

Delegations Authority

1. Procurement and authorisation of Invoices

Authority is delegated through the Chief Executive Officer to request the procurement of goods and services and authorise expenditure of monies within the financial limits set out below on the works, services or operations of the Board, as set out in budgets approved by the Board.

- ☐ The C☐ may delegate procurement and invoice authorisation responsibilities to budget holders within specific delegation limits as shown below.

Expense value / Type	Delegation
Less than \$5k	Budget holder
Greater than or equal to \$5k but less than \$25k	Budget holder and Chief Executive Officer
Greater than or equal to \$75k	Chief Executive Officer and ☐Member or Treasurer, or Two Board Members
Salaries/PAYG/BAS/Transfers between accounts - any value within budget	Chief Executive Officer and Finance Manager

Budget holders include the following line managers: Finance & Operations Manager, Policy & Research Manager, National Membership Manager, State Managers, Marketing & C0ommunications Manager, Partnership & National Events Manager and Philanthropic Services Manager

- (a) If a budget holder or Board Member is physically unavailable to authorise an invoice or expense, an email approval from these parties may be sought.
- (b) The budget holder or line manager must authorise all expenses incurred by their team members.
- (e) The Chair must authorise all expenses incurred by the CEO.

2. Authorisation of payment via Electronic Fund Transfer (EFT) or Cheque

- (a) Relevant paper work supported by appropriate original documentation and invoices are to be prepared by the finance team and authorised by two signatories namely the Chief Executive Officer and the Finance Manager. In the absence of either party, the Chief Executive Officer or Finance Manager and a Board Member / Treasurer can authorise.
- (b) To enact payments and in addition to (a) above, two online authorisations are required for all EFT payments using secure coded devices held by only the authorising parties are used for the payment to be processed.
- (c) To enact a cheque payment and in addition to (a) above, two signatures are required on all cheques one of which must be a Board Member or Treasurer.

3. Signing of Contracts

The Chief Executive Officer and/or Budget holder is authorised to enter into and sign contracts on behalf of the Board in relation to any matter previously approved by the Board within the delegation limits identified above.

Approved by Board	18 April 2016
Review Date	November 2017
Next Review Date	November 2019