

Financial delegation

I, David Benham, Chief Executive, Wellington Regional Council, delegate to the following positions the authority to approve expenditure related to area of responsibility, in accordance with the limits and conditions set out in this instrument of delegation.

These delegations take effect from 12 September 2014. All previous financial delegations are revoked from this date.

These delegations only continue in effect while the relevant person holds the position described or until the delegation is revoked by the Chief Executive.

Tier	Position	Approval limit (GST exclusive)
1	Chief Executive	Authority to implement the Annual Plan and supporting Group business plans (this is included for information only – for specific details of this delegation see the Chief Executive’s financial delegation from the Council, dated 18 October 2005)
2	General Manager ^{i,ii} Chief Financial Officer ⁱⁱⁱ Regional Manager, Wellington CDEM	Authority to approve expenditure related to area of responsibility up to \$200,000. A General Manager may be able to approve up to \$500,000 expenditure (and in excess of that), if the relevant conditions below in i and/or ii are met.
3	Manager ^{iv,v} Treasurer Harbourmaster Project Director	Authority to approve expenditure related to area of responsibility up to \$50,000
4	Team Leader ^{vi} Principal Ranger	Authority to approve expenditure related to area of responsibility up to \$30,000
5	Environment - Deputy Harbourmaster - Project Leader - Project Manager Catchment Management - Section Leader - Principal Planning Advisor - Principal Advisor - Engineer Public Transport - Senior Assets Advisor - Senior Fixed Assets Advisor - Senior Commercial Advisor	Authority to approve expenditure related to area of responsibility up to \$30,000

	Finance - Property Consultant	
6	Environment - Supervising Depot Team Administrator	Authority to approve expenditure related to area of responsibility up to \$5,000

i

The following conditions of delegation apply to General Managers and the Regional Manager, Wellington CDEM:

- Where expenditure exceeds \$200,000 but is not greater than \$500,000, the expenditure must be approved by both the General Manager and the Chief Financial Officer. If the Chief Financial Officer is not available then the approval of another General Manager must be obtained.
- Where expenditure exceeds \$500,000 the expenditure must be approved by both the General Manager and the Chief Executive. For the avoidance of doubt, any expenditure that is not provided for in the Annual Plan must be approved by the Council.

Expenditure includes the total value of any commitment that extends over more than one financial year.

- Following an emergency event where emergency work must be undertaken, a General Manager acting as a member of the Business Continuity Management Team is authorised to spend up to \$200,000 and must make every endeavour to consult the Council Chairperson, or Deputy Chairperson or relevant Committee Chairperson before making the decision to commit to the expenditure.

As soon as possible after the event, a report must be submitted to the Council to advise it of any emergency expenditure.

ii

The General Manager, Public Transport has the authority to jointly approve with the Chief Financial Officer the fortnightly/monthly contract payments for each existing bus operator contract and the rail contracts for operations, train maintenance and track access. This authority relates to contract payments and is therefore separate from the authority to enter into contracts.

The authority to enter into contracts must be done in accordance with the General Manager, Public Transport's financial delegation. This means, for example, that every bus operator contract or rail contract for operations, train maintenance and track access that is provided for in the Annual Plan and contained in Transport's Group Business Plan:

- May be approved by the General Manager, Public Transport as long as the total value of each contract does not exceed a total of \$200,000.
- Must be approved jointly by the General Manager, Public Transport and the Chief Financial Officer where the total value of the contract exceeds \$200,000 but is no greater than \$500,000. If the Chief Financial Officer is not available then the approval of General Manager must be obtained.

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- Must be approved jointly by the General Manager, Public Transport and the Chief Executive where the total value of the contract exceeds \$500,000.
 - Any new contract that is not provided for in the Annual Plan must be approved by the Council.

iii

The Chief Financial Officer has the following additional delegations:

- The authority to exercise the powers given to the Chief Financial Officer in the Treasury Risk Management Policy.
- The authority to exercise the powers under any Council approved tax loss sharing agreement.
- The authority to approve any other Group's expenditure up to the value of \$500,000 with respect to any single item, where such expenditure is also approved by the relevant General Manager, and is provided for in the Annual Plan and relevant group business plan.
- The authority to jointly approve with the General Manager, Public Transport, the fortnightly/monthly contract payments for each existing bus operator contract and the rail contracts for operations, train maintenance and track access.

iv

The Manager, Finance has the authority to approve expenditure up to \$50,000 across all groups.

v

The Manager, Democratic Services and the Manager, ICT each have the additional authority to approve expenditure up to \$30,000 across all groups.

vi

The Team Leader, Support Services has the additional authority to approve expenditure up to \$5,000 across all groups.

Authority to enter into contracts

As part of their financial delegation, an officer has the authority to enter into a contract up to the total value of their delegated approval limit.

Where expenditure relates to contracts (including service contracts which are binding and non-cancellable) the limit of expenditure applies to the total value of any commitment that extends over more than one financial year. Committing to a contract that anticipates payment over successive years, where the total value of the contract is greater than the limit of the stated financial delegation, is prohibited.

Acting positions

When an officer is in an acting position they will be deemed to hold the financial delegation of the position they are acting in for the duration of the acting period. This applies when an officer is in the acting capacity to cover an absence, as well as when the position is vacant.

Principles of financial delegation

- Delegation is to a position and may not be sub-delegated.

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- Any decision to approve expenditure must be made in line with Wellington Regional Council's management and purchasing policies.

General principles of delegation

The delegations set out above are subject to the following conditions and exceptions:

- Delegated decisions are a decision of Council and are binding on Council.
- In making a decision or carrying out a duty under delegated authority, the delegate must make themselves aware of and have regard to:
 - Council's Long Term Plan and other relevant Council or committee approved plans, policies and strategies
 - the political context in which they are working
 - any statutory requirements
 - possible conflicts of interest
 - the materiality of the decision to be made
 - short and/or long-term ramifications of the decision/choice to be made relative risk to the organisation of the decision/choice to be made.
- The delegate shall abide by the Council's Guidelines on Decision-Making.
- Where a decision is politically sensitive, the delegate shall seek the input from a higher tier level, or a committee or the Council, whichever is the most appropriate.
- The delegate must act within the law, Council policy (as approved by Council from time to time), the Annual Plan and Long Term Plan.
- No financial delegation empowers the delegate to commit to expenditure or enter into contracts that are not provided for in the Annual Plan. The Annual Plan sets out the expenditure to be incurred and incomes to be received for the activities the Council is planning to undertake in the financial year it covers. As such, the Annual Plan sets out the financial limits and will be the basis against which all financial delegations will be judged.

David Benham
Chief Executive

Date: