



## Delegations Framework

### 1. Scope

- 1.1 This policy applies to the Trustees (Board members) and staff of The Tauawhi Charitable Trust (TCT).

### 2. Purpose

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

### 3. Principles

- 3.1 The Board retains all powers and authorities required to carry out the business of TCT effectively and efficiently except where specific authority is delegated to specific Board members, Board Committees, or TCT staff.
- 3.2 The Trustees are responsible for any delegations of their responsibilities with regard to the operation of TCT. In addition to deciding what responsibilities are to be delegated, Trustees must also ensure that there are adequate controls in place to ensure the effective operation of any delegated powers and authorities.
- 3.3 Individual Trustees have no individual authority to participate in day-to-day management decisions of TCT.

### 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.
- 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.

## 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 TCT 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 specified in the committee terms of reference.

### 6. Responsibility

6.1 All TCT Trustees and staff are responsible for ensuring that they operate within their agreed levels of delegated authority as specified in this policy.

6.2 For TCT staff 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 TCT staff, 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 staff 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 following chart specifies the hierarchical levels of authority used to define the applicable levels of delegated authority

LEVEL	A	B	C	D
<i>Position</i>	Board	Board Committee	Manager	Staff
<i>Reports to</i>	Members & Stakeholders	Board	Chair	Manager

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

## 8. Application

8.1 Unless otherwise agreed with the Board, Board Committee Chairs and TCT staff shall only exercise their delegated authorities within their approved:

- 8.1.1 Departmental and budget area of responsibility;
- 8.1.2 Business plan obligations and responsibilities;
- 8.1.3 Contractual arrangements or commitments, and
- 8.1.4 In accordance will all applicable TCT 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 Chair 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 Governance Committee is required to endorse the reallocation

8.4 Where 'no limit' is specified as the level of delegation applicable, this means that the Trustee or staff member has full discretion subject to any applicable TCT 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 Trustee or staff member may exercise their delegated authority to approve a transaction in which they have a personal interest or potential conflict of interest.
- 10.2 In such circumstances, the interest must be declared and the transaction referred for approval to:
- 10.2.1 The Board in respect of transactions involving a Trustee; and
  - 10.2.2 The Chair in respect of any staff member

### 11. Reporting

- 11.1 Where the Chair has endorsed any substantial reallocation of budget funds in accordance with clause 8.3.2, they must report that endorsement to the Board in a timely manner.
- 11.2 Where and Board member or Board Committee has 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 Committee	C Manager)	D Staff
Commit to any funding, sponsorship (cash or in kind) arrangements or revenue generating arrangement within approved policy and budget:  For new arrangements	Board Resolution		<\$10,000	Nil
	No Limit	As per TOR	No Limit	Nil
For existing and approved arrangements				
Commit to any organisational or services funding arrangement with a Government agency	Board Resolution	Nil	Nil	Nil
Enter into and execute annual operating lease purchase or service contracts or commitments within approved budget responsibility.  For new suppliers	No Limit Two Trustees	As per TOR	<\$5,000	Nil
		As per TOR	No Limit	<\$2,000
For contracted suppliers				
Enter into and execute multi-year operating lease or service contracts or commitments.	Board Resolution	Nil	Nil	Nil
Approve operating or overhead expenditure within approved budget responsibility area or category		As per TOR	No Limit	<\$2,000
Approve purchases or operating or overhead costs with a cumulative effect in excess of a total approved budget category [but not exceeding annual budget]		As per TOR	Total value <\$2,000	Nil
Acquire or dispose of any fixed assets within approved capital expenditure budget		As per TOR	<\$5,000	Nil
Write off any fixed asset		Nil	Book value < \$500	Nil
Extend supplier credit beyond approved enterprise terms of trade or credit policy by any amount, or period		Nil	Nil	Nil

Delegation	A Board	B Committee	C Manager)	D Staff
Issue credit notes		Nil	<\$1,000	Nil
Write off debts	Board Resolution	As per TOR	< \$250 any account	Nil
Investment of surplus MSSAT ANZ funds on short term bank deposit subject to any prevailing Board policy in respect of investment funds management		As per TOR	<\$10,000	Nil
Approve the issue of any credit cards including the authorisation any credit card limits	Board Resolution	Nil	Nil	Nil
Payment approvals: EFT and Cheque payments		Nil	No Limit with One Trustee	Nil
Payroll Payments	Any two Trustees	Nil		Nil

## PEOPLE MANAGEMENT

Delegation	A Board	B Committee	C Manager	D Staff
Establish any new positions other than those approved within approved budget responsibility	Board Resolution	Nil	Nil	N/A
Make appointments to established positions within approved budget responsibility		Nil	Any direct reports	N/A
Employ casual, contract and project related labour within approved budgets		As per TOR	No limit	N/A
Establish levels of remuneration within approved budget responsibility [except as approved in the annual budget or in an approved position establishment]	Board Resolution	Nil	Nil	N/A
Terminate any permanent employment except by way of redundancy	Board Resolution	As per TOR	Nil	N/A
Make any position or employee redundant	Board Resolution	Nil	Nil	N/A

Delegation	A Board	B Committee	C Manager	D Staff
Approve hours of work for any direct report		Nil	Direct reports	N/A
Approve any annual or sick leave arrangements for direct reports		As per TOR	Direct reports	N/A
Approve any long service or parental leave for any direct report	Board Resolution	Nil	Nil	N/A
Approve the reimbursement of outof pocket expenditure for direct reports within TCT policy		As per TOR	Direct reports	N/A

## MEDIA COMMUNICATION

Delegation	A Board	B Committee	C Manager	D Staff
Approving and making media statements on non-controversial operational matters	Chair or nominee	Nil	Nil	Nil
Approving and making media statements on controversial or policy matters	Chair or nominee	Nil	Nil	Nil

**Please Note:** This delegation refers to Media statements and/or releases from TCT. Where media statements and/or releases to be issued by any TCT member organisations may be interpreted as representing the views of the national organisation they should be cleared with the Chair prior to issue.