

BOARD-APPROVED DELEGATION AUTHORITY POLICY.

PURPOSE:

The purpose of this register is to clarify the role and responsibilities of the Executive Officer and management and to contribute to high standards of governance within Breakaway Toowoomba.

It is recognized that Breakaway Toowoomba is committed to:

- Safe guarding the Breakaway Toowoomba's assets.
- Being accountable to our stakeholders.

Consequently constraints are required in relation to the levels of expenditure and commitments taking place within the organisation.

Policy Statement:

Breakaway Toowoomba must operate in an efficient and effective manner and to do this responsibility for achieving the direction and objectives of Breakaway Toowoomba must be delegated to the Executive Officer and Administration Team.

Scope

The Executive Officer shall be delegated responsibility for achieving the direction and objectives of Breakaway Toowoomba through leadership and management of its activities and affairs. The Executive Officer shall be expected to accomplish this through adequately discharging responsibilities to appropriate members of the administration team and staff within Breakaway Toowoomba. The levels of delegated authority are contained in the delegated authority procedures below attached.

Sub-delegation of authority is permitted, however ultimate responsibility remains with the person who the authority under this policy has been delegated for that area. The person who has received the sub-delegated authority does not have the authority to further sub-delegate.

DELEGATED AUTHORITY PROCEDURES:

FINANCIAL:

1. Delegated authority to approve and pay capital and non-capital expenditure to a maximum of **\$700** per transaction **PROVIDED** such expenditure is within the Board's approved budget allocated to that officer **AND FURTHER PROVIDED** that there are available cash funds to pay for that expenditure from year to date revenues for that approved budget.
Treasurer: Unlimited
Executive Officer: \$700

2. Delegated authority to approve and reimburse payment of petty cash expenditure by any employee to maximum of \$200.
Executive Officer: Unlimited

CONTRACTUAL:

1. Delegated authority to act as Breakaway Toowoomba's agent to represent and/or negotiate for final decision of the Board, all draft contracts, agreements, and other documents ("agreements") that are intended to bind the Association contractually with any third party
Executive Officer: Any agreement.
Acting Executive Officer: In the occurrence where the Executive Officer is unavailable due to illness or annual leave the Acting Executive Officer is the designated alternative for the period that the Executive Officer is absent or unavailable to perform this function. In the instance of the absence or unavailability of the Executive Officer the Acting Executive Officer authority is limited to: Employee agreements and supplier agreements
2. Delegated authority to decide upon and sign agreements with funding agencies for the provision of client services within Breakaway Toowoomba's approved strategic plan.
Executive Officer: Any agreement.
Acting Executive Officer: In the occurrence where the Executive Officer is unavailable due to illness or annual leave the Chairperson is the designated alternative for the period that the Executive Officer is absent or unavailable to perform this function.

PROCEDURAL:

3. Delegated authority to sign cheque's and other instruments ("cheque") to effect payment or discharge of debts owing by Breakaway Toowoomba PROVIDED the cheque is accompanied by a fully completed payment requisition and sufficient and satisfactory source documentation AND FURTHER PROVIDED that the two persons signing the cheque are Board-approved and meet the requirements of Regulation 11 of the *Associations Incorporation Regulation 1999*.
Any Board-approved cheque signatory: Any cheque - provided that two signatories appear on every cheque issued; that sufficient cleared funds are available to meet the cheque when it is presented for payment; that the payment or debt is within the Board's approved budget.
4. Delegated authority to issue and sign general correspondence to any external party in the name of Breakaway Toowoomba.
Executive Officer: Unlimited. The Executive Officer shall ensure that a representation from the Management Committee (usually the Chairperson) is aware and supplied with a copy of the correspondence if requested.
Administration Staff & Supervisors: Only general correspondence directly related only to their respective function and accountabilities.
5. Delegated Authority to approve the timesheets of all employees
Executive Officer: Unlimited

Acting Executive Officer: In the event the Executive Officer is unable to approve timesheets due to absence or unavailability, then the Acting Executive Officer must approve the employee's timesheet.

6. Delegated authority to authorize all accounts payable and monitor accounts receivable as prepared by the Finance Officer.

Executive Officer: Unlimited

Acting Executive Officer: In the occurrence where the Executive Officer is unavailable due to illness or annual leave the Acting Executive Officer is the designated alternative for the period that the Executive Officer is absent or unavailable to perform this function. In the instance of the absence or unavailability of the Executive Officer the Acting Executive Officers authority is limited to a maximum amount is unlimited.

HUMAN RESOURCES:

7. Delegated authority to approve flexible changes in working hours or times of attendance for employees.

Executive Officer: Unlimited

Acting Executive Officer: In the occurrence where the Executive Officer is unavailable due to illness or annual leave the Acting Executive Officer is the designated alternative for the period that the Executive Officer is absent or unavailable to perform this function. In the instance of the absence or unavailability of the Executive Officer the Acting Executive Officers authority is limited to a maximum period of effect of 2 weeks.

8. Delegated authority to approve flexible changes in conditions of employment for employees.

Executive Officer: Unlimited

9. Delegated authority for the recruitment and disciplining of employees of Breakaway Toowoomba. The Executive Officer shall be employed by and report to the Management Committee.

Executive Officer: All staff

MEDIA COMMENT:

10. Delegated authority to make and issue media comment in the name of the Association PROVIDED that the matter is not of a contentious or legal nature.

Executive Officer: Unlimited. The Executive Officer shall ensure that a representative of the committee (normally the chairperson) is aware and supplied with a copy of any communication

ACCOUNTING SYSTEM CHANGES:

11. Delegated authority to create, sub-divide, categorize, reallocate, rename, delete or otherwise deal with the structure, naming and/or use of accounts within the overall structure of the Board-approved Chart of Accounts and Board-approved accounting software system.

Treasurer: Unlimited

Approved (Executive Officers) *David Bar* Date *17.12.2009*

Approved (Chairperson) *Paul Devine* Date *17.12.2009*