



Women's Health In The South East

Delegations Manual

Version 1: Approved July 2007

Contents

1.	Introduction.....	3
2.	Abbreviations and Definitions.....	4
3.	Principles.....	5
4.	Levels of Authority.....	6
5.	Standard Expenditure Delegation.....	7
6.	Revenue Delegation.....	8
7.	Finance - Administration.....	9
8.	Finance - Expenditure.....	10
9.	Finance – Revenue.....	11
10.	Finance - Capital.....	12
11.	Affixing of Official Seal and Council Meetings.....	13
12.	Leases of Land and Buildings.....	14
13.	Bad/Doubtful Debts.....	15
14.	Sponsorship.....	16
15.	Public Relations.....	17
16.	Government and External Relations.....	18
17.	Recruitment, Appointment and Re-Appointment of WHISE Staff.....	19
18.	Dismissal or Termination of WHISE Staff.....	20
19.	Industrial Relations.....	21
20.	Human Resources.....	22
21.	WHISE Legal Actions and Legal Advice.....	23
22.	Organisation Structure.....	24
23.	Changes to this Delegations Manual.....	25
24.	Policy Approval.....	26
25.	Signing of WHISE Contracts.....	27

1. Introduction

Women's Health in the South East (WHISE) is incorporated as an association under the Associations Incorporations Act, under the governance of the Council of WHISE.

The Council members of WHISE must be members of WHISE, and are nominated at the Annual General Meeting and elected by WHISE members. The Council has the power and the responsibility to operate the Association, in accordance with the Associations Incorporation Act, relevant State and Federal legislation, and the Constitution, under which WHISE is incorporated.

Council has established key documents, in accordance with its governance, to direct the operations of WHISE. These documents are:

- Vision and Mission Statements
- Strategic Plan
- Annual Budget
- Policy and Procedures Manual
- Finance Manual
- Delegations Manual (this manual).

This Manual has been established by Council to formalise delegations to the Chief Executive Officer (CEO), and to determine the authority for decision making, particularly in respect of financial expenditure and revenue limits or personnel issues for WHISE. It is not intended that this document give authority for any action not in accordance with any current Council approved policy.

Reference to this manual will indicate to the Chief Executive Officer and staff of WHISE:

- the level of expenditure for which approval is required
- the level of revenue for which approval is required
- the type and nature of events and actions that are authorised by the Council, \
- and the relevant staff member or members who may undertake such actions.

Responsibility for maintaining and updating this Manual lies with WHISE Council through the Treasurer, Chief Executive Officer and FM (FM).

This Delegations Manual must be read in conjunction with the Finance Manual, and with the Policy and Procedures Manual.

2. Abbreviations and Definitions

(Note: where a term is already defined elsewhere (e.g. in the Constitution of WHISE), that definition is not repeated here).

WHISE	Women's Health In The South East
Council	The Council of WHISE elected in accordance with the Constitution
Chair of Council	The woman appointed from time to time to chair Council of WHISE, in accordance with the Constitution
CEO	Chief Executive Officer
FM	FM
SSC	SSC

3. Principles

- 3.1 Where the Manual specifies a delegated authority, the position to whom that delegate reports is also deemed to have the designated authority.
- 3.2 A person who has the delegated authority under this Manual to enter into a contract or agreement also has the authority to vary or cancel the same contract.
- 3.3 A person who has the delegated authority under this Manual:
- may sub-delegate all or part of the performance of that authority to a designated staff member who is reporting directly to that person
 - or may vary that delegation at any time
- provided that any sub-delegation or variation does not exceed the authority initially delegated.
- The responsibility for the approved delegated authority remains with the approved delegate at all times.
- 3.4 Unless otherwise stated in this Manual an individual who formally relieves a delegate assumes the responsibility and the delegated authority of that delegate.
- 3.5 This Manual is to be reviewed and updated annually, or when considered appropriate by the CEO, or as otherwise determined by the Council or its Treasurer.
- 3.6 The dollar values in this Manual relate to the total cost of a project or contract over the life of that project or contract, regardless of the number of orders necessary. Related items are not to be split across more than one requisition to avoid delegations of authority.
- 3.7 No person can sign an approval resulting in a reimbursement of expenses or benefit to themselves.
- 3.8 All WHISE contracts signed pursuant to this manual must be signed in accordance with Section 25 - Signing of WHISE Contracts.
- 3.9 The delegation is to cease if the specified position name changes or there is a material change to the duties of that position.
- 3.10 Where the delegation ceases as a result of a change to the name of the specified position, the new replacement position will assume the delegations of the old position.
- 3.11 Procedures must be in place to ensure that internal controls are not compromised where more than one delegation is assigned to a particular position.
- 3.12 A register of financial delegations must be established and securely maintained, containing the names of all Staff holding positions and specimen signatures for each. This will be reviewed annually by the CEO and reported accordingly to Council.

4. Levels of Authority

WHISE has classified the level of approval and delegation into the following main categories:

- Level 1 WHISE Council
- Level 2 Chief Executive Officer
- Level 3 Finance and Business Development Manager and Services and Systems Coordinator
- Level 4 Other staff as required

5. Standard Expenditure Delegation

This Standard Delegation covers the following, unless otherwise specified in this document or amended from time to time in accordance with this document -

Capital Works (WHISE Funded)

Includes variations

Asset purchases (Capital Expenditure)

Includes equipment and fixed asset purchases, including land and buildings. Any doubt as to what constitutes capital expenditure to be referred to the CEO and then to Treasurer or Council.

Maintenance Agreements / Rental Contracts

Includes the annual fees of rentals and maintenance contracts. Includes entering into, varying or cancelling contracts and agreements.

Contracts / Tenders

Includes contracts and/or agreements for WHISE such as infrastructure maintenance and support (utilities) and miscellaneous matters such as car parking.

Consultants

Use of consultants is recommended to Council by the CEO, by means of a formal written proposal including terms of reference. No consultant may be appointed until Council approval is received. Council approval is for the specified assignment only, and any extension to the assignment, requiring additional expenditure, will require further approval by Council.

Budget items

The annual budget sets out the items to be purchases and expended each year. This budget includes salary and related expenses, as well as consumable items and other expenditure.

Salary and related expenses are approved by the CEO within the context of the organizational structure and relevant industrial award.

Purchase of consumables are authorized on the approved form, and the signature of the person authorising the purchase requisition will also certify that the expenditure is within the approved budget

Other expenditure includes any item not included under salary and related expenses, or consumables, and, depending on the type and level of expenditure, may require specific approval of the CEO (e.g. advertising, reimbursement of expenses, staff development).

NOTE: Variations to these Standard Delegations are made in accordance with Section 23 - Changes to this Delegations Manual

6. Revenue Delegation

Council has delegated to the CEO the authority to expand the range of income sources for WHISE, in line with Council policy.

Where the CEO has identified a new income source that is significantly different from the range already approved by Council, the CEO must obtain prior Council approval, before entering into any contract.

7. Finance - Administration

The following authorities are delegated to WHISE CEO and Staff:

7.1 WHISE annual budget: <ul style="list-style-type: none">• Approval of annual budget• Approval of budget approach and assumptions• Approval of minor variations to budget• Approval of Capital budget (Refer Section 10 also)	Level 1 - Council Level 2 - CEO Level 2 – CEO Level 1 - Council
7.2 Approval of Loans (from recognised financial institutions only)	Level 1 - Council
7.3 Approval of investment strategy	Level 1 - Council
7.4 WHISE bank account management (including approval of signatories and opening/closing of bank accounts)	Level 1 - Council
7.5 Implementation and management of cash receipting, banking and disbursements systems and procedures	Level 3 - FM
7.6 Annual report approval in accordance with the Constitution	Level 1 - Council
7.7 Approval of monthly financial reports to the Council	Level 2 - Treasurer and CEO

8. Finance - Expenditure

The following authorities are delegated to WHISE CEO and Staff:

