

Summary of Authorities and Delegations for OP Staff (Board, academic and employment authorities are excluded from this document)

25-Nov-20

saved in Fin excel delegations summary

Note:

All delegations are subject to the OP Policy, Delegations from the Board to the Chief Executive and Authorities and Sub-delegations from Chief Executive, and to the NZIST Subsidiary Governance Framework. The below is a summary for reference.

In all cases authority can be delegated by the relevant person while they are away to a person in an acting capacity

Authority to Approve Sensitive Expenditure											
This authority covers all sensitive expenditure covered in policy CP0008 Sensitive Expenditure											
All approvers are expected to keep expenditure within current year overall budget/forecast provision											
It is the circumstances in which the expenditure occurs, together with the materiality of the expenditure, which will determine whether it is potentially sensitive.											
Sensitive Expenditure should be approved by the person at least 'one-up' from the person/s perceived to benefit from the expenditure or by the DCE Corporate Services (COO), DCE Business Services to Finance Manager or a Senior Financial Analyst in a back-up capacity											
Chief Executive (CEO)	Chief Operating Officer (COO)	ELT (excl COO)	DCE Business Services	Finance Manager	Directors/Heads of College	Programme Head	Senior Financial Analyst	EA's	Team Leaders	School Amin/Technician	Not Specified
Operating expenditure up to \$650k per individual item and up to \$3m for payments to OPAIC	Operating expenditure up to \$150k per individual item	Operating expenditure up to \$50k per individual item within their directorate	Operating expenditure up to \$100k per individual item	Operating expenditure up to \$25k per individual item	Up to \$25k within their college or service area on written delegation	Up to \$25k within their programme area on written delegation	Operating expenditure up to \$25k per individual item		Up to \$10k within their area on written delegation		
Can approve for any employees. Chief Executive Sensitive Expenditure purchases are approved by the Board Chairperson. Travel policy allows for retrospective approval for CEO expenditure	Can approve for any employees except the Chief Executive. Travel policy allows for retrospective approval by CEO for COO expenditure	Can approve for any employees except the CEO, COO and any other ELT. Travel policy allows for retrospective approval by CEO for ELT expenditure	Can approve for any employees except the COO and the CEO. Travel policy allows for retrospective approval by ELT for DCE Business Services expenditure	Can approve for any employees except the CEO, COO, DCE Business Services	Can approve for employees in their College or Service area. CEO, COO, ELT and any other Directors/Heads of College are specifically excluded. Travel policy allows for retrospective approval by ELT for Directors/Head of College expenditure	Can approve for employees in their programme area. CEO, COO, ELT, Directors, Heads of College and any other Programme Heads are specifically excluded.	Can approve for any employees except the CEO, COO, DCE Business Services and any other Senior Financial Analysts		Can approve for employees in their Programme/Service Area. CEO, COO, ELT, Directors, Heads of College, Programme Heads and any other Team Leaders are specifically excluded		
CP0008 Sensitive Expenditure, MP0446.06 Travel on Otago Polytechnic Business											

Authority to Approve Purchases

This authority covers all types of spending approvals including reimbursements, international payments, purchase order approvals, credit card transactions albeit some of these have additional restrictions as below or under the sensitive expenditure guidelines

All approvers are expected to keep expenditure within current year overall budget/forecast provision

Note: Items over \$5k must comply with policy CP0013 procurement and purchasing policy

