

DELEGATION OF AUTHORITY POLICY

<u>Policy number</u>	2010	<u>Version</u>	AEUNTPOLADM060
<u>Drafted by</u>	Secretary	<u>Approved by Branch</u>	10 March 2017
		<u>Executive on</u>	
<u>Responsible person</u>	Secretary	<u>Scheduled review date</u>	March 2019
<u>Affects</u>	Employees, EOs & Elected Reps	<u>Subject Area/Chapter</u>	Managing the Branch

INTRODUCTION

This policy sets out the circumstances under which the Branch Executive and the Branch Secretary may delegate their responsibilities.

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

PURPOSE

The purpose of this Policy is to establish a framework for delegating authority in a manner that facilitates efficient and effective governance and management of the Union.

The policy applies to all members of the Branch Executive and employees of the Union who have delegated authority to act for and sign documents on behalf of the AEU NT Branch.

Delegations of authority within the Union are intended to achieve four objectives:

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

POLICY

The Branch Executive is responsible for managing the affairs of the Union generally.

In keeping with normal governance practices the Branch Executive can delegate any of its functions except:

- (a) the power of delegation and
- (b) any functions reserved expressly to the Branch Executive under the AEU NT Branch Rules.

The Branch Executive may delegate its functions to:

- A member or members of the Branch Executive; and
- A sub-committee of the Branch Executive as per Rule 22 - Committees; and
- The Branch Secretary and through the Secretary to employees of the Union.

However, the Branch Executive may not delegate its power:

- to adopt the organisation's strategic plan; or

- to adopt the organisation's business plan; or
- to adopt the organisation's annual budget.

The Secretary may seek the approval of the Branch Executive to delegate any function or any power or duty conferred or imposed upon them by the Rules, subject to this delegations policy, to any employee of the Union, or any person or persons, or any committee of persons.

The Secretary will maintain a Delegations of Authority Register as approved by Branch Executive. (See Appendix A of the same titled Procedures).

AUTHORISATION

Secretary
AEU NT Branch