

## DELEGATIONS OF AUTHORITY

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### PURPOSE

This Policy outlines the level and type of spending allowed by staff and elected members of the Board, Operations Committee and members holding official roles, as well as authority for entering into legal and service agreements with third parties.

### AUDIENCE

All staff and Members of the Palm Beach Surf Life Saving Club (PBQSLSC).

### DETAIL

The financial delegation limits for PBQSLSC staff and key volunteers for items within budget have been set and approved as the following:

#### 1) Financial - Operational

Role	Delegation to spend approved budget items
Operations Manager	\$1,000
Administrator	\$500
President	\$500
Director of Finance	\$500
Director of Administration	\$100
Director - General	\$100
Club Captain	\$200
Junior Activities Officer	\$300
Surf Sports Officer	\$200
Life Saving Gear Steward	\$200
Surf Sports Gear Steward	\$200
First Aid Officer	\$100
IRB Officer	\$200
Property Officer	\$200
Transport Officer	\$200
Youth Development Officer	\$100
Chief Training Officer	\$100

Purchasing of goods and services *outside* of the approved budget will be submitted to the Operations Manager in the first instance for consultation with the Director of Finance for approval if above their approved delegation to spend.

Spends by volunteers are to be reimbursed using the approved Club Reimbursement form, available from the office or in Appendix 1.

## 2) Financial - Capital

Expenditure on Capital items includes purchasing or major repairs to the club building, vehicles, surf equipment, office equipment and information and communications equipment. It excludes minor day to day repairs and maintenance.

A budget of approved Capital items is developed and approved by the Board as part of the annual budget process. Spending within the approved budget is as follows:

Role	Delegation to spend approved CAPEX items
Operations Manager	\$0 - \$5,000
President	\$5,000 - \$10,000
Director of Finance	\$5,000 - \$10,000
Board of Management	≥\$10,000

Spending on capital items outside of the approved budget are submitted to the Board of Management for approval.

## 3) Legal and Service Agreements

Authority is given as outlined in the table below for key personnel/the Board to enter into service or legal agreements on behalf of PBQSLSC, where approved by the Board.

Agreement Type	Budgeted
Lease <ul style="list-style-type: none"> <li>Equipment e.g.; photocopiers</li> <li>Vehicles</li> </ul>	Up to \$3,000 Operations Manager  \$3,000 - \$5,000 President  Over \$5,000 Board
Licences <ul style="list-style-type: none"> <li>Software</li> <li>To occupy premises</li> </ul>	Up to \$3,000 Operations Manager  \$3,000 - \$5,000 President  Over \$5,000 Board
Service Agreements: SLSQ/SLSA/Point Danger Branch	Up to \$3,000 Operations Manager

	\$3,000 - \$5,000 President  Over \$5,000 Board
Service Agreements: ICT providers, stationery, merchandise	Up to \$3,000 Operations Manager  \$3,000 - \$5,000 President  Over \$5,000 Board
Contracts (including insurance)	Up to \$3,000 Operations Manager  \$3,000 - \$5,000 President  Over \$5,000 Board

#### 4) Incidental Spends

##### a) Within budget

Should an incidental spend - *within budget but outside of delegation limits* - be required at short notice above and beyond the authority limit of the Operations Manager, the following process is to be followed:

- i) For amounts between \$1000 and \$3000, provide a quote and seek verbal followed by written approval from the Director of Finance and President.
- ii) For amounts over \$3000, consult the entire Board for approval.
  - Operations Manager to write a *Flying Minute* email to be sent to all Board members, along with detailed information, a quote and a deadline requesting approval be provided in writing.
  - Follow up phone calls to Board members as required to ensure they have received email.
  - Board members to respond by email (and phone if critical) approving the spend or requesting further information.

Such incidental spends might include repairs to lifesaving and patrolling equipment, purchases of equipment

##### b) Outside of budget

Should an incidental spend – *outside of budget and delegation limits* - be required at short notice above and beyond the authority limit of the Operations Manager, the Operations Manager is to seek entire Board approval via *Flying Minute*, following the process as above.

# Appendix 1 – Reimbursement Request Form

## Palm Beach (Qld) Surf Life Saving Club Inc. Reimbursement Request



Complete details below, attach original receipts in date order, submit to the Surf Club Administrator

Date of Request:	
Name:	
Bank Account Name	
BSB:	
Account No.:	
I have incurred the expenses below on behalf of Palm Beach (Qld ) SLSC	
Signature:	

\*Club Section:  
(S) Seniors (inc Patrol)  
(J) Juniors  
(A) Admin  
(D) Dorms  
(I) IRB Racing  
(K) Kiosk

Date of purchase	Place of purchase	Purchase details	Club Section*	Amount	Rec. attached	Office Use
Total				\$ -		

Office Use:

Approved By: 1.  
2.

Date Paid: