



# Approval Limits and Delegation Authority Policy

## Policy version and revision information

<b>Policy Authorised by:</b>	Dr Phil Hamdorf	<b>Original Issue:</b>	23 <sup>th</sup> July 2024
<b>Revision by:</b>	Dr Phil Hamdorf	<b>Revised Date:</b>	26 <sup>th</sup> May 2026
<b>Policy Maintained by:</b>	Dr Phil Hamdorf	<b>Next Review:</b>	26 <sup>th</sup> May 2028

## **1. Approval Limits and Delegation Authority Policy**

This Approval Limits and Delegation Authority Policy ('Policy') defines the limits and delegation of authority from the Board to the Chief Executive Officer and outlines delegation by the Chief Executive Officer to other staff (Attachment 1).

## **2. Policy Statements**

- (a) The Board has legal responsibility for the strategic direction and the setting of the framework for all operations, expenditure and governance of ASAPD.
- (b) The Board exercises this responsibility by working with the Chief Executive Officer, who may delegate to nominated staff, responsibilities to carry out the day-to-day operations of the organisation to within the limitations as set out in this Policy.
- (c) Unless otherwise noted, all delegated amounts to the Chief Executive Officer and staff must be within the Budget approved by the Board.
- (d) All approvals by the Board may then be executed by the Chief Executive Officer.
- (e) This Policy is to be reviewed and approved by the Board every two (2) years.
- (f) The Chief Executive Officer is responsible for the administration and operation of this Policy and can, at any time, (except to the extent that it changes the Board's reserved powers) make changes to the level of sub-delegation to senior staff, providing it does not exceed the Chief Executive Officer's delegation.
- (g) Any changes to this Policy must be in writing, signed and dated by the Chief Executive Officer.

## **3. Board Reserved Powers**

The Board reserves to itself certain powers, but delegates the operational management of ASAPD to the Chief Executive Officer. The reserves include the power to:

- (a) change delegations at any time;
- (b) appoint, remove, remunerate and review the performance of the Chief Executive Officer;
- (c) appoint, remove and remunerate external auditors;
- (d) approve the annual operating and capital Budgets, including any reallocation between programs or administrative category greater than \$10,000;
- (e) approve the financial statements and Annual Report;
- (f) approve the four-year long-term forecast and annual review;
- (g) approve the overall strategic plan and risk framework;
- (h) approve the annual review of the staff remuneration plan;
- (i) approve any debt or financial accommodation, including credit card or bank facility; and
- (j) approve any major announcements which may impact on the core business or strategy of ASAPD.

## **4. Detailed Delegations by Sub-Categories**

Each sub-category has its own delegations, but where more than one category applies, the higher of the two delegations is applicable.

## **4.1 Planning and Budget**

### **4.1.1 Planning**

The Chief Executive Officer will present the annual Budget ('Budget') to the Board along with a forecast for the following year.

The Budget will include monthly cashflow for each of the major programs and operational divisions with written explanations about revenue, expenses and risks associated with major items. The Budget will be finalised when Australian Sports Commission funding is confirmed.

The Budget will include all major assumptions about expected revenue and expenses, both on a program and general ledger classification. Staff costs will include appropriate details, including planned staffing levels, employment costs and expected adjustments in total remuneration.

### **4.1.2 Budget Adjustments**

Any adjustment to the annual Budget allocations between programs or between administrative allocations of \$10,000 or more, is to be approved by the Board.

Any amounts less than \$15,000 not included in the annual Budget allocations for a program, or in excess of the Budget, is subject to approval by the Chief Executive Officer. The Chief Executive Officer must notify the Board at the next meeting of any reallocations or adjustments to approve program budgets over \$15,000.

At each Board meeting, the Chief Executive Officer will report to the Board performance of operations including against the approved monthly budget with explanation provided of all significant variations, both to the level of revenue and expenses and the timing of those items.

The Chief Executive Officer will also provide a forecast of the final year result and the expected variance to the Budget, if any, as part of the Board finance report.

## **4.2 Operating Plan**

### **4.2.1 Operating Expenses**

The Chief Executive Officer has authority to approve all budgeted operating expenses unless otherwise highlighted in this ASAPD Delegation Authority document.

Operating expenses includes:

- (a) all expenses or payments excluding capital payments, hospitality, legal settlements, staff payments and staff travel costs; and
- (b) individual expenses, including those under the contract or engagement agreement.

