

Rēhita Mana Tāpae | Standing Delegations Register

Tirohanga whānui | Overview

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

1. Te Pūkenga Council to its Committees¹ and to the Chief Executive; and
2. the Chief Executive to kaimahi.

This Standing 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 that it be exercised with prior approval from another manager / department or function, that prior approval must be obtained in writing (email will suffice).
- b) Where a delegation requires that it be exercised “in consultation with / on recommendation of” another manager, department or function, this means that there must be an open discussion about the intended course of action with an open mind and a preparedness to change or modify one’s position. It does not require agreement or consent, and the ultimate decision resides with the person to whom authority has been delegated.
- c) All authority limits in these Schedules are exclusive of GST.
- d) All authority limits stated in these Schedules relate to budgeted expenditure unless expressly stated otherwise.
- e) Every delegated authority in the Schedules (excluding that granted to a Committee of Council) may also be exercised by the holder’s manager.

Ngā Wāhanga Mana Tāpae | Categories of Delegated Authority

Some of the delegated authorities in the following schedules are given to particular positions. Other delegated authorities are given to all kaimahi who fall within a particular ‘category’. For the purposes of this Standing Delegations Register, the following categories shall apply:

Te Pūkenga Levels of Delegation	Description	Schedule
Committee of Council	All committees of Council, including Te Poari Akoranga but excluding Advisory Committees (who have no decision making authority)	A
Chief Executive	Chief Executive appointed by Council	B

¹ As defined in the Delegations Policy

Te Pūkenga Levels of Delegation	Description	Schedule
Executive / Executive Leadership Team (ELT)	Refers to all tier 2 positions who report directly to the Chief Executive. Where delegations differ between ELT members, the specific role is expressly stated.	C
Regional Co-Lead	Regional Co-Lead (with all delegated authority applying only for the Region within remit of their responsibilities) and with authority to sub-delegate to those with their reporting lines as they deem appropriate, but in compliance with the principles and requirements of the Delegations Policy approved by Council. This category includes the Executive Director of the Open Polytechnic business division.	C
Senior Leaders	Kaimahi with a national or regional leadership role who report directly to an ELT member; or Kaimahi with a leadership role reporting directly into a Regional Co-Lead; or Any role expressly approved by the Chief Executive as a 'Senior Leader' for the purposes of these delegations. This category includes all business division leads. A 'Region' refers to any of the four regions, and (where applicable) to the operations of the Open Polytechnic business division. In the context of business division leads, the 'Region' is to be applied as the relevant business division.	C
Managers	Kaimahi holding manager roles that are responsible for a cost centre and/or line management of other kaimahi.	C
Kaimahi	Kaimahi that do not fall within any of the above categories.	C

Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	Schedules A and B: 3 May 2023 Schedule C: 7 August 2023	Chief Financial Officer	New document

Schedule A	4
Tā Te Kaunihera Mana Tāpae ki ngā Kōmiti Delegation of Authority from Council to Committees	4
A1: Council Delegations to Te Poari Akoranga	4
A2: Council Delegations to Risk and Audit Committee.....	6
A3: Council Delegations to Finance and Capital Committee	7
A4: Council Delegations to the Appointment and Remuneration Committee.....	8
Schedule B	9
Mana Tāpae mai i te Kaunihera ki te Kaiwhakahaere Mātāmua Delegations from Council to Chief Executive	9
B1: Financial.....	9
B2: Operational.....	11
B3: Academic	12
B4: Limits on Chief Executive’s Delegations	12
Schedule C:	14
Ngā Tāpaetanga a te Kaiwhakahaere Mātāmua ki te Ranga Kaiwhakahaere Sub-Delegations by Chief Executive to Management	14
C1: Financial.....	16
C2: Operational.....	26
C3: Academic operational.....	28
C4: Motor vehicles.....	29
C5: Legal.....	30
C6: Administration	31
C7: Recruitment, Appointment and Replacement of Kaimahi	31
C8: Salaries, Conditions, Leave, Benefits and Other Payments.....	32
C9: Disciplinary Actions, Suspensions and Settlement.....	34
C10: Employment agreements	36
C11: Wellbeing and Safety.....	37

Schedule A

Tā Te Kaunihera Mana Tāpae ki ngā Kōmiti | Delegation of Authority from Council to Committees²

In accordance with the Delegations Policy, Committees are granted the specific authorities listed below.

A1: Council Delegations to Te Poari Akoranga

All delegated authority must be exercised in accordance the purpose of Te Poari Akoranga as set out in the Terms of Reference as updated from time to time.

Ref	Subject	Description	Objective	Power to Sub-Delegate?
1.	Academic Policies, procedures and framework	To determine policies and operating procedures of Te Pūkenga in relation to learners 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 Te Pūkenga, as set by Council having regard to the Charter and Minister's expectations, are met and continuous improvement is achieved and sustained.	No
2.	Courses/ Programmes of Study (including work-based learning programmes)	To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek	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 (limited to ohu whakahaere)

² For completeness, it is noted that Council does not grant delegated authority to the Wellbeing and Safety Committee on the basis that such matters are at all times the collective responsibility of Council. Further, delegated authority is not granted to any advisory committees of Council.

Ref	Subject	Description	Objective	Power to Sub-Delegate?
		approval/accreditation of programmes by external bodies. ³		
3.	Courses/ Programmes of Study (including work based learning)	To approve variations to an individual learner's course/programme of study outside programme regulations.	Provide assurance and confidence: <ul style="list-style-type: none"> (a) of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes (b) that work-based learning is applied throughout packages of learning developed and delivered by Te Pūkenga (where relevant), contribute to a partnership approach to policies and decisions affecting work-based learning and create space for employers 	Yes
4.	Quality Assurance	To set and monitor the application of Te Pūkenga quality assurance processes for the development and delivery of all courses and programmes (including with respect to learning, teaching, assessment, learner support and learner performance) through quality evaluation, review and reporting processes.	As above.	Yes
5.	Assessment	To approve and release learner results, and recognise credit for assessment (including assessment of prior learning) in	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga)	Yes

³ Delegation to be exercised in accordance with Te Pūkenga approved Investment Plan and Strategic Plan.

