



## AUTHORITY & DELEGATIONS POLICY

Policy number	ES-004	Version	V1
Drafted by	Melissa Holzberger	Approved by Board on	3 March 2014
Responsible person	CEO	Reviewed by Board on	30 May 2016
Status	Public	Scheduled review date	Every 3 years or as required.

### INTRODUCTION

This policy sets out the circumstances under which the Board may delegate its responsibilities. Delegations of authority are the mechanisms by which the Australian Karting Association trading as Karting Australia ("**KA**") enables officers of KA to act on behalf of KA.

### PURPOSE

The purpose of the Authority & Delegations Policy is to establish a framework for delegating authority within KA in a manner that facilitates efficiency and effectiveness and increases the accountability of staff and volunteers for their performance.

The policy applies to all members of the Board and the staff and volunteers of KA who have delegated authority to act and sign documents on behalf of KA.

Delegations of authority within KA 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 within the organisation; and
4. to ensure internal controls are effective.

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

### POLICY

The Board of KA is responsible for the management of the organisation.

Under the Corporations Act ("**the Act**") and KA's Constitution, the Board can delegate any of its functions except:

- (a) the power of delegation;
- (b) the power to make and adopt Rules and general kart regulations (the Karting Australia Manual)(Constitution rule 12.1(d));
- (c) the adoption of the organisation's strategic plan;

- (d) the adoption of the organisation's business plan;
- (e) the adoption of the organisation's annual budget; and
- (f) any functions reserved to the Board under the Corporations Act.

The Board may delegate its functions to:

- A member or members of the Board; and
- A sub-committee of the Board; and
- The Chief Executive Officer ("**the CEO**") and through the CEO to members of the staff and officers of the organisation.

The CEO:

- (a) is charged with the duty of promoting the interests and furthering the development of KA; and
- (b) is responsible for the operational, administrative, financial, and other business of KA; and
- (c) exercises a general supervision over the staff and volunteers of KA.

The CEO may seek the approval of the Board to delegate any function or any power or duty conferred or imposed upon them, subject to this delegations policy, to any member of the staff of the organisation, or any person or persons, or any committee of persons.

KA is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, and in turn requires that all its Board members, officers (including its Chief Executive Officer), managers, employees, volunteers and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behaviour, including compliance with all legal requirements.

There is no circumstance under which it is acceptable for KA or any of its employees or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing KA's business.

---

## Policy Manager

Manager – CEO