<p>8.1 Approval of consulting contracts:</p> <ul style="list-style-type: none"> • Greater than \$ 5,000 • Up to \$ 5,000 	<p>Level 1 - Council Level 2 - CEO</p>
<p>8.2 Approval of Professional Membership & Development:</p> <ul style="list-style-type: none"> • Greater than \$5,000 • Up to \$5,000 	<p>Level 1 - Council Level 2 - CEO</p>
<p>8.3 Approval of write off, sale or disposal of assets. This includes equipment, damaged stores, obsolete, surplus or unserviceable assets (excluding motor vehicles and land & buildings):</p> <ul style="list-style-type: none"> • Items greater than \$10,000 (the lower of net written down value or market value) • Items up to \$10,000 (the lower of net written down value or market value) • Items up to \$1,000 (the lower of net written down value or market value) 	<p>Level 1 - Council Level 2 - CEO Level 3 – FM</p>
<p>8.4 Approval of write off, sale or disposal of land and buildings</p>	<p>Level 1 - Council</p>
<p>8.5 Approval of write off, sale or disposal of motor vehicles.</p>	<p>Level 1 - Council</p>

9. Finance – Revenue

The following authorities are delegated to WHISE CEO and Staff:

<p>9.1 Capital Revenue Includes receipt of capital donations and proceeds on sale of assets</p> <ul style="list-style-type: none"> • Greater than \$ 20,000 • Up to \$ 20,000 	<p>Level 1 - Council Level 2 - CEO</p>
<p>9.2 Government Funding (State and Federal): (Includes recurrent and ad hoc grants)</p> <ul style="list-style-type: none"> • Greater than \$250,000 • Up to \$250,000 	<p>Level 1 - Council Level 2 - CEO</p>
<p>9.3 Funding – Other Grants</p> <ul style="list-style-type: none"> • Greater than \$250,000 • Up to \$250,000 	<p>Level 1 - Council Level 2 - CEO</p>
<p>9.4 Training income</p> <ul style="list-style-type: none"> • Greater than \$20,000 • Up to \$20,000 	<p>Level 1 - Council Level 2 - CEO</p>
<p>9.5 Consulting fees (WHISE staff contracted out)</p> <ul style="list-style-type: none"> • Greater than \$20,000 • Up to \$20,000 	<p>Level 1 - Council Level 2 - CEO</p>
<p>9.6 Member subscriptions (if implemented)</p> <ul style="list-style-type: none"> • Initial setting of rate • Annual review 	<p>Level 1 - Council Level 2 - CEO</p>
<p>9.7 Activities and services fees</p> <ul style="list-style-type: none"> • Greater than \$30 per activity or session • Up to \$30 per activity or session 	<p>Level 1 - Council Level 2 - CEO</p>
<p>9.8 Minor donations</p> <ul style="list-style-type: none"> • Unrestricted, and to be reported to Council 	<p>Level 2 – CEO</p>
<p>9.9 Rental of facility space</p> <ul style="list-style-type: none"> • Serviced offices greater than \$10,000 annually • Serviced offices up to \$10,000 annually • Ad hoc rental of meeting rooms 	<p>Level 1 - Council Level 2 - CEO Level 2 - CEO</p>
<p>9.10 Other Fees and Sundry Revenue</p> <ul style="list-style-type: none"> • Conference and seminar fees • Sale of publications • Recoveries 	<p>Level 3 - FM</p>

10. Finance - Capital

The capital expenditure delegations set down below includes all capital items purchased, regardless of funding source.

The following authorities are delegated to WHISE CEO and Staff:

10.1 Approval of Capital works projects, building works and all asset purchases.	Level 1 - Council
10.2 Approval to variations of expenditure of Capital Works: <ul style="list-style-type: none">• Greater than \$10,000• Up to \$10,000	Level 1 - Council Level 2 - CEO
10.3 Approval of Information Technology Equipment (including Personal Computers, Printers and Software): <ul style="list-style-type: none">• Greater than \$20,000• Up to \$20,000	Level 1 - Council Level 2 - CEO
10.4 Approval of purchase of Motor Vehicles	Level 1 - Council

