



New Zealand Rugby League Delegated Authority Policy

1.0 Introduction

- 1.1 The purpose of this Policy is to document all delegations of authority approved by the Board of New Zealand Rugby League (NZRL) and the General Manager to assist NZRL personnel perform their work responsibilities.
- 1.2 The Policy should be read in conjunction with the Constitution of the NZRL and the Board Code of Conduct and Board Charter. Should there be any discrepancy in wording between this Policy and the Constitution, then the Constitution shall take precedence.
- 1.3 The principles upon which this Policy is based include integrity and accountability. By clearly stating the boundaries within which NZRL personnel may act in making commitments on behalf of the organization, the Policy both:
 - protects NZRL personnel from exceeding their authority thereby incurring disciplinary action; and
 - makes NZRL personnel accountable for the outcome of their actions.
- 1.4 It is the duty of all NZRL personnel to make themselves familiar with the content of this Policy and to observe not only the letter but also the spirit of the Policy.

2.0 Definitions

"Board" means the Board of Directors of the NZRL.

"Chairperson" means the Chairperson of the Board of Directors.

"General Manager" means the person appointed as General Manager of NZRL or, if absent, any acting General Manager.

"NZRL" means New Zealand Rugby League Incorporated.

3.0 Procedure

- 3.1 The delegations documented in this Policy can be changed only with the approval of the NZRL Board.
- 3.2 Each Department Manager shall obtain the General Manager's written approval for all delegations required for positions below Department Manager. These delegations and the written approval shall be appended to this procedure.
- 3.3 When absence will require a substitute to exercise delegations, it is the responsibility of the position holder to gain the General Manager's written approval and to notify the substitute.
- 3.4 All delegations are GST exclusive.
- 3.5 No person may exercise any delegation or approve anything for themselves.
- 3.6 All authority for Board decisions shall be communicated by the Chairman.

4.0 NZRL Board

- 4.1 No NZRL director may personally authorise any transaction or make a commitment on behalf of the organisation. Any such transaction or commitment must be made by the NZRL Board, and passed by a majority of votes of the directors. Any such decision shall be minuted and communicated by the Chairperson to the General Manager.
- 4.2 All references within the delegated authorities to NZRL Board mean the decision making process as defined in 4.1 above.

5.0 Table Key

- NA No Authority
FD Full Discretion

New Zealand Rugby League - Delegated Authorities

| Transaction – Commitments | NZRL Board | General Manager | Department Manager |
|---|------------|------------------------|--------------------|
| Purchase of Operational Products and Services | | | |
| Approval of Purchase Orders | >\$100,000 | <\$100,000 | <\$5,000 |
| <p>Note: The delegations apply to the approval of the purchase of any single item or group of items forming the single purchase from a single source using a purchase order.</p> <p>Delegations shall only be exercised within the relevant approved annual or project Budget. Where Budget provision has been expended or Budget is non-existent, additional Budget approval must be obtained from the Board.</p> | | | |
| Acquisition of Fixed Assets | | | |
| Land and Buildings | FD | NA | NA |
| Building Improvements | FD | <\$10,000 | NA |
| Office Furniture and Equipment | FD | <\$10,000 | NA |
| Computer Equipment | FD | <\$20,000 | NA |
| Motor Vehicles | FD | NA | NA |
| <p>Note: Delegations shall only be exercised within the relevant approved annual or project Budget. Where Budget provision has been expended or Budget is non-existent, additional Budget approval must be obtained from the appropriate authority.</p> | | | |
| Lease or Hire of Fixed Assets | | | |
| Lease of Land and Buildings | FD | NA | NA |
| Lease of Equipment | FD | <\$20,000 pa | NA |
| Lease of Motor Vehicles | FD | Rollover approval only | NA |
| Equipment Hire | FD | <\$5,000 pa | NA |
| <p>Note: Approval of the lease or hire applies to the decision to enter Heads of Agreement, lease agreement, or approve rent reviews on existing leases. The monetary limit relates to the sum of the annual rental times the initial rental period (exclusive of GST). The renewal of leases at the end of the lease period is not automatic, delegation still apply.</p> | | | |
| Disposal of Fixed Assets | | | |
| Land and Buildings | FD | NA | NA |
| Building Improvements | FD | <\$10,000 | NA |
| Office Furniture and Equipment | FD | <\$10,000 | NA |
| Computer Equipment | FD | <\$10,000 | NA |
| Motor Vehicles | FD | <\$10,000 | NA |

