

Bicycle New South Wales Regulation
Approved 14th October 2009
Chief Executive Officer Policy

Delegation of Authority

The delegations provided by this document are provided by the following authorities.

1. The Bicycle New South Wales Constitution at clause 15 (c) states the Board “has power to perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of the association, including (without limitation) making regulations to give effect to these Rules. Any such regulations must be published on the Association’s website and available to all Members for inspection at the Association’s registered office between 9.00 am and 4.00pm on any day other than a Saturday, Sunday or public holiday under the *Banks and Bank Holidays Act 1912 (NSW)*.”
2. The Board has passed by Regulation / Resolution the Board Charter and Board-Chief Executive Officer Interrelationship Policies provides by clause 9.1 the Chief Executive Officer with the authority to “establish all operational policies, make all operational decisions and design and implement and manage all operational practices and activities.”
3. The Bicycle New South Wales Constitution at clause 42.2. states “All cheques, authorisations for electronic funds transfers, drafts, bills of exchange, promissory notes and other negotiable instruments must be executed in accordance with the delegations of authority approved by the Board and set out in the “Delegation of Authority” document published on the Associations website, as amended from time to time.”
4. **By regulation of the Board and / or as authorised by the Chief Executive Officer, the authorities listed in this Schedule of Delegations are delegated for the administration of Bicycle New South Wales.**
5. Employees of Bicycle New South Wales have authority for all items to which they are nominated at Appendix A. An employee’s supervisor or manager may assume the delegations given to the employee. Employees may only exercise an authority that is within his or her direct area of responsibility.
6. On occasion when an employee is absent, any other employee who is temporarily acting in that position may, with the approval of the Chief Executive Officer assume the delegations given to the absent employee.
7. From time to time Position Titles change without any significant change to the Position Description. Therefore, the Position Titles listed below are to include any future Position Title amendments which otherwise concern the same duties.

Position Title	Position Description
Chief Executive Officer and when necessary the Chief Operating Officer	Reports to the Board
Executive Managers	Reports, per Position Description to the Chief Executive Officer. Includes: <ul style="list-style-type: none"> • Chief Operating Officer • Chief Financial Officer – means that person appointed to that position by the Board from time to time
Department Managers / Events Directors	Direct reports, per Position Description, to Chief Executive Officer / Executive Manager. Includes: <ul style="list-style-type: none"> • Event Director • Operations Manager

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	Ride Directors (Gear up Girl, Spring Cycle, Ride to Work Day, Ride to School Day)
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8. The Delegation of Authority will be reviewed as required and at least annually. This Delegation of Authority supersedes and modifies where applicable authorities which may have previously existed.
9. The Bicycle New South Wales Board has approved the following cheque signing authorities:

Position	Any Two of
Chief Executive Officer	“
Chief Operating Officer	“
Event Director/Executive Managers	“

The above authorities also apply to EFT transactions, including salary payments.

10. The Bicycle New South Wales Board has approved the following authorities for debit cards on the Rides account with a bank imposed daily limit:

None

11. The Bicycle New South Wales Board has approved the following authorities for Bicycle New South Wales credit cards.

Chief Executive Officer
Chief Operating Officer
Events Director/Executive Managers
Operations Manager

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Delegated Function 1. Authority to incur operating expenditure

Competitive supply arrangements will be arranged with major suppliers. These suppliers are to be used wherever possible. Wherever competitive supply arrangements have not been established, competitive quotes are generally to be sought. Where the lowest priced supplier is not selected the reason must be documented. Managers may exercise reasonable & minor discretion (if in doubt consult supervisor) to allocation on expenditures to budget line items but must not exercise discretion beyond the bottom line budget.

Delegations

1.1.a	Approval of purchase order and/or requisitions for expenditure or invoices within approved budget: <ul style="list-style-type: none"> • <\$50,000 	Executive Managers
1.1.b	<ul style="list-style-type: none"> • >\$50,000 and <\$100,000 	Executive Managers
1.1.c	<ul style="list-style-type: none"> • >\$100,000 	Chief Executive Officer/ Chief Operating Officer
1.2.a	Approval of purchase order and/or requisitions for expenditure or invoices outside approved budget: <ul style="list-style-type: none"> • < \$25,000 	Chief Executive Officer / Chief Operating Officer with notification to the Bicycle New South Wales Board
1.2.b	<ul style="list-style-type: none"> • >\$25,000 and < \$50,000 	Chief Executive Officer & Chair of the Bicycle New South Wales Board with notification to the Bicycle New South Wales Board
1.2.c	<ul style="list-style-type: none"> • >\$50,000 	Bicycle New South Wales Board
1.3	Approval of salary remittance by EFT	Executive Managers
1.4	Approval of air travel, within budget	Executive Manager
1.5	Approval of advertising (excluding recruitment)	Executive Manager
1.6	Personal expenses of subordinates when within approved budget	Executive Manager
1.7	Personal expenses of subordinates when outside of approved budget	Chief Executive Officer
1.8	Credit card expenses of subordinates when within approved budget	Executive Manager
1.9	Credit card expenses of subordinates when outside approved budget	Chief Executive Officer
1.10	Personal and Credit Card expenses of Chief Executive Officer	Chair of the Bicycle New South Wales Board

