

Delegated Authority Policy

ISSUE DETAILS	
Effective Date:	28 May 2018
Approved By:	Swimming Waikato Board of Directors
Policy Revision Authority:	The Chief Executive and Treasurer have authority to approve minor changes to and guidance notes for this Policy without further Board approval.
Policy Review Frequency:	Yearly
Policy Review Date:	Annually in February
Version:	Version 1 – 18 02 2018 Reviewed – 13 02 2019
Monitoring Compliance with this policy:	The Treasurer is responsible for monitoring compliance with this Policy. Any queries about this policy should be directed to the Treasurer in the first instance.

1. PREFACE

The Board of Swimming Waikato is responsible for all aspects of the operation of the organisation. To allow the organisation to function effectively and efficiently on a day-to-day basis, the Board has delegated to the Executive Officer the authority to spend money and to carry out certain other tasks and functions within prescribed limits. Those delegations (sometimes referred to as “standing delegations”) are set out in this Policy.

2. STRUCTURE

Section 3 of this Policy sets out the principles that apply to the interpretation and application of the Financial Delegations and Non-financial Delegations in this Policy.

The Financial Delegations are in Section 4. These are “quantitative” delegations under which the Executive Officer’s delegated authority is defined by reference to the monetary value of the relevant transaction or other matter (or may be unlimited).

The Non-financial Delegations are in Section 5. These are “qualitative” delegations under which the Executive Officer has delegated authority to approve (or not) certain types of transaction or other matter regardless of its value.

The Financial Delegations and Non-financial Delegations are referred to collectively as the Delegations.

3. PRINCIPLES

3.1 Scope and interpretation of the Delegations

- The Delegations contain the minimum authorisation levels for the transactions and other matters covered by them. Depending on the circumstances in which a matter arises it may be prudent for personnel to seek a higher level of authorisation. Likewise, it may be prudent for personnel to seek a higher level of authorisation for a matter not explicitly covered by the Delegations. Personnel must exercise their judgement about whether it is appropriate in all the circumstances to go above and beyond the Delegations in seeking authority for a transaction or other matter. In exercising their judgement personnel should have particular regard to the potential reputational consequences of the transaction or other matter for Swimming Waikato.
- All authority delegated in the Delegations includes the authority to sign any document and do any other thing necessary or desirable to give effect to the delegated authority.
- In applying the Delegations a series of related transactions to which Swimming Waikato becomes committed at the same time must be treated as a single transaction. For example, a contract to buy three computers over three years is a single transaction, not three separate transactions.
- Transactions must be approved in accordance with all applicable Financial Delegations and Non-financial Delegations.

3.2 Limitations on the Delegations

- The Board of a Swimming Waikato may make its own delegations of authority provided they are not inconsistent with the Delegations.
- Expenditure in the form of personal expenses (e.g. accommodation, meals, and travel) is governed by the Discretionary Expenditure, Gifts and Travel Policy.

3.3 Sub-delegation

- All authority delegated in the Delegations may not be sub-delegated.

3.4 Legal advice

- Subject to any express requirement in the Delegations, personnel must exercise their judgement about whether to seek legal advice on a contract before executing it for Swimming Waikato. In exercising their judgement personnel must take into account the face value and nature of the contract, including the risk it represents to Swimming Waikato.

3.5 Compliance

- All employees are responsible for ensuring the Delegations and any sub-delegations under them are not exceeded. An employee's breach of delegated authority may be serious misconduct and result in disciplinary action.
- As well as having sufficient delegated authority to authorise a transaction, personnel must comply with all relevant Policies when they commit Swimming Waikato to the transaction. This includes the Code of Conduct Policy.
- In the first instance, personnel should contact the Treasurer if they are in any doubt as to the correct application of the Delegations.

