



ACPSEM

Australasian College of Physical Scientists & Engineers in Medicine
ABN 44 005 379 162

DELEGATIONS POLICY

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1. INTRODUCTION

This policy sets out the circumstances under which the Board may delegate its responsibilities in line with the Australasian College of Physical Scientists and Engineers in Medicine ACPSEM Constitution, including but not limited to:

- General Power to delegate (Section 30 – Delegations of Powers)
- Power to delegate Membership decisions (Section 9 – Applications for membership)
- Power to delegate Disciplinary Matters (Section 13 – Disciplining Members)

2. PURPOSE

The purpose of the Delegations Policy is to establish a framework for delegating authority within ACPSEM in a manner that facilitates efficiency and effectiveness and increases the accountability of staff and volunteers for their performance.

The policy applies to all members of the Board and the staff and volunteers of ACPSEM who have delegated authority to act and sign documents on behalf of ACPSEM.

Delegations of authority within ACPSEM are intended to achieve four objectives:

- to ensure the efficiency and effectiveness of the organisation's administrative processes;
- to ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities;
- to ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the organisation;
- to ensure internal controls are effective.

Delegations are a key element in effective governance and management of ACPSEM and provide formal authority to particular staff and volunteers to commit the organisation and/or incur liabilities for the organisation.

3. POLICY

The Board of ACPSEM is responsible for the governance and effective operation of the organisation. Under the Australian Corporations Act 2001 (as amended and its successors) and ACPSEM's constitution, the Board can delegate any of its functions except:

- (a) the power of delegation
- (b) any functions reserved to the Board under Australian Corporations Act 2001.

Delegations are to be exercised within the framework of the Act, regulations, rules, policies, and any external legislative requirements. It is understood by directors that the Board remains responsible for the exercise of the delegated power as if the power had been exercised by the directors themselves.

Any delegation may be made subject to any conditions and limitations as the Board shall approve. In issuing a delegation, the Board will consider any requirements for limitations of the delegations, time limits for delegations and requirements for review of the delegation.

This policy applies only to formal delegations. All delegations of an informal nature where no commitment or liability is incurred on behalf of ACPSEM, are carried out in the normal business of the organisation without the requirement for a written authority.



The Board may delegate its functions to:

- A member or members of the Board
- A sub-committee of the Board
- The Chief Executive Officer (the 'CEO') and through the CEO to members of staff

3.1 Delegations to members of the Board

Delegations to members of the Board shall be made by resolution of the Board and recorded in the minutes of the Board.

3.2 Delegations to sub-committees of the Board

Delegations to Standing Committees of the Board shall be made by resolution of the Board and recorded in the ACPSEM Standing Committees Establishment, Delegations and Guidelines.

Delegations to sub-committees of the Board shall be made by resolution of the Board and recorded in the terms of reference of the sub-committee.

3.3 Delegations to the Chief Executive Officer

Formal delegations to the Chief Executive Officer and through the CEO to members of the staff of ACPSEM shall be made by resolution of the Board

Delegations are attached to the position occupied, not to the occupant of the position. The responsibilities of a position should appear in a duty statement, role statement or statement of responsibility appropriate to the position.

4. LIMITATIONS ON DELEGATIONS

By virtue of this policy, the Board may not delegate its power to:

- Adopt the ACPSEM vision, mission, strategy and purpose
- Adopt an annual budget
- Set Membership and Training, Education and Assessment Program (TEAP) fee rates.

5. CONFLICTS OF INTEREST

A delegation cannot be exercised where the officer or committee holding the delegation is placed in a situation of conflict of interest outside of those contemplated in Section 46.4 of the constitution. In such cases a transfer of the function to another appropriate position must be arranged with the President or CEO.

Authorised by	Board of Directors
Authorised on	17 March 2017
Effective date	17 March 2017
Review date	10 June 2021
Responsible officers	Chief Executive Officer
Enquiries	
Version	1.2
Policy Domain	Board of Directors



Document History

Version	Date	Author	Reason
1.0	17 March 2017	General Manager	New Policy
1.1	10 June 2021	Company Secretary	Addition of Appendix 1 Delegations Manual
1.2	1 May 2023	Company Secretary	Addition of an entry under 5 – Authorised Signatories at item 8



APPENDIX 1 DELEGATIONS MANUAL

This Delegations Manual summarises the delegations and authorities relating to financial matters for ACPSEM. These delegations are made within the ACPSEM Delegations Policy.

