

24 February 2020

Andrew Frazer

Via email: [fyi-request-12093-3e7317ca@requests.fyi.org.nz](mailto:fyi-request-12093-3e7317ca@requests.fyi.org.nz)

Dear Andrew

### Response to official information request for Designated Financial Authorities

I refer to your request for official information received 27 January 2020 relating to designated financial authorities. We have processed your request under the Local Government Official Information and Meetings Act (LGOIMA) 1987.

The information you requested is enclosed.

1. **Please provide a list of the designated financial authorities for all PCC staff, and any special conditions that may exist around those authorities.**

In response to your Official Information request on designated financial authorities the following information is provided.

- The Council has approved financial delegations to the Chief Executive as shown in **Attachment One**.
- The Chief Executive has sub delegated some financial authority as set out in the levels below to staff occupying positions listed in the **attached** Financial Delegations Schedule.
- Staff who occupy roles with financial delegations are required to sign an instrument of delegations confirming that they have read and understood the Council's policies and practices and that they will exercise their delegations accordingly.
- They are instructed to exercise their delegations with care, taking stock of wider organisational considerations and keeping their manager informed of decisions of significance.
- They are required to familiarise themselves with the Council's policies and practices, keep up-to-date with amendments as they occur and exercise their delegations accordingly.
- They cannot use their delegations to authorise their own actions or expenses, a one-up approval is always required. They are instructed to avoid carrying out their delegations in a way that could create a conflict or perceived conflict of interest.

If you wish to discuss this decision with us, please feel free to contact Fiona Kirkwood, [Fiona.kirkwood@porirua.govt.nz](mailto:Fiona.kirkwood@porirua.govt.nz).

Ngā mihi



Wendy Walker  
**Chief Executive**  
**Kaiwhakahaere Matua**



- Any overspends must be offset by savings in the current year on a reduction in the dollar amount carried forward to the following years; and
  - The overspends will not result in other projects or sub projects being cancelled; or
  - any projects or sub projects included in the Annual Plan that will not be completed as planned in the current or following year will be reported to the Committee for approval.
  - For any projects that straddle more than one financial year then the 10% applies to the total project cost and not the cost in the current financial year.
- Any actual or forecast variations to budget will be reported to the Council or Te Puna Kōrero for noting and approval.
- The Chief Executive has the authority to approve unbudgeted expenditure (either Capital or Operating) where the incurring of the expenditure relates to:
    - Urgent health and safety or legislative requirements
    - An emergency (whether one has been declared or not) provided that if the amount is in excess of \$1m then the Chief Executive must consult with and get agreement from the Mayor or Deputy Mayor if the Mayor is incapacitated. However, in the highly exception event that the Chief Executive is unable to consult, then the Chief Executive is still authorised to commit to the expenditure, but must report the exercise of the delegation to the Mayor and Council as soon as possible.
- The Chief Executive has the authority to sign any contract, legal agreement, debt instrument, or memorandum of understanding in order to give effect to the Annual Plan and Long-term Plan and / or existing policy. Where the content relates to the Council's relationship with external stakeholders / organisations, the Mayor must be advised. The Mayor will determine whether the Mayor or Chief Executive is the appropriate signatory and / or whether the matter is referred to Council or Committee.

## Chief Executive Delegations

### APPROACH

- The delegation to the Chief Executive affirms that the Long-term Plan and the Annual Plan provide the basis for the implementation of Council decisions by the Chief Executive. Through and under the Long-term Plan and Annual Plan, operational and capital expenditure budgets, some fees and charges, service levels, specific projects, and other significant requirements are approved by the Council.
- The Chief Executive and management are then authorised to proceed to make all necessary decisions and arrangements in line with those decisions.
- The delegation to the Chief Executive is supported by the quarterly report and performance monitoring function performed by Te Puna Kōrero.
- The delegation is also supported by effective communication and constructive working arrangements between elected members and the Chief Executive, such as regular briefings and the Chief Executive's Key Performance Indicators.

### DELEGATION

The Council delegates the following to the Chief Executive under clause 32 of Schedule 7 of the Local Government Act 2002:

- The Chief Executive is delegated all powers, functions and authorities (other than those retained by Council, or contained within the delegations to committees or other subordinate decision-making bodies) subject to any legal limits on the Council's ability to do so, provided that:
  - the Chief Executive acts within the law,
  - Council policy (as approved from time to time) and
  - the Long-term Plan and Annual Plan.
- In order to ensure effective and efficient delivery of the Long-term Plan and Annual Plan the Chief Executive delegations authorise the following tolerance levels:
  - If the operating budget for any Group Activity area will be exceeded by an amount no greater than 5% for that year, but the overall Annual Plan budget level can be maintained, the Chief Executive (in consultation with the Chief Financial Officer) has the authority to approve budget transfers between Activity areas, but subject to the following criteria:
    - The overspends will not result in other projects or sub projects being cancelled; or
    - Any projects or sub projects included in the Annual Plan that will not be completed as planned in the current or following year will be reported to the appropriate committee for approval.

Note: the net operating budget or surplus for this purpose excludes revaluations and gain/loss on sale of assets and any other extraordinary items.
  - If an individual Capital Expenditure programme in the Annual Plan will be exceeded by up to 10% for that year, the Chief Executive has the authority to approve that expenditure, as long as the overall Capital Expenditure budget for the year is not exceeded and subject to the following criteria:
    - The overall Annual Plan capital expenditure dollar amount is not exceeded; and

## Schedule of Financial Delegations

The table below outlines by Group and then Team (if applicable), roles that have Financial Delegations. This is to be read in conjunction with the [Financial Delegations Register](#) (#1534274)

<b>Role</b>	<b>Financial Delegation Level</b>
General Manager City Infrastructure	B
General Manager Customer & Community	B
General Manager City Growth & Partnerships	B
General Manager Corporate Services /CFO	B
General Manager Policy, Planning & Regulatory	B
General Manager People & Capability	B
Executive Assistant to Chief Executive	F
<b>Role</b>	<b>Financial Delegation Level</b>
Manager Commercial & Economic Development	C
Manager City Partnerships	C
Manager Communications & Marketing	C
Manager Democratic Services	C
Principal Communications Advisor (2)	D
Principal Advisor Brand & Marketing	D
Graffiti Management Co-ordinator	D
Senior Advisor Partnerships (all)	D
Senior Commercial Advisor	D
Commercial Advisor	E
Village Projects Co-ordinator	D
Zero Waste Co-ordinator	D
Committee Advisor	F
Senior Committee Advisor	F
<b>Role</b>	<b>Financial Delegation Level</b>
Manager City Libraries	C
Manager Client Services	D
Manager Technical Services (Library)	D
Manager Information & Collections	D
Manager Customer Experience	C
Team Leader Customer Services	D

<b>Role</b>	<b>Financial Delegation Level</b>
Director of Pataka Art + Museum	C
Finance & Reporting Co-ordinator	D
Curator Maori/Pacific	F
Manager Recreation Porirua	C
Manager Events	D
Fitness Manager	D
Operations Manager (Recreation)	D
Swim School Manager	D
Team Leader Customer Services (Recreation)	D
Manager Business & Customer	E
Duty Manager (Recreation)	E
Team Leader Arena Fitness	F
Events & Programme Administrator	E
Aquatic Programmer	F
Events Co-ordinator	F
Senior Events Coordinator	E
Manager Parks	C
Manager Parks Operations	D
Senior Resource Planner (Parks)	D
Manager Horticulture	D
Manager Cemeteries	D
Manager Nursery	D
Manager Turf	D
Senior Asset Planner	D
Team Leader Gardens & Reserves	F
Team Leader Mowing	F
Team Leader Sportsfields	F
Team Leader Track & Coastal	F
Projects Manager (Parks)	D
Landscape Architect	D
<b>Role</b>	<b>Financial Delegation Level</b>
Manager Operations Support	C
Supervisor Mechanical	D
Supervisor Street Works	D
Senior Administration Officer	D
Administration Officer	E
<b>Role</b>	<b>Financial Delegation Level</b>
Manager Property	C
Manager Facilities Maintenance & Energy	D
Facilities Contract Officer	D
Facilities Maintenance Officer	D
Facilities Maintenance Officer - Projects	D
Administration Officer – Property	E

<b>Role</b>	<b>Financial Delegation Level</b>
Manager Transport	C
Manager Water & Waste	C
<b>Role</b>	<b>Financial Delegation Level</b>
Manager Corporate Support	D
Manager Programme & Project Management Office	C
Procurement Advisor	F
Manager Commercial	C
Manager Financial Services	C
Manager Planning & Review	C
Manager Finance Systems	D
Team Leader – Transactions	D
Chief Technology Officer	C
Manager Business Applications	D
Manager Business Technology Operations	D
Manager GIS	D
<b>ROLE</b>	<b>Financial Delegation Level</b>
Manager Building Assurance	C
Manager Resource Consents & Monitoring	C
Manager Monitoring & Compliance	C
Manager Environment & City Planning	C
Manager Strategy & Policy	C
Regulatory Commercial Analyst	C
Senior Corporate & Strategic Planner	D
Team Leader Monitoring & Compliance	D
Team Leader Building Assurance	D
<b>ROLE</b>	<b>Financial Delegation Level</b>
Manager HR Services	D
Manager Health, Safety & Emergency Management	D
Principal Advisor Organisational Development	D
Organisational Development Advisor	D
Senior Human Resources Advisor	E
Senior Health & Safety Officer	E
Office Administrator (PAC )	E

## Financial Delegation Levels

<b>LEVEL</b>	<b>Established \$ Positions</b>
B	1,000,000 <u>Level B</u>
C	50,000 <u>Level C</u>
D	20,000 <u>Level D</u>
E	10,000 <u>Level E</u>
F	5,000 <u>Level F</u>

