

BOD - Policy 5 - Delegations Of Authority

The Delegation of authority outlines who has authority to make decisions on behalf of Headway. The Board can delegate any authority other than the authority to delegate.

A = Authority to make decision R = Recommends
 D = Develops information I = Inform through reporting

Type	Authority	Board	CEO	Finance Officer	Bank Signatories	Operations Manager	Other
F	Refunds/cancellations		>\$1,000	R		<\$1,000	
F	Petty cash						n/a
F	Invoices/credit notes		<\$10,000			<\$10,000	
F	Approval to open/close bank accounts	A Resolution	R	R			
F	Change bank signatories	A Resolution	R				
F	Transfer between bank or investment accounts	A	A	D			
F	EFT processing		A	R	A		

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Type	Authority	Board	CEO	Finance Officer	Bank Signatories	Operations Manager	Other
F	Payroll transactions		R	D	A		
F	Budgeted CapEx		A				
F	Unbudgeted CapEx	<\$10,000	<\$10,000	R			
F	Budgeted expenditure	<\$100,000	<\$100,000			<\$10,000	
F	Unbudgeted expenditure	<\$20,000	<\$20,000	D		<\$5,000	
F	Write-offs, asset disposals	<\$50,000	<\$50,000	R			
F	Bad debts	<\$5,000	<\$5,000	R			
F	Investment strategy	A	R	D			
HR	Change organisational structure	CEO & Exec	A			D	
HR	Recruitment, contracts and conditions	CEO & Exec	All other positions			D	Full Circle HR

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Type	Authority	Board	CEO	Finance Officer	Bank Signatories	Operations Manager	Other
HR	Resignation report	CEO & Exec	All other positions				
HR	Dismissal advice	CEO & Exec	All other positions				Full Circle HR
HR	Leave approval	CEO	All other staff				
HR	Contracts approval		Within delegation				
HR	Remuneration		All other staff				Full Circle HR
Comms	Media release - new projects or initiatives		A				
Comms	Media appearances	Chair	A				
Comms	Spokesperson		A				

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Type	Authority	Board	CEO	Finance Officer	Bank Signatories	Operations Manager	Other
Comms	Letters to government departments or funding bodies on matters of advocacy and policy	I	Within policy position				
Comms	Letters/correspondence	Staff re CEO	All other				
Gov	Appointing legal or special services	A	R				
Gov	Reporting incident on the NDIS portal	I	A				
Gov	Reporting authorised and unauthorised restrictive interventions	I	A				
Gov	Strategic plan	A	R				
Gov	Operational plan	I	A				
Gov	Annual report	A	D	D		D	

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Type	Authority	Board	CEO	Finance Officer	Bank Signatories	Operations Manager	Other
Gov	Budget	A	R	D			
Gov	Acquittal sign-offs	I	A	D			
Gov	Discontinuation of services	A	R			D	
Ops	Partnerships	I	A				
Ops	New projects/business activities using reserve		A				
Ops	Travel and conference approval	Board and CEO	All other staff				

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Delegations Of Operational Authority

Outline authority for operational decisions making.

The Board of Directors is responsible for stewardship and proper accounting of the organisation's income and expenditure, assets and liabilities.

This Policy relates to non-financial delegation. For financial delegation information, refer to the Financial Delegation section below.

In the absence of the CEO the Operations Manager will assume all CEO responsibilities with the support of the Board.

In the absence of the CEO and Operations Manager the Support Coordination Manager assumes all responsibilities.

Responsibilities including all those outlined in position descriptions and procedures including correspondence and reporting for restrictive interventions and incidents.

Human Resources

Organisation Structure	Authorising Person
Establish or change executive positions	Board resolution
Establish or change direct reports to the Executive position(s)	CEO recommendation for Board approval
Establish or change all other positions	CEO to approve, Board to be advised at next meeting
Recruiting	Authorising Person
Recruitment of executive position	Board resolution
Recruitment of direct report to executive position(s)	Full Circle HR consulted, CEO to recommend, Board to approve
Employment contract and conditions for executive position(s)	Full Circle HR consulted, Board resolution
Employment contract and conditions for all other position	Full Circle HR consulted, CEO to approve
Resignations	Authorising Person
Resignation of executive position/s	Board to action

