

Policy on Delegation of Authority

Date: 30th January 2020

QUEENSLAND RIFLE ASSOCIATION INC.

Version Control

Reference	Date	By	Changes
1.0	30/1/2020	Chris Hill & Peter Doig	
	7/2/2020	Board	Approved at Board Meeting

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Policy on Delegation of Authority

1. Introduction

Queensland Rifle Association Inc. (QRA) Board has approved Reserved Powers and Delegated Authorities that set out the matters specifically reserved for determination by the Board, and those matters delegated to management.

In summary, the Board has delegated a general authority to the Executive Officer to run the organisation. The Executive Officer is authorised to determine the authority levels that are to remain with the Executive Officer, and those that are to be further delegated to management.

However, this general authority granted to the Executive Officer is subject to the Board:

- (a) reserving authority for itself over specific decisions and areas of activity, and
- (b) delegating specific areas of responsibility to certain management roles.

The matters and areas of activity reserved for the Board and specific management roles are set out in the general Reserved Powers and the Delegated Authorities detailed below.

2. Reserved Powers and Delegated Authorities

2.1 Application

- This Policy is made by the Board and is binding on all Relevant Persons. It may be amended from time to time by the Board.
- The Board may, in its sole discretion, delegate any or all of its powers under this Policy, including but not limited to the power to adopt, apply, monitor and enforce this Policy.

2.2 Reserved Powers

Approval from the authority holder must be obtained before taking action in any area of activity listed in this section.

2.3 Delegated Authorities

The delegated authority levels approved by the Board are set out in the table below. They apply to all QRA businesses and controlled entities. Notwithstanding the authority levels below, authority must still be exercised taking into consideration existing budgets and performance objectives.

The Executive Officer is authorised to determine the authority limits that are to remain with the Executive Officer, and those that are to be further delegated to management. These authority limits may be set out and communicated to employees via an expanded version of this document but must be consistent with the delegations and reserved powers approved by the Board.

QRA Delegation of Authority Schedule (including financial)

Version	v0.01	DATE	10.01.2020	Drafted by	QRA			
Major Expenditure Approvals (non recurrent items > \$5k)								
Key					Within Budget	Out of Budget		
Level 1	Board of Directors		Subject to competent resolution by the Board		Unlimited	Unlimited		
Level 2	EO (or delege)		Peter Doig (including Committee delegated authority from Board)		AUD50k	AUD5k		
Level 3	Line Managers (or delege)		Maartje Theunissen		AUD5k	nil		
Level 4	Others		Staff, members, other persons		nil	nil		
Type	DOA #	Category	Ref	Authority	Level 1	Level 2	Level 3	Level 4
1	Foundations							
	1.1	Delegation of Authority	1.1A	Approve amendments to the DOA schedule	Unlimited	No	No	No
			1.1B	Implement DOA (i.e implement all applicable approved authorities)	Unlimited	Unlimited	Unlimited	Unlimited
	1.2	Board Policies	1.2A	Approve Board Minutes	Unlimited	No	No	No
	1.3	Power of Attorney	1.3A	Grant power of Attorney and Legal Representation for the QRA	Unlimited	No	No	No
2	Capital/Operating Expenditure							
	2.1	Develop Operating Budget	2.1A	Approve Operating Budget (including revisions)	Unlimited	No	No	No
			2.1B	Approve Operating Budget Overrun Expenditure	Unlimited	Yes (maximum of +10% cost overrun allowed)	No	No
	2.2	Develop Capital Budget	2.2A	Approve Capital Budget (including revisions)	Unlimited	No	No	No
			2.2B	Approval of Items not approved in Capital Budgets	Unlimited	Yes (maximum of AUD5k)	No	No
3	Members/Staff Expenditure							
	3.1	Travel	3.1A	Approve Local Business Travel	Unlimited	Yes (if within budget and <AUD5k)	No	No
			3.1B	Approve Interstate/OS Business Travel	Unlimited	No	No	No
	3.2	Overtime/TOIL	3.2A	Approve overtime/TOIL in accordance with Policy	Unlimited	Yes	No	No
	3.3	Training	3.3A	Approve budgeted training courses	Unlimited	Yes (if within budget and <AUD5k)	No	No
	3.4	Other Expenses	3.4A	Approve other employee/member related expenses	Unlimited	Yes (if within budget and <AUD5k)	No	No
	3.5	Leave	3.5A	Approve Leave	Unlimited	Yes (accrued paid leave only)	No	No
	3.6	Recruitment/Termination	3.6A	Approve recruitment/termination of Association Officers	Unlimited	No	No	No
			3.6B	Approve recruitment/termination of staff and contractors	Unlimited	Yes (must be within budget)	No	No

