

18 November 2024

File Ref: IRC-7126

Tēnā koe [REDACTED]

Thank you for your email of 19 October 2024 to Te Kaunihera o Pōneke | Wellington City Council (the Council) requesting information regarding Landfill Levies and waste, delegated financial authority, Social Housing and Emergency works. Your request has been considered under the Local Government Official Information and Meetings Act 1987 (the Act). Please find my response below.

1. For the year ended 30 June 2024, can you please advise the following:

a. How much has the Council received for landfill levies for class 1 (Municipal landfill)?

\$3,436,593.67(ex GST) was received from Ministry for Environment (MfE) in F2024.

b. How much has the Council received for landfill levies for class 2 (Construction and demolition fill)?

c. How much has the Council received for landfill levies for class 3,4 (Managed or controlled fill)?

The below responds to both questions above b & c.
No funding received.

d. How much of the amount received has been spent on promoting waste management or minimisation activities? Please provide a breakdown of this expenditure into broad areas.

e. How much of the amount received has been spent on achieving waste management or minimisation activities? Please provide a breakdown of this expenditure into broad areas.

The below responds to both questions above questions d & e.

In F2024 the Council spent \$1,996,171(ex GST) of waste levy funds. This spend is in accordance with the Waste Management & Minimisation Plan (WMMP) and can be broken down into the following categories as defined by MfE:

Item	Costs
Education & Communication (promoting)	\$231,139
Services (achieving)	\$400,495
Infrastructure (achieving)	\$125,545
Research & reporting (promoting and achieving)	\$850,998
Other Initiatives (promoting and achieving)	\$387,994
Total	\$1,996,171

- f. **Has the WCC received any funds from Central Government from the waste minimisation fund, and if so, how much?**
- g. **If WCC has received funds from the waste minimisation fund, how much has been spent and on what broad categories?**

The below response is for questions 1f & 1g.

The Council has not received any funding from Central Government for the Waste Minimisation fund.

2. **Please provide a copy of the Internal Delegated Financial Authority within the Council?**
Please see attached Item 1 of the Council’s Internal Delegated Financial Authority.
3. **A copy of the 2024-2026 asset maintenance works programme, the programme showing what works are planned, the assets being maintained and the locations?**

Please refer to the Council’s [Long-Term Plan \(LTP\) 2024-2034](#) Infrastructure Strategy. This provides a high-level overview of the Council Asset and Maintenance work which provides the information on the issue, the different options, decision dates, delivery timings, estimated costs, OPEX and CAPEX forecast and risks for work over the next 10 years. Please note the Council is undertaking an LTP amendment to the 2024-2034 Plan which may change some of this information.

4. **As refined on 7 October 2024, can I please have a register of all the emergency works including location and costs over the value of \$50,000 carried out on all Council owned infrastructure, for year ended 30 June 2024?**

Below is the list of emergency works for the Council for the year ending 30 June 2024 (costs are excluding GST).

Team	Location	Fault	Cost
Transport & Infrastructure	Massey Road, Karaka Bays	Hazard Response – General	\$70k
Transport & Infrastructure	Massey Road, Karaka Bays	Hazard Response – General	\$76k
Transport & Infrastructure	Massey Road, Karaka Bays	Hazard Response – General	\$79k
Transport & Infrastructure	Massey Road, Karaka Bays	Hazard Response – General	\$53k
Property	Newtown Library 13 Constable Street, Newtown	Asbestos removal	\$86k
Property	Te Whaea 11 Hutchison Road, Newtown	Asbestos removal	\$89k
Park, Sport & Recreation	Begonia House 101 Glenmore Street Wellington	Gantry Windows	\$59k

5. **For the 10 years to 30 June 24, for each year please provide the following information:**
 - a. **Number of social housing homes or bedrooms under WCC remit**
 - b. **Occupancy of homes or bedrooms under WCC remit**
 - c. **Number of people accessing on average each year, the WCC social housing**
 - d. **OPEX expenditure annually**
 - e. **CAPEX expenditure annually**

Please note that from 1 August 2023, an independent Community Housing Provider and charitable Trust (the Trust), Te Toi Mahana took over the tenancy management of the majority of Council-

owned housing assets. Council staff that were responsible for data collection and management also transferred employment to the Trust.

The below response is for the above questions 5a & 5c.

We are refusing this part of your request under Section 17(f) of the Act. This request requires substantial collection, collation, and review of 10 years' worth of information. We have considered whether charging or extending the timeframe for responding to your request would help, as required by section 17a of the Act. However, in the absence of a subject matter expertise to undertake this analysis, and due to a change in software, some historical data prior to September 2022 may be excluded.

We can however confirm that as of 30 September 2024, 1,646 homes were leased to Te Toi Mahana. In addition to this, Council also owns 104 units at the Housing complex known as Te Māra in Mt Cook, which are currently leased to Kāinga Ora. Further to this, there are approx. 20 homes currently owned by Council that are not currently leased or occupied. The reasons for this are that these homes are in the process of being prepared for refurbishment, or have major works being undertaken to them.

At the time Council transferred the management of tenancies to the Trust, over 3000 people were housed by the Council.

The below response is for the above questions 5b.

Please refer to Item 2 for Housing related KPIs published in various Annual Reports. Links and pages number below:

- [Annual Report 2013 – 2013](#) - page 55
- [Annual Report 2013 – 2014](#) – Page 70-71
- [Annual Report 2014 – 2015](#) – Page 85-86
- [Annual Report 2015 – 2016](#) pages 85 - 86
- [Annual Report 2016 – 2017](#) – page 92
- [Annual Report 2017 – 2018](#) – page 109
- [Annual Report 2018 – 2019](#) – page 137
- [Annual Report 2019 – 2020](#) – page 145
- [Annual Report 2020 – 2021](#) – Page 125
- [Annual Report 2021 – 2022](#) – Page 100
- [Annual Report 2022 – 2023](#) – Page 91
- Annual Report 2023-2024 – not yet published.

The below response is for the above questions 5d & 5e.

Please refer to each annual report or annual plans for Capital and Operational expenses

- [Annual Reports - Plans, policies and bylaws - Wellington City Council](#)
- [Annual Plans - Plans, policies and bylaws - Wellington City Council.](#)

Noting that the Annual Report F2023-2024 has not been finalised.

Below are the documents that fall in scope of your request and my decision to release the documents:

Item	Document Name	Decision
1	Internal Policy – Delegations Policy	Release in full
2	Screenshots of KPI last 10 years	Release in full

As per section 7(1) of the Act I do not consider that in the circumstances of this response, the withholding of this information is outweighed by the other considerations which render it desirable to in the public interest to make the information available.

You have the right, by way of complaint under section 28(1) of the Act, to request an investigation and review of the Council's decision to refuse information by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you require further information, please contact official.information@wcc.govt.nz.

Nāku noa, nā

Asha Harry
Official Information & Privacy
Wellington City Council

Internal Policy
Delegations Policy



Our Values

Our values underpin our internal policies.



He tangata, he tangata, he tangata
We put people at the heart of what we do



Whakapai ake
We're always improving



Mahi ngātahi
We collaborate



Mana tiaki
We care for our places

Purpose

This 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
- provides guidance on discretionary expenditure.

Scope

This Policy applies to all staff (casual, fixed term and permanent) and contractors at Wellington City Council that are referred to as staff throughout this policy.

