

Approval Date: August 2024

Approval Authority: LUSA Executive

Review Date: August 2026

Contact Officer: LUSA President

Purpose

1. Clause 6.1(c) of the LUSA Constitution authorizes delegation to:

Any person the powers of the Association and allow:

- i. The Executive to sub-delegate to other persons any of the powers delegated to the Executive; and
- ii. Any person to whom the Association has delegated any power, to sub-delegate that power to any further person.

This policy seeks to clarify the roles and responsibilities of the Executive and employees in this clause, and to facilitate high standards of governance within LUSA.

Outcomes

2. Staff members understand the delegations allowed for within their role.
3. Delegations are exercised appropriately.

Policy

4. All delegations of authority to staff member delegates must be authorised by the Executive and communicated to the staff member delegate by the General Manager in writing.
5. Delegations are conferred to a position holder (or an official group), and authority delegated to persons is derived through the position they hold and not as a result of who they are. A person no longer holding a position with a delegated authority will immediately and automatically no longer have the authority delegated to that position.
6. Delegation made by the Executive or General Manager is deemed to be in effect without the person to whom a delegation has been made accepting the delegation
7. Unless expressly prohibited, delegates may delegate their delegated authority for a specified period, with the clear understanding that the authority so delegated does not relieve that delegate of their responsibility or accountability. All such delegations need to be in writing or recorded via email, must specify the authority being delegated (i.e. financial or HR), and needs to be acknowledged by the delegate in writing or via email.
8. Delegations to groups (e.g. Clubs) must be in writing signed by the President and acknowledged in writing either by a formal meeting minute of the group, or in writing signed by the group convener or chairperson.
9. Financial Delegations and the operating principles are set out in the Financial Delegations Procedure.
10. This policy prevails over delegations of authority in any other LUSA policies and procedures. New Zealand legislation and regulations also apply, including the Education Act 1989 and Public Finance Act 1989.
11. The Executive and/or General Manger shall have the power at their discretion to suspend or temporarily reduce the authority of any person or persons at any time, which will be in writing. This includes suspension taking place from the time written notice is sent to the General Manager or Executive.
12. Staff members and other individuals who act outside of their delegated authority will be regarded as acting in contravention of established policy and may be in breach of their employment agreement. In addition, a breach of this policy would be subject to appropriate HR disciplinary policy and procedures were necessary.

Review

13. The policy should be reviewed biennially.
14. The Executive may change this policy in the interim