

Wheatbelt Natural Resource Management Incorporated

Delegation of Authority Policy

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Policy Category:	Board Governance
Contact Officer:	Chairperson
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Related Legislation:	1. Associations Incorporation Act 1987 (Western Australia)
Related WNRM Policies or Procedures:	1. Wheatbelt NRM Constitution

1. Definitions

“**Asset**” means equipment with a procurement or thereafter market value, greater than \$1,000, or as listed on the Asset Register.

“**Asset Register**” means the database of Asset(s) that is used for accounting purposes.

“**Associate**” means an individual that is registered as an Associate of Wheatbelt NRM and is listed on the Associate Register.

“**Audit Committee**” means the Standing Committee that provides advice to the Board of Management on audit matters, undertaking duties as set out in its terms of reference.

“**Authority**” means the group or individual that carries the delegated power to act in accordance with this Policy.

“**Board Director**” means an individual who sits on the Board of Management.

“**Board of Management**” means the governing body of Wheatbelt NRM.

“**Chairperson**” means the person appointed to chair, and be the spokesperson of, the Board of Management, undertaking duties as defined in the Constitution.

“**Chief Executive Officer**” means the most senior fulltime Staff Member of Wheatbelt NRM appointed by the Board of Management to lead the operations of the organisation, undertaking duties as defined in the Constitution.

“**Constitution**” means the governing document of Wheatbelt Natural Resource Management Incorporated.

“Contract Management Guideline” means the Wheatbelt NRM procedural document that sets out the contract management methodology.

“Deputy Chairperson” means the person appointed to act in the Chairperson role in their absence, undertaking duties as defined in the Constitution.

“Investment” means the allocation of funds in order to gain return, income or appreciation of value.

“Media” means television, radio, electronic and print media organisations that present information to the public.

“Media Statements” means official statements released to the Media. This includes verbal statements such as responses, interviews and comments provided in person or by telephone, teleconferencing or webcasts, and written statements such as media releases or formal comments prepared with the Wheatbelt NRM logo, whether printed in hardcopy or distributed in electronic form.

“Media Updates” means statements made publicly available, other than through the Media, that would not be deemed of high Media profile that relate to general operations, program and project information.

“Member” means an organisation or group that is registered as a Member of Wheatbelt NRM and is listed on the Member Register.

“Membership” means the collective of all organisations or groups that are registered as a Member of Wheatbelt NRM and as listed on the Member Register.

“Operational Guidelines” means administrative support documents that provide procedures for undertaking specific actions to reflect an approved policy or requirements of legislation governance and directives.

“Partnership” means a documented, mutually beneficial and co-operative business relationship between two or more parties that supports Wheatbelt NRM in better achieving its vision and objectives.

“Program” means “a group of related projects managed in a coordinated way to obtain benefits and control not available from managing them individually” (PMBOK 2008).

“Program Sponsor” means the authorising person representing the group or organisation that provides the overall authority for a program’s existence and resource allocation (particularly the financial resources). A program being two or more projects being coordinated together.

“Project Sponsor” means the authorising person representing the group or organisation that provides the overall authority for a project’s existence and resource allocation (particularly the financial resources).

“Purchases” means payments made for the procurement of goods and/or services that may include assets, contracted services or individual items of material or consumables.

“Reference Group” means a specific group that convenes for the purpose of providing a formalised mechanism for opinion, input and feedback that is reported back to the Board of Management.

“**Representatives**” means Board Directors, employees, contractors or volunteers of Wheatbelt NRM.

“**Recognised Asset**” means property which have an effective life greater than 12 months, and a procurement, or thereafter market value, greater than \$5,000 for the effect of accounting depreciation.

“**Staff Member**” means a person employed by Wheatbelt NRM.

“**Standing Committee**” means an advisory committee established for the purpose of assisting the Board of Management with governance matters.

“**Temporary Staff**” means a short-term contract Staff position that exists for a period up to six (6) months.