Chief Executive	Chief Operating Officer	ELT (excl COO)	DCE Business Services	Finance Manager	Directors/Heads of College	Programme Head	Senior Financial Analyst	EA's	Team Leaders	School Amin/Technician	Not Specified
Operating expenditure up to \$650k per individual item and up to \$3m for payments to OPAIC	Operating expenditure up to \$150k per individual item	Operating expenditure up to \$50k per individual item within their directorate	Operating expenditure up to \$100k per individual item	Operating expenditure up to \$25k per individual item	Up to \$25k within their college or service area on written delegation	Up to \$25k within their school on written delegation	Operating expenditure up to \$25k per individual item	Up to \$10k on written delegation	Up to \$10k within their area on written delegation	Up to \$2.5k on written delegation	By exception up to \$10k on written delegation
Capital expenditure, within the annual budget or forecast, up to \$2m per item	Capital expenditure, within budget/forecast, up to \$1m per item	Capital expenditure, within budget/forecast, up to \$50K per item	Capital expenditure, within budget/forecast, up to \$100K per item	Capital expenditure, within budget/forecast, up to \$25K per item	Capital expenditure, within budget/forecast, up to \$25K per item	Capital expenditure, within budget/forecast, up to \$25K per item	Capital expenditure, within budget/forecast, up to \$25K per item		Capital expenditure, within budget/forecast, up to \$10K per item		
Capital expenditure, outside budget/forecast, up to \$1m per item and the aggregate value of all items does not exceed the capital expenditure budget by more than \$5m	Capital expenditure, outside budget/forecast, up to \$500k per item and the aggregate value of all items does not exceed the capital expenditure budget by more than \$2.5m										

CP5 Delegations from the Council to the Chief Executive and Authorities and Sub-delegations from the Chief Executive

Authority to Sign Contracts (non employment)

All contracts must be approved by the contracts manager

Note - Subcontracting contracts have special requirements see MP0711 Delivery of Programmes by External Contracts. Subcontracting contracts must be signed by the DCE Learning and Teaching Services

Chief Executive	Chief Operating Officer	ELT	DCE Business Services	Finance Manager	Directors/Heads of College	Programme Head	Senior Financial Analyst	EA's	Team Leaders	School Amin/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 \$2M and a margin of > 5%	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%	Revenue contracts up to \$50k and a margin of >5%					
Expenditure contracts < \$400k and < 3 years duration	Expenditure contracts < \$200k and < 3 years duration	Expenditure contracts, rollover, up to limits of delegated authority. New, less than \$50k and 3 years	Expenditure contracts < \$200k and < 3 years duration		Expenditure contracts, rollover, up to limits of delegated authority. New, less than \$25k and 3 years	Expenditure contracts, rollover, up to limits of delegated authority. New, less than \$25k and 3 years					

CP5 Delegations from the Council to the Chief Executive and Authorities and Sub-delegations from the Chief Executive

Authority to sign bank authorities (including payroll and international payments)

Chief Executive	Chief Operating Officer	ELT	DCE Business Services	DCE People, Culture & Safety	Finance Manager	Directors/Heads of College	Programme Head	Senior Financial Analyst	EA's	Team Leaders	School Amin/Technician	Not Specified
Yes	Yes	Yes	Yes	Yes	Yes	Only Te Kaihapai		Yes				

CP5 Delegations from the Council to the Chief Executive and Authorities and Sub-delegations from the Chief Executive

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 DCE Business Services

Chief Executive	Chief Operating Officer	ELT	DCE Business Services	Finance Manager	Directors/Heads of College	Programme Head	Senior Financial Analyst	EA's	Team Leaders	School Amin/Technician	Not Specified
Yes	Yes		Yes	Yes							

MP352 OP credit and purchasing cards

Authority to Approve Credit Card Transactions (note this is subject to the sensitive expenditure guidelines above)

Note: Approval for the CE card is normally Chair of Council and sign off for the COO card is normally CE

Chief Executive	Chief Operating Officer	ELT	DCE Business Services	Finance Manager	Directors/Heads of College	Heads of Discipline	Senior Financial Analyst	EA's	Team Leaders	School Amin/Technician	Not Specified
All OP staff, up to delegated authority limits	All OP staff, up to delegated authority limits but excluding CE if conflicted (e.g., if the COO is at the same event as the CE)	Directorate line staff, up to delegated authority limits plus COO and Director of Business Services	All OP staff, up to delegated authority limits excluding CE and COO if conflicted	All OP staff, up to delegated authority limits excluding CE, COO and DCE Business Services if conflicted	Staff in directorate/college, up to delegated authority limits	Staff in programme area, up to delegated authority limits	All OP staff, up to delegated authority limits excluding CE, COO and DCE Business Services if conflicted				
CP5 Delegations from the Council to the Chief Executive and Authorities and Sub-delegations from the Chief Executive											

