|  |  |
| --- | --- |
|  **Purpose** | This document provides clear authorities for delegation on all levels of the organisation. |
| **Scope** | The guidelines recorded in this document apply to the board, director(s) all staff and roles. |
| **Policy** | If a staff/board member or director is unable to perform their role due to illness, annual leave or other reasons the delegation according to this document will be implemented. |
| **Evaluation** | A three-yearly review of the effectiveness of the delegation processes will be conducted.The evaluation results are collected and analysed by Click here to enter text.Any non- adherence to the delegations noted in this document, will be investigated and analysed.Required service improvement measures are initiated and will be monitored by Click here to enter text. |
| **References** |
|  | [Companies Act 1993](http://www.legislation.govt.nz/act/public/1993/0105/latest/DLM319570.html)[Unit Titles Act 2010](http://www.legislation.govt.nz/act/public/2010/0022/latest/whole.html#DLM1160687) |
| **Service documents** | Position DescriptionsGovernance Manual |

|  |
| --- |
| **Delegated Responsibilities** |
| **Role** | **Area of Responsibility** | **Delegation To** | **Tasks Delegated** | **Tasks not Delegated** |
| **Board of Trustees Chair Person****Director(s)** | Oversight of Financial Management  |  |  |  |
| Strategic Planning |  |  |  |
| Governance |  |  |  |
| Purchases  |  |  |  |
| Organisational Risk Management |  |  |  |
| Annual Meeting |  |  |  |
| **Manager/CEO** | Contract Management |  |  |  |
| Business Development |  |  |  |
| Emergency Management |  |  |  |
| Facility Management |  |  |  |
| Health and Safety |  |  |  |
| Human Resource Management |  |  |  |
| Certification/accreditation |  |  |  |
| Monthly Financial Management(budget, expenditures)  |  |  |  |
| Networking |  |  |  |
| Operational Management |  |  |  |
| Performance Management |  |  |  |
| Purchases up to Click here to enter text. |  |  |  |
| Requests For Proposal |  |  |  |
| Recruitment |  |  |  |
| Reports to the board/directors |  |  |  |

|  |
| --- |
| **Delegated Authorities/Responsibilities** |
| **Role** | **Area of Responsibility** | **Delegation To**  | **Tasks Delegated** | **Tasks not Delegated** |
| **Administration Manager** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Support Workers** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Health and Safety Representative** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Quality Role** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Infection Prevention and Control Coordinator** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Delegated Authorities/Responsibilities** |
| **Role** | **Area of Responsibility** | **Delegation To**  | **Tasks Delegated** | **Tasks not Delegated** |
| **Registered Nurse** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Allied Health Professional** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Maintenance Staff** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Consultation

|  |  |
| --- | --- |
| Group/Role | Date |
|  |  |
|  |  |
|  |  |
|  |  |