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

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 physicists as training coordinators or other roles	Chief Executive Officer
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 or Redundancy of other staff	Chief Executive Officer
7. Rates of pay for the Chief Executive Officer	Board of Directors
8. Setting rates of pay for all other staff and contractors	Chief Executive Officer in accordance with Awards 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	President
14. Staff Leave	Chief Executive Officer
15. Engaging Consultants above \$100,001 pa	Board of Directors
16. Engaging Consultants up to \$100,000 pa or as approved by the Board	President
17. Engaging Consultants up to \$100,000 pa within approved budget	Treasurer
18. Engaging Consultants up to \$50,000 pa and no longer than 3 years	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 Senior Manager as appropriate
3. Certification of payment	Chief Executive Officer

3/ Expenditure:

<u>Function</u>	<u>Responsible Officer/s</u>
1. Overall College expenditure within budget	Chief Executive Officer
2. Capital Items within capital expenditure budget	Chief Executive Officer
3. Capital Items up to \$100,000	President (on occurrence where items exceed budget lines)
4. Capital Items up to \$50,000	Chief Executive Officer (on occurrence where items exceed budget lines)
5. Certification of Payment of Volunteer Honorarium	Chief Executive Officer
6. Certification of Payments of Volunteer travel or meal allowance	Chief Executive Officer
7. Meeting and Travel Expenditure up to \$20,000 for approved ACPSEM Meeting within Budget	Chief Executive Officer
8. Meeting and Travel Expenditure up to \$5,000 for an approved ACPSEM meeting within budget	Company Secretary
9. Meeting and Travel Expenditure up to \$3,000 for an exam, interview or meeting relating to TEAP, registration, accreditation within budget	Education Program Officer
10. Waiver of any ACPSEM fees following investigation and recommendation	Treasurer
11. Waiver of membership, TEAP & CPD Endorsement fees following investigation	CEO (report waived fees to the Treasurer)



4/ Contracts for Services

<u>Function</u>	<u>Responsible Officer/s</u>
1. Contracts for services above \$100,001 pa	Board of Directors
2. Contracts for services up to \$100,000 pa or as approved by the Board	President
3. Contracts for services up to \$100,000 pa within approved budget	Treasurer
4. Contracts for services up to \$50,000 pa and no longer than 3 years	Chief Executive Officer where funds to support are approved within Budget

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 payments from Bank Accounts	Any two of Chief Executive Officer Company Secretary Finance Officer
4. Visa or Mastercard Debit Bank Account with a Maximum Credit Balance of \$5,000.00	<u>Individual Card Holders</u> Chief Executive Officer (statement reviewed by Treasurer) Company Secretary (statement reviewed by CEO) Education Program Officer (statement reviewed by CEO) Branch Chairs (statement reviewed by CEO)
5. Service Agreements	2 Directors, or Company Secretary (authorized by the CEO) and one other Director
6. Policy Statements	Board of Directors Chief Executive Officer Professional Standards Board (within policy domain)
7. Statements of service/references	Chief Executive Officer



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8. Signature on Record of Understanding (Australian Volunteers International)	APSIG Chair or if unavailable CEO APSEM, subject to staff review, prior to signing.
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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	Company Secretary

7/ Media and Advocacy

<u>Function</u>	<u>Responsible Officer/s</u>
1. Media Releases by the College	President
2. Authority to respond to specific media responses	President Relevant Branch Chairs with President Approval
3. Authority to respond to Government Departments	Chief Executive Officer
4. Authority to respond to affiliated associations and organizations	Chief Executive Officer

8/ Complaints

<u>Function</u>	<u>Responsible Officer</u>
1. Authority to ensure appropriate and timely resolution of a Member complaint	Chief Executive Officer Company Secretary
2. Authority to consult with external advisors, on complaint matters	Chief Executive Officer
3. Authority to purchase, mediation advice, and or expertise	Chief Executive Officer

9/ Financial Reporting

<u>Function</u>	<u>Responsible Officer</u>
1. Approval of Audited Financial Accounts as at 30 June Financial Year	Board of Directors following recommendation by the Finance and Audit Committee
2. Signatory to Audited Financial Accounts as at 30 June Financial Year	President Treasurer After Board approval of Audited Financial Accounts