Contents

Our Values	2
Contents	3
Policy Statements	5
Delegations Schedules	7
1. Chief Executive Delegations	19
1.1 Overview.....	19
1.2 Chief Executive.....	19
1.3 Authorised Signatories.....	19
1.4 In the Chief Executive’s Absence.....	20
2. Individual delegations	21
2.1 Business Unit (BU) Specific.....	21
2.2 Assigning Delegations.....	21
2.3 Delegated Authority Letter.....	21
2.4 Monitoring of Financial Delegations.....	21
2.5 Transferring Roles – Cancelling Delegations.....	22
2.6 Out of scope.....	22
2.7 Out of scope.....	22
3. Financial Management and Transactions	23
3.1 Budgets.....	23
3.2 Programmes and Projects.....	23
3.3 Procurement and Contracts.....	23
3.4 Sensitive Expenditure.....	27
3.5 Debtors, creditors and write-offs.....	28
3.6 Fees and Charges.....	29
3.7 Insurance.....	29
3.8 Bequests and Trust Funds.....	29
3.9 Financial Support to Third Parties.....	30
3.10 Events Funding Decision.....	30
3.11 Payments to Council Controlled Organisations.....	32
4. Human Resources Delegations	33
5. Out of scope	33
5.1 Out of scope.....	33
5.2 Out of scope.....	33
5.3 Out of scope.....	33
5.4 Out of scope.....	33
5.5 Out of scope.....	34
5.6 Out of scope.....	34
5.7 Out of scope.....	34
5.8 Out of scope.....	34
5.9 Out of scope.....	34
5.10 Out of scope.....	35
6. Emergency and Civil Defence Delegations	36
6.1 Types of Incident.....	36

6.2	The Crisis Management Team.....	36
6.3	Declaration of a State of Emergency.....	37
6.4	Emergency Delegations.....	37
6.5	Urgent Approval of Delegations.....	38
6.6	Specific Condition – CEO Emergency Delegation.....	38
	Related Policy and Procedures.....	39

List of Delegation Schedules

Schedule 1: Delegations at a Glance	7
Schedule 2: DFA Levels and positions within the Council	8
Schedule 3: Operating Expenditure and Revenue.....	9
Schedule 4: Capital Expenditure (Capex)	11
Schedule 5: Human Resources	12
Schedule 6: Property Transactions.....	12
Schedule 7: Weather-Tightness Homes Transactions.....	16
Schedule 8: Treasury Management Delegations.....	17

Policy Statements

1. Delegations:
 - a. Must be in writing, between the Chief Executive and an Executive Leadership Team (ELT) member, or between an officer and the relevant Executive Leadership Team member.
 - b. Are to individual officers in defined positions.
 - c. Are for an indefinite term unless stated otherwise.
 - d. Are limited to the officer's own area of responsibility and cost centre(s) as set out in their Delegated Authority Letter.
 - e. Can be given by the Chief Executive to any officer or by an Executive Leadership Team member to an officer within their own group, noting that the Chief Executive's authority to delegate is limited by the budgets approved in the Council's Annual and Long-Term Plans.
2. Any person exercising a delegation is accountable for the results of their actions.
3. 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.

General rules

4. Delegated decisions are a decision of the Council and are binding on the Council.
5. Apart from the Chief Executive the delegations to officers apply to specific cost centres as noted in the Delegated Authority Letter.

One-up Rule

6. 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.
7. 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).
8. 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.

Temporary delegated authority

9. Temporary delegated authority:
 - a. may be given to an officer to cover for another's officer's absence, whether it is planned or unplanned.
 - b. must be made in writing and signed by the relevant Executive Leadership Team member or Chief Executive.
10. Only the Chief Executive can give a temporary delegation to an officer who is acting in the role of an Executive Leadership Team member.
11. The authority to approve a temporary delegation sits with the one-up manager. The leader initiating will be required to discuss with their manager for approval.

Non-existent positions

12. If a current Wellington City Council bylaw delegates authority to a specific officer (e.g. the Town Clerk) 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.

Unclear or conflicting delegations

13. 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 Chief Officer 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 Chief Officer is unable to resolve the conflict it should be referred to the appropriate Council committee for policy issues.
14. Consult with the Council's Legal Services team for further advice.

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.

Schedule 1: Delegations at a Glance

Area	Description
Sale and purchase of land and buildings including that acquired by gift or vesting	Explicit Council approval required.
Operating and capital expenditure	Delegated to specific positions and cost centres with financial limits as detailed in Schedule 3 and Schedule 4 below.
Overspending of budgets	Generally not permitted, the (internal) Finance and Treasury Committee/ Chief Executive has the authority to approve overruns as long as the overall Annual Plan numbers are not exceeded.
Significant transactions	The Council has a Significance and Engagement Policy which sets out the criteria for deciding if a transaction or event is significant and determines the level of public engagement required. All reports to Council must consider whether the item is significant.
Funding of events	The Social, Cultural and Economic Committee approves the allocation of funding from the City Growth Fund, where the total commitment is more than \$300,000. Grants over \$100k from the Heritage Resilience and Regeneration Fund are recommended by the Pītau Pūmanawa Grants Subcommittee and approved by the Kōrau Tūāpapa Environment and Infrastructure Committee.
Delegations from the Council to the Chief Executive	The Council has delegated to the Chief Executive the authority to implement the Annual Plan/LTP along with certain financial tolerances. Detailed delegations from Council to the Chief Executive are in the Agenda of Te Kaunihera o Pōneke Council 16 November 2022
Setting rates and any rating sale	Must be approved by the Council.
Rates postponement, remission and penalties	Delegated to the Chief Executive, Chief Strategy and Finance Officer, Manager Financial Operations, Team Leader Rates and Team Leader Credit Control in accordance with the criteria set out the LTP policies.
Treasury transactions	Covered by the Investment and Liability Management Policy See Schedule 8: Treasury Management Delegations
Property transactions, weathertight homes, claims for structural defects	Refer to Schedule 6: Property Transactions and Schedule 7: Weather-Tightness Homes Transactions

Schedule 2: DFA Levels and positions within the Council

DFA Level	Position within the Council
8	Chief Executive
7	Chief Strategy and Finance Officer Chief Infrastructure Officer Chief Operating Officer Chief Planning Officer
6	Other Executive Leadership Team (ELT) members Other approved Managers
1-5	Business unit managers, people managers or team leaders, other Council officers

Schedule 3: Operating Expenditure and Revenue

Operating Expenditure & Revenue	Level 8	Level 7	Level 6	Level 5	Level 4	Level 3	Level 2	Level 1	Notes	
Non-restricted OPEX	Unlimited ¹	\$7.5 million ²	\$750,000 ²	\$375,000	\$225,000	\$75,000	\$15,000	\$1,500	<ol style="list-style-type: none"> The Chief Executive's authority is limited by the budgets approved in the Long-Term Plan (LTP) / Annual Plan. Excluding treasury transactions which come under the Chief Strategy and Finance Officer and the Treasurer as per the Council's Investment and Liability Management Policy. In consultation with the Chief Strategy and Finance Officer. Chief Strategy and Finance Officer and Treasurer only. 	
Payments to Wellington Water Refer section 3.11 Payment to CCOs	Unlimited	\$7.5 million	\$750,000	\$375,000	\$225,000	\$75,000	\$15,000	\$1,500		
Revenue, excluding rates	Unlimited ¹	\$7.5 million ²	\$750,000 ²	\$375,000	\$225,000	\$75,000	\$15,000	\$1,500		
Specific transactions approved by the Council or Council committees	Limit approved	The lower of the officer's non-restricted OPEX (above) or the limit approved by Council								
Payments out of Self Insurance Reserve	\$10 million ³	\$2,000,000 ⁴	\$500,000 ⁴	-----						
Restricted items										
Weather-tightness	Refer to Schedule 7: Weather-Tightness Homes Transactions									
Payment of rates to Greater Wellington Regional Council and levies to Sludge Finance L.P	Unlimited	\$20 million	-----							Chief Strategy and Finance Officer only.
Payment of taxes to Inland Revenue	Unlimited	\$20 million	\$5 million			-----			This applies to Manager HR Services and Manager HRIS & Payroll for PAYE and payroll-related payments to Inland Revenue only. For all other payments to Inland Revenue: Chief Strategy and Finance Officer and Financial Controller only.	
International travel	Unlimited	-----							All overseas travel and expenses must be approved by the relevant Executive Leadership Team member and the Chief Executive and must be supported by a business case. Travel and expenses for the Chief Executive must be approved by the Chief Strategy and Finance Officer after receiving confirmation that the Mayor has agreed to the travel and associated costs (if any). Refer to the Travel and Accommodation Policy.	
Domestic travel/accommodation, per trip, per person	Unlimited	\$4,500	\$1,500		\$750	-----			For further detail refer to Sensitive Expenditure Policy	
Staff Welfare/Recognition	Unlimited	\$200	\$100		\$50	-----			The limit is per gift per staff member refer to Sensitive Expenditure Policy	
Christmas functions	Unlimited	\$30 per head							Costs must include the total cost i.e. food, beverage, activities and transport. The responsible Executive Leadership Team member must sign off the final cost.	

