



Delegation of Authority

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Version:	Date superseded	Reason for change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		Provide clarification on fixed price invoices per member

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Delegation of Authority

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 the 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 would have 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. Board should at least bi-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.
12. Thresholds set out in Schedule 4 are GST exclusive.
13. Thresholds for travel are per person.
14. Where the same matter has multiple invoices, the totality of the invoices should be considered to determine the appropriate threshold level for approval.

Delegation of Authority

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 and instruction.</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 staff/Board domestic travel related to planned ESA activity up to \$1,000.</p> <p>Approve staff/Board domestic travel related to planned ESA activity over \$1,001</p> <p>Approve staff/Board domestic travel not related to a planned ESA activity.</p> <p>Approve staff/Board 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>

Delegation of Authority

4.4	Discipline Travel Approval	<p>Approve domestic travel related to a planned and budgeted ESA Discipline committee activity not exceeding \$1,000.</p> <p>Approval of all other Discipline domestic travel.</p> <p>Approve Discipline overseas travel including Officials for competition.</p>	<p>D/Chair</p> <p>EO</p> <p>EO & Chair</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 <u>and</u> EO</p> <p>D/Chair <u>and</u> 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 (Non Discipline related)	<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>	<p>Subject to budgeted funds being available.</p> <p>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..</p>
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.

Delegation of Authority

4.8	Disposal of property & assets	General/office property	EO	
		Discipline-specific assets	EO & DC Chair	
		Real Estate/Property	Board	
4.9	Negotiable Instruments & Banking accounts	Two signatories as authorised by Board memorandum		ESA Constitution – Rule 24
	Common Seal	Refer Constitution 25 (b)		ESA Constitution – Rule 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	Reimbursement of expenses	Expenses incurred by member of staff, Board member or Discipline committee member engaged in an authorised and budgeted activity.	EO or Chair or D/Chair	As applicable.
		Unplanned expenses up to \$500 incurred by member of staff, Board member or Discipline committee member.	EO	
		Unplanned expenses over \$501 incurred by member of staff, Board member or Discipline committee member.	Chair	

*Note: EA charges each State Branch an admin and insurance levy per 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 EO and Board Chair. Accordingly, 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.