

GOVERNANCE POLICY

SUBJECT	Delegation of Authority	PAGE:	1 of 1
AUTHOR	Trust Board	ISSUE DATE:	22/05/2009
		REFERENCE	CS 3.7

1. Purpose

The purpose of this policy is to delegate financial authority to the Chairperson of the Museum's Trust Board, Director/CEO and staff for the operation of the Museum.

This policy should be read in conjunction with the Operating Policy and Procedure – Delegation of Authority policy issued 22 May 2009 and the Operating Policy - Contracts Policy issued 1 June 2009. See also the Operating Policy - Procurement Policy (under development).

2. Definitions

Transaction A total contract (for the whole of life of the goods, services and products), an order, invoice, receipt or payment.

Budget The budget for the relevant activity centre or capital expenditure item.

3. Policy

3.1 Staff shall have authority to approve individual transactions up to the level set out in the table below provided that it is within budget.

3.2 The Director/CEO is authorised to approve individual transactions of up to \$50,000, but not to exceed \$300,000 in any one year, if not within budget.

3.3 Cheque signatories shall be any two of the Director/CEO, Executives, Human Resources Manager and Accounting Manager except that they may not sign for a transaction which they have authorised. For payments over \$100,000, it is mandatory that one signatory be either the Director/CEO or the Head of Internal Services.

4. Authorities

Event	Position with Authority	Notes
Transactions within budget up to \$1,000,000	Chairman and Director/CEO	
Transactions within budget up to \$500,000	Director/CEO	
Transactions within budget up to \$200,000	Executive Managers, Staff listed on Schedule A	
Transactions within budget up to \$50,000	Staff listed on Schedule B	
Transactions within budget up to \$10,000	Staff listed on Schedule C	

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Transactions within budget up to \$1,000	Staff listed on Schedule D	
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Schedule A, B, C and D signatories shall be maintained by the Director and updated at least every twelve months.