Operating Expenditure & Revenue	Level 8	Level 7	Level 6	Level 5	Level 4	Level 3	Level 2	Level 1	Notes
Welfare functions	Unlimited	\$7.50 per head capped at maximum of \$350						The employee leaving must have worked for the Council for more than 24 months.	
Welfare Giving (internal) e.g. flowers	Unlimited	\$75 per staff member							
Giving Koha (external parties)	Unlimited	Refer to Sensitive Expenditure Policy							
Bequests & trust funds	Unlimited	\$7.5 million	-----					Chief Strategy and Finance Officer and Financial Controller only.	
Payroll Payment runs	Unlimited	Refer to the WCC HR Delegations approved by ELT in November 2022							
CCOs excluding Wellington Water	Limit approved by Council	The lower of the officer's non-restricted OPEX (above) or the limit approved by Council							
External courses and study Fee reimbursement	Unlimited	\$7,500		\$4,500	\$3,000		-----	Includes associated travel and accommodation for approved study and attendance. In the case of learning contracts, the delegations apply to the total cost of the contract, and not individual papers or components.	
Expenditure claims for staff	Unlimited	\$15,000	\$1,500	\$750		\$150	-----	The Chief Executive's expense claims are approved by the Chief Strategy and Finance Officer. The Chief Strategy and Finance Officer's expense claims are approved by the Chief People and Culture Officer. The Mayor's expense claims are approved by the Chief Strategy and Finance Officer, and periodically reviewed by Assurance. For all other officers the One-up rule applies.	
Other equipment <\$2,000 (non-CAPEX)	Unlimited	\$2,000		\$1,000	\$500		-----		
Legal advice	Unlimited	\$375,000	\$225,000		----	\$15,000	----	Legal Services Team members and Chief Strategy and Finance Officer only. The General Counsel manages the provision of all legal services to the Council from the internal Legal Services Team and external providers and holds a budget for delivery of these services. From time to time the Chief People and Culture Officer may incur costs regarding sensitive (Executive level) legal matters. Such expenditure will be discussed with the General Counsel.	
Ex gratia payments	\$750,000	\$15,000		-----					
Write off fixed assets	Unlimited	\$375,000	\$7,500	-----				Chief Strategy and Finance Officer and Financial Controller only	
Revaluation of fixed assets/investments	Unlimited	Unlimited	-----					Chief Strategy and Finance Officer only	
Refund of Bonds or Deposits (eg subdivision bonds, encroachment bonds, building	Unlimited	\$150,000		\$75,000		\$20,000	\$750	----	Level 6 delegation applies to Manager Consenting & Compliance.

Operating Expenditure & Revenue	Level 8	Level 7	Level 6	Level 5	Level 4	Level 3	Level 2	Level 1	Notes
or resource consent initial fees deposits, PSR hire bonds)									
Write off non-rates debts and interest on debt	Unlimited	\$150,000	\$75,000	\$1,500		-----			
Issuance of credit notes	Unlimited	\$150,000	\$75,000	\$7,500	\$3,000	-----			
Repayment plan agreement	18 months	12 months	9 months	6 months	3 months				In consultation with Team Leader Credit Control or Team Leader Rates and Manager Financial Operations.
Remission of rates penalties	Unlimited	\$75,000	-----	\$37,500	-----	\$1,000	-----		In consultation with the Rates team and subject to meeting the criteria as set out in the Rates Policies in the LTP. Requires authorisation from either Chief Executive, Chief Strategy and Finance Officer, Manager Financial Operations, Team Leader Rates and Team Leader Credit Control only.
Remission of rates	Unlimited	\$75,000	-----	\$37,500	-----	\$1,000	-----		
New debtors (non-rates only) authorisation	Unlimited					-----			In consultation with Team Leader Credit Control or Manager Financial Operations.
Withdrawing credit	Unlimited					-----			
Refunds relating to Accounts Receivable Debtor Accounts eg overpayments of rates	Unlimited	\$300,000	\$75,000		----		\$1,000	----	Chief Executive, Chief Strategy and Finance Officer, Manager Financial Operations only and Team Leader Credit Control only.
Refunds for Fees and User Charges sales	Unlimited	\$10,000		\$5,000	\$1,500	\$350	\$200	----	Any refunds in excess of these amounts can also be approved by the Chief Strategy and Finance Officer or Manager Financial Operations in accordance with the above delegation for 'Refunds relating to Accounts Receivable Debtor Accounts'
Other – variations from Purchase Order	\$100								Payment Services Team only – to allow for PO's adjustments where the variance is for small amounts (less than \$100) due to items such as freight, GST, custom duties etc.
Sponsorship of external parties	Over \$150,000 (or where naming rights are being granted)			\$150,000		\$75,000	\$1,500	-----	
Request for use of Council Seal	All	Own group	Own unit			-----			
Journals	Officers with a financial delegation cannot process journals.								

Schedule 4: Capital Expenditure (Capex)

Capital Expenditure (CAPEX)	Level 8	Level 7	Level 6	Level 5	Level 4	Level 3	Level 2	Level 1	Notes
Non-restricted	Unlimited	\$7.5 million	\$750,000	\$375,000	\$225,000	\$75,000	\$15,000	-----	The Chief Executive's authority is limited by the budgets approved in the Long-Term Plan (LTP) / Annual Plan.

Capital Expenditure (CAPEX)	Level 8	Level 7	Level 6	Level 5	Level 4	Level 3	Level 2	Level 1	Notes	
Restricted Items										
Sale or purchase of land and buildings including gifts and vesting with no Council approval	Full Council approval required									
Sale or purchase of land and buildings including gifts and vesting with explicit Council approval	Unlimited	-----								
Computer equipment and software (single purchase)	Unlimited	\$2.25 million	\$375,000	\$225,000	-----					Subject to conforming to Information and Data Asset Management Policy, Information Technology Policy and procurement processes, if appropriate.
Computer equipment and software (CAPEX)	Unlimited	\$1.5 million	\$150,000	\$3,000	\$1,500	\$750	\$750	-----	Subject to conforming to Information and Data Asset Management Policy, Information Technology Policy and procurement processes, if appropriate.	
Other operational equipment	Unlimited	\$1.5 million	\$150,000	\$3,000	\$1,500	\$750	\$750	-----		
Sale of surplus assets	Unlimited	\$750,000	\$375,000	-----						Executive Leadership Team member only
Fleet assets purchase and sale	Delegated to the Finance and Treasury Committee									

Schedule 5: Human Resources

Refer to the [WCC HR Delegations](#) approved by ELT in November 2022.

The Chief People and Culture Officer can delegate to employees within HR services the authority to approve and sign-off the payroll (Fortnightly and special/off-cycle payments). This approval will be formalised with a Delegated Authority Letter.

Payroll release and banking is a delegated financial authority and levels for this are contained in the financial delegations.

Schedule 6: Property Transactions

The officers in the table below have delegated authority for the property transactions as detailed in the schedule.

