



DELEGATION AND REPORTING POLICY AND PROCEDURES

Purpose

The purpose of this Delegation and Reporting Policy is to establish a clear framework for the delegation of authority and responsibilities within Trendie. This policy aims to ensure that tasks and decisions are assigned to appropriate levels within the organisation, fostering efficiency, accountability, and effective communication. It also outlines the procedures for regular and transparent reporting to facilitate informed decision-making and organisational oversight.

Scope

This policy applies to all employees of Trendie, including full-time, part-time, temporary, and contract staff. It covers the delegation of tasks, responsibilities, and decision-making authority, as well as the reporting processes across all departments and levels of the organisation.

Principles of Delegation

- **Clarity of Authority and Responsibility:**

Delegation should be clearly defined, with explicit instructions on the extent of authority and the specific responsibilities being delegated. This clarity helps prevent misunderstandings and ensures that employees are aware of their roles.

- **Appropriateness:**

Tasks and decisions should be delegated to individuals or teams with the appropriate skills, experience, and knowledge to handle them effectively. Delegation should align with the individual's job description and competency level.

- **Empowerment:**

Effective delegation empowers employees by entrusting them with the authority to make decisions and carry out tasks independently. This promotes a sense of ownership and accountability within the team.



- **Accountability:**

While authority may be delegated, accountability for the outcome of the delegated tasks remains with both the delegator and the delegatee. The delegator should monitor progress and provide support where necessary.

- **Consistency:**

Delegation should be consistent with the organisation's policies, procedures, and strategic objectives. It should not conflict with existing organisational structures or processes.

Principles of Reporting

- **Transparency:**

Reporting should be conducted in an open and honest manner, providing accurate and complete information. This ensures that decision-makers have the necessary data to make informed choices.

- **Timeliness:**

Reports should be submitted in a timely manner, adhering to established deadlines. This facilitates prompt decision-making and the effective management of organisational activities.

- **Relevance:**

Reports should be relevant to the intended audience, focusing on key information and insights that support organisational objectives. They should include analysis, outcomes, and recommendations where appropriate.

- **Confidentiality:**

Sensitive information included in reports must be handled with the utmost confidentiality and should only be shared with authorised individuals.



Responsibilities

- **Managers:**

Managers are responsible for delegating tasks and decision-making authority within their teams in accordance with this policy. They must ensure that delegated tasks are understood and that the delegate has the necessary resources and support to succeed. Managers are also responsible for establishing clear reporting lines and reviewing reports submitted by their team members.

- **Employees:**

Employees who receive delegated tasks are responsible for understanding the scope of their authority and carrying out the tasks to the best of their ability. They must report progress, challenges, and outcomes to their manager as required.

- **Senior Management:**

Senior management is responsible for overseeing the implementation of delegation and reporting practices across the organisation. They ensure that delegation aligns with Trendie's strategic goals and that reporting processes facilitate effective governance.

Procedures for Delegation

- **Identification of Tasks:**

Managers identify tasks, responsibilities, or decisions suitable for delegation. Consideration is given to the complexity, importance, and impact of the tasks, as well as the skills and workload of potential delegates.

- **Selection of Delegatee:**

Managers select an appropriate individual or team to delegate the task to, ensuring they possess the necessary skills and knowledge. The delegation is communicated clearly, outlining the expected outcomes, deadlines, and level of authority.

- **Provision of Resources and Support:**

Managers provide the delegatee with the necessary resources, information, and support to perform the task effectively. This may include training, access to tools, and guidance on decision-making.



- **Monitoring and Feedback:**

Throughout the delegation period, managers monitor progress and provide constructive feedback. Regular check-ins are conducted to address any issues, offer guidance, and ensure the task is on track.

- **Review and Evaluation:**

Upon completion of the delegated task, managers review the outcomes and evaluate performance. Lessons learned are documented, and feedback is provided to the delegatee to support their development.

Procedures for Reporting

- **Establishment of Reporting Lines:**

Managers establish clear reporting lines within their teams, specifying the frequency, format, and content of reports. Reporting requirements are communicated to all relevant employees.

- **Preparation of Reports:**

Employees prepare reports in accordance with the established guidelines. Reports should be accurate, concise, and include relevant data, analysis, and recommendations.

- **Submission of Reports:**

Reports are submitted to the designated manager or department within the agreed timeframe. For periodic reports, a regular schedule is maintained to ensure consistency.

- **Review and Feedback:**

Managers review submitted reports for completeness, accuracy, and relevance. Feedback is provided to the reporting employee, and any necessary follow-up actions are identified and communicated.



Trendie

- **Record Keeping and Confidentiality:**

All reports are securely stored in accordance with Trendie's data management policies. Access to reports is restricted to authorised personnel to maintain confidentiality.

Compliance and Enforcement

Trendie expects strict adherence to this Delegation and Reporting Policy. Failure to comply with the procedures outlined in this policy may result in corrective action, including training, reassignment of duties, or disciplinary measures.

Review and Updates

This policy will be reviewed annually to ensure it remains effective and relevant to the organisation's needs. Any updates or amendments will be communicated to all employees. It is the responsibility of each employee to stay informed about the current version of this policy.

Implementation

This policy will be introduced to all new employees during the onboarding process and reinforced through periodic training sessions. Managers will receive additional training to ensure they are equipped to delegate effectively and facilitate robust reporting practices.

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