

Schedule of Delegations

Description	Expenditure Level	Authorisation	Document Required	Control
Operating Expenditure				
Budgeted	All	General Manager		
Non budgeted	Less than or equal to \$5000	General Manager	Nil	
	Over \$5000	Board	Briefing paper to Board of Management	Board review at meeting
Capital Expenditure				
Budgeted	All	General Manager		
Non budgeted	Less than or equal to \$5000	General Manager		
	Over \$5000	Board of Management	Briefing paper to Board of Management	Board review at meeting

Banking & Finance

Description	Expenditure Level	Authorisation	Document Required	Control
Open Bank Accounts		President and Treasurer	Appropriate forms from bank	Account systems
Authority Signatures		President or Treasurer and General Manager or Financial Officer		

Memberships

Description	Expenditure Level	Authorisation	Document Required	Control
Setting of fees		Members	AGM approval	
Membership		Board of Management	Membership forms	Membership register

Human Resources & Payroll

Description	Expenditure Level	Authorisation	Document Required	Control
Appointment of Acting or New General Manager		Board of Management	Contract Referee Checks	Governance, Finance & Risk Management
Appointment of Staff		General Manager	Contract Referee Checks	Governance Finance & Risk Management
Approve final warning and cessation of contracts		General Manager		
Approve professional development expenses including training and conferences		General Manager	Policy for Professional Development	As per approved budget
Approve leave without pay or special paid leave For Staff For GM		General Manager Chair/Board		
Approval of Pay point increases For Staff For GM		General Manager Chair/Board	Performance Review document	Annually

Authority to Enter into Contracts

Description	Expenditure Level	Authorisation	Document Required	Control
Enter into Service Agreement Non budgeted	Greater than \$50,000.00	Board of Management	Briefing paper	Compliance Report
Enter into Service Agreement Within budget	Less than or equal to \$50,000.00	President and/or Treasurer and General Manager	Briefing paper	Compliance Report
Other service and supply contracts Within budget		General Manager	Policy and procedure	Compliance Report

Commented [VF1]: What about SAs that are not budgeted but are under \$50K?

Commented [AM2R1]: Definition of service agreement - government funding contract or procuring services from others?
Will need to subdivide to within or not within....

Commented [VF3]: What if within budget but over \$50K?

Other Specific Delegations

Description	Expenditure Level	Authorisation	Document Required	Control
Approve sale, disposal or destruction of trade in or assets	Less than or equal to \$10,000.00	General Manager		
Approve sale, disposal or destruction of trade in or assets	More than \$10,000.00	President and/or Treasurer and General Manager	Briefing paper	