

## AUSTRALIAN AND NEW ZEALAND SOCIETY OF NEPHROLOGY

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### Delegation of Authority Policy

#### 1. Purpose

This document sets out the general principles governing the delegation of the Council's powers and authority and a schedule of delegation to support the effective governance of the Society.

#### 2. Authority and Powers to Delegate

The ANZSN Council is responsible for the control and management of the Society.

The powers and duties of the Council are set out in the ANZSN Constitution (cl 42 and cl 43) and include powers to:

- Borrow money;
- Charge any property or business of the Society;
- Issue debentures or give any other security for a debt, liability or obligation of the Society or of any other person; and
- Guarantee or to become liable for the payment of money or the performance of any obligation by or of any other person.

Council may delegate any of their powers, other than those which by law must be exercised by Council, to:

- A committee of council (which may include persons other than Councillors in addition to at least one Councillor);
- A Councillor;
- An employee of the Society; or
- Any other person.

If powers are delegated:

- A committee or person to which powers have been delegated must exercise its powers in accordance with any directions of the Council; and
- A Committee or person to which any powers have been delegated may be authorised to sub-delegate all or any of the power for the time being vested in it.

Council may at any time revoke any delegation of power.

#### 3. General Principles

3.1 Delegations are to positions not to individual persons.

3.2 Delegates are expected to exercise the authority delegated to them in a responsible, efficient and consistent manner.

- 3.3 Acting appointees (other than contractors) may exercise the same powers as the permanent appointee to a position. In the absence of the Executive Officer on leave, the Administrative Officer will assume the delegations of the Executive Officer.
- 3.4 Contractors and consultants cannot exercise financial authority of a position against which they are held.
- 3.3 Delegates may not further delegate their powers except where specifically authorised so to do.
- 3.4 Delegates may not authorise expenditure, nor authorise the issue of purchase orders on their own behalf.
- 3.5 Authorisations for expenditure must be signed by the appropriate delegate.
- 3.6 No person is authorised to sign on behalf of another in authorising expenditure.
- 3.7 The level of expenditure, quality or quantity of goods/services may not be varied from that which was approved, without the endorsement of the original authorising delegate (the approval must be in writing).
- 3.8 Expenditure may not be authorised unless funds are available under the control of the authorising officer.
- 3.9 If the Company Seal is to be affixed to any document, it must be witnessed by two directors or one director and the company secretary and recorded in the Seal Register.

#### 4. Revisions and Amendments

The Delegation of Authority Policy will be reviewed at least annually by Board.

Proposals to amend or vary a delegation at the annual review, or in the intervening period, must be accompanied by an explanatory note.

The explanatory note must set out the background, reason for the new or amended delegation, proposed text and recommended delegates.

#### 5. Definitions

Authority	Abbreviation
ANZSN Council	Council
President	President
Vice President	Vice President
Treasurer	Treasurer
Honorary Executive Officer	HEO
Collectively the President, Vice President, Treasurer and Honorary Executive Officer	Executive
Executive Officer	EO

## 6. Schedule

Item	Subject	Instruction	Officer	Comments
6.1	Appointment and retention of staff	6.1.1 Create a new permanent position or vary the conditions of an existing position.	Council	
		6.1.2 Recruit to an approved vacant position.	EO	Executive to be advised.
		6.1.3 Approval of temporary employment (contract) up to \$6,000 or four (4) weeks, whichever is the lesser.	HEO	Treasurer to be advised.
		6.1.4 Approval of temporary employment (contract) over \$6,000 or four (4) weeks, whichever is the lesser.	Council	
6.2	Timesheets/leave/staff development/travel approval	6.2.1 Approve timesheet and leave of absence of the EO.	President	Executive to be advised
		6.2.2 Approve timesheet and leave of absence of staff below EO.	EO	Executive to be advised
		6.2.3 Approve expenditure on staff development up to \$2,000 per instance <b>within budget.</b>	EO	President to approve EO's development costs
		6.2.4 Approve expenditure on staff development >\$2000 per instance.	Executive	Treasurer to be advised
		6.2.5 Approve domestic travel for staff or Council members on ANZSN business. <i>Confirm travel insurance in place</i>	HEO	Treasurer to be advised if outside of budget
		6.2.6 Approve overseas travel for staff or Council members on ANZSN business. <i>Confirm travel insurance in place</i>	Council	Treasurer to be advised if outside of budget
6.3	Expense reimbursement for staff, Council, committee or working group members	6.3.1 Expenses incurred by member of staff, Council member or committee/working group member engaged in an authorised activity within budget.	EO	HEO to approve EO's expenses
		6.3.2 Unplanned expenses up to \$500 incurred by member of staff or Council member.	HEO	Treasurer to be advised

