

Guideline

Delegation of Authority



The Royal
Australian &
New Zealand
College of
Psychiatrists

Authorising Committee:	Board
Responsible Committee:	Finance Committee
Document Code:	GDL FCC Delegation of Authority

Introduction

The Delegation of Authority Guideline provides the details about who has what levels of Delegation of Authority for The Royal Australian and New Zealand College of Psychiatrists (RANZCP), covering financial and operational activities. This guideline covers both College members and staff.

Operation of the Delegation of Authority

This guideline and the associated Policy is to be made available to all College members and staff to ensure that the College affairs are managed in an appropriate and professional manner in accordance with the College's governance structure.

The amounts are GST exclusive.

Rules of Operation of Delegation of Authority

1. College members and staff may only enter into agreements or contracts to purchase goods and services or authorize expenditure within the appropriate financial delegation as set out in this guideline.
2. Delegations will not legally bind the College if inconsistent with the Board/ delegation of powers and/or if the specific delegation authority values are in excess of those applicable in this Guideline and Schedule of Delegation of Authority.
3. College members and staff including staff acting in positions will perform their duties as delegated by the Board and as detailed in the College policies and regulations.
4. College members and staff may not approve any expenditure, benefit, etc. which relates to them or for the purpose of personal gain.
5. Financial delegations do not override responsibility for operating within budget.

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July 2015 Schedule of Delegations of Authority

Key: Wherever two or more “X’s” exist in a row, it means that parties must consult/collaborate on the delegation of authority. The higher authority makes the final decision

NB: The Finance Committee makes recommendations to the Board for the Board’s approval and has no delegated authority to approve expenditure independently.

1. BOARD AUTHORITIES						
CATEGORY	Board	CEO	Finance Committee to Recommend to Board	Designated Fellow	General / Senior Department Managers	Other Senior Managers/ Managers
• Constitution	X (Ballot of all RANZCP Members)					
• The power of delegation and the revocation thereof	X					
• The delegation limits set for the College Delegation of Executive Authority	X					
• College strategic direction and corporate strategy	X					
• Financial Budget strategy	X		X		X (Senior Department Manager – Financial Services)	
• Approval of annual operating and capital budgets and annual accounts	X		X			
• College Financial policy	X		X			
• Membership setting of fees	X		X			

1. BOARD AUTHORITIES						
CATEGORY	Board	CEO	Finance Committee to Recommend to Board	Designated Fellow	General / Senior Department Managers	Other Senior Managers/ Managers
<ul style="list-style-type: none"> Appointment, remuneration, conditions and performance review of the Chief Executive Officer 	X					
<ul style="list-style-type: none"> Remuneration, conditions of CEO direct reports 		X				
<ul style="list-style-type: none"> Lease of College land and buildings (per annum of lease) Sub tenancy agreements 	X >\$120,000	X up to \$120,000	X >\$120,000			
<ul style="list-style-type: none"> Sale or purchase College land or buildings 	X		X			

2. LEGAL						
CATEGORY	Board	CEO	Finance Committee to Recommend to Board	Designated Fellow	General / Senior Department Managers	Other Senior Managers/ Managers
<ul style="list-style-type: none"> Authorise initiation or defence of litigation 		X				
<ul style="list-style-type: none"> Settle claims 	X >\$75,000	X up to \$75,000	X >\$75,000			

2. LEGAL

CATEGORY	Board	CEO	Finance Committee to Recommend to Board	Designated Fellow	General / Senior Department Managers	Other Senior Managers/ Managers
<ul style="list-style-type: none"> Accept claims covered by insurance 		X >\$20,000			X up to \$20,000 (Senior Department Manager – Financial Services)	
<ul style="list-style-type: none"> Accept damages claims not covered by insurance 	X >\$50,000	X up to\$50,000				
<ul style="list-style-type: none"> Negotiation and authorisation of insurance cover 		X			X (Senior Department Manager - Financial Services)	

3. FINANCIAL

Financial delegations are only within formally approved budgets. Committing College resources to unbudgeted activities is not permitted. Requests for unbudgeted funding exceeding \$5,000 to a maximum of \$75,000 must be motivated by a business case and authorised by the CEO. Amounts >\$75,000 require Finance Committee recommendation to the Board.

