



CLV LIMITS OF AUTHORITY POLICY

Community Languages Victoria

Where language and culture come together

ABN: 44 646 483 627

Level 2, 189 Faraday St Carlton, VIC 3053

Phone: (03) 9349 2863

Fax: (03) 9349 2698

Email: info@communitylanguages.org.au

Website: www.communitylanguages.org.au



INTRODUCTION

The Committee of Community Languages Victoria (CLV) empowers management through the Delegations of Authority Policy to act on behalf of CLV.

This policy sets out the limits under which management can enact its authority.

This policy is based on the AFESA CLA template for members adopted in June 2022.

PURPOSE

The purpose of the Limits of Authority Policy is to define the limits within which the Executive Director and Executive Officer can act against those items that have been delegated to management through the Delegations of Authority Policy.

POLICY

This policy must be read in conjunction with the **CLV Delegations of Authority Policy**.

The Committee, from time to time, will add, delete and change the limits to which their authority has been delegated. The Committee will approve the Limits of Authority and has not delegated this item.

STANDARDS OF INTEGRITY

CLV 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 Committee members, officers, 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 CLV or any of its employees, contractors or volunteers to knowingly and deliberately not comply with the law or to act unethically while performing or advancing CLV business.

LIMITS OF AUTHORITY

| Item | Committee | President | ED | EO |
|---|------------------|--------------------|-----------------------|----------------------|
| Event & meeting expenses | > \$20,001 | \$1,001 to \$5 000 | \$20,000 | \$5,000 |
| Domestic Air travel expenses | > \$2,501 | \$1 001 to \$2 500 | \$2,000 | \$1,000 |
| Conferences | > \$20,001 | \$20,000 | \$20,000 | \$15,000 |
| Capital expenditure (Within budget) | > \$20,001 | \$1,001 to \$5 000 | \$20,000 | NA |
| Capital expenditure (Outside the budget) | ALL | | NA | NA |
| Trade accounts | > \$5,001 | | \$10,000 | \$5,000 |
| Computers | > \$5,001 | | >\$1,001 to <\$5, 000 | >\$1,001 to <\$5,000 |
| Mobile Phones | > \$5,001 | | >\$1,001 to <\$5,000 | >\$1,001 to <\$5,000 |
| Credit Card Approval | YES | | YES | YES |
| Subscriptions | > \$1,001 | | \$1,000 | NA |
| Donations | Committee | NA | NA | NA |
| Sponsorships | Committee | \$5,000 | \$5,000 | NA |

APPROVAL OF CORPORATE EXPENSES

The regular corporate payments are to be approved by the Treasurer and paid by the ED as and when they occur:

- Business Activity Statement
- Utilities
- Rent

All BAS, Superannuation, Workcover, Insurance payments are to be prepared by the Accountant for sign off.

BANKING

Wherever possible, Electronic Funds Transfer (EFT) payments are to be made.

Bank payments are to be authorized by two officers, the Treasurer and Executive Director.

As per Committee resolution signatories to CLV accounts are The President, Treasurer and Executive Director.

The Bank must be notified in writing (by resolution of Committee Meeting) of any changes.

| | | | |
|--------------------|-----------------------|--------------------------|------------------|
| Policy number | CLV 05 | Version | 2 |
| Drafted by | Stefan Romaniw | Approved by Committee on | 29 November 2023 |
| Responsible person | President & Treasurer | Scheduled review date | 29 November 2024 |