

Delegations Framework

1. Scope

- 1.1 This policy applies to the Medical Sexual Assault Clinicians Aotearoa (MEDSAC) Board members [the Directors] Committee members, Sub-Committee members, project groups, General Manager and Committee Managers.

2. Purpose

- 2.1 The objective of the policy is to ensure that all delegations of Board responsibilities, authorities and powers to individual Directors, Board Committees and Committee Managers are properly authorised, documented and controlled.

3. Principles

- 3.1 The Board retains all powers and authorities required to carry out the business of MEDSAC effectively and efficiently except where specific authority is delegated to specific Board members, Board Committees or Committee Managers.
- 3.2 The Directors are responsible for any delegations of their responsibilities with regard to the operation of MEDSAC. In addition to deciding what responsibilities are to be delegated, Directors must also ensure that there are adequate controls in place to ensure the effective operation of any delegated powers and authorities.
- 3.3 Individual Directors have no individual authority to participate in day-to-day management decisions of MEDSAC except as specifically authorised by the Governance Charter, specific Committee terms of reference, this policy or Board direction.

4. Definitions

- 4.1 **Approved budget** means the approved annual budget [operating and capital] approved by the Board and including any conditions, constraints, contingencies or adjustments made to anticipate or reflect changes in operating conditions or performance.
- 4.2 **Department** means an organisational unit or division managed as a separate budget area. In this respect MEDSAC Committees are regarded as departments but subcommittees, forums and projects fall within their relevant departmental delegations.
- 4.3 **Budget category** means a summary area of expenditure within the budget (e.g. people costs, consultancy fees, venue and equipment costs, travel and accommodation, insurances etc.)
- 4.4 **Budget account** means an individual unit of expenditure within the budget contained within a single general ledger account
- 4.5 **Capital purchase** means the purchase of a fixed asset.
- 4.6 **Committee Manager** means a MEDSAC Manager who reports to the General Manager and is responsible for facilitating the management of Committee business. Committee means a properly constituted Committee of the Board

- 4.7 **MEDSAC Committee** means a properly constituted Committee of the Board. For this policy such a Committee will also fall within the definition of a Department

POLICY

5. Authority

- 5.1 This policy defines the delegations of authority approved by the Board for application to all decisions and transactions relating to MEDSAC financial and people management and media communications.
- 5.2 This policy cannot be amended without the approval of the Board.
- 5.3 Any delegations to Board Committees must be approved by the Board and may be specified in the committee terms of reference.

6. Responsibility

- 6.1 All MEDSAC Directors, Committee members, the General Manager and Committee Managers are responsible for ensuring that they operate within their agreed levels of delegated authority as specified in this policy.
- 6.2 For the MEDSAC General Manager and Committee Managers the applicable level of delegated authority will be confirmed in writing as part of their employment arrangements, which can be amended with the approval of the Board to reflect changes in those arrangements and reviewed annually following the annual review of this policy.
- 6.3 The Manager Finance and Business Support, in consultation with the Governance Committee of the Board, is responsible for developing effective internal control processes to ensure that all management decisions are compliant with Board delegations of authority.
- 6.4 Any temporary changes in Manager delegated authorities to facilitate absences or leave arrangements must be evidenced in writing and approved by the Chair of the Board

7. Framework

- 7.1 The delegated authority scope for each level of authority is defined in Appendix A.

8. Application

- 8.1 Unless otherwise agreed with the Governance Committee, the MEDSAC Committee Chairs, General Manager and Committee Managers shall only exercise their delegated authorities within their approved:
- 8.1.1 Departmental and budget area of responsibility;
 - 8.1.2 Strategic Agenda obligations and responsibilities;
 - 8.1.3 Contractual arrangements or commitments, and
 - 8.1.4 In accordance will all applicable MEDSAC policies and procedures.
- 8.2 Board approval is required in respect of any decisions and/or transactions that fall outside the defined authorities in Appendix A, including but not limited to, any increases in the overall

expenditure budget or any unbudgeted capital expenditure.

