

SOUTH WAIRARAPA DISTRICT COUNCIL

9 AUGUST 2017

AGENDA ITEM C9

AMENDMENT TO FINANCIAL DELEGATIONS POLICY O200

Purpose of Report

To seek Councils approval of the proposed minor change to Policy O200 Financial Delegations.

Recommendations

Officers recommend that the Council:

1. *Receive the Amendment to Financial Delegations Policy O200 Report.*
2. *Approve the change to Appendix 2 of Policy O200 Financial Delegations.*

1. Executive Summary

Council approved the new Policy O200 Financial delegations at the 17 May 2017 meeting. Subsequent to that meeting two minor changes have been identified which need approval.

2. Background

Council approved the new Policy O200 Financial delegations at the 17 May 2017 meeting.

Subsequent to that meeting it has been noted that the incorrect roles had been listed with authority to sign off on expenditure for the following cost centres:

- 319 Resource Management and
- 426 Community Wellbeing

This was an oversight in the drafting of the new policy and we now seek to correct this.

The correct roles to authorise expenditure for cost centre 319 - Resource management expenditure are the Group Manager Planning and Environment (GMPE) and the Senior Planner (SP).

Cost centre 426 – Community Wellbeing is used for expenditure on grants approved as part of the Annual plan or Long term plan process. As these grants have been approved by Council, the correct roles to authorise the payment of these grants are the Group Manager Corporate Support (GMCS) and the Finance Team Leader (FTL).

Attached is an amended Appendix 2 to the Financial Delegations Policy which shows the amendments to the Cost centre listing and Key to roles table.

3. Appendices

Appendix 1 – Amended Appendix 2 to the Financial Delegations Policy

Contact Officer: Jennie Mitchell, Group Manager Corporate Support

Reviewed By: Paul Crimp, Chief Executive Officer

Appendix 1 – Amended Appendix 2 to the Financial Delegations Policy

South Wairarapa District Council - Schedule of Delegations by Cost Centre

The following schedule indicates which Managers have the ability to authorise expenditure on which cost centres (please see Key on following page for explanation of Roles). The CEO can authorise expenditure for any Cost centre.

Cost centre	Cost centre Name	Roles that can sign for this Cost centre*
001	General	GMCS, FTL
002	Corporate Services	GMCS, FTL
003	Professional Services	GMIS, FTL
105	Elected Members	GMCS, FTL
106	Community Board Featherston	CBF, GMCS,FTL
107	Community Board Greytown	CBG,GMCS,FTL
108	Community Board Martinborough	CBM,GMCS,FTL
211	Public Protection & Health	GMPE, ESTL
212	Building & Construction	GMPE, BTL
213	Animal Control	GMPE, ESTL
215	Emergency Management	GMIS
217	Rural Fire	GMIS
319	Resource Management	GMPE,SP
425	Economic, Cultural & Community Development	GMCS,FTL Grants per Annual plan
426	Community Wellbeing	GMCS,FTL
530	Parks & Reserves	AM, GMIS
532	Campgrounds	AM, GMIS
536	Swimming Pools	AM, GMIS
540	Library Featherston	LF, AM, GMIS
541	Library Greytown	LG, AM, GMIS
542	Library Martinborough	LM, AM, GMIS
546	Community Buildings	AM, GMIS
547	Greytown Town Centre	AM, GMIS
552	Cemeteries	AM, GMIS
554	Housing	AM, GMIS
557	Rental Properties	AM, GMIS
558	Pain Farm	AM, GMIS
559	Toilets	AM, GMIS
660	Land Transport	GMIS , RM
665	Unsubsidised Land Transport	GMIS , RM
770	Water Supply	GMIS , AOM, PM
876	Solid Waste Management	GMIS , AOM, PM
977	Wastewater	GMIS , AOM, PM