



# Delegation of Authority Policy

**Australian and New Zealand Association for Theological Studies (ANZATS) Limited**  
**ABN 27 145 380 749**

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## 1. Purpose

The purpose of this Delegation of Authority Policy is to define the decision-making powers delegated by the Council of the Association to the Executive and to staff, and to ensure that all decisions are made with appropriate authority, accountability, and oversight.

This policy supports:

- the Council's ultimate responsibility for governance, strategy, and financial stewardship
- efficient day-to-day operations
- compliance with the Corporations Act 2001 (Cth), ACNC Governance Standards, and the Association's Constitution

Executive Summaries of Delegations and Financial Authorisation Matrix are found in annexures marked A and B respectively.

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## 2. Scope

This policy applies to:

- the Council
- the Executive (President, Vice Presidents, Secretary, Treasurers, two [2] other directors)
- the Executive Officer and Editor of ANZATS' journal, *Colloquium: The Australian and New Zealand Theological Review* (herein "the Executive Officers")
- any contractors or staff acting under delegated authority

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### 3. Governance Principles

1. **Council retains ultimate authority** for all matters except those expressly delegated.
2. **Delegations are limits, not entitlements**—they authorise action but do not require it.
3. **Delegated authority must be exercised in the best interests of the Association**, consistent with its charitable purpose.
4. **No delegate may sub-delegate** unless expressly authorised by Council.
5. **All delegations must be exercised within approved budgets**, unless otherwise authorised.
6. **Material, unusual, or sensitive matters** must be referred to the Council regardless of delegation limits.

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### 4. Council Authority

The Council holds all powers of the Association except those reserved to members under the Constitution or Corporations Act. This includes, without limitation:

- setting membership categories and fees
- approving the annual budget
- approving strategic plans and major initiatives
- approving contracts, commitments, or debts exceeding the Executive's delegated limits
- approving employment of senior staff (including the Executive Officers)
- approving policies and governance frameworks
- approving financial statements and reports
- approving or recommending constitutional amendments
- decisions relating to winding up (subject to member approval)

The Council may exercise its powers directly or through delegation.

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### 5. Delegation to the Executive

The Executive is responsible for operational oversight between Council meetings and may exercise the following authorities:

#### 5.1 Financial Delegations

The Executive may:

- **incur debts or enter into contracts up to \$10,000** (full contracted value)

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The Association operates as a peak body for theological education in Australia and New Zealand.

- **approve payments up to \$10,000**
- **transfer funds between the Association’s bank accounts at any value**, provided transfers do not alter the Association’s net financial position
- approve grant applications or funding submissions where the Association’s financial commitment does not exceed \$10,000

## 5.2 Operational Delegations

The Executive may:

- approve operational decisions necessary for the functioning of the Association
- approve routine expenditure within the approved budget
- authorise the execution of contracts within delegated limits
- oversee the work of the Executive Officers (when appointed)

## 5.3 Reporting Requirements

The Executive must report to the Council at each meeting:

- all contracts, commitments, or debts incurred under delegation
- all payments made under delegation
- any transfers between accounts
- any emerging risks or compliance issues
- any matter that may reasonably be considered material or sensitive

## 6. Delegation to the Executive Officers

The Executive Officers (when appointed) is responsible for day-to-day administration and may exercise the following authorities:

### 6.1 Financial Delegations

The Executive Officers may:

- **incur debts or enter into contracts up to \$2,000** (full contracted value)
- **approve payments up to \$2,000**
- make purchases necessary for routine operations within the approved budget

**if, and only if, they are approved by another member of the Executive beforehand.**

## 6.2 Operational Delegations

The Executive Officers may:

- manage administrative processes, events, communications, and member services
- engage contractors or suppliers within delegated limits
- implement Council and Executive decisions
- manage bank account operations as authorised by the Executive (e.g., initiating payments, preparing transfers), subject to dual-authorisation requirements

## 6.3 Reporting Requirements

The Executive Officers must report to the Executive:

- all expenditure and commitments made under delegation
- any actual or potential financial, operational, or compliance risks
- any matter that may reasonably be considered material or sensitive

## 7. Matters Reserved to the Council

The following matters **cannot** be delegated:

- approval of the annual budget
- approval of financial statements
- appointment or termination of the Executive Officer
- entering into contracts or commitments exceeding \$10,000
- acquisition or disposal of assets exceeding \$10,000
- borrowing, lending, or providing guarantees
- changes to membership categories or fees
- changes to the Constitution
- decisions relating to winding up
- any matter required by law to be decided by the Council or members

## 8. Financial Controls

- All payments must comply with the Association's financial procedures and require dual authorisation.
- Delegations apply to the **total contract value**, not instalments.
- Splitting transactions to avoid delegation limits is prohibited.
- All delegations must be exercised within the approved budget unless Council approval is obtained.

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## 9. Review of Delegations

This policy will be reviewed:

- every triennium by the Council
- whenever there is a significant change in organisational structure, staffing, or risk profile
- upon appointment of a new Executive Officer

The Council may amend or revoke delegations at any time.

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## 10. Effective Date

This policy takes effect from the date of Council approval.

Version: 1.0  
Date of Approval: 13 April 2026  
Date of Review: 13 April 2029

## A. Delegations

<b>Authority Area</b>	<b>Council</b>	<b>Executive</b>	<b>Executive Officer</b>
<b>Strategic direction &amp; governance</b>	Full authority	Recommend	Implement
<b>Annual budget approval</b>	Full authority	Recommend	Implement
<b>Financial statements</b>	Full authority	Review	Prepare
<b>Contracts / commitments</b>	> \$10,000	≤ \$10,000	≤ \$2,000*
<b>Payments</b>	> \$10,000	≤ \$10,000	≤ \$2,000*
<b>Bank transfers between accounts</b>	Unlimited	Unlimited	Initiate only (dual authorisation required)
<b>Employment of Executive Officer</b>	Full authority	Recommend	N/A
<b>Operational decisions</b>	Reserved for material matters	Routine oversight	Day-to-day operations
<b>Grant applications</b>	> \$10,000 commitment	≤ \$10,000 commitment	≤ \$2,000 commitment*
<b>Policy approval</b>	Full authority	Recommend	Implement
<b>Membership categories &amp; fees</b>	Full authority	Recommend	Implement
<b>Asset acquisition/disposal</b>	> \$10,000	≤ \$10,000	≤ \$2,000*
<b>Borrowing / lending / guarantees</b>	Full authority	None	None
<b>Winding up</b>	Recommend to members	None	None

\*The Executive Officer's delegation is subject to prior approval by a member of the Executive.

## B. Financial Authorisation Matrix

Action	Council	Executive	Executive Officer	Notes
<b>Approve expenditure</b>	> \$10,000	≤ \$10,000	≤ \$2,000*	Limits apply to total contract value
<b>Enter into contracts</b>	> \$10,000	≤ \$10,000	≤ \$2,000*	No splitting of contracts
<b>Make payments</b>	> \$10,000	≤ \$10,000	≤ \$2,000*	Dual authorisation required
<b>Transfer funds between accounts</b>	Unlimited	Unlimited	Initiate only	Must not change net financial position
<b>Approve budget variations</b>	> \$10,000	≤ \$10,000	≤ \$2,000*	Material variations must go to Council
<b>Asset purchase / disposal</b>	> \$10,000	≤ \$10,000	≤ \$2,000*	Applies to equipment, software, IP
<b>Grant applications</b>	> \$10,000 commitment	≤ \$10,000	≤ \$2,000*	Based on financial exposure
<b>Reimbursement approvals</b>	> \$10,000	≤ \$10,000	≤ \$2,000*	Must be supported by receipts
<b>Bank account signatory</b>	Appoint/remove	Any member as second signatory	Act as first signatory	At least two signatories required
<b>Financial reporting</b>	Approve	Review	Prepare	Monthly reporting to Executive; quarterly to Council

\*The Executive Officer's delegation is subject to prior approval by a member of the Executive.