
Delegations Schedule

Workforce Development Councils



Image placeholder

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Delegations Schedule, WDCs

With the exception of the CE, no delegated authority exists solely as a result of this Schedule of Delegations or the [Delegation of Authority Policy](#).

FINANCE AND ADMINISTRATION

This schedule sets out Finance delegations assigned to each delegation level. All delegations may be exercised by the delegation level in the Delegation Level column and all delegation levels higher than that.

Financial delegations relating to budgets must be within the forecast envelope of the Funding Agreement between TEC and each WDC.

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
Spending limit per item, including purchase orders:	Final approval for any expenditure above the delegation level for CE		\$ 100,000	\$25,000	\$5,000		For contractual commitments, “transaction” is the expected life of contract value including automatic renewals.
Legal							
Legal settlements and ex gratia payments:	Final approval for any expenditure above the delegation level for CE		\$ 50,000	None	None		

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
Litigation not provided for in annual budget:	Final approval for any expenditure above the delegation level for CE		Enforcement of debts:				
Purchasing cards							
Maximum limits	N/A		\$ 10,000	\$ 5,000	\$ 2,500		
Insurance							
Contracts up to the value of:	Final approval for any expenditure above the delegation level for CE		\$ 50,000	None	None	In consultation	Must be done in consultation with Hāpaitia to ensure any efficiencies due to collective agreements are recognised
Capital Expenditure							
Item within Capex/Investment Plan	Final approval for any expenditure above the delegation level for CE		\$ 500,000	None	None	In consultation	Must be done in consultation with Hāpaitia to ensure any other WDCs that may benefit from additional Capex are included in spend discussions.

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
Unbudgeted capital expenditure	Final approval for any expenditure above the delegation level for CE		\$50,000	None	None		
Leases							
	Final approval for any expenditure above the delegation level for CE		\$ 50,000 p.a. for up to 3 year term	None	None	In consultation	Must be done in consultation with Hāpaitia to ensure any efficiencies due to collective agreements are recognised
Asset sales							
	Final approval for any expenditure above the delegation level for CE		\$ 50,000	\$5,000	None		
Other contracts							

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
Subject to the IP, expenditure, revenue, and asset sale delegations.	Final approval for any expenditure above the delegation level for CE or deemed excessive risk by Legal.						
\$ 50,000 p.a. for up to 3 year term	None		None	Subject to Legal signoff			
Write-offs and Credit Notes						Financial Controller	
Issuing of credit notes	Issuing of credit notes above delegation of CE		\$50,000	None	None	\$25,000	
Bad debt write-offs	Write-off bad debts for any item above delegation of CE		\$25,000	None	None	\$25,000	
Fixed asset write-off	Write-off fixed assets for any item above delegation of CE		\$50,000	None	None	\$25,000	

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
Employment						People Lead	
Employment agreements Recruitment and termination	Approving Level 1 and Level 2 employment and remuneration Final approval for any item above the delegations of the CE		All employment and remuneration matters in line with employment strategy and business plan	None	None	All changes to a core employment agreement All terminations	
Working here							
Approve Finance & Administration, People, delegation schedule/framework	✓						
Changes to policies and procedures related to people and employment Terms & Conditions	✓		Can approve changes in policies and procedures.			To coordinate cross-WDC consultation	In consultation with P&C Manager
Power to revoke delegations	✓		✓				Board will be informed when delegations are revoked.

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
Position Management							
Approve of new position(s) - permanent or fixed term and disestablishment of existing position that is vacant			✓				CE in consultation with P&C Manager
Define a new position description			✓	✓			One up manager approval principle & recruitment guidelines apply. *Consult with P&C Manager
Make minor changes to an existing position description			✓	✓			One up manager approval principle & recruitment guidelines apply. *Consult with P&C Manager
Recruitment / Resourcing							
Request to recruit for a vacant permanent or fixed term role			✓	✓			One up manager approval principle & recruitment guidelines apply. Must be within budget and approved organisation structure.
Approve or reject a recommendation to appoint to an approved/vacant role			✓	✓			One up manager approval required.

