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## DELEGATIONS TO THE CHIEF EXECUTIVE

<b>Section</b>	Institute Governance and Management		
<b>Approval Date</b>	22.11.2021	<b>Approved by</b>	NMIT Board
<b>Next Review</b>	22.11.2022	<b>Responsibility</b>	Chief Executive
<b>Last review</b>	22.11.2021	<b>Key Evaluation Question</b>	6

### PURPOSE

To establish delegations from NMIT Board to the Chief Executive (CE).

### SCOPE

Delegations as described in Government Acts and, where relevant, by the Operational and Financial Parameters (OFP) provided within the Tu Pūkenga Subsidiaries Governance Framework.

### RESPONSIBILITIES

NMIT Board (the Board) shall review CE delegations annually.

CE to report to the Board Chair whenever a delegation has been exercised by the CE.

The Executive Director Finance & Campus Services will provide a list detailing any expenditure (budgeted or unbudgeted) over \$250,000 to the Audit & Risk Committee at each meeting.

		DELEGATION	
<b>A</b>	<b>Course Related</b>	1	To approve new and existing programmes and courses which are consistent with Te Pūkenga’s Investment Plan and agreed ‘mix of provision’.
		2	To admit students to approved courses.
		3	To grant awards (ie Nelson Marlborough Institute of Technology Ltd. qualifications).
		4	To grant fellowships, scholarships, bursaries or prizes <b>within</b> budget.
<b>B</b>	<b>Capital Expenditure</b>	1	Subject to Te Pūkenga’s Operational and Financial Parameters (OFP) and paragraph B2, Capital Expenditure for individual projects/contracts approved by the Board and within the Capital Expenditure budget approved by the Board and report to next Board meeting.
		2	Full Board approval must be sought for proposals on any individual items over \$250,000.
		3	Any individual item in the Board-approved annual capital expenditure budget with a budgeted value of less than \$250,000 may be substituted for another item, provided that the substitution does not cause total capital expenditure to exceed the annual approved budget.

<b>C</b>	<b>Unbudgeted Capital Expenditure</b>	1	Up to \$1 million of unbudgeted capital expenditure may be incurred in any financial year in accordance with this policy. The following authority levels must be exercised for unbudgeted capital expenditure: <ul style="list-style-type: none"> <li>• The Chief Executive may approve up to \$250,000 unbudgeted capital expenditure in aggregate, where there is urgent need;</li> <li>• The Chief Executive and Chair of the Board, and in his/her absence, the Deputy Chair of the Board may approve a further \$750,000 unbudgeted capital expenditure in aggregate, where there is urgent need.</li> </ul>
<b>D</b>	<b>Financial</b>	1	Any Operating Expenditure over \$250,000 per year for individual projects/contracts (including the aggregate of the project/contract) shall be reported to the Board at the next Board meeting.
		2	To prescribe fees for courses and programmes within the policy set for fees and within the parameters of the OFP Direction.
		3	To invest cash surplus to current operational requirements in accordance with the Te Pūkenga's Treasury Policy.
		4	To establish, maintain and operate bank accounts in the name of Nelson Marlborough Institute of Technology Ltd. In accordance with Te Pūkenga's Treasury Policy.
		5	Subject to the Minister's determination under the OFP to dispose of surplus assets at market value up to a maximum individual amount of \$2,000,000 and subject to the parameters of the OFP Direction.
<b>E</b>	<b>Brand and reputation protection</b>	1	To authorise the use of the NMIT's name and to protect the name marked symbol, logo and any writing that is associated with the Institution.
<b>F</b>	<b>Other</b>	1	To arrange for the provision of goods or services to staff or students using or attending the Institute, within operational budget.
		2	To sub-delegate to staff members such of the above functions and powers as he or she sees fit.
		3	Any commitment that involves legal liability for \$250,000 and over shall be approved by the Board.

## PERMANENT DELEGATIONS UNDER SECTION D2 (REFER ABOVE)

The Chief Executive has made the following delegations:

- The Chief Executive delegates to the nominated Executive Director the authorities and responsibilities described in this policy at such times when the Chief Executive is not available to authorise required decisions and expenditure.
- The Chief Executive delegates to the nominated Executive Director the authority to negotiate and agree contracts for services on behalf of the Institute.

## REFERENCES

### EXTERNAL

Education and Training Act 2020

[Operational and Financial Parameters Public Finance Act](#)

Te Pukenga Subsidiaries Governance Framework