



ANMF Policy

Delegation of Duties

For the purposes of this policy 'body' is to mean either the Australian Nursing and Midwifery Federation (ANMF), the Finance and Risk Management Advisory Committee or the ANMF Federal Council.

- The Australian Nursing and Midwifery Federation operates within its Federal Rules. In addition, it has an obligation to ensure it has good governance in place with respect to its day to day operations.
- The ANMF expects all of its elected officials and staff to act with honesty and integrity at all times. With respect to the financial affairs of the organisation it is expected that officers and staff will act in accordance with the policies of the ANMF as endorsed by Federal Executive.
- The Federal Secretary of the ANMF shall, with the assistance of the Assistant Federal Secretary, have responsibility to ensure that all policies and rules that govern the operations of the ANMF are complied with.
- It is acknowledged the Federal Secretary of the ANMF is the principle officer of the Federation and whose responsibilities are consistent with those outlined in the ANMF Federal Rules, Clause 32. The Federal Secretary has wide ranging powers to act in the best interests of the organisation. In this regard, where the Federal Secretary must make a decision which might fall outside the delegations set out below, he or she shall bring the matter to the attention of the appropriate body as soon as possible.

Budget and Financial Delegations

Unless otherwise decided by the Federal Executive, the Finance and Risk Management Advisory Committee (FaRMAC) or the Federal Council of the ANMF, the following delegations shall apply.

1. Preparation of the Annual Budget

The Federal Secretary, with the assistance of the Assistant Federal Secretary and Finance Officer, will ensure that an annual budget is prepared for each of the departments for approval by the FaRMAC. The budgets will be prepared after consultation with the relevant officers and in line with the ANMF budgetary controls policy.

2. General Expenditure Requirements

Expenditure associated with work must be consistent with the ANMF budget and Credit Card Policy. **Receipts must be provided for all expenditure.**



3. General Expenditure Delegation

The purchasing of goods and services must be in accordance with the Procurement Policy and be procured within the budget setting unless authorised by the Federal Secretary.

Other Delegations

1. Purchase and Disposal of Property

The Federal Secretary is responsible for the purchase or disposal of property consistent with the ANMF Rules.

2. Appointment and Termination of Staff

The Federal Secretary has the power to both employ and terminate staff.

3. Salary Levels

The Federal Secretary has the discretion to appoint staff and promote staff to the appropriate salary level in the ANMF enterprise bargaining agreement, consistent with the terms of the salary classification structure contained within.

Endorsed November 2012
Re-endorsed August 2015