A series of payments will be taken as a single commitment if these payments relate to the same contract or service.

Non-budgeted items over \$5,000 are required in writing to the Board for approval before the expenditure is committed. This is to be done even if a draft contract exists – which is to be included in the submission to the Board for expenditure approval.

### **4.2.2 Staff Travel**

All staff travel over \$5,000 is approved by the Board. In addition, the ASAPD Board is to be advised of all staff trips over \$5,000 in advance of travel.

Staff travel includes airfares, accommodation, car hire, meal allowances and other incidentals as an estimate of all costs to be incurred by all staff travelling together or to the same event.

The Chief Executive Officer is authorised to approve all budgeted staff travel below \$5,000.

### **4.2.3 Hospitality**

Hospitality includes entertainment, meals or other gifts which are incurred to further ASAPD's relationship with a person or organisation. It does not include necessary food and beverages while travelling on ASAPD business, but may occur while on ASAPD business and away from home.

Hospitality for any stakeholders is to be appropriate for the stakeholder given their level of influence, or potential influence, on ASAPD's business or operations.

The Chief Executive Officer can authorise any planned hospitality up to \$500 per person or \$4,000 in total.

#### **4.2.3 Legal Settlements and Costs and Bad Debts**

The Chief Executive Officer can approve legal expenses up to a value of \$5,000.

The Chief Executive Officer can approve write-offs of bad debts to maximum of \$1,500 for debtors.

#### **4.2.4 Capital Expenditure**

The Chief Executive Officer can approve capital expenditure within Budget up to the value of \$10,000 whether the purchase is a single purchase or a series of payments from the same or multiple suppliers, that create a single asset or group of assets that form a set.

Capital items include software purchases even if it will be written off within one (1) year.

#### **4.2.5 Asset disposal**

The Chief Executive Officer can approve asset disposals that are expected to produce a loss less than \$3000 or, have a book value less than \$3000 or have proceeds less than \$3000.

### **4.3 Staff Plans**

#### **4.3.1 Staff Appointment, Removal and Remuneration**

The appointment, removal and remuneration of the Chief Executive Officer is exclusively reserved for the Board.

The Chief Executive Officer has responsibility for appointment, removal, and remuneration levels for staff.

Annually, the Chief Executive Officer will advise the Board of each staff member's remuneration and will provide a brief report on the performance of each person.

Changes to staff salary remuneration requires Board approval, following the submission of appropriate documentation by the Chief Executive Officer.

The Chief Executive Officer will also provide an annual plan for succession or contingency for each senior staff position, including the Chief Executive Officer role.

All staff change announcements (other than the Chief Executive Officer's position) are to be made by the Chief Executive Officer or their delegate and at no time should individual staff announce any changes in staff without prior written approval from the Chief Executive Officer.

#### **4.3.2 Cost Reimbursement**

All claims for reimbursement of expenses are to be accompanied by a tax receipt. Individual, unreceipted expenses for less than \$20, require a written, reasonable explanation to be provided.

All staff reimbursements for out-of-pocket expenses/reimbursements are to be approved by the Chief Executive Officer to a limit of \$2,500.

All Chief Executive Officer out-of-pocket expenses/reimbursements \$2,500 and over, and staff reimbursements \$2,500 and over, are to be approved by the Chair.

### **4.4 Media and Stakeholder Engagement**

#### **4.4.1 Media Announcements**

The Board reserves to itself the control of major announcements including financial results, Board and Chief Executive Officer changes and other announcements that may have a fundamental impact on ASAPD or the long-term strategy of ASAPD.

No individual Board member is permitted to make any announcement or public statement on behalf of ASAPD without the approval of the Board as a whole – or the Chair (or delegate) in the case of an urgent matter requiring an immediate response.

The Chief Executive Officer is delegated to manage all day-to-day announcements and to ensure the consistency and appropriateness of any messages.

#### **4.4.2 Stakeholder and Government Relations**

The Board reserves to itself control of major strategies in relation to stakeholder and government relations including the Australian Sports Commission.

No individual Board member is permitted to make any announcement, official approaches, representation or public statement on behalf of ASAPD without the approval of the Board as whole, or

the Chair (or delegate) in the case of an urgent matter requiring an immediate response.

