

<b>Report to:</b>	<b>COUNCIL</b>
<b>Date:</b>	27 February 2019
<b>Subject:</b>	Delegations Manual – Financial Delegations update
<b>Prepared by:</b>	Paul Numan – Finance and Commercial Manager
<b>Input sought from:</b>	Chris Gregory – Works and Services Manager
<b>Authorised by:</b>	Angela Oosthuizen - CEO

## 1 PURPOSE AND ORIGIN:

The purpose of this report is for Council to update the Delegations Manual to reflect the current Financial Delegations.

## 2 FINANCIAL DELEGATIONS

The following are the revised financial delegations that apply to the procurement of Council goods and services and the approval of purchase orders – now updated to include the Works and Services Manager, Roading Engineer and the Community Facilities Engineer. There is also a name change to reflect the current Rebuild Programme Manager role.

<b>Position/Job Title</b>	<b>Financial Delegation \$ limit – within Council approved budget</b>
CEO	\$2 million business as usual \$5 million earthquake projects
CEO Unapproved budget	\$100,000 provided the unapproved can be offset within the overall existing budget
Rebuild Programme Manager	\$1 million earthquake projects
Leadership Team <sup>1</sup>	\$250,000
Finance Manager	\$100,000
Works and Services Manager	\$100,000
Rebuild Project Manager	\$50,000
Water and Waste Engineer	\$25,000
Community Facilities Engineer	\$25,000
Roading Engineer	\$25,000
Communications and Engagement	\$10,000
Leadership Team - Direct reports	\$10,000

<sup>1</sup> All direct reports to the CEO excluding the Rebuild Programme Manager; Communications and Engagement Officer; Executive Officer and Principal Advisor

### 3 FINANCIAL IMPLICATIONS AND RISKS:

The delegation of financial powers places financial limits on the procurement of Council goods and services.

This also provides an internal control for effective financial management enabling the works and service objectives of the Council as set out in the Long Term Plan and Annual Plan to be achieved.

### 4 RECOMMENDATION:

***That Council approve and adopt the changes to the Delegations Manual to incorporate the Financial Delegations in the table as outlined in section 2 of this report.***

### 5 COMMUNITY OUTCOMES SUPPORTED:

The work is in support of all community outcomes.



Our District is economically diverse, attractive to investment and provides certainty around business and employment continuity.



Our infrastructure, housing and community facilities are easily accessible, cost effective and able to withstand our natural hazards.



Residents and visitors enjoy an improved quality of life in our District.

### 6 SIGNIFICANCE OF DECISION:

This decision is not considered significant in terms of Council's Significance and Engagement Policy.

### 7 RELEVANT LEGISLATION:

The Local Government Act 2002 (the Act) – noting the primary purpose is to establish financial delegations to create efficient and effective decision-making within the Council environment, consistent with the general principles of local government established in s14 of the Act and the governance principles set out in s39 of the Act.