Level	Position within the Council
8	Chief Executive
7	Chief Operating Officer (refer to note j) Chief Infrastructure Officer Chief Planning Officer Chief Strategy and Finance Officer

5	Manager Property & Capital Projects
3	Property Advisory Manager Team Leader Encroachment

Property Transactions	Level 8	Level 7	Level 6	Level 5	Level 4	Level 3	Level 2	Level 1
LEASE / LICENCE ISSUES – Non Reserve Land								
New leases / licences	Unlimited	\$10 million	\$5 million	\$3 million		-----		
Rent reviews								
Variations								
Renewals	Approval delegated to Manager Property & Capital Projects and above					-----		
Assignments								
Landlord approval for Council owned property that is managed by Property								
Terminations	Delegated to Chief Infrastructure Officer and Chief Executive		-----					
Re-entry								
LEASE / LICENCE ISSUES – Reserve & Wellington Town Belt Land								
New leases Town Belt (per s 17 of the WTB Act)	Council must approve							
New leases / licences reserve	Approval delegated to Koata Hātepe Regulatory Processes Committee Terms of Reference							
New licences (Wellington Town Belt)								
Renewals - the right of renewal of reserve and Town Belt transactions is a pre-existing power exercisable under the original lease approved by Council/Committee								
Vesting a Reserve								
Classification of a Reserve								
Re-classification of a Reserve								
Revocation of a Reserve								
Easements and Covenants								
Rent reviews								
Assignments								

Property Transactions	Level 8	Level 7	Level 6	Level 5	Level 4	Level 3	Level 2	Level 1
Variations								
Terminations	Delegated to Chief Operating Officer, Chief Planning Officer and Chief Executive		-----					
Re-entry								
PROPERTY TRANSACTIONS - LEGAL ROAD								
Road legalisations (on Council owned land)	Delegated to Manager Property & Capital Projects and above				-----			
Road Stopping	Approval delegated to Koata Hātepe Regulatory Processes Committee							
Encroachment Licences / Leases	Delegated to Encroachments Team Leader and above						-----	
GENERAL PROPERTY TRANSACTIONS								
All matters in relation to Easements, Encumbrances and Covenants - non-Reserve land owned by the Council	Delegated to Manager Property & Capital Projects and above				-----			
All matters in relation to Easements, Encumbrances and Covenants granted in favour of Council (over non-Council land)								
Public Works Act 1981 matters	Delegated to Chief Infrastructure Officer, Chief Planning Officer, Chief Operating Officer, and Chief Executive		-----					
Non-Encroachment licenses	Delegated to Manager, Property Advisory and above						-----	

Notes for Property Transactions Schedule:

- Council must approve any purchase or disposal of land and buildings (no exceptions). No officer has the authority to purchase or dispose land or buildings, including that acquired by gifting and/or vesting, without Council approving the transaction and the Chief Executive also signing off the transaction. The approval from the Council will be for a specific transaction only and will be normally delegated the Chief Executive.
- All purchases and disposals of land and buildings must be administered by Property unless the Chief Executive agrees otherwise. This includes any rating sales where the Rates Team will manage the process as prescribed by the Rating Act and Council policies but will utilise the Property directorate to undertake the process.
- Delegated authority levels relate to the total transaction value for the whole term of the lease / licence including renewals. (Example 1 - the transaction value for a new 21-year lease, with no rights of renewal, and an annual rental of \$100k per annum is \$2.1 million, i.e. $21 \times \$100k = \2.1 million. Example 2 - the transaction value for a 10-year lease with two 5-year renewals with an annual rental of \$50k is \$1 million, i.e. $10 \times \$50k + (2 \times (5 \times \$50k)) = \$1$ million).

- d. In respect of Rent Reviews, the delegated authority level is applied to the full value of the rental including the increase (e.g. a new 10-year lease, with no renewals, and an annual rental of \$150k has a full value of \$1.5 million and therefore can be approved by Level 4. If this lease has 2 yearly rent reviews and the first review increases the annual rental to \$195k, the full value of the rental for the remaining 8 years is \$1.56 million which requires a Level 5 approval).
- e. For Non-Reserve Land ONLY where there is a simultaneous lease renewal and rent review, delegated authority MUST relate to the rent review amount.
- f. Delegated authority in respect of any transaction involving the setting of a rental or other amount (i.e. new leases, rent reviews / renewals / variations / betterment) is granted only where that amount is supported by a valuation report that complies with the relevant PINZ valuation standard.
- g. In any case that a rental value is set at a level below market value, the transaction value for the purposes of these delegations is deemed to be the market value. For example, the market value of a new lease is assessed at \$50k per annum for a 3-year term, a transactional value of \$150k, but the Council wishes to grant a concessionary rental of \$10k per annum for the 3-year term, a transactional value of \$30k. This would normally be approved by an officer with a level 3 delegation. However for the purpose of these delegations the transaction value is deemed to be \$150k (market value) and subject to an officer with a level 4 delegation.
- h. In any case that a Deed is required to give effect to the transaction (e.g. a new lease or a variation to a lease) delegated authority is subject to the Deed being signed by two Councillors in accordance with the Property Law Act.
- i. All decisions made in relation to leases / licences granted in respect of Community and Recreation Groups must be made in accordance with the 'Leases policy for Community & Recreational Groups'.
- j. Where the Chief Operating Officer or the person acting in that role is unavailable, then the Chief Strategy and Finance Officer has the same delegated financial authority as the Chief Operating Officer.
- k. Granting of easements for any purpose over reserve land or Wellington Town Belt must be supported by a resolution of the Regulatory Processes Committee.

Schedule 7: Weather-Tightness Homes Transactions

For Weather-tight Homes (WTH) transactions listed below the following officers have delegated authority as detailed in the schedule.

Level	Position within the Council
8	Chief Executive
7	Chief Strategy and Finance Officer

Weather-Tightness Homes Litigation Claims	Level 8	Level 7	Level 6 to Level 1
Court claims	Unlimited	\$5 million Settling of any claims or litigation subject to review by General Counsel	---\$250k to General Counsel (Financial Assistance Package payment claims only)
Adjudication (WTH) / Weather-tight Homes Resolution Service (WHRS) including Financial Assistance Package			

Notes for Weather-tight Homes Schedule:

- All financial delegation limits are subject to a maximum of what is approved in the current LTP / Annual Plan and associated annual cost centre budgets. This delegation is for the provisioned account (7900) for WTH claims.
- Delegated authority levels relate to the total value of the Council contribution towards the settlement of the WTH litigation or the WTH Financial Assistance Package Claim. It does not include legal, professional and technical services.
- The legal costs limits noted in the delegations schedule for restricted OPEX apply to WTH claims along with guidance Note [14](#).

Schedule 8: Treasury Management Delegations

The Investment and Liability Management Policy details 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 and the Chief Strategy and Finance Officer	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 The Chief Strategy and Finance Officer (delegated by the Chief Executive)	Subject to the Investment and Liability Management policy
Overall day-to-day risk management	The Chief Executive (delegated by Council) The Chief Strategy and Finance Officer (delegated by the Chief Executive)	Subject to the Investment and Liability Management policy
Adjust interest rate risk profile	The Chief Strategy and Finance Officer (Delegated by the Chief Executive)	In accordance with the Investment and Liability Management policy Fixed / floating ratio between 50% and 80% Fixed rate maturity profile limit as per risk control limits
Managing funding and treasury investment maturities in accordance with Council approved facilities	The Chief Strategy and Finance Officer (Delegated by the Chief Executive) Treasurer	In accordance with the Investment and Liability Management policy
Approved treasury investments	The Chief Strategy and Finance Officer (Delegated by the Chief Executive)	Subject to the Investment and Liability Management policy
Maximum daily transaction amount (borrowing, investing, interest rate risk management. The limit excludes interest rate rollovers on existing	The Council	Unlimited
	The Chief Executive (delegated by Council)	Unlimited
	The Chief Strategy and Finance Officer (delegated by the Chief Executive)	\$50 million

Activity	Delegated Authority	Limit
swap transactions, existing drawn debt where the two together provide a hedge and issuance / roll-over of commercial paper, floating rate or fixed rate notes, and debt drawdowns in any new facilities which are replacing an existing facility.	Treasurer (delegated by the Chief Strategy and Finance Officer)	\$25 million
	Treasury Accountant, Principal Advisor Treasury & Funding (delegated by the Chief Strategy and Finance Officer for bank deposits only)	\$10 million
Authorising lists of signatories	The Chief Executive (Delegated by Council)	Unlimited
Opening / closing bank accounts	The Chief Executive (Delegated by Council)	Unlimited
Negotiate bank facilities and new debt arrangements	Treasurer (delegated by the Chief Strategy and Finance Officer)	Unlimited
Triennial review of Investment and Liability Management policy	Council	N/A

1. Chief Executive Delegations

1.1 Overview

- 15. Decisions on a number of issues may not be made by the Council without being consulted on and specifically provided for in the Long-Term Plan (LTP).
- 16. There are powers that the Council cannot delegate, in particular:
 - 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 this Act in association with the long-term plan or developed for the purpose of the local governance statement.

