

Delegations Register update November 2019

Meeting: Kaipara District Council
Date of meeting: 25 November 2019
Reporting officer: Louise Miller, Chief Executive

Purpose/Ngā whāinga

To update some statutory functions of the Chief Executive to delegated authorities within Kaipara District Council.

Executive summary/Whakarāpopototanga

This Report seeks Council approval to amend the Delegations Register for the following reasons:

- 1 Reflecting restructured Executive Team job titles and responsibilities with appropriate delegations to these job positions. Since the last Delegation Report there have been some small changes to the Tier 3 structure and job titles, also included, and we've closed some gaps within the CE Delegations Register to build in shared delegations for continuity purposes.
- 2 Increasing KDC Procurement and Contract Management for infrastructure services to enable the General Manager Infrastructure Services delegated authority to \$300,000 [from \$100,000], the difference currently with the Chief Executive to approve.
- 3 Enhance KDC Procurement and Digital Transformation Management, enabling the IT Manager a procurement expenditure value to \$50,000 for IT software, hardware, telecommunications, and consultancy where required.

Informing a change of one bank signatory in the Delegations Exclusions and Miscellaneous register.

Recommendation/Ngā tūtohunga

That Kaipara District Council:

- a) Approves the revisions to the Delegation Register as specified in the six referenced documents circulated as Attachments 2 - 7 to the 'Delegations Register Update November 2019' report.

Context/Horopaki

Delegations ensure Council is operating in a compliant, timely and effective manner when undertaking business as usual operations.

The Chief Executive holds ultimate responsibility for the decision-making delegated.

The Delegations in the current form were first adopted by Council on 28 October 2014. An Officer Delegations Policy and Delegations Register was approved by Council at that time.

The Delegations Register details the ability of the Chief Executive to undertake day to day matters relating to Council with reference to statutory provisions and/or functions efficiently. Any and all amendments, additions or deletions to the statutes or functions undertaken by the Chief Executive under delegation must be authorised by Council resolution.

Council delegations were last updated in July 2019 when changes were made to several job titles, changes under the Food Act 2014, increases to General Manager expenditure delegation, and general tidying up of the Register.

Discussion/Ngā kōrerorero

Options

Option A: Approve the proposed delegation updates noted in the Executive Summary. The specific detail of items changing are highlighted in red on attachments 2 - 7 with this report.

Item 1 – new titles and responsibilities

Item 2 – increased procurement expenditure limit for the General Manager Infrastructure Services. This delegation is being recommended as the General Manager Infrastructure is responsible for the capital strategy and expenditure of our infrastructure services, and manages the patterns, budgets, constraints and extensions required for each project. The projects in our Annual Plan and Long Term Plans are already agreed upon, therefore this delegation rationalizes effective and efficient coordination of decision making and delivery. The value is also in step with the delegated authority of the equivalent position at WDC (\$250k).

Item 3 – a broader enablement of expenditure for the IT Manager

Item 4 – for information purposes only, the change of signatory.

Option B: Decline one or more of the delegation updates.

If item 1 is declined Delegations Register functions will be inconsistent with Council's structure and business responsibilities.

Financial implications

There is no direct financial impact to Council as a result of approving the updates of internal processes associated with these delegations. All budgets associated with any operational and capital spending are approved through the Annual Planning, Long Term Planning or approved forecasting and is undertaken in compliance with the Procurement and Contract Management Manual.

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

When approved, these changes will be formally updated in the Delegation Register and distributed to the Executive Team for continued compliance and review.

Attachments/Ngā tapiritanga

Number	Detail of delegation change for approval
2	MC 20191125 Delegations Register update November 2019 RMA Delegations Att 2
3	MC 20191125 Delegations Register update November 2019 LGRA Delegations Att 3
4	MC 20191125 Delegations Register update November 2019 Rating Policy Delegations Att 4
5	MC 20191125 Delegations Register update November 2019 CE Delegations Att 5
6	MC 20191125 Delegations Register update November 2019 CE Financial Delegations Att 6
7	MC 20191125 Delegations Register update November 2019 Exclusions or Miscellaneous Att 7

Jackie Waymouth, 25 November 2019

