction
1	Chair of Branch Executive Committee or nominated member of BEC	With the prior approval of the BEC, authority to approve: <ul style="list-style-type: none"> • Any item listed in part 7 below, where requested by Group/ District/Region or required for a Branch formation activity • Property leases/licences, building contracts and purchases/sales of property • Any third party loan to a Group/District/Region/Campsite Management Group or other Formation • Any other matter consistent with the BEC's constitutional powers. 	Unlimited
2	Executive Manager and Chair of BEC	With the prior approval of the Litigation Committee: <ul style="list-style-type: none"> • Authority to negotiate settlements of redress/litigation claims and to authorise payment of settlement amounts • Authority to seek legal advice 	Up to amount budgeted for litigation/redress/legal fees in current FY
3	Chair of BEC Investment Subcommittee	With the prior approval of the Investment Subcommittee, authority to buy/sell investments on behalf of Scouts Victoria, EM Lothian Trust, Victorian Scout Foundation, and to invest funds set aside for self insurance purposes, in accordance with the Scouts Victoria Investment Policy	Unlimited. All trades to be ratified by BEC
4	Chief Commissioner, BEC Chair and Treasurer jointly	Authority to approve drawdowns from EM Lothian Trust & NEAR Fund in accordance with their terms	Balance of the funds.
5	Executive Manager or other nominated employee	Authority to approve: <ul style="list-style-type: none"> • Operation of Branch bank accounts, together with at least one other authorised person • Working with Children and Police checks • Staff employment and payroll matters • Asset purchases (excluding real property) and service arrangements • Travel arrangements, within and outside of Victoria • Investment of funds in accordance with Investment Committee/BEC instructions • Issue of debit/credit cards 	<\$10000 for a non-specified item \$10000 to \$75000, for a specified budgeted operational item or other BEC approved commitment >\$75000 with approval of the Treasurer

		<ul style="list-style-type: none"> • Purchase and registration of vehicles, trailers and boats • Grant applications and applications for corporate sponsorships • Expenditure of grant/sponsorship funds • Procurement of legal advice 	
		With the prior approval of the BEC, authority to approve property leases/licences, building contracts and purchases/sales of property	As approved by BEC
6	Executive Manager or other nominated employee and Chair of the BEC	<p>Authority to approve:</p> <ul style="list-style-type: none"> • Agreements with Government • MoUs with other organisations 	
7	<p>Leader in charge and/or nominated office bearer of:</p> <ul style="list-style-type: none"> ➤ a Group/ District/ Region, or ➤ an Activity or Event Team or Support Group (excluding Scout Shows and Campsites) <p>auspiced by and reporting to a District or Region</p>	<p>Authority to approve:</p> <ul style="list-style-type: none"> • Operation of bank accounts, with at least one other authorised person • One off, short term hall/venue hire/licences • Trailer, boat and Vehicle Registrations • Travel arrangements within Victoria • Provision of activities by third parties • Asset purchases (excluding real property) • Service arrangements • Applications for grants for local purposes 	<p><\$15,000</p> <p>\$15,000 - \$50,000 (with approval from District (for Group requests); Region (for Districts); or Executive Manager (for Regions)</p>
		Authority to approve expenditure of grant funds	<p><\$5000</p> <p>>\$5000 with EM approval</p>
		<p>Group LICs only:</p> <ul style="list-style-type: none"> • Payment of census fees or Scout event participation fees to Scouts Victoria 	Unlimited
8	Commissioner on the State Leadership Team in charge of a Branch budget cost centre	Authority to approve cost centre expenses	<\$10,000
9	ACC – Risk and Finance	Authority to approve non-property related drawdowns of Bequests in accordance with their terms (as confirmed by the Finance Manager)	<p><\$20,000</p> <p>>\$20,000 with the approval of the Finance Committee</p>
10	People and Culture Manager	Authority to approve people related expenses	<\$5000 for a specified budget item

11	Other branch managers (including Gilwell Park Manager)	Authority to approve expenses in connection with the management of the venue/campsite	<\$5000 for a specified budget item
12	Facilities Manager	Authority to approve emergency repairs and recurring utility bills/council fees/lease fees/fire prevention services	<\$1000
13	Leader in charge Scout Show or Scout Campsite Management Body	Authority to approve expenses in connection with the running of the Show/campsite	<\$20,000 \$20,000 - \$50,000 with approval of their line manager \$50,000 - \$100,000 - with approval of the EM
14	Leader in Charge of Branch Event/Activity Team	Authority to approve: <ul style="list-style-type: none"> • Operation of bank accounts, with at least one other authorised person • One off, short term hall/venue hire/licences • Trailer, boat and Vehicle Registrations • Travel arrangements within/outside Victoria • Provision of activities by third parties • Asset purchases (excluding real property) • Service arrangements • Investment of funds (see Condition 14) • Applications for grants 	As per specific BEC delegation for the event, or: <\$5000 for a non-specified budgeted item <\$50,000 for a specified budgeted item \$50,000 - \$100,000 – with approval of the EM
15	Major Events (National)	In accordance with Scouts Australia's Policy for the Conduct of Major National Events	
16	Leader in Charge of the Victorian Rover Council, Branch Activity Team or Support Group	Authority to approve expenses in connection with the running of the BRC, Team or Support Group	<\$15,000 \$15,000 - \$50,000 - with EM or relevant SC approval.