1.2 Chief Executive

- 17. The Chief Executive’s delegations stem from the [Council Terms of Reference and Delegations 2022-2025](#). The Chief Executive has a delegation to:
- 18. authorise tolerance levels, in order to ensure effective and efficient delivery of the Long-term Plan and An
- 19. approve unbudgeted expenditure for urgent health and safety or legislative requirements, as well as in an emergency.
- 20. allocate funding from the City Growth Fund up to a total commitment of \$100,000
- 21. sign any contract or memorandum of understanding in order to give effect to the Annual Plan and Long-term Plan and / or existing policy
- 22. approve international travel for the mayor and/or elected members where an invitation is received and there is no travel cost to the Council

1.3 Authorised Signatories

Action	Authorised Signatories
Apply the Council Common Seal	Chief Executive Officer Chief Operating Officer Chief Infrastructure Officer Chief Planning Officer Chief Strategy and Finance Officer Manager, Democratic Services
Release Payments	Two people are authorised to release payments. Refer to Payment Services for the current list of staff with appropriate authority.

Refer to Common Seal and Execution of Legal Documents.

1.4 In the Chief Executive's Absence

23. 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:
 24. the matter requires urgent resolution and cannot await the Chief Executive's return
 25. at least one level 7 Executive Leadership Team member is included in the joint review of the authority request.

2. Individual delegations

26. 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.
27. Job descriptions, employment contracts or other documents that mention that a position has delegated authority do not grant the authority.

2.1 Business Unit (BU) Specific

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

2.2 Assigning Delegations

29. Each manager is responsible for identifying the relevant delegations to specific Council officers in their area. Delegations are assigned through a Delegated Authority Letter which is approved by the appropriate Executive Leadership Team Member.
30. Managers must immediately cancel an individual's delegations and their warrant (if applicable) whenever staff leave the Council or transfer to another area within the Council. A Council officer can exercise their delegations upon countersigning their Delegated Authority Letter, unless directed otherwise.

2.3 Delegated Authority Letter

31. The [Delegated Authority Letter](#) describes the conditions of an officer's authority, the level and the cost centres it applies to. It is authorised by the Chief Executive or the appropriate Executive Leadership Team member. The letter must be on letterhead and countersigned by the officer. Once signed, the manager scans the letter and places the original in the officer's employee file. The scanned letter is then emailed to:
 - a. Payroll at BUS:Payroll Queries
 - b. Payment Services at BUS: Payment Services
 - c. HIKO (ICT Helpdesk)
32. Payment Services update the Delegations Register to add the individual's delegations and files the letters in the Archived Delegations Register.
33. Note: If a delegation is to be added to or amended then a completely new delegated authority letter is required. Any new delegation letter supersedes all previous delegations.

2.4 Monitoring of Financial Delegations

34. The Council's financial management information system (FMIS) monitors financial delegations at a transaction level.
35. 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.
36. It is expected that officers know and understand the policies and adhere to them, regardless of whether the limits allows it or not.

2.5 Transferring Roles – Cancelling Delegations

37. When staff transfer, all existing delegations and warrants (where applicable) are automatically revoked, and the new manager should issue a delegation authority appropriate to the employee's new role. The new manager must save a copy in the employee's file and send a copy of the new authority to:

- a. Payroll at BUS:Payroll Queries
- b. Payment Services at BUS: Payment Services
- c. HIKO (ICT Helpdesk)

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

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3. Financial Management and Transactions

3.1 Budgets

Seeking Approval for Overspend

43. 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. OPEX cannot be transferred to CAPEX, and vice versa. The manager must also identify any impact at an activity level.
44. As soon as a cost centre manager becomes aware that a cost centre or activity budget may be overspent, they must discuss with their Management Accountant or Finance Business Partner. The Chief Executive 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 10% as long as the overall annual plan budget for the year is not exceeded.
45. In terms of CAPEX the Chief Executive has delegated authority to the Finance and Treasury Committee, a committee of officers to approve any variances less than 10%.
46. Overspends up to \$500,000 for either OPEX or CAPEX without commensurate savings have to be approved by the Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee. Any overspends in excess of \$500,000 without commensurate savings have to be approved by the full Council.

Long Term Plan and Annual Plan Budgets

47. The Chief Executive 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 10% as long as the overall annual plan budget for the year is not exceeded.
48. Where additional budget is required to achieve a level of service agreed in the Long Term Plan or Annual Plan budget, further public consultation may be required through the Annual Planning process.

3.2 Programmes and Projects

49. In addition to the approved Long Term Plan and Annual Plan budgets, approval and funding for Programme and Projects must be obtained in line with the Council's Investment Delivery Framework.
50. Refer to the [Investment Delivery Framework](#).

3.3 Procurement and Contracts

51. Checks and balances are an important part of any commercial activity and form part of good decision making at Council. The following table outlines the approvals and endorsements required at distinct stages of the commercial lifecycle.

Commercial Lifecycle Stage	Approval or Endorsement Required
Procurement File Note <i>The Commercial Lead and the BUs are responsible for co-development.</i>	Endorsement: Commercial Lead Approval: Delegated Financial Authority

Commercial Lifecycle Stage	Approval or Endorsement Required
<p>Procurement Plan <i>The Commercial Lead and the BUs are responsible for co-development. Commercial Partnerships are responsible for the appropriate sourcing methodology including effective evaluation criteria. The BUs are responsible for the provision of accurate and timely information relating to the technical specifications, deliverables and outcomes required to be procured.</i></p>	<p>Review: Commercial Lead Endorsements: Principal Advisor Commercial Partnerships OR Manager Commercial Partnerships Approval: Delegated Financial Authority For any exemption process: Executive Leadership Member for the relevant Delegated Financial Authority</p>
<p>Evaluation criteria and methodology <i>Developed and incorporated into the Procurement Plan and relevant RFX documents. The criteria will be co-developed with Commercial Lead and the BU and must reflect the complexity and scope of the commercial requirement, market, delivery approach and Broader Outcomes for the contract.</i></p>	<p>Co-developed: Commercial Lead and BU <i>Where appropriate, Endorsement: Principal Advisor Commercial Partnerships OR Manager Commercial Partnerships, BU and Evaluation Panel members, and/or ELT.</i></p>
<p>RFX or other sourcing documents <i>The Commercial Lead is responsible for the development of RFX and sourcing documents in alignment with the approved procurement approach. Where complex or subject matter expertise is required, the BU and Evaluation Panel members may provide endorsement that the documents have the required information to ensure a meaningful response is received.</i></p>	<p>Review: Commercial Lead Endorsement: Principal Advisor Commercial Partnerships OR Manager Commercial Partnerships, BU and Evaluation Panel members, and where appropriate ELT.</p>
<p>Evaluation guides and/or briefing documents <i>Where required, evaluation guides or briefing documents may be developed for the Evaluation Panel Members. The Commercial Lead is responsible for the development of these resources. Where an Independent Probity Advisor is engaged, they must endorse these documents.</i></p>	<p>Review: Commercial Lead Endorsement: Independent Probity Advisor (where appropriate)</p>
<p>Analysis, advice and approval of supplier tags or terms and conditions variations proposed</p>	<p>Analysis and review: Commercial Lead and Legal Services</p>

Commercial Lifecycle Stage	Approval or Endorsement Required
<p><i>Where a supplier has noted tags or proposed variations to standard term and conditions the Legal Services will review and provide the Evaluation Panel Members advice on the extent and nature of the tags/variations.</i></p>	

