



Delegation of Authority **POLICY** for Landcare groups

INTRODUCTION

This policy sets out the authority limits for entering into agreements, commitments and appropriating goods and services in the course of conducting Manning Coastcare Group's business.

The Committee is responsible for the management decisions of Manning Coastcare Group. 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
- Staff members of Manning Coastcare Group.

DEFINITION

Delegations of Authority are the mechanisms by which Manning Coastcare Group enables officers of Manning Coastcare Group 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 Manning Coastcare Group. The policy applies to all members of the Committee and the staff of Manning Coastcare Group who have delegated authority to sign documents on behalf of the organisation.

Delegations of Authority within Manning Coastcare Group are expected to achieve the following objectives:

1. To ensure the efficiency and effectiveness of Manning Coastcare Group'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 Manning Coastcare Group and provide formal authority to commit Manning Coastcare Group and/or incur liabilities for Manning Coastcare Group.

POLICY

- Delegations are to be exercised within the framework of the Act, Regulations, Rules, polices and constitution of Manning Coastcare Group.
- 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 Manning Coastcare Group 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 as required.

The Delegations Register shall be accessible by all staff and Committee members of Manning Coastcare Group.

AUTHORISATION:

This version was approved on: 12/02/2019

This version takes effect on: 12/02/2019

Authorised by: Committee

President: Daintry Gerrand

President's 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.

Landcare in a Box: an initiative of the National Landcare Network, resourced by the NSW Landcare Support Program and funded by NSW DPI.



Department of Primary Industries



Delegations Register:

ACTIVITY	DELEGATION	CONDITIONS
Sign contracts with funding bodies on behalf of Manning Coastcare Group	President/Public Officer Secretary Treasurer	Subject to Committee approval
Approve payment of budgeted operating expenses	Executive Committee Landcare Coordinator	Up to budget limit (plus 5% subject to reporting to the Committee)
Petty Cash reimbursement	Landcare Coordinator Executive Committee	Up to \$200 (within budget)
Purchase office consumables	Landcare Coordinator Executive	Up to \$250; any single item costing over \$100 requires Committee approval.
Sign paperwork, claims or any documentation relating to insurance	President/Public Officer Secretary Treasurer	Subject to reporting to the Executive Committee
Sign documents for the Australian Taxation Office. Includes PAYG Summaries (formerly known as Group Certificates), Tax File Number Declarations, Employment Termination Payments	President/Public Officer Secretary Treasurer	
Sign cheques on behalf of Manning Coastcare Group	President/Public Officer Secretary Treasurer Other Committee members as appointed	<ul style="list-style-type: none"> - Two to sign jointly - Up to budget limit (plus 5% subject to reporting to the Committee) - No officer shall sign payments where he/she is the payee.
Electronically sign payments for online banking (includes BPay payments and electronic transfers / EFT)	President/Public Officer Secretary Treasurer Other Committee members as appointed	<ul style="list-style-type: none"> - Two to sign jointly - Up to budget limit (plus 5% subject to reporting to the Committee) - No officer shall sign payments where he/she is the payee.
Sign printed correspondence (letters) on behalf of Manning Coastcare Group	President/Public Officer Secretary Landcare Coordinator	
Sign Work Health and Safety Declarations or Statements	President/Public Officer Secretary Treasurer	
Sign and authorise policy documents for Manning Coastcare Group	President/Public Officer Secretary Treasurer	Subject to ratification by Committee