

NMIT DELEGATIONS REGISTER

MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

Section	Executive		
Approval Date	15.04.2026	Sponsor	Director Digital, Finance and Risk
Next Review	01.01.2027	Endorsed by	Audit and Risk Committee
		Approved by	NMIT Council

NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/ Reviewed by	Reason for review / comment
1	01.01.2026	Director Digital, Finance and Risk	New

Mō wai me te whānuitanga | Audience and scope

This Delegations Register applies to:

- a) All employees of NMIT, including contracted staff and secondees providing services for NMIT; and those on fixed term contracts (may be collectively referred to as kaimahi in this policy); and
- b) All governors of NMIT including members and advisors of NMIT Council and governance committees or boards (collectively referred to as governors in this policy).

Te Pūtaki | Purpose

This document sets out the specific functions and powers delegated in accordance with the [NMIT Delegations Policy](#) and should be implemented in conjunction with that policy.

Delegations Register

All financial delegations must be exercised within the limits of the relevant approved budget, unless otherwise specifically provided for within this Register.

The following delegation procedural requirements are not listed within the Delegations Register but are noted to ensure clarity of approval processes:

- Expenditure and travel incurred by/for the Chief Executive Officer shall be approved by the Council Chair
- Expenditure and travel incurred by/for any Council Member shall be approved by the Council Chair
- Expenditure and travel incurred by/for the Council Chair shall be approved by the Chair of the Council Audit Committee

Table key

A	Chief Executive Officer
B	Senior Leadership Team
C	Senior Manager
D	Other Manager / Team Leader
E	Other

Function/Activity	A	B	C	D	E	Comments
Academic						
Impose enrolment limitations	✓					
Granting on non-formal awards	✓					
Approve the awarding of scholarships	✓					
Determine and set student tuition fees	✓					
Determine and set student non-tuition fees	✓					
Approve learner refunds and fee waivers	✓	✓				Director Academic and Teaching and Director Learner Services and Māori only
Policies and Procedures						
Changes to and approval of NMIT Governance policies						Council only, as per NMIT QMS
Changes to and approval of NMIT Management policies and procedures		✓				As per NMIT QMS
Changes to and approval of departmental guidelines and procedures			✓	✓		
Reportable Event						
Assess, investigate and review an adverse event	✓	✓	✓	✓	✓	Must be done in consultation with the Health and Safety Advisor

Function/Activity	A	B	C	D	E	Comments
Financial						
Operating Expenditure						
Budgeted and <= \$1,000,000	✓					
Budgeted and <= \$200,000		✓				
Budgeted and <= \$50,000			✓			
Budgeted and <= \$5,000				✓		
Budgeted and <= \$500					✓	
Unbudgeted and <= \$200,000	✓					
Unbudgeted and <= \$10,000		✓				
Sensitive Expenditure						
						Includes travel & accommodation
Budgeted and <= \$20,000	✓					
Budgeted and <= \$5,000		✓				
Budgeted and <= \$500			✓			
Unbudgeted and <= \$5,000	✓					
Unbudgeted and <= \$500		✓				
Capital Expenditure						
Budgeted and <= \$1,000,000	✓					
Budgeted and <= \$200,000		✓				
Budgeted and <= \$50,000			✓			
Budgeted and <= \$5,000				✓		
Unbudgeted and <= \$50,000	✓					
Unbudgeted and <= \$10,000		✓				
Specific Expenditures						
Koha <= \$2,000	✓					
Koha <= \$500		✓				
Scholarships within budget	✓	✓				Director Demand Management
Approve overseas travel	✓					Council Chair approval required for CEO travel
Payroll and tax payments (unlimited to meet payment obligations)	✓	✓			✓	Finance Director, approved finance staff and Manager People and Wellbeing only
Expense reimbursements for staff	✓	✓	✓	✓	✓	Principle of one-up and within budget; operating expenditure limits apply
Consultants	✓	✓				Within expenditure delegation limits