<p>Evaluation Moderation minutes <i>The Commercial Lead or relevant Evaluation Moderation administrative support person is responsible for finalising the moderation minutes. These must be endorsed as full and complete by the Evaluation Panel members (and others, where appropriate) prior to the recommendation report being developed.</i></p>	<p>Review: Commercial Lead Endorsement: Evaluation Panel members and Independent Probity Advisor, Manager Commercial Partnerships and Legal Services (where appropriate).</p>
<p>Probity Report <i>Where additional probity reports are required, the Commercial Lead will ensure this is completed together with the Independent Probity Advisor (where relevant) and accompanies Recommendation Report (where timing permits) This must be endorsed by the appropriate parties and approved by the Delegated Financial Authority.</i></p>	<p>Review: Commercial Lead and/or Independent Probity Advisor (where relevant) Endorsement: Independent Probity Advisor (where relevant); Manager Commercial Partnerships and Legal Services (where appropriate) Approval: Delegated Financial Authority</p>
<p>Recommendation Report <i>The Commercial Lead is responsible for the development of the Recommendation Report. It must be endorsed by the Evaluation Panel members (and others, where appropriate), followed by approval by the Delegated Financial Authority.</i></p>	<p>Review: Commercial Lead Endorsement: Evaluation Panel members, Manager Commercial Partnerships and Legal Services (where appropriate) Approval: Delegated Financial Authority or equivalent appropriate BU manager.</p>
<p>Contract Negotiations and Negotiation Plan <i>Commercial Lead, BU, and Evaluation Panel members (where appropriate) will conduct Contract Negotiations together. From time-to-time BUs may be equipped to negotiate without the Commercial Lead, which will be agreed between both parties prior to negotiations commencing.</i></p> <p><i>Where appropriate, a Negotiation Plan will be</i></p>	<p>Negotiation Plan review: Commercial Lead and BUs Negotiation Plan Approval: Legal Services</p> <p>For bespoke or amended contract terms and conditions Legal Services must be engaged to provide tailored advice.</p>

Commercial Lifecycle Stage	Approval or Endorsement Required
<p><i>developed between Commercial Lead and the BU and approved by Legal Services.</i></p>	
<p>Contract <i>Legal Services with support from Commercial Lead and the BU will develop the contract documents. In the first instance, Council Standard Model Contracts will be utilised.</i></p>	<p>Development and review: Commercial Lead and BU Approval of Contract/Contract signing party on behalf of Council: Delegated Financial Authority For bespoke or amended contract terms and conditions Legal Services must be engaged to provide tailored advice.</p>

<p>Contract Management Plan Assigned Contract Managers are responsible to the proactive management of their contracts. Contract Management Plans will be co-developed between Contract Managers (BUs) and the Commercial Lead, with support from Legal Services where appropriate.</p>	<p>Development and review: Commercial Lead and BU Where appropriate, Contract Management Plans for high-risk or complex Contracts may seek endorsement from Manager Commercial Partnerships and/or Legal Services.</p>
<p>Contract Review As part of contract close-out and lessons learned, Contract Review activities should be conducted by the assigned Contract Manager. Where required, Commercial Lead, with support from Legal Services where appropriate will occur. Reviews should be documented by Council, including issues and successes.</p>	<p>Led by: Contract Manager Supported by: Commercial Lead, with support from Legal Services where appropriate will occur.</p>

52. All procurement activities must be conducted in accordance with the following mandatory requirements for procurement planning or as stated in the Procurement Plan. The following approval process must be obtained before undertaking or during an established procurement process. This applies regardless of whether the contract is for expenditure or revenue. Refer to the Operational Procurement Policy and Procurement Procedures.

Mandatory Requirements	Whole of Life Cost <\$50k	Whole of Life Cost between >\$50k and <\$250k	Whole of Life Cost >\$250k
Procurement Planning	Procurement process documented in <i>Procurement File Note</i> and sent to Commercial Partnerships.	Procurement process documented in <i>Procurement Plan</i> through a Commercial Lead and approved through Commercial Partnerships.	
Risk Assessment	Documented in <i>Procurement File Note</i> .	Documented in <i>Procurement Plan</i> . 4T's Model in <i>Procurement Plan</i> can be used.	Documented in <i>Procurement Plan</i> . Council <i>Operational Risk Register</i> and associated risk management can be utilised.
Conflict of Interest	<i>Council Code of Conduct</i> applies.	Commercial Partnerships <i>Conflict of Interest Declaration Form</i> .	
Sourcing Approach	As approved in <i>Procurement File Note</i> , aligned to guidance on Sourcing Methodologies .	As approved in <i>Procurement Plan</i> , aligned to guidance on Sourcing Methodologies .	
Contract	Council Standard Model Contract, or as advised by Legal Services.		

Contract Management Plan	As documented in <i>Procurement File Note</i> .	As documented in <i>Procurement Plan</i> .
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53. These requirements do not apply to those transactions covered by the Treasury Management Policy, employment related contracts and property contracts.
54. Transactions may not be sub-divided in order to circumvent the rules, e.g. a contract for \$40,000 cannot be split into two contracts of \$20,000 to avoid being subject to a contestable process.

3.4 Sensitive Expenditure

55. Sensitive expenditure is any Council approved expenditure where an individual or group of individuals is, or may be seen to be, the beneficiary.
56. All Council employees including contractors are expected to exercise prudent judgement regarding all business expenditure to ensure it will withstand public scrutiny.
57. To ensure that staff are protected from perceptions of taking advantage of their position to gain personal benefit, all officers, including the Chief Executive, will not approve and authorise their own expenditure when they are, or may be perceived to be, the direct beneficiary. In these cases, the [One-Up Rule](#) will apply
58. In respect of the Chief Executive, expenditure of this nature will be approved by the Chief Strategy and Finance Officer and can be reviewed by the Chair of the Audit & Risk Committee.
59. The Council will only reimburse staff for approved discretionary expenditure that is reasonable, actual and has been incurred as a consequence of conducting Council business.
60. For further detail refer to [Sensitive Expenditure Policy](#)

Gifts

61. Gifts can create the perception that the person giving a gift is trying to improperly influence decisions. To safeguard yourself and the Council against allegations of improper behaviour, you need to recognise situations when it is not appropriate to either give or receive gifts.
62. The term 'gift' refers to gifts given to an external party by a Council staff member or BU. These may include giving in the form of favours, invitations, inducements, discounts, tickets to events, prizes for participation, gratuities, cash, products or services, entertainment, travel.
63. All gifts given must be approved by your One-up manager before they are given regardless of the cost.

Koha

64. Koha may be either received or given and is based on attendance at a tikanga specific event (tangi, whakatau, etc.).
 - a. If you are **giving koha**, regard it as giving a gift and obtain approval from your one-up manager. If you need advice about the appropriate amount and circumstances, contact Tātai Heke Māori Chief Māori Officer before presenting it.
 - b. If the recipient can provide a tax invoice, it is not 'pure' koha and must be treated as payment for products or services.
 - c. If you are receiving koha, refer [Receiving Gifts, Hospitality and Koha Policy](#)

Approval of Sensitive Expenditure

65. The limits set out in [Schedule 3](#) cover the total of all drinks, food, music and other items spent on one event. This is per event, per person, and cannot be split and treated as separate transactions. All expenditure for internal staff functions, events and gifts should be coded to Staff Welfare / Code 2240.
66. The [One-up](#) rule applies to the approval of all staff welfare costs, where the person attends themselves.
67. Occasions where an Executive Leadership Team member may personally benefit from a team event organised for their staff are an exception to the One-Up Rule, and in this case the appropriate Executive Leadership Team member may approve the expenditure.
68. Where the event is a reward or gift for staff, the One-up rule must apply and expenditure is limited to the parameters set out in [Schedule 3](#) above.

Recognition For Exceptional Work

69. Any requests relating to recognising exceptional work or performance are to be discussed with the relevant Chief Officer.
70. Note that recognition for team performance is subject to the limits set out in [Schedule 3](#) ("Staff Welfare i.e. \$75 per staff member subject to budget).

3.5 Debtors, creditors and write-offs

General

71. Only the Team Leader Credit Control can authorise the establishment of a new debtor. Refer to the [Invoice and Debt Management Policy](#).

Withdrawing Credit

72. An Executive Leadership Team member or cost centre manager can approve withdrawing credit only after consultation with the Accounts Receivable team.

Rates

73. Rates are governed by the LGA 2002, the Rating Act 2002 and the LTP policies, comprising:
 - a. [Revenue and Financing Policy](#)
 - b. [Rates Remission Policy](#)
 - c. [Rates Postponement Policy](#).
74. The Acts and policies prescribe the type of rates that can be charged, their remission and postponement.

Rates Delegations

75. Rates delegations from the Council to officers are required under the Local Government (Rating) Act 2002 (LGRA). The Council resolutions from the meeting on 2 July 2003 delegated the following:

The Council has delegated to...	authority to...
Team Leader Rates	<ul style="list-style-type: none"> • determine whether the disclosure of ratepayer names is appropriate, in consultation with the Privacy Officer

	<ul style="list-style-type: none"> remove names and correct errors in the Rating Information Database and rate records.
Team Leader Credit Control	<ul style="list-style-type: none"> recover unpaid rates
Manager Financial Operations	<ul style="list-style-type: none"> implement the rating divisions policy determine objections to the Rating Information Database and rate records administer rates remission and postponement policies recover unpaid rates. Current year rates penalty remissions
Chief Strategy and Finance Officer	<ul style="list-style-type: none"> commence a rating sale Authorise prior year rates penalty remission initiate the sale of abandoned land administer the Special Circumstances Remission Policy.

3.6 Fees and Charges

76. 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.
77. 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.
78. User charges are in two categories:
- 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.
 - Charges that are not constrained by legislation or bylaws and where Council has determined that officers may vary charges within policy constraints.

3.7 Insurance

79. The Self Insurance Reserve Fund is used to pay all insurance claims which are under the insurance excess. The fund is administered by Finance.
80. Any payment above the limits specified in the schedule requires approval of the full Council.
81. Refer to the [Delegations Schedule](#) for details of the delegated Council officers and their respective limits of authority for payments.
82. Refer to the [Insurance Policy](#)

3.8 Bequests and Trust Funds

83. The Financial Controller must be advised of the receipt of any bequest or trust monies.
- The Financial Accounting Team will maintain a central record of the monies received and supporting documentation (e.g. trust deed, bequest conditions).
84. Only the Chief Executive can authorise the use of trust or bequest funds, unless explicitly approved by Council as part of the LTP or Annual Plan.
- A proposal for use of trust or bequest funds must be prepared before any expenditure is incurred, or commitments made.

- b. Proposal must be reviewed by the Manager Financial Accounting prior to approval to ensure that there are sufficient funds available and the proposal meets the terms and conditions of the bequest or trust.
- c. The Manager Financial Accounting will record any expenditure against the bequest or trust and maintain appropriate records.

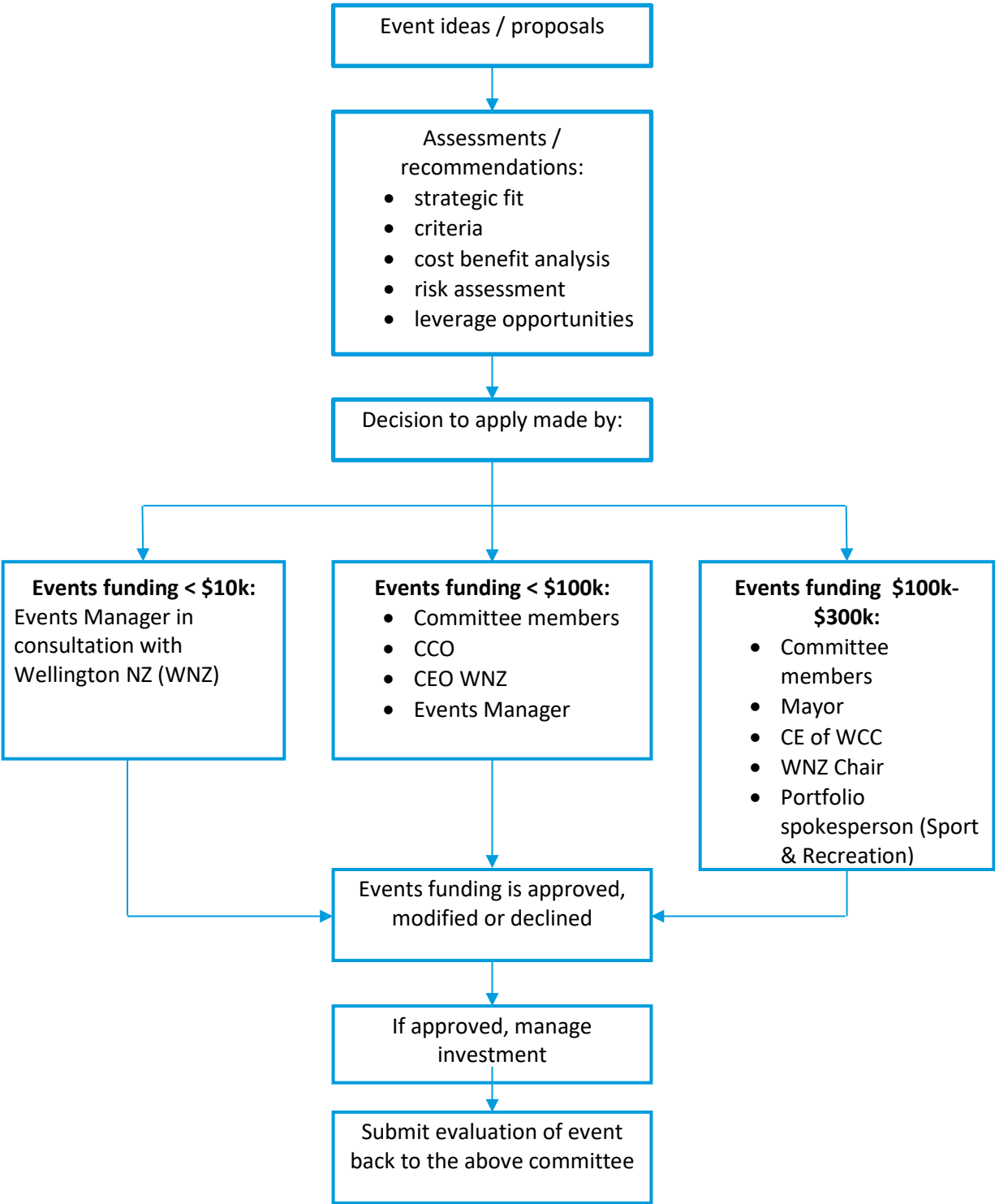
3.9 Financial Support to Third Parties

- 85. The Council may assume financial risk associated with providing contributions, loans, guarantees and underwriting commitments to achieve its strategic objectives. Some of these undertakings may require a Council resolution.
- 86. The Council approves known arrangements in the LTP / Annual Plan and/or Liability Management Policy and any other new arrangements as they arise. Finance is responsible for minimising the credit risk. The Council's approval is required for all loans, guarantees and certain underwriting commitments.
- 87. The Council cannot, under law, guarantee the obligations of a CCO.
- 88. For further detail refer to [Treasury Management Delegations](#).

3.10 Events Funding Decision

- 89. The delegations for Events Funding Decision applies for Events funded through a general fund budget line e.g. City Growth Fund

90.



3.11 Payments to Council Controlled Organisations

Payments to CCOs excluding Wellington Water

91. The Council has a number of CCOs, consisting of:
 - a. Basin Reserve Trust
 - b. WellingtonNZ
 - c. Wellington Cable Car Ltd
 - d. Wellington Museums Trust
 - e. Wellington Waterfront Ltd (note no grants are paid to Wellington Waterfront Ltd)
 - f. Wellington Zoo Trust
 - g. Zealandia
92. As part of the Long-Term Plan or Annual Plan, the Council approves the level of any grants paid to a CCO.
93. The delegations for CCOs (excluding Wellington Water) are as follows:
 - a. Any grants paid to a CCO are required to be approved by the Council.
 - b. Once approved by the Council any grants subsequently paid to a CCO must be paid under the usual delegations approved in this schedule.
 - c. If there is any increase in grants required to be paid to a CCO in excess to that approved then further approval is required from the Council.
 - d. Any other monies paid to a CCO will be paid under the normal delegations in this schedule.
94. The tolerance levels of 5% (OPEX) and 10% (CAPEX) do not apply to grants paid to a CCO.

Payments to Wellington Water

95. 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.
96. Currently, contracts are arranged by Wellington Water 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.
97. Under the Local Government Act 2002 the Council cannot guarantee the obligations of Wellington Water.
98. Procedures:
 - a. The Council and Wellington Water will agree a contract (the Service Level Agreement) 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 etc, the AWP will be changed and agreed. 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.
 - c. The delegation limits in [Schedule 3](#) apply to all POs and payments to Wellington Water.

4. Human Resources Delegations

99. Refer to the [Human Resource Delegations Policy](#) approved by ELT in November 2022.

Out of scope

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- [Redacted]
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6. Emergency and Civil Defence Delegations

- 125. The Civil Defence Emergency Management (CDEM) Act 2002 requires the Council to provide for emergency management within the district, and to be able to continue functioning during and after an emergency event.
- 126. The Council's response to business interruptions or civil defence emergencies within the district is described in the Crisis Management Plan.
- 127. The Wellington Region CDEM Group Plan was implemented 2013 and describes the response to civil defence emergencies across the region.

6.1 Types of Incident

Business Interruptions

- 128. An event that impacts on the ability of Wellington City Council only to undertake its business, for example Tahiwī or Kai Ūpoko (Boulcott Street) buildings cannot be used; or an IT disruption occurs.
- 129. Delegations are as they stand.

Civil Defence Emergency Event

- 130. An event where a coordinated, multi-agency emergency response is required, led by the appointed civil defence Controller from the Emergency Operations Centre [EOC] (regardless of emergency declaration).
- 131. The Controller (in consultation with WREMO Group Controller) will determine the need to activate the EOC.
- 132. The Controller, Logistics Manager and Logistics Officers have limited financial delegations as per [the Emergency Delegations](#) below

State of Emergency

- 133. A Civil defence emergency is underway, and specific powers are required under the CDEM Act 2002.
- 134. The Controller, Logistics Manager and Logistics Officers have increased financial delegations as per [the Emergency Delegations](#) below.

Recovery

- 135. Following an emergency response (regardless of emergency declaration), a recovery group may be established, led by the appointed Recovery Manager.
- 136. The Recovery Manager has a financial delegation as per the [Emergency Management delegation](#) below.

6.2 The Crisis Management Team

- 137. In the event of a significant business interruption to the Council's operations, the Crisis Management Team (CMT) will convene. The designation of an event as an incident warranting the convening of the CMT will normally be at the Chief Executive's discretion.
- 138. Any extraordinary expenditure required by the Crisis Management Team will be approved by the Chief Executive or a member of the ELT under their delegations.
- 139. The CMT will often include council business units that undertake work in their respective areas (Transport, PSR, Facilities).

6.3 Declaration of a State of Emergency

140. The persons authorised to declare a state of emergency in Wellington City are:
- a. The Mayor
 - b. Deputy Mayor (in Mayor's absence)
141. For emergency events affecting multiple districts within the Wellington region the Chair of CDEM Group Joint Committee is authorised to declare a state of emergency.

6.4 Emergency Delegations

142. The Council will at all times have appointed individuals to the roles set out below. Once appointed they can exercise the delegations set out below.

Local Controllers

143. The Local Controller is appointed under the CDEM Act 2002 (s27) and is responsible for managing the response to an emergency within the Wellington City district. The Local Controller and Alternate Local Controller(s) nominations are approved by the CDEM Group Joint Committee, and do not have to be existing Council employees.
144. Only one Local Controller is on-duty at a time during an emergency response.
145. During an emergency response, where the EOC is activated, the on-duty Local Controller (whether the Primary or an alternate) is authorised to spend up to a total amount of:

Outside a state of emergency	\$100,000
During a state of emergency	\$1,000,000

146. Any EOC Procurement undertaken must be consistent with the Council's [Emergency Procurement Guideline](#), and the EOC's Standard Operating Procedures.

EOC Logistics Managers

147. The EOC Logistics Manager is responsible for providing and tracking resources to support the response and the affected communities and providing logistics advice to EOC functions. The Logistics Manager manages the procurement process within the EOC during an emergency response. Logistics Managers are approved by the Primary Controller, and do not have to be existing Council employees.
148. EOC Logistics managers are responsible for:
- tracking EOC expenditure against defined cost centres and activity codes; and
 - daily reports on rolling-expenditure, submitted to the CFO, CEO and Group Controller.
149. During an emergency response, where the EOC is activated, the on-duty Logistics Manager (whether the Primary or Alternate) is authorised to spend up to a total amount of:

Outside a state of emergency	\$10,000
During a state of emergency	\$50,000

150. Any EOC Procurement undertaken must be consistent with the Council's [Emergency Procurement Guide](#), and the EOC's Standard Operating Procedures.

EOC Logistics Officers

151. The EOC Logistics Officers are responsible for providing and tracking resources to support the response and the affected communities and providing logistics advice to EOC functions. Logistic

Officers undertake the procurement process within the EOC during an emergency response. Logistics Officers are approved by the Primary Controller, and do not have to be existing Council employees.

152. EOC Logistics are responsible for:
- a. creating purchase orders;
 - b. tracking EOC expenditure against define cost centres and activity codes; and
 - c. daily reports on rolling-expenditure, submitted to Logistics Manager.
153. During an emergency response, where the EOC is activated, the on-duty Logistics Officer (whether the Primary or Alternate) is authorised to spend up to a total amount of:

Outside a state of emergency	\$2,000
During a state of emergency	\$10,000

154. Any EOC Procurement undertaken must be consistent with the Council's Emergency Procurement Guideline, and the EOC's Standard Operating Procedures.

Recovery Managers

155. The Recovery Manager leads the transition from response to recovery and coordinates city and community recovery following an emergency. Recovery managers' nominations are approved by the CDEM Group Joint Committee, and do not have to be existing Council employees.
156. During the response, the most appropriate nominee will be selected by the ELT to perform the role of Recovery Manager. Following the transition to recovery, the active Recovery Manager is authorised to spend up to a total amount of **\$1,000,000**.

6.5 Urgent Approval of Delegations

157. During an emergency management incident, the Chief Executive or a level 7 Executive Leadership Team member can urgently approve delegated authority to a qualified controller (or other CMT or EOC team position) for the purposes of managing the response. Chief Māori Officer Tātai Heke Māori can urgently approve support for Iwi/Mana Whenua. Any person appointed can execute the delegations as set out above.

6.6 Specific Condition – CEO Emergency Delegation

158. For completeness, Delegations to the Chief Executive [approved by Council resolution in November 2022](#) provide authority to approve unbudgeted expenditure (either capital or operating) where the incurring of the expenditure relates to:
- a. urgent health and safety or legislative requirements
 - b. an emergency (whether one has been declared or not) provided that if the amount is over \$1,000,000 then the Chief Executive must consult with and get agreement from the mayor or deputy mayor if the mayor is incapacitated
 - c. If consultation is not possible then the Chief Executive must report the exercise of the delegation as soon as practicable.

Related Policy and Procedures

Conduct

Policy	Code of Conduct Receiving Gifts and Koha Policy Sensitive Expenditure Policy
Procedures	

Financial Management & Transactions

Policy	Credit card / Purchasing Card Policy Procurement Policy
Procedures	

Human Resources

Policy	HR Delegations Policy
Procedures	

Document control

Policy owner	Finance & Business
Date approved	7 February 2023
Approved by	Barbara McKerrow, Chief Executive Officer
Review period	Every 3 years

Next policy review date	February 2026
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