ANNEXURE - CONDITIONS WHICH MUST BE MET BEFORE DELEGATION IS EXERCISED:

General conditions applicable in all cases:

1. Scope of authority

If a position or Formation is not named in the Schedule, or the proposed commitment is outside the scope of the position or Formation's delegation, then the position or Formation does not have authority to make commitments on behalf of Scouts Victoria and will need to refer the making of the commitment to a position or Formation that does have the necessary authority.

2. Conflicts of interest

All potential conflicts of interest involved in the exercise of the delegation must first be identified, and any conflict must be documented and managed in accordance with the **Scouts Victoria Conflicts of Interest Policy**. If the delegate has a conflict of interest, the delegation reverts to the next highest level.

As a general rule, any proposed commitment should be authorised or approved by a person other than the person undertaking or seeking the transaction or a person who is a party to the transaction; and any actual payment for goods and services is to be approved by another person.

3. No subdelegation

No person holding a delegation under this Policy may subdelegate their authority to another person without the prior approval of the line manager of the person holding the delegation.

4. All approvals must first be obtained

Before making any commitment (verbal or written) on behalf of Scouts Victoria, the delegate must ensure that all necessary prior approvals as set out in this Schedule have been obtained.

5. Larger transactions

Any commitment to purchase an asset, engage a service provider or apply for a grant with a value of \$20,000 and over, must be approved by the Executive Manager, District or Region Commissioner (as applicable). Certain supporting details as listed in the attached Checklist for Proposed Asset Purchases and Service Arrangements must be provided when seeking this approval. The transaction may not be entered into until this approval is provided.

6. Availability of funding

All funding required for the relevant commitment must have been approved via the appropriate channels, the amount involved must be within the delegate's delegated authority, and the funding must be available.

7. Use of funds

The funds must be used for the specific purpose for which they are made available. Where no purpose is specified, funds must only be used for a purpose which is directly related to the charter/terms of reference or duties of the relevant person/committee/other body.

8. Use of third party providers

When selecting a third party provider, the potential reputational impact for Scouts Victoria of engaging a particular provider must be considered, and in particular the provider's alignment with the values of Scouts Victoria.

9. Documentation

All decisions to commit to expenditure or other contractual arrangements must be appropriately minuted and the relevant agreement documented in writing and a copy retained for 7 years after the end of the relevant commitment.

Where a Scouts Victoria approved template document exists, it must be used to document the relevant transaction (eg short term hall hire agreement).

10. Legal Review and execution of documentation

The following documents must be submitted for professional /legal advice through the Executive Manager's office prior to signing:

- Agreements to purchase assets valued at >\$50,000
- Property leases
- Agreements with Government
- MoUs with other organisations
- Any other agreement or arrangement as determined by BEC or the Executive Manager.

The Common Seal of Scouts Victoria must not be used except pursuant to a resolution of the BEC. Every document to which the Seal is affixed must be signed by two members of the BEC and countersigned by the Executive Manager or some other person appointed for this purpose by the BEC.

Specific conditions

11. Acquisitions, sales and leasing of real property

All proposed purchases, sales or leases of real estate must be approved by the BEC. The relevant delegations and procedures are set out in the **Scouts Victoria Real Property Policy**.

12. Bank Accounts

Bank accounts must be opened in the name of "The Scout Association of Australia, Victorian Branch [local Formation name]" and require at least two authorised signatories for all payments from the account.

13. Trailers, boats and motor vehicles

All motor vehicles, whether required to be registered by law or not, must be covered by Scouts Victoria's third party insurance. All trailers, boats and vehicles that are required to be registered must 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 ongoing fee waivers. 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 Victorian Scouts Centre via reception@scoutsvictoria.com.au.

14. Investment of Funds

It is Scouts Victoria's preference that cash holdings of \$5000 or more which are not immediately required for operating expenses are to be deposited in the Scout Development Fund – refer to the Scout Development Fund Information Sheet for more information. Funds not immediately required for operating expenses which are not held in the Scout Development Fund must be deposited in an at call account or bank term deposit at an Australian bank with a Standard & Poor's rating of no less than BBB+.