



SOUTH WAIRARAPA
DISTRICT COUNCIL

Kia Reretahi Tātau

Financial Delegations Policy

Date of Approval	22 NOV 2023
Policy ID	PI-0200
Next Review	June 2026
Policy Owner	Chief Executive Officer
Policy Sponsor	General Manager Finance
Version History	Reviewed: 22 November 2023; 22 July 2020; 17 May 2017 First Adopted: 3 June 2015

Contents

Financial Delegations Policy.....	4
1. Purpose.....	4
2. Scope.....	4
3. Principles.....	4
4. Limitations.....	4
5. Policy Statements.....	5
5.1. Delegations:.....	5
5.2. General rules.....	5
5.3. One-up Rule.....	5
5.4. Temporary delegations.....	6
5.5. Non-existent positions.....	6
5.6. Unclear or conflicting delegations.....	6
6. Delegations Schedules.....	7
6.1. 1: DFA Levels and positions with the Council.....	7
6.2. Schedule 2: Operating Expenditure and Revenue.....	8
6.3. Schedule 3: Capital Expenditure.....	11
6.4. Schedule 4 - Treasury Management Delegations.....	12
7. Chief Executive Officer Delegations.....	12
7.1. Financial Delegations from Council to the Chief Executive Officer.....	12
7.2. Appointment of an Interim Chief Executive Officer.....	13
7.3. In the Chief Executive Officer's Absence.....	13
7.4. Authorised Signatories.....	14
8. Individual delegations.....	14
8.1. Business Unit (BU) Specific.....	14
8.2. Assigning Delegations.....	14
8.3. Delegated Form.....	14
8.4. Monitoring of Financial Delegations.....	15
8.5. Transferring Roles – Cancelling Delegations.....	15
9. Financial Management and Transactions.....	15
9.1. Budgets.....	15
9.2. Fees and charges.....	16
9.3. Payment Authorisation.....	16
9.4. Ruamahanga Roads.....	17

9.5.	Wellington Water Limited (WWL).....	17
10.	Appendices.....	18
10.1.	Appendix 1 - Delegations by Costs Centre	18
10.2.	Appendix 2 – Delegated Authority Form	21

Financial Delegations Policy

1. Purpose

This internal Policy:

- Outlines the rules and context for Council delegations.
- Explains how to assign and cancel delegations.
- Details the level of authority required to approve expenditure, set revenue/price of goods/services and carry out actions or make decisions in specific situations.

2. Scope

This internal Policy applies to all staff (permanent, fixed term) and contractors at South Wairarapa District Council (SWDC) that are referred to as staff throughout this policy.

3. Principles

Council supports the principle of effective and efficient decision-making, and timely conduct of Council business. To assist in achieving this, Council authorises the Chief Executive Officer to undertake financial management activities and expend within prescribed limits. The Chief Executive Officer also subdelegates authority to staff for effective operation.

4. Limitations

Council's ability to delegate functions comes from Clause 32, Schedule 7 of the Local Government Act 2002 (LGA).

In accordance with the LGA, Council may delegate any function except:

- a. the power to make a rate; or
- b. the power to make a bylaw; or
- c. the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- d. the power to adopt a long-term plan, annual plan or annual report; or
- e. the power to appoint a chief executive; or
- f. the power to adopt policies required to be adopted and consulted on under the LGA in association with the long-term plan or developed for the purpose of the local governance statement or
- g. the power to adopt a remuneration and employment policy.

5. Policy Statements

5.1. Delegations:

- a. New or amended delegations must be in writing and authorised by the CEO.
- b. Are to defined positions.
- c. Are for an indefinite term unless stated otherwise.
- d. Are limited to the area of responsibility and cost centre(s) of the position as set out in their Delegated Authority Letter (Appendix 2).

Any person exercising a delegation is accountable for the results of their actions.

The Council's delegation's framework is based on the following principles:

- a. To ensure compliance with all legal requirements.
- b. To reflect the separate roles of governance and management. To reduce unnecessary complexity and promote efficiency and effectiveness.
- c. Should be delegated to those at the lowest practical level.
- d. If consideration is being given to a decision that would alter the level of service of a significant activity, it must be discussed with the Council prior to any decision being made or commitment being given.

