

## Bicycle Victoria Regulation Chief Executive Officer Policy

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### Delegation of Authority

27 September 2010

The delegations provided by this document are provided by the following authorities.

1. The Bicycle Victoria Constitution at clause 34.2 states “the Board must by regulation delegate the management of the association to the Chief Executive Officer”. Furthermore the clause 54.3 states that “the Board must make regulations providing for the financial management of the association.”
2. The Bicycle Victoria Constitution at article 55.2 states that “the Board may nominate a list of individuals or positions to be signatories...”
3. The Regulation titled “Board Charter and Board–Chief Executive Officer Interrelationship Policies” at article 9.1 provides the Chief Executive Officer with the authority to “establish all operational policies, make all operational decisions and design and implement and manage all operational practices and activities.”
4. **By regulation of the Board and / or as authorised by the Chief Executive Officer, the authorities listed in this Schedule of Delegations are delegated for the administration of Bicycle Victoria.**
5. Employees of Bicycle Victoria have authority for all items to which they are nominated at Appendix A. An employee’s supervisor or manager may assume the delegations given to the employee. Employees may only exercise an authority that is within his or her direct area of responsibility.
6. On occasion when an employee is absent, any other employee who is temporarily acting in that position may, with the approval of the Chief Executive Officer or Chief Operating Officer, assume the delegations given to the absent employee.
7. From time to time Position Titles change without any significant change to the Position Description. Therefore, the Position Titles listed below are to include any future Position Title amendments which otherwise concern the same duties.

<b>Position Title</b>	<b>Position Description</b>
Chief Executive Officer	Reports to the Board
Chief Operating Officer	Reports to the Chief Executive Officer
Board Secretary / Chief Risk Officer	Reports to the Chief Executive Officer
Executive Manager	Includes: <ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Chief Operating Officer</li> <li>• Board Secretary /Chief Risk Officer</li> <li>• General Manager – Events</li> <li>• Organisational Development Manager</li> </ul>

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Position Title (Contd)	Position Description (Contd)
Senior Manager	Direct reports, per Position Description, to Chief Operating Officer. Includes: <ul style="list-style-type: none"> <li>• General Manager – Events</li> <li>• Facilities and Ride2School Manager</li> <li>• Corporate Relationship Manager</li> <li>• Organisational Development Manager</li> <li>• Financial Controller</li> </ul>
Responsibility Centre / Business Component Manager	Direct reports, per Position Description, to Chief Operating Officer / Senior Manager. Includes: <ul style="list-style-type: none"> <li>• See Appendix A – Responsibility Centre / Business Component Nominated Manager</li> </ul>

8. This Delegation of Authority supersedes and modifies where applicable authorities which may have previously existed.

9. The Bicycle Victoria Board has by regulation approved the following cheque signing authorities:

Position	Any Two of
Bicycle Victoria Board	“
Chief Executive Officer	“
Chief Operating Officer	“
Board Secretary / Chief Risk Officer	“
GM - Events	“
Organisational Development Manager	“
Financial Controller	“ But not if the principal finance officer authorising payments.
Management Accountant / Accountant	“ But not if the principal finance officer authorising payments.

The above authorities also apply to EFT transactions, including salary payments.

10. The Bicycle Victoria Board has by regulation approved the following cheque signing authorities for the “Rides account”:

Position	Any Two of
Bicycle Victoria Board	“
Chief Executive Officer	“
Chief Operating Officer	“
Board Secretary / Chief Risk Officer	“
GM – Events	“
Event Manager / Development Manager	“
Organisational Development Manager	“
Financial Controller	“
Management Accountant / Accountant	“

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11. The Bicycle Victoria Board has by regulation approved the following authorities for debit cards on the “Rides account” with a bank imposed daily limit, so long as not more than \$10,000:

Chief Executive Officer
GM - Events
Event Managers / Development Manager
Volunteer Workshop Co-ordinator

12. The Bicycle Victoria Board has by regulation approved the following authorities for Bicycle Victoria credit cards, with a bank imposed limit:

Chief Executive Officer
Executive Managers
Responsibility Centre / Business Component Managers / Event Managers / Development Manager

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### Delegated Function 1. Authority to incur operating expenditure

Competitive supply arrangements will be arranged with major suppliers. These suppliers are to be used wherever possible. Wherever competitive supply arrangements have not been established, at least two competitive quotes are generally to be sought. Where the lowest priced supplier is not selected, the reason(s) must be documented. Managers may exercise reasonable and minor discretion (if in doubt, consult supervisor) to allocation of expenditures to budget line items, but must not exercise discretion beyond the bottom line budget.

\* At times an order can constitute a contract. If there are Terms and Conditions explicitly stated on a supplier's offer / proposal / quote, then refer to Delegated Function 8.

#### Delegations:

1.1.a	Approval of purchase order* and/or requisitions for expenditure or invoices <u>within</u> approved budget: <ul style="list-style-type: none"> <li>• ≤\$50,000</li> </ul>	Responsibility Centre / Business Component Manager
1.1.b	<ul style="list-style-type: none"> <li>• &gt;\$50,000 and ≤\$100,000</li> </ul>	Relevant Executive Manager
1.1.c	<ul style="list-style-type: none"> <li>• &gt;\$100,000</li> </ul>	Chief Executive Officer
1.2.a	Approval of purchase order* and/or requisitions for expenditure or invoices <u>outside</u> approved budget: <ul style="list-style-type: none"> <li>• ≤\$25,000</li> </ul>	Chief Executive Officer / Chief Operating Officer with notification to the Bicycle Victoria Board
1.2.b	<ul style="list-style-type: none"> <li>• &gt;\$25,000 and ≤\$50,000</li> </ul>	Chief Executive Officer & Chair with notification to the Bicycle Victoria Board
1.2.c	<ul style="list-style-type: none"> <li>• &gt;\$50,000</li> </ul>	Bicycle Victoria Board
1.3	Approval of salary remittance by EFT	Financial Controller / Management Accountant / Accountant / Executive Manager when not the originator of the payroll
1.4	Approval of air travel, <u>within</u> budget	Responsibility Centre / Business Component Manager
1.5	Reimbursement of expenses of subordinates when <u>within</u> approved budget	Responsibility Centre / Business Component Manager
1.6	Reimbursement of expenses of subordinates when <u>outside</u> of approved budget	Chief Executive Officer / Chief Operating Officer with notification to the Bicycle Victoria Board

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### Delegated Function 1. Authority to incur operating expenditure (Continued)

1.7	<p>Cash advances to staff or volunteers (when the staff member or volunteer signs a form acknowledging their responsibility to properly acquit the funds and return unacquitted amounts):</p> <ul style="list-style-type: none"> <li>• On a Ride ≤\$100</li> <li>• On a Ride, ≤\$200</li> <li>• Otherwise, ≤\$500</li> <li>• &gt;\$500 and ≤\$5,000</li> <li>• &gt;\$5,000</li> </ul>	<p>Event Coordinators</p> <p>Event Manager / Development Manager</p> <p>Executive Manager</p> <p>Chief Executive Officer</p> <p>Bicycle Victoria Board</p>
1.8	Credit card expenses of subordinates when <u>within</u> approved budget	Executive Manager
1.9	Credit card expenses of subordinates when <u>outside</u> approved budget	Chief Executive Officer / Chief Operating Officer with notification to the Bicycle Victoria Board
1.10	Reimbursement of expenses (including credit card) of Chief Executive Officer	Chief Operating Officer / Chair of the Bicycle Victoria Board
1.11	Reimbursement of expenses of Volunteers.	Responsibility Centre / Business Component Manager
1.12.a	<p>Short term deposits / investment of funds in accordance with Investment policy:</p> <ul style="list-style-type: none"> <li>• Up to and including \$500,000</li> </ul>	Financial Controller
1.12.b	<ul style="list-style-type: none"> <li>• Over \$500,000</li> </ul>	Chief Executive Officer / Chief Operating Officer

