



Delegation of Authority Policy

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| Policy No | PN-0007 | Version | 2 |
| | | Date of Board Approval | 14 Nov 2022 |
| Pillar Area | Governance | Scheduled review date | 2024 |

Introduction

This policy sets out the circumstances under which the AusDBF Board (The Board) may delegate its responsibilities. Delegations of authority are the mechanisms by which Australian Dragon Boat Federation enables the Board Directors, Sub-Committee Member and Employees of Australian Dragon Boat Federation to act on behalf of Australian Dragon Boat Federation.

Purpose

The purpose of the Delegations Policy is to establish a framework for delegating authority within Australian Dragon Boat Federation in a manner that facilitates efficiency and effectiveness and increases the accountability of Board Directors, Sub-Committee Members and Employees for their performance.

The policy applies to all Board Directors, Sub-Committee Members and Employees of Australian Dragon Boat Federation who have delegated authority to act and sign documents on behalf of Australian Dragon Boat Federation.

Delegations of authority within Australian Dragon Boat Federation are intended to achieve four objectives: to ensure the efficiency and effectiveness of the company's administrative processes;

1. to ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities; and
2. to ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the company; and
3. to ensure internal controls are effective.
4. Delegations are a key element in effective governance and management of Australian Dragon Boat Federation and provide formal authority to Board Directors, Sub-Committee Members and Employees to commit the company and/or incur liabilities for the company.

Policy

The Board of Australian Dragon Boat Federation is responsible for the management of the company. Under the Corporations Act and Australian Dragon Boat Federation constitution, the Board can delegate any of its functions except:

1. the power of delegation and
2. any functions reserved to the Board under [the Act].

The Board may delegate its functions to:

1. A member or members of the Board; and
2. A sub-committee of the Board; and
3. Office of AusDBF Business Services (Business Services) or to mMembers of the staff of the company and
4. Aurora Coaches and Team Managers

However, the Board may not delegate its power:

1. to adopt the company's 's strategic plan; or
2. to adopt the company's business plan; or
3. to adopt the company's annual budget.

Business Services **role:**

is charged with the duty of promoting the interests and furthering the development of Australian Dragon Boat Federation; and is responsible for the administrative, financial, and other business of Australian Dragon Boat Federation

Australian Dragon Boat Federation 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 Directors, Sub-Committee Members, and Employees (~~including Business Services~~) 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 Australian Dragon Boat Federation 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 Australia Dragon Boat Federation business.

Schedule of Delegation

General Principles

1. Delegations are to positions not to individual persons.
2. Acting appointees may exercise the same powers as the permanent appointee to a position for the period they are acting.
3. Delegates may not further delegate their powers except where specifically authorised so to do.
4. Delegates may not authorise expenditure, nor authorise the issue of Purchase Orders on their own behalf.
5. Authorisations for expenditure must be signed by the appropriate delegate.
6. No person is authorised to sign on behalf of another in authorising expenditure.
7. The level of expenditure, quality or quantity of goods/services may not be varied from that which was approved, without the endorsement of the original authorising delegate evidenced in writing.
8. Expenditure may not be authorised unless funds are available under the control of the authorising officer.
9. The Schedule of Delegation should be reviewed at least annually by the Board.
10. Refer to separate delegation schedule

Schedule of Limits of Authority

Financial Delegation

| | Area | AusDBF Board | Board Director | Business Services |
|---|---|--|----------------|---|
| 1 | Recurrent Operating Expenditure | Approval of annual operating budget | | All purchasing within approved budget up to \$500 |
| | | Approval of budget variations of individual line items | | Approval of budget variations of individual line items below \$50 |
| 2 | Capital Expenditure | Approval of capital budget on recommendation of Finance Director | | |
| 1 | All Financial expenditure | Refer to current AusDBF Purchases Policy | | |
| 2 | Disposal of Assets (other than Land or Real Property) - Equipment or Furniture - if surplus to requirements | Same approval levels as current AusDBF Purchases Policy | | |
| 3 | External Contractors (excluding consultants) - Operating Budget non-capital | Approval of contracts | | |
| 4 | Consultants | Within approved operation or project budget | | |
| 5 | Travel expense approval within Australia | Refer to current AusDBF Purchases Policy | | |
| 6 | Travel expense approval Outside of Australia | Refer to current AusDBF Purchases Policy | | |
| 7 | Reimbursement of Expenses | Refer to current AusDBF Purchases Policy | | |

Administration Delegations

| | Area | AusDBF Board | Board Director | Business Services |
|---|--|---|---|---|
| 1 | Contracts/Agreements with funding agencies | Chair of the Board, if not available then Finance Director | | |
| 2 | Public Relations | Respond publicly to significant sector issues on behalf of AusDBF | Board Chair to respond to significant sector issues otherwise Communications Director | Authorise routine public/media statements on behalf AusDBF |
| 4 | Information Dissemination | | | All information disseminated to AusDBF contact database to be approved. |

Policy Delegations

| | Area | AusDBF Board | Board Director | Business Services |
|---|------------------------------|--|----------------------------------|---|
| 1 | New Policy | Approve policies in respect of: Board Governance; Board Process; Business Services Limitations; Delegation; Risk Management, OSH, Strategic Plan, Financial Management | Approve Guidelines / procedures. | Prepare policies based on Board direction |
| 2 | Revise/Update/ Cancel Policy | Approve revisions or updates to Board policies | As per Board instruction | |

Human Resources

| | Area | AusDBF Board | Board Director | Business Services |
|----|---|--------------|----------------|-------------------|
| 1 | Acceptance of Resignation | Chair | | |
| 2 | Approval of Outside Employment | Board | | N/A |
| 3 | Appointment of temporary staff | Board | | N/A |
| 4 | Approval to fill vacant position employment | Board | | N/A |
| 5 | Authorisation of time sheets, hours of work and rosters | Chair | | N/A |
| 6 | Classification Change (of existing position) | Chair/Board | | N/A |
| 7 | Restructure of organisation | Board | | N/A |
| 8 | Creation and classification of permanent new position | Board | | N/A |
| 9 | Dismissal | Chair | | N/A |
| 10 | Employment Contracts (signing) | Chair | | N/A |
| 11 | Enterprise Bargaining, Workplace Agreements, Certified Agreements | Chair | | N/A |
| 12 | Leave Approvals On-call and Overtime | Chair | | N/A |
| 13 | Part-time employment change of hours | Board | | N/A |
| 14 | Payment of allowances, approval of allowances as per awards and workplace agreements and as included in approved operating budget | Board | | N/A |
| 15 | Salary Increments Approval | Board | | N/A |
| 16 | Redundancy | Board | | N/A |
| 17 | Work Experience (Employer Authorisation) | Board | | N/A |