Function/Activity	A	B	C	D	E	Comments
Legal Advisors	✓	✓				Within expenditure delegation limits
Litigation settlements	✓					Within expenditure delegation limits
Revenue						
Tuition fees	✓					
Non-tuition fees	✓					
Learner refunds / fee waivers	✓					On recommendation from Director Academic & Teaching / Director Maori & Learner Services
Issue of credit notes <= \$100,000	✓					
Issue of credit notes <= \$10,000		✓				
Debt write-off (non-tuition) <= \$100,000	✓					
Debt write-off (non-tuition) <= \$10,000		✓				Finance Director only
Property, Plant & Equipment						
Sale of property assets						Reserved solely for Council
Sale of non-property assets <= \$200,000	✓					Based on the NBV of the asset
Sale of non-property assets <= \$20,000		✓				Based on the NBV of the asset
Sale of non-property assets <= \$5,000			✓			Based on the NBV of the asset
Contracts/Agreements/MOUs						
Execution of Deeds						Must be signed by two Council members
Property contracts (non-Deed) within budget	✓	✓	✓			Campus Services Manager only
Revenue contracts up to 3-years and <= \$200,000	✓					Based on the total contract value (not annual value)
Revenue contracts up to 3-years and <= \$50,000		✓				Based on the total contract value (not annual value)
Revenue contracts up to 3-years and <= \$5,000			✓	✓		Based on the total contract value (not annual value)
General expenditure contracts up to 3-years and <= \$200,000	✓					Based on the total contract value (not annual value)
General expenditure contracts up to 3-years and <= \$50,000		✓				Based on the total contract value (not annual value)
General expenditure contracts up to 3-years and <= \$5,000			✓	✓		Based on the total contract value (not annual value)
Non-financial contracts up to 3-years	✓	✓	✓			
Treasury Management						Must be in line with the NMIT Treasury Policy
Determine bank accounts	✓	✓				Finance Director only
Determine working capital / overdraft facilities	✓	✓				Finance Director only
Determine banking/cheque signatories	✓	✓				Finance Director only
Arrange surplus cash investment		✓				Finance Director only
Foreign exchange (purchasing & hedging)		✓				Finance Director only

Function/Activity	A	B	C	D	E	Comments
Credit & purchasing card issuance	✓	✓				Council Chair for the CEO; CEO for member of SLT and any other staff; Finance Director for non-SLT staff only
Approve leasing and salary sacrifice arrangements for Workride, or other equivalent providers	✓	✓				Finance Director and Manager People & Culture only
Human Resources						
Recruitment, Appointment, and Employment Conditions						
Recruit and appoint member of the senior leadership team	✓					
Recruit and appoint other staff specifically included within the annual budget	✓	✓	✓	✓		
Recruit and appoint staff for new position or not specifically included in annual budget	✓					
Decisions on appeals against non-appointment	✓	✓				
Negotiate and approve collective employment agreements	✓					
Negotiate and approve individual employment agreements	✓	✓	✓	✓		Must be within approved parameters, including budget, and in consultation of the People and Wellbeing team.
Approve travel and transfer expenses on appointment	✓	✓				
Approve secondary employment	✓	✓	✓			
Approve staff representation on outside/external committees	✓	✓				
Agree change in conditions of employment (within parameters of employment agreement)	✓	✓	✓	✓		Must be done in consultation with People and Wellbeing team
Approve grading or regrading of positions within provision of employment agreement	✓	✓				
Approve annual increment steps	✓	✓	✓	✓		
Approve merit advancement	✓	✓	✓			
Approve reimbursement for use of private motor vehicle	✓	✓	✓	✓		Only where an NMIT vehicle is not available
Approve higher duties allowance	✓	✓	✓			Must be done in consultation with People and Wellbeing team
Increase annual leave entitlement	✓					
Approve accrual of greater than two (2) years annual leave entitlement	✓	✓	✓			
Approve payout of up to two (2) weeks outstanding annual leave	✓	✓				
Approve leave without pay greater than 3 months	✓					
Approve leave without pay up to 3 months	✓	✓				

Function/Activity	A	B	C	D	E	Comments
Approve the granting of special or discretionary leave	✓	✓				
Offer redeployment, redundancy or early retirement	✓	✓				Must be done in consultation with CEO and People and Wellbeing Manager
Payment of retirement gratuities	✓					
Approval of gifts, monetary recognition or rewards to staff	✓	✓				
Approval of retention of gifts by staff	✓	✓				Must be in accordance with NMIT Sensitive Expenditure Policy and Public Service Commission guidelines
Disciplinary Procedures						
Issue first warning	✓	✓	✓			Must be done in consultation with People and Wellbeing team
Issue final warning	✓	✓				Must be done in consultation with People and Wellbeing team
Suspend staff with pay	✓	✓				Must be done in consultation with CEO and People and Wellbeing Manager
Terminate employment	✓	✓				Must be done in consultation with CEO and People and Wellbeing Manager
Decisions against dismissal	✓					
Public Communication						
Authority to release information to media	✓			✓		Senior Communications Advisor
Authority to advertise for marketing purposes	✓	✓		✓		Director Demand Management; Senior Communications Advisor; and Marketing Team Lead only
Authority to provide public notice of Council meetings	✓					
Authority to commit funds for public consultation processes	✓					
Legal						
Authority to initiate or defend litigation	✓					
Warn persons under the Trespass Act	✓	✓	✓			Campus Services Manager only
Settle general damages claims	✓					
Risk Management and Insurance						
Acceptance of claim covered by insurance	✓	✓				
Acceptance of a damages claim not covered by insurance	✓	✓				
Negotiation of claims	✓	✓				
Admission of liability	✓	✓				
Approval of a settlement including personal grievances	✓	✓				