5.2. General rules

Delegated decisions are a decision of the Council and are binding on the Council.

Apart from the Chief executive Officer the delegations to officers apply to specific cost centres as noted in Appendix 1.

5.3. One-up Rule

The one-up rule means obtaining the approval of someone senior who also has appropriate delegated authority before committing to the expenditure or making the decision. The leader initiating will be required to discuss with their manager for approval. This is usually an immediate manager (or, in their absence, the person acting in their capacity). This may be a standing open-ended approval.

The one-up rule must be used when:

- a. specifically required, such as when seeking review of decisions.
- b. the decision may be politically sensitive.
- c. the decision relates to "Sensitive Expenditure."
- d. there is uncertainty as to how delegated authority should be applied.
- e. the delegated officer or a related party will, or may, personally benefit or be seen to benefit.
- f. there is, or may seem to be, a conflict of interest between the parties.
- g. approving a temporary delegated authority (refer next section).

Note: A related party is a family member or an entity in which the delegated officer has a financial or management interest, such as a business partnership.

5.4. Temporary delegations

Temporary delegated authority:

- a. may be given to an officer to cover for another's officer's planned absence.
- b. must be made in writing and signed by the relevant DFA holder.

Only the Chief Executive can give a temporary delegation to an officer who is acting in the role of an Executive Leadership Team member.

The authority to approve a temporary unplanned delegation sits with the one-up manager or the CEO.

5.5. Non-existent positions

If a current SWDC Council bylaw delegates authority to a specific position and the position no longer exists, it is regarded as having been replaced by the relevant Executive Leadership Team member who may then delegate authority to an existing role.

5.6. Unclear or conflicting delegations

The Council operates under a number of Acts of Parliament, policies and Council / committee resolutions. Where Acts have been amended, or where legislation, delegations or policies are in conflict with each other the conflict must be referred to the:

- a. The relevant Executive Team Leader if:
 - i. there is an apparent conflict of delegations.
 - ii. the delegations are not clearly defined or do not exist for the situation.
 - iii. there are apparent conflicting policies.
 - iv. there is a lack of clear policy or recent appropriate precedent.
- b. If the Executive Team Leader is unable to resolve the conflict it should be referred to the appropriate Council committee for policy issues.

6. Delegations Schedules

All figures noted in this delegation schedule are per transaction/commitment or if there is a contract, the total contract cost. All figures are GST exclusive.

6.1. 1: DFA Levels and positions with the Council

DFA Level	Position within the Council
7	Council
6	Chief Executive Officer
5	General Manager Finance Group Managers: <ul style="list-style-type: none">▸ Partnerships and Operations▸ Planning and Environment
4	General Managers: <ul style="list-style-type: none">▸ Policy and Governance▸ Human Resources and Corporate Services
3	Roading Manager Partnerships and Operations Manager (Amenities)
2	Managers: <ul style="list-style-type: none">▸ Planning Building▸ Environmental Services▸ Library Services Senior Financial Accountant
1	Other Council Officers

6.2. Schedule 2: Operating Expenditure and Revenue.

The dollar amount of financial delegations in respect to individuals is scheduled below. It applies to each item of operating expenditure (OPEX) (per transaction), excluding GST, at the time a liability is incurred.

	LEVEL 7 Council	LEVEL 6 CEO	LEVEL 5 ELT	LEVEL 4 ELT	LEVEL 3 Managers	LEVEL 2 Managers	LEVEL 1	Comments
Maximum budgeted expenditure limits per transaction								
Budgeted operating expenditure	Unlimited	Unlimited	\$100,000	\$50,000	\$10,000	\$10,000	Branch Librarians \$250	
Payments to Wellington Water Limited (WWL)	Unlimited (unbudgeted)							GM Operations approves purchase orders as part of the Annual Plan.
Payments to Ruamahunga Roads					\$75,000 Roothing Manager			Above \$75,000 standard delegations are applied.
Revenue/funding, excluding rates	Unlimited	Unlimited	\$100,000 General Manager Finance					
Maximum contract limits for goods and services to be procured in accordance with the Procurement Policy								
Authority to enter, sign, go to market and vary contracts for the supply of goods and services	Unlimited	\$500,000	\$100,000	\$50,000	N/A	N/A	N/A	
Unbudgeted Expenditure & Use of Reserve Funded								
Emergency Works – Capital Expenditure	Infrastructure & Community Services Committee \$400,000 All of Council Unlimited	\$50,000						“Emergency Expenditure” means a sudden and unforeseen event requiring immediate action.
Activities & Unbudgeted Expenditure Outside of the AP – Operational	Infrastructure & Community Services Committee	\$20,000						Must not trigger the Significant & Engagement Policy or other legislative requirements

