

DELEGATED AUTHORITIES POLICY

Financial Delegations Table:

	General Manager	Individual Office Bearing Committee Member re portfolio	Executive Committee	Management Committee
Annual Budgets:				
Overall Club Budget	Recommends			Approves
Marketing and Communications	Recommends			Approves
Wet Season race Series (incl presentation night)		Recommends		Approves
Darwin to Ambon		Recommends		Approves
Significant annual events (eg Viking Funeral)	Recommends	Recommends		Approves
HR / essential services contractors	Recommends			Approves
Supplementary budgets (for new activities, projects and events):				
- \$1001 to \$49,999	Recommends	Recommends		Approves
- \$1000 or less	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	Approves			
- over \$8000 per week	Recommends			Approves
Repairs and Maintenance				
- \$5,000 to \$49,999	Recommends			Approves
- \$1,000 to \$4,999	Recommends	Recommends	Approves	Approves
- Under \$1,000 (capped at monthly limit of \$5000 – approval required from Executive Committee for additional expenditure)	Approves	Approves		
Capital Expenditure				
-\$5,000 to \$49,999	Recommends	Recommends		Approves
-\$1,000 to \$4,999	Recommends	Recommends	Approves	Approves
- Under \$1,000 (capped at monthly limit of \$5000 – approval required from Executive Committee for additional expenditure)	Approves	Approves		
*Other Expenditure				
- \$5,000 to \$49,999	Recommends	Recommends		Approves
- \$1,000 to \$4,999	Recommends	Recommends	Approves	Approves
- Under \$1,000 (capped at monthly limit of \$5000 – approval required from Executive Committee for additional expenditure)	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:	Aug 2020
Creator:	W McCallum, General Manager	Date of next review:	Aug 2021
Responsible Officer:	General Manager	Version	V1.3



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Electronic Banking: used as the preferred medium of paying bills and wages

Less than \$1,000	Greater than \$1,000
Two online authorisations from approved delegated committee person/s	Two online authorisations from approved delegated committee person/s

Term Deposit deposits and withdrawals: three authorisations from approved delegated committee persons

Cheque Signatories: only used when the electronic banking option is not practicable or available ie ATM cash reimbursements

Less than \$1,000	Greater than \$1,000
Two signatories from approved delegated committee person/s and/or the General Manager	Two signatories from approved delegated committee person/s

Expenses that are duly authorized by the Management Committee as not requiring two signatories or authorisations are:

- a) administration or operation transactions to the value of up to \$1000 by the General Manager in line with the above vested delegated authorities (payable through the DBCYA debit card);
- b) administration or operation transactions to the value to \$250 by Management Committee, General Manager or Bar Supervisor (payable through petty cash).

Reserve Funds

A minimum of \$300,000 cash is to be kept as a safety-net reserve in short-term term deposit. A minimum balance of \$100,000 must be maintained in the cash management accounts for operational requirements. Additional cash funds should be added to short-term term deposits as they accumulate.

Quotation Procurement Guidelines

Description of Service	Requirements
Repairs and maintenance / special projects: \$1001 and over \$501 - \$1000 Under \$500	two written quotations one written quotation one verbal or written quote/estimate
Provision of all other goods and 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 one verbal or written 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 and efficiency of works.

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Other Delegations Tables

	General Manager	Office Bearing Committee Member re portfolio	Executive Committee	Management Committee
Governance				
Engagement of external Consultants	Recommends	Recommends		Approves
Engagement of contractors (within approved budgets)	Approves			Approves
Policies and procedures	Recommends			Approves
Power of Attorney execution				Approves
Appointment and Dismissal of General Manager				Approves
Financial				
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
Term Investment management, including deposits and withdrawals			Recommends	Approves
Approval of Annual Budgets	Recommends	Recommends		Approves
Risk Management				
Approve insurance parameters	Recommends			Approves
Approve variations to insurance cover	Recommends		Recommends	Approves
Approval commencement of any litigation	Recommends		Recommends	Approves
Human Resources				
Appointment, remuneration and dismissal of staff and contractors	Approves			
Marketing/Media				
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	
General				
Coordinate event project plans	Authorised	Authorised		
Risk Assessment / Evaluation Process for big 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			Recommends*
Capital or R&M expenditure over \$49,999	Recommends	Recommends	Recommends	Recommends*

* Approval to be obtained from the majority senior membership in line with relevant legislation / DBCYA Constitution.

Signed:

DBCYA Commodore:

Name: Joy Eggenhuizen

Dated:

16 October 2020

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