

# Sporting Shooters' Association of Australia ACT Inc.

## Delegations Policy

### Purpose

The purpose of the Delegations Policy is to establish a framework for delegating authority within the Sporting Shooters' Association of Australia ACT (the Association) in a manner that facilitates efficiency and effectiveness and increases the accountability of Council members and volunteers for their performance. The policy applies to all members of the Council and volunteers of who have delegated authority to act and sign documents on behalf of the Association.

### Policy

This policy sets out the circumstances under which the Council may delegate its responsibilities. Delegations of authority are mechanisms by which the Association enables members of Council or volunteers act on its behalf.

Delegations of authority within the Association are intended to achieve four objectives:

- to ensure the efficiency and effectiveness of administrative processes;
- to ensure that the appropriate Council members and volunteers have been provided with the level of authority necessary to discharge their responsibilities;
- to ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the organization; and
- to ensure internal controls are effective.

Delegations are a key element in effective governance and management of the Association and provide formal authority to Council members and volunteers to commit the Association and/or incur liabilities on its behalf.

### Policy Authority and Limits

The Association's Constitution (revised 2013) provides authority for the Council to delegate authority and places limits over this delegation.

In Clause 3.(a):

*The Council, subject to Clause 8. (a), shall control and manage the affairs of the Association.....*

In Clause 12.(d):

*Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used in the pursuance of the objects of the Association in such manner as the Council determines.*

Notwithstanding the authority above the Constitution imposes limits:

- Delegations of authority by Council may be overruled by members at a general meeting Clause 8.(b); and

- Council may not authorise payments that expend more than one half of liquid reserves in any given two month period without approval by members at a General Meeting Clause 12.(d).

In addition, the Constitution reserves powers relating to the setting of range fees to resolution at an Annual General Meeting (Clause 20) and their payment to the Treasurer (Clause 12.(c)).

### Policy Delegation

The delegations below are subject to the limits imposed by the Association’s Constitution as articulated above or by resolution of members at a General Meeting. This policy will be amended pursuant to such a resolution.

- All delegations are to positions not individuals.
- Any Conflict of interest, or potential conflict of interest, for any person exercising a power pursuant to this policy must be declared to the Council.
- Expenditure must not routinely be authorised unless funds are available within the approved budget.

### Delegations

#### 1. Governance and legal compliance

Activity	Delegated Authorisation	Additional Requirements
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To be developed.

#### 2. Financial Management – Major Issues

Activity	Delegated Authorisation	Additional Requirements
1.Approve the budget	Council	Including Amendments
2.Monitor financial performance	Council	
3.Approve investments	Council	
4.Approve Financial Management Policy	Council	
5.Approve new bank accounts	Council	
6.Complete financial returns (eg BAS)	Treasurer	
7.Purchase/Build facilities	Council	Subject to RMIC recommendation
8.Introduce or amend fees	Council	

### 3. Financial Management – Operational Issues

Activity	Delegated Authorisation	Additional Requirements
1. Debit Card Executive up to \$500 without Council approval.	Treasurer	Gifts etc
2. Debit card Executive greater than \$500	Executive	No travel
3. Debit Card 1. RMIC \$5,000	Council	Limit to resolution
4. Debit Card 2. RMIC \$5,000	Council	Limit to resolution
5. Debit Card CRO \$7,500	Treasurer	Consumables
6. Executive cash advance \$1,000	Treasurer	Inform Executive
7. Travel	Executive	Inform Council
8. Sale and disposal of assets	Treasurer	Inform Council
9. Engage consultants up to \$3,000	President	Inform Council
10. Ongoing service up to \$3,000 (eg cleaning)	Treasurer	Existing Contract
11. Land Rent	Treasurer	Existing Contract
12. General Expenditure less than \$3,000	Executive	Inform Council
13. General Expenditure greater than \$3,000	Council	
14. Urgent Rectification of assets (Refer Note 1)	RMIC Chair	Inform Council

### 4. External Relations

Activity	Delegated Authorisation	Additional Requirements
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To be developed.

#### Note

- 1 The urgent rectification of assets where asset integrity or health and safety requirements have been comprised, or where urgent road or range access repairs are required, that the RMIC Chair has authority expend up to a value of \$20,000 without approval of the executive or council. The RMIC Chair must notify the Treasurer as soon as practical after his/her authorization is given. (Council Resolution August 2024)

#### Links to Other policies

- Financial Management Policy
- Debit Card Policy

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