



Delegation of Authority

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Version:	Date superseded	Reason for change
1.0		Initial version
1.1		4.5 - Discipline unbudgeted purchases increased from \$200 to \$400.

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Delegation of Authority Policy

1. Introduction

The management committee (the Board) is responsible for the overall control and management of Equestrian South Australia (ESA). The Executive Officer (EO) is responsible to the Board for the operational management of ESA. The Board has chosen to delegate some functions to the Discipline Committees. These discipline committees are formed and managed under the documented Constitution and Discipline Committee By-Laws.

For the Board to focus on governance and to delegate to management the authority necessary for operational management it is necessary to classify the authorities of delegates.

This document sets out the general principles governing the delegation of the Board's powers and authority and a schedule of delegation to management and to discipline committees.

The Board keeps to itself the authority to:

- Enter strategic commitments, and
- Commence or conclude litigation, other than that associated with the recovery of debts.

2. 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.
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 proper delegate.
6. No person other than the delegate may authorise expenditure. A delegate may not have someone authorise expenditure on their behalf, except if they are an acting appointee.
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 in the relevant expenditure line item (i.e. year to date expenditure is below budget) and overall budget for the branch/discipline.
9. Board should at least annually review the Schedule of Delegation.
10. In the event the Executive Officer is not available for an extended period an alternative member of staff is to be authorised by the Board or the Executive Officer to exercise the same powers conferred to the Executive Officer.
11. The Executive Officer is responsible for monitoring compliance with this policy and reporting to the Board any contraventions or irregularities.

3. Definitions

- 1 ESA Chairman (Chair)
- 2 Board (ESA Board)
- 3 Executive Officer (EO)
- 4 FARMC – Finance Committee Chair
- 5 Discipline Committee Chair (D/Chair);

4. Schedule

Item	Subject	Instruction	Officer	Notes
4.1	Appointment and retention of staff	<p>Creation of a new permanent position.</p> <p>With respect to an approved permanent position, approve the appointment, terms & conditions of employment, discharge and remuneration of staff.</p> <p>Approval of temporary employment up to \$5,000 or six (6) weeks, whichever is the lesser.</p> <p>Approval of temporary employment over \$5,001 or six (6) weeks, whichever is the lesser.</p>	<p>Board</p> <p>EO</p> <p>EO</p> <p>Board</p>	<p>Negotiation of salary for new appointments, resulting from performance reviews & for acting positions must be in accordance with relevant Board policies.</p> <p>Board to be advised.</p>
4.2	Staff development.	<p>Approve expenditure on staff development up to \$500 per instance</p> <p>Approve expenditure on staff development up to \$1,000 per instance.</p> <p>Approve expenditure on staff development over \$1,001 per instance</p>	<p>EO</p> <p>FARMC</p> <p>Board</p>	
4.3	Leave/Travel Approval	<p>Approve leave of absence of the EO.</p> <p>Approve leave of absence of staff.</p> <p>Approve domestic travel related to a planned ESA activity up to \$1,000.</p> <p>Approve domestic travel related to a planned ESA activity over \$1,001.</p> <p>Approve domestic travel not related to a planned ESA activity.</p> <p>Approve overseas travel.</p> <p>Approve leave of absence of any Discipline Chair.</p> <p>Approve leave of absence of any discipline committee member.</p>	<p>Chair</p> <p>EO</p> <p>EO</p> <p>FARMC</p> <p>Chair</p> <p>Board</p> <p>Chair</p> <p>D/Chair</p>	<p>Board to be advised</p> <p>NOTE. EO travel is to be approved by Chair</p>

4.4	Discipline Travel Approval	<p>Approve domestic travel related to a planned and budgeted ESA Discipline committee activity.</p> <p>Approve non-Discipline domestic travel related to a planned ESA activity up to \$500.</p> <p>Approve domestic travel not related to a planned ESA activity, or is un-budgeted.</p> <p>Approve overseas travel.</p>	<p>D/Chair</p> <p>EO</p> <p>FARMC</p> <p>Board</p>	Board to be advised
4.5	Discipline expenditure & purchases.	<p>Within-budget purchases up to \$1,500</p> <p>Within-budget purchases between \$1,501 and \$4,000</p> <p>Within-budget purchases over \$4,001</p> <p>Unbudgeted purchases up to \$400</p> <p>Unbudgeted purchases between \$401 and \$1000</p> <p>Unbudgeted purchases over \$1001</p>	<p>D/Chair</p> <p>D/Chair and EO</p> <p>D/Chair and FARMC</p> <p>D/Chair</p> <p>EO</p> <p>FARMC</p>	At all times, subject to budgeted funds being available.
4.6	Consumable goods, equipment & services	<p>Value up to \$1,000</p> <p>Value up to \$2,500</p> <p>Value over \$2,501</p>	<p>EO</p> <p>FARMC</p> <p>Board</p>	Subject to budgeted funds being available
4.7	Write-offs/debt recovery.	<p>Write-offs up to \$1,000</p> <p>Write-offs up to \$3,000</p> <p>Write-offs over \$3,001</p> <p>Approve the recovery of debts by instalment</p> <p>Authorise the recovery of debts by court action.</p> <p>Make declaration of indebtedness on behalf of ESA in cases of insolvency of a debtor</p>	<p>EO</p> <p>FARMC</p> <p>Board</p> <p>EO</p> <p>FARMC</p> <p>EO</p>	Board to be advised of amounts & reasons of write-offs.
4.8	Disposal of property & assets	<p>General/office property</p> <p>Discipline-specific assets</p> <p>Real Estate/Property</p>	<p>EO</p> <p>EO</p> <p>Board</p>	With written agreement of the relevant Discipline Chair

4.9	Negotiable Instruments & Banking accounts	Two signatories as authorised by Board memorandum		ESA Constitution – 24
	Common Seal	Refer Constitution 25 (b)		ESA Constitution - 25
4.10	Operational policy approval	Approve policies & administrative orders that effect the overall management of ESA	Board	Policies must be consistent with Board decisions & relevant statutes.
4.11	Public Relations	<p>Authorise routine public/media statements on behalf of ESA</p> <p>Respond publicly to significant issues on behalf of ESA.</p> <p>Respond publicly to Serious/Catastrophic occurrence.</p> <p>N.B. Other than the nominated Officer, no member is authorised to respond or remark on any serious/catastrophic occurrence</p>	<p>EO</p> <p>Chair/EO</p> <p>Chair</p>	In Chair's absence, this will fall to the Vice Chair
4.12	Special Functions & Entertainment	Up to \$500	EO	
		Up to \$1,000	FARMC	
		Over \$1,001	Board	
4.13	Reimbursement of expenses	<p>Expenses incurred by member of staff, Board member or Discipline committee member engaged in an authorised and budgeted activity.</p> <p>Unplanned expenses up to \$500 incurred by member of staff, Board member or Discipline committee member.</p> <p>Unplanned expenses over \$501 incurred by member of staff, Board member or Discipline committee member.</p>	<p>EO/Chair or D/Chair</p> <p>EO</p> <p>Chair</p>	As applicable.