



Delegation of Authority **POLICY** *for Landcare groups*

Template 007
Version 2 | 17.12.2013

INTRODUCTION This policy sets out the authority limits for entering into agreements, commitments and appropriating goods and services in the course of conducting Hastings Landcare Inc's business.

The Committee is responsible for the management decisions of Hastings Landcare Inc. Under the NSW Associations Incorporation Act 2009, and its constitution, the Committee can delegate any of its functions except:

- The power of delegation and
- Any functions reserved for the Committee under the Act.

The Committee may delegate its functions to:

- A member or members of the Committee
- A sub-committee of the Committee; and
- The Manager or other staff members of Hastings Landcare.

DEFINITION Delegations of Authority are the mechanisms by which Hastings Landcare Inc enables officers of Hastings Landcare Inc to act on behalf of the organisation.

PURPOSE The purpose of this policy is to establish who is empowered to make decisions and take action on behalf of Hastings Landcare Inc. The policy applies to all members of the Committee and the staff of Hastings Landcare Inc who have delegated authority to sign documents on behalf of the organisation.

Delegations of Authority within Hastings Landcare Inc are expected to achieve the following objectives:

1. To ensure the efficiency and effectiveness of Hastings Landcare Inc's administrative processes;
2. To ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities;
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.

Delegations of Authority are a key element in effective governance and management of Hastings Landcare Inc. and provide formal authority to

commit Hastings Landcare Inc. and/or incur liabilities for Hastings Landcare Inc.

Where there are delays in receipt of Grant funds – project works and associated expenditure may be 'carried at the discretion of the Committee'.

- POLICY**
- Delegations are to be exercised within the framework of the Act, Regulations, Rules, policies and constitution of Hastings Landcare Inc.
 - Any delegation may be made subject to conditions and limitations as the Committee deems appropriate.
 - Delegations to members of the Committee shall be made by resolution of the Committee and recorded in the minutes.
 - Delegations to any sub-committees of the Committee shall be made by resolution of the Committee and recorded in the Terms of Reference of the sub-committee.
 - Delegations to the employees of Hastings Landcare Inc. shall be made by resolution of the Committee.
 - Individuals who breach this policy will be subject to appropriate disciplinary action (to be determined by the Committee), including the possibility of termination of employment.

ALTERATIONS TO DELEGATIONS The Committee may, at any time, vary or terminate any delegation.
The Committee may also sub-delegate on a temporary basis in circumstances where the delegate is on leave or on other duties.

CONFLICT OF INTEREST A delegation cannot be exercised where the officer holding the delegation has a conflict of interest or where the delegation will result, either directly or indirectly, in any tangible benefit to the delegate.

RECORDING DELEGATIONS The Secretary shall be responsible for recording all delegations. A Delegations Register shall be maintained which outlines delegations by activity.
The Committee will review and approve the Delegations Register on an annual basis.
The Delegations Register shall be accessible by all staff and Committee members of Hastings Landcare Inc.

AUTHORISATION:

This version was approved on: 18/02/2015

This version takes effect on: 18/02/2015

Authorised by: President

Chairperson: Leonie Gale

Chairperson signature: 

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of December 2013. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of Landcare NSW or the user's independent advisor.

