

Delegated Authority Policy

Approval Date:	March 2026	Approval Authority:	LUSA Executive
Review Date:	March 2028	Contact Officer:	LUSA President

Purpose

Clause 6.2(c) of the LUSA Constitution authorises LUSA to:

Delegate 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 who the Association has Delegated and power, to sub-delegate that power to any further person."

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

Outcomes

1. LUSA staff members understand the delegations allowed for within their role.
2. Delegations are exercised and communicated appropriately.

Policy

1. All delegations of authority to LUSA staff member delegates must be authorised by the Executive and communicated to the staff member delegate by the General Manager in writing.
2. Delegations are conferred to a position holder (or an official group), and authority delegated to these 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. Such delegations require collective agreement of the Executive, and LUSA staff delegations require the approval of the General Manager.
3. Delegation made by the Executive or General Manager is deemed to be in effect when the person to whom a delegation has been made has accepted the delegation which must be in writing or recorded via email.
4. Unless expressly prohibited, delegates may further sub-delegate their 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 email, and must specify the authority being delegated (i.e. financial or HR), and need to be acknowledged by the delegate in writing or via email.
5. Significant delegations involving large events or sensitive issues require the notification and approval of the LUSA President, the Executive or the General Manager as appropriate to the scenario.
6. Delegations to groups (e.g. Clubs) must be in writing signed by the LUSA President and acknowledged in writing either by a formal meeting minute of the group, or in writing signed by the group convener or chairperson.

7. Standard financial delegations and operating principles are set out in the Financial Delegations Procedure.
8. The Executive and/or General Manager 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 of resignation from positions associated with delegated authority is sent to the General Manager or the Executive. For temporary reductions in delegated authority, the and/or General Manager meeting the time period to reinstate authority or suspend authority for the foreseeable future.
9. 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 where necessary.
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.

Review

1. The policy should be reviewed biennially.
2. The Executive may change this policy in the interim, in which case all affected parties must be notified.

Associated Documents

- [LUSA Constitution](#)
- [Financial Delegations Procedure](#)
- [Education Act 1989](#)
- [Public Finance Act 1989](#)