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Resignations of all other positions	Board to be notified
Dismissal	Authorising Person
Dismissal of executive position(s)	Full Circle HR consulted, Board resolution
Dismissal of direct reports to executive position(s)	Full Circle HR consulted, CEO to recommend to Board
Dismissal of all other positions	Full Circle HR consulted, CEO to notify Board prior to dismissal
Leave	Authorising Person
Leave for executive position(s)	Approval by Board Chair or delegate
Leave for all other staff	CEO approval

Other

Contracts	Authorising Person
Contracts approval	CEO, subject to Financial Delegation Policy
Media	Authorising Person
Media Release - new projects or initiatives	CEO, in conjunction with Board Chair
Media appearances	CEO, in conjunction with Board Chair
Communication	Authorising Person
Letters to government departments or funding bodies on matters of advocacy and policy	CEO to circulate to Board via email, non response after 1 week means acceptance
Letters/correspondence	Admin to prepare, Chair to sign if available, otherwise CEO
Legal or Special Services	Authorising Person
Appointing legal or special services	Board resolution
Incident reporting	Authorising Person
Reporting incident on the NDIS portal	CEO

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Reporting authorised and unauthorised restrictive interventions	CEO
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Financial Delegations

Delegations of financial authority outline authority for expenditure.

The Board of Directors is responsible for stewardship and proper accounting of the organisation's income and expenditure, assets and liabilities.

In general, the Board requires the following in relation to purchases:

- Purchases between \$1,000 - \$2,000, require 2 verbal quotes
- Purchases between \$2,000 - \$5,000, require two written quotes, if possible, or otherwise determine at board meeting
- Purchases of \$5,000 - \$15,000, require 2 written quotes

For major purchases of \$15,000 or more, the Chief Executive Officer should prepare a document outlining the requirements before seeking quote, and present to the Board Of Directors, for approval. For expenditure expected to exceed \$100,000, public tenders should be called by means of an advertisement in the local press. If tenders are called, the Board Of Directors must provide a procedure, facilities and safeguards to ensure secrecy and security of tenders received until the date and time when they are to be officially opened in accordance with the Board's requirements.

Activity	Authorising Person
Refunds/cancellations	Up to \$1000 Finance Officer. Greater than \$1000, CEO approval only
Petty Cash	Delegated approval
Invoices/Credit Notes	CEO or manager with delegated authority (see table below) Up to \$10,000, CEO & Finance Officer
Bank Accounts	Two of the three authorised signatories must sign for opening and closing of bank accounts and transfers between bank accounts. Board to be notified.
EFT Processing	Finance Officer and CEO or another authorised signatory. All EFT payments must be approved by 2 authorised signatories. CEO to review payments every fortnight, in a payroll week.

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Activity	Authorising Person
Payroll Transactions	Finance Officer approves all payments. A second authorised signatory participates in the EFT processing. CEO to approve.
Building Works	CEO recommendations. Board to approve.
Building maintenance	Greater than \$5,000, Board to approve
Equipment Purchase	Up to \$5,000, CEO to approve & advise Board. Greater than \$5,000, Board to approve.
Motor Vehicle Purchase	CEO to provide recommendation to Board. Board to approve.
Consultants	Less than \$20,000, CEO approval, if already budgeted. Engaging an external contractor greater than \$20,000, Board approval.
Write-offs, Asset Disposals	Up to \$2,000, CEO approval. \$2,000 - \$5,000, CEO approval with advice to Board. Greater than \$5,000, Board approval.
Bad Debts	Bad debts less than \$2,000 and financial year aggregate less than \$5,000, CEO to approve. Individual bad debts greater than \$2,000 and financial year aggregate greater than \$5,000, Board approval.
Investment Strategy	Recommendation to Board by CEO.
Placement of Investment in new Account	Recommendation to Board by CEO.
Placement of Investment in a current account	Recommendation to Board by CEO.
Incidentals (goods and services)	Up to \$5,000, CEO approval. Greater than \$5,000, recommendation to Board by CEO.

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For approvals of spending, other than in the section above, the Board Of Directors delegates the following Board Officers to approve purchases and requisitions to the value of:

Board	All over \$5,000.
CEO	Up to \$5,000, except payroll
Operations Manager	Up to \$2,000.
Finance Officer	Payroll
Administration	Zero