

COASTCITYCOUNTRY TRAINING**DELEGATIONS MANUAL 2009****BOARD POLICY NO 7.1**

This delegations manual is provided to guide decision making in respect to financial expenditure limits and human resource processes.

This Manual will be reviewed annually with changes to be approved by the Board.

This manual does not apply to sub-contractors with the exception of items 3.2 and 3.4 (Capital Expenditure).

1/ Staffing and Contractors:

<u>Function</u>	<u>Responsible Officer/s</u>
1. Appointment of Chief Executive Officer	Board of Directors
2. Appointment of Medical Educators	Local Training Groups/CEO
3. Appointment of all other staff (in line with approved establishment)	Chief Executive Officer
4. Advertising staff vacancies	Chief Executive Officer
5. Dismissal of the Chief Executive Officer	Board of Directors
6. Dismissal of other staff	Chief Executive Officer (with Board Approval)
7. Rates of pay for the Chief Executive Officer	Board of Directors
8. Setting rates of pay for all other staff and contractors	LTG Chairperson and CEO in accordance with LTG requirements and available budget
9. Allowances	Chief Executive Officer
10. Hours of Duty	Chief Executive Officer
11. Time in Lieu	Chief Executive Officer
12. Higher Grade Duties	Chief Executive Officer
13. Chief Executive Officer Leave	Chairman
14. Staff Leave	Chief Executive Officer
15. Engaging Consultants >\$1000	Board of Directors
16. Engaging Consultants <\$1000	Chief Executive Officer

2/ Salaries & Wages:

<u>Function</u>	<u>Responsible Officer/s</u>
1. Completion of time sheets	Staff
2. Certification of timesheets	CEO or LTG's as appropriate
3. Certification of payment	Chief Executive Officer

3/ Expenditure:

<u>Function</u>	<u>Responsible Officer/s</u>
1. Overall consortium expenditure within budget	Chief Executive Officer
2. Capital Items >\$3000	CEO where acquisition is approved in annual budgets (in accordance with Business Plans) or Chair of Finance and Audit Committee for extraordinary capital expenditure (not budgeted)
3. Capital Items<\$3000	Chief Executive Officer (on occurrence)
4. Capital Items<\$3000 (approved sub contractors)	Chief Executive Officer (on occurrence where items are not included as budget lines)
5. Certification of Payment of Registrar subsidy	Chief Executive Officer
6. Certification of Payment of Teaching Allowance	Chief Executive Officer
7. Certification of Teaching Allowance	GP Supervisor & Registrar

4/ Contracts for Services

<u>Function</u>	<u>Responsible Officer/s</u>
1. Contracts for services > \$10,000	Chief Executive Officer where funds to support are approved in budget submission by the Board
2. Contracts for services > \$30,000	Chair of the Finance and Audit Committee or CCCT Chair, with the CEO as Company Secretary where funds to support are approved in budget submission by the Board
3. Contracts for Services < \$30,000	Chair of the Finance and Audit Committee or CCCT Chair, with the CEO as Company Secretary approved by the Board prior to signature.

5/ Authorised Signatories:

<u>Function</u>	<u>Responsible Officer/s</u>
1. Letter of staff appointments	Chief Executive Officer
2. Group Certificates	Chief Executive Officer
3. Electronic Transfer of payroll	Chief Executive Officer & Finance Officer
4. Cheques (2 signatures required)	Chief Executive Officer Chairman Deputy Chairman Treasurer Senior Medical Educator (SME) Murrumbidgee/Riverina Administration Officer (urgent cheques in absence of SME only)
5. Service Agreements	2 Directors, or Chief Executive Officer (in role as Secretary of Company) and one other Director
6. Policy Statements	Board of Directors Chief Executive Officer

7. Statements of service/references	Chief Executive Officer
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6/ Delegation of Authority During periods of Absence of

<u>Function</u>	<u>Responsible Officer/s</u>
1. The Chief Executive Officer	Chairperson of the Board

7/ Petty Cash

<u>Function</u>	<u>Responsible Officer/s</u>
1. General Usage	Administration Assistants
2. Balance Reimbursement	Chief Executive Officer

8/ Media

<u>Function</u>	<u>Responsible Officer/s</u>
1. Media Releases by the Consortium	Chairman Chief Executive Officer

9/ GPET Financial Reporting Template

<u>Function</u>	<u>Responsible Officer</u>
1. Signatory to GPET Financial Reporting Template as at 31 December of each Training Year (submitted by 28 February of the following Year)	Chair Finance and Risk Management Committee
2. Tabling of GPET Financial Reporting Template as at 31 December of each Training Year to CCCT March Board Meeting	Chair Finance and Risk Management Committee