**Authorities and Delegations from Executive Director– Summary of Delegations**

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| **To be read in conjunction with:** | [Te Pūkenga Kaupapa here – Interim Delegations Policy](https://www.xn--tepkenga-szb.ac.nz/assets/Policies/2022-policies/National-Interim-Delegations-Policy.pdf?_gl=1*afdnbo*_ga*ODA2NDk0ODkyLjE1MzYyMTE1Mzk.*_ga_ZTRKB3QWQ7*MTY3MTUxOTM5Ny45MTcuMS4xNjcxNTIxNzIwLjAuMC4w)  [OPBD Procedure - Delegations from the Te Pūkenga Council to the Executive Director and Authorities and Sub Delegations from Executive Director](https://online.op.ac.nz/about-us/governance-and-management/policy-library/delegations-from-the-board-to-the-chief-executive-and-authorities-and-sub-delegations-from-chief-executive/). | | |
| **Approval Date** | 6/1/2023 | **Approved by** | Chief Financial Officer Te Pūkenga |
| **Next Review** | 30 January 2024 | **Responsibility** | Executive Director Otago Polytechnic Business Division of Te Pūkenga |

PROCEDURE

**Summary of Authorities and Delegations for Otago Polytechnic Business Division (OPBD) (Te Pūkenga policies, OPBD academic and employment authorities are excluded from this document.)**

Note: In all cases authority can be delegated by the relevant person while they are away to a person in an acting capacity in all cases a person cannot approve anything for someone who they report to.

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| **Authority to Approve Purchases** | | | | | | | | | |
| This authority covers all types of spending approvals including staff reimbursements, international payments, purchase order approvals, travel, and credit card transactions albeit some of these have additional restrictions as below. | | | | | | | | |  |
| Note: Items over $5k must comply with the OPBD Procedure - [Procurement and Purchasing Te Pūkenga Aligned .](https://online.op.ac.nz/about-us/governance-and-management/policy-library/procurement-and-purchasing-policy/) | | | | | | | | | |
| **Executive Director** |  | **Te Kāhui Manukura** | **Director: Financial Services** | **Directors/Heads of College** | **Senior Accountant** | **Executive Assistants (EA's)** | **Programme**  **Head and Operations (Ops) Coordinators** | **College/School**  **Administrator/**  **Technician** | **Not Specified** |
| Operating expenditure within budget/forecast, up to $650k per individual item and up to  $650k for Otago Polytechnic Auckland International  Campus (OPAIC). |  | Within their budget/forecast (Operating and Capital) and within the current year, up to  $50k. | Operating and Capital expenditure within budget/forecast, up to $50k per individual item. | Up to $25k on written delegation from relevant DCE. Director Campus Environment up to $40k with written delegation from Executive Director. | Up to $25k within overall OP budget/forecast. | Up to $10k on written delegation from relevant DCE. | Up to $10k on written delegation from relevant DCE. | Up to $2.5k on written delegation from relevant Head of College. | By exception up to  $10k on written delegation from relevant DCE. |
| Operating expenditure, outside the annual budget or forecast, up to $125k as substitution, up to $75k in an emergency, up to  $200k where there is matching revenue. |  | Outside their budget/forecast (Operating and Capital), up to  $20k as substitution, up to  $10k in an emergency, up to  $20k where there is matching additional revenue. | Operating and Capital expenditure, outside budget/forecast, up to $50k as substitution, up to $15k in an emergency and up to $50k where there is matching additional revenue. | No | No | No | No | No | No |
| Capital expenditure, within the annual budget or forecast, up to $500k per item (Capital expenditure that is part of a Te Pūkenga Council approved business case completed over time can be approved up to the total limits in the business case and the individual transaction limits do not apply). |  | No | No | No | No | No | No | No | No |
| Capital expenditure, outside budget/forecast, up to $125k as substitution, up to $75k in an emergency. |  | No | No | No | No | No | No | No | No |