“**Wheatbelt NRM**” means Wheatbelt Natural Resource Management Incorporated.

2. Overview

This Policy relates to the powers to act given to groups or individuals by the Board of Management.

Wheatbelt NRM is committed to ensuring adequate governance in devolving appropriate levels of accountability to Representatives who are allocated specific authorities as defined in this Policy.

Representatives who breach this Policy may be subject to disciplinary action.

3. Policy Statements

- 3.1 Delegations of Authority to a Member or Board Director will be in compliance with the provisions and obligations defined in the Associations Incorporation Act 1987 (Western Australia).
- 3.2 The Board of Management is responsible for the governance of Wheatbelt NRM, and has elected to make clear its delegations of authority to Representatives as defined in this Policy, that may be on occasion withdrawn by a Board of Management decision on a case-by-case basis.
- 3.3 An activity delegated to the Chief Executive Officer may be sub-delegated in practice to a Staff Member having responsibility for that activity, however the accountability to ensure the activity is carried out remains with the Chief Executive Officer. Such sub-delegations will be detailed in writing to the Staff Member that may include provisions within their role description.
- 3.4 An activity delegated to a specific standing committee or Staff Member under this Policy should hold the accountability for that activity.
- 3.5 The Delegation of Authority relating to **governing or guiding documents** will comprise:

Authority Action	Approved Authority
Recommend changes to the Constitution	Board of Management or

	Membership
Approve changes to the Constitution	Member(s) or authorised proxy
Recommend changes to, or the removal of a policy	Audit Committee
Approve policy documents	Board of Management
Approve removal of a policy	Board of Management
Approve governance frameworks	Board of Management
Approve operational guidelines	Chief Executive Officer
Recommend Role Descriptions, classifications, reclassifications and ranges	Chief Executive Officer
Authority Action	Approved Authority
Approve Role Descriptions classifications, reclassifications and ranges	Board of Management
Recommend changes to Board Director fee schedules	Board of Management through the advice of the Nominations Committee
Approve Board Director fee schedules	Membership
Accept Board of Management meeting minutes	Board of Management
Accept Member meeting minutes	Member(s) or authorised proxy
Accept operational meeting minutes	Meeting attendees

3.6 The Delegation of Authority relating to **voting rights** will comprise:

Authority Action	Approved Authority
Ability to vote on Board matters	Board Director, with the exception of the Chief Executive Officer
Ability to have a casting vote on Board matters	Chairperson
Ability to vote as a Member	Member(s), or their authorised proxy, and a delegated person in the capacity of Registered Officer responsible for each sub-catchment Reference Group who holds a membership

3.7 The Delegation of Authority relating to **planning** will comprise:

Authority Action	Approved Authority
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Approve the Strategic Plan or updates	Board of Management
Approve the Operations Plan or updates	Board of Management

3.8 The Delegation of Authority relating to **asset management** will comprise:

Authority Action	Approved Authority
Approve the procurement destruction transfer and sale of a Recognised Assets greater than \$50,000, and all land title	Board of Management
Approve the procurement destruction transfer and sale of a Recognised Assets up to \$50,000, with the exception of any land title	Chief Executive Officer
Administer the Asset register	Finance Officer
Authority Action	Approved Authority
Approve the destruction of an Asset	Chief Executive Officer
Approve the transfer, including sale, of an Asset	Chief Executive Officer

3.9 Financial delegation for the operational approval of purchases must consider the governing provisions of the Board of Management's strategic and operational plan approvals, and in context to the annual budget approvals.

