

WAIS Delegation of Authority Policy

Owner: Board Chairman

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WESTERN AUSTRALIAN INSTITUTE *of* SPORT

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1. GENERAL PURPOSE

1.1 Objective

The Delegated Authority Policy is a policy that has been established by the Board of Directors of WAIS (Board) to:

- 1.1.1 Set out matters specifically reserved for determination by the Board and those matters delegated to the Chief Executive Officer (CEO) and Management;
- 1.1.2 Set out matters reserved for specific roles in the Institute;
- 1.1.3 Establish expense approval limits by role.

The functions exercised by the Board and those delegated to management are subject to ongoing review to ensure that the division of functions remains appropriate.

This Policy includes the WAIS Financial Management Manual of which the latest version can be found at <http://www.wais.org.au/other/id.php?section=Other&ID=23>

1.2 Matters Reserved for the Board

The matters specifically reserved for the Board under this Policy include setting strategy for the Institute and approving the Strategic Plan, approval of the annual budget as well as approving expenditure or commitments over specified limits which varies depending upon the nature of the transaction and are set out in the Board approved Financial Management Manual.

The Board also has authority for succession planning and remuneration for the Chief Executive Officer and his/her direct reports. It also oversees and evaluates the performance of the CEO.

Annual Reports and Statutory Financial Statements must be approved by the Board and budgets and/or forecasts may only be approved or changed by the Board.

The Board reserves to itself all matters with the potential to have a material impact on the reputation of the Institute.

The Board must approve fixed asset disposals and bad debt write-offs.

1.3 Matters Delegated to Management

Other than as expressly provided in this policy, all matters not specifically reserved for the Board and necessary for the day-to-day management of the Institute and the implementation of corporate objectives, are delegated to the CEO or through the Financial Management Manual to Management which include the direct reports to the Chief Executive Officer and other senior managers.

The CEO and the Direct Reports of the CEO can sub delegate the authority provided under this policy one level down but only on a temporary basis and under circumstances when he/she is unavailable due to absence from work. The CEO must inform the Chairperson in writing of such sub delegations. Where necessary and/or appropriate the Chairperson will advise the Board. Note that Managers below the Direct Reports to the CEO may not sub delegate their authority.

For example, delegations to management include procedures for the authorisation and signing of Institute contracts and authorisations to relevant management in relation to expenditure.

The applicable limits of financial authority and delegations have been developed and approved by the Board and are included in the Financial Management Manual which is attached as part of this Policy.

1.4 Reporting by Management to the Board

As part of the framework established by this Policy, the CEO is required to report regularly to the Board concerning the authority exercised by the CEO and/or management on material matters or expenditures, and matters which come, or may come within, the scope of matters reserved for the Board.

The reports by management cover a range of matters, including sub delegations, staff appointments, litigation activity, financial performance and risk management.

2. THE AUTHORITY OF AN ACTING CHIEF EXECUTIVE OFFICER

In periods of absence of the CEO there may be the requirement to appoint an Acting Executive Director. In those periods the Acting Chief Executive Officer will have the delegated authority of the CEO, with the following limitations:

- 2.1** Cumulative unbudgeted annual expenditure over \$20,000 must be approved by the Chairperson, and reported to the Board, and
- 2.2** Direct reports of the Acting CEO must not be hired or their employment terminated without the approval of the Chairperson,
- 2.3** Or as otherwise specified by the Board by resolution.

3. APPOINTMENT OF EMPLOYEES

The CEO shall authorise within the approved budget the employment and termination of employment of all staff in accordance with the approved budget and approved contracts of employment and within the remuneration scales approved from time to time by the Board's Remuneration Committee. The Board must approve the employment of staff in excess of the approved budget.

The Chairperson must approve the hiring and termination of all direct reports to the CEO and the Remuneration Committee must approve their remuneration.

4. EXPENDITURE APPROVAL

4.1 Expenditure Limits

Expenditure approval limits for the CEO and other staff are set out in the WAIS Financial Management Manual.

4.2 Deeds, Execution of Contracts and Supplier Payments

- 4.2.1** All orders entered into in the ordinary course of business must be authorised in accordance with the Financial Management Manual.
- 4.2.2** All contracts and/or orders approved by the CEO and Finance Manager must be within an approved budget. Any contracts and/or orders not within the budget must follow the authority provided in the Finance Management Manual.
- 4.2.3** All supplier invoices and expense claim forms must have a WAIS form attached and are to be approved by the department head and then either the CEO or Finance Manager before payment.
- 4.2.4** Any Deed that is required to be signed must be signed by the CEO and the Chairperson, following approval by the Board.

4.3 Expenses Incurred by the Chief Executive Officer

All expenses incurred by the Chief Executive Officer in undertaking the responsibilities of their position are to be approved by the Chairperson.

5. BANK AUTHORITIES

The schedule of authorisation levels for payment of goods and services, as approved by the Board, are set out in the WAIS Financial Management Manual.

6. COMMUNICATIONS ON BEHALF OF THE ORGANISATION

6.1 Verbal Communications

Any verbal communications with media, regulatory bodies, or other entities, which may have a material effect on the Institute, are limited to:

- 6.1.1** The Chairperson, or their delegate or
- 6.1.2** The CEO or their delegate

6.2 Written Communications

Any written communication with media, regulatory bodies, or other entities, which may have a material effect on the Institute ("material written communications"), is to be approved by the Chairperson, or his/her delegate, and the CEO, or their delegate, prior to release.

Draft material written communications are to be emailed to Board members. If no response is received in 48 hours the draft is deemed approved.

If a material written communication is required by law or regulatory body, or in other extenuating circumstances, in a period of less than 48 hours, the CEO or Chairperson may authorise its release. The CEO or Chairperson must circulate any proposed announcement to the Board prior to release to allow the Board to comment in so far as possible within the timeframe permitted.

7. REVIEW

The Board will review the contents of, and compliance with, this policy regularly and as a minimum at least annually.