- 8.3 The Governance Committee can approve the reallocation of budget funds between departments, budget categories or accounts and authorise unbudgeted non-capital expenditure within a budget category or account provided that:
- 8.3.1 The amount of the unbudgeted expenditure does not result in an increase in overall expenditure which exceeds the total approved budget;
 - 8.3.2 Where the amount of the reallocation of budget funds between departments categories or accounts is substantial in terms of a significant redistribution of departmental budgets or a significant reallocation between budget categories, then the Board is required to endorse the reallocation. Where there is doubt over whether a reallocation is considered “substantial”, the Treasurer should be consulted.
- 8.4 Where ‘no limit’ is specified as the level of delegation applicable, this means that the Director or Committee Manager has full discretion subject to any applicable MEDSAC budget, policies and procedures.

9. Approval Value

- 9.1 With reference to the financial delegation levels in Appendix A, the total value of any item of expenditure shall be calculated:
- 9.1.1 Exclusive of GST and expressed in New Zealand dollars, and
 - 9.1.2 As the aggregated or combined value of the total transaction with any party provided that:
- 9.2 In respect of any material or service supply contract or facility or equipment lease commitment, the total value shall be the aggregate value of the expenditure over the term of the contract or lease.

- 9.3 In respect of a commitment to a single party to purchase materials or assets comprised of component parts, the total value shall be the aggregate value of all of the components to be purchased.

10. Personal Interest

- 10.1 No Director or Committee Manager may exercise their delegated authority to approve a transaction in which they have a personal interest or potential conflict of interest. For example, no one may approve their own invoices or expense claims.
- 10.2 In such circumstances, the interest must be declared and the transaction referred for approval:
- 10.2.1 To the Governance Committee in respect of transactions involving a Manager;
and
 - 10.2.2 To the Manager in respect of any other staff member
 - 10.2.3 Invoices and expenses of the Chair of the Board must be approved by the Chair of the Governance Committee.
- 10.3 To avoid any perception of conflict of interest, all clinician, sub-committee and committee member invoices must be approved by the Chair of the relevant committee.

11. Reporting

- 11.1 Where the Governance Committee have exercised any delegations to approve financial commitments or expenditure in excess of the annual [operating or capital] budget approved by the Board, they must report that exercise to the Board in a timely manner.

Appendix A: Delegations of Authority

FINANCIAL

| Delegation | A Board | B Governance | C Committee Chair | D Treasurer | E General Manager | F Manager |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------|-----------------------------|----------------|----------------------|--------------|
| Revenue/Income | | | | | | |
| Commit to any funding, sponsorship (cash or in kind) arrangements or revenue generating arrangement within approved policy and budget: | | | | | | |
| For new arrangements | | No limit (Two Directors) | No limit (Two Directors) | | <\$50,000 | Nil |
| For existing and approved arrangements | | | No Limit | | No limit | No Limit |
| Commit to any organisational or services funding arrangement with a Government agency | Board Resolution | <\$100,000 Resolution | Nil | | Nil | Nil |
| Operational Expenditure | | | | | | |
| Enter into and execute annual operating lease purchase or service contracts or commitments within approved budget responsibility. | | | | | | |
| For new suppliers | | No Limit (Two Directors) | <\$20,000 | | <\$10,000 | NIL |
| For contracted suppliers | | | No Limit | | No limit | Nil |

| Delegation | A Board | B Governance | C Committee Chair | D Treasurer | E General Manager | F Manager |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------|-----------------------------|-----------------------------|----------------------------|--------------|
| Enter into and execute multi-year operating lease or service contracts or commitments. | Board Resolution | Nil | Nil | Nil | Nil | Nil |
| Approve operating or overhead expenditure within approved budget responsibility area or category | | | No Limit | No Limit | No limit | No Limit |
| Approve purchases or operating or overhead costs with a cumulative effect in excess of a total approved budget category [but not exceeding annual budget] | | Total value of <\$20,000 Resolution | Total value of <\$10,000 | Total value of <\$10,000 | Total value of <\$5,000 | Nil |
| Capital Expenditure | | | | | | |
| Acquire or dispose of any fixed assets within approved capital expenditure budget | | No Limit | <\$5,000 | <\$5,000 | Nil | Nil |
| Write off any fixed asset | | No Limit | Book value < \$1000 | Book value < \$1000 | Nil | Nil |
| Other | | | | | | |
| Extend supplier credit beyond approved enterprise terms of trade or credit policy by any amount, or period | | No Limit (Two Directors) | Nil | Nil | Nil | Nil |
| Issue credit notes | | No Limit (Two Directors) | <\$2,000 | <\$2,000 | | |