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Delegated Function 1. Authority to incur operating expenditure (Continued)

1.10.a	Short term deposits / investment of funds in accordance with Board approved Investment policy <ul style="list-style-type: none">• Up to \$500,000	Executive Manager
1.10.b	<ul style="list-style-type: none">• Over \$500,000	Chief Executive Officer

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Delegated Function 2. Authority to incur capital expenditure

Delegations

2.1	Approval of capital expenditure requests for items within approved budget.	Executive Manager
2.2.a	Approval of Capital Expenditure Requests for items outside approved budget: <ul style="list-style-type: none"> • <\$25,000 	Chief Executive Officer with notification to the Bicycle New South Wales Board
2.2.b	<ul style="list-style-type: none"> • >\$25,000 and <\$50,000 	Chief Executive Officer & Chair with notification to the Bicycle New South Wales Board
2.2.c	<ul style="list-style-type: none"> • >\$50,000 	Bicycle New South Wales Board

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Delegated Function 3. Administration

Delegations

3.1	Changes to Chief Executive Officer delegated authority (as summarised on page 1)	Bicycle New South Wales Board by Regulation
3.2	Changes to other Delegations of Authority (i.e. this document) other than Board level delegations	Chief Executive Officer
3.3	Approval of response to escalated complaints	Executive Manager
3.4	Approval of general office / organisational policies	Chief Operating Officer
3.5	Approval of department policies	Chief Operating Officer
3.6	Approval of minimum requirement procedures where established processes are not in place	Chief Operating Officer
3.7	Waiver of compliance with a procedure	Executive Manager and reported monthly to the Chief Executive Officer
3.8	Approval of department procedures	Executive Manager
3.9	Approval of annual budget process / timetable	CEO/COO or Chief Financial Officer - means that person appointed to that position by the Board from time to time
3.10	Approval of the Annual Budget	Bicycle New South Wales Board
3.11	Approval of issuance of mobile phones on Bicycle New South Wales account	Executive Manager
3.12	Approval of issuance of Bicycle New South Wales debit or credit Cards (as stated on page 2)	Bicycle New South Wales Board by Regulation
3.13	Approval of automatic payment / direct debit of personal credit cards where solely to be used for Bicycle New South Wales business (Note: all other authority requirements are still required to be carried out)	Chief Executive Officer
3.14	Appointment of cheque signatories for all bank accounts (as stated on page 2)	Bicycle New South Wales Board by Regulation

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Delegated Function 4. Authority for Staffing and Leave

Delegations

4.1.a	Approval of Position Description for positions within approved budget: <ul style="list-style-type: none"> Where salary is no more than 10% higher than previous incumbent 	Executive Manager
4.1.b	<ul style="list-style-type: none"> Where salary is expected to be more than 10% higher than previous incumbent 	Chief Executive Officer
4.2	Approval for Position Description for new positions, within approved budget	Chief Executive Officer
4.3	Change of Position Description	Executive Manager
4.4.a	Approval to recruit / engage voluntary staff, work placements and work experience students with an approved Position Description. <ul style="list-style-type: none"> For a Ride 	Chief Operating Officer
4.4.b	<ul style="list-style-type: none"> For a Ride, within the Office 	Chief Operating Officer
4.4.c	<ul style="list-style-type: none"> Other 	Chief Operating Officer
4.5.a	Approval to recruit / employ temporary staff within an approved Department or project budget with an approved Position Description: <ul style="list-style-type: none"> Where annualised cost of all such staff is less than \$50,000 or the term of employment is expected to be no more than 60 days 	Executive Manager
4.5.b	<ul style="list-style-type: none"> Where annualised cost of all such staff is more than \$50,000 or the term is more than 60 days 	Chief Executive Officer
4.6.a	Approval to recruit / employ fixed term staff within an approved Department or project budget with an approved Position Description. <ul style="list-style-type: none"> Where annualised cost is less than \$50,000 	Executive Manager
4.6.b	<ul style="list-style-type: none"> Where annualised cost is more than \$50,000 	Chief Executive Officer
4.7	Approval to recruit / employ temporary or fixed term staff outside of an approved Department or project budget:	Chief Executive Officer