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**Delegated Function 2. Authority to incur capital expenditure**

**Delegations:**

2.1	Approval of capital expenditure requests for items <u>within</u> approved budget.	Financial Controller / Organisational Development Manager
2.2.a	Approval of Capital Expenditure Requests for items <u>outside</u> approved budget: <ul style="list-style-type: none"> <li>• ≤\$25,000</li> </ul>	Chief Executive Officer / Chief Operating Officer with notification to the Bicycle Victoria Board
2.2.b	<ul style="list-style-type: none"> <li>• &gt;\$25,000 and ≤\$50,000</li> </ul>	Chief Executive Officer / Chief Operating Officer & Chair with notification to the Bicycle Victoria Board
2.2.c	<ul style="list-style-type: none"> <li>• &gt;\$50,000</li> </ul>	Bicycle Victoria Board

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### Delegated Function 3. Administration

**Delegations:**

3.1	Changes to Chief Executive Officer delegated authority (as summarised on page 1 - 3)	Bicycle Victoria Board by Regulation
3.2	Changes to other Delegations of Authority (i.e. this document)	Chief Executive Officer
3.3	Approval of response to escalated complaints	Executive Manager
3.4	Approval of general office / organisational policies and procedures	Chief Operating Officer
3.5	Approval of department policies	Senior Manager
3.6	Approval of minimum requirement procedures where established processes are not in place	Senior Manager
3.7	Waiver of compliance with a policy and / or procedure	Senior Manager and reported monthly to the Chief Executive Officer
3.8	Approval of department procedures	Senior Manager
3.9	Approval of annual budget process / timetable	Financial Controller / Management Accountant
3.10	Approval of the Annual Budget	Bicycle Victoria Board
3.11	Approval of issuance of mobile phones on Bicycle Victoria account	Executive Manager
3.12	Approval of issuance of Bicycle Victoria debit or credit cards (as stated on page 2)	Bicycle Victoria Board by Regulation
3.13	Approval of automatic payment / direct debit of personal credit cards where solely to be used for Bicycle Victoria business (Note: all other authority requirements are still required to be carried out)	Financial Controller
3.14	Appointment of cheque signatories for all bank accounts (as stated on page 2)	Bicycle Victoria Board by Regulation
3.15	Audit / examination / inspection of any of Bicycle Victoria's records / policies / data / processes etc	Chief Risk Officer

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### Delegated Function 4. Authority for Staffing and Leave

**Delegations:**

4.1.a	Approval of Position Description for positions <u>within</u> approved budget: <ul style="list-style-type: none"> <li>Where salary is no more than 10% higher than previous incumbent</li> </ul>	Executive Manager, with advice to the Organisational Development Manager
4.1.b	<ul style="list-style-type: none"> <li>Where salary is expected to be more than 10% higher than previous incumbent</li> </ul>	Chief Operating Officer, with advice to the Organisational Development Manager
4.2	Approval for Position Description for new positions, <u>within</u> approved budget or for Volunteer positions	Chief Operating Officer / Organisational Development Manager
4.3	Change of Position Description	Organisational Development Manager
4.4.	Approval to recruit / engage voluntary staff, work placements and work experience students with an approved Position Description: <ul style="list-style-type: none"> <li>For a Ride</li> </ul>	Any Staff Member, with advice to the Organisational Development Manager
4.5.a	Approval to recruit / employ temporary staff <u>within</u> an approved Department or project budget with an approved Position Description: <ul style="list-style-type: none"> <li>Where annualised cost of all such staff is less than or equal to \$50,000, or the term of employment is expected to be no more than 60 days</li> </ul>	Executive Manager, with advice to the Organisational Development Manager
4.5.b	<ul style="list-style-type: none"> <li>Where annualised cost of all such staff is more than \$50,000, or the term is more than 60 days</li> </ul>	Chief Executive Officer, with advice to the Organisational Development Manager

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### Delegated Function 4. Authority for Staffing and Leave (Continued)

4.6.a	Approval to recruit / employ fixed term staff <u>within</u> an approved Department or project budget with an approved Position Description: <ul style="list-style-type: none"> <li>Where annualised cost is less than or equal to \$70,000</li> </ul>	Executive Manager, with advice to the Organisational Development Manager
4.6.b	<ul style="list-style-type: none"> <li>Where annualised cost is more than \$70,000</li> </ul>	Chief Executive Officer, with advice to the Organisational Development Manager
4.7	Approval to recruit / employ temporary or fixed term staff <u>outside</u> of an approved Department or project budget	Chief Executive Officer, with advice to the Organisational Development Manager
4.8	Sign offers and contracts of employment	Chief Operating Officer / Organisational Development Manager
4.9	Negotiation and execution of employment agreements / Contracts	Chief Operating Officer / Organisational Development Manager
4.10	Extension of probationary period	CEO / relevant Executive Manager – as appropriate according to Delegated Function 4
4.11	Approval of salary increases	Chief Executive Officer
4.12	Approval of timesheets	Responsibility Centre / Business Component Manager
4.13	Approval of “Recovery days” within Bicycle Victoria policy	Responsibility Centre / Business Component Manager
4.14.a	Approval of leave without pay: <ul style="list-style-type: none"> <li>≤5 days</li> </ul>	Relevant Executive Manager
4.14.b	<ul style="list-style-type: none"> <li>&gt;5 days</li> </ul>	Chief Executive Officer
4.15	OHS / Workcover rehabilitation plans	Executive Manager with advice to Organisational Development Manager
4.16	Acceptance of resignations	Responsibility Centre / Business Component Manager

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**Delegated Function 4. Authority for Staffing and Leave (Continued)**

4.17	Disciplinary warnings	Executive Manager with reference to CEO and with advice to the Organisational Development Manager
4.18	Dismissals	Chief Operating Officer with reference to CEO and with advice to the Organisational Development Manager
4.19	Approval of staff receiving gifts, staff discounts or other benefit from Bicycle Victoria, Bicycle Victoria suppliers or other stakeholders	Chief Executive Officer
4.20	Approval of alcohol consumption on premises	Chief Executive Officer

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### Delegated Function 5. Payments and Banking

**Delegations:**

5.1	Authority to open new bank accounts for Bicycle Victoria	Chief Executive Officer
5.2	Authority to close bank accounts	Chief Executive Officer
5.3	Authority to verify identity of cheque signatories to banks	Two authorised cheque signatories as nominated to the relevant bank
5.4	Authority to sign cheques or withdrawal requests	Two authorised cheque signatories
5.5	Authority to sign stop payment notices	Two authorised cheque signatories

*Authorisation of payments includes certification, or confirmation or performance of service for the expenditure.*

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### Delegated Function 6. Business, Fees and Debtors

**Delegations:**

6.1.a	Standard service / product / ride offering and pricing as envisaged in annual budget: <ul style="list-style-type: none"> <li>Where standard is not materially affected</li> </ul>	Responsibility Centre / Business Component Manager
6.1.b	<ul style="list-style-type: none"> <li>Where standard / quantity is materially different</li> </ul>	Executive Manager
6.2.a	Standard service / product / ride offering and pricing not envisaged in annual budget or “pre-budget”: <ul style="list-style-type: none"> <li>Where standard is not materially affected</li> </ul>	Executive Manager
6.2.b	<ul style="list-style-type: none"> <li>Where standard / quantity is materially different</li> </ul>	Chief Operating Officer
6.3	Non standard service / product / Ride offering	Chief Operating Officer
6.4.a	Alliances / sponsorship /co badge-ing activities / use of Bicycle Victoria logo: <ul style="list-style-type: none"> <li>With website implications</li> </ul>	Corporate Relationship Manager / Content Editor / Marketing Services Manager
6.4.b	<ul style="list-style-type: none"> <li>With Ride On implications</li> </ul>	Corporate Relationship Manager / Content Editor / Marketing Services Manager
6.4.c	<ul style="list-style-type: none"> <li>In connection with Rides</li> </ul>	Chief Operating Officer / GM - Events / Corporate Relationship Manager
6.4.d	<ul style="list-style-type: none"> <li>Other</li> </ul>	Executive Manager / Corporate Relationship Manager
6.5.a	Reporting to funders and sponsors: <ul style="list-style-type: none"> <li>Applications, proposals, tenders and acquittals</li> </ul>	Responsibility Centre / Business Component Manager with advice to Corporate Relationships Manager
6.5.b	<ul style="list-style-type: none"> <li>Financial aspects of the above</li> </ul>	Responsibility Centre / Business Component Manager with review by Management Accountant
6.6	Gifts to Stakeholders	Executive Manager

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**Delegated Function 6. Business, Fees and Debtors (continued)**

6.7.a	Removal of Bicycle Victoria property, including hire and loan of equipment: <ul style="list-style-type: none"> <li>Where property book value is less than or equal to \$25,000</li> </ul>	Executive Manager
6.7.b	<ul style="list-style-type: none"> <li>Where property book value is greater than \$25,000</li> </ul>	Chief Executive Officer
6.8.a	Write off or disposal of obsolete or damaged assets / equipment: <ul style="list-style-type: none"> <li>Where asset book value is less than or equal to \$5,000</li> </ul>	Financial Controller / Management Accountant with notification to the Chief Operating Officer and Bicycle Victoria Board
6.8.b	<ul style="list-style-type: none"> <li>Where asset book value is greater than \$5,000</li> </ul>	Chief Operating Officer with notification to the Bicycle Victoria Board
6.9.a	Approval of the granting of credit, upon the proper completion of a credit application form and in accordance with the documented credit approval system <ul style="list-style-type: none"> <li>≤ \$10,000</li> </ul>	Credit (Finance) Officer
6.9.b	<ul style="list-style-type: none"> <li>&gt;\$10,000 and ≤\$20,000</li> </ul>	Management Accountant / Accountant
6.9.c	<ul style="list-style-type: none"> <li>&gt;\$20,000</li> </ul>	Financial Controller
6.10.a	Write off of bad debts: <ul style="list-style-type: none"> <li>Where the debt is less than or equal to \$5,000</li> </ul>	Financial Controller / Management Accountant with notification to the Chief Operating Officer and Bicycle Victoria Board
6.10.b	<ul style="list-style-type: none"> <li>Where the debt is greater than \$5,000</li> </ul>	Chief Operating Officer with notification to the Bicycle Victoria Board
6.11	Refund of overpayment of customer monies	Relevant Responsibility Centre / Business Component Manager

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### Delegated Function 7. Media & Communications

**Delegations:**

7.1.a	Contact with the media where: <ul style="list-style-type: none"> <li>Usual business and routine of own department</li> </ul>	Responsibility Centre / Business Component Manager / Marketing Services Manager
7.1.b	<ul style="list-style-type: none"> <li>Other (including matter that relates to or affects another department; or is potentially contentious; or staff member is not fully aware of Bicycle Victoria policy in regards to the issue; or the issue has the potential to have major government policy implications; or if issue involves potentially illegal activities)</li> </ul>	Chief Executive Officer / Chief Operating Officer/ Public Affairs – Facilities Officer
7.2	Letters to funding agencies and other corporate entities	Responsibility Centre / Business Component Manager with advice to Corporate Relationships Manager
7.3	Letters to Government Officials	Responsibility Centre / Business Component Manager with advice to Corporate Relationships Manager
7.4	Circulars to all staff (except when it is concerning staff availability or other work related matters)	Executive Manager
7.5	Submissions and tender applications	Responsibility Centre / Business Component Manager with advice to Corporate Relationships Manager
7.6.a	Mass Mail out where: <ul style="list-style-type: none"> <li>As part of a product obligation</li> </ul>	Responsibility Centre / Business Component Manager and as noted on the “bulk email checklist”
7.6.b	<ul style="list-style-type: none"> <li>As part of an unsolicited promotion</li> </ul>	Executive Manager
7.7.a	Approval of advertising (excluding recruitment)	Executive Manager / Marketing Communications Manager
7.7.b	Approval of recruitment advertising	Organisational Development Manager

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**Delegated Function 7. Media & Communications (continued)**

7.8.a	Website posting where: <ul style="list-style-type: none"> <li>In response to a product obligation</li> </ul>	Responsibility Centre / Business Component Manager
7.8.b	<ul style="list-style-type: none"> <li>In response to an unsolicited promotion, including Survey monkey</li> </ul>	Executive Manager / Corporate Relationships Manager / Marketing Communications Manager
7.8.c	<ul style="list-style-type: none"> <li>On staff intranet</li> </ul>	Responsibility Centre / Business Component Manager / Office Administrator / User Support Officer
7.9	Sign off content for designers and artwork for printers	Responsibility Centre / Business Component Manager
7.10	Dealing with escalated complaints and compliments	Responsibility Centre / Business Component Manager with consultation with Executive Manager

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### Delegated Function 8. Legal and Regulatory Matters

N.B. comment at Delegated Function 1: “At times a Purchase order can constitute a contract. If there are Terms and Conditions explicitly stated on a supplier’s offer / proposal / quote, then refer to Delegated Function 8.”

**Delegations:**

8.1.a	Where the matters is concerning a: <ul style="list-style-type: none"> <li>• Industry / regulatory matter</li> </ul>	Executive Manager
8.1.b	<ul style="list-style-type: none"> <li>• Bicycle Victoria commercial matter</li> </ul>	Chief Risk Officer
8.1.c	<ul style="list-style-type: none"> <li>• Fines / penalties / infringements</li> </ul>	Chief Risk Officer
8.2	Appointment of lawyers	Chief Risk Officer
8.3.a	Authorisation / Execution of contracts  Where the nature of the contract is: <ul style="list-style-type: none"> <li>• Revenue / In kind</li> </ul>	Executive Manager / Corporate Relationship Manager Chief Risk Officer
8.3.b	<ul style="list-style-type: none"> <li>• Expense / Other</li> </ul> <p>N.B. Terms and Conditions explicitly stated on a supplier’s offer / proposal / quote may constitute a contract</p>	
8.4	Acceptance of indemnities / guarantees	Chief Operating Officer / Chief Risk Officer
8.5	Running competitions	Chief Operating Officer
8.6	Matters concerning Pty Ltd companies and Trusts in which Bicycle Victoria has a proprietary interest.	Board Secretary

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**Appendix A - Responsibility Centre / Business Component and Nominated Manager**

<b>Responsibility Centre / Business Component</b>	<b>Primary Manager Delegate</b>	<b>Authorised Agent (1)</b>
<b>Events:</b>		
Events (where not otherwise noted as a department herein)	GM - Events	N/A
Rides - Great Victorian, Around the Bay in a Day, Great Escapade, Great West Australian, 3 Peaks Challenge, Gourmet Pedaller	Event Manager / Development Manager	N/A
Workshop and General	GM - Events	N/A
<b>Riders:</b>		
Riders (where not otherwise noted as a department herein)	Riders Manager	N/A
Members and Friends	Members and Friends Manager	N/A
Rider Services	Rider Services Team Leader	
Marketing Services	Marketing Services Manager	N/A
Publications	Content Editor	N/A
<b>Corporate Development</b>		
Corporate Development (where not otherwise noted as a department herein)	Corporate Relationship Manager	
Behaviour Change (Rides) - Ride to Work Day	Corporate Relationship Manager	N/A

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Sponsorships	Corporate Relationship Manager	N/A
The Bicycle Parking Experts	Corporate Relationship Manager	N/A
Advertising	Corporate Relationship Manager	N/A
Bicycle Promotions / Retail Network	Corporate Relationship Manager	N/A
Workplace Riding	Corporate Relationship Manager	N/A
Parkiteer	Corporate Relationship Manager	N/A
<b>Facilities and Ride2School:</b>		
Bicycle Network	CEO	N/A
Bicycle Infrastructure and Local Government	Facilities and Ride2School Manager	N/A
Behaviour Change (Rides) - Ride2School Day	Ride2School Team Manager	N/A
Behaviour Change (where not otherwise specified as a department herein)	Facilities and Ride2School Manager	N/A
<b>Finance:</b>		
Head Office Finance / Corpus / General / Capital Expenditure	Financial Controller	N/A
Office and Premises recharge	Management Accountant	N/A
<b>Organisational Development:</b>		
Organisational Development / People and Performance / Capital Expenditure	Organisational Development Manager	N/A
Systems coordinator	Organisational Development Manager	
<b>Board</b>		
Board Secretariat	Board Secretary	N/A

(1) Where an Authorised Agent is a person authorised by a delegate to act within the authorised domain of the delegate. The authorisation will be in the form Appendix B

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**Appendix B - Agent Delegation of Authority Form**

**Agency Form**

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I authorise the following person(s) to perform the functions described below, as my Agent, in accordance with the Delegations of Authority, effective from the date on which I sign this form and until further notice, or until specified in the conditions or restrictions section below.

**Details of Agent(s)**

Agent's name	Agent's Title

**Agents Specimen Signature**

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**Agency Authority Delegated**

Type of function delegated	Limits

**Account(s) to which agency applies**

Responsibility Centre / Business Component / Activity / Natural Account	Natural Account Code (include classification if applicable)

**Specify any conditions or restrictions**

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**Authorised by:**

Delegate's name	
Delegate's position	
Delegate's signature	
Date	

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### Appendix C - Revision History

Version No	Date	
1	21 March 2005	First issued and approved by Executive.
2	17 January 2006	Internal draft.
3.0		Revised to reflect new constitution, new regulations and changed organisational structure and circumstances.
3.1	23 January 2006	V3.0 amended to reflect Risk & Audit Committee suggestions.
3.2	30 January 2006	Amendments suggested / required by the Board Articles 9 to 12 approved by Bicycle Victoria Board as a regulation. Published on Bicycle Victoria website.
4.0	January 2007	Annual revision for changed organisational structure and circumstances.
4.1	20 February 2007	V4.0 amended to reflect Risk & Audit Committee suggestions.
5.0	March 2008	Annual revision for changed organisational structure and circumstances. No suggested changes from Audit & Risk Committee. Included as Board Information paper 31 March 2008.
5.1	June 2008	Expand product offering 6.3a authority to Executive Manager; expand sponsorship 6.4d authority to GM-Marketing; reflect new department budget; Reflect Seniors Riding Coordinator title, Change Name to Team / Department

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6.0	April 2010	<p>Annual revision for changed organisational structure and circumstances.</p> <p>Reflect new Responsibility Centres / Business Components; job titles and roles; Sponsor reporting; various Legal &amp; Regulatory matters, including the consolidation of “7. Authorisation or Execution of Documents” into “8. Legal &amp; Regulatory Matters”, plus split Execution delegation 8.3 by nature of contract (cf. dollar value &amp; if budgeted).</p> <p>No suggested changes from Audit &amp; Risk Committee. Included as Board Information paper 27 April 2010.</p>
7.2	September 2010	<p>Reflecting organisation restructure with insertion of Chief Operating Officer, HR and Organisational Development Manager, Board Secretary / Chief Risk Officer positions</p>