

# Corporate Governance

## Financial and Corporate Authorities

Action	Authority Required for Action								
			T1	T2	T3	T4	T5	T6	T7
	Dual Signatory	Board Resolution	Board Member	CEO	COO or CFO	Employee Permanent	Contractor Full-time	Contractor or Volunteer Casual	Company Secretary
Authority to create budget	✗	✓	✓	✓	✓	✓	✓	✗	✗
Authority to approve budgets to \$10K	✗	✓	✗	✗	✗	✗	✗	✗	✗
Authority to approve budgets above \$10K	✗	✓	✗	✗	✗	✗	✗	✗	✗
Authority to expend/ incur liability within approved budget to \$200	✗	✗	✓	✓	✓	✓	✗	✗	✗
Authority to expend/ incur liability within approved budget to \$15,000	✗	✗	✗	✓	✗	✗	✗	✗	✗
Authority to expend/ incur liability within approved budget above \$15,000	✓	✗	✓	✓	✗	✗	✗	✗	✗
Authority to expend/ incur liability outside of approved budget to 5,000	✓	✗	✓	✓	✗	✗	✗	✗	✗
Authority to effect insurance policy pre-approved by resolution	✗	✗	✗	✓	✓	✗	✗	✗	✗
Authority to engage staff, contractors	✗	✗	✗	✓	✗	✗	✗	✗	✗
Authority to engage volunteers	✗	✗	✗	✓	✓	✓	✓	✗	✗
Authority to acquire assets including IP inside budget	✗	✗	✗	✓	✓	✗	✗	✗	✗
Authority to acquire assets including IP outside budget	✓	✓	✗	✓	✗	✗	✗	✗	✗
Authority to approve and make public statements	✗	✗	✓	✓	✗	✗	✗	✗	✗
Authority to represent the interests of the company to third parties (not effect transactions)	✗	✗	✓	✓	✓	✗	✗	✗	✗
Authority to enter agreement with third-parties (not incur financial liability)	✗	✗	✗	✓	✓	✗	✗	✗	✗
Authority to enter on-going agreement with 3 <sup>rd</sup> parties (incur financial liability outside budget)	✗	✓	✗	✓	✗	✗	✗	✗	✗
Authority to dispose assets of info.org.au	✗	✓	✗	✓	✗	✗	✗	✗	✗
Authority to terminate staff, contractors, volunteers (excludes Board members)	✗	✗	✗	✓	✗	✗	✗	✗	✗
Authority to deal with related party transactions (related party must be excluded from decision)	✗	✓	✗	✗	✗	✗	✗	✗	✗
Maintain registers, minutes, notices & duties compliant with role of Company Secretary	✗	✗	✓	✗	✗	✗	✗	✗	✓

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## Organisation Chart and Authority Level