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Delegated Function 4. Authority for Staffing and Leave (Continued)

4.8	Sign offers of employment	Chief Operating Officer with notification to the CEO
4.9	Negotiation and execution of employment agreements / Contracts	Chief Operating Officer with notification to the CEO
4.10	Extension of probationary period	Executive Manager
4.11	Approval of salary increases such that total salary is within budget	Chief Executive Officer
4.12	Approval of timesheets	Department Managers
4.13	Approval of "Recovery days" within Bicycle New South Wales policy	Chief Operating Officer
4.14.a	Approval of leave without pay: <ul style="list-style-type: none"> • <5 days 	Executive Manager
4.14.b	<ul style="list-style-type: none"> • >5 days 	Chief Executive Officer
4.15	OHS / Workcover rehabilitation plans	Executive Manager
4.16	Disciplinary warnings, acceptance of resignations	Department Managers
4.17	Dismissal	Chief Operating Officer
4.18	Approval of staff receiving gifts, staff discounts or other benefit from Bicycle New South Wales, Bicycle New South Wales suppliers or other stakeholders	Chief Executive Officer
4.19	Approval of alcohol consumption on premises	Chief Executive Officer

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Delegated Function 5. Payments and Banking

Delegations

5.1	Authority to open new bank accounts for Bicycle New South Wales	Chief Executive Officer with notification to the Bicycle New South Wales Board
5.2	Authority to close bank accounts	Chief Executive Officer with notification to the Bicycle New South Wales Board
5.3	Authority to verify identity of cheque signatories to banks	Two authorised cheque signatories as nominated to the relevant bank
5.4	Authority to sign cheques or withdrawal requests	Two authorised cheque signatories
5.5	Authority to sign stop payment notices	Two authorised cheque signatories

Authorisation of payments includes certification, or confirmation or performance of service for the expenditure.

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Delegated Function 6. Business, Fees and Debtors

Delegations as per the Bicycle New South Wales policy on business are summarised below:

6.1	Non standard service / product / Ride offering	Chief Executive Officer
6.2.a	Standard service / product / Ride offering & pricing as envisaged in annual budget <ul style="list-style-type: none"> Where standard is not materially affected 	Chief Operating Officer
6.2.b	<ul style="list-style-type: none"> Where standard / quantity is materially different 	Chief Operating Officer
6.3.a	Standard service / product / Ride offering & pricing not envisaged in annual budget or “pre-budget” <ul style="list-style-type: none"> Where standard is not materially affected 	Chief Operating Officer
6.3.b	<ul style="list-style-type: none"> Where standard / quantity is materially different 	Chief Executive Officer
6.4.a	Alliances / sponsorship /co badge-ing activities / use of Bicycle New South Wales logo <ul style="list-style-type: none"> With website implications 	Chief Operating Officer
6.4.b	<ul style="list-style-type: none"> With Publications implications 	Chief Operating Officer
6.4.c	<ul style="list-style-type: none"> In connection with Rides Other 	Chief Operating Officer
6.5	Gifts to Stakeholders	Chief Executive Officer
6.6.a	Removal of Bicycle New South Wales property including hire & loan of equipment <ul style="list-style-type: none"> Where property book value is less than \$5,000 	Events Manager
6.6.b	<ul style="list-style-type: none"> Where property book value is less than \$25,000 	Executive Manager
6.6.c	<ul style="list-style-type: none"> Where property book value is greater than \$25,000 	Chief Executive Officer

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Delegated Function 6. Business, Fees and Debtors (Continued)

<p>6.7.a</p> <p>6.7.b</p>	<p>Write Off or Disposal of obsolete or damaged assets / equipment</p> <ul style="list-style-type: none"> • Where asset book value is less than \$5,000 • Where asset book value is greater than \$10,000 	<p>Chief Financial Officer/COO or Chief Financial Officer - means that person appointed to that position by the Board from time to time with notification to the Bicycle New South Wales Board</p> <p>Executive Manager with notification to the Bicycle New South Wales Board</p>
<p>6.8.a</p> <p>6.8.b</p>	<p>Write Off or disposal of bad debts</p> <ul style="list-style-type: none"> • Where the debt is less than \$5,000 • Where the debt is greater than \$5,000 	<p>Chief Financial Officer/COO or Chief Financial Officer - means that person appointed to that position by the Board from time to time with notification to the Bicycle New South Wales Board</p> <p>Executive Manager with notification to the Bicycle New South Wales Board</p>
<p>6.9</p>	<p>Refund of overpayment of customer monies</p> <ul style="list-style-type: none"> • <\$1,000 • > \$1,000 	<p>Chief Operating Officer Chief Executive Officer with notification to the Board</p>

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Delegated Function 7. Authorisation or Execution of Documents

Delegations

7.1.a	Where contract is within approved budget but <ul style="list-style-type: none">• <\$50,000	Executive Manager
7.1.b	<ul style="list-style-type: none">• >\$50,000	Chief Executive Officer
7.2	Where contract is not within approved budget	Chief Executive Officer
7.3	Where signed under seal	As per clause 41.2 of the BNSW Constitution -Board to authorise the execution of the document by 2 Board Members or 1 Board Member and the Public Officer

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Delegated Function 8. Media & Communications

Delegations

8.1	Contact with the media where <ul style="list-style-type: none"> • Usual business and routine of own department • Other (including matter relates to or affects another department; or is potentially contentious; or staff member is not fully aware of Bicycle New South Wales policy in regards to the issue; or the issue has the potential to have major government policy implications; or if issue involves potentially illegal activities) 	Executive Manager Chief Executive Officer
8.2	Letters to funding agencies and other corporate entities	Chief Operating Officer
8.3	Letters to Government Officials	Chief Operations Officer
8.4	Circulars to all staff except when it is concerning staff availability or other work related matters	Executive Manager
8.5	Submissions and tender applications	Chief Operating Officer
8.6.a	Mass Mail out where <ul style="list-style-type: none"> • In response to a product obligation 	Chief Operating Officer
8.6.b	<ul style="list-style-type: none"> • In response to a unsolicited promotion 	Chief Operating Officer
8.7.a	Website posting where <ul style="list-style-type: none"> • In response to a product obligation 	Chief Operating Officer
8.7.b	<ul style="list-style-type: none"> • In response to a unsolicited promotion, including Survey monkey 	Chief Operating Officer
8.8	Sign off content for designers and artwork for printers	Chief Executive Officer after approval by the Chief Operating Officer
8.9	Escalating complaints and compliments	Chief Operating Officer

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Delegated Function 9. Legal and Regulatory Matters

Delegations

9.1.a	Where the matters is concerning a: <ul style="list-style-type: none">• Industry / regulatory matter	Chief Executive Officer
9.1.b	<ul style="list-style-type: none">• Bicycle New South Wales commercial matter	Chief Executive Officer

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Appendix A- Departments and Nominated Manager

Department	Primary Manager Delegate	Authorised Agent (1)
Events where not otherwise noted as a department herein	Chief Operating Officer	N/A
Events – Gear Up Girl, Spring Cycle	Chief Operating Officer	N/A
Services where not otherwise noted as a department herein	Chief Operating Officer	N/A
Membership	Chief Operating Officer	N/A
Behaviour Change & Social Marketing – not otherwise specified	Chief Operating Officer	N/A
Social Marketing - RTW	Chief Operating Officer	N/A
Social Marketing – R2S	Chief Operating Officer	N/A
Cycling Facilities Development	Chief Executive Officer	N/A
Admin and Overhead	Chief Operating Officer	N/A
Publications	Chief Operating Officer	N/A

(1) Where an Authorised Agent is a person authorised by a delegate to act within the authorised domain of the delegate. The authorisation will be in the form Appendix B

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Appendix B- Agent Delegation of Authority Form

Agency Form

I authorise the following person(s) to perform the functions described below, as my Agent, in accordance with Delegations of Authority effective from the date on which I sign this form and until further notice or until specified in the conditions or restrictions section below.

Details of Agent(s)

Agent's name	Agent's Title

Agents Specimen Signature

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Agency Authority Delegated

Type of function delegated	Limits

Account(s) to which agency applies

Department or Responsibility Centre	Account Code (include classification if applicable)

Specify any conditions or restrictions

Authorised by:

Delegate's name	
Delegate's position	
Delegate's signature	
Date	

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Appendix C- Revision History

Version No	Date	
1.1	DATE	First issued and approved by Executive noted by Board
1.2	Nov 08	Add Financial Consultants as cheque signing authorities. Reflect new Constitution at page 1, item 1 & 3.
1.3	Dec 08	Add requirement to notify or consult with Chief Financial Consultant in selected matters which have legal implications
1.4	October 09	<ol style="list-style-type: none">1. Amendments to provide flexibility to accommodate whatever direction the organisations takes re accounts services provision2. Tighten control functions