

Delegations & Authorisations - GOOD SAMS FOUNDATION

Updated version approved by Board 27/02/2024

Delegation	Approval Level \$	Board of Directors	ED	FRAC	Governance Committee	SGS Counsellor or SGS Finance Manager
Organisational Strategy & Budgets						
Budget & Strategy Approval		Approve	Recommend	Recommend		
Ongoing Expenditure - publish to Dext						
In Budget & within delegation authority exp (Incl Capital)	<= \$200,000		Approve			
	> \$200,001	Approve	Approve			
Out of Budget or out of delegaton authority exp (incl Capital)	<=\$5,000		Approve			
	> \$5,001	Approve	Recommend	Recommend		
Travel						
Travel - Domestic			Approve			
Travel - International (Chair can approve on behalf of Board)		Approve	Recommend			
Drawdowns & Refunds						
Credit Notes / Refunds	<= \$2,000		Approve			
Any two members of FRAC can approve	> \$2,001		Recommend	Approve		
Auditors						
Auditor Appointment/Removal		Approve	Recommend	Recommend		
Audited Financials		Approve	Recommend	Recommend		
Bad Debts						
Bad Debt Write Off	< = \$2,000		Approve			
Any two members of FRAC can approve	> \$2,001		Recommend	Approve		
Banking - approve release of funds						
Payments - 2 to sign of 4	All amounts		Approve			Approve
Bank & Investment accounts - opening new a/c		Approve	Recommend	Recommend		
Bank & Investment accounts-adding signatories		Approve	Recommend	Recommend		
Credit Cards (Issue / change limits) <\$10000		Approve	Recommend	Recommend		
Investment within policy - two to sign per authorisation policy			Recommend	Approve		
Human Resources						
Structural Change @ Senior Management Level		Approve	Recommend			
Employment contracts within budget			Approve			
Employment contracts out of budget			Recommend			
Marketing, Media & Communications						
Marketing & Comms Strategy		Approve	Recommend			
Contact with Media			Approve			
Approval of Advertising (Excl Recruitment)			Approve			
Signing of Documents on behalf of Organisation (Excludes Purchasing and HR contracts with delegations above)						
Within Budget: Contracts - Australia & NZ Other Org Documents (e.g.ASIC documents, leases, etc.) International Contracts (outside Aust & NZ) License Agreements	<= \$30,000		Approve		Approve	
	> \$30,001	Approve	Recommend		Approve	
Out of Budget: Contracts - Australia & NZ Other Org Documents (e.g.ASIC documents, leases, etc.) International Contracts (outside Aust & NZ) License Agreements	All amounts	Approve	Recommend			
New Business Proposal outside GSF Strategic Direction	All amounts	Approve	Recommend			