



# TASMAN ENVIRONMENTAL TRUST

## DELEGATIONS POLICY

|                    |            |                       |                  |
|--------------------|------------|-----------------------|------------------|
| Policy number      | 2          | Version               | 3                |
| Drafted by         | Abby Boffa | Approved by Board on  | 22 February 2021 |
| Responsible person | Sky Davies | Scheduled review date | February 2024    |

### INTRODUCTION

This policy sets out the circumstances under which the Trust may delegate its responsibilities.

Delegations of authority are the mechanisms by which Tasman Environmental Trust enables officers of Tasman Environmental Trust to act on behalf of Tasman Environmental Trust.

### PURPOSE

The purpose of the Delegations Policy is to establish a framework for delegating authority within Tasman Environmental Trust in a manner that facilitates efficiency and effectiveness and ensures the accountability of staff and volunteers for their performance.

The policy applies to all members of the Trust and the staff and volunteers of Tasman Environmental Trust who have delegated authority to act and sign documents on behalf of Tasman Environmental Trust.

Delegations of authority within Tasman Environmental Trust are intended to achieve four objectives:

1. to ensure the efficiency and effectiveness of the organisation's administrative processes;
2. to ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities; and
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 are a key element in effective governance and management of Tasman Environmental Trust and provide formal authority to particular staff and volunteers to commit the organisation and/or incur liabilities for the organisation.

## **POLICY**

The Trustees of Tasman Environmental Trust are responsible for the governance of the organisation.

The Trust may delegate its functions to:

- A member or members of the Board; and
- A Management or Technical sub-committee appointed by the Board; and
- The Manager and through the Operations Manager to staff members of the organisation.

However, the Board may not delegate its power:

- to adopt the organisation's strategic plan/annual plan; or
- to adopt the organisation's business plan; or
- to adopt the organisation's annual budget.

The manager:

- (a) is charged with the duty of promoting the interests and furthering the development of Tasman Environmental Trust; and
- (b) is responsible for the administrative, financial, and other business of Tasman Environmental Trust; and
- (c) exercises a general supervision over the staff and volunteers of Tasman Environmental Trust.

The Manager may seek the approval of the Trust to delegate any function or any power or duty conferred or imposed upon them, subject to this delegation's policy, to any member of the staff of the organisation, or any person or persons, or any committee of persons.

Tasman Environmental Trust is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, and in turn requires that all its Board members, officers (including its Trust Manager), project managers, employees, volunteers and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behaviour, including compliance with all legal requirements.

## **AUTHORISATION**

Date: 22 Feb 2021

Tasman Environmental Trust



# TASMAN ENVIRONMENTAL TRUST

## DELEGATIONS PROCEDURE

|                    |            |                      |               |
|--------------------|------------|----------------------|---------------|
| Procedure number   | 1          | Version              | 2             |
| Drafted by         | Abby Boffa | Approved by Board on | 22 Feb 2021   |
| Responsible person | Sky Davies | Review date          | February 2024 |

### RESPONSIBILITIES

The Trust must maintain records of any delegations to members of the Board and of the terms of reference of any sub-committees appointed by the Board.

The Manager must prepare delegation schedules within the framework of the Delegations Policy for approval by the Board.

### PROCESSES

Delegations are to be exercised within the framework of any regulations, rules, policies, and any external legislative requirements.

Any delegation may be made subject to any conditions and limitations as the Board shall approve.

#### **Delegations to members of the Board**

Delegations to members of the Board shall be made by resolution of the Board and recorded in the minutes of the Board.

#### **Delegations to sub-committees appointed by the Board**

Delegations to sub-committees appointed by the Board shall be made by resolution of the Board and recorded in the terms of reference of the sub-committee.

## **Delegations to the Trust Manager**

Delegations are attached to the position occupied, not to the occupant of the position.

Delegations reflect Tasman Environmental Trust's organisational structure. Levels of authority are hierarchical through relevant lines of responsibility up to and including the Trust Manager. This means that formal authorities held by any delegate are included in those held by that delegate's supervisor or line manager. A delegate who sub-delegates authority remains responsible and accountable for the decision or action, this sub-delegation should be recorded in a letter or email.

The Trust Manager may at any time vary or terminate any delegation, subject to confirmation by the Trust at its next meeting.

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. In such cases a transfer of the function to another appropriate position must be arranged with the Trust Manager.

Permanent changes to delegations, either permissive or restrictive, require a written authority from the Trust Board. Any major variation to the standard delegations must be approved by the Trust Board.

Sub-delegation on a temporary basis is appropriate in circumstances where the officer normally responsible is absent by reason of authorised leave or secondment to other duties. Sub-delegations require a written authority from the individual with the delegated power, or a person in a position to approve the delegated authority.

Where an employee is acting in a higher position, that person will hold the delegation level appropriate to the higher position unless otherwise determined by the Trust Board.

Special care must be taken to retain currency of the Delegations Schedules when delegated authorities are redistributed, a position is reclassified, or a business unit is restructured in ways that affect position profiles.

The Trust will, on advice from the Trust Manager, approve the Delegations Schedule on an annual basis.

The Delegations Schedule will be accessible to all staff.

## **SUPPORTING DOCUMENT - DELEGATIONS SCHEDULE**

### **AUTHORISATION**

*Refer board minutes Feb 2021*

Date: February 2021