| [OPBD Procedure - Delegations from the Te Pūkenga Council to the Executive Director and Authorities and Sub Delegations from Executive Director](https://online.op.ac.nz/about-us/governance-and-management/policy-library/delegations-from-the-board-to-the-chief-executive-and-authorities-and-sub-delegations-from-chief-executive/). | | | | | | | | | |

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| **Authority to Sign Contracts (non-employment).** | | | | | | | | | |
| All contracts must be approved by the Contracts Manager. | | | | | | | | | |
| Note - Subcontracting contracts have special requirements refer to OPBD Procedure - [Delivery of Programmes by External Contracts](https://online.op.ac.nz/about-us/governance-and-management/policy-library/delivery-of-programmes-by-external-contract/) Policy. Subcontracting contracts must be signed by the DCE: Academic Delivery. | | | | | | | | | |
| **Executive Director** |  | **Te Kāhui Manukura** | **Director: Financial Services** | **Directors/Heads of**  **College** | **Senior Accountant** | **Executive Assistants (EA's)** | **Programme**  **Head and Ops Coordinators** | **College/School**  **Administrator/**  **Technician** | **Not Specified** |
| Revenue contracts up to $2M and a margin of >5%. Revenue contracts over $2M and a margin of >5% supported by legal or specialist advice. |  | Revenue contracts up to $100k and a margin of >5%. | Revenue contracts up to $200k and a margin of >5%. | Revenue contracts up to  $50k and a margin of >5%. | No | No | No | No | No |
|  |  | Expenditure contracts, rollover, up to limits of delegated authority. New, less than $50k and 5 years. | Expenditure contracts <$200k and <5 years duration. | Expenditure contracts, rollover, up to limits of delegated authority. New, less than $25k and 5 years. | No | No | No | No | No |
| Expenditure contracts <$400k and <5 years duration. | | | | | | | | | |
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| **Authority to sign bank authorities (including payroll and international payments).** | | | | | | | | | |
| **Executive Director** |  | **Te Kāhui Manukura** | **Director: Financial Services** | **Directors/Heads of**  **College** | **Senior Accountant** | **Executive Assistants (EA's)** | **Programme**  **Head and Ops Coordinators** | **College/School**  **Administrator/**  **Technician** | **Not Specified** |
| Yes |  | Yes | Yes |  | Yes | No | No | No | No |
| [OPBD Procedure - Delegations from the Te Pūkenga Council to the Executive Director and Authorities and Sub Delegations from Executive Director](https://online.op.ac.nz/about-us/governance-and-management/policy-library/delegations-from-the-board-to-the-chief-executive-and-authorities-and-sub-delegations-from-chief-executive/). | | | | | | | | | |
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| **Authority to issue a credit card.** | | | | | | | | | |
| Note: Formal Leader approval is required. The credit card limit is to be the lowest practical amount and is agreed with the Formal Leader and the Executive Director | | | | | | | | | |
| **Executive Director** |  | **Te Kāhui Manukura** | **Director: Financial Services** | **Directors/Heads of**  **College** | **Senior Accountant** | **Executive Assistants (EA's)** | **Programme**  **Head and Ops Coordinators** | **College/School**  **Administrator/**  **Technician** | **Not Specified** |
| Yes, on approval from Formal Leader. |  | No | Yes, on approval from Formal Leader. | No | Yes, on approval from Formal Leader. | No | No | No | No |
| OPBD Procedure - [Purchasing and Credit Card Policy.](https://online.op.ac.nz/about-us/governance-and-management/policy-library/purchasing-and-credit-cards/) | | | | | | | | | |
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| **Authority to approve credit card transactions.** | | | | | | | | | |
| Note: Approval for the Executive Director card is as per the [Te Pūkenga Interim Delegations Policy](https://www.xn--tepkenga-szb.ac.nz/assets/Policies/2022-policies/National-Interim-Delegations-Policy.pdf?_gl=1*6pzdbw*_ga*ODA2NDk0ODkyLjE1MzYyMTE1Mzk.*_ga_ZTRKB3QWQ7*MTY3MzI5MTYyMC45MzkuMS4xNjczMjkyNjcxLjAuMC4w) and sign off for a DCE’s credit card is normally Executive Director. | | | | | | | | | |
