



Delegation of Authority

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Revision history:		
Version:	Date superseded	Reason for change
1.0	01/02/2020	Initial version
1.1	21/09/2022	4.5 – Discipline unbudgeted purchases increased from \$200 to \$400.
1.2	15/02/2023	Provide clarification and other minor amendments
1.3	20/08/2025	Provide clarification on fixed price invoices per member
2.0		Significant update due to not having an Executive Officer

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Delegation of Authority Policy

1. Introduction

The Equestrian South Australia Board (“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 management of the affairs of ESA. The Board has chosen to delegate some functions to Directors and Discipline Committees. These Discipline Committees are formed and managed under the documented Constitution and Discipline and Coaching Committee By-Laws.

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.

Notwithstanding that the Board has elected to delegate some of its powers, it still retains all of its powers and authority with respect to those delegations and may recall or revoke any delegation or amend or repeal any decision made under a delegation.

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.
4. Delegates must approve the expenditure **prior to** the expense being incurred.
5. Authorisations for expenditure must be signed by the 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. If the expenditure payment is to a delegate, then that delegate may not authorise that expenditure. If the delegate had been the Discipline Committee Chair, then the Vice-Chair or Treasurer is authorised to sign for that delegate. If the delegate is the EO then the FARMC would need to authorise.
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, or the expenditure is within the unbudgeted thresholds referred to in the Authority.
9. The Board should at least biannually 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 on the Executive Officer.
11. In the event an Executive Officer is not employed, the Chair or Vice-Chair is authorised to exercise the same powers conferred on the Executive Officer.
12. The Executive Officer is responsible for monitoring compliance with this policy and reporting to the Board any contraventions or irregularities.
13. Thresholds set out in Schedule 4 are GST exclusive.
14. Thresholds for travel are per person.
15. Where the same matter has multiple invoices, the totality of the invoices should be

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considered to determine the appropriate threshold level for approval.

3. Definitions

- 1 Chair - ESA Chair
- 2 VC – Vice Chair
- 3 Board- ESA Board (ESA Board)
- 4 EO - Executive Officer
- 5 FARMC/Chair – Finance, Audit, Risk and Management Committee Chair
- 6 D/Chair - Discipline Committee Chair

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4. Schedule

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

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Item	Subject	Instruction	Officer	Notes
		Approval of all other Discipline domestic travel.	EO	Board to be advised
		Approve Discipline overseas travel including Officials for competition.	EO & Chair	
4.5	Discipline expenditure & purchases.	Within-budget purchases up to \$1,500.	D/Chair	At all times, subject to budgeted funds being available.
		Within-budget purchases between \$1,501 and \$4,000	D/Chair <u>and</u> EO	
		Within-budget purchases over \$4,001	D/Chair <u>and</u> FARMC/Chair	
		Unbudgeted purchases up to \$400	D/Chair	
		Unbudgeted purchases between \$401 and \$1000	EO	
		Unbudgeted purchases over \$1001	FARMC/Chair	
4.6*	Consumable goods, equipment & services (Non-Discipline related)	Value up to \$1,000	EO	Subject to budgeted funds being available. Where a service is at a cost per unit, this can be approved up to a specified number of units, and then the final invoice will not require further approval, provided the number of units is not exceeded.
		Value up to \$2,500	FARMC/Chair	
		Value over \$2,501	Board	
4.7	Write-offs/debt recovery.	Write-offs up to \$1,000	EO	Board to be advised of amounts & reasons of write-offs.
		Write-offs up to \$3,000	FARMC/Chair	
		Write-offs over \$3,001	Board	
		Approve the recovery of debts by instalment	EO	
		Authorise the recovery of debts by court action.	FARMC/Chair	
		Make a declaration of indebtedness on behalf of ESA in cases of insolvency of a debtor	EO	
4.8	Disposal of property & assets	General/office property	EO	
		Discipline-specific assets	FARMC/Chair & DC Chair	
		Real Estate/Property	Board	

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Item	Subject	Instruction	Officer	Notes
4.9	Negotiable Instruments & Banking Accounts	Two signatories as authorised by Board memorandum		ESA Constitution – Rule 24
	Common Seal	Refer to Constitution 25 (b)		ESA Constitution – Rule 25
4.10	Operational policy approval	Approve policies & administrative orders that affect the overall management of ESA	Board	Policies must be consistent with Board decisions & relevant statutes.
4.11	Public Relations	Authorise routine public/media statements on behalf of ESA	EO	
		Respond publicly to significant issues on behalf of ESA.	Chair/EO	
		Respond publicly to a Serious/Catastrophic occurrence.	Chair	In the Chair's absence, this will fall to the Vice Chair
		N.B. Other than the nominated Officer, no member is authorised to respond or remark on any serious/catastrophic occurrence		
4.12	Reimbursement of expenses	Expenses incurred by a member of staff, Board member or Discipline committee member engaged in an authorised and budgeted activity.	EO or Chair or FARMC/Chair or D/Chair	As applicable.
		Unplanned expenses up to \$500 incurred by a member of staff, Board member or Discipline committee member.	EO	
		Unplanned expenses over \$501 incurred by a member of staff, Board member or Discipline committee member.	Chair	
4.13	Email Management	Manage the Manager's email inbox	VC	The VC will manage the Manager's email inbox and will action emails, including responding. When an email requires a decision, the VC can ask for further information and will escalate to the Board for a decision either via circular resolution or at the next appropriate Board meeting.
		Action correspondence in for items that do not require a decision	VC	
		Escalate correspondence in for items that require a decision	VC	

*Note: EA charges each State Branch an admin and insurance levy for each member renewing their membership or joining as a new member. The admin and insurance levy ("the fee") is set by EA each year prior to 1 July, and payment of this fee is a requirement of affiliation with EA. The ESA Board adopts this fee as part of its budgeting process each year. The fee payable to EA each month is a multiplication of the respective fee by the number of members renewing/joining. The monthly total is calculated by the ESA finance officer and verified by both the FARMC and Board Chair. Accordingly,

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the monthly invoices raised by EA do not require approval by the ESA Board. The amounts paid are reported to the ESA Board in the monthly Board finance reports.