

2023

# Public Skills Australia

## FINANCIAL DELEGATIONS AND AUTHORITY POLICY

## Financial Delegations and Authority Policy

### Purpose

1. To outline the financial responsibilities for the Public Skills Australia Board, CEO, executive team, and staff.
2. The Public Skills Australia Board is responsible for the general control and management of Public Skills Australia's business affairs and as such its obligation is to control Company finances and to be financially accountable for Company income, expenditure, assets, and liabilities.
3. Employees with financial responsibilities must be aware of the financial delegations arising from their Company position.

### Objectives

4. To establish clear accountability for authority to expend Public Skills Australia monies.

### Scope

5. This policy is to be read in conjunction with the Constitution of Public Safety Skills Australia Limited and all Public Skills Australia policies; no policy is a standalone document.
6. All Public Skills Australia policies are to be read in conjunction with following Australian Government Department of Employment and Workplace Relations (DEWR) documents:

*Jobs and Skills Councils Code of Conduct*

*Jobs and Skills Councils Integrity Framework*

*Jobs and Skills Councils Performance Framework*

*Jobs and Skills Councils Program Guidelines*

*Performance and Monitoring Framework (under development)*

*Training Package Organising Framework (TPOF).*

7. All Public Skills Australia policies apply to staff and Company office holders, as well as contractors, subcommittees, networks, and working groups when undertaking work on behalf of Public Skills Australia.

## Authority

### Board

8. Under the Company constitution, the Board has broad powers to manage and control Public Skills Australia business and to manage affairs.
9. The Board or an authorised Board committee must approve the annual operating budget.
10. The Board or an authorised Board committee must approve annual activity schedule budgets, additional project budgets, or non-budgeted expenditure commitments in excess of \$80,000<sup>7</sup> for each budgeted commitment.

### CEO

11. The CEO has the authority to approve all expenditures that have been included in the Board approved annual operating budget.
12. The CEO has the authority to approve variations to the annual operating budget, annual activity schedule budgets, or additional project budgets up to a maximum of \$80,000<sup>8</sup> at any one time.
13. The CEO can also authorise binding non-financial agreements.

### Directors

14. Directors can approve expenditure that is within the approved annual operating budget for their relevant activities, including annual activity schedule budgets or additional project budgets.

### Restrictions

#### Personal benefit or conflict of interest

15. A Public Skills Australia employee must not exercise a delegation to approve a recommendation that will result, either directly or indirectly, in some tangible benefit (including reimbursement) to the employee or that gives rise to a conflict of interest, such as in the case of a close personal relationship. This includes, for example, the grant of an allowance, reimbursement to themselves of an expenditure, acquisition of items for use by the employee (such as a mobile phone), or own credit card payment. Reimbursements must always be approved by line management.

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<sup>7</sup> See Public Skills Australia Constitution clause 9.2(b)(i).

<sup>8</sup> As above.

### **Acting appointment**

16. A Public Skills Australia employee who has been formally appointed to act in a position can exercise any delegations that attach to that position.

### **Signing documents**

17. A Public Skills Australia employee may act or sign any document to effect a transaction the employee has been authorised to conduct, subject to any restrictions relating to the signing of documents or the entering into of agreements.

18. Legally binding contracts can be executed by only the CEO, Board, Board Director or relevant subcommittee.

### **ICT-related expenditure**

19. All ICT-related expenditure, including software development, software purchases, IT infrastructure (either premise- or cloud-based), development or provision of services of data, telecommunications, collaboration, and other communication technologies, requires approval by the CEO before proceeding to procurement.

### **Delegation confined to responsibilities**

20. Unless otherwise indicated, a Public Skills Australia employee may exercise their delegations only in relation to the portfolio of responsibilities attached to the position held by the employee.

### **Funds availability**

21. The delegated power to incur expenditure can be exercised only where available funds exist within an approved budget or source of funds.

22. Financial delegations extend to all financial functions. All employees with delegated financial authority should exercise that authority solely on behalf of Public Skills Australia.

### **Credit cards**

23. All credit cards must be used for official business purposes only and within the credit card holder's delegated authority. Corporate credit cards cannot be used for personal use or cash advances.

24. All receipts must be attached to the credit card statement issued at the end of every month.

25. At the end of each month, the CEO will authorise all credit card statements. The Board Chair is responsible for authorisation of the CEO credit card.

### Reviewing this policy

26. This policy will be reviewed when applicable and within 3 years.