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Monday, 31 July 2023

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*  
**Hastings District Council**  
**Risk and Assurance Committee Meeting**

*Kaupapataka*

# Attachments Under Separate Cover

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*Te Rā Hui:*  
Meeting date: **Monday, 31 July 2023**

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*Te Wā:*  
Time: **1.00pm**

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*Te Wāhi:*  
Venue: **Council Chamber  
Ground Floor  
Civic Administration Building  
Lyndon Road East  
Hastings**

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[www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)**

**HASTINGS DISTRICT COUNCIL**  
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Phone **06 871 5000** | [www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)  
**TE KAUNIHERA Ā-ROHE O HERETAUNGA**

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ITEM	SUBJECT	PAGE
<b>7.</b>	<b>DELEGATED FINANCIAL POLICY UPDATE</b>	
	Attachment 1: Delegated Financial Authority Policy - V1.2 DRAFT	3
<b>8.</b>	<b>STRATEGIC RISK REGISTER &amp; RISK MANAGEMENT FRAMEWORK UPDATES</b>	
	Attachment 1: Proposed changes to HDC Strategic Risk Register	15
	Attachment 2: Hastings District Council Enterprise Risk Management Policy and Framework V5.2	19





# Delegated Financial Authority Policy

Policy expert	Financial Improvement Analyst
Policy owner	GM Corporate
Policy sponsor	Lead Team
Owner Department	Finance
Approval date	July 2023
Version	1.2
Review date	May 2025

# Contents

- 1. Purpose .....3
- 2. Scope.....3
- 3. Principles.....3
- 4. Policy Statement .....4
  - 4.1. Definitions.....4
  - 4.2. Financial Delegation.....5
  - 4.3. Delegated Financial Authority (DFA) Level .....5
  - 4.4. Purchasing and Tendering .....6
- 5. Mandate and commitment.....10
- 6. Strategic alignment .....10
- 7. Roles and responsibilities .....11
- 8. References .....11
- 9. Review .....11
- 10. Change history .....11

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# Policy

## 1. Purpose

The delegation of powers and authority from Council to committees and to the Chief Executive is an essential part of having effective and efficient governance and management systems in place. Council has delegated many powers and authorities to the Chief Executive, including the power to sub-delegate. The purpose of this policy is to explain the system of internal financial delegation and the requirements for the exercise of delegated financial authority.

This Policy should be read in conjunction with the Hastings District Council Delegations to Chief Executive, last updated 2 May 2019, and the Register of Delegations from Chief Executive to Council Officers, dated 18 December 2020.

## 2. Scope

Part of Council's strategic and governance role is to ensure that its statutory responsibilities, duties and powers are carried out at the most effective and efficient levels. This Policy sets out the financial delegations from Council to the CEO and officers of Council.

This policy applies to all Hastings District Council employees.

This policy does not apply to Council Controlled Organisations, nor does it apply to elected members or committees of Council.

The intention of this policy is for Business As Usual purchasing activities.

## 3. Principles

Council retains ultimate responsibility for its governance, statutory and financial responsibilities, duties and powers at all times. No delegation relieves Council of the liability or responsibility for the performance of the delegated responsibility, duty or power.

Those with responsibility for a delegated task or function should always have the authority to carry it out effectively.

Subject to any legislative restrictions, a responsibility, duty or power delegated to an officer is also delegated to all officers in a direct line of authority above that officer and is also delegated to any officer who is in an acting capacity for that officer.

Depending on the circumstances in which a matter arises it may be prudent for employees to seek a higher level of authorisation. Likewise, it may be prudent for personnel to seek a higher level of authorisation for a matter not explicitly covered by the Delegations.

Whilst a transaction or other matter is within your delegation, employees must still have particular regard to the potential reputational consequences for Council, and in these cases should consider forwarding to their manager for approval.

Unless otherwise expressly stated in the Policy:

All financial values stated in this Policy are GST exclusive.

## 4. Policy Statement

### 4.1. Definitions

This policy relates to financial delegations only.

#### **The meaning of delegation**

Financial delegation covers any commitment or expenditure that binds the Council to make payment to or otherwise confer a benefit on an external party. It includes all contracts and contract variations, Memorandum of Understanding's, rents and leases for equipment, as well as purchase orders, works orders, and other purchases of goods and services.

From time to time the Council may delegate authority by resolution to determine a specific issue. This specific delegation will exist only so long as that matter is unresolved and will then lapse at a specified time.

The delegations in this Policy are made in accordance with the Local Government Act 2002 and any other legislation permitting delegation.

#### **Council cannot delegate the power to:**

- Make a rate; or
- Make a bylaw; or
- Adopt a long-term plan, annual plan, or annual report; or
- Appoint a Chief Executive; or
- Adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement; or
- Adopt a remuneration and employment policy.

(Local Government Act 2002 - Schedule 7, Clause 32 (1))

#### ***Delegated Authorities Specifically Excluded***

This policy does not deal with the exercise of the authority to approve payroll, which is covered by a separate delegation.

This policy does not deal with the exercise of the authority over those matters covered by the Council's Treasury Policy.

This policy does not deal with the exercise of the authority to remit rates or other amounts due to the Council, or to write off bad debts. The remission of rates is the subject of the Council's Rates Remission and Postponement Policy. The authority to write off bad debts is dealt with by separate delegation.

This policy does not deal with gifts and koha, which are dealt with by the Council's Sensitive Expenditure Policy.

This policy does not deal with DFA change process in the event of a human communicable disease outbreak. Refer to the Pandemic Response Plan for this information.

~~This policy does not deal with the exercise of authority to approve spend under emergency response circumstances. (A separate policy for both local and regional incident response is to be developed as a matter of priority).~~































































