Ref	Subject	Description	Objective	Power to Sub-Delegate?
		accordance with approved academic regulations.	strengthen academic leadership in key areas of focus.	
6.	Research	To set and promote quality standards for research and approve proposals for research from Te Pūkenga kaimahi and learners involving human subjects (including learner course work research) and a Maori or Te Tiriti/Treaty of Waitangi dimension.	To conduct research, with a focus on applied and technological research (section 315, Education and Training Act). Teaching and learning is supported by research, evidence, and best practice (Charter, Schedule 13, ETA)	Yes
7.	Ohu whakahaere: Sub-Committees	To establish any ohu whakaharere (sub-committees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga and to make appointments to the same.	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.	No
8.	Incidental	To do anything incidental to the exercise of any of the powers or functions delegated by the Council to the Academic Board.	The Council delegates to Te Poari Akoranga “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

A2: Council Delegations to Risk and Audit Committee

Ref	Subject	Description	Power to Sub-Delegate?
1.	Policies and frameworks	Ability to review policies that fall within the remit of the Risk and Audit Committee, whether as part of the policy development process (as set out in the Document Development Framework) or otherwise, and approve amendments which are compliance based and do not impact on the strategic direction of Council.	No

2.	Ad hoc	Such ad hoc delegations as authorised by Council from time to time	No

A3: Council Delegations to Finance and Capital Committee

Ref	Subject	Description	Power to Sub-Delegate?
1.	Policies and frameworks	Ability to review policies that fall within the remit of the Finance and Capital Investment Committee, whether as part of the policy development process (as set out in the Document Development Framework) or otherwise, and approve amendments which are compliance based and do not impact on the strategic direction of Council.	No
2.	Learner fees	To approve standing annual setting of learner fees for existing programmes under legislation, fees for the provision of learner services (known as the Student Services Levy), fees to assist learners suffering exceptional financial hardship and any other fees prescribed by the Finance and Capital Committee.	No
3.	Treasury limits	To approve limits on treasury financial transactions and financial authorities (as set out in the Treasury Policy).	No
4.	Grants or loans	To approve grants or loans to the Chief Executive, any kaimahi, ākongā or any association of kaimahi or ākongā or guarantee any loans to any kaimahi members.	No
5.	Operating Expenditure Budgeted	To authorise expenditure and sign contracts or purchase orders for operating expenditure within the Council approved budget and where the expenditure aligns with the investment plan.	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
6.	Operating Expenditure Unbudgeted	To authorise 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 there being clear limits on thresholds surrounding exercise of the delegated authority.
7.	Capital Expenditure Budgeted	To authorise expenditure and sign contracts or purchase orders for capital expenditure within the Council approved budget and where there is a robust business plan that supports the expenditure which is aligned with the investment plan.	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
8.	Capital Expenditure Unbudgeted	To authorise individual unbudgeted capital expenditure proposals.	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.

9.	Tenders for Capital or Operational Expenditure	To accept a tender for an approved capital or operational expenditure project.	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
10.	Ad hoc	Such ad hoc delegations as authorised by Council from time to time	No

A4: Council Delegations to the Appointment and Remuneration Committee

Ref	Subject	Description	Power to Sub-Delegate?
1.	Appointment of Trustees to Trusts where Te Pūkenga has a power of appointment.	The power to appoint trustees to charitable trusts where the relevant governing documentation provides for such appointments to be made by Council.	Yes – to the Chief Executive where the appointment is due to an incumbent resigning from their position at Pūkenga and a Te Pūkenga employee being appointed as the replacement.
2.	Appointment of Directors to subsidiaries held by Te Pūkenga	The power to appoint directors to subsidiaries held by Te Pūkenga	Yes – to the Chief Executive where the appointment is due to an incumbent resigning from their position at Pūkenga and a Te Pūkenga employee being appointed as the replacement.
3.	Grant shareholder approval	The power to approve routine / administrative shareholder compliance matters on behalf of Council.	Yes – to the Chief Executive at the discretion of the Chair of the Appointment and Remuneration Committee.
4.	Salary Increases	The power to authorise any salary increase to the Chief Executive or to direct reports to the Chief Executive in accordance with guidance issued by Te Kawa Mataaho (Public Services Commission). Must inform Te Kawa Mataaho of the Chief Executive's remuneration.	No

Schedule B

Mana Tāpae mai i te Kaunihera ki te Kaiwhakahaere Mātāmua | Delegations from Council to Chief Executive

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

B1: Financial

Ref	Subject	Description	Power to Sub-Delegate?
(a)	Operating Expenditure Budgeted	To authorise expenditure and sign contracts or purchase orders for operating expenditure within the Council approved budget 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 \$5 million (plus GST, if any) in respect of the extended term).	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
(b)	Operating Expenditure Unbudgeted	To authorise expenditure over and above Council approved operating budget where: <ul style="list-style-type: none"> expenditure is matched or exceeded by unbudgeted operating revenues and the expenditure exceeds approved operating budget by less than \$1 million; or expenditure exceeds approved operating budget by less than \$500,000, 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 Finance and Capital Committee for approval.	No
(c)	Capital Expenditure Budgeted	To authorise expenditure and sign contracts or purchase orders for capital expenditure within the Council approved budget and where there is a robust business plan that supports the expenditure which is aligned with the investment plan, up to the value of \$5 million and subject to report back requirements to the Finance and Capital Investment Committee for any individual approved proposals over \$1m.	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
(d)	Capital Expenditure Unbudgeted	To authorise individual unbudgeted capital expenditure proposals to an aggregate of up to \$5m in any one financial year where that expenditure is not considered to be sensitive	No

