

DOCUMENT MANAGEMENT

Version	Date	Submitted By	Position
1.0	March 2017	Donna Mowbray	Interim Operations Manager
Authorised By: ACIPC Board of Directors		Meeting Date: 3 March 2017	

REVISION HISTORY

Version	Date	Additions/Amendments	Author	Reviewed By

1. PURPOSE

The purpose of this policy is to:

- define Board of Directors delegated authority and provide guidelines on its application.
- facilitate compliance with relevant directions from the Operations Manager and/or Board of Directors
- establish the levels of authority delegated to duly appointed Officers, contractors and staff of ACIPC
- detail authority to incur expenditure and administer funds
- clarify accountability and responsibility for the day-to-day operations of ACIPC for the Board of Directors

No amendments shall be made to the specified delegations without the approval of the Board of Directors

2. BACKGROUND

ACIPC has been established as a company that functions using a combination of remunerated positions (contractors, and some designated committee positions) as well as a voluntary service capacity.

3. SCOPE

This policy applies to all Board of Directors, employees and contractors of ACIPC.

4. PRINCIPLES OF DELEGATION

- 4.1 All financial delegations are subject to the approved annual budget allocation. Any items outside the approved budget must be referred to the President or Operations Manager irrespective of quantum.
- 4.2 All Delegations are subject to any overriding federal/state legislation.



- 4.3 Consideration must be given to risks and internal controls when exercising a delegation.
- 4.4 The delegation of authority is unique to a specified position (or to a person acting in that position) and not transferable.
- 4.5 Monetary amounts (excluding GST) as stated in this policy are the **maximum** delegated amounts per transaction.
- 4.6 All expenditure is to be approved considering availability of funding within budget and expense area.
- 4.7 Approval must not be made for any self-related matters- these include expenditure or reimbursement to self, certifying own invoices, higher duty allowance, and any type of leave or amendments to salary packaging.
- 4.8 All amendments, changes and deletions to the Delegations Policy must be considered by Governance, Finance and Risk Committee and endorsed by ACIPC Board of Directors.

5. AGREEMENTS OR CONTRACTS

The authority to sign contracts within the delegated authority limits and parameters of the approved budget is outlined in Section 6. Contracts over the delegated limit must be approved by the Board of Directors.

Agreements and contracts that may infer legal rights and liabilities may relate to:

- 1) Agreements for the provision of goods and services- operational leases, computer services, software agreements etc.
- 2) Agreements for the receipt of goods and services
- 3) Engagement of consultants or agreements relating to consultants
- 4) Approval of transfer of assets
- 5) Approval of leases
- 6) Licences to use ACIPC assets (Copyright)
- 7) Memoranda of Understanding

6. SCHEDULE OF DELEGATIONS

Description	Expenditure/Activity Level (ex GST)	Authorisation required (Dual authorisation for approvals where there is one approver for	Narrative/Document required	Control



		threshold amounts)		
1. Authority to Approve Expenditure				
Operating Expenditure	Greater than \$100,000	Board of Directors	To be recommended by G,F, R Committee and endorsed by Board of Directors	Briefing paper to Board of Directors
	Less than or equal to \$100,000	President	To be recommended by EMT and endorsed by G,F,R Committee	
	Less than or equal to \$10,000	Operations Manager	To be recommended by EMT and endorsed by President	
Capital Expenditure >\$1000	Greater than \$100,000	Board of Directors	To be recommended to G,F,R Committee and endorsed by Board of Directors	Update Fixed Asset Register
	Over budget			
	Less than or equal to \$100,000	Operations Manager	Capital expenditure Request form	Update Fixed Asset Register
	Within budget			
Rent/rates and outgoings	All costs	Operations Manager	All invoices checked with leases	
Expense Reimbursement	Less than or equal to \$1000	Operations Manager	Request for Spending Form Travel Expense Claim Form	Per Diem expenses Sundry reimbursements
	Greater than \$1000	President		
Petty Cash	Less than or equal to \$500	Operations Manager	Petty cash request form	Up to \$75 in one transaction
Cab charge vouchers	All	Operations Manager		Reconciliation of Cab Charge dockets to statement



