



# ACEA

Australasian Corrections  
Education Association

Create the Opportunity

## DELEGATIONS POLICY

Policy number	009	Version	1.0
Drafted by	Paul Barnes	Approved by Executive on	10 January 2020
Responsible person	Paul Barnes	Scheduled review date	10 January 2021

### INTRODUCTION

This policy sets out the circumstances under which the Executive Committee may delegate its responsibilities.

Delegations of authority are the mechanisms by which Australasian Corrections Education Association enables officers of Australasian Corrections Education Association to act on behalf of Australasian Corrections Education Association.

### PURPOSE

The purpose of the Delegations Policy is to establish a framework for delegating authority within Australasian Corrections Education Association in a manner that facilitates efficiency and effectiveness and increases the accountability of executive committee members and members for their performance.

The policy applies to all Executive Committee members and members of Australasian Corrections Education Association who have delegated authority to act and sign documents (authorized signatories) on behalf of Australasian Corrections Education Association.

Delegations of authority within Australasian Corrections Education Association are intended to achieve four objectives:

1. to ensure the efficiency and effectiveness of the association's administrative processes;
2. to ensure that the appropriate officers 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 association; and
4. to ensure internal controls are effective.

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

## **POLICY**

The Executive Committee of Australasian Corrections Education Association is responsible for the management of the association.

Under the Associations Incorporation Act 2009 and Associations Incorporation Regulations 2016 and Australasian Corrections Education Association's constitution, the Executive Committee can delegate any of its functions except:

- (a) the power of delegation and
- (b) any functions reserved to the Executive Committee under the Associations Incorporation Act 2009.

The Executive Committee may delegate its functions to:

- A sub-committee of the Executive Committee

However, the Executive Committee 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 President:

- (a) is charged with the duty of promoting the interests and furthering the development of Australasian Corrections Education Association; and
- (b) is responsible for the administrative, financial, and other business of Australasian Corrections Education Association

The President may seek the approval of the Executive Committee to delegate any function or any power or duty conferred or imposed upon them, subject to this delegations policy, to any Executive Committee member.

Australasian Corrections Education Association is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, and in turn requires that all its Executive Committee members, officers (President), members and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behaviour, including compliance with all legal requirements.

There is no circumstance under which it is acceptable for Australasian Corrections Education Association or any of its employees or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing Australasian Corrections Education Association's business.

## **AUTHORISATION**

Ron Wilson

10 January 2020

President, Australasian Corrections Education Association (Inc.)

# DELEGATIONS PROCEDURES

Procedure number	009	Version	1.0
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## RESPONSIBILITIES

The Secretary must maintain records of any delegations to members of the Executive Committee and of the terms of reference of any sub-committees of the Executive Committee.

The President must prepare delegation schedules within the framework of the Delegations Policy for approval by the Executive Committee.

## PROCESSES

The overarching delegations policy applies to Australasian Corrections Education Association as a whole, and units within the organisation must align their delegations policies with the central policy.

Delegations are to be exercised within the framework of the Act, regulations, rules, policies, and any external legislative requirements.

Any delegation may be made subject to any conditions and limitations as the Executive Committee shall approve.

### **Delegations to members of the Executive Committee**

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

### **Delegations to sub-committees of the Executive Committee**

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

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

A Separate Delegations Schedules has been prepared below and attached as Appendix A.

The schedule provides reports by position and authority.

Special care must be taken to retain currency of the Delegations Schedules when delegated authorities are redistributed, a position is reclassified, or a business unit is restructured in ways that affect position profiles.

The Delegations Schedule will be accessible to all members.

## **RELATED DOCUMENTS**

- Committees Policy
- Authority to Sign Cheques Policy

## **AUTHORISATION**

Ron Wilson

10 January 2020

Australasian Corrections Education Association (Inc.)

APPENDIX A

## ACEA (INC) DELEGATIONS SCHEDULE

Delegations Schedules organised by position and authority –

Position	Authority to empower a sub-committee	Authority to sign cheques/authorise contracts/reimbursements	Authority to release register of members
President	Yes	Yes	No
Vice President	Yes	Yes	No
Treasurer	Yes	Yes	No
Secretary	Yes	No	Yes
Researcher	Yes	No	No
Juvenile Justice	Yes	No	No
Public Officer (non-constitutional role but required under the Act)	Not required	No	Yes