

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

The Committee is responsible for the management decisions of MLI. Under the NSW Associations Incorporation Act 2009, and the MLI 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; or
- The Executive Officer or other staff members of MLI.

DEFINITION Delegations of Authority are the mechanisms by which MLI enables staff and Committee members of MLI 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 MLI. The Policy applies to all members of the Committee and the staff of MLI who have delegated authority to sign documents on behalf of the organisation.

Delegations of Authority within MLI are expected to achieve the following objectives:

1. Ensure the efficiency and effectiveness of MLI's administrative processes;
2. Ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities;
3. Ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the organisation; and
4. Ensure that internal controls are effective.

Delegations of Authority are a key element in effective governance and management of MLI and provide formal authority to commit MLI and/or incur liabilities for MLI.

POLICY

- Delegations are to be exercised within the framework of the Act, Regulations and Rules, together with the Polices and Constitution of MLI;
- 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 MLI shall be made by resolution of the Committee;
- Individuals who breach this policy will be subject to appropriate disciplinary action (as determined by the Committee), including the possibility of termination of employment.

RECORDING DELEGATIONS

The MLI Secretary shall be responsible for recording all delegations. A Delegations and Approvals Matrix shall be maintained which outlines delegations by activity.

The Committee will review and approve the Delegations and Approvals Matrix on an annual basis.

The Delegations and Approvals Matrix shall be accessible by all staff and Committee members of MLI.

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 delegated officer 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.

AUTHORISATION:

This version was approved on:

This version takes effect on:

Authored by:

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Authorised by:

Activity	Responsibility					
	Board	Chair (in addition to Board duties)	Secretary (in addition to Board duties)	Treasurer (in addition to Board duties)	Executive Officer	Landcare Coordinators
Strategy / Governance						
Strategic Plan	A	C	C	C	C	C
Work planning	A	E	-	-	C	C
Incorporations registration	-	A	A	A	D	-
AGM	E	E	D	E	D	-
Finance						
Audit	E	A	-	A	D	-
Payroll	-	A	-	A	D	-
Budget planning	A	E	-	D	C	C
Bank access	-	A	U	A	A	U
Accounts payable	-	A	-	A	A	U
Accounts receivable	-	C	-	C	A	A
Travel	-	A	-	A	U	U
Expenses > \$1,000	A	E	-	E	E	-
Expenses \$200 - \$1,000	-	A	-	E	A	-
Expenses < \$200	-	A	-	E	A	A
Contracts with service providers	E	A	-	A	D	D
Partnerships						
Local Land Services	E	A	-	-	D	D
Formal MOUs	E	A	-	-	D	D
Partnership development	E	A	-	-	D	D
Projects						
Development of concepts	A	A	A	A	A	A
Liaison with potential partners	A	-	-	-	A	C
Submission of funding application	-	A	-	-	E	-
Signing of funding deed	-	A	-	-	E	-
Development of project plan and budget	A	-	-	-	E	C
Events						
Booking venues	-	-	-	-	E	A
Booking catering	-	-	-	-	E	A
Speaker booking / liaison	-	-	-	-	E	A

Key	
A	Approval
E	Endorsement
C	Consultation
D	Development
U	User

Activity	Responsibility					
	Board	Chair (in addition to Board duties)	Secretary (in addition to Board duties)	Treasurer (in addition to Board duties)	Executive Officer	Landcare Coordinators
Communications						
Website content	-	-	-	-	E	A
Social media	-	-	-	-	E	A
External publications / media	-	E	-	-	E	A
Admin						
Member directory	-	-	-	-	D	D
Contact lists	-	-	-	-	D	D
Website administration	-	-	-	-	E	A

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