

DELEGATED AUTHORITIES

Updated January 2025

1. REQUIRED INFORMATION

1.1 Policy Statement

All expenditure must be within budget unless approved by the Chief Executive (CE). All unbudgeted expenditure approved by the CE must be reported to the Board via the finance report.

1.2 Procedures

1.2.1 Purchase Orders

- All agreements for the supply of goods and services must have pre approval in writing, either by email or a purchase order for agreed expenditure items. No payment will be processed unless accompanied by the written approval dated prior to the date of the invoice, in accordance with authorised level of expenditure.
- All IT purchases must be approved by the Senior Manager, Finance and Operations or General Manager.
- All capital purchases must be approved by the Finance and Risk Committee in accordance with the Fixed Assets Policy. Once a capital purchase is approved, Administration will arrange the purchase.
- Petty Cash reimbursements are the only payments drawn directly to cash without prior approval.
- Carclew Credit Cards must only be used with prior permission and only for Carclew business related purchases.

1.2.2 Cheque Requisitions

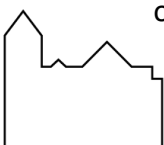
- A cheque requisition form must be signed by a duly authorised staff member prior to payment of any supplier invoice.

1.2.3 Signatories

- Signatories must ensure that full documentation is attached to remittance advices.

1.2.4 Expenditure Authority

- Staff members are not permitted to authorise reimbursement of expenditure that relates directly to themselves eg. travel and accommodation, networking costs. In such circumstances, expenditure should be authorised by a staff member with the appropriate delegated authority.
- All expenditure must be within a staff member's delegated authority unless approved by a staff member with the appropriate delegated authority (see Table of Delegations).



2. TABLE OF DELEGATIONS

2.1 Capital Purchases

All amounts are GST exclusive

Delegate	Level of Expenditure	Process
Finance Subcommittee	> \$10,000	Request presented to Finance Subcommittee which includes three quotes (or equivalent) and a written rationale/recommendation All assets must be included on the Asset Register

2.2 Disposal of Assets

Delegate	Level of Expenditure	Process
Senior Manager, Finance and Operations / General Manager	Disposal of assets (fair value < \$1000 per item)	Requests for decommissioning of equipment and disposal of assets must be referred to the Senior Manager, Finance and Operations or General Manager. Disposals of assets with individual fair value > \$1k will be taken to Finance Subcommittee for approval.

2.3 Budgeted Expenditure

Delegate	Level of Expenditure	Process
Board	>\$500,000	Budget-Approved-P/Order
Chief Executive or Delegate	\$0 to \$500,000	Budget-Approved-P/Order
General Manager / Head of Programming	\$0 to \$100,000	Budget-Approved-P/Order
Senior Managers	\$0 to \$50,000	Budget-Approved-P/Order
Managers	\$0 to \$25,000	Budget-Approved-P/Order
Coordinator ASO4	\$0 to \$10,000	Budget-Approved-P/Order
Coordinator ASO3	\$0 to \$5,000	Budget-Approved-P/Order
All other staff	\$0 to \$1000	Budget-Approved-P/Order

Unbudgeted Expenditure

Delegate	Level of Expenditure	Process
Board	>\$50,000	P/Order (per 1.2.1 above)
Chief Executive or Delegate	\$0 to \$50,000	P/Order (per 1.2.1 above)
All other staff	\$0 to \$50,000	P/Order (per 1.2.1 above) – Approved by CE

2.4 Petty Cash

Delegate	Level of Expenditure	Process
All Signatories	up to \$500	
Chief Executive/General Manager/Head of Programming/Senior Managers	> \$500	Approval required prior to written petty cash request being submitted to Admin.

2.5 Appointment of Staff and Casual Contractors

Delegate	Level of Salary	Process
Board	Chief Executive Contract	Board and approved recruitment procedure
Chief Executive or Delegate	All staff contracts	CE and approved recruitment procedure
General Manager/Head of Programming	Casual Contractors < \$50,000	Contractors' agreements and approved recruitment/procurement
Senior Managers	Casual Contractors < \$20,000	Contractors' agreements and approved recruitment/procurement
Managers	Casual Contractors < \$10,000	Contractors' agreements and approved recruitment/procurement
Coordinator ASO4	Casual Contractors < \$1000	Contractors' agreements and approved recruitment/procurement
Coordinator ASO3	Casual Contractors < \$500	Contractors' agreements and approved recruitment/procurement

2.6 Dismissal of Staff and Contractors

Delegate	Process
Chief Executive	To follow the guidelines of the Commissioner for Public Sector Employment and the <i>Public Sector Act 2009</i>

2.7 Contracts and Leases

Falls within delegated expenditure

Delegate	Level of Expenditure	Process
Board	> \$300,000	Program and budget approved
Chief Executive	< \$300,000	Program and budget approved
Board	Consultant contracts > \$50,000	Board approval – may be approved between Board meetings by Chair and Chair of Finance Subcommittee.

Board/Chief Executive	Non-cancellable, long term leases and licences and annual operational funding agreement.	Contracts requiring Common Seal signed in accordance with Section 14, Carclew Inc. Constitution and Rules Updated December 2024.
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2.8 Carclew Grants Programs

Regardless of expenditure all Carclew funding is approved by the Board

Delegate	Level of Expenditure	Process
Chief Executive or delegate	> \$500,000	Following Board endorsement of funding recommendations
General Manager/Head of Programming	< \$100,000	Following Board endorsement of funding recommendations
Funding Manager	<\$20,000	Following Board endorsement of funding recommendations

2.9 Payment Authorisation (Two signatories required for all payments)

Delegate	Level of Expenditure	Process
Chair and Deputy Chair	>\$500,000	P/Order and cheque requisition – Board approval required.
Chief Executive or one Authorised Senior Staff Member and Chair or Deputy Chair	\$100,000 to \$500,000	P/Order and cheque requisition
Chief Executive or delegate and one authorised signatory	> \$100,000	Recurring payments eg. BAS, PAYG
Any two authorised signatories	< \$100,000	Recurring payments eg. BAS, PAYG
Any two authorised signatories	< \$100,000	P/Order and cheque requisition
Chief Executive or delegate and one authorised signatory	Any amount	Internal account transfers

2.10 International Travel

Delegate	Level of Expenditure	Process
Chief Executive (referred to Finance Subcommittee as required)	Within capacity of organisation's overall annual budget	Approved in advance. Application must include costs, itinerary and expected outcomes.

Board	Chief Executive or Delegate travel, within capacity of organisation's overall annual budget	Approved in advance. Application must include costs, itinerary and expected outcomes.
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