Authority to write off bad debts

Chief Executive	Chief Operating Officer	ELT	DCE Business Services	Finance Manager	Directors/Heads of College	Programme Head	Senior Financial Analyst	EA's	Team Leaders	School Amin/Technician	Not Specified
Up to \$50K	Up to \$25k		Up to \$15k	Up to \$5K							
CP5 Delegations from the Council to the Chief Executive and Authorities and Sub-delegations from the Chief Executive											

Authority to make donations (excluding sponsorship arrangements)

Chief Executive	Chief Operating Officer	ELT	DCE Business Services	Finance Manager	Directors/Heads of College	Programme Head	Senior Financial Analyst	EA's	Team Leaders	School Amin/Technician	Not Specified
up to \$5k per year	up to \$5k per year										
CP5 Delegations from the Council to the Chief Executive and Authorities and Sub-delegations from the Chief Executive											

Authority to award prizes and other awards

Chief Executive	Chief Operating Officer	ELT	DCE Business Services	Finance Manager	Directors/Heads of College	Programme Head	Senior Financial Analyst	EA's	Team Leaders	School Amin/Technician	Not Specified
Yes	Up to \$10K	Up to \$10K	Up to \$10K		Director People and culture up to \$3k						
CP5 Delegations from the Council to the Chief Executive and Authorities and Sub-delegations from the Chief Executive											

Authority to discount or waive fees for individual students (including Compassionate refunds)											
Chief Executive	Chief Operating Officer	ELT	DCE Business Services	Finance Manager	Directors/Heads of College	Programme Head	Senior Financial Analyst	EA's	Team Leaders	School Amin/Technician	Not Specified
Yes for both individual students and a programme as a whole	Yes for both individual students and a programme as a whole		Yes	Yes	Te Kaihapai only		Yes				
CP5 Delegations from the Council to the Chief Executive and Authorities and Sub-delegations from the Chief Executive											

Authority to recruit, appoint and sign employment contracts												
Applications must be signed off by DCE and COO/DCE Business Services 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 COO/DCE Business Services												
Chief Executive	Chief Operating Officer	ELT	DCE Business Services	DCE People, Culture & Safety	Finance Manager	Directors/Heads of College	Programme Head	Senior Financial Analyst	EA's	Team Leaders	School Amin/Technician	Not Specified
Yes, where terms and conditions of employment do not materially depart from standard terms and conditions	Yes	Yes	Yes	Yes		Yes - Director People and Culture Only						
MP0430 Employment Delegations												

Authority to engage contractor services											
Chief Executive	Chief Operating Officer	ELT	DCE People, Culture & Safety	Finance Manager	Directors/Heads of College	Programme Head	Senior Financial Analyst	EA's	Team Leaders	School Amin/Technician	Not Specified
Yes	Yes	Yes - within approved budget/forecast or with substitution from other budget or forecast lines in the department	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					
CP0013 Procurement & Purchasing											

Authority to sign off marketing and communications plans, campaigns and deployment											
All campaigns, marketing & comms plans, content and deployment must relate to the OP strategic plan and be supported by data evidence											
Chief Executive	Chief Operating Officer	ELT	DCE People, Culture & Safety	Finance Manager	Directors/Heads of College	Programme Head	Senior Financial Analyst	EA's	Team Leaders	School Amin/Technician	Not Specified
Yes, where consistent with NZIST's brand standards and/or marketing approach	Yes				Director Marketing, Sales and Communication						

