



DELEGATIONS POLICY

Manual: Board & Governance

Document ID: **B03**

1. PURPOSE

This Policy formalises delegated functions and guides and determines decision making at Mercy Services particularly in respect of financial expenditure limits and approval to take certain actions.

2. WHO DOES THIS POLICY APPLY TO

This policy applies to all Mercy Services Trustees, Board and Chief Executive Officer

3. POLICY

The Mercy Services Board Governance and Policy Document states that:

1. *“The Trustees of the Congregation as guardians and interpreters of the Mission of Mercy (‘the Mission’) and the owners of the services,*
2. *The Board of Directors was appointed and authorised as stewards of the Mission by the Trustees and appointed to oversee the management and operation of Mercy Services.;”*
3. *Delegations in this Policy are always subject to the Constitution of Mercy Services- as amended from time to time;*

The respective roles of the Trustees, Board and Chief Executive Officer (CEO) will be clearly articulated and will reflect the four basic principles (collegiality, subsidiarity, accountability and co-responsibility) set out in the Mercy Services Mission and Philosophy Policy

4. PROCEDURE

4.1 General Roles and Responsibilities

- a) Where this Policy specifies a delegate, the position to whom that position reports is also deemed to have the delegated authority. Unless otherwise stated in this Policy, a person who acts in the place of a delegate assumes the responsibility and delegated authority of that delegate.
- b) Any delegate having a pecuniary interest in any purchase decision must advise the General Manager in writing of such interest and that delegate must not authorise the incurring of expenditure in relation to that interest.
- c) Members of the Board must advise the Chair of the Board in writing when they hold a pecuniary interest.
- d) The CEO must advise the Chair of the Board in writing when he/she holds a pecuniary interest.
- e) The dollar valuations in this Policy relate to total cost of the project.

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Status	Endorsed	Page Number	Page 1 of 2



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Approval for expenditure covers all funds of the Mercy Services and those funds set up on behalf of the Mercy Services and includes operating, capital and any special purpose funds

4.2 Delegations Matrix
(Please see Delegations Matrix – Appendix 1)

4.3 CEO can also delegate 'Leave without Pay' for all staff up to twelve (12) months.

5. KEY PERFORMANCE INDICATORS

Realistic and achievable targets only that can be audited

6. EXPECTED OUTCOME

Trustees, Board and Chief Executive Officer Delegations are clearly articulated.

7. REFERENCES

Constitution of Mercy Services

8. OTHER RELATED POLICIES OR PROCEDURES

B01 Board Policy

9. VERSION CONTROL AND CHANGE HISTORY

Version	Date Reviewed	Amendments
1.0	18/1/18	B02 Board Delegations Archived. New Policy created
2.0	19/2/21	Logo updated (LK)

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