	LEVEL 7 Council	LEVEL 6 CEO	LEVEL 5 ELT	LEVEL 4 ELT	LEVEL 3 Managers	LEVEL 2 Managers	LEVEL 1	Comments
	\$100,000 All of Council Unlimited							
Unbudgeted Use of Reserve Funds	Infrastructure & Community Services Committee \$400,000 All of Council Unlimited	\$75,000						Council will take into consideration if the use of the reserve will result in a credit balance and how long this is likely to remain.
Stock								
Sales of surplus/ Obsolete Stock		Chief Executive Officer	General Manager					
Write Off Stock			Budget Manager with the General Manager Finance	Budget Manager with the General Manager Finance		Senior Financial Accountant		This requires two to review and approve
Debtors								
Ability to write-off bad debt as considered appropriate, subject to all reasonable steps having been taken to obtain recovery	Unlimited	\$10,000	General Manager Finance \$5,000					
Write-off of rates		Unlimited						As per Section S90A/B/C of the LGRA. CEO has ability to delegate the exercise of powers to a specified officer.
Write off additional water usage accounts (in line with the Water by Meter Leak Write-Off Policy)			General Manager Finance & Group Manager Operations			Senior Financial Accountant		This requires two to review and approve.
Remission of rates		Unlimited	General Manager Finance					Within the rates remission policy

	LEVEL 7 Council	LEVEL 6 CEO	LEVEL 5 ELT	LEVEL 4 ELT	LEVEL 3 Managers	LEVEL 2 Managers	LEVEL 1	Comments
Remission of rates penalties within policy			General Manager Finance \$5,000			Senior Financial Accountant \$1,000	Rates Officer \$100 Penalties Only	Within the Rates Remission Policy
Remission of rates penalties outside policy		Chief Executive Officer						Rates remission outside the guidelines must be approved by the Chief Executive Officer
Refunds of overpayments relating to Debtor's accounts								Mostly relevant on overpayments. Chief Executive Officer, General Manager Finance, Senior Financial Accountant only
Restricted Items								
Payroll Payment Runs		Chief Executive Officer	General Manager Finance			Senior Financial Accountant and Roading Manager	Prepared By Payroll Officer	This requires two managers to review and approve.
Payment of Great Wellington Regional Council			General Manager Finance			Senior Financial Accountant	Prepared by Rates Officer	General Manager Finance, Senior Financial Accountant only
Payment of GST/IRD Payments			General Manager Finance			Senior Financial Accountant		General Manager Finance, Senior Financial Accountant only
Giving Koha (external parties)		Chief Executive Officer						Must be approved before payment. One up Approval required. Refer to the Discretionary Expenditure Policy
Expenditure claims for staff		Chief Executive Officer						The Expense claims for the Mayor and the Council should be Signed off by the Chair of the Finance Committee. The expense claims for the CEO should be signed off by the Mayor. For all other officers the One-up rule applies.

6.3. Schedule 3: Capital Expenditure.

	LEVEL 7 Council	LEVEL 6 CEO	LEVEL 5 ELT	LEVEL 4 ELT	LEVEL 3 Managers	LEVEL 2 Managers	LEVEL 1	Comments
Budgeted Capital Expenditure	Unlimited	\$500,000	\$200,000	\$50,000	\$75,000	\$10,000	N/A	
Sale and purchase of land and buildings including gifts and vesting.	Full Council approval required							
Sale and Disposal and Write off of Assets								
Sale or dispose of obsolete, surplus or non-repairable vehicles.		Unlimited						
Plant and Equipment			\$5,000 Net book value	\$5,000 Net book value				
Computer Equipment			Relevant General Manager	Relevant General Manager				
Sale of Library Books			Group Manager Operations			Library Services Manager		
Fleet Assets purchase and sale	Unlimited	\$500,000						

6.4. Schedule 4 - Treasury Management Delegations

The Investment and Liability Management Policies detail the delegations to management. Noted below is a summary of these delegations.