| Delegation | A Board | B Governance | C Committee Chair | D Treasurer | E General Manager | F Manager |
|------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------|------------------------------------------------|-----------------------------|---------------------------------------------------|----------------------------------------------------------------|
| Write off debts | Board Resolution | <\$10,000 any account Resolution | < \$2,000 any account | < \$2,000 any account | <\$1,000 | Nil |
| Investment of surplus MEDSAC funds on short term bank deposit subject to any prevailing Board policy in respect of investment funds management | | No Limit (Two Directors) | Nil | No Limit | <\$1,000 any account | Nil |
| Approve the issue of any credit cards including the authorisation any credit card limits | Board Resolution | Nil | Nil | Nil | Nil | Manager Finance upon authorisation of Treasurer |
| Authorisation of payroll including tax payments | | | | Treasurer | Nil | Nil |
| Payment approvals: | | | 2 of Treasurer, Board Chair or Committee Chair | | No limit | Manager Finance and Business Support |
| EFT payments (including payroll and taxes) | | | | | GM with Treasurer, Board Chair or Committee Chair | Manager Finance with Treasurer, Board Chair or Committee Chair |

PEOPLE MANAGEMENT

| Delegation | A Board | B Governance | C Com Chair/ Treasurer | E General Manager | F Manager |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|------------------------------|----------------------|--------------------|
| Employment Matters | | | | | |
| Establish any new positions other than those approved within approved budget responsibility | Board Resolution | Nil | Nil | Nil | Nil |
| Make appointments to established positions within approved budget responsibility | General Manager | Nil | Nil | Any direct reports | Any direct reports |
| Employ casual or fixed term employees within approved budgets | | | | No limit | Nil |
| Establish levels of remuneration within approved budget responsibility [except as approved in the annual budget or in an approved position establishment] | | No Limit | Nil | Nil | Nil |
| Terminate any permanent employment except by way of redundancy | | No Limit | Nil | Nil | Nil |
| Make any position or employee redundant | Board Resolution | Nil | Nil | Nil | Nil |

Delegations Framework

MEDSAC Governance Policies

| Delegation | A Board | B Governance | C Com Chair/ Treasurer Chair | E General Manager | F Manager |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------|---------------------------------------|----------------------|----------------|
| Approve hours of work for any direct report | Chair approves GM | Nil | Nil | Direct reports | Direct reports |
| Approve any annual or sick leave arrangements for direct reports | Chair approves GM | Nil | Nil | Direct reports | Direct reports |
| Approve any long service or parental leave in addition to statutory entitlement for any direct report | Board Resolution | Nil | Nil | Nil | Nil |
| Approve the reimbursement of out of pocket expenditure for direct reports within MEDSAC policy | Chair approves GM | | | Direct reports | Direct reports |
| Committee Appointments | | | | | |
| Establishment of a MEDSAC Committee | Board Resolution | | | | |
| Appointment to a MEDSAC Committee | Board Resolution | | | | |
| Establishment of a sub-committee and appointment of Chair | Board Resolution | | | | |
| Appointment to a sub-committee | Committee Chair within limits of budget | | | | |

MEDIA COMMUNICATION

| Delegation | A Board | B Governance | C Com Chair/ Treasurer | E General Manager | F Manager |
|--------------------------------------------------------------------------------|------------------|-----------------|---------------------------------|-------------------------|--------------|
| Approving and making media statements on non-controversial operational matters | Chair or nominee | Nil | Nil | Nil | Nil |
| Approving and making media statements on controversial or policy matters | Chair or nominee | Nil | Nil | Nil | Nil |