

VAC Delegations of Authority Policy **BPM-009**

Application	Board and management
Purpose	To provide clear delegations of authority from the Board to the CEO
References	N/A
Associated policies/procedures	BPM-005 Finance Policy Organisational delegations document
Associated forms	

Introduction

The Board has discretion under the Constitution to delegate authority to the CEO of the organisation. The instrument used to define and manage this delegation is the VAC Delegations of Authority Policy. At all times, the responsibility for good governance and risk management remains with the Board.

The CEO may further delegate some of these authorities to his delegate where specifically authorised in this authority, and alternatively, to his deputy whenever the CEO is on approved leave from work.

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Policy Responsibility: Finance, Risk and Audit Committee		Date Issued: 1 September 2015
Approved by: Board		Status: Approved
Last amendment: 12/04/2016	Version: 1.0	Next review date: February 2019

CATEGORY	VALUE	AUTHORISED TO APPROVE	ACTION
GOVERNANCE			
Approval of VAC's strategic direction and corporate strategy		Board of Directors	In conjunction with Chief Executive
Changes to organisation Structure		Board of Directors	In conjunction with Chief Executive
Appointment of Internal Auditor		Board of Directors	On recommendation by the FRAC committee
Annual Strategic Risk Assessment and Internal Audit Plan		Board of Directors	On recommendation by the FRAC committee
Approval of VAC's logo, branding and marketing strategy		Board of Directors	On recommendation of Chief Executive
VAC's Investment Strategy		Board of Directors	
Chair's expenses		Treasurer	
Officers Indemnity Insurance		Board of Directors	On recommendation of FRAC
Chief Executive expenses and leave		President or delegate	
Directors expenses		President or delegate	
Appointment, employment contract and performance review of the Chief Executive		Board of Directors	In consultation with the board executive
Remuneration of Chief Executive and Senior Management Team		Board of Directors	On the recommendation of the Remuneration Committee
Police checks for Board members		Chief Executive Officer	Consistent with Board policy
MEDIA			
Authorise public/media statements on behalf of the organisation (written and verbal)		Chief Executive	
DEPARTMENT RELATIONS			
Provide reports as required to the Minister for Health and other government agencies		Chief Executive	In consultation with President as/if required
Correspondence to all other organisations		Chief Executive	
FINANCE & RESOURCES			
Lease of land and buildings	>\$100K	Board of Directors	The Chief Executive has the delegated authority to execute licences, permits, deeds, leases and agreements required in the day-to-day operations of business within the delegated financial amt
	<\$100K	Chief Executive	
Financial budget variations	>\$30K	Board of Directors	On recommendation of the FRAC committee
	<\$30K	Chief Executive	
Unbudgeted approval of consultancies	>\$30K	Board of Directors	
	<\$30K	Chief Executive	
Authorise the opening, operation, closing of accounts, or change of signatories - requires two signatures.		Board and CEO jointly	
Approval of loans		Board of Directors	

CATEGORY	VALUE	AUTHORISED TO APPROVE	ACTION
Trade-ins – equipment		Chief Executive	
Contracts for the supply of goods and/or services (including maintenance contracts for computer/engineering equipment)	Unbudgeted >\$20K	Board of Directors	Authorisation must take place only within approved budget. Copies of Contracts to be kept in Central Registry
	Budgeted	Chief Executive	
Equipment purchases	<\$20K	Chief Executive	<ol style="list-style-type: none"> All equipment above \$2,500 must be listed in approved annual budget All urgent items not covered by the above to be approved by the CEO
Authorise organisation credit card expenditure and to set the limit and restrictions for their purchasing	<\$15K	Chief Executive	
Operational budgeted expenditure including: <ul style="list-style-type: none"> Reimbursements Consumables Staff training (including conference costs and associated travel) Repairs and maintenance of buildings Equipment repairs 	<\$50K	Chief Executive & another authoriser	Director & CEO or their deputy providing the second signature. The process to involve verification by manager that expense is budgeted and in line with contractual obligations. Any two signatories to sign off on the release of funds via electronic account.
Extension, supplementary or amendment agreement to existing Commercial Agreements	<\$20K	Chief Executive	
Sign group certificates		Accountant	
Retention/destruction of accounting records		Chief Executive	On recommendation of auditors
Approve all financial reports prior to release to external parties		Chair FRAC committee	
Insurances - premium sign off (other than Officer's Indemnity Insurance)		Chief Executive	Annual Review of policies by the FRAC sub -committee
NEW SERVICE AND NEW BUSINESS DEVELOPMENT			
Proposals for development of new business units, companies, commercial joint ventures and other associated entities		Board of Directors	On recommendation of the FRAC committee
INDUSTRIAL RELATIONS			
Enterprise Bargaining Agreement (EBA) negotiations and compliance within limits set by the Board		Chief Executive	EBA approval to be signed by the Board.
Investigate claims made by, or on behalf of employees in proceedings brought under any other legislation dealing with industrial disputes		Chief Executive	
UNBUDGETED EXPENDITURE			
Approval of non-budgeted operational business initiatives	<\$20K	Chief Executive	All such approval is subject to funding availability and must be aligned with priority requirements by the Board and FRAC committee
LEGAL ACTIONS AND LEGAL ADVICE			
Engagement/briefing of legal counsel		Chief Executive	With reference to the Chair, Board of Directors

CATEGORY	VALUE	AUTHORISED TO APPROVE	ACTION
HUMAN RESOURCES			
Replacing vacant position within budget		Chief Executive	
Authorise recruitment to replacement positions		Chief Executive	
Authorise recruitment to new positions		Chair Board of Directors	
Change in title or job description		Chief Executive	
Acceptance of resignation		Chief Executive	
Employment contracts and associated letter of appointment		Chief Executive	
Statement of service		Chief Executive	
Annual leave & Personal Leave (Compassionate Sick Maternity LSL)		Chief Executive	
Professional Development – seminar leave, study leave, examination leave, conference and training leave		Chief Executive	
Professional Development – expenses	>\$5k	Chief Executive	
Authorise a bonus payment for an employee		Chief Executive	With reference to the Chair and the Remuneration committee for approval. All staff remuneration amounts will be reported annually to the Board prior to the preparation of the next fiscal year budget
Dismissal of employee		Chief Executive	With reference to the Chair
Redundancy payments or Voluntary Departure Packages		Chief Executive	With reference to the Chair
Leave without pay		Chief Executive	
Employee remuneration		Chief Executive	
CEO remuneration		Chair and remuneration committee	
Reimbursement of staff expenses, personnel payments in advance and allowances		Chief Executive	
Director remuneration		Chief Executive	With reference to the Chair and the Remuneration committee for approval

DEFINITIONS:

In this Delegation document, unless the contrary intention appears;

- ‘VAC’ means the Victorian AIDS Council Inc. and the Gay Men’s Health Centre Inc.
- ‘FRAC’ means the Finance Risk and Audit Committee