## Blind & Low Vision Education Network NZ

# BLENNZ Delegations Schedule

## Delegations Retained by the Board

The Board retains the following authority to itself. Any decision affecting these named areas must be discussed with the Chair at the earliest convenience. It does not delegate to the Principal, senior management or staff position the following:

1. Approval of all operating, capital, cash-flow and property maintenance budgets, and amendments to these budgets.

2. Appointment of any permanent staff in excess of positions funded by the Ministry of Education salaries grant or Resourcing Notice, and the terms and conditions on which they are employed.

3. Termination of any paid employee.

4. Approval of applications for grants for additional buildings.

5. Formal communication and agreements with the Minister of Education and other ministers of the crown or members of parliament.

6. Responses to the Secretary of Education or any other permanent head of a government department which was initiated by a report, written communication, request for information or required declaration addressed to the Board of Trustees or Board Chairperson.

7. Initiation of any legal action, and any communication in relation to these actions.

8. Signing of any formal or legal agreement in the name of BLENNZ, with the exception of minor and/or routine operational documents as outlined in the Principal’s authorised delegations.

9. Approval of:

* 1. Strategic plans, annual reports and annual budgets
  2. Accounting policies and material changes in accounting practices
  3. Financial statements
  4. Remuneration of auditors and any changes in auditors
  5. Redundancy and severance payments
  6. Compensation or damages in settlement of claims
  7. Establishment, closure, or amendment of BLENNZ bank accounts
  8. Signatories to BLENNZ accounts
  9. Staff visa card accounts
  10. Principal’s expenses.

10. Entering into:

* 1. Disposals of assets above $50,000
  2. A contract for professional consultancy services with remuneration in excess of $20,000 per annum
  3. A contract to acquire any item of a capital nature, excluding those in an approved budget, with a value greater than $50,000
  4. Any loan or overdraft facilities
  5. A charge over any of its assets other than in the ordinary course of business
  6. Any contract with a term of more than three years, other than a contract that is likely to incur financial obligations of less than $50,000 or contracts listed in the Principal’s delegated authority.

11. Approval of leave for the Principal.

12. Fundraising over $1,000 following the submission of a proposal by the appropriate Senior Manager through the Principal.

13. Communication with the media on any matter relating to its governance function and any other matters relating to the broad objectives of BLENNZ, its charter and strategic plan.

All delegations to the Principal and other senior staff must be read in conjunction with, and will not supersede, anything in the Board Policy on Delegations.

## Board Delegations to the Principal

The Board delegates to the Principal general authority to operate BLENNZ on a day-to-day basis.

The Board delegates to an appropriate Senior Manager the right to act under these delegations and fulfil the duties of the Principal in an absence extending beyond two weeks and/or during times the Principal is overseas on BLENNZ business in countries other than Australia and the South Pacific.

The Principal can delegate in writing to specified staff positions responsibilities as authorised by this Schedule of Delegations.

Principal delegations include:

1. The day-to-day curriculum and resource management of BLENNZ and the achievement of the Government’s key achievement areas and requirements as specified in official educational policy documents.

2. The implementation of any other requirements specified by Act of Parliament, the Secretary of Education, any other permanent head of Government department and for individual and collective employment contracts.

3. Approval of any orders for goods and services up to the value of $60,000 and provided such an order will not exceed the Board approved budget allocation for the expenditure item involved.

4. For property under the direct control of the Board, or in accordance with a licence to occupy, maintenance up to a financial limit of $60,000. Amounts exceeding this must be approved through the Board Finance Committee.

5. Urgent maintenance for reasons of health and safety but the Board (or its sub committee) will be informed of such work at the earliest opportunity.

6. Ordering fixed assets for which the capital expenditure has the prior approval of the Board. Re-prioritisation of approved capital expenditure to a maximum of $10,000 per item. Re-prioritisation over this authority must be approved by the Finance Committee of the Board.

7. The appointment of all staff of BLENNZ. For appointments of staff who report directly to the Principal, the Principal will consult with the Board or its sub committee before recruiting and confirming any appointment. The Principal may further delegate to BLENNZ Senior Managers and other senior staff the authority to appoint staff to their teams.

8. The appointment of relieving and casual staff provided such appointment is within the budget allocation for this particular person.

9. Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the Principal deals as part of their curriculum and resource management responsibilities.

10. The approval of leave for Senior Managers and other staff reporting directly to the Principal.

11. The authorisation to action and/or delegate the processing of payroll information.

12. The negotiation, sign off and reporting on contractual arrangements. This may be delegated to other senior staff if appropriate. For contractual arrangements current and future sustainability must be ensured.

