



Limits of Authority Policy

Purpose

The purpose of the Delegations of Authority Policy is to establish a framework for delegating authority by the Management of Find Wellbeing.

Delegations of authority are the mechanisms by which these entities authorise individuals to act on their behalf.

Delegations of authority within Find Wellbeing are intended to achieve four objectives:

- to ensure the efficiency and effectiveness of administrative processes
- to ensure that the appropriate officers 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
- to ensure that internal controls are effective.

The delegations of authority framework is important to the effective governance and management of the company as it provides formal authority to specific personnel to commit the company or to incur liabilities on its behalf.

The Delegations of Authority Policy supports Find Wellbeing's risk management strategy and forms a central part of the governance framework of the organisation.

Scope

This policy applies to all office holders and employees of Find Wellbeing as well as Board members who hold delegations.



While the policy identifies specific responsibilities for decision-making, it is the responsibility of all office holders, employees and members (where applicable) to comply with this policy.

Related policies and procedures

Related policies and procedures include:

- Board of Directors Find Wellbeing
- Code of Conduct
- Constitution – Find Wellbeing
- Conflict of Interest Policy
- Risk Management Framework

Policy principles

The Trustees and the company

Find Wellbeing Trustees were formed as a body corporate to enable them to hold real and personal property 'on trust for the use or benefit or for the purposes' of the organisation.

The delegation to a position is unique and is not transferable by the delegate. A delegation made to any officer holding a specified office may, in the absence of that officer, be exercised by a person acting or relieving in that office. When officers who are acting or relieving in a position exercise authority delegated to that position, they shall specify the position in which they are acting or relieving.

In the event of an emergency, if the appropriate delegated officer is temporarily absent, any certification shall be made by an officer at the next higher level of delegation.

Delegated authority is subject to internal controls and to any overriding State or Federal laws, e.g. regarding the purchase or dispensing of dangerous drugs.

Delegates may apply more restrictive delegations to officers over whom they have direct managerial control than the delegations listed in this Manual.

Amendments to this Manual must be approved by the Managing Director. The Chief Financial Officer may recommend amendments to this manual for the submission of a services to the



Managing Director. Find Wellbeing's Chief Financial Officer shall note and endorse such changes no later than 30 days after submission.

Limits of delegated authority

Any committee or individual given a delegation must exercise those powers in compliance with any directions of the Board.

A delegation applies to the delegate's position and not to the individual in that position. A person appointed as a temporary or acting occupant of a position has the authority delegated to the position in which he or she is acting provided they have received an e-mail. When going on leave, when appointing someone to act in a role, it is appropriate to confirm the delegation through email.

A person who has immediate, intermediate or ultimate line management for a delegate may exercise the delegated authority of that delegate.

Where a delegation is to a body, such as a committee, the delegation relates to the body acting as a whole and not to individual members of that body.

Delegates must not approve the incurring of, or the reimbursement of, their own expenditure. Such expenditure must be approved by that person's immediate supervisor.

The Managing Director may at any time vary or terminate any delegation granted and inform the Board of this action at its next meeting.

Budget responsibilities

The specific delegations granted in this Delegations of Authority Policy are not intended to override each employees' budget responsibilities and the delegation in each case is granted subject to budget allocation. Any employee who is unsure whether the budget is allocated for a particular contract or spend should contact the Chief Financial Officer or the Managing Director.

Breaches of delegations

Where a breach of the delegations is suspected, it is to be reported as follows:

if the suspicion includes corrupt conduct – the person's immediate supervisor unless that person does not feel comfortable reporting to their immediate supervisor, then to the Managing Director.

if the breach involves a Managing Director – the Chair if the breach involves the Chair – the CEO or the Company Secretary



in all other cases – the person’s immediate supervisor, unless that person does not feel comfortable reporting to his or her immediate supervisor, then another Virtual Care Manager who will investigate the breach and advise the Managing Director of the outcome of any confirmed breach.

Signing of documents

A delegate with authority under this Delegation of Authority also has authority to sign the document for which they have delegation. They can also delegate the functional signing of the document to another person (provided they confirm that delegation in writing). Once a resolution has been passed by the Board of Directors or the Audit and Finance Committee the formal document can be signed by the Managing Director, or by an authorised attorney under a registered Power of Attorney.

It is the responsibility of the delegate to ensure that all the conditions of this Delegation of Authority policy (including any additional approvals or recommendations required) are in place and records are kept demonstrating the requirements were met. An audit of compliance with this document will be undertaken from time to time by the Manager/Managing Director, Internal Audit.

Signing under Power of Attorney or Common Seal

From time to time third parties will require signing under [127 of the Corporations Act 2001](#) or by Power of Attorney such as in relation to property contracts (including leases and development documents to be registered). In these cases:

the document must have all the approvals required under the delegations of authority policy documents will be signed:

In respect of the company either by signing under the Power of Attorney, or by signing by two Directors, or a Director and Company Secretary. This process for signing is coordinated by the Company Secretary.

In relation to the Trustees either by way of signing under common seal (by the President and two State Council Members) or under the registered Power of Attorney. This process is coordinated by the Executive Director, Membership and Regional Operations.



Roles and responsibilities

The Board will approve the Delegations of Authority Policy and the accompanying Delegations of Authority Schedule.

Review

This policy and its implementation will be reviewed at least every three years or earlier on an as needs basis to align with internal changes, or to reflect changes to legislation.

The Managing Director and the overall management is responsible for ensuring review of the effectiveness of the operation of this policy.

Feedback regarding the implementation of this policy can be provided to the Managing Director and the management.