Type	DOA #	Category	Ref	Authority	Level 1	Level 2	Level 3	Level 4
3		Members/Staff Expenditure (continued)						
	3.7	Manpower Planning	3.7A	Approve annual manpower plan in conjunction with budgets	Unlimited	No	No	No
			3.7B	Approve changes to the manpower plan during the year	Unlimited	Yes (maximum of +10% cost overrun allowed)	No	No
	3.8	Payroll	3.8A	Approve periodic payments in line with employee and contractor agreements and HR Procedures	Unlimited	Unlimited	No	No
	3.9	Promotions & Organisation Chart Amendments	3.9A	Approve Organisational Chart Changes	Unlimited	No	No	No
			3.9B	Approve promotions and change of position for staff/members	Unlimited	Yes (must be within budget)	No	No
	3.10	Remuneration of Salaried and Contract Employees	3.10A	Approve pay packages for Executive Staff (in accordance with the current Queensland Public Officers and other Employees Service Award)	Unlimited	No	No	No
			3.10B	Approve pay packages for all other staff and contractors (in accordance with the current Queensland Public Officers and other Employees Service Award)	Unlimited	Yes (maximum of +5% cost overrun on budget allowed)	No	No
4		Retail						
	4.1	Inventory Control	4.1A	Approve inventory holding as per budget and forecast demand	Unlimited	No	No	No
			4.1B	Implement the approved inventory stocking position	Unlimited	Yes (maximum of +5% cost overrun)		
5		Finance						
	5.1	Banking and Cash Management	5.1A	Approve Opening and closing of Bank Accounts	Unlimited	No	No	No
				Approve addition and removal of signatories for all bank accounts	Unlimited	No	No	No
	5.2	Investments	5.2A	Approve Investment Strategy	Unlimited	No	No	No
			5.2B	Implement Investment Strategy	Unlimited	Yes (act as per approved Advice)	No	No
	5.3	Foreign Exchange Management	5.3A	Approve Foreign Exchange management policy	Unlimited	No	No	No
			5.3B	Implement Foreign Exchange Management Policy	Unlimited	Yes (act as per approved Policy)	No	No
	5.4	Interest Rate Management	5.4A	Approve interest rates on Association Loans	Unlimited	No	No	No
			5.4B	Manage Association Loan Portfolio	Unlimited	Yes (as per Board approvals)	No	No
	5.5	Risk and Insurance	5.5A	Approve Risk and Insurance Policy	Unlimited	No	No	No
			5.5B	Manage Individual insurance policies as per policy	Unlimited	Yes	No	No
6		Assets						
	6.1	Asset Capitalisation	6.1A	Approve the capitalisation of individual expenditure items	Unlimited	Yes	No	No
	6.2	Asset Impairments and writeoffs	6.2A	Approve impairment /write-off of fixed assets	Unlimited	Yes (less than AUD5k)	No	No
			6.2B	Approve inventory write-offs	Unlimited	Yes (less than AUD5k)		
			6.2C	Approve bad debt write-offs	Unlimited	Yes (less than AUD5k)		
	6.3	Accounting journal entries	6.3A	Approve journal entries, prepayments, accruals, provisions and other accounting adjustments	Unlimited	Yes	No	No

Type	DOA #	Category	Ref	Authority	Level 1	Level 2	Level 3	Level 4
7		Legal						
	7.1	Legal Agreements	7.1A	Sign Legal Agreements	Unlimited	No	No	No
	7.2	Legal Proceedings	7.2A	Initiate legal proceeding against another party	Unlimited	No	No	No
			7.2B	Initiate defence action against legal proceedings brought by another party	Unlimited	No	No	No
	7.3	Government Liaison	7.3A	Communications/negotiation with government authorities	Unlimited	Yes (with Board approval and support)	No	No
8		Procurement						
	8.1	External Commitments	8.1A	Approve major services and material purchases (> AUD 50K)	Unlimited	No	No	No
			8.1B	Implement major services and material purchases (> AUD 50k)	Unlimited	Yes (maximum of +10% cost overrun allowed)	No	No
9		Business Controls						
	9.1	Security (Physical and IT)	9.1A	Approve physical/information security policy	Unlimited	No	No	No
			9.1B	Implement physical/information security policy	Unlimited	Yes	No	No
	9.2	HSE	9.2A	Approve HSE Policies	Unlimited	No	No	No
			9.2B	Implement HSE Policies	Unlimited	Yes	No	No
	9.3	Crisis Management	9.3A	Approve Crisis Management Policy	Unlimited	No	No	No
			9.3B	Implement Crisis Management Policy	Unlimited	Yes	No	No
	9.4	Media Management	9.4A	Approve Media Management Plan	Unlimited	No	No	No
			9.4B	Implement Media Management Plan	Unlimited	Yes	No	No
	9.5	Range Mangement (Belmont)	9.5A	Implement Range Management Requirements as per the requirements of the relevant permits from the QPS	No	No	No	No