Description	Expenditure/Activity Level (ex GST)	Authorisation required	Narrative/Document required	Control
2. Banking and Finance				
Allocation of funds to term deposits		Chair, Governance, Finance and Risk Committee President	Formal approval from Chair, GFR/President to move funds	Update Investment Register
Open bank accounts		Chair, Governance, Finance and Risk Committee President	Appropriate forms from bank	Update accounts system
Cheque signatories		President Operations Manager President-Elect Past-President		All cheques must have two signatures
Credit cards		President	Credit Card Policy	All Credit Card invoices matched to statement and authorised by delegated personnel
EFT payment file upload/direct credit upload	All	Operations Manager President	As per policy	After all operational controls and authorisations completed All electronic transactions must have two signatories authorise all transactions



Refunds	All	President	Request for refund form	Supporting documentation regarding refund
Operating Budget		Board Authorisation	Approved budget template Urgent approval – Operations Manager consult with President	Draft to GFR February meeting each year Ratified by May/June meeting each year All expenditure outside budget allocation must be recommended by GFR Committee and endorsed by Board of Directors
3. Invoicing and Debtors				
Issue invoices		Secretariat		
Setting of fees		Board of Directors	Membership	Recommendation by GFR Committee and endorsed by Board of Directors
Write off bad debts	All	President Board of Directors	Memo to OM Briefing paper	Recommendation by GFR Committee and endorsed by Board of Directors

Description	Expenditure/Activity Level (ex GST)	Authorisation required	Narrative/Document required	Control
4. Human Resources and Payroll				
Appointment of acting or new Operations Manager		EMT Board of Directors	Contract Referee checks	Governance, Finance and Risk Committee



Approve contracts for services, determine fee and sign contracts	Within approved budget	Operations Manager plus President	Contract Referee check	
Approve final warnings and cessation of contracts		Operations Manager plus President		
Approve professional development expenses, including training and conference attendance		President	Policy for professional development	As per approved budget
Approve of leave without pay or special paid leave		President		
Approve invoices for contractors		Operations Manager plus President		

Description	Expenditure/Activity Level (ex GST)	Authorisation required	Narrative/Document required	Control
5. Travel				
All domestic travel expenses	As per budget	Operations Manager plus President	Request in writing	Business class for travel over 5 hours duration
All international travel expenses for EMT	As per budget	Operations Manager plus President	Briefing paper to Board of Directors	
International travel for EMT	As per budget	Board of Directors	Briefing paper to Board of Directors	Business class for all international



				travel
International travel for Operations Manager	As per budget	Operations Manager plus President	Briefing paper to EMT	Business class for all international travel
6. Authority to enter contracts				
Enter into a service agreement	Greater than \$100,000	Board of Directors	Briefing paper	Update contract and service agreement register
Enter into a service agreement	Less than or equal to \$100,000	President	As per Procurement Policy	Update contract and service agreement register
Other service and supply contracts		In accordance with operating expenditure or other delegation	ACIPC Independent Contractor Service Agreement	Update contract and service agreement register

Description	Expenditure/Activity Level (ex GST)	Authorisation required	Narrative/Document required	Control
7. Other specific authorities				
Amend or vary any insurance cover		Operations Manager plus President	Briefing paper	Meet with insurance company or broker
Approve all insurance and telecommunication expenses		Operations Manager plus President	Internal report	
Approve sale, disposal, destruction or trade-in of assets	Less than or equal to \$25,000	Operations Manager plus President	Internal report	
Approve sale, disposal, destruction or trade-in of assets	Less than or equal to \$100,000	Board of Directors	Briefing paper	



Amend Delegations Policy		Board of Directors	Briefing paper	
Approve decision to tender for a major business opportunity		Board of Directors	Briefing paper Business case	
Appointment of auditor		Board of Directors - AGM	Briefing paper	Recommendation from GFR Committee
Approval of new audit work	Less than or equal to \$15,000 Within budget	Operations Manager plus President	Briefing paper	
	Greater than \$15000 Within budget	Operations Manager plus President	Briefing paper	