



DELEGATION OF AUTHORITY POLICY

Policy number	N/A	Version	4
Drafted by	Struan Ferguson	Approved by Board on	16 August 2023
Responsible person	Karen Zirkler	Scheduled review date	June 2024

Introduction

This policy sets out the authority limits for entering into agreements, commitments and appropriating goods and services while conducting Southern New England Landcare Ltd's business.

The Board is responsible for the management decisions of Southern New England Landcare Ltd. Under the Corporations Act 2001 - Sect 198D., the Board can delegate any of its functions except:

- The power of delegation
- Any functions reserved for the Board under Southern New England Landcare Ltd's Constitution and
- Any functions reserved for the Board under the Act.

The Board may delegate its functions to:

- A member or members of the Board
- A sub-committee of the Board
- The Chief Executive Officer or other staff members of Southern New England Landcare Ltd.

Definition

Delegations of Authority are the mechanisms by which Southern New England Landcare Ltd enables officers of Southern New England Landcare Ltd to act on behalf of the organisation.

Purpose

The purpose of this policy is to establish who is empowered to make decisions and act on behalf of Southern New England Landcare Ltd. The policy applies to all members of the Board and the staff of Southern New England Landcare Ltd who have delegated authority to sign documents on behalf of the organisation.

Delegations of Authority within Southern New England Landcare Ltd are expected to achieve the following objectives:

1. To ensure the efficiency and effectiveness of Southern New England Landcare Ltd'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 Southern New England Landcare Ltd and provide formal authority to commit Southern New England Landcare Ltd and/or incur liabilities for Southern New England Landcare Ltd.

Policy

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

Alterations to Delegations

The Board may, at any time, vary or terminate any delegation.

The Board 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.

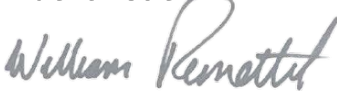
Recording Delegations

The Secretary shall be responsible for recording all delegations. A Delegations Register shall be maintained which outlines delegations by activity.

The Board will review and approve the Delegations Register on an annual basis.

The Delegations Register shall be accessible by all staff and Board members of Southern New England Landcare Ltd.

Authorisation



Bill Perrottet

President

Southern New England Landcare Ltd

16 August 2023

DELEGATION OF AUTHORITY REGISTER

Drafted by	Staff	Version	3
Responsible person	Board	Scheduled review date	June 2024

Background

This register accompanies the Southern New England Landcare Delegation of Authority Policy.

Register

Activity	Delegation	Conditions
Sign contracts with funding bodies on behalf of Southern New England Landcare Ltd	President Vice President Treasurer Executive Officer	Subject to Board approval Executive Officer to sign up to a limit of \$50,000
Approve payment of budgeted operating expenses	Executive Committee Executive Officer	Up to the project budget item limit (plus 5% subject to reporting to the Board)
Petty Cash reimbursement	Executive Officer or Landcare Coordinator	Up to \$200 (within budget)
Purchase office consumables	Executive Officer or Landcare Coordinator	Any single item costing over \$1500 requires Board approval.
Sign paperwork, claims or any documentation relating to insurance	President Vice President Executive Officer	Subject to reporting to the Board
Submit documents for the Australian Taxation Office. Includes Employment Declarations, PAYG Summaries (formerly known as Group Certificates), Employment Termination Payments	President Treasurer Accounts Officer Executive Officer	Accounts Officer may sign, subject to appropriate reporting to President, Treasurer
Sign cheques on behalf of Southern New England Landcare Ltd	President Vice President Treasurer Executive Officer Accounts Officer	Two to sign jointly Up to budget limit (plus 5% subject to reporting to the Board) Accounts Officer to sign up to a limit of \$1000 only 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 Vice President Treasurer Executive Officer Accounts Officer	Two to sign jointly Up to budget limit (plus 5% subject to reporting to the Board) Executive Officer to sign up to a limit of \$5000 only No officer shall sign payments where he/she is the payee.
Sign printed correspondence (letters) on behalf of Southern New England Landcare Ltd	President or Secretary	Electronic signature use is approved subject to confirmation by email each time.

Sign Work Health and Safety
Declarations or Statements

President

Sign and authorise policy documents
for Southern New England Landcare
Ltd

President

Subject to ratification by Board