



DELEGATIONS

Part 5

Delegation to Staff

Management Team

1. Authority to approve the sale of property with a rateable value of less than \$50,000 provided the property has not been identified as being a significant Council property and has little likelihood of being strategically useful to the Council, and thorough internal investigation identifies no reason for retaining it.
2. Authority to approve the purchase of land with a rateable value of less than \$20,000 to enable essential works to proceed.
3. Authority to enter into contracts with a duration of up to 5 years, provided that:
 - The expenditure has been approved in the Long Term Plan (LTP);
 - The annual value of the contract does not exceed the level specified as Contractual Authority N° 1 in S-DM 1046 *Contractual Authorities - Staff Schedule*; and
 - The total value of the contract does not exceed twice the level specified as Contractual Authority N° 1 in S-DM 1046 *Contractual Authorities - Staff Schedule*.
4. Expenditure in Excess of Budgeted Levels
 - 4.1. Authority for the Management Team and/or Chief Executive to approve the over-expenditure, where an item of capital expenditure has been provided for and approved in the annual plan and the actual expenditure is expected to exceed the approved amount, provided that:
 - on a cumulative basis the total capital expenditure for the year for the relevant cost centre is not exceeded; and
 - this delegation does not result in a reduction in the level of service associated with other capital expenditure items within the cost centre.

Where operating results are forecast to be worse than expected as at the end of the financial year, the following provisions shall apply:

- where the total operating expenditure for a Significant Activity (based on the classifications in the LTP) is expected to exceed budget by more than 5%, the Departmental Manager shall prepare a report for the Chief Executive indicating factors contributing to the over-expenditure and the steps which are being taken to offset or reduce the over-expenditure.
- 4.2 The Chief Executive shall prepare a report for the Audit and Risk Committee indicating factors contributing to the adverse financial result and indicating factors contributing to the adverse financial result and indicating steps which are being taken to improve the financial result, where:
 - a) the Net Operating Surplus for the Council is expected to be worse than the amount shown in the Annual Plan by more than \$500,000;
 - or**
 - b) where the Total Operating Expenditure for a Significant Activity is expected to be greater than expected by more than 10% and the higher level of expenditure is not expected to be offset by increased income streams —

Note: Delegations 4.1 above do not apply to emergency expenditure which is already provided for in Delegation S-DM 1046 Contractual Authorities - Staff Schedule.



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4.3 Authority of the Management Team and/or Chief Executive to approve the over expenditure on an estimate on capital works represented in the supporting documents to the Annual Plan and the Long Term Plan (LTP) adopted by the council for that year, provided that:

- a) An over expenditure to an estimate on capital works up to the lesser amount of 10%, or the value of \$50,000.

and

- b) The over expenditure will allow the department concerned to better achieve the purpose for which the estimate was adopted.

and

- c) The over expenditure is funded from savings within that department's budgets which are to be confirmed by the relevant Department Manager and the General Manager Finance and Business Support, who will report on a quarterly basis to the Audit & Risk Committee.

and

- d) The cumulative value of over expenditure in estimates on capital works will not exceed \$500,000 in any one financial year. This is equivalent to a maximum of 10 projects.