

FINANCIAL DELEGATIONS POLICY

1. Background

The Delegation Policy is one of a series of documents adopted by Council to define methods and means of operation and managerial and administrative relationships.

The Council has an existing Delegations Policy and this has been updated to recognise staff complement changes and to increase staff expenditure authorisation limits to practical and appropriate levels. The expenditure limits have been increased to keep pace with inflation to ensure efficient Council operations.

2. Financial Delegations

The Financial Delegations is a subsection within the full Delegations Policy. Financial delegations must be read in conjunction with other policies such as:

Procurement Policy
Treasury Management Policy
Rates Remission Policies

These are delegations of powers and responsibilities to facilitate the effective and efficient financial management of the Council. The powers may be limited in some respects at lower levels of delegation.

3. Delegation included within this sub-section are:

- Expenditure approval relating to procurement of goods, services and materials within the funding limits approved by the relevant Annual Plan document
- Binding Council to a contract
- Delegation to authorise budget variances
- Write-off of Bad Debts excluding rates
- Delegation of various rating decisions
- Treasury management decisions and actions
- Disposal of Asset decisions, and associated calculations of losses or gains

4. Levels of Authority and Accountability

Buller District Council's financial delegations align with the organisational structure and levels of accountability. The delegations framework is set against broad functional accountabilities as detailed in the table below:

Level	Functional Accountability	Titles
1	<ul style="list-style-type: none">• Strategic Leadership of the organisation as a whole.• Accountability for overall achievement of strategic outcomes.• Whole of organisation staff management responsibilities.• Whole of organisation delivery of services.• Transition-related matters.	Chief Executive Officer

2	<ul style="list-style-type: none"> • Collective strategic leadership of the organisation through membership of the Senior Leadership Team. • Whole of group staff management responsibilities. • Whole of group financial management responsibilities. • Whole of group delivery of services. 	Senior Leadership Team Group Managers
3+	<ul style="list-style-type: none"> • Accountability for a prescribed area of the organisation which requires a higher delegation limit to ensure effective day-today operation of the organisation. 	Utilities & Services Manager.
3	<ul style="list-style-type: none"> • Collective operational leadership of the organisation through membership of the Tier 3 Management Group. • Accountability for delivery in a prescribed area of the business. • Full financial and staff responsibilities within their defined area (where this is delegated to them). 	Team Leader. Manager. Property, Transport, Roading, Waste Management, or Coordinator Three Waters.
4	<ul style="list-style-type: none"> • Accountability for delivery of team results within a single function of the organisation or Annual Plan/ Long Term Plan, such as professional administration services. • Has limited financial responsibilities. 	Personal Assistant. Executive Assistant. Electoral Officer. Rating Officer, Financial Services Officer. Animal Control Officer. Compliance Officer. Planner. Building Inspector.

4.1 Expenditure approval relating to the procurement of goods & services, materials and equipment within the funding limits approved by the relevant Annual Plan

The authority under this delegation is to approve generally recurring types of expenditure on behalf of the Council, up to the limits set out below, where the expenditure is provided in the relevant Annual Plan or Long Term Plan.

Level	Limit
1	\$ 750,000 provided budgeted for in the relevant Annual Plan or Long Term Plan, or any amount if it is part of a contract that has been adopted by a previous Council resolution.
2	\$ 500,000 provided budgeted for in the relevant Annual Plan or Long Term Plan
3+	\$250,000 provided budgeted for in the relevant Annual Plan or Long Term Plan
3	\$25,000 provided budgeted in the relevant Annual Plan or Long Term Plan
4	\$7,500 provided budgeted in the relevant Annual Plan or Long Term Plan

Any staff member with delegated authority to approve expenditure must declare any conflict of interest to their respective manager prior to approval of this expenditure, or in the case of the CEO approval must be given by the Mayor.

4.2 Binding Council to a Contract awarded by publicly advertised tenders:

To the Chief Executive Officer, General Manager Regulatory Services, General Manager Commercial and Corporate Services, General Manager Community Services, and General Manager Infrastructure Services

Delegated authority to accept tenders up to \$500,000 provided that the lowest conforming tender meeting specification (for purchases and works contracts) or the highest tender meeting specification (for sales of assets) is accepted and that the tender is not more than 10% above or below the estimate as appropriate.

All tenders exceeding \$500,000 are to be approved by Council. All tenders accepted are to be reported to Council.

For the sake of clarity, contract payments may be authorised by the appropriate Officer for those contracts awarded by Council provided the contract payments do not exceed the approved contract amount.

4.3 Power to authorise budget variances

The Council agrees to the following delegations of financial powers pursuant to the delegations policy to the CEO:

The power to authorise an officer to approve budget variances in an activity where that activity is able to be funded by additional income or reduced expenditure within the activity and in so doing will better meet the objectives set out in the relevant Annual Plan.