Ref	Subject	Description	Power to Sub-Delegate?
		and subject to report back requirements to the Finance and Capital Investment Committee for any individual approved proposals over \$1m.	
(e)	Tenders for Capital or Operational Expenditure	To accept a tender for an approved capital or operational expenditure project up to a maximum value of \$20 million, or five percent above the Council approved capital or operating expenditure budget.	Yes
(f)	Sensitive Expenditure	To approve expenses for kaimahi farewells, gifts, Te Pūkenga travel and accommodation (excluding travel by the Chief Executive and Council members) and other sensitive expenditure ⁴ including Koha.	Yes
(g)	Disposal of Assets	To sell or otherwise dispose of a Te Pūkenga asset or an interest in an asset up to the value determined by the Minister of Education. (Delegation to be exercised in accordance with TEC Crown Asset Policy Guidelines)	Yes
(h)	Fellowships, Scholarships, Bursaries, or Prizes	To grant fellowships, scholarships, bursaries, or academic prizes within the Council approved operating budget.	Yes
(i)	Grants and Loans	In exceptional circumstances, to authorise the making of a grant or a loan out of the money of Te Pūkenga, on such terms and conditions as the Chief Executive thinks fit, to learners of Te Pūkenga within the Council approved operating budget.	Yes
(j)	Gifts, Devices and Bequests	To accept or disclaim gifts, devices and bequests made to Te Pūkenga whether on trust or otherwise.	Yes
(k)	Fees	To prescribe non tuition fees (including course costs and administration fees) and learner services fees payable by domestic and international learners ⁵ .	Yes
(l)	Fees	To prescribe tuition fees payable by domestic and international learners ⁶ .	Yes
(m)	Fee Instalments	To accept instalments for the payment of any fee payable by a learner of Te Pūkenga.	Yes
(n)	Refunds	To approve refunds to learners, whether domestic or international, of all or any part of fees paid or to be paid to Te Pūkenga.	Yes

⁴ Sensitive Expenditure is all expenses incurred by Te Pūkenga that could be seen as giving some private benefit to any kaimahi in addition to the business benefits Te Pūkenga derives from the expense. It includes expenditure such as gifts or koha to kaimahi or external parties, travel, accommodation, entertainment-related expenditure, and use of Te Pūkenga assets such as vehicles.

⁵ Except as permitted under A3.2, tuition fees for domestic and international learners, and the Student Services Levy, are prescribed by the Council. Domestic fees must also be approved by the TEC.

⁶ Delegation limited to out of cycle approvals. Tuition fees for both domestic and international learners that are proposed within the usual fee approval cycle remain subject to Council approval.

B2: Operational

Ref	Subject	Description	Power to Sub-Delegate?
(a)	Provision of Courses/ Programmes of Study	To provide approved ⁷ courses and programmes of study or training	Yes
(b)	Provision of Courses/ Programmes of Study	To impose a limitation on the number of enrolments in any programme or course where necessary because of insufficient kaimahi, accommodation, equipment, and for any other reason where it is necessary for the sound management of Te Pūkenga and its resources (including where there are insufficient work experience places available).	Yes
(c)	Provision of Courses/ Programmes of Study	To withdraw from offer a course or programme where enrolments fall short of that required for the efficient operation of the course or programme or for any other reason where this is necessary for the sound management of Te Pūkenga and its resources.	Yes
(d)	Strategic Planning	To undertake planning relating to the long-term strategic direction of Te Pūkenga and the investment plan ⁸ .	Yes
(e)	Management	To ensure Te Pūkenga is managed in accordance with its approved Investment Plan and Strategic Plan.	Yes
(f)	Management Policies	To determine the management policies of Te Pūkenga in relation to the management of its affairs and the implementation of its approved Investment Plan and Strategic Plan.	Yes
(g)	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 Te Pūkenga.	Yes
(h)	Provision of Goods and Services	To arrange for the provision of (whether by sale or otherwise) goods and services to kaimahi or learners of Te Pūkenga or other persons using, or otherwise attending at, Te Pūkenga.	Yes
(i)	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 Te Pūkenga. ⁹	No

⁷ Approved by Te Poari Akoranga or delegated authority, NZQA and external validating bodies as required.

⁸ Te Pūkenga Investment Plan and Strategic Plan are subject to final approval by the Council. The Investment Plan is also subject to TEC approval.

⁹ In the event of an emergency, Te Pūkenga Business Continuity Plan (as applicable at the relevant time) shall apply to the exercise of any delegations.

Ref	Subject	Description	Power to Sub-Delegate?
(j)	Incidental	To do anything incidental to the exercise of any of the functions or powers delegated by Council to the Chief Executive.	Yes

B3: Academic

Ref	Subject	Description	Power to Sub-Delegate?
(a)	Enrolment	To admit/enrol learners (including provisionally, <i>ad eundem statum</i> and outside programme regulations) to approved ¹⁰ courses and programmes. Includes withdrawal of learners from programmes.	Yes
(b)	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: <ul style="list-style-type: none"> a) has breached the relevant Code of Conduct or the conditions of their Training Agreement; b) has a history of unpaid debt with Te Pūkenga; or c) has a history of repeated enrolments, failures, no-shows or other withdrawals. 	Yes
(c)	Learner Discipline	To deal with matters relating to learner discipline and impose penalties for learner misconduct, including exclusion of a learner from attendance at Te Pūkenga or any of its classes, or facilities for such time as the Chief Executive deems fit.	Yes
(d)	Granting of Formal Awards	To grant formal awards of Te Pūkenga.	No
(e)	Granting of Non-Formal Awards	To grant non-formal awards of Te Pūkenga	Yes

B4: Limits on Chief Executive's Delegations

Ref	Subject	Description	Authorised to
a)	Chief Executive leave	Authority to approve leave of more than three days for the Chief Executive.	Limited to Chair of Council
b)	Expenses	Authority to approve Chief Executive's expenses.	Limited to Chair of Council
c)	Expenses	Authority to approve Council members' expenses including overseas travel: - Chair of Council	Limited to Chair of Finance and Capital Committee
		Authority to approve Council members' expenses including overseas travel: - Any other Council member.	Limited to Chair of Council

¹⁰ Approved by Te Poari Akoranga or delegated authority, NZQA and external validating bodies as required.

