

Delegations Policy

Policy number	202302	Version	001
Drafted by	David Gregory	Approved by Board on	1/3/2023
Responsible person	Leila McDougall	Scheduled review date	1/9/2026

Introduction

This policy sets out the circumstances under which the Board may delegate its responsibilities.

Delegations of authority are the mechanisms by which JUST A FARMER SPV PTY LTD enables officers of JUST A FARMER SPV PTY LTD to act on behalf of JUST A FARMER SPV PTY LTD

Purpose

The purpose of the Delegations Policy is to establish a framework for delegating authority within JAF Productions in a manner that facilitates efficiency and effectiveness and increases the accountability of staff and volunteers for their performance.

The policy applies to all members of the Board and the staff and volunteers of JAF Productions who have delegated authority to act and sign documents on behalf of JAF Productions.

Delegations of authority within JAF Productions are intended to achieve four objectives:

1. to ensure the efficiency and effectiveness of the organisation's administrative processes;
2. to ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities; and
3. to ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the organisation; and
 1. to ensure internal controls are effective.

Delegations are a key element in effective governance and management of JAF Productions and provide formal authority to particular staff and volunteers to commit the organisation and/or incur liabilities for the organisation.

Policy

The Board of JAF Productions is responsible for the management of the organisation.

Under the [name of state Associations Act/federal Corporations Act/etc] and JAF Productions constitution, the Board can delegate any of its functions except:

- (a) the power of delegation and
- (b) any functions reserved to the Board under [the Act].

The Board may delegate its functions to:

- A member or members of the Board; and
- A sub-committee of the Board; and
- The Chief Executive Officer ('the CEO') and through the CEO to members of the staff of the organisation.

However, the Board may not delegate its power:

- to adopt the organisation's strategic plan; or
- to adopt the organisation's business plan; or
- to adopt the organisation's annual budget.

The CEO:

- (a) is charged with the duty of promoting the interests and furthering the development of JAF Productions; and
- (b) is responsible for the administrative, financial, and other business of JAF Productions; and
- (c) exercises a general supervision over the staff and volunteers of JAF Productions.

The CEO may seek the approval of the Board to delegate any function or any power or duty conferred or imposed upon them, subject to this delegations policy, to any member of the staff of the organisation, or any person or persons, or any committee of persons.

JAF Productions is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, and in turn requires that all its Board members, officers (including its Chief Executive Officer), managers, employees, volunteers and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behaviour, including compliance with all legal requirements.

There is no circumstance under which it is acceptable for JAF Productions or any of its employees or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing JAF Productions business.

Authorisation

Leila McDougall: Director & CEO

Date of approval: 1/3/2023

JAF Productions