

Delegations

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Current Version:	15/12/14	Officer Responsible:	Director responsible for each Schedule (Corporate Services and Academic)
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Applies From:	Immediately		

1 Introduction

1.1 Purpose

To provide clear lines of authority and responsibility in the effective management of the staff of Ara Institute of Canterbury Ltd¹ and other resources.

1.2 Scope and Application

This is determined in the Delegation Schedules for Academic, Human Resources and Finance.

1.3 Definitions

Responsible Officer: the Director who has the authority to establish and change delegations related to their specific responsibilities. The responsible Directors are:

- a Director Corporate Services responsible for human resources, financial and other corporate delegations.
- b Director Academic responsible for academic delegations.

<p>Related Ara Procedures</p> <ul style="list-style-type: none"> • Delegation Schedules (refer relevant Division) • Sub-delegation letter (attached to this policy) • Collective and Individual Employment Agreements • Contracts for Service 	<p>Related Ara Policies</p> <ul style="list-style-type: none"> • All Ara academic and corporate policies
<p>Related Legislation</p> <ul style="list-style-type: none"> • Education Act 1989 • Income Tax Act 2007 	

2 Principles

- 2.1 Delegations will be appropriate to the level of authority of a position that will enable the incumbent to effectively carry out the functions and responsibilities of that position.
- 2.2 Sub-delegations will accord with 1. above, and with the capabilities and workload of the person to whom the delegation is being made.
- 2.3 Details of current, active delegations will be available to all relevant staff.
- 2.4 Appropriate resources and support will accompany delegations and sub-delegations. Incumbents will be accountable for the appropriate exercise of all delegated authority.

¹ From herein referred to as Ara.

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3 Associated Procedures for

Corporate Policy on: Delegations

Contents:

3.1	General
3.2	The Delegation Schedules
3.3	Sub-delegations

3.1 General

- a Delegations are made to the position, its level and associated responsibilities, not to the person.
- b Sub-delegations are made to the person in a specified position.
- c Delegations in a Delegations Schedule cannot be changed without the approval of the responsible Director or the Chief Executive.
- d Responsibility for a delegated activity can be passed to a staff member at a lower level only by a formal sub-delegation and only in accordance with the Delegations Schedule.
- e Where a delegation or sub-delegation may create a conflict of interest, this will be identified and acted on in accordance with the applicable Ara policy and procedure.
- f Delegations and sub-delegations may be changed or removed by the Chief Executive, responsible Director or the sub-delegating line manager. Notifications, with reasons, will be given in writing (email is acceptable) and copied to Human Resources, Finance and attached to the staff member's personal file. Updates will be made to the Delegation Register.
- g The holder of a delegation or sub-delegation will ensure that applicable Ara policies, procedures, guidelines, employment agreements and/or legislation are followed.

3.2 The Delegation Schedules

- a The Delegation Schedules are derived from the following table. Each position at Ara is at one of these levels, which is specified in the job description for that position.

Organisation Level	General Descriptor (Level will be specified in the job description)	Standard Associated Delegation level
CE	Chief Executive	100 Employer and has Council delegation
Tier 2	Executive Directors/Managers	200 Mainly Division Responsibility
Tier 3	Senior Managers with staffing/financial management responsibilities who report directly to a Director/CEO	300 Mainly Head of Department and Division Manager Responsibility
Tier 4	Middle Managers	400 Mainly Section Responsibility
Tier 5	Principal Academic Staff Member; (PASM); Team Leader or Supervisor, Senior HR Advisor or Senior Technical expert/advisor	500 Senior Academic/Advisory Responsibilities
Tier 5	Senior Academic Staff member (SASM); HR Advisor	550 Minor delegations only
Tier 6	General Academic or Allied Staff Member	600 No general HR/Finance authority

- b The three specific Delegation Schedules are Human Resources and Finance.

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- i The schedules are presented in two ways for easy referencing; one is by activity and the other by level. Each contains the same information.
- ii Delegations, including those in the schedules, will change from time to time. The responsible Director will advise all relevant staff when updating occurs.
- iii The latest versions of the schedules will be available on the Infoweb, via the relevant Division.

3.3 Sub-delegation

The ultimate responsibility for a sub-delegated activity remains with the person holding the position at the delegation level specified in the Delegation Schedule.

- a The Schedules identify which activities can be sub-delegated. When this option is taken up, the staff member receiving the sub-delegation will receive the sub-delegation letter (a template is attached to this policy) with the activities to be sub-delegated clearly stated.
- b A signed copy of the completed sub-delegation letter will be provided to Human Resources, Finance and attached to the staff member's personal file. Updates will be made to the Delegation Register.
- c Sub-delegation may occur for a fixed period of time (for example, while the person sub-delegating is on leave). Where a period is not specified the sub-delegation will be treated as ongoing. If the employee who exercises the sub delegation, or to whom the activity is sub-delegated changes position level or leaves, then the sub-delegation ceases to operate.
- d Sub-delegation may only occur to the level specified in the relevant Schedule.
- e If a proposed sub-delegation is to a person in a position at a lower level than that specified for the activity in the relevant Schedule, an exception will need to be approved in writing by the responsible Director or the Chief Executive.