3.6 Financial Delegations principles

- All authority above the Executive Officer's delegation limits in the Financial Delegations is reserved to the Swimming Waikato Board. This includes authorising expenditure outside the business plan total for the relevant area of responsibility.
- All delegation limits in the Financial Delegations are exclusive of GST and relate to the face value of the relevant transaction or project (in nominal dollars).
- Transactions and projects must not be arbitrarily segmented in order to stay below the delegation limits in the Financial Delegations.

3.7 Non-financial Delegations principles

- All authority delegated in the Non-financial Delegations may be exercised by any Management level above the recorded delegation level. For example, all authority delegated to the Executive Officer may be exercised by the Swimming Waikato Board (but is not required to be).

4. FINANCIAL DELEGATIONS

Purchase of operational goods	EO Delegation Level and Limit	Comments
Within approved budget	No limit.	
Outside approved budget	Up to \$500	> \$500 - Board approval required

Purchase of operational services	EO Delegation Level and Limit	Comments
Within approved budget	No limit.	
Outside approved budget	Up to \$500	> \$500 - Board approval required

Lease or hire of assets	EO Delegation Level and Limit	Comments
Within approved budget	\$25,000 annually up to a 5-year commitment	> \$25,000 – Board approval required
Outside approved budget	\$500 annually for up to a 3-year commitment	> \$500 - Board approval required

Disposal of property	EO Delegation Level and Limit	Comments
Within approved budget	Up to \$10,000	> \$10,000 - Board approval required
Outside approved budget	Up to \$5,000	> \$5,000 - Board approval required

Approval of expense claims	EO Delegation Level and Limit	Comments
Submitted by Board Members	Nil	Board to Approve
Submitted by Executive Officer	Nil	Treasurer – up to \$1,000 > \$1,000 - Board approval required.
Submitted by all other staff and contractors	Up to \$500	> \$500 - Board approval required

Travel Costs	EO Delegation Level and Limit	Comments
Travel costs - budgeted	Executive Officer	
Travel costs - unbudgeted	Nil	Board approval

Bad Debt	EO Delegation Level and Limit	Comments
Bad debt write off	Nil	> \$ 500 Board approval
Bad debt write off	Nil	< \$500 Treasurer

Legal services	EO Delegation Level and Limit	Comments
Legal services (obtaining legal opinion / instructing proceedings)	Up to \$1,000	> \$1,000 - Board approval required

Sponsorship expenses	EO Delegation Level and Limit	Comments
Sponsorship expenses	Up to \$500	> \$500 - Board approval required

5. NON-FINANCIAL DELEGATIONS

Banking	EO Delegation Level and Limit	Comments
Bank Account Signatories	Nil	Executive Officer, Board Chair, and one other Director's approval
Company Credit Card – issue and credit limits	Nil	Board Chair approval
Credit Notes	Nil	Treasurer approval
Funds Transfers	Nil	Treasurer approval

People	EO Delegation Level and Limit	Comments
Appointment of Executive Officer	N/A	Board approval
Executive Officer's Remuneration	N/A	Board approval
Appointment of Staff Budgeted	Executive Officer approval	
Appointment of Staff Unbudgeted	Nil	Board approval
Staff Salary Reviews (excl EO) Budgeted	Executive Officer approval	
Staff Salary Reviews (excl EO) Unbudgeted	Nil	Board approval
Extended Annual Leave (>10 days) or leave in advance	Executive Officer approval (for staff)	Board Chair (for Executive Officer)

Contracts	EO Delegation Level and Limit	Comments
Rental/Lease Agreements	Nil	Executive Officer, Board Chair and Treasurer
Service Contracts	Nil	Executive Officer, Board Chair and Treasurer
Non-Financial Agreements	Nil	Executive Officer and Board Chair
Sponsorship Agreements	Nil	Board Approval
Funding applications	Nil	Board approval (resolution)
Capital Expenditure Contracts	Nil	Board Approval
Insurance Policies (annual review)	Nil	Executive Officer, Board Chair and Treasurer