Activity	Delegated Authority	Limit
Approving and changing the Investment and Liabilities Management Policies	The Council	Unlimited
Approving annual external borrowing requirement as set out in the AP/LTP	The Council	Unlimited (subject to legislative and other regulatory limitations)
New borrowings	The Council	Unlimited (subject to legislative and other regulatory limitations)
	The Chief Executive Officer and the General Manager Finance	Subject to prior approval by Council through the Annual Plan / LTP or Council resolution
Acquisition and disposition of investments other than treasury investments	The Council	Unlimited
Issuing of Securities under the Council Debenture Trust Deed	The Chief Executive Officer The General Manager Finance (delegated by the Chief Executive)	Subject to the Investment and Liability Management policies
Overall day-to-day risk management	The Chief Executive (delegated by Council) The General Manager Finance (delegated by the Chief Executive)	Subject to the Investment and Liability Management policy
Managing funding and treasury investment maturities in accordance with Council approved facilities	The General Manager Finance (Delegated by the Chief Executive)	In accordance with the Investment and Liability Management policy

7. Chief Executive Officer Delegations

7.1. Financial Delegations from Council to the Chief Executive Officer

Schedule 1 sets out authorised financial delegations from the Council to the Chief Executive Officer. Any transaction exceeding the authorised limit is required to be approved by resolution at a meeting by the Finance, Audit and Risk Committee (provided it falls within their delegated financial authority set out in Part A above), or by Council.

The Chief Executive Officer can sub-delegate any of the powers and functions to staff but retains the right to perform any sub-delegation.

Activity	
Financial Management	<ul style="list-style-type: none"> ▪ Opening and operating accounts with the Council's selected bankers as necessary for the conduct of Council business ▪ Reviewing the services provided by the selected banker, opening and operating accounts with, and accepting banking services from, other registered banks (if and when required) ▪ Monitoring the circumstances of approved institutions and reporting back to Council should they be, or appear likely to be required to be, excluded from use for investment purposes. ▪ Authority to facilitate Council borrowing with recognised banking institutions under the Local Government Funding Authority (LGFA)

Activity	
	<ul style="list-style-type: none"> ▪ Investing surplus Council funds in accordance with investment policies, strategies, limits and security requirements ▪ Transfer of funds between South Wairarapa District Council's bank accounts ▪ Transfer and payments approved within the Long-Term Plan and Annual Plan. ▪ Authority to add and remove signatories on the bank account.
Variation of Budget	<p>Delegated the authority to vary the constituent sums that make up a budget where:</p> <ul style="list-style-type: none"> ▪ the General Manager Finance and the Chief Executive Officer confirm that the variation can be appropriately funded or will be funded from savings made on other sums with the same budget; and ▪ the variation will allow the department concerned to better achieve the purpose or purposes for which the budget was adopted.
Additional financial functions	<ul style="list-style-type: none"> ▪ Write-off sundry debts up to \$10,000 per transaction (excluding GST) ▪ Approve rates penalty remission outside of policy where this enables payments of rates or an agreement of a payment plan. ▪ Sell or dispose of obsolete, surplus or non-repairable vehicles, computer equipment and plant and equipment up to \$5,000 net book value. ▪ Sell or write-off surplus, obsolete or damaged stock

For the avoidance of doubt, the following financial transactions have not been authorised to be performed by the Chief Executive Officer:

- The sale or disposal of obsolete, surplus or non-repairable land and building assets, which is required to be approved by Council resolution.
- The sale or disposal of obsolete, surplus or non-repairable plant and equipment over \$5,000 net book value, which is required to be approved by resolution of the Finance, Audit and Risk Committee.

