



AUTHORITIES AND DELEGATIONS

Introduction

This Policy describes the matters that are the sole authority of the Council of the Australian and New Zealand College of Veterinary Scientists and outlines delegations by the Council to employees and Chapters. All employees and Members are required to comply with these instructions. Employees and Members are expected to make every effort to ensure that the College's activities are conducted in an efficient and cost effective manner. Where this manual does not specifically list an action/activity the Council must approve the action.

General College Actions/Activities

Financial

Opening General College bank or investment account:

- Council approval required
- All accounts require any two(2) approved signatories from the following three(3) options:
 - a. Executive Officer or College Manager
 - b. Honorary Treasurer
 - c. Any other council approved signatory

Closing a General College bank or investment account:

- Council approval required.

General College account cheque signing and authorisation of electronic payments:

- Any two(2) approved signatories from the following three(3) options:
 - a. Executive Officer or College Manager
 - b. Honorary Treasurer
 - c. Any other council approved signatory

Electronic transfer of funds from College investment accounts:

- Any two (2) approved signatories from the following three (3) options:
 - a. Executive Officer or College Manager
 - b. Honorary Treasurer
 - c. Any other council approved signatory

Hospitality

Hospitality provided on behalf of the College:

Approval from honorary Treasurer required, if this is not possible then by the President, in accordance with College policy guidelines. Wherever practicable, approval should be obtained prior to incurring of the expenditure.

Purchasing

Purchase of items outside the approved budget from central funds:

Items not included as routine budget items with value more than \$200 must be approved by the College Treasurer. The College Treasurer may request input from Council in making expenditure decisions. Items not included as routine budget items with value greater than or equal to \$1,000 must be approved by the Council. The Executive Officer may sign purchase agreements for unbudgeted items approved by the Council

Where the proposed expenditure exceeds \$5,000 but is less than \$20,000, the seeking of selective competitive quotations from a minimum of three potential contractors is required. Where proposed expenditure exceeds \$20,000, an open contracting process must be used to seek competitive quotations. A formal open tendering process as approved by the Council is required for expenditure likely to exceed \$100,000.

Expense Reimbursements

Reimbursement of College Councillor expenses incurred in association with undertaking the role of Councillors, such as attending College in person Council meetings:

Executive Officer approval required.

Reimbursement of Examiner expenses incurred in association with undertaking the role of Examiners, such as attending College examinations:

Executive Officer approval required.

Sponsorship

The establishment of sponsorship arrangements with value equal to or greater than \$1000:

Approval of College President and Honorary Treasurer required.

Staffing

Appointment of Executive and College Managers:

Council approval required.

Remuneration and benefits of Executive and College Managers:
Council approval required.

Reimbursement of unbudgeted expenses of Executive and College Managers:
College President and Honorary secretary approval required.

Appointment of Advisors and Consultants:

Must be within approved Budgets, and requires background checks. Written proposals to be reviewed by Executive Officer and a recommendation made to Council. Council approval required. Open tender required where outlay exceeds \$100,000

Chapter Actions/Activities

Financials

Opening Chapter bank or investment account:

Council approval required

All accounts require signature of Chapter Treasurer and at least one other Chapter signatory designated at time of account establishment. Signature of administrative and Executive Officer also required.

Closing a Chapter bank or investment account:

Council approval required.

Chapter account cheque signing and authorisation of electronic payments:

Chapter Treasurer plus another authorised signatory on account.

Electronic transfer of funds from Chapter investment accounts:

Chapter Treasurer plus another authorised signatory on account.

Honorary value/observer status on internet banking

College Manager and Executive Officer.

Purchasing

Purchase of items outside the approved budget from chapter funds

Items not included as routine budget items with value between \$100 and \$500
Approval of the Chapter Treasurer and other signatory on the account required.

Items not included as routine budget items with value between \$500 and \$1000
Approval of all members of the Chapter Executive i.e. Chapter Treasurer, Chapter President and Chapter Secretary required.

Items not included as routine budget items with value \$1000 or more

Approval of Council required.

Sponsorship

Approval of sponsorship for events or products developed by the College and its Chapters, including acknowledgement of the sponsorship:

Approval of Chapter Treasurer required for sponsorship with value up to \$499.

Approval of all members of the Chapter Executive i.e. Chapter Treasurer, Chapter President and Chapter Secretary for sponsorship with value from \$500 to \$999.

Approval of the College President and Treasurer for sponsorship with value equal to or greater than \$1000.

Media

Release of a statement to the media by a member of the College representing the College or a chapter:

Approval of the relevant Chapter Executive and Chief Executive Officer required (according to College policy).

Hospitality

Chapter expenditure on hospitality and catering:

Approval of Chapter Treasurer required, if this is not possible then by the Chapter President, in accordance with College policy.