11. Affixing of Official Seal and Council Meetings

11.1 Determine procedures for affixing the Official Seal under the Constitution	Level 1 - Council
11.2 Affixing of Official Seal in accordance with procedures in 11.1.	Level 1 – Council, and CEO as required
11.3 Preparation and maintenance of Council Meeting Minutes and Agenda.	Level 2 – CEO in consultation with Chair of Council

12. Leases of Land and Buildings

Leases of Land and Buildings (Refer also Section 25 – Signing of WHISE Contracts)

12.1 New Leases over Freehold or Crown property	Level 1 - Council
12.2 Renewal of leases over Freehold or Crown property, within approved budget	Level 2 – CEO
12.3 Entering into lease agreements where WHISE is the landlord: <ul style="list-style-type: none">• Greater than \$10,000• Up to \$10,000	Level 1 - Council Level 2 - CEO

13. Bad/Doubtful Debts

<p>13.1 Write off unrecoverable amounts of revenue and debts*:</p> <ul style="list-style-type: none">• Greater than \$5,000• Up to \$5,000• Up to \$1,000 <p>*An annual listing detailing bad debts is to be verified by Council</p>	<p>Level 1 - Council Level 2 - CEO Level 3 – FM</p>
<p>13.2 Authorise recovery of charges through court action in cases of failure to pay</p>	<p>Level 1 - Council</p>
<p>13.3 Approve the recovery of debts by instalments:</p> <ul style="list-style-type: none">• Greater than \$5,000• Up to \$5,000• Up to \$1,000	<p>Level 1 - Council Level 2 - CEO Level 3 – FM</p>
<p>13.4 Make declarations of indebtedness on behalf of WHISE in cases of insolvency of a debtor</p>	<p>Level 2 - CEO</p>

14. Sponsorship

Sponsorship may be sought from individuals or entities for WHISE endeavours, in accordance with Council policy.

14.1 Approve individual campaigns greater than \$10,000	Level 1 - Council
14.2 Approve individual campaigns up to \$10,000	Level 2 - CEO

15. Public Relations

15.1 Make public / media statements on behalf of WHISE in situations of adverse or possibly adverse publicity	Level 2 – CEO in consultation with Chair
15.2 Authorise public / media statements of a positive, informative nature about WHISE	Level 2 - CEO

16. Government and External Relations

Contact between WHISE and government and other external bodies occurs on several levels.

WHISE staff will continue to work with their peers and colleagues in government departments and other external bodies.

With respect to contact at Ministerial and senior levels within government departments, the following will apply -

16.1 Correspondence to the Minister	Level 1 and 2 - Council or CEO
16.2 Correspondence to Secretary / Divisional Director / Regional Director	Level 2 - CEO
16.3 Correspondence on specific programs or initiatives below the level of Secretary / Divisional Director / Regional Director* * Correspondence relating to policy, procedures, finance or contractual matters to be approved by CEO	Level 4 - Responsible staff member
16.4 Provide reports as required to the Department of Human Services on Department funded activities.	Level 2 - CEO

With respect to contact at executive and senior levels within other external bodies, the following will apply -

16.5 Correspondence to the Board of Management or Directors	Level 1 and 2 - Council or CEO
16.6 Correspondence to CEO	Level 2 - CEO
16.7 Correspondence on specific programs or initiatives below the level of Secretary / Divisional Director / Regional Director* * Correspondence relating to policy, procedures, finance or contractual matters to be approved by CEO	Level 4 - Responsible staff member
16.8 Provide reports as required to the external body on funded activities	Level 2 - CEO

17. Recruitment, Appointment and Re-Appointment of WHISE Staff

To be in accordance with relevant Award provisions and WHISE policies and within approved budget. Approval for appointment includes the responsibility for determining terms and conditions and remuneration.

The standard delegation limits will be:

17.1 Appointment of Chief Executive Officer	Level 1 - Council
17.2 Appointment of all other staff, in accordance with relevant award or agreement	Level 2 - CEO

18. Dismissal or Termination of WHISE Staff

Dismissal or termination of WHISE staff in accordance with contract or award provisions.

