

Delegations of Authority for Landcare Organisations

Establishing who has the authority to do what in your Group

A Delegation of Authority in a Landcare organisation outlines who is empowered to make decisions and take action on behalf of the organisation.

How Does it Work?

In a working sense, a Delegation of Authority states who has the authority to sign contracts, make purchases and negotiate partnerships on behalf of the organisation. A Delegation of Authority can also stipulate upper monetary limits for purchases made on behalf of the organisation.

What's the Risk?

Fraud, stealing or forgery can constitute corrupt conduct, as defined by the *Crime and Corruption Commission Act 2001* and can also expose an organisation to risks such as financial loss, legal action and damage to the organisation's reputation.

Tips for Adopting a Delegation of Authority

- Refer to the QWALC *Delegation of Authority Policy, Template 007 VERSION 2-Q1 1.3.2016*.
- Establish a Register of Delegations that sets out who has delegated authority and

for what purpose.

- Ensure all committee and employees are aware of any delegations and the sanctions for breaching the policy.
- Review the Policy periodically, especially following departure of key personnel.
- Establish a system to check that financial payments are processed according to the Delegation of Authority Policy. Spot checks are ideal.
- Establish a system to record all decisions made under delegation.
- Remember, a delegated officer should not be involved in a transaction that they have authorised.
- Ensure your Register is readily available (publicly accessible) and supplied to any new employees / committee members during induction.
- At times, it may be required to issue a temporary delegation. For example, an employee may have short-term authority to purchase an item above their usual procurement threshold. This should be noted clearly on the Register of Delegations.

See Delegation of Authority Policy, Template 007 VERSION 2-Q1 1.3.2016.

