

# Delegated Authority Policy

**Category:** Governance  
**Last Modified:** October 2018  
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**Approved By:** Executive Committee  
**Contact Person:** The President

## Purpose

This document provides guidelines to employees on the application of delegation of authority to all categories of expenditures and internal and external commitments (financial and non-financial).

## Objectives

The objectives of properly managed delegated levels of authority are to ensure that:

- The Student Executive, Chief Executive, Senior Leadership Team and Team Leaders and staff are duly authorised to act and enter into contracts on behalf of the business for appropriate levels of financial commitment which are consistent with their respective roles within the organisation.
- All levels of management within the business are aware of the level of authority to which they, their Managers and direct reports can act and, of specific decisions that are reserved for the Student Executive (Board).
- Appropriate internal controls are operated to allow the minimum level of complication for all parts of the organisation when authorising purchase of goods or expenditure and entering into contracts.
- The systems for recording and authorising expenditure are sufficient to ensure a high level of integrity for the authorisation process.

## Principles

### 1. One- Up Policy

These approvals do not enable an employee to approve their own employment related expenses. A “one-up” policy applies for all personal employment related expenses.

### 2. Prior Approval

All expenditure should be the subject of prior approval.

3. Suspension of Delegations

The Chief Executive /Student Executive shall have the power at their discretion to suspend or temporarily reduce the authority of any person or persons to enter into any contracts on behalf of the business.

4. Transfer of Delegation

A transfer of delegation should be requested when the holder of a delegation is to go on leave for a significant period of time.

All transfers of delegation must be approved in advance by the Chief Executive, and in the case of the Chief Executive by the President of the Association.

5. Responsible Behaviour

Authority holders must operate within the constraints of the annual operating budget and must be able to account and explain the business purpose of any expenditure incurred.

## Delegated Authority Matrix

<b>Task – Financial and Insurance</b>	<b>Board</b>	<b>CE</b>	<b>A - SLT</b>	<b>B – T/L</b>	<b>C</b>
Capital Expenditure – items over \$500	>\$30,000	\$30,000	\$5,000	Nil	Nil
Disposal of Capital Items – up to the value of	>\$30,000	\$30,000	\$5,000	Nil	Nil
Approval of Operating Expenditure (invoices)	>\$30,000	\$30,000	\$5,000	\$2,000	Nil
Consumables (with the purpose of reselling)	>\$30,000	\$30,000	\$15,000	\$5,000	Nil
Stock Write Off	>\$3,000	\$3,000	\$1,000	Nil	Nil
Cash Unders and Overs (daily)	>\$250	\$250	\$50	Nil	Nil
Authorise Credit Notes	>\$10,000	\$10,000	\$1,000	Nil	Nil
Approve Opening of new Bank Accounts	X				
Approve annual insurance programmes	X				
Approve appointment of insurance brokers	X				
Payment of work related expenses	>\$5,000	\$5,000	\$1,000	Nil	Nil
Enter into sponsorship, agreements – up to	>\$30,000	\$30,000	\$10,000	\$5,000	Nil
Apply for funds/grants etc		No limit	\$50,000	Nil	Nil
Approval of Domestic Travel		X			
Approval of International Travel	X				

<b>Task – People and Employment</b>	<b>Board</b>	<b>CE</b>	<b>A - SLT</b>	<b>B – T/L</b>	<b>C</b>
Approve appointment, employment terms and termination of CE	CE sub committee				
Approve create of new permanent positions below Tier A		X			
Approve termination below Tier A		X			
Suspend an employee/manager (with/without) pay		X			
Approve cashing up of annual leave		X			
Approve the creation of fixed term positions of more than six months		X			
Approve the creation of fixed term positions of less than six months		X	X		
Approve the employment of casual staff on short term contracts		X	X		
Appoint temporary staff to cover for sickness/annual leave		X	X	X	
Provide salary review recommendations		X	X	X	
Approve conference attendance		X			
Approve annual leave		X	X	X	
Authorise commencement or settlement of employment disputes		X	X		
Change of terms and conditions		X	X		

<b>Task – Contracts (excludes Employment Contracts)</b>	<b>Board</b>	<b>CE</b>	<b>A - SLT</b>	<b>B – T/L</b>	<b>C</b>
Agreements with expenditure up to (per annum)	>\$100,000	\$100,000	\$20,000	Nil	Nil
Contract disputes – authorise commencement – up to	>\$10,000	\$10,000	Nil	Nil	Nil
Agreements with UC	>\$100,000	\$100,000	Nil		

