



<b>OTAGO POLYTECHNIC MANAGEMENT POLICY</b>		<b>Number: MP0303.05</b>
Title:	<b>Authorities and Delegations from Chief Executive</b>	
Classification:	<b>Operations</b>	
Chief Executive Approval:	Effective Date: <b>4 April 2019</b>	Review date: <b>1 May 2020</b>
Previous Policy No:	<b>MP0304</b>	Status: <b>Current</b>
Contact Authority:	<b>Chief Executive</b>	

### Purpose

To set policy and procedures for the delegation of authority from the Chief Executive on all matters related to below, including specific financial authorities.

The Chief Executive is responsible to Council for the management of the day to day operation of the Polytechnic and is authorised to delegate any or all of his/her responsibilities.

All authorities given are GST Exclusive

### Statutory Compliance

Education Act 1989 - Section 222 of the Education Act gives the Otago Polytechnic Council the power to delegate and Section 197 gives the Chief Executive the power to delegate – and all subsequent amendments

State Sector Act 1985 - and all subsequent amendments

Crown Entities Act 2004 – and all subsequent amendments.

TEC funding criteria

### Policy

1. **Signing Authorities:** Designated individuals have the delegated authority to sign or co-sign all bank authorities, cheques and other transactions where an approved bank signatory is required, including payroll related payments.

Tier	Position
Tier 1	Chief Executive
Tier 2	Executive Leadership Team
Tier 3	Director Business Services / Director People and Culture
Other	Senior Financial Analyst / Te Kaihāpai

2. **Academic Management:** The following delegations are given from the Chief Executive, i.e. in addition to the Chief Executive, the designated Executive Leadership Team member or Director, or Head of School/College, or Service Manager/Leader may exercise the authority stated within the approved policy guidelines.

Authority to:	For:
Acting Chief Executive	Full authority all areas in Chief Executive's absence
Te Kaihāpai	Disciplining/excluding students on disciplinary grounds
Te Kaihāpai	Approve management of unsatisfactory progress, and exclusion, of students
Deputy Chief Executive Corporate Services	Determining procedures re payment and refunding of fees in order to comply with Section 227 of the Education Act
Deputy Chief Executive Learning and Teaching Services	Determining procedures in order to comply with Section 228 of the Education Act regarding classification of students as domestic or foreign
Deputy Chief Executive Corporate Services	Financial policy and procedures
Deputy Chief Executive Corporate Services	Waiving fees and authorising fees discounts on a case by case basis or more generally within guidelines approved by Council
Deputy Chief Executive People, Performance and Development	Health and Safety policies and procedures; employment and discipline policies and procedures



Deputy Chief Executive Learning and Teaching Services	Policies and procedures to admit students, process results and determine eligibility for graduation
Deputy Chief Executive Learning and Teaching Services	Overseeing and managing Quality Management System
Deputy Chief Executive Learning and Teaching Services	Applying the relevant sections of the Student Allowance Regulations
Head of School/College	Conducting all assessments
Head of School/College	Managing student entry and progression
Head of School/College	Managing unsatisfactory progress, with approval of Te Kaihāpai
Head of School/College	Recommending Limited Full Time Status for eligible students
Academic Board	Advising Council and Chief Executive on academic policies and procedures, approving new and revised courses and programmes, and providing advice on academic matters establishing and disestablishing Standing Committees of Academic Board
Executive Leadership Team	Employment delegations as per MP0430 Employment Delegations
Executive Leadership Team	Approving viability and fees for programmes/courses
Executive Leadership Team	Authority to act as Chief Executive within the boundaries of individual portfolios as per position descriptions
Policies Committee	Developing, reviewing and recommending academic and management policies for approval to the Chief Executive following appropriate advice and consultation.

3. **Expenditure Authority:** The following delegations are given by the Chief Executive.

- 3.1. In all cases authority can be further delegated by the relevant person to a person in an acting capacity.
- 3.2. A person is not able to approve expenditure (e.g., travel, credit card, reimbursements) for someone that they report to.
- 3.3. Business as usual generally refers to items within the current budget/forecast.
- 3.4. Items over \$5k must comply with policy CP0013 Procurement and Purchasing.
- 3.5. Expenditure which has any element of personal benefit must be approved by a budget manager who is at least one level of authority higher than the person who is receiving the benefit or by the DCE Corporate services or the Director of Business Services.

Tier	Position	Authority/Delegation Limit (GST Excl)
Tier 2	Chief Operating Officer	<p>Operating and capital expenditure for business as usual, up to \$150k per individual item.</p> <p>Operating and capital expenditure, outside business as usual, up to \$125k as substitution, up to \$75k in an emergency and up to \$150k where there is matching additional revenue</p> <p>Capital expenditure, business as usual, 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)</p> <p>Capital expenditure, outside business as usual, up to \$125k as substitution, up to \$75k in an emergency</p>
Tier 2	Executive Leadership Team	<p>Within their budget/forecast (operating and capital) and within the current year, up to \$50k.</p> <p>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</p>



Tier 3	Director Business Services	Operating and capital expenditure, for business as usual, up to \$100k per individual item.  Operating and capital expenditure, outside business as usual, up to \$100k as substitution, up to \$75k in an emergency and up to \$100k where there is matching additional revenue
Tier 3	Directors and Heads of School/College	Up to \$25k on written delegation from relevant DCE
Other	Senior Financial Analyst	Up to \$25k within overall OP budget/forecast
Other	EA, Programme Managers	Up to \$10k on written delegation from relevant DCE
Other	School Administrators, Technicians	Up to \$2.5k on written delegation from relevant head of school/college
Other	Not specified	By exception up to \$10k on written delegation from relevant DCE

#### 4. Authority to write off bad debts

Tier	Position	Authority/Delegation Limit (GST Excl)
Tier 1	Chief Executive	up to \$25k
Tier 2	Chief Operating Officer	Up to \$10k
Tier 3	Director Business Services	Up to \$10k

5. **Credit and Purchasing cards:** As per policy *MP0352 OP Credit and Purchasing Cards*.

6. **Investments** - The Deputy Chief Executive Corporate Services shall act according to *CP0011 Treasury Policy*.

7. **Travel:** As per policy *MP0446 Travel on Otago Polytechnic Business*

#### 8. Financial Integrity

8.1. The Deputy Chief Executive Corporate Services has the authority to take the following action where it is necessary to maintain the integrity of the Polytechnic's financial systems:

8.1.1. refuse to make any payment even when it has been duly authorised by a duly delegated manager

8.1.2. cancel any order made in the Polytechnic's name

8.2. For each event where this is exercised the Deputy Chief Executive Corporate Services will advise the Chief Executive, the appropriate Budget holder and Executive Leadership Team members.

8.3. Financial Authority Delegates cannot approve expenditure for budget areas they do not control.

8.4. Expenditure should, if practicable, be authorised in advance by the appropriate budget manager with a purchase order before.

9. **Contractual Agreements (employment):** As per policy *MP0430 Employment Delegations*

#### 10. Contractual Agreements (non employment)

10.1. All contracts must be approved by the Contracts Manager.

10.2. Subcontracting contracts have special requirements see *MP0711 Delivery of Programmes by External Contracts*. Subcontracting contracts must be signed by the Deputy Chief Executive Learning and Teaching Services.



Tier	Position	Authority/Delegation Limit (GST Excl)
Tier 2	Chief Operating Officer	Revenue contracts up to \$2M and a margin of > 5% with legal advice if over \$500K Expenditure contracts < \$200k and < 5 years duration
Tier 2	Executive Leadership Team	Revenue contracts up to \$100k and a margin of >5%. Expenditure contracts, rollover, up to limits of delegated financial authority. New, less than \$50k and 5 years
Tier 3	Director Business Services	Revenue contracts up to \$100k and a margin of >5%. Expenditure contracts <\$200k and , 5 years duration
Tier 3	Directors and Heads of School/College	Revenue contracts up to \$50k and a margin of >5% Expenditure contracts rollover, up to limits of delegated financial authority. New, less than \$25k and 5 years

11. **Other Authorities:** As set out in the summary of authorities and delegation document found on Tuhono (*MP0303a Authorities and Delegations of Chief Executive\_SOP001*)

#### Referral Documents

*MP0303a Authorities and Delegations of Chief Executive\_SOP001*

Otago Polytechnic Strategic Plan  
Otago Polytechnic Annual Operational and Capital Expenditure budgets

CP0005 Delegations from Council to the Chief Executive  
CP0011 Treasury Policy  
CP0013 Procurement and Purchasing Policy  
AP0521 Programme Entry, Continuation and Exclusion  
AP0711 Delivery or Programmes by External Contracts  
MP0200 Capitalisation and Amortisation of Course Development Costs  
MP0349 Education Foundation  
MP0352 Otago Polytechnic Credit and Purchasing Cards  
MP0430 Employment Delegations  
MP1100 Intellectual Property

Delegation of Contracts - contact Contracts Manager or refer to OP Intranet

**Approved by Finance and Audit Committee and Chief Executive**

**Date: 4 April 2019**