| Transaction – Commitments | NZRL Board | General Manager | Department Manager |
|---|--------------------------|--|-----------------------|
| Appointments and Recruitment of Personnel | | | |
| Establish or Disestablish Positions | Any Position | NA | NA |
| Appointments to established Positions | | | |
| • General Manager | FD | NA | NA |
| • Chief Financial Officer | FD | NA | NA |
| • Kiwis Coach | FD | NA | NA |
| • All other positions | FD | FD | NA |
| Appointment of Team Selectors, Management and Coaches | Any Position | Recommend to Board | NA |
| Employment of temporary or contract employees | >\$50,000 pa total spend | <\$50,000pa total spend | NA |
| Remuneration | | | |
| Authority to establish level of remuneration within NZRL policy. | No Limit | <\$75,000 | NA |
| Appointment authority for new and vacant positions (except direct reports) | No Limit | <\$75,000 | NA |
| One-off salary reviews (except direct reports) | No Limit | <\$75,000 | NA |
| Note: The NZRL Remuneration Committee shall establish guidelines to assist the General Manager with setting remuneration packages. | | | |
| Termination of Employment | | | |
| Termination of employment - redundancy | Any Position | Any Position | NA |
| Termination of employment - dismissal | Any Position | Any Position | NA |
| Leave | | | |
| Annual Leave | No Limit | No Limit | No Limit |
| Court duty leave and military training leave | No Limit | No Limit | NA |
| Bereavement Leave | No Limit | No Limit | NA |
| Parental Leave | No Limit | No Limit | NA |
| Sick Leave (in addition to contractual) | No Limit | No Limit | NA |
| Special Leave with pay/without pay | No Limit | No Limit | NA |
| Note: Managers need to ensure an entitlement to leave exists before approving any application. | | | |
| Hours of Work and Secondary Employment | | | |
| Approval of overtime | No Limit | No Limit | NA |
| Time off in lieu | No Limit | No Limit | NA |
| Flexible working hours | No Limit | No Limit | NA |
| Approval of secondary employment | No Limit | No Limit | NA |
| Financial Procedures | | | |
| Approving write-off of fixed assets, intangible assets | >\$5,000 | <\$5,000 | NA |
| Normal Credit Terms of Trade | Credit policy applies | Credit policy applies | Credit policy applies |
| Extension of credit beyond terms of trade | FD | FD | NA |
| Issuing Credit Notes | >\$5,000 | <\$5,000 | NA |
| Approving write-off of Bad Debts | FD | FD but full disclosure at next Board Meeting | NA |

| Transaction – Commitments | NZRL Board | General Manager | Department Manager |
|--|-------------------------|----------------------------|--------------------|
| Banking Procedures | | | |
| Approval of changes to Bank signatory position | FD | NA | NA |
| Approval of changes to Bank signatory personnel | FD | FD | NA |
| Establishing of Bonds/Bank Guarantees | FD | NA | NA |
| Opening new Bank Accounts | FD | NA | NA |
| Investment of Funds | FD | NA | NA |
| Establishment or change in borrowing arrangements or overdraft limits | FD | NA | NA |
| Mortgage or Charge over NZRL Assets | FD | NA | NA |
| Governance Procedures | | | |
| Appointment of Auditor | Recommend to AGM | NA | NA |
| Appointments to Board sub-committees | FD | NA | NA |
| Appointment of Legal Advisers | FD | NA | NA |
| Legal action and contractual claims leading to mediation or arbitration | FD | NA | NA |
| Insurance – selection of broker and method and basis of cover | FD | FD | NA |
| Appointment of taxation advisers | FD | NA | NA |
| Approval of Contracts Sponsorship/Marketing/Communications | >\$50,000pa total spend | <\$50,000pa total spend | NA |
| Use of Common Seal Execute by 2 Directors or 1 Director and General Manager | As per Constitution | As per Constitution | NA |
| Commitments other than in the ordinary course of business | FD | NA | NA |
| Approval of Annual Budget | FD | NA | NA |
| Approval of Annual Report and Audited Financial Statements for AGM | FD | NA | NA |
| Approval of unbudgeted expenditure outside of Annual Budget | FD | <\$5,000* Per exception | NA |
| Note: *Delegations shall only be exercised within the relevant approved annual or project Budget. Where Budget provision has been expended or Budget is non-existent, additional Budget approval must be obtained from the Board. Any GM approved expenditure outside of the Budget must be ratified at the subsequent Board meeting. | | | |
| Governance Procedures | | | |
| Appointment of Auditor | Recommend to AGM | NA | NA |
| Appointments to Board sub-committees | FD | NA | NA |
| Appointment of Legal Advisers | FD | NA | NA |
| Legal action and contractual claims leading to mediation or arbitration | FD | NA | NA |
| Insurance – selection of broker and method and basis of cover | FD | FD | NA |
| Appointment of taxation advisers | FD | NA | NA |
| Approval of Contracts Sponsorship/Marketing/Communications | >\$50,000pa total spend | <\$50,000pa total spend | NA |
| Use of Common Seal Execute by two Directors or one Director and General Manager | As per Constitution | As per Constitution | NA |

| Transaction – Commitments | NZRL Board | General Manager | Department Manager |
|---|-------------------|----------------------------|---------------------------|
| Commitments other than in the ordinary course of business | FD | NA | NA |
| Approval of Annual Budget | FD | NA | NA |
| Approval of Annual Report and Audited Financial Statements for AGM | FD | NA | NA |
| Approval of unbudgeted expenditure outside of Annual Budget | FD | <\$5,000* Per exception | NA |
| <p>Note: *Delegations shall only be exercised within the relevant approved annual or project Budget. Where Budget provision has been expended or Budget is non-existent, additional Budget approval must be obtained from the Board. Any GM approved expenditure outside of the Budget must be ratified at the subsequent Board meeting.</p> | | | |
| Approving Media Statements | | | |
| International Affairs | FD | FD | NA |
| Domestic Affairs | FD | FD | NA |
| Kiwis Coach – Team matters only | | | FD |
| Making Media Statements | | | |
| International Affairs | FD | FD | NA |
| Domestic Affairs | FD | FD | NA |
| Kiwis Coach – Team matters only | | | FD |
| <p>Note: All statements approved or made by the NZRL Board shall only be communicated by the Chairperson as per the Board Charter.</p> | | | |