



Delegations of Authority

Australian Education Union ACT Branch Policy

Policy Number	POL060	Version	2.0
Last Reviewed	15/08/2018	Next Review	15/08/2021

INTRODUCTION

Delegations of authority are the mechanisms by which the Union enables officers and staff to act on behalf of the Union.

PURPOSE

The purpose of this policy is to identify the allocation of authority for decision making to Union officers and employees to facilitate the efficient and effective management of the Union.

POLICY

The Branch Executive is responsible for the management of the Union's affairs, subject to the ability of Branch Council to amend or reverse any decision. The Branch Executive may delegate any responsibility except the power of delegation or any function specific to Branch Executive or Branch Council in accordance with the Rules.

Officers and employees are authorised to make decisions and act on behalf of the Union in accordance with this policy. The delegation seeks to allocate authority to the most appropriate and best-informed individuals within the Union.

RESPONSIBILITIES

It is the responsibility of the Branch Secretary to ensure that officers and employees are aware of this policy.

It is the responsibility of all officers and employees to act in accordance with their allocated delegations.

PROCEDURES

1) Mechanism of Delegation

- The Branch Executive may delegate its functions on a temporary or ongoing basis to:
 - A member or group of members of the Branch Executive.
 - A Committee in accordance with *Rule 22 – Committees*.
 - The Branch Secretary, and through the Branch Secretary, Union employees.
- Temporary delegations or conditions are made by a decision of the Branch Executive.
- Ongoing delegations are identified in the tables of this policy based on the position an individual holds in relation to the Union.

2) Application of Delegations

- Delegations are allocated to the position of the officer or employee, not the individual.
- Where an employee is acting in a higher position, they will have the delegation of the higher position unless otherwise determined by the Branch Secretary or Branch Executive.
- A delegation cannot be exercised where the person holding the delegation has a conflict of interest.



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- Delegations are to be exercised within the framework of all relevant legislation and Union policies.

3) Financial Delegation Levels

- Delegations levels are applied as a tiered system for identification of decision making authority:
 - Level 1: Branch Executive.
 - Level 2: Finance Committee
 - Level 3: Branch Secretary.
 - Level 4: Business Manager.
 - Level 5: Relevant employee manager.

4) Financial Delegations

Activity	Delegation	Conditions/Relevant Policy
Credit cards allocation and limit setting.	Level 1	Credit Cards - POL030
Bank account administration.	Level 4	Cheques & Electronic Banking - POL015
Bank authorisation and cheque signatories.	Level 1	Cheques & Electronic Banking - POL015
Write off debt.	Level 1	
Petty cash.	Level 4	Petty Cash - POL064
Negotiate and sign sponsorship agreements.	Level 3	
Annual budget approval.	Level 1	Budget Management Policy – POL014
Unbudgeted expenditure.	Level 1	Budget Management Policy – POL014
Purchases within budget limits.	Level 4	Purchasing, procurement & leasing procedures
Procurement and authorisation of contracts within budget limits.	Level 4	Purchasing, procurement & leasing procedures
Donations within budget limits	Level 4	Donations and Loans Policy – POL062
Lodgement of tax.	Level 4	

5) Human Resource Delegations

Activity	Delegation	Conditions/Relevant Policy
Terminate an employment contract.	Level 1	
Employee appointment.	Level 3	
Remuneration of employees.	Level 3	



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Appoint temporary staff.	Level 3	Within approved operational budget.
Enterprise bargaining with AEU Office employees.	Level 1	
Leave requests.	Level 5	
Alteration to a position description.	Level 3	
Alteration to organisational structure.	Level 1	
Employee dispute.	Level 1.	

6) Governance & Strategic Delegations

Activity	Delegation	Conditions/Relevant Policy
Appoint an auditor and approve scope.	Level 2	
Approve policy.	Level 1	Policy Management - POL044
Engage legal advice.	Level 3	
Instigate legal action or proceedings.	Level 1	
Approve strategic plans.	Level 1	
Approve operational plans.	Level 3	
Publish articles or media releases.	Level 3	
Approve correspondence to regulators.	Level 2	

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.