7.2. Appointment of an Interim Chief Executive Officer

When there is a long term absence of a Chief Executive Officer and the Council has appointed an Interim Chief Executive Officer, all delegations are passed on to the Interim.

7.3. In the Chief Executive Officer's Absence

In the absence of the Chief Executive, and where an Acting Chief Executive has not been appointed, two Executive Leadership Team members may jointly undertake the Chief Executive's delegated authority provided that:

- the matter requires urgent resolution and cannot await the Chief Executive's return.
- at least one level 5 Executive Leadership Team member is included in the joint review of the authority request.

7.4. Authorised Signatories

Action	Authorised Signatories
Apply the Council Common Seal	Chief Executive Officer General Manager Finance Group Manager Planning and Environment General Manager Policy & Governance General Manager Human Resources and Corporate Services
Release Payments	Two people are authorised to release payments. Refer to Payment Authorisation for the current list of staff with appropriate authority

8. Individual delegations

Delegated Authority or Delegations is the authority to approve expenditure, carry out actions or make decisions on behalf of the Council in specific situations. The terms 'delegated financial authority' (DFA) or 'delegations' are identical in meaning and are used interchangeably.

Job descriptions, employment contracts or other documents that mention that a position has delegated authority do not grant the authority.

8.1. Business Unit (BU) Specific

Each BU manager is responsible for identifying and ensuring that their staff has the delegated authority required to carry out their role.

8.2. Assigning Delegations

Each manager is responsible for identifying the relevant delegations to specific positions in their area. New or amended delegations are assigned through a Delegated Authority Form which is approved by the CEO.

Managers must immediately cancel an individual's delegations and their warrant (if applicable) whenever staff leave the Council .

8.3. New and amended Delegated Authority Form

The SWDC Delegation Form describes the conditions of a positions authority It is authorised by the CEO. The letter must be countersigned by the officer to ensure that they understand the responsibilities of the DFA in their role.

Payment Services update the Delegations Register to add or amend the position delegation. Accounts payable and System Administrators are advised to update the system.

8.4. Monitoring of Financial Delegations

The Council's financial management information system (MAGIQ) monitors financial delegations at a transaction level.

Transactions should be referred via the system to someone with the appropriate cost centre delegation level. Compliance with delegated authority must be ensured by both the purchaser and the authorising officer.

It is expected that officers know and understand the policies and adhere to them, regardless of whether the limits allow it or not.

8.5. Disestablishment of Roles – Cancelling Delegations

When a role has been disestablished, all existing delegations, and warrants (where applicable) are automatically revoked.

Payment Services will update the Delegations Register to remove the position's delegations and file the letters in the Archived Delegations Register

9. Financial Management and Transactions

9.1. Budgets

Seeking Approval for Overspend

Authority is delegated to commit expenditure within the budgeted amount. For a cost centre over-run, the manager must find savings within the cost centres they are responsible for. This applies to the total budget for a cost centre or the individual programme or activity budgets. Capital Expenditure (CAPEX) cannot be transferred to Operating Expenses (OPEX). The manager must also identify any impact at an activity level.

As soon as a cost centre manager becomes aware that a cost centre or activity budget may be overspent, they must discuss with their Manager and Finance. The Chief Executive Officer has the authority to approve OPEX variances in a strategy or activity area by an amount no greater than 5% and CAPEX variances in a strategy or activity area by an amount no greater than 5% as long as the overall annual plan budget for the year is not exceeded.

Overspends up over \$20,000 for OPEX or for \$50,000 CAPEX without commensurate savings must be recommended by the Finance Committee to be approved by Council. Any overspends in excess of \$100,000 without commensurate savings must be approved by full Council.

Long Term Plan and Annual Plan Budgets

The Chief Executive Officer has the authority to approve OPEX variances in an activity area by an amount no greater than 5% and CAPEX variances in a strategy or activity area by an amount no greater than 5% as long as the overall annual plan budget for the year is not exceeded.

Use of Reserves – Budgeted and Unbudgeted

The use of reserves is approved in the LTP or Annual Plan, which are approved by Council.

The Chief Executive Officer can approve unbudgeted use of Reserves up to \$75,000 with endorsement from the General Manager Finance.