| **Executive Director** |  | **Te Kāhui Manukura** | **Director: Financial Services** | **Directors/Heads of**  **College** | **Senior Accountant** | **Executive Assistants (EA's)** | **Programme**  **Head and Ops Coordinators** | **College/**  **Administrator/**  **Technician** | **Not Specified** |
| All OPBD staff, up to delegated authority limits. |  | Directorate line staff, up to delegated authority limits. | All OP staff, up to delegated authority limits. | OPBD staff in department, up to delegated authority limits. | No | No | No | No | No |
| [OPBD Procedure - Delegations from the Te Pūkenga Council to the Executive Director and Authorities and Sub Delegations from Executive Director](https://online.op.ac.nz/about-us/governance-and-management/policy-library/delegations-from-the-board-to-the-chief-executive-and-authorities-and-sub-delegations-from-chief-executive/). | | | | | | | | | |

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| **Authority to write off bad debts.** | | | | | | | | | | |
| **Executive Director** | |  | **Te Kāhui Manukura** | **Director: Financial Services** | **Directors/Heads of**  **College** | **Senior Accountant** | **Executive Assistants (EA's)** | **Programme**  **Head and Ops Coordinators** | **College/School**  **Administrator/**  **Technician** | **Not Specified** |
| Up to $25k. | |  | No | Up to $10k. | No | No | No | No | No | No |
| [OPBD Procedure - Delegations from the Te Pūkenga Council to the Executive Director and Authorities and Sub Delegations from Executive Director](https://online.op.ac.nz/about-us/governance-and-management/policy-library/delegations-from-the-board-to-the-chief-executive-and-authorities-and-sub-delegations-from-chief-executive/). | | | | | | | | | | |
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| **Authority to make donations (excluding sponsorship arrangements).** | | | | | | | | | | |
| **Executive Director** | |  | **Te Kāhui Manukura** | **Director: Financial Services** | **Directors/Heads of**  **College** | **Senior Accountant** | **Executive Assistants (EA's)** | **Programme**  **Head and Ops Coordinators** | **College/School**  **Administrator/**  **Technician** | **Not Specified** |
| Up to $5k per year. | |  | No | No | No | No | No | No | No | No |
| [OPBD Procedure - Delegations from the Te Pūkenga Council to the Executive Director and Authorities and Sub Delegations from Executive Director](https://online.op.ac.nz/about-us/governance-and-management/policy-library/delegations-from-the-board-to-the-chief-executive-and-authorities-and-sub-delegations-from-chief-executive/). | | | | | | | | | | |
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| **Authority to award prizes and other awards.** | | | | | | | | | | |
| **Executive Director** | |  | **Te Kāhui Manukura** | **Director: Financial Services** | **Directors/Heads of**  **College** | **Senior Accountant** | **Executive Assistants (EA's)** | **Programme**  **Head and Ops Coordinators** | **College/**  **Administrator/**  **Technician** | **Not Specified** |
| Yes | |  | DCE: People Culture and Safety up to $10K only. | No | No | No | No | No | No | No |
| [OPBD Procedure - Delegations from the Te Pūkenga Council to the Executive Director and Authorities and Sub Delegations from Executive Director](https://online.op.ac.nz/about-us/governance-and-management/policy-library/delegations-from-the-board-to-the-chief-executive-and-authorities-and-sub-delegations-from-chief-executive/). | | | | | | | | | | |
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| **Authority to discount or waive fees for individual learners (including Compassionate Refunds).** | | | | | | | | | | |
| **Executive Director** | |  | **Te Kāhui Manukura** | **Director: Financial Services** | **Directors/Heads of**  **College** | **Senior Accountant** | **Executive Assistants (EA's)** | **Programme**  **Head and Ops Coordinators** | **College/School**  **Administrator/**  **Technician** | **Not Specified** |
| Yes, for both individual  learners and a programme of study as a whole, after discussion with the DCE Academic Delivery. | |  | Yes, for individual learners. | Yes, for individual learners. | Director: Academic Excellence only. | No | No | No | No | No |