18.1 Approve dismissal or involuntary termination of the CEO	Level 1 - Council
18.2 Approve dismissal or involuntary termination of all other staff	Level 2 - CEO

19. Industrial Relations

WHISE staff are appointed in accordance with the relevant industrial award or agreement, with the exception of the CEO, who is appointed under individual contract.

Where there is grievance or dispute, or industrial bargaining, the following delegations apply:

19.1 Consent to or oppose claims made by, or on behalf of employees in proceedings brought under awards or any other legislation dealing with industrial disputes.	Level 2 - CEO
19.2 Approve applications to the Industrial Relations Commission or other commission or tribunal for the variation of rates of pay or allowance or of conditions of employment in respect of employees or such other employee or employment matters considered necessary or appropriate.	Level 2 - CEO
19.3 Approve for WHISE to be represented by counsel (or other) in an employee or employment related matter before industrial or other tribunals or courts of law in proceedings in which WHISE is a party or intervener.	Level 2 - CEO
19.4 Implement any action arising out of the decisions of any such commission, tribunal or court.	Level 2 - CEO
19.5 Approval of WHISE redundancies, in accordance with relevant industrial award, and Council policy	Level 2 - CEO

20. Human Resources

Staff are provided with position description and contract of appointment, in accordance with relevant industrial award.

The following delegations apply in respect of staffing matters:

<p>20.1 Approval of leave (of any kind), in accordance with relevant industrial award, and Council policy, for:</p> <ul style="list-style-type: none">• CEO• All WHISE staff	<p>Level 1 - Council Level 2 – CEO or SSC or FM</p>
<p>20.2 Approval of hours including timesheets, time-in-lieu and allowances.</p> <ul style="list-style-type: none">• CEO• All WHISE staff	<p>Level 1 - Council Level 3 – SSC for initial checking of timesheets Level 3 – FM for final checking and payment</p>

21. WHISE Legal Actions and Legal Advice

<p>21.1 Authorise and facilitate the defence of any action brought against WHISE:</p> <ul style="list-style-type: none">- Where the nature of the action or a possible outcome of an action could significantly and adversely impact on WHISE's financial position, standing in the community, the continued provision of any service, or on any of the assets of WHISE- In all other instances, on an assessment of the likely financial impact of an action	Level 2 – CEO in consultation with Chair of Council
21.2 Authorise the initiation and facilitate the conduct of legal actions prosecuted by WHISE, not specifically provided for elsewhere in this Manual	Level 2 - CEO in consultation with Chair of Council
21.3 Authorise the obtaining of general legal advice where considered necessary	Level 2 - CEO in consultation with Chair of Council
21.4 Approving Workcover certificate of remuneration.	Level 2 - CEO
21.5 Approving settlement of existing litigation and claims which involve payment by WHISE	Level 1 - Council

22. Organisation Structure

22.1 Approve the Council and Council sub-committee structure (ongoing and ad hoc)	Level 1 - Council
22.2 Approve the organisation structure below Council	Level 2 - CEO

23. Changes to this Delegations Manual

Changes to the Delegations Manual may only be made:

23.1 Where the delegations applicable to the Council are to be altered, based on a detailed recommendation from the Treasurer and/or Chair of Council	Level 1 - Council
23.2 Where the delegations applicable to the CEO are to be altered, based on a detailed recommendation from the Treasurer and/or CEO	Level 1 - Council
23.3 Where the delegations applicable to WHISE Staff are to be altered, but not to a level exceeding those applicable to the CEO	Level 2 - CEO

24. Policy Approval

24.1 Approve policies that govern the operations of WHISE	Level 1 - Council
24.2 All other WHISE Policies	Level 2 - CEO

25. Signing of WHISE Contracts

This Section must be read in the context of the preceding Delegations.

25.1 Documents (including Contracts) under seal, to be signed by any 2 Council Members	Level 1 - Council
25.2 Documents (including contracts) signed for and on behalf of WHISE <ul style="list-style-type: none">• Up to approved budget• Up to \$ 2,000	Level 2 – CEO Level 3 - FM in consultation with CEO
25.3 WHISE agreements and variations, within approved budget	Level 2 - CEO