



Delegated Authority Policy

Category:	Governance
Last Modified:	February 2017
Review Date:	February 2018
Approved By:	Executive Committee
Contact Person:	The President

Introduction:

The purpose of this policy is to clarify the role and responsibilities of the Chief Executive and to contribute to high standards of governance within the University of Canterbury Students' Association (Association).

It is recognised that the Association is committed to:

- Safe guarding the Association's assets.
- Being accountable to our stakeholders.

Consequently constraints are required in relation to the levels of expenditure and commitments taking place within the organisation.

Policy Statement:

The Association must operate in an efficient and effective manner and in order to do this responsibly, clear delegations must be provided to the Chief Executive and senior management team.

Procedures:

Overview

The Chief Executive shall be delegated responsibility for achieving the direction and objectives of the Association through leadership and management of its activities and affairs. The Chief Executive shall be expected to accomplish this through adequately discharging responsibilities to appropriate members of senior management and staff within the Association. The levels of delegated authority are contained in the Delegated Authority Appendix attached.

AUTHORISATION FOR DELEGATION OF AUTHORITY

AUTHORISATION FORM FOR DELEGATION OF AUTHORITY

Purpose:

Delegation of Authority is normally permanent; however it can also be restricted in time and level of authority. Delegated Authority may also be approved for an ongoing designated alternative who can undertake the authority of the person should they be absent or unavailable.

Temporary Delegation of Authority can be approved in writing when a staff member is absent, unavailable or unable to perform their designated duties.

This Delegated Authority gives the nominated staff member the right to approve invoices for expenditure (i.e. certifying payments) and perform duties and provide services within the designated authority set out in the Delegation of Authority Appendix. It also allows an employee at times to act as proxy for the person who the Delegation of Authority has been assigned to.

NOTE: ultimate responsibility remains with the person who has the authority under this policy. The person who has received the delegated authority does not have the authority to further sub-delegate.

Full Delegated Authority or Restricted Delegated Authority

- Full Delegated Authority means that the staff member is given the same responsibility as the person the Delegation of Authority has been granted to: *expenditure must be within budget (including available carry forwards) and limited to the authority of that position.*
- Restricted Delegated Authority allows the staff member restricted authority by placing a dollar value or time limit on the Delegated Authority.

POSITION	CAPITAL EXPENDITURE	DISPOSAL OF CAPITAL ITEMS	OPERATIONAL EXPENDITURE	CONSUMABLES: APPROVAL OR ORDER SINGLE INVOICE	STOCK WRITE-OFF / WASTAGE (DAILY RETAIL VALUE)	CASH UNDERS / OVERS / REFUNDS	SUPPLY CONTRACT	PAYROLL
	Definition: Capital Expenditure is the expenditure for an item or group of identical items that normally have a life longer than one year and are valued at least \$500		Definition: Operational Expenditure is what we spend on an ongoing day-by-day basis in order to run the UCSA. It involves wages, utilities etc	Definition: Consumables are items that are purchased with the intent of reselling - primarily food and beverage items				
	Up to the value of:	Up to the value of:	Up to the value of:	Up to the value of:	Up to the value of:	Up to the value of:	Up to the value of:	Up to the value of:
Chief Executive	Up to \$20,000	Up to \$20,000 for single item. Any amount above this must be approved by the Executive	Any amount within approved budget and up to \$25,000 outside budget with the approval of any one of the following - President, Vice President or Finance Officer	Any amount within approved budget from Approved Supplier	Any amount greater than \$1,000 must be recommended by Manager	Any amount greater than \$250 must be reviewed and recommended by Manager	Negotiation and agreement <36 months and/or < \$100k P.A benefit. Above this goes to the Executive	Two required - President, Vice President, Finance Officer, M&E Manager, F&B Manager, CE, HR Manager
ELC Head Teachers	\$1,000	\$1,000	\$5,000	\$3,000	Nil	Nil	Nil	Nil
Office Manager	\$500	Nil	\$5,000	\$3,000	Nil	Nil	Supports CE	See Above
Production Resources Coordinator	\$500	Nil	Nil	\$500	Nil	Nil	Nil	Nil
Food and Beverage Manager	\$5,000	\$5,000	\$5,000	\$20,000	\$200	\$50	Supports CE	Nil
Activities and Events Manager	\$1,000	Nil	\$5,000	\$5,000	Nil	Nil	Nil	Nil
Media Manager	\$1,000	Nil	\$2,000	\$1,000	Nil	Nil	Nil	Nil
A & W Team Manager	Nil	Nil	\$5,000	\$5,000	Nil	Nil	Nil	Nil
HR Manager	\$1,000	Nil	\$5,000	Nil	Nil	Nil	Nil	Nil
Venue Manager	Nil	Nil	Nil	\$5,000	Nil	Nil	Nil	Nil
Outlets Manager	Nil	Nil	Nil	\$3,000				
Café Supervisors	Nil	Nil	Nil	\$3,000	Nil	Nil	Nil	Nil
Head Chef	Nil	Nil	Nil	\$3,000	Nil	Nil	Nil	Nil
Sous Chef	Nil	Nil	Nil	\$3,000	Nil	Nil	Nil	Nil

