



Delegations



"People understand their own and others' areas of responsibility"

Intent

Board members and staff/kaimahi must be properly authorised and have the necessary delegations to discharge their roles and responsibilities efficiently and effectively. We are transparent about to whom and what authority is delegated in the organisation.

We expect delegated authority to be exercised ethically, with integrity and in accordance with our policies and the law. This policy deals with operational delegations.

Definitions

"Delegation" refers to the formal act of authorising a board member, staff member or volunteer to exercise certain functions and responsibilities. Unless impracticable, delegations will be in writing to be valid and operative.

"Delegator" is the person or board who delegates the functions or responsibilities to another person.

Responsibilities

The board is responsible for delegations to management and any board member. It must monitor compliance with this policy.



Management must:

- act within their delegation (eg financial delegation from the board)
- delegate to kaimahi in accordance with this policy
- inform the board about kaimahi delegations
- arrange delegation for cover for their temporary absence from work (if able to)
- ensure a list is maintained of all delegations including governance delegations.

Requirements

Delegations

Delegations will be made having regard to operational needs, position responsibilities, staff capabilities and workload. A delegation may cover a temporary period of absence or be for a longer period.

Delegations must be communicated to kaimahi.

The parameters of delegations must be clearly established. A financial delegation must:

- state the expenditure limit
- take account of the need to segregate duties of kaimahi responsible for contracting, purchasing, finance, human resources and payroll transactions

Exercise of delegation

Delegates must act within the scope of their delegated authority. They must exercise their authorisation ethically, responsibly and consistently with our organisational policies, budget and business plan.

No delegate may exercise delegated authority if:

- they stand to gain personally from the transaction



- they have, or may be perceived as having, some other conflict of interest

No delegate may approve their own time-sheet, travel, leave application or expenses claim, nor purchase an asset for their own use.

Any decision beyond the scope of a delegation must be referred to the person with the delegation to make that decision.

Accountability for delegation

The person who is delegated responsibility for a particular function is accountable to the delegator and/or next management level up. Performance of the delegation will be reviewed and considered as part of the performance review process.

If the delegator leaves their position, any delegations they have made will remain in force until amended or revoked by their successor.

Notify and review delegations

Delegates will be notified of the terms and scope of their delegated authority (eg writing, email notification).

The scope and necessity of a delegation shall be reviewed regularly with adjustments made as agreed between the delegator and delegate.

If a delegate leaves the organisation their delegation will cease to have effect.

Record of delegations

A list of delegations must be kept, updated and made available to kaimahi/staff.

Compliance

Social Sector Accreditation Standards – Level 2, Governance and management structure and systems 2.0–3.0



NZS 8134.1.2.1 Organisational management, Governance

NZS 8134.1.2.2 Organisational management, Service management

Helpful links

[Financial controls](#)

Organisational chart

Review

Date: August 2021

Next review: by July 2023