The Chief Executive Officer is delegated to manage all day-to-day management and contacts to ensure consistency and appropriateness of any messages.

All staff are to report to the Chief Executive Officer any contact with stakeholders or government parties that has the potential to result in media attention of significant impact to ASAPD's relationship with that or another organisation.

## **4.5 Commercial Dealing**

### **4.5.1 Sponsorship**

The Board reserves to itself approval of sponsorship deals whether in cash or in kind, as well as all Naming Rights, Major Sponsor / Partner designations or major category sponsors, and any sponsorship term longer than three (3) years.

The Chief Executive Officer is delegated to approve all sponsorships up to an annual value of \$25,000, whether in cash or in kind for a term up to and including three (3) years.

### **4.5.2 Non-Sponsorship Revenue**

The Board reserves to itself approval of any revenue contract with value of over \$25,000, whether in cash or kind.

### **4.5.3 Broadcast Rights**

Broadcast rights sold to a broadcaster providing a positive return to ASAPD is a sponsorship and the applicable delegated authority applies.

The Chief Executive Officer can approve streaming broadcast rights and / or mainstream (television) broadcast rights and deals costing up to \$5,000.

The Board is to approve any broadcast rights costing \$5,000 and over.

## **5. Review of Policy**

This policy will be reviewed at least every two (2) years or earlier if required.

## ASAPD Board Delegation Matrix

Item	Board	Chair	CEO
<b>Planning and Budget</b>			
Annual budget	✓		
Strategic plan and risk framework	✓		
Annual financial forecast	✓		
Budget reallocations \$15,000 and over	✓		
Budget reallocations up to \$15,000			✓
<b>Operating Expenses</b>			
Expenditure outside budget \$5,000 and over		✓	
Expenditure within budget			✓
<b>Staff Travel</b>			
Staff travel \$5,000 and over	✓		
Staff travel up to \$5,000			✓
<b>Hospitality</b>			
Hospitality over CEO limits	✓		
Hospitality up to \$500 per person or up to \$4,000 total			✓
<b>Legal Costs and Litigation, Bad Debts</b>			
Legal costs \$5,000 and over	✓		
Legal costs up to \$5,000			✓
Bad debts up to \$1,500			✓
<b>Capital Expenditure</b>			
Capital expenditure \$10,000 and over	✓		
Capital expenditure up to \$10,000			✓
<b>Asset Disposal</b>			
Asset disposals with expected loss of over \$3,000, or a book value over \$3,000, or proceeds over \$3,000	✓		
Asset disposals with expected loss of up to \$3,000, or a book value of up to \$3,000, or proceeds up to \$3,000			✓
<b>Payment/Bank Authorisation</b>			
Approved financial transactions executed by any two of the Chair, Board Member or delegated staff	✓	✓	✓
Changes to credit card limits	✓		
<b>Staff Appointment, Removal, Remuneration, Reimbursement</b>			
CEO appointment, removal and remuneration	✓		
Staff appointment, removal and commencement remuneration			✓
Changes to staff remuneration	✓		
CEO or staff out-of-pocket expenses reimbursement up to \$2,500			✓
CEO or staff out-of-pocket expenses reimbursement \$2,500 and over		✓	
<b>Media, Stakeholder Engagement, Government Relations</b>			
Strategic direction statements	✓		
Control of major strategies in relation to stakeholders and government	✓		
Day-to-day announcements			✓
<b>Sponsorship</b>			
Sponsorships \$25,000 and over and/or with a term longer than 3 years or more	✓		
Sponsorships up to \$25,000 and/or a term of less than 3 years			✓
<b>Non-Sponsorship Revenue</b>			
Contracts \$25,000 and over	✓		
Contracts up to \$25,000			✓
Day-to-day management and retention of contracts			✓
<b>Broadcast Rights</b>			
Streaming broadcast rights and mainstream (television) broadcast rights over \$5,000	✓		
Streaming broadcast rights and mainstream (television) broadcast rights up to \$5,000			✓

## Attachment 2

### ASAPD Signatories

#### **Beyond Bank**

Dr Philip Hamdorf	Cheque Account and Online Saver Account
Ross Ashcroft	Cheque Account and Online Saver Account
Chris Thomas	Cheque Account

#### **ACNC**

Dr Philip Hamdorf	Public Officer
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#### **ASIC**

Dr Philip Hamdorf	Organisational Representative
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