



DELEGATIONS POLICY



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1. INTRODUCTION

This policy sets out the circumstances under which the Board may delegate its responsibilities.

Delegation of authority is the mechanism by which the Water Industry Operations Association of Australia (WIOA) enables employees and officers of WIOA to act on behalf of the organisation.

2. PURPOSE

The purpose of this Delegations Policy is to establish clear guidelines for delegations within the organisation, ensuring effective and efficient management of resources, while maintaining appropriate levels of accountability and control for employees.

The policy applies to all members of the Board and the employees of WIOA, who have delegated authority to act and sign documents on behalf of WIOA.

Delegation of authority within WIOA is intended to achieve four objectives:

- To ensure the efficiency and effectiveness of the organisation's administrative processes
- To ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities
- To ensure that the delegated authority is exercised by the most appropriate and best-informed individuals within the organisation
- To ensure internal controls are effective

Delegation is a key element in effective governance and management of WIOA and provides formal authority to particular staff to commit the organisation and/or incur liabilities on behalf of the organisation.

3. POLICY STATEMENT

The Board of WIOA is responsible for the strategic management of the organisation.

Under the Corporations Act 2001 and WIOA's constitution, the Board can delegate any of its functions except:

- The power of delegation
- Any functions reserved to the Board under the Corporations Act 2001

The Board may delegate its functions to:

- A member or members of the Board
- A sub-committee of the Board
- The Chief Executive Officer (CEO), and through the CEO to employees of the organisation

However, the Board may not delegate its power to:

- Adopt the organisation's strategic plan and/or
- Adopt the organisation's annual budget

3.1 THE CHIEF EXECUTIVE OFFICER (CEO):

- Is charged with the duty of promoting the interests and furthering the development of WIOA
- Is responsible for the administrative, financial, contractual, and other business of WIOA
- Will comply with the Delegation Schedule which outlines the Board approved financial and contractual conditions
- Is responsible for overseeing the overall approval process and ensuring adherence to the policy guidelines
- May seek the approval of the Board to delegate any function, or any power or duty conferred or imposed upon the position, subject to this delegation's policy, to any employee of the organisation, or any person or persons, or any committee of persons

3.2 EMPLOYEES WITH FINANCIAL DELEGATION:

- Are responsible for ensuring all financial transactions within the stated delegation limits are in accordance with the Delegation Schedule

All delegations will comply with the Delegation Schedule which outlines the Board approved financial and contractual conditions.

3.3 FINANCIAL DELEGATION PRINCIPLES:

- A delegation of financial authority is allocated to a position, not to the individual appointed to that position.
- An individual acting in the position of a delegated officer may undertake all financial delegations attached to the position unless otherwise stipulated.
- In the exercise of financial delegations, all expenditure incurred must be for purposes of WIOA.
- All financial delegations are ultimately answerable to the WIOA Board, who has oversight and responsibility for all WIOA's financial matters and delegations.
- Any variation of the amount specified in the delegation schedule below must be approved by the Board.
- The specified limit regarding a financial delegation applies to a transaction or commitment as a whole (exclusive of GST) and cannot be divided into parts.
- WIOA is committed to the highest standards of integrity, fairness, and ethical conduct, including full compliance with all relevant legal requirements. In turn, WIOA requires that all its Board members, officers (including its Chief Executive Officer), managers, employees, volunteers, and stakeholders acting on its behalf meet those same standards of integrity, fairness, and ethical behaviour, including compliance with all legal requirements.
- There is no circumstance under which it is acceptable for WIOA or any of its employees or stakeholders, to knowingly and deliberately not comply with the law, or to act unethically in the course of performing or advancing WIOA's business.

4. PROCEDURES

All financial transactions within the delegation limits must undergo the following procedures:

- Initiation of the transaction in the elected finance system
- Submission of the transaction for approval via the elected approval system
- Review and approval by the designated approver, based on the delegation levels outlined in this policy
- Recording and documentation of all approved transactions for future reference and auditing purposes

5. RESPONSIBILITIES

5.1 CO-ORDINATORS

- Responsible for initiating and processing financial transactions within their designated delegation limit
- Monitoring and ensuring accurate recording of financial data in the elected finance system

5.2 MANAGERS:

- Responsible for managing financial transactions related to their respective areas within the prescribed delegation limits
- Ensuring the compliance of financial activities with the organisations policies and procedures and in accordance with the budget

5.3 CEO:

- Responsible for overseeing the entire delegation process and ensuring the compliance of financial activities with the established policy
- Reviewing and approving transactions within their delegation limit

5.4 CHAIR:

- Responsible for overseeing and authorising any financial transactions that exceed the CEO's delegation limit

5.5 BOARD:

- Responsible for overseeing and authorising any financial transactions that exceed the Chair/CEO's delegation limit

6. MONITORING, EVALUATION, AND REPORTING

The CEO is responsible for monitoring and evaluating the implementation and effectiveness of this policy and for reviewing this policy as required. Technology will also support the monitoring and evaluation via the full implementation of a financial management system, currently Xero, an electronic delegation management system, currently ApprovalMax, and a fuel management system, currently Fleet Card.

