Title of Policy Document	**Delegations Register**
Section	Council
To be read in conjunction with	Delegations Policy
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Overview

This Delegations Register (Register) is comprised of schedules that set out specific authorities delegated by:

1.1. Otago Polytechnic Council to its Committees (as defined in the Delegations Policy) and the Chief Executive and then from the Chief Executive to management and kaimahi.

1.2. This Delegations Register must be applied in accordance with the principles set out in the Delegations Policy and the following procedural requirements:

a) Where a delegation requires prior approval from another Formal Leader or function, that approval must be obtained in writing. Email confirmation is sufficient.

b) Where a delegation requires that it be exercised *in consultation with* or *on the recommendation of* another Formal Leader or function, there must be an open and genuine discussion regarding the proposed course of action. This includes a willingness to consider and, where appropriate, modify the proposed position. Consultation or recommendation does not require agreement or consent, and the final decision remains with the person holding the delegated authority.

c) Every delegation set out in these Schedules may also be exercised by the relevant holder's Formal Leader.

d) All authority limits specified in these Schedules are exclusive of GST.

e) Unless expressly stated otherwise, all authority limits specified in these Schedules relate to budgeted expenditure.

f) Where a delegation relates to an expense, it applies to an individual requisition, agreement, purchase order or invoice being approved unless otherwise stated

g) The dollar limits provided apply to the full cost of the transaction. 'Splitting' transaction to stay within delegated authority limits is not permitted and maybe subject to disciplinary action

h) In accordance with 5.6(d) of the Delegations Policy, roles with delegations may sub-delegate with prior approval from the Chief Executive.

i) The Chief Executive may limit or amend the standing delegated authority levels of kaimahi within their reporting line, provided that:

i. Any limitation or amendment of delegated authority levels must be confirmed in writing to Kaimahi with a copy sent to the Finance Director.

1.3. **Audience and Scope:** Otago Polytechnic policies and procedures are guided by and give effect to Te Tiriti ō Waitangi and honour our obligations as a Tiriti partner.

Schedule A

Delegations of authority from Council to a Committee of Council

In accordance with the Delegations Policy, Council delegates to the Committees of Council the specific authorities listed below.

Where a Committee of Council is not in place, delegated authority remains with Council

All authority delegated to a Committee of Council must be exercised in accordance with the Committee's terms of reference.

Delegations to Academic Committee

Delegation	Description	Objective	Power to sub-delegate
Academic Policies, procedures and framework	To determine policies and operating procedures of Otago Polytechnic in relation to ākonga and academic matters.	Provide assurance and confidence that the quality and academic infrastructure, including policies, procedures and frameworks, are fit for purpose; and approve academic direction, statutes and practices to be applied throughout the organisation to ensure the goals of Otago Polytechnic, as set by Council are met and continuous improvement is achieved and sustained.	No
Courses/ Programmes of Study	To approve new courses and programmes of study, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies	Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics.	Yes
Courses/ Programmes of Study (including work-based learning (WBL))	To approve variations to ākonga course/programme of study outside programme of study regulations.	Provide assurance and confidence: a. of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes	Yes

Delegation	Description	Objective	Power to sub-delegate
		b. that work-based learning is applied throughout packages of learning developed and delivered by Otago Polytechnic (where relevant), contribute to a partnership approach to policies and decisions affecting work-based learning and create space for employers.	
Quality Assurance	To set and monitor the application of Otago Polytechnic quality assurance processes for the development and delivery of all courses and programmes of study (including with respect to learning, teaching, assessment, ākonga support and ākonga performance) through quality evaluation, review and reporting processes.	As above.	Yes
Assessment	To approve and release ākonga results and recognise credit for assessment (including assessment of prior learning) in accordance with approved academic regulations.	Establish and provide assurance and confidence that strengthen academic leadership in key areas of focus.	Yes
Research, Ethics and Post-graduate	To set and promote quality standards for research and approve proposals for research from Otago Polytechnic kaimahi and ākonga involving human and animal subjects (including ākonga course work research) and a Māori or Te Tiriti/Treaty of Waitangi dimension. Academic Committee may delegate this to the Research and Post Graduate Committee.	To conduct research, with a focus on applied and technological research (section 315, Education and Training Act, 2020). Teaching and learning are supported by research, evidence, and best practice	Yes
Appeals	Te Kaihāpai a. to receive unresolved ākonga complaints or appeals that have already been determined (in line with relevant appeals policies and processes);		Yes

Delegation	Description	Objective	Power to sub-delegate
	b. to support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and; c. if necessary, make recommendations about policies, procedures, or the provision of services.		
Sub-Committees	To establish any standing committees as are deemed necessary for the efficient and effective operation of Academic Committee and to make appointments to the same.	Establish and provide assurance and confidence that strengthen academic leadership in key areas of focus.	No
Incidental	To do anything incidental to the exercise of any of the powers or functions delegated by Council.	Council delegates to Academic Committee "matters relating to work-based learning, courses of study or training, awards, and other academic matters", to "exercise powers delegated to it by the Council." (Education and Training Act 2020, Section 324(2)).	No

Delegations to Finance, Risk and Audit Committee (FRAC)

Delegation	Scope	Power to sub-delegate
Policies and frameworks	The ability to review policies that fall within the remit of the sub-committee, whether as part of the policy development process or otherwise, and approve amendments which are compliance based and do not impact on the strategic direction of Council. (Refer to Policies Policy)	No
Ākonga fees	To recommend standing annual setting of ākonga fees for existing programmes under legislation, fees for the provision of learner services, fees to assist ākonga suffering exceptional financial hardship and any other fees prescribed by FRAC (Refer to Learner Fees Policy)	Yes – subject to clear limits on delegations in Schedule C
Treasury limits	To recommend limits on treasury financial transactions and financial authorities (refer to the Treasury Policy).	No
Bank Accounts	To recommend bank authorities for the maintenance and operation of bank account in the name of Otago Polytechnic at any registered bank by authorised signatories within delegated authority levels	Yes - subject to clear limits on delegations in Schedule C
Grants	To recommend grants to the Chief Executive, any kaimahi, ākonga or Otago Polytechnic Student Association (OPSA) or ākonga or guarantee any loans to any kaimahi members	No
Capital Plan	To recommend an annual capital plan which aligns with the budget.	No
Operating Expenditure Budgeted	To recommend the authorisation of expenditure and sign contracts or purchase orders for operating expenditure (including insurances) within the Council approved budget and where the expenditure aligns with the investment plan.	Yes – subject to clear limits on delegations in Schedule C
Operating Expenditure Unbudgeted	To recommend the authorisation of expenditure and sign contracts or purchase orders for operating expenditure in excess of the Council approved budget, where the expenditure aligns with the investment plan.	Yes – subject to clear limits on delegations in Schedule B
Capital Expenditure Budgeted	To recommend the authorisation expenditure and sign contracts or purchase orders for capital expenditure within the Council approved budget and annual capital plan that supports the expenditure which is aligned with the investment plan.	Yes – subject to clear limits on

Delegation	Scope	Power to sub-delegate
		delegations in Schedule C
Capital Expenditure Unbudgeted	To recommend the authorisation of individual unbudgeted capital expenditure proposals.	Yes – subject to clear limits on delegations in Schedule B
Tenders for Capital or Operational Expenditure	To recommend the acceptance of a tender for an approved capital or operational expenditure project.	Yes – subject to clear limits on delegations in Schedule B and C
Corporate Asset Planning	To provide recommendations to approve asset management policies, strategies and plans, asset condition, performance and value and programme of study or project business cases.	No
Other approvals	To recommend the approval of any other requests not already addressed in the above delegations for approval from Otago Polytechnic relating to operating or capital expenditure, the disposal of property or non-property assets, the approval of an asset management and utilisation plan (or other property related requests), where the approval of such request exceeds the delegated authority of the Chief Executive or is otherwise referred to the Committee by the Council for a decision.	No
Internal Audit Function	To recommend any changes to the internal audit plan.	No
Insurance	To recommend the level of insurance coverage and related costs for Otago Polytechnic.	No
Delegated Authorities	To recommend changes to the parameters of delegated authority vested in the Chief Executive, and to appoint attorneys to act under power of attorney on behalf of Otago Polytechnic (including the ability to amend or revoke such powers of attorney).	No
Ad hoc	Such ad hoc delegations as authorised by Council from time to time.	No

Delegations to Appointment and Remuneration Committee

Delegation	Scope	Power to sub-delegate
Appointment of Trustees to Trusts where Otago Polytechnic has a power of appointment.	To recommend the appointment of trustees to charitable trusts where the relevant governing documentation provides for such appointments to be made by Council. *Sub-delegation may be made to the CE when an appointment is required due to an incumbent resigning from their position at Otago Polytechnic and the replacement is an existing Otago Polytechnic kaimahi.	Yes *
Appointment of Directors to subsidiaries held by Otago Polytechnic	To recommend the appointment of Directors to subsidiaries held by Otago Polytechnic *Sub-delegation may be made to the CE when an appointment is required due to an incumbent resigning from their position at Otago Polytechnic and the replacement is an existing Otago Polytechnic kaimahi.	Yes *
Grant shareholder approval	To recommend routine/administrative shareholder compliance matters on behalf of Council. *Sub-delegation may be made to the CE when an appointment is required due to an incumbent resigning from their position at Otago Polytechnic and the replacement is an existing Otago Polytechnic kaimahi.	Yes *
Terms and conditions and salary changes	To recommend any changes to terms and conditions or salary increase to the Chief Executive and to any TKM member in accordance with guidance issued by Te Kawa Mataaho (Public Services Commission) and inform them of the Chief Executive's remuneration.	No

Schedule B

Delegations from Council to Chief Executive

In accordance with the Delegations Policy, Council delegates to the Chief Executive of Otago Polytechnic all management powers and functions necessary for the operation of Otago Polytechnic. The following tables describe the specific authorities granted to the Chief Executive.

Financial Delegations

Delegation	Scope	Power to sub-delegate
Budgeted OPEX	To authorise expenditure and sign contracts or purchase orders for operating expenditure within the Council approved budget/forecast and where the expenditure aligns with the investment plan (and, to the extent any contract or purchase order has a term extending beyond the annual budget, approve and sign contracts or purchase orders which are likely to involve annual operational expenditure of up to $650k per individual item (plus GST, if any) in respect of the extended term).	Yes – As set out in in schedule C
Operating Expenditure Unbudgeted	To authorise expenditure over and above Council approved operating budget/forecast where: • expenditure is matched or exceeded by unbudgeted operating revenues and the expenditure exceeds approved operating budget by less than • $500k as substitution • $120k in an emergency • $500k where there is matching revenue • expenditure exceeds approved operating budget by less than $250,000 **and** subject to a requirement to discuss any unbudgeted operating expenditure with the Chair of Council prior to authorising the expenditure or referring the expenditure to the FRAC for approval. Any such exercise of delegations above over $100k should be noted in the next report to Council.	No

Delegation	Scope	Power to sub-delegate
Capital Expenditure Budgeted	To authorise expenditure and sign contracts or purchase orders for capital expenditure within the Council approved budget/forecast and where there is a robust business plan that supports the expenditure which is aligned with the investment plan, up to the value of $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 do not apply) **and** subject to report back requirements to Council or delegated sub-committee for any individual approved proposals over $500K.	Yes – As set out in in schedule C
Capital Expenditure Unbudgeted	To authorise individual unbudgeted/un-forecasted capital expenditure proposals to an aggregate of up to up to $125k as substitution, up to $75k in an emergency in any one financial year where that expenditure is not considered to be sensitive **and** subject to report back requirements to Council or delegated sub-committee for any individual approved proposals over $500k	No
Tenders for Capital or Operational Expenditure	To accept a tender for an approved capital or operational expenditure project up to a maximum value of $1 million.	Yes
Sensitive Expenditure	To approve expenses for kaimahi farewells, gifts, travel and accommodation (excluding travel by the Chief Executive and Council members) and other sensitive expenditure including Koha (Refer to Sensitive Expenditure Policy)	Yes
Disposal of Assets	To sell or otherwise dispose of an Otago Polytechnic asset or an interest in an asset up to the value determined by the Minister of Education. (Delegation to be exercised in accordance with Tertiary Education Commission (TEC) Crown Asset Policy Guidelines.)	Yes
Donations or Prizes, Awards	To grant • Donations (excluding scholarships up to $5k per year Prizes and other awards	Yes
Grants and Loans	In exceptional circumstances, to authorise the making of a grant or a loan out of the money of Otago Polytechnic, on such terms and conditions as the Chief Executive thinks fit, to ākonga within the Council approved operating budget.	Yes
Gifts, Devices and Bequests	To accept or disclaim gifts, devices and bequests made to whether on trust or otherwise. (Refer to Sensitive Expenditure Policy).	Yes
Fees	To prescribe non tuition fees (including course costs and administration fees) and ākonga services fees payable by domestic ākonga and ākonga nō tāwāhi	Yes

Delegation	Scope	Power to sub-delegate
Fees (domestic)	To prescribe tuition fees payable by domestic ākonga	Yes
Fees (ākonga nō tāwāhi)	To prescribe tuition fees payable by ākonga nō tāwāhi	Yes
Fee Instalments	To accept instalments for the payment of any fee payable by ākonga of Otago Polytechnic.	Yes
Refunds	To approve ākonga refunds to whether domestic or international, of all or any part of fees paid or to be paid to Otago Polytechnic.	Yes
Bad debt write-off	To write off bad debts (including student debts) up to a maximum amount of $25k per debtor	Yes

Operational Delegations

Delegation	Scope	Power to sub-delegate
Provision of Courses/ Programmes of Study	To provide approved courses and programmes of study or training subject to prior approval by Academic Committee, or Delegated Authority, NZQA or external validating bodies as required	Yes
Provision of Courses/ Programmes of Study	To impose a limitation on the number of enrolments in any programme of study or course where necessary because of insufficient kaimahi, accommodation, equipment, and for any other reason where it is necessary for the sound management of Otago Polytechnic and its resources (including where there are insufficient work placement or equivalent places available).	Yes
Provision of Courses/ Programmes of Study	To withdraw from offer a course or programme of study where enrolments fall short of that required for the efficient operation of the course or programme of study or for any other reason where this is necessary for the sound management of Otago Polytechnic and its resources.	Yes
Strategic Planning	To undertake planning relating to the long-term strategic direction of Otago Polytechnic and the Investment Plan. The Strategic Plan and Investment Plan are subject to final approval by the Council	Yes
Management	To ensure Otago Polytechnic is managed in accordance with its approved Investment Plan and Strategic Plan.	Yes
Management Policies	To determine the management policies of Otago Polytechnic in relation to the management of its affairs and the implementation of its approved Investment Plan and Strategic Plan.	Yes
Manufacture and Distribution of Goods	To arrange for the manufacture of, and distribution (whether by way of sale or otherwise), any article or thing bearing a mark, symbol or writing that is associated with Otago Polytechnic	Yes

Delegation	Scope	Power to sub-delegate
Provision of Goods and Services	To arrange for the provision of (whether by sale or otherwise) goods and services to kaimahi or ākonga Otago Polytechnic or other persons using or otherwise attending at Otago Polytechnic.	Yes
Urgency	In cases of urgency (for example following a natural disaster or other catastrophe) when it is not possible to call a meeting of the Council, to take such actions as are necessary to protect the interests of Otago Polytechnic. In the event of an emergency, Otago Polytechnic Business Continuity Plan (as applicable at the relevant time) shall apply to the exercise of any delegations.	Yes – subject to Otago Polytechnics Business Continuity Plan
Incidental	To do anything incidental to the exercise of any of the functions or powers delegated by Council to the Chief Executive.	Yes

Academic Delegations

Delegation	Scope	Power to sub-delegate
Enrolment	To admit/enrol ākonga (including provisionally, and outside programme of study regulations) to approved[7] courses and programmes of study. Includes withdrawal of ākonga from programmes of study	Yes
Refusal and Cancellation of Enrolment	To refuse to permit or cancel the enrolment of ākonga in accordance with section 255(5) of the Education and Training Act, or where the ākonga: a. Has breached the relevant Code of conduct or the conditions of their training agreement b. has a history of unpaid debt with Otago Polytechnic; or c. has a history of repeated enrolments, failures, no-shows or other withdrawals	Yes
Ākonga Discipline	To deal with matters relating to ākonga discipline and impose penalties for ākonga misconduct, including exclusion of ākonga from attendance at Otago Polytechnic or any of its classes, or facilities for such time as the Chief Executive deems fit.	Yes
Granting of Formal Awards	To grant formal awards of Otago Polytechnic. *Sub delegation is limited to Academic committee and DED People and Safety	Yes*

Delegation	Scope	Power to sub-delegate
Granting of Non-Formal Awards	To grant non-formal awards of Otago Polytechnic	Yes

Limitations on Chief Executive's Delegations

Delegation	Scope	Power to sub-delegate
Chief Executive Leave	Authority to approve	Limited to Chairperson of Council
Chief Executive Expenses	Authority to approve	Limited to Chairperson of Council
Chair of Council Expenses	Authority to approve including overseas travel	Limited to Chairperson of FRAC or Deputy Chair of Council
Council Member Expenses	Authority to approve including overseas travel	Limited to Chairperson of Council or CE
Acting Chief Executive	Authority to direct a member of kaimahi to exercise and perform all or any of the functions, powers and duties of the Chief Executive (including by way of exercising and performing the role of the acting Chief Executive) for a period of up to one (1) months where the Chief Executive is absent from duty or where a vacancy in the position of Chief Executive exists. *CE Delegation is limited to appointing an acting CE for the period falling within their term of employment	Limited to either of: Chairperson of Council and CE*
Bank Accounts	Authority to maintain and operate bank accounts in the name of Otago Polytechnic at any registered bank.	In line with current bank authorities authorised in

Delegation	Scope	Power to sub-delegate
		writing by Council.
Invest Funds	Authority to invest Otago Polytechnic funds within statutory requirements.	In line with current bank authorities authorised in writing by Council.

Schedules of Delegations – Schedule C

Sub-delegations from Chief Executive (CE) to Management & Kaimahi

Delegations unless otherwise indicated, require the delegation holder to exercise their delegation within policy and that the delegation holder also holds the appropriate financial delegation and budget. Delegation levels are as follows:

Level 1 – Chief Executive

Level 2 – DEDs. Finance Director

Level 3 – Directors, Heads of College, Te Kaihāpai, Compassionate Consideration Committee

Level 4 – Heads of School

Level 5 - Team Leaders - where indicated, delegations may apply to authorised kaimahi roles in the Academic Registry Function, Academic Functions.

Level 6 – Kaimahi - where indicated, delegations may apply to authorised roles in the Academic Registry Function, Academic Functions and Finance Team.

Financial Delegations

Type of Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
OPEX							
Approve budgeted OPEX (includes signing contracts)	✓ Up to $650K	✓ Up to $50K	✓ Up to $20K	✓ Up to $10K	✓ Up to $5K		
Digital products and services inclusive of hardware and software	✓ Up to $500K	✓ Up to $50K	✓ Up to $20K				Requires consultation with Digital Director
Advertising services and campaigns (including product and service promotions but excluding recruitment advertising)	✓ Up to $200K	✓ Up to $50K	✓ Up to $20K				Requires consultation with Director of Marketing, Communications and Engagement
To authorise expenditure and sign contracts on purchase orders for sponsorship arrangement of donations	✓ Up to $50K						Delegation up to the prescribed amount annually
CAPEX							
Approve Budgeted CAPEX	✓ Up to $500K*	✓ Up to $50K	✓ Up to $20K				*For a Council-approved business cases, the CE Delegation can be exercised across multiple transactions over time, provided the cumulative value does not exceed the total amount approved in the business case. Individual transaction limits do not apply in this instance.
Procurement and tenders							
Accept a tender for budgeted CAPEX or OPEX	✓ Up to $500K	✓ Up to $50K					

Type of Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
Approve sensitive expenditure (includes kaimahi farewells, gifts and other sensitive expenditure including Koha)	✓ Up to $2K	✓ Up to $500	✓ Up to $250				The delegation must be exercised in accordance with the Sensitive Expenditure Policy
Approve Budgeted Domestic Travel (within New Zealand and the east coast of Australia)	✓	✓	✓	✓			Requires one up approval. Council Chair travel to be approved by the Chair of the Finance Risk and Audit Committee Council Member travel to be approved by Council Chair
Approve International travel	✓						CE travel requires Chair of Council approval Council Chair travel to be approved by the Chair of the Finance Risk and Audit Committee Council member travel to be approved by Council Chair
Scholarships, gifts and discounts							
Approve scholarships or prizes within budget (includes grant scholarships and academic prizes)	✓ Up to $50K						The delegation applies for the academic year not a per-transaction basis
Approve grants within budget	✓ Up to $150K						The delegation applies for the academic year not a per-transaction basis This delegation is indented for exceptional circumstances. Grants may be subject to terms and conditions deemed appropriate
Approve Hardship funding	✓ Up to $50K						The delegation applies for the academic year not a per-transaction basis

Type of Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
							The CE financial delegation can be exercised within an academic year Funding may be subject to terms and conditions deemed appropriate
Accept or disclaim gifts, devices and bequests	✓ Up to $5K	✓ Up to $500	✓ Up to $250	✓ Up to $250			The delegation must be exercised in accordance with the Sensitive Expenditure Policy
Revenue from fees							
Prescribe non-tuition fees (including course costs, administration fees and learners services fees)	✓	✓*					Requires prior consultation with OPSA *must be approved jointly with the Chief Executive.
Prescribe domestic ākonga tuition fees	✓	✓*					The delegation must be exercised in accordance with TEC guidelines *must be approved jointly with the Chief Executive.
Prescribe fees for ākonga nō tāwāhi	✓	✓*					*must be approved jointly with the Chief Executive.
Approve instalment arrangements for fees payable by ākonga	✓	✓	✓				
Approve fee refunds to ākonga (within policy including fees paid and to be paid)	✓	✓*					*DED Academic delivery and DED Industry Training and Innovation only.
Approve fee refunds to ākonga (outside of policy including fees paid and to be paid)	✓	✓*	✓**				*DED Academic delivery and DED Industry Training and Innovation only. **Refunds in relation to compassionate consideration can be approved by Compassionate Consideration committee

Type of Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
Approve one-off fee waivers for individual ākonga (paid or due to be paid including the waiver of administration fees, course re-sit fees, the Compulsory Student Services Fee, and a pro-rated portion of course fees)	✓	✓*					*DED Academic delivery and DED Industry Training and Innovation only in consultation with Finance. Does not include full or partial fee waivers at the programme or course level, which are subject to the relevant delegations for prescribing fees.
Provide and allocate funding	✓	✓*					Within limits prescribed by the CE or Finance Director
Approve Revenue agreements or contracts	✓ Up to $2M	✓ Up to $100K	✓ Up to $10K				Requires prior consultation with finance Excludes TEC funding agreements, agreements relating to land and buildings
Approve TEC funding agreements	✓						Requires prior consultation with Director of Finance
Entering into new or reviewed operating leases and licences and other contracts relating to the use of land or buildings (grantor and grantee)	✓ Up to $200K	✓ Up to $200K					Requires consultation with DED Operations and Director of Finance
Approve rent reviews (includes existing operating leases and licences and other contracts relating to use of land or building as a grantor or grantee)	✓ Up to $500K	✓* Up to $50K					* DED Operations only Excludes short term room or location bookings, which may be approved in accordance with delegated authorities for operational expenditure
Sale, write-off or disposal of capital assets	✓ Up to $100K	✓ Up to $50K					Requires prior consultation with the Finance Director Excludes leases and licences

Type of Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
							The approval of the Secretary of Education is required where the value of the assets exceeds the threshold amount for disposals of plant and equipment and financial assets as determined by the Minister of Education pursuant section to 282(5) of the Education and Training Act 2020. The 'value' of the asset may refer to the book value or sale/market value
Purchasing Cards							
Issue Purchasing Cards to Kaimahi	✓ Up to $500	✓ Up to $500	✓ Up to $500	✓ Up to $500			
Issue a Credit Card	✓ Up to $10K	✓ Up to $5K					
Other							
Sign non-financial contracts and documentation	✓	✓					Includes MOU's
Sign contracts for Service within budget and within procurement rules (per debtor)	✓ Up to $250K	✓ Up to $50K	✓ Up to $10K	✓ Up to $5K			Excludes contracts for service to engage a contractor instead of an employee
Write-off bad debt	✓ Up to $25K	✓ Up to $15K					

Operational Delegations

Type of Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
Provide approved course and programmes of study	✓						Requires prior approval by the Academic Committee, or a person or body acting under delegated authority from the Academic Committee, and by NZQA and any relevant external validating bodies where such approval is required
Impose enrolment limitations to any programme or course	✓	✓*					*DED Academic Delivery and DED Industry Training and Innovation only Limitations may apply in circumstances such as insufficient kaimahi, accommodation, equipment, available work placements or equivalent opportunities, or any other circumstance requiring limitation for the sound management of Otago Polytechnic and its resources.
Withdraw offer of enrolment	✓	✓*					*DED Academic Delivery and DED Industry Training and Innovation only Limitations maybe necessary where enrolments are insufficient to support the efficient delivery of a course or programme, or where limitation is otherwise necessary for the sound management of Otago Polytechnic and its resources.
Determine management policies	✓	✓					On recommendation of the Policy Committee
Use of Branding (for sale or otherwise)	✓	✓					Requires consultation with the Director of Marketing, Communications and Engagement Includes arranging the manufacture and / or distribution of any article or object bearing a mark,

Type of Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
							symbol or writing that is associated with Otago Polytechnic
Provision of Polytechnic goods and services to kaimahi, ākonga and other users within budget	✓	✓	✓				
GST and Inland Revenue Payments		✓*					*Finance function only
Authorisation of Internet Banking transactions/batches		✓*				✓*	*Finance function only or as authorised by the Finance Director. Two bank authorised signatories are required for each transaction
Authorisation of Treasury Deposits		✓*					Finance Director only

Academic Operational Delegations

Type of Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
Enrolments – admit / withdraw / decline / waitlist		✓*	✓*	✓	✓**	✓**	* Academic functions only ** Limited to authorised kaimahi within Academic functions and Academic Registry only. Consultation with the Head of College is required for matters outside of business as usual e.g. adding an additional stream Declining an enrolment includes situations where ākonga do not meet entry requirements or a course/programme has met capacity
Refuse or cancel an enrolment in specific circumstances	✓	✓*	✓	✓**			**Requires consultation with the Head of College

Type of Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
(circumstances not included in the delegation above)							
Entering into Learning Agreements with employers and ākonga	✓	✓*	✓*	✓	✓**	✓**	*Academic functions only ** Limited to authorised kaimahi within Academic functions only.
Manage ākonga disciplinary matters (including applying penalties for misconduct in accordance with policy)	✓	✓	✓*	✓			* Heads of College, Kaihāpai and Director of Student Accommodation only Refusal or cancelation of enrolment must be exercised with the scope that delegation (above).
Grant formal awards (qualifications)							
Grant non-formal awards	✓						
Enter into academic delivery agreements or other documentation with other ITP's	✓	✓					
Enter into ākonga work placement agreements or equivalent		✓*	✓*	✓	✓**	✓**	*Academic functions only. ** Limited to authorised kaimahi within Academic functions only.

Motor Vehicles

Type of Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
Purchase or lease of motor vehicles within budget	✓	✓	✓				All motor vehicles must be purchased or leased via Campus Services

Legal

Type of Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
Sign deeds							All deeds must be signed by two Council members.
Obtain legal advice for Otago Polytechnic	✓	✓*	✓*				*Excludes legal advice related to employment matters (see below) Requires consultation with the CE prior to briefing and obtaining advice from an external organisation except when advice sought by the Chair of Council which the chief executive or nominated council member may seek directly
Obtain legal advice related to employment matters for Otago Polytechnic	✓	✓*					*DED People and Safety only
Responses to any complaints or proceedings issued by external authorities (includes legal proceedings)	✓*	✓*	✓**				*Excludes WorkSafe (see HR delegations) **Director Academic Excellence only
Settlement of any legal dispute where Otago Polytechnic agreed to pay a financial settlement to the complainant	✓ Up to $50K	✓ Up to $30K *					Requires consultation with the CE *Excludes HR related matters. Refer to the HR Delegations
Enter into any agreement or arrangement with an iwi party or a Te Tiriti partner	✓	✓*					Requires prior consultation with DED Learner Experience and Partnerships * DED Learner Experience and Partnerships only

Type of Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
Enter into any agreement of arrangement with an entity that identifies as a Māori business on the NZBN register or that otherwise has a strong Māori connection	✓	✓*					Requires prior consultation with DED Learner Experience and Partnerships * DED Learner Experience and Partnerships only
Enter into any agreement or arrangement that requires the whole of Otago Polytechnic engage with an external party on an exclusive basis	✓						

Communication

Type of Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
Release information to media	✓	✓*					All release of information or information relating to the overall reputation of Otago Polytechnic to the media *DED Operations only

Human Resources

Type of HR Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
Recruitment and Appointments							
Create a new permanent position within reporting line	✓	✓	✓				Requires business case approval and prior consultation with Director Finance and DED People and Safety
Create or extend a new fixed term position within reporting line	✓	✓	✓				Requires business case approval and prior consultation with Director Finance and DED People and Safety
Approve appointments (including remuneration package) to direct reports of members of TKM members	✓						
Approve permanent appointments to vacant positions within reporting line		✓	✓				Requires one-up approval
Engage a fixed term or casual kaimahi within reporting line	✓	✓	✓				Requires one-up approval and consultation with designated P & C Business Partner If the fixed term agreement (or consecutive ones) are 12 months or more, must also be approved by the DED People and Safety
Approve advertising and related recruitment costs	✓	✓	✓*				*Director People and Culture only
Approve starting salaries within reporting for new appointments to roles within reporting line		✓	✓				Requires one-up approval
Approval of a fixed term position within reporting line becoming permanent	✓	✓					Requires business case approval and prior consultation with Director Finance and DED People and Safety

Type of HR Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
Approval to engage a contractor instead of an employee in reporting line	✓	✓	✓				Requires one-up approval and prior consultation with the DED People and Safety
Employment Agreements and Organisational Change							
Engage in collective bargaining	✓	✓*					*DED People and Safety only
Approve settlement of collective bargaining	✓						On recommendation of DED People and Safety
Approve non-standard terms and conditions of employment for appointments within reporting line	✓	✓	✓				Requires consultation with designated P & C Business Partner and prior agreement of DED People and Safety
Approve changes /extensions to fixed term agreements within reporting line for agreements less than 12 months	✓	✓	✓				Requires prior consultation with designated P & C Business Partner and one-up approval
Approval to consult with kaimahi on organisational change within reporting line		✓					Requires prior consultation with DED People & Safety
Approve restructuring decisions for roles below TKM	✓						Requires prior consultation with DED People & Safety
Salaries (remuneration), leave, benefits and other payments							
Approve single step salary increases within band for roles within reporting line		✓	✓				Requires one up approval
Approve double step salary increases within band for roles within reporting line		✓					Requires one up approval and prior consultation with DED People and Safety
Approve higher duties or special duties allowances for roles reporting to TKM members	✓						Requires prior consultation with DED People and Safety

Type of HR Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
Approve higher duties or special duties allowances for roles within reporting line		✓	✓	✓			Requires prior consultation and approval from the Director People and Culture
Approve salary increases outside of band for roles within reporting line		✓					Requires prior consultation with DED People and Safety
Approve industry market related allowances for teaching roles within reporting line and within policy		✓					Requires prior consultation with DED People and Safety
Approval to sign casual timesheets for roles within reporting line		✓	✓	✓			
Approval recommendations for Academic promotion in accordance with Promotions Policy	✓						On recommendation of the Academic Promotions Committee
Approve annual leave buy-out – 5 days or less within reporting line	✓	✓	✓	✓			Can only be approved once every leave year
Approval annual leave buy-out greater than 5 days within their reporting line	✓	✓	✓	✓			Requires prior consultation with Director People and Capability
Approve leave in advance (no more than 10 days) within reporting line	✓	✓	✓				
Approve leave without pay of 5 days or less within reporting line	✓	✓	✓	✓			
Approve overtime or time in lieu within reporting line	✓	✓	✓	✓			Prior approval required and in line with employment agreements
Approve leave without pay greater than 5 days within reporting line	✓	✓	✓	✓			Requires prior consultation with Director People and Capability
Approve kaimahi leave (which has been accrued or to which the kaimahi is entitled)	✓	✓	✓	✓			
Approve special paid leave within reporting line	✓	✓	✓	✓			Requires prior consultation with Director People and Capability

Type of HR Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
Approve parental leave within reporting line	✓	✓	✓	✓			Requires prior consultation with P & C Business Partner
Approve parental leave payments	✓	✓	✓	✓			Requires prior consultation with P & C Business Partner
Approve one-off non-contractual payments within reporting line and outside a terms of settlement	✓*	✓					Requires prior consultation with Director People and Capability *Requires approval from Chair of Appointments and Remuneration Committee
Disciplinary actions, suspensions and settlements							
Give verbal warning within reporting line	✓	✓	✓	✓			Requires prior consultation with Director People and Capability
Give first written warning within reporting line	✓	✓	✓	✓			Requires prior consultation with Director People and Capability
Give final written warning within reporting line	✓	✓	✓				Requires prior consultation with Director People and Capability
Suspend kaimahi within their reporting line	✓	✓	✓				Requires prior consultation with DED People and Safety
Terminate employment (dismissal)	✓	✓					Requires prior consultation with DED People and Safety
Approve a financial settlement of a personal grievance or other employment dispute within their reporting line and financial delegation	✓* Up to $100k	✓ Up to $30k					*subject to approval of Council (Chair Appointments and Remuneration Committee) if related to direct report to CEO; and prior consultation with DED People and Safety for other roles
Wellbeing and Safety							
Correspondence (written and verbal) with regulators, other relevant Government agencies and interested parties about wellbeing	✓	✓	✓	✓			Requires prior consultation with Director Health, Wellbeing and Safety

Type of HR Delegation	Delegation Level						Notes
	1	2	3	4	5	6	
and safety matters (including pastoral care) that are general low-risk matters							
Correspondence (written and verbal) with regulators, other relevant Government agencies and interested parties about wellbeing and safety matters (including pastoral care) that are specific, medium to high-risk matters	✓	✓*	✓*				*Requires prior approval of Director Health, Wellbeing and Safety and Pastoral Code Lead (DED Learner Services and Partnerships)
Correspondence (written and verbal) with regulators, other relevant Government agencies and interested parties about wellbeing and safety matters (including pastoral care) relating to investigations, sanctions, prosecutions and enforceable undertakings	✓*	✓**					*Requires prior consultation with the Chair of the Council Wellbeing and Safety Committee. **Requires approval of DED People and Safety and Pastoral Code Lead (DED Learner Services and Partnerships)