4.4 Bad Debts

Delegated authority to write-off bad debts excluding rates:

- a) Council - amounts over \$5,000 on any single account.
- b) Chief Executive Officer - amounts up to \$5,000 on any single account.
- c) Group Managers - amounts up to \$2,500 on any single account.
- d) Financial and Management Accountant; District Librarian; Senior Building Inspector; Utilities and Services Manager, Theatre Manager; Manager Reefton Service Centre - up to \$200 on any single account.

4.5 Rating Delegations

Sec	Details for Power	Delegations
27	The decision on whether to divide rating units and the methodology for division	<ul style="list-style-type: none"> • Chief Executive Officer • Group Manager Commercial & Corporate Services • Management Accountant
28	The decision on whether the disclosure of the name of any person is necessary to identify a rating unit	<ul style="list-style-type: none"> • Chief Executive • Group Manager Commercial & Corporate Services • Management Accountant • Rates Officer
29	Authority to determine objections to the Rating Information Database	<ul style="list-style-type: none"> • Chief Executive Officer • Group Manager Commercial & Corporate Services • Management Accountant
35	Authority to remove a name from the Rating Information Database	<ul style="list-style-type: none"> • Chief Executive Officer • Group Manager Commercial & Corporate Services • Management Accountant • Rates Officer
39	Authority to determine objections to rates records	<ul style="list-style-type: none"> • Chief Executive Officer • Manager Corporate Services • Management Accountant
40	Authority to correct errors in the Rating Information Database and Rate Records	<ul style="list-style-type: none"> • Chief Executive Officer • Group Manager Commercial & Corporate Services • Management Accountant • Rates Officer
54	Authority not to collect small amounts	<ul style="list-style-type: none"> • Chief Executive Officer • Group Manager Commercial & Corporate Services • Management Accountant
61	Authority to collect unpaid rates from the owner	<ul style="list-style-type: none"> • Chief Executive Officer • Group Manager Commercial & Corporate Services • Management Accountant • Rates Officer • Revenue Officer
62	Authority to collect unpaid rates from persons other than the owner (including authority to send a ratepayer to debt collection, or to Mortgagee)	<ul style="list-style-type: none"> • Chief Executive Officer • Group Manager Commercial & Corporate Services • Management Accountant
63	Ability to commence legal proceedings for the recovery of rates that are in default	<ul style="list-style-type: none"> • Group Manager Commercial & Corporate Services • Management Accountant
67	Commencement of rating sale or lease provisions	<ul style="list-style-type: none"> • Chief Executive Officer
77,	Authority to commence abandoned land procedure	<ul style="list-style-type: none"> • Chief Executive Officer • Group Manager Commercial & Corporate Services

79	Authority to sell abandoned land including setting the reserve price	<ul style="list-style-type: none"> Chief Executive Officer
114-	Authority to administer “Remission of Rate Penalties”, “Policy for Rates Relief on Maori Freehold Land”, “Policy on Uneconomic Balances”, “Policy on Remission on General Rates – land used and/or occupied by community, sporting and other organisations” policies.	<ul style="list-style-type: none"> Chief Executive Officer Group Manager Commercial & Corporate Services Management Accountant Rates Officer Revenue Officer
114-	Authority to administer “Policy on remission for rates and charges in times of extenuating circumstances”	<ul style="list-style-type: none"> Chief Executive Officer Manager Corporate & Commercial Services Management Accountant
99	Authority to apply for charging orders	<ul style="list-style-type: none"> Chief Executive Officer Group Manager Commercial & Corporate Services
135	Authority to sign documents for court proceedings	<ul style="list-style-type: none"> Chief Executive Officer

Note: Where any individual position changes or is replaced, the delegated power will be transferred to the equivalent position.

4.6 Treasury Management Delegations

Council has the following authorities in place for the Treasury functions:

Activity	Delegated Authority	Limit
Approving & changing policy	<ul style="list-style-type: none"> Council 	Unlimited
Borrowing limits	<ul style="list-style-type: none"> Council 	Borrowings limits are approved in the Long Term Plan by Council
Approving and setting up borrowing arrangements	<ul style="list-style-type: none"> Group Manager Commercial & Corporate Services 	Subject to the limits approved in the relevant Annual Plan
Drawing down debts & re-financing existing debt	<ul style="list-style-type: none"> Chief Executive Officer Group Manager Commercial & Corporate Services 	Subject to Council set limits
Approving transactions outside policy	<ul style="list-style-type: none"> Council 	Unlimited (Subject to Council resolution)
Approving credit counterparty limits	<ul style="list-style-type: none"> Chief Executive Officer 	Subject to Council set limits
Adjust interest rate risk profile on borrowing	<ul style="list-style-type: none"> Chief Executive Officer 	Fixed/floating ratio between 55% and 95%
		Fixed rate maturity profile limit as per risk control limits
Managing funding maturities in accordance with Council approved facilities	<ul style="list-style-type: none"> Chief Executive Officer Group Manager Commercial & Corporate Services 	Per risk control limits
Authorising lists of signatories	<ul style="list-style-type: none"> Chief Executive Officer Group Manager Commercial & Corporate Services 	Unlimited and reviewed as and when required
		Annual letter to lender