The Infrastructure & Community Services Committee (ICS) can approve the use of reserves for emergency funding up to a maximum of \$400,000. The ICS Committee can approve the use of \$100,000 unbudgeted that does not trigger the Significance and Engagement Policy.

The Finance Committee and the Assurance & Risk Committee have no delegated financial authority and can only recommend to Council funding requests and approvals of unbudgeted expenditure.

Any other Committees not listed above have no Financial Delegated Authority.

9.2. Fees and charges

The Council has more than 1,000 different fees and charges. They are one way the Council can recover the costs it incurs when undertaking many of its functions. The Council’s [Revenue and Financing Policy](#) sets the rationale for the setting of fees and charges.

They are usually set or amended as part of an LTP or Annual Plan or where there is a change in circumstance including changes in legislation.

User charges are in two categories:

- a. Charges set by Council where there is significant community interest, and/or legislative requirement to set the charge. For these, Council resolves maximum fee levels, but officers may vary charges below the maximum, within policy and process constraints.
- b. Charges that are not constrained by legislation or bylaws and where Council has determined that officers may vary charges within policy constraints.

9.3. Payment Authorisation

The following applies to staff authorising electronic payments in accordance with delegated financial authority.

Requirements in regard to payment authorisation

Description	Delegated to
Payment Authorisation	
<p>Authority to sign to operate the Council’s accounts, endorse lodgements for credit or debit and authorise electronic funds.</p> <p>Two signatures are required. One of the electronic fund transfer signatories must include the General Manager Finance or the Senior Financial Accountant.</p>	<p>Chief Executive Officer, General Manager Finance, General Manager Policy & Governance, General Manager Human Resources and Corporate Services, Rooding Manager, General Manager Planning and Regulatory Services, Senior Financial Accountant</p>

9.5. Ruamahanga Roads

On 1 July 2019, South Wairarapa District Council (SWDC) and Carterton District Council (CDC) entered into a joint contract to provide roading maintenance and capital works as part of a joint network covering the roads in both districts.

The two roading teams will work as one to deliver this contract via the lead contractor Fulton Hogan. On a day-to-day basis, the SWDC Roading Manager may authorise roading works to occur within the Carterton District. Likewise, the CDC Senior Roading Officer may authorise roading works to be done in the South Wairarapa District.

Delegated authority is given to these two positions up to \$75,000 for work covered by the joint contract. Anything over the delegated amount, or which is not covered by the joint contract, will be approved in line with normal delegation policies for each respective council. Records will be kept to ensure that expenditure on roading in one district is paid for by that district and that claims from NZTA for that district are received by that district. The purpose of this delegation is to ensure the smooth running of the roading shared service between SWDC and CDC known as Ruamahanga Roads.

9.6. Wellington Water Limited (WWL)

On 1 October 2019 SWDC became a shareholder in WWL.

Wellington Water manages the three waters infrastructure for the Greater Wellington Regional Council, South Wairarapa District Council, Wellington City Council, Hutt City Council, Upper Hutt City and Porirua City Council. It is a CCO which is owned by the six councils.

Currently, contracts are arranged by Wellington Water (WWL) in the name of the relevant council. The arrangements are based on the outcome-based business model, contracts in the main, will be entered into by Wellington Water as principal, not the relevant council.

Under the Local Government Act 2002 the Council cannot guarantee the obligations of Wellington Water.

Procedures:

- a. The Council and Wellington Water will agree a 'Contract for Provision of Management Services Relating to Water Services' for the supply of services from Wellington Water on behalf of the Council.
- b. Prior to the commencement of each financial year the Council and Wellington Water will agree the Annual Work Program (AWP) based on the Asset Management Plan (AMP). The AWP will include the agreed outcomes for the work program, the dollar budget estimates and the Council's share of running Wellington Water. During the year if there are changes to the work program, emergencies re-prioritisation and budgets variances the AWP will be amended and agreed with the whole of Council. The AWP will be a contract between the Council and Wellington Water and because of the amounts involved it will have to be signed by the Chief Executive Officer.
- c. The delegation limits in [Schedules 2 & 3](#) apply to all Purchase Orders and payments to Wellington Water.