CATEGORY	Board	CEO	Finance Committee to Recommend to Board	Designated Fellow	General / Senior Department Managers	Other Senior Managers/ Managers
3.1 PROPERTY MANAGEMENT						
<ul style="list-style-type: none"> Unbudgeted repairs and maintenance of buildings and equipment. 	X >\$75,000	X up to \$75,000	X >\$75,000		X up to \$10,000 (Senior Department Manager - Financial Services)	X up to \$5,000 (Branch Managers / Officers)
<ul style="list-style-type: none"> Authority to allocate facility space and accommodation. 		X				
<ul style="list-style-type: none"> Represent college interest at Owners Corporation Meetings 					X Senior Department Manager - Financial Services or Delegate	
3.2 CAPITAL EXPENDITURE						
<ul style="list-style-type: none"> Approve annual capital plan 	X	X	X			
<ul style="list-style-type: none"> Capital expenditure (total project value – budgeted amount as approved by Board) 		X (Sign off up to budgeted amount as approved by Board)			X up to \$50,000	X up to \$10,000
<ul style="list-style-type: none"> Approve unbudgeted/emergency capital expenditure 	X >\$75,000	X up to \$75,000	X >\$75,000		X up to \$10,000	
<ul style="list-style-type: none"> Approve fixed asset disposals/write off of current Net Book Value. 	X >\$50,000	X up to \$50,000	X >\$50,000		X up to \$5,000	

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CATEGORY	Board	CEO	Finance Committee to Recommend to Board	Designated Fellow	General / Senior Department Managers	Other Senior Managers/ Managers
<ul style="list-style-type: none"> Variation to Capital expenditure of 10% or \$10K whichever is lower of approved capital expenditure budget 		up to \$75,000			up to \$10,000	
3.3 INVESTMENTS						
<ul style="list-style-type: none"> Approval of the College investment strategy 	X		X			
<ul style="list-style-type: none"> Approval of purchase and sale of shares within approved strategy- must have approval of 2 Fellows from the Investment Sub-Committee 		X	X (Finance Committee and Investment Sub Committee members)		X (Senior Department Manager - Financial Services)	
<ul style="list-style-type: none"> Approval of purchase and sale of shares outside approved strategy 	X		X (Recommendation from Finance Committee and Investment Committee to Board)			
<ul style="list-style-type: none"> Opening/Closing Term Deposit (including transfer to JB Were) 	X	X up to \$1M	X >\$1M		X up to \$200,000 (Senior Department Manager - Financial Services)	

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3.4 APPLICATIONS ACCEPTANCE FOR GRANTS, PROJECTS AND CONTRACTS FUNDING						
## All applications must be approved by the Chief Executive Officer, and supported by the Senior Department Manager - Financial Services and Senior Manager Human Resources.						
• Applications acceptance for grants, projects and contracts	X >\$5,000,000	X up to \$5,000,000 ##	X >\$5,000,000		X	X
• Acceptance of Gift or Bequest		X				
3.5 ACCOUNTING AUTHORITIES						
• Authorise Annual Financial Report	X		X			
• Borrow money	X		X			
• Authority to open bank accounts	X	X		X	X (Senior Department Manager - Financial Services)	X (Finance Manager)
• Authority to operate bank accounts		X		X	X	X (Finance Manager)
• Authority to close bank account	X	X	X	X		