| [OPBD Procedure - Delegations from the Te Pūkenga Council to the Executive Director and Authorities and Sub Delegations from Executive Director](https://online.op.ac.nz/about-us/governance-and-management/policy-library/delegations-from-the-board-to-the-chief-executive-and-authorities-and-sub-delegations-from-chief-executive/). | | | | | | | | | | |
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| **Authority to recruit, appoint and sign employment contracts.** | | | | | | | | | | |
| Applications must be signed off by relevant DCE and Executive Director before any advertising commences, and again before any appointment is made. Variations/proposed variations to existing contracts must be approved by the relevant DCE and Executive Director. | | | | | | | | | | |
| **Executive Director** | |  | **Te Kāhui Manukura** | **Director: Financial Services** | **Directors/Heads of**  **College** | **Senior Accountant** | **Executive Assistants (EA's)** | **Programme**  **Head and Ops Coordinators** | **College/School**  **Administrator/**  **Technician** | **Not Specified** |
| Yes | |  | DCE People, Culture and Safety only. | No | No | No | No | No | No | No |
| [OPBD Procedure - Delegations from the Te Pūkenga Council to the Executive Director and Authorities and Sub Delegations from Executive Director](https://online.op.ac.nz/about-us/governance-and-management/policy-library/delegations-from-the-board-to-the-chief-executive-and-authorities-and-sub-delegations-from-chief-executive/). | | | | | | | | | | |
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| **Authority to engage contractor services.** | | | | | | | | | | |
| **Executive Director** | |  | **Te Kāhui Manukura** | **Director” Financial Services** | **Directors/Heads of**  **College** | **Senior Accountant** | **Executive Assistants (EA's)** | **Programme**  **Head and Ops Coordinators** | **College/School**  **Administrator/**  **Technician** | **Not Specified** |
| Yes | |  | Yes, within approved budget/forecast or with substitution from other budget or forecast lines in the  Department. | Yes, within approved budget/forecast or with substitution from other budget or forecast lines in  the department. | Yes, within approved budget/forecast or with substitution from other budget or forecast lines in  the department. | No | No | No | No | No |
| OPBD Procedure - [Procurement and Purchasing Te Pūkenga Aligned .](https://online.op.ac.nz/about-us/governance-and-management/policy-library/procurement-and-purchasing-policy/) | | | | | | | | | | |

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| **Authority to sign off marketing and communications plans, campaigns. and deployment.** | | | | | | | | | |
| All campaigns, marketing and communication plans, content and deployment must relate to the Otago Polytechnic Limited strategic plan and be supported by data evidence. | | | | | | | | | |
| **Executive Director** |  | **Te Kāhui Manukura** | **Director: Financial Services** | **Directors/Heads of**  **College** | **Senior Accountant** | **Executive Assistants (EA's)** | **Programme**  **Head and Ops Coordinators** | **College/School**  **Administrator/**  **Technician** | **Not Specified** |
| Yes |  | DCE – People, Culture and Safety only. | No | Director of Marketing, Engagement and Comms only. | No | No | No | No | No |
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| **Authority to approve domestic travel (Australia is regarded as domestic with the exception of Perth and Darwin).** | | | | | | | | | |
| Travel for DCE's is approved by the Executive Director | | | | | | | | | |
| Travel for all other OPBD staff is reviewed retrospectively by their Formal Leader on a monthly basis and will have been approved at time of booking by the Formal Leader if possible or an independent person as below if Formal Leader not available. | | | | | | | | | |
| Director: Financial Services, Senior Accountant, and Executive Assistants, generally only used for back-up approval if Formal Leaders are away (and usually after consultation with Formal Leaders by e-mail, if possible). | | | | | | | | | |
| **Executive Director** |  | **Te Kāhui Manukura** | **Director: Financial Services** | **Directors/Heads of**  **College** | **Senior Accountant** | **Executive Assistants (EA's)** | **Programme**  **Head and Ops Coordinators** | **College/School**  **Administrator/**  **Technician** | **Not Specified** |