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
Recruitment where interim cover required (i.e. maternity or backfill for secondees)			✓	✓			One up manager approval required.
Request to engage a consultant or contractor			✓	< 6 months			Must be consistent with Procurement policy
Sign appointment letters and individual employment agreement with no variations			✓	✓			P&C to prepare
Non-standard terms and conditions of employment for inclusion in IEA			✓				CE only in consultation with P&C Manager.
Appointments where there is a relationship between the job holder and the reporting manager or a potential conflict of interest.			✓	✓			One up manager approval required. Conflict of interest management plan in place.
An annulment of an appointment where false information provided by applicant			✓				Chief Executive only in consultation with P&C Manager.

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
Appointment to a previous staff member who has received a redundancy.			✓				Chief Executive in consultation with P&C Manager.
Remuneration & Allowances							
Remuneration Policy & Remuneration Framework			✓				Chief Executive in consultation with P&C Manager.
Job evaluation outcomes and pay band for specific positions			✓	✓			In consultation with P&C
Remuneration mid-points for Remuneration framework			✓				Chief Executive in consultation with P&C Manager.
Remuneration offer up to mid-point of band			✓	✓			Must be within Budget.
Remuneration offer up to upper-cap of band			✓	✓			In consultation with P&C Manager. Must be within budget.
Remuneration offer above upper-cap of band			✓				Chief Executive in consultation with P&C Manager. Must be within budget.

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
Remuneration changes outside of the annual performance round			✓				Chief Executive in consultation with P&C Manager. Must be within budget.
Remuneration changes, increases and one-off payments, within policy.			✓	✓			P&C Manager to be consulted and approve final recommendations. Must be within budget.
Payment of higher duties allowance or extra duties allowance			✓	✓			In consultation with P&C Manager
People & Organisation Change							
Approve an officer or employee to act in a role on a temporary basis			✓	✓			Chief Executive to consult with Board Chair when Tier 1 position. Tier 2 consult with the Chief Executive.
Changes to accountabilities/responsibilities of role			✓	✓			In consultation with P&C Manager
Proposal to change structure			✓	✓			

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
			In consultation with P&C Manager				
Final outcomes of consultation on organisation change			✓				In consultation with P&C Manager and the requester.
Outcomes of organisation change for individual staff e.g. Redundancy			✓	✓			In consultation with P&C Manager
Expenditure for outplacement or counselling support services for redundant employees			✓	✓			Must be within budget
Flexible working requests			✓	✓			Ensure H&S requirements are met. Consult with P&C team.
Secondary employment			✓	✓			Ensure alignment with Conflict of Interest policy
Internal secondment			✓	✓			P&C team to prepare secondment agreement

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
Secondment to/from an external organisation			✓	✓			P&C team to prepare secondment agreement
Employee relations							
Initiation and implementation of a performance improvement plan			✓	✓	✓		Consult with P&C team prior to initiating action
Response to personal grievance/dispute			✓	✓			In consultation with P&C Manager. P&C team to write letter
Manage disputes or personal grievance actions			✓	✓			
Conducting of an investigation into allegations of misconduct			✓	✓			
Suspension of an employee during investigation of serious misconduct			✓	✓			In consultation with P&C Manager.
Issue of a final written warning as a result of investigation			✓				Chief Executive only in consultation with P&C Manager.

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
Termination of employment, including dismissal, summary dismissal for serious misconduct, redundancy, abandonment of employment, or medical incapacity			✓				Chief Executive only in consultation with P&C Manager.
Authorise to settle on behalf of the WDC			✓				Chief Executive only in consultation with P&C Manager.
Settlements in mediation			✓	✓			Mediation Lead in consultation with Chief Executive
Payment of any compassionate grants (e.g. death of an employee), or severance. In consultation with the Ohu Mani Council chair.			✓				Must be within budget.
Conflict of interest management plan			✓	✓	✓		In consultation with General Counsel and/or P&C Manager
Learning and Development							

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
Learning and Development (internal / external) within allocated budget			✓	✓	✓		In consultation with P&C team and must be within budget
Costs associated with learning and development or secondment			✓	✓	✓		Must be within budget.
Study or exam leave without pay			✓	✓	✓		
Health, Safety & Wellbeing							
Health, Safety & Wellbeing framework	✓						Chief Executive in consultation with Head of Corporate
Health, Safety & Wellbeing policy and processes			✓				Chief Executive in consultation with Head of Corporate
Incident and hazard notifications are investigated promptly and in accordance with procedure.			✓	✓	✓	✓	
Manager referral to EAP or Counselling/Support services			✓	✓	✓		

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
Performance planning and review							
Manage CEO performance review	✓						
Manage Performance review and assessment of direct reports			✓	✓	✓		In accordance with Performance Management Framework
Allocation of performance ratings			✓	✓	✓		In accordance with Performance Management Framework
Leave & Holidays							
Taking of annual leave up to accrued balance			✓	✓	✓		In accordance with Leave policy
Directing an employee to take annual leave			✓	✓	✓		In accordance with Leave policy
Anticipated leave beyond 5 days annual leave			✓	✓			
Anticipated leave up to 5 days annual leave			✓	✓	✓		

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
Requests to cash up annual leave under ERA provisions			✓				
Request to purchase annual leave			✓	✓			
Sick leave			✓	✓	✓		In accordance with Leave policy
Sick leave on pay of a special nature			✓	✓			In consultation with P&C team
Requirement for an employee to undergo a medical assessment			✓	✓			In consultation with P&C team
Accident leave (ACC) – work related			✓	✓			In consultation with P&C team
Accident leave (ACC) – non work related			✓	✓	✓		In consultation with P&C team
Bereavement / tangihanga leave			✓	✓	✓		In accordance with Leave policy
Special leave without pay for pregnancy related matters			✓	✓	✓		In consultation with P&C team

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
Request for parental leave			✓	✓			In accordance with Parental Leave policy
Maternity/extended leave			✓	✓			P&C team to prepare letter
Request to extend parental leave within legal/contractual; entitlement			✓	✓	✓		In consultation with P&C Manager
Early return from parental leave			✓	✓	✓		In consultation with P&C Manager
Payment of parental leave 30-day payment			✓	✓	✓		In consultation with P&C Manager
Leave without Pay <1 month			✓	✓			
Leave without Pay, up to 12 months			✓	✓			
Leave without Pay, over 12 months			✓	✓			In consultation with P&C Manager
Special Leave			✓	✓			In accordance with Leave policy
Witness leave			✓	✓			In consultation with P&C Manager

	WDC Councils		Delegation Level 1 Chief Executive	Delegation Level 2 Leadership Team	Delegation Level 3 Line Managers	Hāpaitia Consultation / Additional Signoffs	Comments
Family Violence Leave			✓	✓			In consultation with P&C Manager
Working overtime			✓	✓	✓		
Claim for payment of overtime			✓	✓	✓		Must be within budget
Time off in lieu (TOIL)			✓	✓	✓		

Signoff schedule

Draft 1 content considerations	Signoff SME	Date provided	Completed
Delegations are correct and complete	Haley Murray (HR)	21/08/27	21/08/27
	Stephen (Statutory)	21/08/27	21/08/27
	Caleb (Finance & Administration)		
Authorities are delegated appropriately to all roles	Haley Murray	21/08/27	21/08/27
	Stephen Henry	21/08/27	21/08/27
Delegations correctly reflect the relationships between WDCs and Shared Services?			
Have we honoured Te Tiriti in this policy?			
Legal compliance requirements are covered	Legal team/Buddle Findlay		
Draft 2 content considerations			
Legal	Buddle Findlay	Not required	
Communications		Not required	
Final Approval	Julian Moore	21/09/08	



Matthew Tokaki
Chair Finance & Audit Committee 15/12/19