

STRATFORD DISTRICT COUNCIL

SECTION:	DELEGATIONS	
POLICY:		<u>MISCELLANEOUS</u>
RESPONSIBILITY:	[Click here]	REVIEW DATE: April 2008
VERSION:	1	APPROVED DATE: April 2005
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SECTION 3 - MISCELLANEOUS DELEGATIONS

The following additional powers are not specifically provided for in the Local Government Act.

1. Affidavits

That the Chief Executive be authorised to make such affidavits on behalf of the Council as he may consider necessary from time to time.

2. Estimates

That pursuant to clause 32 of Schedule 7 of the Local Government Act 2002, and subject to such other limitations as may be imposed by the Council either generally or in any particular case from time to time, the Chief Executive is hereby granted the delegation to expend such sums of money as the Chief Executive thinks fit in order to carry into effect the annual budget as adopted by the Council in its Annual Plan or Long Term Community Plan.

That pursuant to clause 32(3) of Schedule 7 of the Local Government Act 2002 the Chief Executive may delegate generally to any other officer of the Council his/her financial delegation.

- (a) That any contract which in the opinion of the Chief Executive is of a major nature shall be reported to Council, through the Departmental Managers report as soon as practicable.
- (b) That every payment of money made under the delegated authority of the Chief Executive shall be reported to Council.
- (c) That no oral contract shall be made by an officer for a sum exceeding \$1,000.

Approved by Chief Executive from January 2005:

Operations Manager	For responsibility area, \$150,000 limit
Corporate Services Manager	For responsibility area, \$100,000 limit
Planning & Regulatory Manager	For responsibility area, \$100,000 limit
Roading Asset Manager	For responsibility area, \$75,000 limit
Services Asset Manager	For responsibility area, \$75,000 limit
Property Asset Manager	For responsibility area, \$75,000 limit
Project Engineer	\$5,000.00 per order
Operations Administration Officer	\$500.00 per order

Accountant	\$2,000.00 per order
Service Centre Supervisor	\$1,000.00 per order
Librarian	\$2,000.00 per order
Economic Development Leader	\$2,000.00 per order
Community Development Advisor	\$2,000.00 per order
Communications Officer	\$2,000.00 per order
Information Centre Manager	\$2,000.00 per order
Executive Administration Officer	\$2,000.00 per order
Planning & Regulatory Administration Officer	\$ 500.00 per order.
Compliance Officer	\$ 500.00 per order.
Building Inspector	\$ 500.00 per order.

- (d) All formal contracts involving the calling of tenders be accepted on behalf of Council by the Chief Executive.
- (e) Any contract which in the Chief Executive's opinion is of a major nature shall be reported to the respective Committee, through the Departmental Managers report as soon as practicable.

3. **Authorisation Limits for Regular/Routine Payment Processing**

Through our payable system Corporate Services Department has regular/routine payments which require authorisation prior to processing. Generally these types of payments are above the Accountant's authorisation limits.

In order to ensure processing authorisation is prepared by an independent person who has knowledge of the internal controls and documents requiring approval, by copy of this memorandum, effective immediately, the Accountant in excess to the present authorisation limit will have authority to authorise for approval for processing the following regular/routine payments:

- Inland Revenue Department
- Employee Deductions Payments
- Telecom
- New Zealand Post Ltd
- Quotable Value New Zealand Ltd
- Caltex Starcard
- Baycorp (collection fees only)
- National Bank (Pensioner Housing Loan)
- Legion of Frontiersman (monthly security)
- TSB Bank (loan interest)
- Westpac Bank (loan interest)
- Just Water (water cooler)
- Electronic Transaction Services (Eftpos Monthly Fee)
- Team Talk (RT rental)

4. **Financial Delegation**

It is necessary that the Executive Administration Officer be given the official delegation required to authorise day to day expenses.

On a daily basis the following expenses items are incurred and authorised by the Executive Administration Officer on behalf of elected members:

- Afternoon teas and lunches for Council meetings and Workshops.
- Flowers for bereavements.

- Cabinet stocks.
- Conference/Seminar fees as approved by Council and including travel and accommodation expenses.
- Catering for District Mayor (lunches, morning and afternoon teas).

Annual and other expenses incurred and authorised by the Executive Administration Officer are:

- Catering and refreshments for civic functions such as the Mayoral Reception, Citizenship Ceremonies, Anzac Day, Citizen Awards and the various Christmas functions.
- Incidentals related to these functions such as floral, venue and equipment hire, certificates and gifts for Council presentations etc.

That the Executive Administration Officer be given the financial delegation to authorise expenses from the Elected Members Budget as detailed above.