

**DELEGATED AUTHORITIES POLICY**

**Financial Delegations Table:**

	General Manager	Individual Office Bearing Committee Member re portfolio	Executive Committee	Committee
Annual Budgets: Overall Club Budget Marketing and Communications Wet Season race Series (incl presentation night) Darwin to Ambon Significant annual events (Viking Funeral, NYE) HR / essential services contractors	Recommends Recommends  Recommends Recommends	  Recommends Recommends Recommends		Approves Approves Approves Approves Approves Approves
Supplementary budgets (for new activities, projects and events): - \$1001 and over - \$401 - \$1000 - \$400 or less	Recommends Recommends Approves	Recommends Recommends Approves	Approves	Approves Approves
Expenditure within approved budget guidelines	Approves	Approves		
Significant Marketing and Comms projects not covered in annual budget	Recommends	Recommends		Approves
Stock purchases (bar, merchandise) - up to \$8,000 per week - over \$8000 per week	Approves Recommends			Approves
Repairs and Maintenance - \$5,000 and over - \$1,000 to \$4,999 - Under \$1,000 (capped at monthly limit of \$5000 – approval required from exec for additional expenditure)	Recommends Recommends Approves	Recommends Approves	Approves	Approves Approves
Capital Expenditure -\$5,000 and over -\$1,000 to \$4,999 - Under \$1,000 (capped at monthly limit of \$5000 – approval required from exec for additional expenditure)	Recommends Recommends Approves	Recommends Recommends Approves	Approves	Approves Approves
*Other Expenditure - \$5,000 and over - \$1,000 to \$4,999 - Under \$1,000 (capped at monthly limit of \$5000 – approval required from executive committee for additional expenditure)	Recommends Recommends Approves	Recommends Recommends Approves	Approves	Approves Approves
All Tax, including GST, PAYE,FBT, Payroll				Approves

\* i.e. non event, non project expenditure

Note: all amounts quoted are exclusive of GST, where GST is included in the transaction.

Policy title/no:	DBCYA Delegated Authorities Policy	Policy Category:	Finance
Policy Approved:	10 May 2015	Date of last review:	n/a
Creator:	W McCallum, General Manager	Date of next review:	May 2016
Responsible Officer:	General Manager	Version	V1.1



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Cheque Signatories:

	Less than \$1,000	Greater than \$1,000
General Manager	Two signatories from: General Manager, Commodore, Treasurer and other delegated committee person/s	Two signatories from Commodore, Treasurer and other delegated committee person/s

Expenses valued at \$50 or more require 2 signatories, unless authorised otherwise by the Management Committee.

### Quotation Procurement Guidelines

Description of Service	Requirements
Repairs and maintenance: \$1001 and over \$501 - \$1000 Under \$500	two written quotations one written quotation verbal quote/estimate
Provision of general services: Ongoing: \$200 or more weekly Under \$200 weekly One-off: \$1001 and over \$501 - \$1000 Under \$500	two written quotations one written quotation  two written quotations one written quotation verbal quote/estimate

The above guidelines must be adhered to wherever practicably possible, recognizing that emergency repairs or limited skilled professionals/suppliers may negate the ability to follow the above protocols. Where costs cannot be pre-determined (ie crane hire) sound judgement must be used when engaging their services.

Sponsors to be given service provision preference (within reason). It is advisable to re-use specialist tradesmen or technicians if they provide good value and service, to ensure consistency of works.

### Electronic Banking:

Not currently used by DBCYA.

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**Other Delegations Tables**

	General Manager	Individual Office Bearing Committee Member re portfolio	Executive Committee	Committee
<b>Governance</b>				
Engagement of Management Consultants	Recommends	Recommends		Approves
Engagement of contractors (within budget guidelines)	Approves			Approves
Policies and procedures	Recommends			Approves
Power of Attorney execution				Approves
Appointment and Dismissal of General Manager				Approves
<b>Financial</b>				
Approval of financial delegations				Approves
Approval of borrowing limits and funding variations				Approves
Approval of lease commitments				Approves
Disposal of Fixed Assets				
- with book value over \$1,000	Recommends	Recommends	Recommends	Approves
- with book value \$1,000 and under	Approves			
Approval to changes in accounting treatment	Recommends	Recommends	Recommends	Approves
Approval of new debt	Recommends	Recommends	Recommends	Approves
Placement of Term Investments			Recommends	Approves
Approval of Annual Budgets	Recommends	Recommends		Approves
<b>Risk Management</b>				
Approve insurance parameters	Recommends			Approves
Approve variations to insurance cover	Recommends		Recommends	Approves
Approval commencement of any litigation	Recommends		Recommends	Approves
<b>Human Resources</b>				
Appointment, remuneration and dismissal of staff and contractors	Approves			
<b>Marketing/Media</b>				
Approve Media releases – non crisis	Approves	Approves		
Designated media spokesperson	Appointed		Appointed	
Crisis management media response	in consultation with Exec Comm		in consultation with Gen Mgr	
<b>General</b>				
Coordinate event project plans	Authorised	Authorised		
Risk Assessment and Evaluation Process for significant events	Recommends	Recommends		Approves
Reporting of Sub-Committee activities to Committee		Reports		
Directing Staff	Authorised			
Set sale price of bar lines and merchandise	Authorised			
Set annual membership fees	Recommends			Approves

**Signed:**

**DBCYA Commodore:** \_\_\_\_\_

**Name:** Jim Peterson

**Dated:**

6 Jul 15

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