10. Appendices

10.1. Appendix 1 - Delegations by Costs Centre

Cost Centre	Role(s) that can sign for this cost centre
General	General Manager Finance Senior Financial Accountant
Customer Services & Administration	General Manager Human Resources and Corporate Support
Corporate Facilities	General Manager Human Resources and Corporate Support Partnerships and Operations Manager (Amenities)
Information Management & Technology	General Manager Human Resources and Corporate Support
Finance	General Manager Finance Senior Financial Accountant
Human Resources & Health and Safety and Wellbeing	General Manager Human Resources and Corporate Support
Communications	General Manager Communications and Engagement
Policy and Governance	General Manager Policy and Governance
Elected Members	General Manager Finance Senior Financial Accountant General Manager Policy and Governance
Featherston Community Board	These roles can sign for this cost centre following a resolution from the Featherston Community Board: General Manager Finance Senior Financial Accountant General Manager Policy and Governance
Greytown Community Board	These roles can sign for this cost centre following a resolution from the Greytown Community Board: General Manager Finance Senior Financial Accountant General Manager Policy and Governance
Martinborough Community Board	These roles can sign for this cost centre following a resolution from the Martinborough Community Board: General Manager Finance Senior Financial Accountant General Manager Policy and Governance
Te Māngai O Ngā Hapori Māori	These roles can sign for this cost centre following a resolution from the Māori Standing Committee:

Cost Centre	Role(s) that can sign for this cost centre
	General Manager Finance Senior Financial Accountant General Manager Policy and Governance
Animal Control & Bylaws	General Manager Planning and Environment Environmental Services Manager
Public Protection & Health	General Manager Planning and Environment Environmental Services Manager
Building Control	General Manager Planning and Environment Building Manager
Resource Management	General Manager Planning and Environment Planning Manager
Emergency Management	General Manager Partnerships and Operations General Manager Human Resources and Corporate Support
Rural Fire	General Manager Partnerships and Operations
Community Wellbeing	General Manager Finance Senior Financial Accountant General Manager Partnerships and Operations Community and Youth Grants requires a resolution from Council or the Grants Subcommittee
Economic Development	General Manager Finance Senior Financial Accountant General Manager Partnerships and Operations
Mayor's Taskforce for Jobs	General Manager Partnerships and Operations General Manager Finance Senior Financial Accountant
Provincial Growth Fund	General Manager Partnerships and Operations General Manager Finance Senior Financial Accountant
Campgrounds	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Cemeteries	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Community Buildings	General Manager Partnerships and Operations

Cost Centre	Role(s) that can sign for this cost centre
	Partnerships and Operations Manager (Amenities)
Housing	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Parks & Reserves	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Pain Farm	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Rental Properties	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Swimming Pools	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Public Toilets	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Refuse & Recycling	General Manager Partnerships and Operations Partnerships and Operations Manager (Amenities)
Libraries	General Manager Partnerships and Operations Library Services Manager Partnerships and Operations Manager (Amenities)
Subsidised Land Transport	General Manager Partnerships and Operations Rooding Manager
Unsubsidised Land Transport	General Manager Partnerships and Operations Rooding Manager
Water Supply	General Manager Partnerships and Operations
Wastewater	General Manager Partnerships and Operations
Stormwater	General Manager Partnerships and Operations
Water Races	General Manager Partnerships and Operations
From time to time these cost centres may change due to coding structure changes within the financial systems, in particular LTP or AP.	

10.2. Appendix 2 – Delegated Authority Form

South Wairarapa District Council Delegation Form

To be completed when new Managers appointed at SWDC.

I agree to abide by all South Wairarapa District Council policies with regard to incurring expenditure and to stay within my delegation limit when exercising this delegation. I have read and understood the Financial Delegations Policy and agree to abide by the delegations appropriate to my role as outlined in Appendices 1,2, and 3 of the Financial Delegations Policy:

Name of employee: _____

whilst performing the Role of: _____

Date Delegation commences: _____

Date Delegation ceases (for temporary delegations) _____

Signed by the Delegatee:

(Signature) (Initials)

Name: _____

Title: _____

Date signed: _____

Witnessed by:

(Signature)

Name: _____

Title: _____

Date signed: _____