3.10 The Delegation of Authority relating to **financial management** will comprise:

Authority Action	Approved Authority
Appointment of auditor services reviewed on a three year basis	Board of Management
Oversee and review the preparation of the annual accounts and financial reports	Finance Committee
Endorse and present the annual accounts to the membership.	Board of Management
Accept the annual accounts	Membership at the annual general meeting
Approve the annual budget	Board of Management
Approve investments	Board of Management
Approve purchases greater than \$100,000	Board of Management
Sign-off on purchases greater than \$100,000 that are pre-approved by the Board	Chief Executive Officer
Approve purchases up to \$100,000 other than an Recognised Asset	Chief Executive Officer
Approve program/project purchases up to \$20,000	Operations Manager

other than an Recognised Asset.	
Approve program/project purchases up to \$5,000 other than an Recognised Asset.	Program Manager / Project Manager
Approve a cash reimbursement within delegated limits	Chief Executive Officer
Approve a credit card holder and issue of a credit card to the Chief Executive Officer	Board of Management
Approve a credit card holder and issue of a credit card and specific spend limit to a staff member.	Chief Executive Officer
Able to be issued and use a credit card where approved	Staff Members
Prepare credit card consolidation statements	Credit card holder
Approve credit card reconciliations	Chief Executive Officer
Approve petty cash claims greater than \$200	Chief Executive Officer

Authority Action	Approved Authority
Approve petty cash claims up to \$200	Operations Manager
Approve credit card transactions in accordance with budget and related procurement restrictions	Credit card holder
Destruction of financial records post ten (10) years from publication	Chief Executive Officer

3.11 The Delegation of Authority relating to **vehicles** will comprise:

Authority Action	Approved Authority
Approve the allocation of a permanent vehicle	Board of Management
Approve the allocation of a temporary vehicle	Chief Executive Officer
Control of a vehicle	Authorised person

3.12 The Delegation of Authority relating to **contract management** will comprise:

Authority Action	Approved Authority
Approve a contract less than \$5,000 with no significant risk as defined in the Contract Management Guideline	Program Manager
Approve a contract less than \$20,000 with no significant risk as defined in the Contract Management Guideline	Operations Manager
Approve a contract between \$20,000 and \$500,000, or where significant risk exists for contracts of a lower	Chief Executive Officer, in accordance with approval of

value as defined in the Contract Management Guideline	programs/projects by the Board of Management
Review a contract greater than \$500,000 prior to signing	Chairperson, on behalf of the Board of Management
Sign a contract, subject to meeting the approval requirements	Chief Executive Officer
Administer the contract register	Project Management Office Support Officer
Administer the intellectual property register	Project Management Office Support Officer
Approve a Chief Executive Officer employment contract or updates	Board of Management
Approve a Staff Member employment contract other than the Chief Executive Officer or updates	Chief Executive Officer

3.13 The Delegation of Authority relating to other **human resource appointments** will comprise:

Authority Action	Approved Authority
Accept, or reject on reasonable grounds, a Member who has applied for membership	Board of Management
Recommend changes to the organisation chart and associated staff positions	Board of Management or Chief Executive Officer
Approve changes to the Wheatbelt NRM organisation chart and associated key staff positions (excludes Temporary Staff that are not part of the main organisational chart)	Board of Management
Recommend an individual for a Board Director appointment to the Board of Management	Nominations Committee
Recommend an individual for a Board Director appointment to the Members	Chairperson
Appoint a Board Director	Member(s) or authorised proxy
Appoint an Acting Board Director	Board of Management
Recommend an individual for a Chief Executive Officer appointment to the Board of Management	Nominations Committee
Appoint a Chief Executive Officer	Board of Management
Appoint a Staff Member, other than the Chief Executive Officer	Chief Executive Officer
Approve flexible work arrangements for staff	Chief Executive Officer

Approve a position description for the Chief Executive Officer, including salary and entitlements	Board of Management
Approve a Role description for a Staff Member other than the Chief Executive Officer, including salary and entitlements	Chief Executive Officer
Approve work experience	Chief Executive Officer

3.14 The Delegation of Authority relating to **human resource-related performance management** will comprise:

Authority Action	Approved Authority
Administer the process of reviewing the skills of Board Director(s) and nominees	Nominations Committee
Administer the process of reviewing the performance of the Chief Executive Officer, including approval of any salary increments or other allowances and bonuses	Chairperson in collaboration with the Nominations Committee
Authority Action	Approved Authority
Make recommendations for a change in the salary or other allowance of the Chief Executive Officer	Nominations Committee
Make recommendations for a change in the salary or other allowance of a Staff Member other than the Chief Executive Officer	Chief Executive Officer
Approve Staff Member annual salary increments according to the designated salary range as part of the performance review process	Chief Executive Officer
Approve a change in the salary or other allowance of a Staff Member, with the exception of any progressive increment within the approved range per annum	Board of Management
Review the performance of a Staff Member other than the Chief Executive Officer	Line manager who is in a senior management role
Approve overtime for a Staff Member	Chief Executive Officer
Approve on-call arrangements for a Staff Member	Chief Executive Officer
Approve flexible work arrangements within the contract of employment parameters for a Staff Member	Chief Executive Officer

3.15 The Delegation of Authority relating to **grievance** will comprise:

Authority Action	Approved Authority
Response to a grievance against Members	Board of Management
Response to a grievance against an Associate	Board of Management
Response to a grievance against a Board Director	Chairperson or Deputy

from another Board Director	Chairperson (in the event of the grievance being against the Chairperson)
Response to a grievance against a Board Director other than from another Board Director, and reported by the Chief Executive Officer to the Board of Management	Chief Executive Officer
Response to a grievance against a Chief Executive Officer	Chairperson
Response to a grievance against a Staff Member other than the Chief Executive Officer	Chief Executive Officer
Response to a grievance against a contractor	Chief Executive Officer

3.16 The Delegation of Authority relating to dealing with **Policy or contract breaches** will comprise:

Authority Action	Approved Authority
Manage the process dealing with a breach of the Code of Conduct by a Board Director (other than the Chairperson) or the Chief Executive Officer	Chairperson or Deputy Chairperson (in the event of the breach relating to the Chairperson)
Manage the process dealing with a breach of the Code of Conduct by the Chairperson	Deputy Chairperson
Manage the process dealing with a breach of a policy or agreement by a Staff Member, contractor or volunteer other than the Chief Executive Officer	Chief Executive Officer

3.17 The Delegation of Authority relating to **disciplinary action** will comprise:

Authority Action	Approved Authority
Approve disciplinary action against a Member	Board of Management
Approve disciplinary action against an Associate	Board of Management
Approve disciplinary action against a Partnership	Board of Management
Approve disciplinary action against a Board Director	Board of Management
Approve disciplinary action against a Standing Committee member	Board of Management
Approve disciplinary action against a Chief Executive Officer	Board of Management
Approve disciplinary action against a Staff Member	Chief Executive Officer
Approve disciplinary action against a contractor	Chief Executive Officer

3.18 The Delegation of Authority relating to **resignations or retirement** will comprise:

Authority Action	Approved Authority
Accepting a Member's resignation, and reported by the Chief Executive Officer to the Board of Management	Chief Executive Officer
Accepting a Board Director resignation, with the exception of the Chairperson	Chairperson
Accepting the Chairperson's resignation	Deputy Chairperson
Accepting the Chief Executive Officer's resignation or retirement	Chairperson
Accepting a Staff Member's resignation or retirement	Chief Executive Officer
Accepting an Associate's resignation	Chief Executive Officer

3.19 The Delegation of Authority relating to **terminations** will comprise:

Authority Action	Approved Authority
Termination of a partnership-type contract	Board of Management
Termination of a Sponsorship greater than \$5,000	Board of Management
Termination of a Sponsorship under \$5,000	Chief Executive Officer
Termination of a supply-type contract	Chief Executive Officer
Termination of a Membership	Board of Management
Termination of a Board Directorship	Board of Management
Termination of a Chief Executive Officer's employment	Board of Management
Termination of a Staff Member's employment	Chief Executive Officer
Termination of an Associate membership	Chief Executive Officer
Recommend a termination payment for the Chief Executive Officer other than the standard provisions	Board of Management
Recommend a termination payment other than the standard provisions other than the Chief Executive Officer	Chief Executive Officer
Approve a termination payment other than the standard provisions	Board of Management