13. The destruction of records and documents in accordance with the Ministry of Education and Archive New Zealand’s “School Records Retention/Disposal Information Pack” and the BLENNZ Privacy Policy and Procedures.

14. Communication with the media in order to clarify and/or correct facts and understandings relating to the day to day operation of BLENNZ.

15. Speaking publicly about the aims and work of BLENNZ and/or the delegation of this authority to appropriate senior staff.

16. Emergency authority in excess of any authority already delegated, if the Principal reasonably believes that immediate action is necessary to:

* 1. Prevent or rectify a situation dangerous to health, life, or the environment
  2. Protect BLENNZ’s assets from immediate damage or loss.

As soon as possible after emergency authority is exercised, justification will be sent to the Board. Ex-post approval may then be given by the Board to any emergency action.

17. Use of a BLENNZ visa card to the limit authorised and in accordance with BLENNZ policy. Visa cards may only be used to purchase budgeted goods and services. No authority is given for personal use. Monthly visa card statements must be authorised by the Chairperson of the Board of Trustees.

The above delegations complement those responsibilities and achievements specified in the Principal’s annual performance agreement with the Board.

## Principal Delegations to the Senior Management Team

The Principal delegates the day-to-day functions of each department to the respective Senior Manager. Specific delegations include:

1. The recruitment and appointment of permanent teaching staff after first consulting with the Principal.

2. The recruitment and appointment of non teaching staff.

3. The approval to delegate to appropriate senior staff the authority to appoint fixed term teaching staff after consultation with the senior manager.

4. The granting of annual leave to non teaching staff.

5. The granting of time in lieu to non teaching staff.

6. The granting of up to five working days of discretionary leave with or without pay.

7. The granting of long service leave after consultation with the Principal.

8. The granting of medical leave for reasons other than ordinary sick leave, after consultation with the Principal.

9. The approval for non teaching staff to carry over up to 10 days unused annual leave allocation to the following year.

10. The approval to authorise working from home on one off occasions. For more regular requests, approval must be sought from the Principal.

11. Budgeted operational expenditure to a maximum of $35,000 after which approval must be sought from the Principal.

12. Re-prioritisation of approval capital expenditure to a maximum of $5,000.

13. Use of a BLENNZ visa card to the limit authorised and in accordance with BLENNZ policy. Visa cards may only be used to purchase budgeted goods and services. No authority is given for personal use. Monthly visa card statements must be authorised by the Principal.

14. Authorisation of monthly visa card statement for the respective team.

15. Authorisation of reimbursement of staff expenses following guidelines outlined in the Reimbursement of Expenses Policy.

16. Fundraising to a targeted maximum of $1,000.

17. The negotiation, sign off and reporting on contractual arrangements in consultation with the Principal. For any contractual arrangements current and future sustainability must be ensured.

18. Authorisation of risk assessments and management plans (RAMS) for all low/medium risk EOTC experiences and to further delegate this authority to senior staff if deemed appropriate. All high risk EOTC experiences will require both the Principal and the Board’s approval (through the Board’s RAMS Sub Committee).

19. The completion and sign off for proof of identity for members of the team in terms of the requirements of the Vulnerable Children’s Act 2014.

20. The delegation, in writing, of some responsibilities to other senior staff. This must be done through the Principal and in accordance with BLENNZ policies and procedures.

## Senior Management Team Delegations to Co-ordinators and Managers Visual Resource Centres

1. The recruitment and appointment of fixed term teachers after first consulting with the appropriate Senior Manager before a final offer of appointment is made.

2. The recruitment and appointment of non teaching staff after first consulting with the respective line manager and the Senior Manager Administration.

3. The granting of leave to staff in your teams:

* 1. Discretionary, sabbatical, and leave without pay, up to two days.
  2. The approval of non teaching staff, employed for 52 weeks of the year to carry over more than 5 days leave to the following year.

4. Operational expenditure within individual approved budgets. All such expenditure must be in accordance with BLENNZ policies and its Charter, within a Board approved budgt and within the current financial resources of BLENNZ.

5. Re-prioritisation of capital expenditure to a maximum of $3,000.

6. Use of a BLENNZ visa card to the limit authorised and in accordance with BLENNZ operational policy. Visa cards may only be used to purchase budgeted goods and services. No authority is given for personal use. Monthly visa statements must be authorised by the relevant Senior Manager.

7. The use of fuel cards issued to BLENNZ owned or leased vehicles. Fuel cards are not to be used with personal cards. Cards may be used to purchase petrol, oil, lubricants or other expenses directly related to the vehicle. They are not to be used to purchase personal incidentals. All receipts must be kept and used to reconcile monthly accounts which should be retained for audit purposes.

8. Minor fundraising activities to a targeted maximum of $1,000 following consultation with the appropriate Senior Manager.