Item	Subject	Instruction	Officer	Comments
		6.3.4 Unplanned expenses over \$500 incurred by member of staff or Council member.	Council	Treasurer to be advised
6.4	Contracts and expenditure levels for services, goods, equipment and material  Includes: <ul style="list-style-type: none"> <li>• IT services</li> <li>• Book keeping services</li> <li>• Stationery</li> <li>• Catering</li> <li>• Room hire</li> <li>• Transport and accommodation</li> <li>• Sponsorship Agreements</li> </ul>	6.4.1 Approve purchases/contracts for the supply of <b>services</b> (including consultancy and legal services) and <b>goods, plant, equipment or material</b> up to \$5000 within budget.	EO	Subject to funds being available
		6.4.2 Approve purchases/contracts for the supply of <b>services</b> (including consultancy and legal services) and <b>goods, plant, equipment or material</b> >\$5000 and up to \$25000 within budget.	HEO	Subject to funds being available  Treasurer to be advised
		6.4.3 Approve purchases/contracts for the supply of <b>services</b> (including consultancy and legal services) and <b>goods, plant, equipment or material</b> >\$5000 and up to \$25000 outside of budget.	Treasurer	
		6.4.4 Approve purchases/contracts for the supply of <b>services</b> (including consultancy and legal services) and <b>goods, plant, equipment or material</b> >\$25000 or outside of budget.	Council	Subject to funds being available  Treasurer to be advised
		6.4.5 Approve the issuing of a tender or request for proposal for the supply of services, goods, equipment or material.	Council	Treasurer to sponsor tenders and RFPs
		6.4.6 Enter into <b>sponsorship agreements</b> within the ANZSN sponsorship framework.	Treasurer	
		6.5	Property matters and lease agreements	6.5.1 Approve lease of premises for ANZSN offices

Item	Subject	Instruction	Officer	Comments
				Secretary
6.6	Approval of project variations & progress payments under contract	6.6.1 Authorise progress payments for approved projects within budget	EO	Subject to funds being available.
		6.6.2 Project variations up to 5% of approved project cost (excluding GST)	HEO and Treasurer	Subject to funds being available & within project parameters.
		6.6.3 Project variations >5% of approved project cost (excluding GST).	Council	Subject to funds being available & within project parameters.
6.7	Finance/Banking	6.7.1 Approval of annual ANZSN budget.	Council	Executive to endorse
		6.7.2 Variation of approved annual budget up to 5%, subject to funds being available.	Treasurer and HEO	Council to be advised
		6.7.3 Variation of approved annual budget up >5%, subject to funds being available.	Council	Executive to endorse
		6.7.4 Approval of annual investment strategy and any variation	Council	Executive to endorse
		6.7.5 Opening and closing of bank accounts	Treasurer and HEO	Executive and Council to be advised
		6.7.6 Cheque and bank/investment account signatory	Treasurer and HEO	Minimum of two
		6.7.7 Approval of opening of corporate credit card	Council	
		6.7.8 Sign all ATO returns and authorise payment – <b>includes Business Activity Statements</b>	EO or Treasurer	
		6.7.9 Approve superannuation payments to relevant funds as required by law	EO or Treasurer	
		6.7.10 Approve the payroll	Treasurer	
		6.7.11 Approve payment of travel grants and awards as approved by Council	Treasurer	
		6.7.12 Write off of bad debts	Council	

<b>Item</b>	<b>Subject</b>	<b>Instruction</b>	<b>Officer</b>	<b>Comments</b>
		6.7.13 Appointment and removal of the Auditor	Council	
6.8	Strategy and operational policies	6.8.1 Approve the strategic plan for the ANZN	Council	
		6.8.2 Approve the formation, terms of reference and membership of committees and working groups.	Council	
		6.8.3 Approve policies & administrative orders that effect the management of ANZSN.	Executive	Policies to reflect Council decisions & relevant statutes
		6.8.4 Approve new member applications to the ANZSN as per CI 41.1 of the ANZSN Constitution.	HEO	Council to be advised
		6.8.5 Approve new member appointments to Committees and Working Group following consultation with Council.	HEO	Council to be consulted
6.9	Media and Public Relations/ANZSN website	6.9.1 Authorise public/media statements on behalf of ANZSN.	President	Council to be advised
		6.9.2 Respond publicly to significant issues on behalf of ANZSN.	President	Council to be advised
		6.9.3 Placement or removal of information on ANZSN website and weekly ANZSN newsletter.	HEO	