FV-05 | Delegations Register Policy

APPROVED BY THE COMMITTEE
Reviewed November 2026

Scope

Committee, office bearers, EO, employees and regional groups.

General principles

The Committee retains responsibility for Fishcare's governance and delegates only as recorded in this register, consistent with its constitution, the Associations Incorporation Reform Act 2012 (Vic), charity obligations and funding conditions. A delegation does not transfer the Committee's accountability. Individual Committee members have no automatic operational or contracting authority.

The EO manages necessary, reasonable day-to-day expenditure within a Committee-approved annual or amended budget and all applicable limits. Subdelegation requires express Committee approval. Regional groups and subcommittees need written terms of reference and specific delegations; position titles do not create authority.

Financial delegations

- Staff purchases over $300: prior EO or Treasurer approval under Purchasing Policy.
- EO purchases over $2,000: prior President AND Treasurer approval.
- Capital acquisition or disposal at $5,000 or more: prior President approval and at least two written quotes or valuations; at $10,000 or more, prior Committee approval is also required.
- Every expenditure of $10,000 or more: prior Committee approval, including non-capital expenditure.
- Funding agreements or contracts under which Fishcare receives more than $10,000: prior Committee approval. All contracts require Committee approval under this delegation; execute by President and EO only where authorised and consistent with the constitution.
- Capital items below $5,000: obtain two quotes or valuations where reasonable. Record the reasons for any permitted exception and ensure an independent approver authorises it.

Assess the whole commitment, including GST where payable, extensions and related purchases. Do not divide transactions to avoid a threshold. If limits overlap, obtain all required approvals; no person may approve their own expenditure or a conflicted transaction. Budgets do not waive card or purchasing controls.

Reserved Committee decisions

Approve annual reports, strategy and business plans, budgets and amendments, capital programs, membership fees, significant new services and leases, all contracts, common seal use, remuneration policy and new or amended policies. Member-reserved decisions under the constitution or law remain with members.

Banking and accountability

Use two authorised, unconflicted bank signatories for payment release. A preparer or claimant must not be the sole approver. Refer an EO claim to the President/Treasurer and a Treasurer claim to other authorised signatories. Maintain invoices, approvals, contracts, conflicts and reconciliations; report material variances, insurance matters, significant complaints and legal, financial or safety risks promptly to the Committee.

Review

The Committee reviews and approves the register at its first ordinary meeting after each AGM and whenever roles or controls change. Record the resolution, effective date, authorised roles and any temporary delegation with an expiry. No delegation authorises unlawful conduct or waives child safety reporting duties.

Hospitality authorisation

Facilitators must not purchase alcohol using Fishcare funds, including organisational cards or later expense claims. Alcohol must not be reimbursed to volunteers. At statewide functions or celebrations, alcohol may be purchased by the Executive Officer, or by an authorised person other than a facilitator with the EO's prior written approval. Record the event, purpose, approved cost and authorisation and comply with budgets, delegations, funding conditions and licensing requirements. An EO purchase requires the usual independent financial review and any higher spending approvals. This exception does not permit alcohol at participant fishing clinics or impairment while driving, supervising children or performing safety-critical duties.

References and review

Reviewed November 2026.

Occupational Health and Safety Act 2004 (Vic): incident notification
https://www.worksafe.vic.gov.au/notifiable-incidents-under-occupational-health-and-safety-act-2004

Consumer Affairs Victoria: Committee duties and material personal interests
https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/secretary-committee-and-office-holders/committee-and-committee-members