7. DELEGATION SCHEDULE

WIOA staff shall be made aware of the level of transactions they are authorised to complete, including the transaction approval process, in accordance with the table below.

NON-FINANCIAL DELEGATIONS:

Subject	Instruction	Officer	Comment
Appointment and Retention of Staff	Creation of a new permanent position.	Board	Within the context of the strategic plan and the budget
	With respect to an approved permanent position, approve the appointment terms and conditions of employment, discharge, and remuneration of staff.	CEO	Negotiation of salary for new appointments, resulting from performance reviews and for actions positions must be in accordance with relevant Board policies. Board to be advised.
	Approval of temporary employment.	CEO	Provided expenditure is contained with salary estimates.
Leave / Travel Approval	Approve leave of absence and overseas travel of the CEO.	Chair of Board	
	Approve leave of absence of staff.	CEO	
	Approve staff domestic travel.	CEO	Provided expenditure is contained with approved estimate totals.
	Approve staff overseas travel	CEO	Provided expenditure is contained with approved estimate totals. Board to be advised.
Corporate Policy	Approve Corporate governance policy	Board	
Operational Policy Approval	Approve policies and administrative orders that effect the overall management of the association.	CEO	Policies must be consistent with Board decisions and relevant statutes.
Public Relations	Authorise routine public / media statements on behalf of the association.	CEO	
	Respond publicly to significant issues on behalf of the association.	CEO / Chair of Board	Notify the board as soon as possible.
Award Naming	Personalised naming of an award referenced to an individual	Board	

FINANCIAL DELEGATIONS:

Subject	Instruction	Officer	Comment
Capital Expenditure	Unlimited	Board	
Approval of Project Variations and Progress Payments	Project variations over \$10,000	Board	Provided expenditure is contained with approved estimate totals.
Budgeted Transactions	Unlimited	Board	
Un-budgeted Transactions	Greater than \$100,000	Board	
Contracts	Greater than \$200,000	Board	
Capital Expenditure	Value up to \$100,000	Chair	
Budgeted Transactions	Value up to \$100,000	Chair	
Un-budgeted Transactions	Value up to \$50,000	Chair	
Contracts	Value up to \$100,000	Chair	
Capital Expenditure	Value up to \$50,000	CEO	
Budgeted Transactions	Value up to \$50,000	CEO	
Un-budgeted Transactions	Value up to \$25,000	CEO	
Contracts	Value up to \$50,000	CEO	
Approval of Project Variations and Progress Payments.	Project variations up to \$10,000	CEO	Provided expenditure is contained with approved estimate totals.
Consumable Goods, Equipment, and Services	Value up to \$10,000	CEO	Provided expenditure is contained with approved estimate totals.
Capital Expenditure	Nil	Managers	
Budgeted Transactions	Value up to \$25,000	Managers	
Un-budgeted Transactions	Nil	Managers	
Contracts	Nil	Managers	

FINANCIAL DELEGATIONS (CONT.):

Subject	Instruction	Officer	Comment
Capital Expenditure	Nil	Co-ordinators	
Budgeted Transactions	Value up to \$5,000	Co-ordinators	
Un-budgeted Transactions	Nil	Co-ordinators	
Contracts	Nil	Co-ordinators	
Write-offs / Debt Recovery / Disposal of Property	Write-offs up to \$5,000	CEO	
	Write-offs \$5,001 to \$10,000	CEO in consultation with the Chair or Finance, Audit and Risk Committee	Board to be advised of amounts and reasons of write-offs
	Approve the recovery of debts by instalment	Managers	
	Authorise the recovery of debts by court action	CEO	
	Make declaration of indebtedness of behalf of the association in cases of insolvency of a debtor	CEO	
	Disposal of property	CEO	
Special Functions and Entertainment	Up to \$5,000	CEO	Provided expenditure is contained with approved estimate totals.
	Over \$5,000	Chair	Provided expenditure is contained with approved estimate totals.
Reimbursement of Expenses	Expenses incurred by member of staff, Board member or committee member engaged in an authorised activity.	CEO	Provided expenditure is contained with approved estimate totals.

FINANCIAL DELEGATIONS (CONT.):

Subject	Instruction	Officer	Comment
Reimbursement of Expenses	Unplanned expenses up to \$500 incurred by member of staff, Board member or committee member.	CEO	
	Unplanned expenses over \$500 incurred by member of staff, Board member or committee member.	Chair	
Staff Development	Approve expenditure on staff development up to \$2,500 per annum	CEO	Part of annual budget
	Approve expenditure on an individual staff development program over \$2,501	Chair	Provided expenditure is contained with approved estimate totals.

8. DEFINITIONS

Delegations - The formal authority given to WIOA's officers to 'financially and legally commit and/or incur liabilities on behalf of WIOA.

9. LAST UPDATED

Approval and Review

Lead Author	CEO
Approver	WIOA Board
Date endorsed	November 2024
Date reviewed	November 2025
Timeframe for next review	12 months