

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

21-Feb-19

saved in Fin excel delegations summary

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 can not approve anything for someone who they report to

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 policy CP0013 procurement and purchasing policy									
Chief Executive	Chief Operating Officer	ELT (excl COO)	Director Business Services	Directors/Heads of School/College	Senior Financial Analyst	EA's	Programme Manager	School Amin/Technician	Not Specified
Operating expenditure within budget/forecast, up to \$650k per individual item and up to \$3m for OPAIC	Operating and capital expenditure within budget/forecast, up to \$150k per individual item	Within their budget/forecast (operating and capital) and within the current year, up to \$50k	Operating and capital expenditure within budget/forecast, up to \$100k per individual item	Up to \$25k on written delegation from relevant DCE	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 school/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	Operating and capital expenditure, outside budget/forecast, up to \$125k as substitution, up to \$75k in an emergency and up to \$150k where there is matching additional 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 \$100k as substitution, up to \$75k in an emergency and up to \$100k where there is matching additional revenue						
Capital expenditure, within the annual budget or forecast, up to \$500k per item (Capital expenditure that is part of a Council approved business case completed over time can be approved up to the total limits in the business case and the individual transaction limits don't apply)	Capital expenditure, within budget/forecast, up to \$250k per item (Capital expenditure that is part of a Council approved business case completed over time can be approved up to the total limits in the business case and the individual transaction limits don't apply)								
Capital expenditure, outside budget/forecast, up to \$125k as substitution, up to \$75k in an emergency	Capital expenditure, outside budget/forecast, up to \$125k as substitution, up to \$75k in an emergency								

CP5 Delegations from the Council to the Chief Executive MP303 Authorities and 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	Director Business Services	Directors/Heads of School/College	Senior Financial Analyst	EA's	Programme Manager	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% with legal or specialist advice if over \$500k	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%					
Expenditure contracts < \$400k and < 5 years duration	Expenditure contracts < \$200k and < 5 years duration	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					
CP5 Delegations from the Council to the Chief Executive MP303 Authorities and Delegations from the Chief Executive									

Authority to sign bank authorities (including payroll and international payments)									
Chief Executive	Chief Operating Officer	ELT	Director Business Services	Directors/Heads of School/College	Senior Financial Analyst	EA's	Programme Manager	School Amin/Technician	Not Specified
Yes	Yes	Yes	Yes	Only Te Kaihapai and Director People and Culture	Yes				
CP5 Delegations from the Council to the Chief Executive MP303 Authorities and 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 Director of Business Services									
Chief Executive	Chief Operating Officer	ELT	Director Business Services	Directors/Heads of School/College	Senior Financial Analyst	EA's	Programme Manager	School Amin/Technician	Not Specified
Yes	Yes on approval from formal leader		Yes on approval from formal leader		Yes on approval from formal leader				
MP352 OP credit and purchasing cards									

Authority to Approve Credit Card Transactions									
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	Director Business Services	Directors/Heads of School/College	Senior Financial Analyst	EA's	Programme Manager	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 COO if conflicted	Staff in department, up to delegated authority limits					
MP303 Authorities and Delegations from the Chief Executive									

Authority to write off bad debts									
Chief Executive	Chief Operating Officer	ELT	Director Business Services	Directors/Heads of School/College	Senior Financial Analyst	EA's	Programme Manager	School Amin/Technician	Not Specified
Up to \$25K	Up to \$15k		Up to \$15k						
CP5 Delegations from the Council to the Chief Executive MP303 Authorities and Delegations from the Chief Executive									

Authority to make donations (excluding sponsorship arrangements)									
Chief Executive	Chief Operating Officer	ELT	Director Business Services	Directors/Heads of School/College	Senior Financial Analyst	EA's	Programme Manager	School Amin/Technician	Not Specified
up to \$5k per year	up to \$5k per year								
CP5 Delegations from the Council to the Chief Executive MP303 Authorities and Delegations from the Chief Executive									

Authority to award prizes and other awards									
Chief Executive	Chief Operating Officer	ELT	Director Business Services	Directors/Heads of School/College	Senior Financial Analyst	EA's	Programme Manager	School Amin/Technician	Not Specified
Yes		DCE: People Performance and Development. Up to \$10K		Director People and culture up to \$2k					
MP303 Authorities and Delegations from the Chief Executive									

Authority to discount or waive fees for individual students (including Compassionate refunds)									
Chief Executive	Chief Operating Officer	ELT	Director Business Services	Directors/Heads of School/College	Senior Financial Analyst	EA's	Programme Manager	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	Te Kaihapai only					
MP303 Authorities and Delegations from the Chief Executive									

Authority to recruit, appoint and sign employment contracts									
Applications must be signed off by DCE and COO/Director 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/Director Business Services									
Chief Executive	Chief Operating Officer	ELT	Director Business Services	Directors/Heads of School/College	Senior Financial Analyst	EA's	Programme Manager	School Amin/Technician	Not Specified
Yes	Yes	Yes		Yes - Director People and Culture Only					
MP0430 Employment Delegations									

Authority to engage contractor services									
Chief Executive	Chief Operating Officer	ELT	Director Business Services	Directors/Heads of School/College	Senior Financial Analyst	EA's	Programme Manager	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					
CP0013 Procurement & Purchasing									

