

FINANCE POLICY

SCHEDULE 1: DELEGATION OF AUTHORITY

DELEGATION OF AUTHORITY

A Policy of YouX (historically the Adelaide University Union) enacted
Pursuant to Clause 21 of the AUU Constitution

POLICY

1. Objectives

- 1.1. The Board is responsible for the control and management of YouX. The Board delegates to management and staff of YouX the authority necessary for operational activities and functions of YouX.

This document sets out the general principles governing the delegation of the Boards powers and authority and a schedule of delegation to management and staff of YouX.

2. Scope

- 2.1. These Delegations of Authority apply to YouX and all staff and elected representatives. They do not extend to subsidiary companies of YouX or to affiliated organisations that have an independent Board of directors.

3. Principles

- 3.1. Delegations are to positions, NOT to individual persons;
- 3.2. Acting appointees may exercise the same powers as the permanent appointee to a position;
- 3.3. Delegates may not further delegate their powers except where specifically authorised to do so;
- 3.4. If a person is absent and their position is not formally filled in an acting capacity, authorities are escalated upwards to the position's supervisor;
- 3.5. Authorisations for expenditure must be signed by the appropriate delegate;
- 3.6. No person is authorised to sign on behalf of another in authorising expenditure;
- 3.7. The level of expenditure, quality and quantity of goods/services may not be varied from that which was approved, without endorsement of the original authorising delegate;
- 3.8. Expenditure may not be authorised unless funds are available under the control of the authorising officer;
- 3.9. The schedule of Delegation should be reviewed annually by Board; and
- 3.10. In the event that the Executive Officer is not available for an extended period, an alternative member of staff is to be authorised by the Board.

4. Definitions

- 4.1. The definitions in Clause 3 of the AUU Constitution apply to this policy unless specified otherwise below.
- 4.2. YouX Board Chair (BC)
- 4.3. YouX Board (B)
- 4.4. Executive Officer (General Manager) (EO)
- 4.5. Finance & Commercial Operations Manager (FCO)
- 4.6. Accounts Officer (AO)
- 4.7. HR & Administration Manager (HR)
- 4.8. Head of Engagement (HE)
- 4.9. Marketing & Communications Manager (MCM)
- 4.10. Event & Volunteer Manager (EVM)
- 4.11. Student Engagement Coordinator (SEC)
- 4.12. Marketing Officer (MO)
- 4.13. Events Officer (E)
- 4.14. Employment Service Officer (ESO)
- 4.15. Administrator (A)
- 4.16. Clubs Committee (CC)

5. Interpretation

Interpretation of this policy is within the jurisdiction of the President, pursuant to the authority of Board.

6. Schedule

Item	Subject	Instruction	Responsible Officer	Comments
6.1.	Appointment & Retention of Staff			
6.1.1.		Creation of a new permanent position or staff contract 12 months or longer.	B	
6.1.2.		With respect to an approved position, approve the appointment, terms & conditions of employment and remuneration.	EO	Board to be advised
6.1.3.		Approval of temporary employment up to	EO	Board to be advised

		\$30,000 or twelve (12) weeks, whichever is the lesser.		
6.1.4.		Approval of temporary employment over \$30,000 or twelve (12) weeks, whichever is the lesser.	B	
6.2.	Leave/Travel			
6.2.1.		Approve leave of absence of the EO	BC	
6.2.2.		Approve leave of absence of staff	EO, FCO, HE, HR, MCM, EVM, SEC	Dependent on the employee's department
6.2.3.		Approve domestic travel up to \$2,000	EO	
6.2.4.		Approve domestic travel over \$2,000	BC	
6.2.5.		Overseas travel	BC	
6.3.	Approval of Project Works and Capital Expenditure			
6.3.1.		Projects & Capital Expenditure up to \$5,000	FCO	Subject to funds being available
6.3.2.		Projects & Capital Expenditure up to \$20,000	EO	Board to be advised
6.3.3.		Projects & Capital Expenditure over \$20,000	B	
6.4.	Consumable Goods, Equipment and Services			(Per item or group of items)
6.4.1.		Value up to \$1,000	A, MO, SEC	
6.4.2.		Value up to \$1,500	E, AO, ESO	
6.4.3.		Value up to \$3,000	HR, MM, EVM	
6.4.4.		Value up to \$10,000	FCO, HE, MCM	
6.4.5.		Value up to \$30,000	EO	

6.4.6.		Value over \$30,000	B	
6.5.	Operational Policy Approval			
6.5.1.		Approve policies	B	
6.5.2.		Approve operational procedure	EO	
6.6.	Public Relations			
6.6.1.		Authorise Routine public/media statements on behalf of YouX	MCM, HE	
6.6.2.		Respond publicly to significant issues on behalf of YouX	EO, BC	
6.7.	Special Functions & Entertainment			
6.7.1.		Up to \$500	A,	
6.7.2.		Up to \$5,000	FCO, HE	Board to be advised
6.7.3.		Up to \$10,000	EO	Board to be advised
6.7.4.		Over \$10,000	B	
6.8.	Staff Development			
6.8.1.		Approve expenditure on staff development up to \$5,000 per instance	EO	
6.8.2.		Approve expenditure on staff development over \$5,000	B	
6.9.	Reimbursement of Expenses			
6.9.1.		Expenses incurred by staff members, board members or members of affiliate committees, engaging in a budgeted activity up to \$300	FCO, BC, HE	

6.9.2.		Expenses incurred by staff members, board members or members of affiliate committees, engaging in a budgeted activity over \$300	EO
6.9.3.		Unplanned expenses up to \$500 incurred by staff members or board members	EO
6.9.4.		Unplanned expenses over \$500 incurred by staff members or board members	BC
6.10	Clubs		
6.10.1.		Approve up to \$1,500 of grants per club in a budget year.	CC

Version Control Table

Version	Author	Date	Changes
V1.0	Executive Officer	Original	First Enacted
V2.0	Executive Officer	16/05/2013	Approved by AUU Board
V3.0	Executive Officer	10/04/2017	Section 5, Clause 4.10, sub clause 4.11 amended
V4.0	Executive Officer	20/11/2017	Amend Clauses 1.1, 2.1, 3.4, amend Section 3, create Clause 4.1, 6.7.2 (comment), create Section 5
V5.0	FCO	01/06/2021	Amend Definitions, amend 6.2/6.4/6.6/6.7/6.9