

March 2021

Contractual Authority Limits Policy

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Board approval – March 2021
Planned review date March– 2023
Policy number 002

Contractual Authority Limits Policy

1. Preamble

- 1.1. WWR are funded through membership and individual participation fees. Additional revenue is also achieved through partnership and sponsorship funding. In line with good governance practice and transparency WWR wish to demonstrate to its stakeholders that all contractual arrangements are appropriately authorised and controlled.

2. Authorisations

- 2.1. The WWR Board is ultimately accountable for ensuring the best value for money when agreeing contracts. As such, it has a responsibility to ensure that goods and services meet the objectives of WWR.
- 2.2. Secretary General - Unless otherwise or specifically agreed by the Board, the Secretary General is authorised to enter into contracts with providers of goods and services subject to the following:
 - 2.2.1. The Secretary General may not delegate such responsibility;
 - 2.2.2. Contracts may only be entered into which are already budgeted for. See below, for appropriate authorisations relating to contracts not budgeted for;
 - 2.2.3. Contracts over \$5000 should be subject to competitive quotes unless they relate to arrangements already agreed i.e. provision of flights through agencies; anti-doping processes.
 - 2.2.4. Where there is a repeat contract or a new contract that takes a spend with the same supplier over \$5000 then the next level of authorisation must be applied.
 - 2.2.5. Contracts with a value between \$5001 - \$15,000 are to be additionally approved by the President and the Director responsible for finance (or other Director in the absence of the President and or the Director responsible for finance);
 - 2.2.6. Contracts over \$15,001 is to be approved by 2 Board Directors one of whom must be the President (or the Vice President in the absence of the president) and the Board Director responsible for finance (or another Director in the absence of the Board Director responsible for Finance). The Secretary General is to present a short paper which details the process by which the proposed supplier has been selected and the reason for the contract.
- 2.3. In instances where the Secretary General is not available, authority will be delegated to the Director responsible for finance.
- 2.4. In instances where the President or Director responsible for finance is not available or is authorising on behalf of the Secretary General, then another appropriate Director should authorise transactions in accordance with the principles of this policy.

3. Contractual commitment for an activity not within the current budget

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Must be submitted to the Audit and Risk Management Committee (ARMC) for scrutiny. The ARMC may authorise the contract under any already agreed delegated authority or where appropriate, make recommendations to the Board for full approval.

4. All other Contracts, Memorandums of Understanding (MOU) etc

4.1. These may include sponsorship agreements, MOUs with educational establishments, partners supplying services etc.

4.2. All contracts must be submitted to the ARMC to assess the risk. The ARMC will co-opt Directors with the specific skills associated with the contract. The ARMC may authorise the contract under any already agreed delegated authority or where appropriate make recommendations to the Board for full approval. If the ARMC consider the risk to be appropriate may authorise the Secretary General or President to sign the contract under the principles of this policy.

5. All Authorisations

All authorisations of any contracts covered by this policy must be in writing and filed in the corporate online folder.