Ref	Subject	Description	Authorised to
d)	Expenses	Authority to approve Council committee members' expenses including overseas travel	Limited to either of the following: <ul style="list-style-type: none"> – Chair of Council; or – Chief Executive
e)	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 for a period of up to three months where the Chief Executive is absent from duty.	Limited to either of the following: <ul style="list-style-type: none"> – Chair of Council; or – Chief Executive
f)	Bank Accounts	Authority to <u>establish</u> bank accounts in the name of Te Pūkenga at any registered bank.	Limited to: <ul style="list-style-type: none"> – Chair of Council; plus – Chief Executive or Chief Financial Officer
g)	Bank Accounts	Authority to <u>maintain and operate</u> bank accounts in the name of Te Pūkenga at any registered bank.	In line with current bank authorities authorised in writing by Council
h)	Invest Funds	Authority to invest Te Pūkenga funds within statutory requirements.	In line with current bank authorities and Treasury Policy authorised in writing by Council

Schedule C:

Ngā Tāpaetanga a te Kaiwhakahaere Mātāmua ki te Ranga

Kaiwhakahaere | Sub-Delegations by Chief Executive to Management

- A. The table below sets out delegated authorities for the positions listed. This includes negotiating and entering into contracts, signing purchase orders or requisitions, entering into verbal commitments within budget, and approving invoices for payment.
- B. Where an authority relates to an expense, it applies to an individual requisition, agreement, purchase order or invoice being approved. All expenditure transactions should involve at least two persons. The approver should be different from the requester.
- C. The dollar limits below apply to the full cost of the item or items being procured. 'Splitting' an order (i.e. arranging for the component parts of an item to be ordered or invoiced as though they are separate items) as a means of staying within delegated authority limits is not permitted and may result in disciplinary action.
- D. Where an [X] is shown in the below tables, this means that there is no delegation.
- E. These delegations are intended to cover financial and operational matters. Except as expressly provided to the contrary in this Schedule, academic authorities shall continue to be governed by Te Kawa Maiooro, the business division delegated authority registers sitting beneath Te Kawa Maiooro and any other academic approval registers or policies.
- F. In accordance with section 5.6(d) of the National Delegations Policy, delegates may further sub-delegate the delegations in this Schedule with prior approval from the Chief Executive. The Chief Executive also delegates to the Chief Financial Officer the ability to approve any sub-delegations in accordance with section 5.6(d) of the National Delegations Policy.

Terms used in Schedule

Term	Description
Academic Lead	This refers to an Ako Director or, within a business division, refers to those academic leadership positions designated as Academic Leads by the business division lead.
DCE LEEA	DCE Learner and Employer Experience and Attraction
Enrolment kaimahi	Kaimahi that are employed within, or have responsibility for, ākongā enrolment functions.
Independent Contractor Agreements / Contracts for Service	Agreements where Te Pūkenga is contracting the services of a specified individual, either directly or via their company or other trading entity.
Manager	Within C1: Financial Manager refers to cost centre manager roles within the Te Pūkenga network who hold financial responsibilities and are not otherwise specified within the Register.

	Within C2 – C11 (inclusive), Manager refers to roles that have kaimahi line manager responsibilities that are not otherwise specified within the Register.
--	--

Schedule of Management Sub-Delegations

Matter being delegated	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
	C1: Financial									
a) Budgeted OPEX: To authorise expenditure and sign contracts or purchase orders for operating expenditure within the Council approved budget and where the expenditure aligns with the investment plan. Note that this excludes: <ul style="list-style-type: none"> • contracts or purchase orders for specified types of expenditure (addressed at C1(a)(i) to (iii) below); and • leases, licences and other agreements relating to use of land or buildings (addressed at C1(u) below); and 	Up to \$2 million	Up to \$1 million	Up to \$2 million	(refer ELT)	(refer ELT)	(refer ELT)	Up to \$1 million, provided that any expenditure over \$500,000 must be jointly approved by both co-leaders and expenditure over \$1 million must be jointly escalated to the appropriate	Up to \$100,000	Up to \$20,000	X

Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
<ul style="list-style-type: none"> independent contractor agreements (addressed at C1(z) below). 							signatory for approval ¹¹			
i) To authorise expenditure and sign contracts or purchase orders for software or any other digital product or services	Up to \$2 million and subject to prior approval from the Chief Digital Officer.	X	Up to \$2 million and subject to prior approval from the Chief Digital Officer.	X	X	Up to \$1 million	X	Up to \$100,000 (Digital roles only)	Up to \$50,000 (Regional Digital Lead only)	X
ii) To authorise expenditure and sign contracts or purchase orders for advertising services or campaigns (including promotions)	Up to \$2 million and subject to prior approval from the DCE Learner and Employer Attraction and Recruitment.	X	Up to \$2 million and subject to prior approval from the DCE Learner and Employer Attraction and Recruitment.	X	Up to \$1 million	X	X	Up to \$200,000 (Director Marketing only)	Up to \$50,000 (Regional Marketing Lead only) Up to \$20,000 (marketing roles only)	X
iii) To authorise expenditure and sign contracts or purchase orders for sponsorship arrangements	Up to \$2 million and subject to prior approval from the DCE Learner and Employer Attraction and Recruitment.	X	Up to \$2 million and subject to prior approval from the DCE Learner and Employer Attraction and Recruitment.	X	Up to \$1 million	X	X	Up to \$200,000 (Director Marketing only)	Up to \$5,000 (Regional Marketing Lead only)	X
b) Budgeted CAPEX: To authorise expenditure and sign contracts	Up to \$2 million and subject to	Up to \$1 million	Up to \$2 million and subject to	(refer ELT)	(refer ELT)	(refer ELT)	Up to \$500,000,	Up to \$100,000	X	X

¹¹ For the purpose of approving purchase orders, only one co-leader is required to approve the purchase order but an email acceptance from the other co-leader must be attached to the purchase order.

Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
or purchase orders for capital expenditure within the Council approved budget and where there is a robust business plan that supports the expenditure which is aligned with the investment plan.	report back requirements to the Finance and Capital Investment committee for any individual approved proposals over \$1m		report back requirements to the Finance and Capital Investment committee for any individual approved proposals over \$1m		provided that national or international contracts relating to Learner and Employer Experience and Attraction must be jointly approved with the DCE Ako Delivery		provided that any expenditure over \$500,000 must be jointly escalated to the appropriate signatory for approval	(limited to functional responsibility)		
c) Tender for CAPEX or OPEX Capital or Operational Expenditure Budgeted - to accept a tender for an approved capital or operational expenditure project.	Up to \$5 million	X	Up to \$2 million	X	X	Up to \$2 million	Up to \$500,000	Up to \$100,000	X	X
d) Sensitive Expenditure - to approve expenses for kaimahi farewells, gifts and other	Up to \$5,000	Up to \$2,000	Up to \$5,000	(refer ELT)	(refer ELT)	(refer ELT)	Up to \$1,000	Up to \$500	Up to \$500	X

Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
sensitive expenditure ¹² including Koha. Excludes travel (refer C1(e) and (f)).										
e) Approve domestic travel and accommodation (excluding travel by ELT, the Chief Executive and Council members)	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes (within National Expenditure Policy limits)	Yes (within National Expenditure Policy limits)	X
f) Approve International travel	X	X	X	X	X	X	X	X	X	X
Scholarships, Gifts and Discounts										
g) Fellowships, Scholarships, Bursaries, or Prizes - To grant fellowships, scholarships, bursaries, or academic prizes within the Council approved operating budget.	X	X	Up to \$500,000 in any academic year	X	Up to \$250,000 in any academic year	X	Up to \$50,000 in any academic year	X	X	X
h) Grants and Loans - in exceptional circumstances, to authorise the making of a grant or a loan out of the money of Te Pūkenga, on such terms and conditions as the Chief Executive thinks fit, to learners of Te Pūkenga within the Council approved operating budget.	X	X	Up to \$250,000 in any academic year and subject to prior approval from the Chief Financial Officer	X	Up to \$100,000 in any academic year and subject to prior approval from the	X	Up to \$50,000 in any academic year and subject to prior approval from	X	X	X

¹² Sensitive Expenditure is all expenses incurred by Te Pūkenga that could be seen as giving some private benefit to any kaimahi in addition to the business benefits Te Pūkenga derives from the expense. It includes expenditure such as gifts or koha to kaimahi or external parties, travel, accommodation, entertainment-related expenditure, and use of Te Pūkenga assets such as vehicles (although note that travel and accommodation authorities are provided for separately in C1(e) and (f)).

Matter being delegated	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
					Chief Financial Officer		Regional Finance Director			
i) Hardship funding – to authorise the grant of hardship funding out of the money of Te Pūkenga, on such terms and conditions as the Chief Executive thinks fit, to learners of Te Pūkenga within the Council approved operating budget	X	X	Up to \$250,000 in any academic year and subject to prior approval from the Chief Financial Officer	X	Up to \$100,000 in any academic year and subject to prior approval from the Chief Financial Officer	X	Up to \$50,000 in any academic year and subject to prior approval from Regional Finance Director	(refer Kaimahi)	(refer Kaimahi)	For the Manaaki Fund, up to \$500 in any academic year per recipient (limited to kaimahi authorised in writing by the DCE LEEA or Regional Co-Lead)
j) Gifts, Devices and Bequests - to accept or disclaim gifts, devices and bequests made to Te Pūkenga whether on trust or otherwise.	Up to \$20,000	Up to \$5,000	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Up to \$5,000	X	X	X
Revenue (via fees)										
k) Non-Tuition Fees (domestic) -to prescribe non tuition fees (including course costs and	Must be approved jointly with DCE Ako Delivery	X	Must be approved jointly with Chief Financial Officer	X	X	X	X	X	X	X

Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
administration fees) and learner services fees payable by domestic learners ¹³ .										
l) Non-Tuition Fees (international) -to prescribe non tuition fees (including course costs and administration fees) and learner services fees payable by international learners ¹⁴ .	Must be approved jointly with DCE Ako Delivery and DCE LEEA	X	Must be approved jointly with Chief Financial Officer and DCE LEEA	X	Must be approved jointly with Chief Financial Officer and DCE Ako Delivery	X	X	X	X	X
m) Fees (domestic) (former polytechnics) (out of cycle): To prescribe tuition fees payable by domestic learners ¹⁵ .	Must be approved jointly with DCE Ako Delivery	X	Must be approved jointly with Chief Financial Officer	X	X	X	X	X	X	X
n) Fees (international) (former polytechnics) (out of cycle): To prescribe	Must be approved jointly with DCE Ako	X	Must be approved jointly with Chief	X	Must be approved jointly with	X	X	X	X	X

¹³ Except as permitted under B1(k) and (l), tuition fees for domestic and international learners, and the Student Services Levy, are prescribed by the Finance and Capital Committee. Domestic fees must also be approved by the TEC.

¹⁴ Except as permitted under B1(k) and (l), tuition fees for domestic and international learners, and the Student Services Levy, are prescribed by the Finance and Capital Committee. Domestic fees must also be approved by the TEC.

¹⁵ Delegation limited to out of cycle approvals. Tuition fees for both domestic and international learners that are proposed within the usual fee approval cycle remain subject to Council approval.

Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
tuition fees payable by international learners ¹⁶ .	Delivery and DCE LEEA		Financial Officer and DCE LEEA		Chief Financial Officer and DCE Ako Delivery					
o) Fees (domestic) (WBL business divisions) (out of cycle): To prescribe tuition fees payable by domestic learners ¹⁷ .	X	X	Yes, on recommendation from relevant WBL business division lead and subject to prior approval from Regional Finance Director or GM Commercial (whichever applies)	X	X	X	X	X	X	X
p) Fees (international) (WBL business divisions) (out of cycle): To prescribe tuition fees payable by international learners ¹⁸ .	X	X	Yes, on recommendation from relevant WBL business division lead and subject to prior	X	X	X	X	X	X	X

¹⁶ Delegation limited to out of cycle approvals. Tuition fees for both domestic and international learners that are proposed within the usual fee approval cycle remain subject to Council approval.

¹⁷ Delegation limited to out of cycle approvals. Tuition fees for both domestic and international learners that are proposed within the usual fee approval cycle remain subject to Council approval.

¹⁸ Delegation limited to out of cycle approvals. Tuition fees for both domestic and international learners that are proposed within the usual fee approval cycle remain subject to Council approval.

Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
			approval from Regional Finance Director or GM Commercial (whichever applies)							
q) Fee Instalments: To accept instalments for the payment of any fee payable by a learner of Te Pūkenga.	Yes	X	Yes	X	X	X	Yes	Yes (limited to Finance Directors)	Yes (limited to Finance Managers)	Yes (limited to Credit Controllers)
r) Refunds (within policy): To approve refunds to learners, whether domestic or international, of all or any part of fees paid or to be paid to Te Pūkenga.	Yes	X	Yes	X	X	X	Yes	Yes (limited to Regional Finance Directors or Academic Leads, or as otherwise permitted under current business division policy)	Yes (as permitted under current business division policy)	Yes (as permitted under current business division policy)
s) Refunds (exceptional): To approve refunds to learners, whether domestic or international, of all or any part of fees paid or to be paid to Te Pūkenga.	Yes	X	Yes	X	X	X	Yes	Yes (limited to Regional Finance Director and Academic Leads jointly)	X	X
Revenue (funding and contracts)										

Matter being delegated	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
t) Funding: Provide and allocate funding	Yes	X	Yes (subject to limits prescribed by CFO)	X	X	X	X	Yes (subject to limits prescribed by CFO)	X	X
u) Revenue Contracts: Approve revenue agreements (not being TEC funding agreement or a lease or licence of land or buildings) or contracts ¹⁹	Yes	Yes	Yes	X	Yes, provided that national or international contracts relating to Learner and Employer Experience and Attraction must be jointly approved with the DCE Ako Delivery	X	Yes (for region only)	Up to \$20,000 (for region only and not where contracting with a national or regional partner)	Up to \$10,000 (limited to General Manager Commercial, for region only and not where contracting with a national or regional partner)	X
v) Approve TEC funding agreements	Yes	Yes (limited to DCE Academic Centre and Learning Systems)	X	X	X	X	X	X	X	X

¹⁹ The contract owner must ensure that Te Pūkenga delivers in accordance with the agreement and that invoices are issued in a timely manner. The agreement is subject to prior approval from Finance business partner.

Matter being delegated

Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
-------------------------	---------------------------	------------------	----------------------	----------	-----------------------	------------------	---------------	---------	---------

Assets, leases and disposals

w) Operating leases and licences, and other contracts relating to use of land or buildings (either as grantor or grantee) ²⁰	Up to \$2 million	X	X	X	X	X	X	X	X	X
x) Sale or disposal of land assets or interests in land ²¹	Up to \$1 million	X	X	X	X	X	X	X	X	X
y) Sale, write-off or disposal of capital assets (not including leases and licences) ²²	Up to \$1 million	X	Up to \$500,000	X	X	X	Up to \$100,000	Up to \$100,000 (limited to Finance Directors)	Up to \$20,000 (limited to General Manager Commercial)	X

Purchasing Cards

z) Issuing Purchasing-Cards or Credit Cards to kaimahi	Up to \$20,000	X	X	X	X	X	X	Up to \$5,000 (limited to Financial Reporting and Operations Director)	X	X
--	----------------	---	---	---	---	---	---	--	---	---

²⁰ This delegation excludes short term room or location bookings, which may be approved in accordance with delegated authorities for revenue contracts (C1(o)).

²¹ Requires Te Pūkenga seek the approval of the Secretary of Education where the value of the asset exceeds the threshold amount for disposals of assets or interests in 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 or interest may refer to the book value or sale/market value.

²² Requires the approval of the Secretary of Education 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.

Matter being delegated	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
								Up to \$10,000 (limited to Regional Finance Directors)		
Other										
aa) Non-financial contracts and documentation	Yes	Yes	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	X	X
bb) Independent Contractor Agreements / Contracts for Service	(refer ELT)	Up to \$500,000	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Up to \$100,000	Up to \$100,000 (limited to Finance Directors)	X	X
cc) Bad Debt Write Off (per debtor) ²³	Up to \$250,000	X	X	X	X	X	X	Up to \$10,000 (limited to Finance Directors)	Up to \$1,000 (limited to Finance)	X
	C2: Operational									
a) To provide approved ²⁴ courses and programmes of study or training	X	X	Yes	X	X	X	Yes	X	X	X

²³ Including write off of bad student debt.

²⁴ Approved by Te Poari Akoranga or delegated authority, NZQA and external validating bodies as required.

Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
b) To impose a limitation on the number of enrolments in any programme or course where necessary because of insufficient kaimahi, accommodation, equipment, and for any other reason where it is necessary for the sound management of Te Pūkenga and its resources (including where there are insufficient work experience places available).	X	X	Yes	X	X	X	Yes	X	X	X
c) To withdraw from offer a course or programme where enrolments fall short of that required for the efficient operation of the course or programme or for any other reason where this is necessary for the sound management of Te Pūkenga and its resources.	X	X	Yes	X	X	X	Yes	Yes (as determined by the Regional Co-Lead)	X	X
d) To determine the management policies of Te Pūkenga in relation to the management of its affairs and the implementation of its approved Investment Plan and Strategic Plan.	X	Yes	X	X	X	X	(can recommend to ELT)	X	X	X
e) To arrange for the manufacture of, and distribution (whether by way of sale or otherwise), any article or thing bearing a mark,	X	X	Yes	Yes	Yes	X	Yes	Yes (Director Marketing only)	X	X

Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
symbol or writing that is associated with Te Pūkenga.										
f) To arrange for the provision of (whether by sale or otherwise) goods and services to kaimahi or learners of Te Pūkenga or other persons using, or otherwise attending at, Te Pūkenga.	X	X	Yes (within limits prescribed by National Expenditure Policy)	Yes (within limits prescribed by National Expenditure Policy)	Yes (within limits prescribed by National Expenditure Policy)	Yes (within limits prescribed by National Expenditure Policy)	Yes (within limits prescribed by National Expenditure Policy)	Yes (within limits prescribed by National Expenditure Policy)	X	X
g) GST and Inland Revenue Payments No financial limit - as per compliance calculations.	Yes	X	X	X	X	X	X	Yes (Finance or PCW function only)	Yes (Finance or PCW function only)	X
h) Fortnightly employee payroll No financial limit – must be authorised by two delegates	Yes	X	X	X	X	X	X	Yes (Finance or PCW function only)	Yes (Finance or PCW function only)	X
i) Banking: Authorisation of internet banking transactions/batches Two signatories are required for each	Yes	X	X	X	X	X	X	Yes (Finance function only, or as otherwise authorised by CFO)	Yes (Finance function only, or as otherwise authorised by CFO)	Yes (Finance function only, or as otherwise authorised by CFO)
j) Banking: Authorisation of treasury deposits schedule	Yes	X	X	X	X	X	X	Yes (Financial Reporting and Operations Director only)	X	X
	C3: Academic operational									

Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
a) Admit/ enrol learners (including withdrawal of learners where requested by the learner, or refusal of enrolment where the learner does not meet entry requirements)	X	X	Yes	X	X	X	Yes	Yes (limited to Enrolment kaimahi)	Yes (limited to Enrolment kaimahi)	Yes (limited to Enrolment kaimahi)
b) Enter into learning agreements on behalf of Te Pūkenga with employers and learners (WBL business division)	X	X	Yes	X	X	X	Yes	Yes (limited to Enrolment kaimahi)	Yes (limited to Enrolment kaimahi)	Yes (limited to training advisors or sector advisors)
c) Refuse or cancel enrolment in specific circumstances (outside the circumstances noted in C3(a))	X	X	Yes	X	X	X	Yes	Yes (limited to Academic Leads)	X	X
d) Deal with learner disciplinary matters and impose penalties for learner misconduct (note that refusal or cancellation of enrolment due to disciplinary issues is subject to C3(c))	X	X	Yes	X	X	X	Yes	Yes (as permitted under business division policy)	Yes (as permitted under business division policy)	X
e) Grant formal awards	X	X	X	X	X	X	X	X	X	X
f) Grant non-formal awards	X	X	Yes	X	X	X	Yes	X	X	X
	C4: Motor vehicles									

Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
a) Purchase of motor vehicles ²⁵	All motor vehicles must be purchased via fleet management which is managed by the Finance and Property Function									
	C5: Legal									
a) Sign deeds	All Deeds must be signed by 2 Council members OR by other Te Pūkenga personnel to who a power of attorney has been issued and the matter to which the Deed relates is within their delegated authority									
b) Obtain legal advice outside Te Pūkenga	All external legal advice must be obtained through the Legal Function except for (a) sensitive employment law related advice which may be briefed directly by the Chief People Officer (or Regional Senior Leaders in the PCW Function) and (b) advice sought by the Chair of the Council which may be briefed directly by the Chief of Staff.									
c) Responses to any complaints or proceedings issued or notified by external authorities. 'External authorities' includes the Human Rights Commission, the Ombudsman, NZQA, the TEC, the Privacy Commission and any legal proceedings filed with a Court or other dispute resolution venue. This excludes responses to WorkSafe (refer C11).	Requires prior consultation with the Legal Function and prior approval of Chief Executive. Any complaints or proceedings must be notified to the chief Executive promptly following receipt.									
d) Enter into any agreement or arrangement with an iwi party or a Te Tiriti partner	Requires prior approval of relevant Regional Co-Leads, in conjunction with DCE Tiriti Outcomes.									
e) Enter into any agreement or arrangement with an entity that identifies as a Māori business on the NZBN Register or that	Requires prior consultation with DCE Tiriti Outcomes.									

²⁵ The specified authority applies to each individual vehicle.

Matter being delegated	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
otherwise has a strong Māori connection										
f) Enter into any agreement or arrangement that requires Te Pūkenga to engage with an external party on an exclusive basis.	Requires prior approval of Chief Financial Officer or Chief Executive.									
	C6: Administration									
a) Release information to media	All release of information to the media must be approved by the Chief of Staff									
	C7: Recruitment, Appointment and Replacement of Kaimahi²⁶									
a) Create a new position within reporting line	(refer ELT)	Yes, subject to prior consultation with People, Culture and Wellbeing Director	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior consultation with People, Culture and Wellbeing Director	X	X	X
b) Appoint Senior Leaders within reporting line	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes	X	X	X

²⁶ This excludes independent contractors which are addressed in C1(z) above.

Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
c) Appoint kaimahi below Senior Leaders within reporting line	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	X	X
d) Replace a kaimahi member / fill a vacancy within reporting line	(refer ELT)	Yes, subject to prior consultation with People, Culture and Wellbeing Director	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior consultation with People, Culture and Wellbeing Director	Yes, subject to prior consultation with People, Culture and Wellbeing Director	X	X
e) Engage a fixed term or temporary kaimahi member ²⁷	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	Yes	X
f) Approve advertising and related recruitment costs	X	X	X	Up to \$1 million	X	X	X	Up to \$20,000 (PCW Function Only)	X	X
C8: Salaries, Conditions, Leave, Benefits and Other Payments										
a) Salary increases or Higher Duties Allowances for all roles below Senior Leader and within band ²⁸	(refer ELT)	Yes, subject to prior approval from Chief People Officer	(refer ELT)	Yes	(refer ELT)	(refer ELT)	Yes, subject to prior approval from Chief	Yes, subject to prior approval from Chief	X	X

²⁷ Delegated where salary is \$150,000 or less. CPO approval and relevant DCE approval must be obtained for all appointments over \$150,000.

²⁸ Delegation limited to salary increases outside the annual review cycle, and to those that are directly or indirectly below the approver within their reporting line. Must obtain prior approval from CPO.

Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
							People Officer	People Officer		
b) Salary increases or Higher Duties Allowances for all roles below Senior Leader outside band ²⁹ (in consultation with the PCW function)	(refer ELT)	Yes, subject to prior approval from Chief People Officer	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior approval from Chief People Officer	X	X	X
c) Salary increases or High Duties Allowances for Senior Leaders ³⁰	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	X	X	X	X
d) Salary increases or Higher Duties Allowances – for Regional Co-Leads and ELT	X	X	X	X	X	X	X	X	X	X
e) Discretionary Leave (paid leave in addition to policy and employment agreements) – no more than 5 days within their reporting line.	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	X	X
f) Annual leave buy-out – 5 days or less within their reporting line.	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	X	X
g) Annual leave buy-out – greater than 5 days within their reporting line.	(refer ELT)	Yes, subject to prior consultation with People, Culture and	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior consultation with People, Culture and	Yes, subject to prior consultation with People, Culture and	X	X

²⁹ Delegation limited to salary increases outside the annual review cycle, and to those that are directly or indirectly below the approver within their reporting line. Must seek prior approval of CPO.

³⁰ Delegation limited to salary increases outside the annual review cycle, and to those that are directly or indirectly below the approver within their reporting line. Must inform CPO.

Matter being delegated		Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
			Wellbeing Director					Wellbeing Director	Wellbeing Director		
h)	Leave in advance (no more than 10 days) within their reporting line.	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	Yes	X
i)	Leave without pay – 5 days or less within their reporting line.	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	Yes	X
j)	Leave without pay – greater than 5 days within their reporting line.	(refer ELT)	Yes, subject to prior consultation with People, Culture and Wellbeing Director	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior consultation with People, Culture and Wellbeing Director	Yes, subject to prior consultation with People, Culture and Wellbeing Director	X	X
k)	Approve kaimahi leave (which has been accrued or to which the kaimahi is entitled)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	X
C9: Disciplinary Actions, Suspensions and Settlement											
a)	Give verbal warning within their reporting line.	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	Yes	X
b)	Give first written warning within their reporting line.	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	X	X
c)	Give final written warning within their reporting line.	(refer ELT)	Yes, subject to prior consultation	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior consultation	Yes, subject to prior consultation	X	X

Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
		with People, Culture and Wellbeing Director					with People, Culture and Wellbeing Director	with People, Culture and Wellbeing Director		
d) Suspend employee with pay within their reporting line.	(refer ELT)	Yes, subject to prior consultation with People, Culture and Wellbeing Director	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior consultation with People, Culture and Wellbeing Director	Yes, subject to prior consultation with People, Culture and Wellbeing Director	X	X
e) Terminate employment (dismissal) / offer downgraded position within their reporting line. (in consultation with relevant PCW Business Partner)	(refer ELT)	Yes, subject to prior consultation with Chief People Officer	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior consultation with Chief People Officer	Yes, subject to prior consultation with Chief People Officer	X	X
f) Approve a financial settlement of a personal grievance or other employment dispute within their reporting line and financial delegation (in consultation with relevant PCW Business Partner)	(refer ELT)	Yes, subject to prior approval from Chief People Officer	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior approval from Chief People Officer	X	X	X
g) Approve payments as part of an agreed severance or mediation over and above the contractual obligations contained in employment agreements ³¹	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes (PCW only)	Yes (PCW Only)	X

³¹ Must engage with Chief People Officer or appointed National / PCW lead as appropriate.

Matter being delegated

Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
-------------------------	---------------------------	------------------	----------------------	----------	-----------------------	------------------	---------------	---------	---------

C10: Employment agreements

a) Engage in Collective Bargaining ³²	X	X	X	Yes	X	X	X		X	X
b) Changes in temporary (fixed-term) term template within their reporting line (subject to PCW agreement).	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	Yes	X
c) Changes to FTE and/or employment status within their reporting line.	(refer ELT)	Yes, provided that any changes to employment status require prior approval from People, Culture and Wellbeing Director	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes, provided that any changes to employment status require prior approval from People, Culture and Wellbeing Director	Yes, provided that any changes to employment status require prior approval from People, Culture and Wellbeing Director	Yes, provided that any changes to employment status require prior approval from People, Culture and Wellbeing Director	X

³² Must seek approval of Chief Executive before concluding agreement.

Matter being delegated

Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
-------------------------	---------------------------	------------------	----------------------	----------	-----------------------	------------------	---------------	---------	---------

C11: Wellbeing and Safety

a) Correspondence ³³ with regulators, other relevant Government agencies and interested parties about wellbeing and safety matters (including pastoral care) that are general low-risk matters	(refer ELT)	Yes, subject to prior approval from Wellbeing and Safety Director	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior approval from Wellbeing and Safety Director and/or Regional Wellbeing and Safety Lead	Yes, subject to prior approval from Wellbeing and Safety Director and/or Regional Wellbeing and Safety Lead	Yes, subject to prior approval from Wellbeing and Safety Director and/or Regional Wellbeing and Safety Lead	Yes, subject to prior approval from Wellbeing and Safety Director and/or Regional Wellbeing and Safety Lead
b) Correspondence 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 ³⁴	(refer ELT)	Yes, subject to prior approval from Wellbeing and Safety Director and/or Pastoral Care Code Lead	(refer ELT)	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior approval from Wellbeing and Safety Director and/or Pastoral	Yes, subject to prior approval from Wellbeing and Safety Director and/or Pastoral Care Code Lead	Yes, subject to prior approval from Wellbeing and Safety Director and/or Pastoral Care Code Lead	X

³³ 'Correspondence' includes written and verbal correspondence.

³⁴ For example, infringement notices, improvements notices, directive letters or requests for information. ELT and Legal should be consulted where appropriate on all matters arising under this category.

Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Chief Digital Officer	Regional Co-Lead	Senior Leader	Manager	Kaimahi
							Care Code Lead			
c) Correspondence with regulators, other relevant Government agencies and interested parties about wellbeing and safety matters (including pastoral care) relating to sanctions, prosecutions and enforceable undertakings ³⁵	X	X	X	Yes, subject to prior approval from Chief Executive	X	X	X	Yes (limited to Wellbeing and Safety Director), subject to prior approval from Chief Executive	X	X

³⁵ In addition to obtaining prior approval from the Chief Executive, Legal should be consulted on all matters arising under this category.