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CATEGORY	Board	CEO	Finance Committee to Recommend to Board	Designated Fellow	General / Senior Department Managers	Other Senior Managers/ Managers
<ul style="list-style-type: none"> Approve or change cheque signing authorities 		X			X (Senior Department Manager - Financial Services)	X (Finance Manager)
<ul style="list-style-type: none"> Issue new credit cards, and set or adjust credit card limits per card. 		X up to \$30,000 per card	X >\$30,000 per card			
<ul style="list-style-type: none"> Transfers between Internal Bank accounts from HQ to Branches 	X	X up to \$100,000			X up to \$100,000 (Senior Department Manager - Financial Services)	
<ul style="list-style-type: none"> Transfers between internal HQ accounts and projects 	X	X up to \$1.5M	X >\$1.5M		X up to \$500,000 (Senior Department Manager - Financial Services)	X up to \$50,000 (Finance Manager)
<ul style="list-style-type: none"> Approve write offs and bad debts (obsolete, damaged consumables, equipment) 	X	X up to \$25,000	X >\$25,000		X up to \$5,000 (Senior Department Manager - Financial Services for any one debt)	
<ul style="list-style-type: none"> Authority to sign corporate contracts, agreements, operating leases. (E.g.: equipment, IT, communications, insurance, occupancy, hotel, travel) 	X >\$200,000	X up to \$200,000			X up to \$50,000	

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<i>agreements, photocopier leases, maintenance agreements, etc.)</i>						
<ul style="list-style-type: none"> Credit Refunds 		X up to \$20,000			X up to \$5,000 (Senior Department Manager Financial Services)	
<ul style="list-style-type: none"> Authorise annual payroll payment summaries Authorise fortnightly payroll to be processed 					X (Senior Department Manager - Financial Services r)	X Finance Manager
<ul style="list-style-type: none"> General Operating Costs (within approved budgets) <i>(Telephone, courier, postage, printing stationery, publications, body corporate costs, office cleaning, electricity, gas, Council rates, security, consumables, IT/Communications maintenance)</i> 		X >\$50,000		X up to \$5,000 (Chair, Secretary, Treasurer of Faculty, Section or Training Committee)	X up to \$50,000 (Senior Department Manager - Financial Services) up to \$25,000 (Senior Department Managers)	X up to \$5,000 (Branch Managers / Coordinators) up to \$10,000 (Senior Manager – IT)
<ul style="list-style-type: none"> Unbudgeted Operating Costs 	>\$75,000	Up to \$75,000	>\$75,000		Up to \$20,000	
<ul style="list-style-type: none"> Variation to Operating Costs of 10% or \$10K whichever is lower of approved operating expenditure budget 		up to \$75,000			up to \$10,000	

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CATEGORY	Board	CEO	Finance Committee to Recommend to Board	Designated Fellow	General / Senior Department Managers	Other Senior Managers/ Managers
<ul style="list-style-type: none"> Approval of externally funded project expenditure including agreements of Specialist Training Posts (STP) 		X			X up to \$50,000 (Senior Department Manager - Financial Services)	X up to \$10,000 (Project Manager)
<ul style="list-style-type: none"> All Professional Consultants (Legal, IT, Risk, HR, Recruitment) Requests must be accompanied by a formal written proposal including terms of reference. No appointment can be made until notification of authorization is received. 	X >\$100,000	X up to \$100,000		X up to \$5,000	X up to \$25,000	X up to \$5,000
3.6 CONGRESS, CONFERENCES, AND MEETINGS						
Individual Travel Claims as per Travel Policy <ul style="list-style-type: none"> Delegations within Board approved budget (Expense Reimbursement Form per diem allowance limits for accommodation, meals and travel costs. 		X up to \$20,000			X up to \$5,000	X Up to \$5,000
Other Costs <ul style="list-style-type: none"> All Congress, Conference and meeting costs other than those covered by Per 		X >\$5,000 (per individual)	X		X up to \$5,000 (per individual)	

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Diem allowances as per Board approved budget.						
Conferences <ul style="list-style-type: none"> Conference expenditure 		X				
Annual Congress <ul style="list-style-type: none"> Annual Congress contract costs 		X			X General Manager - Operations & Bi-National Offices	

REVISION RECORD

Contact: Finance Manager, Finance and Commercial Contracts

Date	Version	Approver	Description
25/02/2012	1.0	GC2012/1 R15	New document
25/05/2013	2.0	GC2013/2 R11	Revised by new Board
07/11/2013	3.0	B2013/6 R18	Clean version post Board approval
22/08/2015	4.0	B2015/5 R21	Clean version post Board approval
05/2017			NEXT REVIEW