Opening/closing bank accounts	<ul style="list-style-type: none"> Chief Executive Officer 	Unlimited
Approval of policy	<ul style="list-style-type: none"> Council 	Ongoing
Ensuring compliance with policy	<ul style="list-style-type: none"> Group Manager Commercial & Corporate Services 	Ongoing
Review key performance measures	<ul style="list-style-type: none"> Finance and Audit committee 	Quarterly Reports

4.7 Human Resources

Buller District Council's Human Resources delegations framework is set against broad functional accountabilities as detailed in the table below:

Level	Functional Accountability	Titles
Level 1	<ul style="list-style-type: none"> Strategic Leadership of the organisation as a whole. Accountability for overall achievement of strategic outcomes. Whole of organisation staff management responsibilities. Whole of organisation delivery of services. Transition-related matters. 	Chief Executive Officer
Level 2	<ul style="list-style-type: none"> Collective strategic leadership of the organisation through membership of the Senior Leadership Team. Whole of group staff management responsibilities. Whole of group financial management responsibilities. Whole of group delivery of services. 	Senior Leadership Team Group Managers
Level 3+	<ul style="list-style-type: none"> Accountability for delivery of Human Resources Management throughout the organisation. 3+ Delegations will only be undertaken in conjunction with authorisation from Level 2 or Level 1. 	Human Resources Manager
Level 3	<ul style="list-style-type: none"> Collective operational leadership of the organisation through membership of the Tier 3 Management Group. Accountability for delivery in a prescribed area of the business. Full financial and staff responsibilities within their defined area (where this is delegated to them). 	Team Leader. Manager.

4.8 Human Resources Delegations

Council has the following authorities in place for the Human Resources:

Activity	Delegation
Wholesale Changes to the Organisational Structure (within approved budgets)	Level 1
Create a new position or significantly change a position (within approved budgets)	Level 1, Level 2, Level 3+
Appoint permanent positions (within approved budgets)	Level 1, Level 2, Level 3+
Appoint temporary or fixed term positions (within approved budgets)	Level 1, Level 2, Level 3+
Sign Employment Agreements	Level 1, Level 3+
Approve variations to employment agreements	Level 1, Level 2, Level 3+
Decide any appeal against appointment	Level 1
Agree Remuneration (Agree Remuneration for positions within their business group)	Level 1 Level 2, Level 3+
Higher Duties Allowance Approval	Level 1, Level 2, Level 3+
Extra Duties Allowance Approval	Level 1, Level 2, Level 3+
Approve Annual Leave (Agree Annual Leave for positions within their business group) (Agree Annual Leave for positions within their business group)	Level 1 Level 2, Level 3+ Level 3
Conduct Performance Reviews (Conduct Performance Reviews for positions within their business group) (Conduct Performance Reviews for positions within their business group)	Level 1 Level 2, Level 3+ Level 3
Cash Up any balance of Long Service Leave	Level 1 Level 2
Cash Up to two (if five week's entitlement) annual leave approval Cash Up to one week's annual leave approval	Level 1 Level 2, Level 3+
Using Sick Leave in arrears approval	Level 1 Level 2, Level 3+

Activity	Delegation
Bereavement Leave approval	Level 1 Level 2, Level 3+ Level 3
Working on Public Holidays approval	Level 1 Level 2
Leave Without Pay approval For Greater than 2 days per Annum Leave Without Pay approval For Less than 2 days per Annum	Level 1, Level 2 Level 3
Study Leave approval	Level 1 Level 2, Level 3+
Approval of taking leave under the Staff Wellness Policy	Level 1
Parental Leave Approval	Level 1 Level 2, Level 3+
Health and Safety Leave and Domestic Violence Leave	Level 1 Level 2, Level 3+
Employment relations leave approval	Level 1 Level 2, Level 3+
Special leave for jury service approval, for travel, for sporting or cultural purposes, Outward Bound,	Level 1 Level 2, Level 3+
Training, Conference, Seminar approval	Level 1 Level 2, Level 3+ Level 3
Special Leave for Search and Rescue, Volunteer Fire Brigade, Civil Defence and St John's Ambulance Services	Level 1 Level 2, Level 3+
Early Retirement approval and payment of Retirement Leave	Level 1
Dismissal or suspension of staff	Level 1
Initiate disciplinary action	Level 1 Level 2, Level 3+
Approval to undertake other work or secondary employment outside of Buller District Council (due to conflict of interest considerations)	Level 1 Level 2, Level 3+

Activity	Delegation
Approve a conflict of interest decision	Level 1 Level 2, Level 3+
Refer a staff member to Employee Assistance Programme for counselling (for the first three appointments there is no requirement for any employee to seek authority to attend those sessions, greater than three requires permission)	Level 1 Level 2, Level 3+
Initiate staff misconduct investigation	Level 1 Level 2, Level 3+
Initiate fraud or corruption investigation	Level 1, Level 2, Level 3+