

Creation Date & Authority Resolution		29 January 2021 / FRACA00360	
Version	1.0	Review Frequency	Annual
Review Date		Next Review Due	January 2022
Related Documents	FRAC Authority Charter v2.0, Internal Financial Control Policy		
Applicable Legislation	Local Government Act 1999		

1. Purpose

Delegations of authority are the mechanisms by which the Board of the Fleurieu Aquatic Centre Authority (the Authority) enables its officers to act on its behalf. The purpose of this policy is to identify the circumstances under which the Board may delegate its responsibilities.

2. Objective

To provide a framework for delegating authority within the Authority in a manner that facilitates efficiency and effectiveness, and provides accountability for employees in the performance of their duties.

The policy applies to all members of the Board, employees of the Authority, and employees of a Constituent Council who have delegated authority to act and sign documents on behalf of Authority.

Delegations within the Authority are intended to achieve four objectives:

1. to ensure the efficiency and effectiveness of the organisation's administrative processes;
2. to ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities; and
3. to ensure that delegated authority is exercised by the most appropriate and best-informed individuals; and
4. to ensure internal controls are effective.

Delegations are a key element in effective governance and management of the Authority and provide formal authority to individuals to commit the organisation and/or incur liabilities for the organisation.

3. Delegations

In accordance with the Authority's Charter the Board may delegate to a committee, an employee of the Authority or Constituent Council, or to a person for the time being occupying a particular office or position, any of its powers and functions except for:

- the power to borrow money or obtain any other forms of financial accommodation not contained in a Budget adopted by the Authority;

- the power to approve expenditure of money on works, services or operations of the Authority not contained in a Budget adopted by the Authority;
- the power to approve the reimbursement of expenses or payment of allowances to Board Members;
- the power to adopt or revise a Budget of the Authority;
- the power to adopt or revise a Business Plan, Strategic Plan or Long Term Financial Plan of the Authority;
- the power to adopt or revise financial estimates and reports; and
- the power to make any application or recommendation to the Minister.

Delegations relating to the management and operations of the Authority are provided for in this policy by levels pertaining to an individual's position. Delegations may be revoked or amended at any time.

- Level 1: FRACA Chairperson
- Level 2: Constituent Council Director/General Manager
- Level 3: Executive Officer
- Level 4: Constituent Council Finance Officer

Financial Delegations

Activity	Delegation	Conditions/Documents
Credit cards allocation and limit setting	Level 1 & 2	All delegations are to be actioned in accordance with the Authority Procurement Policy
Bank account administration	Level 2, 3 & 4	
Bank authorisation and cheque signatories	Level 2 & 3	
Budgeted expenditure	Level 1 & 3	
Negotiate and sign service level agreements	Level 1 & 3	
Procurement and authorisation of contracts	Level 1 & 3	
Approval capital expenditure	Level 1 & 3	
Lodgement of taxation documents	Level 2, 3 & 4	

Fleurieu Aquatic Centre Operations Delegations

Activity	Delegation	Conditions/Documents
New program implementation	Level 1 & 3	All delegations to be actioned within budget and reported to the Authority Board
Temporary change in opening hours	Level 1 & 3	
Member communication	Level 1 & 3	
Community partnerships	Level 1 & 3	
Amendment of KPI's	Level 1 & 3	

4. Implementation

The Authority Executive Officer has the authority to implement this policy.

5. Availability of this Policy

This Policy will be available on the Fleurieu Aquatic Centre website.

6. Review

This Policy shall be reviewed by the Authority annually.

Document History

Version	Document	Action	Date
1.0	Approved	FRAC Authority Board	29 January 2021