3.20 The Delegation of Authority relating to **suspension** will comprise:

Authority Action	Approved Authority
Suspension of a Membership	Board of Management
Suspension of a Board Directorship	Board of Management

Suspension of a Chief Executive Officer's employment	Board of Management
Suspension of a Staff Member's employment	Chief Executive Officer

3.21 The Delegation of Authority relating to **human resource-related leave** will comprise:

Authority Action	Approved Authority
Approval of leave relating to the Chief Executive Officer	Chairperson
Approval of a Staff Member's leave, other than the Chief Executive Officer	Chief Executive Officer
Approval of any time off in lieu	Line Manager

3.22 The Delegation of Authority relating to **training** will comprise:

Authority Action	Approved Authority
Approve training or professional development of the Board Director(s)	Board of Management
Approve training, professional development or study leave of the Chief Executive Officer	Chairperson
Approve training, professional development or study leave of a Staff Member other than the Chief Executive Officer	Chief Executive Officer

3.23 The Delegation of Authority relating to **travel** will comprise:

Authority Action	Approved Authority
Approve travel for Board Director(s)	Board of Management
Approve major travel for the Chief Executive Officer	Chairperson
Approve travel for staff other than the Chief Executive Officer	Chief Executive Officer

3.24 The Delegation of Authority relating to **program management** will comprise:

Authority Action	Approved Authority
Approve a Program Management Plan	Program Sponsor
Approve changes to a Program	Program Sponsor
Cancellation of a Program	Program Sponsor
Acceptance of Program Deliverables	Program Sponsor

3.25 The Delegation of Authority relating to **project management** comprises:

Authority Action	Approved Authority
Administer the project register	Project Management Office Support Officer
Approve a Project Management Plan	Project Sponsor
Approve changes to a Project	Project Sponsor
Cancellation of a Project	Project Sponsor
Acceptance of Project Deliverables	Project Sponsor

3.26 The Delegation of Authority relating to **media** will comprise:

Authority Action	Approved Authority
Authorised Spokesperson to the Media	Chairperson or delegated on case-by-case basis to the Deputy Chairperson or Chief Executive Officer
Approve written Media Statements publicly released to the Media	Chairperson or Chief Executive Officer
Approve written Media Updates	Chief Executive Officer
Approve marketing materials	Chief Executive Officer

3.27 The Delegation of Authority relating to **sponsorship** will comprise:

Authority Action	Approved Authority
Approve Wheatbelt NRM sponsorship up to \$5,000	Chief Executive Officer
Approve Wheatbelt NRM sponsorship greater than \$5,000	Board of Management

3.28 The Delegation of Authority relating to **donations and gifts** will comprise:

Authority Action	Approved Authority
Approve donations or gifts with a monetary or market value greater than \$2,000	Board of Management
Approve donations or gifts with a monetary or market value up to \$2,000	Chief Executive Officer

4. Responsible Officers

- 4.1 The Board of Management, as part of its governance authority, is responsible for the approval and publication of this Policy, including the approval of any subsequent changes.
- 4.2 The Audit Committee is responsible for reviewing this Policy prior to Board of Management approval, and ensuring the scheduled review of this Policy.
- 4.3 The Chief Executive Officer is responsible for the operational compliance of the organisation to this Policy.
- 4.4 Representatives detailed in this Policy are responsible for their delegated powers and using those powers appropriately and in the best interest of Wheatbelt NRM and its Member(s).

5. Approval

This Policy was approved by the Board of Management on the 4th May 2016.

Jim Sullivan
Chairperson
Board of Management
Wheatbelt Natural Resource Management Incorporated