| Yes, all staff. |  | All staff within their area and backup approver if outside their area. | All staff within their area below tier 3. | All staff from their area below tier 3. | No | No | No | No | No |
| OPBD Procedure -[Travel on Otago Polytechnic Business Policy](https://online.op.ac.nz/about-us/governance-and-management/policy-library/travel-on-otago-polytechnic-business/) | | | | | | | | | |
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| **Authority to approve international travel (Australia is regarded as domestic with the exception of Perth and Darwin).** | | | | | | | | | |
| International travel for Executive Director - refer to [Te Pūkenga Kaupapa here – Interim Delegations Policy](https://www.xn--tepkenga-szb.ac.nz/assets/Policies/2022-policies/National-Interim-Delegations-Policy.pdf?_gl=1*afdnbo*_ga*ODA2NDk0ODkyLjE1MzYyMTE1Mzk.*_ga_ZTRKB3QWQ7*MTY3MTUxOTM5Ny45MTcuMS4xNjcxNTIxNzIwLjAuMC4w) for approvals. | | | | | | | | | |
| All international travel must be discussed, and approved, in advance by the DCE for the relevant area, and the Executive Director and fit with the strategic direction of the organisation. limits total travel expenditure to $10k per trip. | | | | | | | | | |
| **Executive Director** |  | **Te Kāhui Manukura** | **Director: Financial Services** | **Directors/Heads of**  **College** | **Senior Accountant** | **Executive Assistants (EA's)** | **Programme**  **Head and Ops Coordinators** | **College/School**  **Administrator/**  **Technician** | **Not Specified** |
| All OPBD staff excluding Executive Director. |  | All OPBD staff from their Directorate Area. | No | No | No | No | No | No | No |
| [OPBD Procedure - Delegations from the Te Pūkenga Council to the Executive Director and Authorities and Sub Delegations from Executive Director](https://online.op.ac.nz/about-us/governance-and-management/policy-library/delegations-from-the-board-to-the-chief-executive-and-authorities-and-sub-delegations-from-chief-executive/) the and OPBD Procedure -[Travel on Otago Polytechnic Business Policy](https://online.op.ac.nz/about-us/governance-and-management/policy-library/travel-on-otago-polytechnic-business/). | | | | | | | | | |
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| **Authority to speak to media.** | | | | | | | | | |
| Applicable OPBD staff will have undertaken media training and be conversant with appropriate OPBD styled responses, before engaging in any public speaking. In the event of a civil event or Campus wide event, only the Executive Director is permitted to liaise with media. | | | | | | | | | |
| **Executive Director** |  | **Te Kāhui Manukura** | **Director: Financial Services** | **Directors/Heads of**  **College** | **Senior Accountant** | **Executive Assistants (EA's)** | **Programme**  **Head and Ops Coordinators** | **College/School**  **Administrator/**  **Technician** | **Not Specified** |
| Yes |  | Yes | No | No | No | No | No | No | No |
| [OPBD Procedure - Delegations from the Te Pūkenga Council to the Executive Director and Authorities and Sub Delegations from Executive Director](https://online.op.ac.nz/about-us/governance-and-management/policy-library/delegations-from-the-board-to-the-chief-executive-and-authorities-and-sub-delegations-from-chief-executive/) the and [Te Pūkenga Kaupapa-here /Official Information Policy](https://online.op.ac.nz/about-us/governance-and-management/policy-library/untitled-policy-page/). | | | | | | | | | |
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| **Authority to agree employment settlements with individual staff members.** | | | | | | | | | |
| The Executive Director is the only person who can authorise terminations. | | | | | | | | | |
| **Executive Director** |  | **Te Kāhui Manukura** | **Director: Financial Services** | **Directors/Heads of**  **College** | **Senior Accountant** | **Executive Assistants (EA's)** | **Programme**  **Head and Ops Coordinators** | **College/School**  **Administrator/**  **Technician** | **Not Specified** |
| Yes |  | DCE – People, Culture and Safety only. | No | No | No | No | No | No | No |