

Council

Meeting of 04 March 2026

Business Unit: People and Corporate

Date Created: 20 February 2026

Delegations Manual – Amendments and Re-adoption

Purpose Te Aronga o te Pūrongo

To seek adoption of the Delegations Manual by the Council, and to make several updates to delegations given to officers.

Recommendations Ngā Tūtohinga

That the Council:

1. Adopt the Delegations Manual (version 110) as attached to this report and reaffirm the delegations contained within it.

AND

2. Approve the below updates to Section 10.1 (Delegations from Council) of the Delegations Manual:
 - a. Replace the delegation to the Community Development Assessment Panel with delegation to the Finance and Performance Committee, noting that the Committee will receive and consider for approval all priority service contracts and grant applications of \$20,001 and over.
 - b. Insert reference to the Executive Leadership Team collectively having the delegation to consider and approve grants between \$5,001 and \$20,000.
 - c. Remove specific reference to the Robert Dickson Education Trust and Hook Request, with consideration and approval of any relevant grants defaulting to the delegations otherwise set out in the Delegations Manual and in accordance with the Community Development Policy and Grants Policy.
 - d. Replace references to the Community Connector with references to the Grants Connector and specify that the Grants Connector has delegation of up to \$1,000 to approve grants applications in accordance with the Community Development Policy and Grants Policy.

- e. Insert reference to the upcoming Grants Policy to ensure that future criteria included in that Policy are reflected within the Delegations Manual.
3. Approve the below additions to Section 10.3 (Enter into Contracts) of the Delegations Manual:
 - a. The Chief Executive is delegated authority to enter into, execute, and sign contracts on behalf of the Council where:
 - The Council has approved the relevant expenditure through the Long Term Plan, Annual Plan, or a specific Council resolution; or
 - The expenditure associated with the contract falls within the Chief Executive's delegated financial authority under this Manual.

This delegation authorises the Chief Executive to execute all documents necessary to give effect to such contracts on behalf of the Council.

- b. The Chief Executive sub-delegates authority to General Managers to enter into and execute contracts on behalf of the Council where:
 - The Council or the Chief Executive has approved the associated expenditure; or
 - The value of the contract falls within the relevant delegated financial limits specified in this Manual.

In exercising this authority, General Managers must ensure that the contract aligns with approved budgets, procurement requirements, and any applicable Council policies or resolutions.

4. Approve the below addition to Section 1.5 (Financial delegation principles) of the Delegations Manual:
 - a. Approval to incur expenditure under financial delegations does not, by itself, constitute authority to enter into or execute a contract. Contracts must be entered into by a person holding the appropriate contractual signing authority under this Manual.

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Approved for submission by:
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1 Background Ngā Kōrero o Muri

- 1.1 The Delegations Manual sets out the delegations from Council to committees and officers, providing clarity around decision-making authority and accountability across the organisation.
- 1.2 The Manual is periodically reviewed to ensure it remains current, aligned with Council policy, and reflective of operational practice. As part of this review, several amendments are proposed to clarify delegations relating to grants and contracts, and to ensure alignment with the forthcoming Grants Policy.
- 1.3 In addition, a clarification is proposed in Section 10.3 to explicitly distinguish between approval to incur expenditure and authority to execute contracts. This change has arisen out of a recommendation from the recently completed Procurement Audit.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 The proposed amendments support the strategic priority of **Value for money and excellence in local government** by strengthening governance clarity, reinforcing accountability, and ensuring delegations are clearly documented and consistently applied.

3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

- 3.1 The proposed amendments fall into two broad categories:
 - a) Updates to grant-related delegations in Section 10.1, and
 - b) Clarification of contract execution authority in Section 10.3.

Amendments to Section 10.1 – Delegations from Council

- 3.2 The amendments update delegations to ensure consistency with current governance arrangements and policy settings. These include:
 - Replacing the delegation to the Community Development Assessment Panel with delegation to the Finance and Performance Committee, aligning grant and priority service contract oversight with the Committee's broader financial and performance responsibilities.
 - Removing specific reference to the Robert Dickson Education Trust and Hook Request, with those matters defaulting to the general grant delegations set out in the Manual and relevant policies.
 - Specifying the delegated limits for approving grant funding, for the Executive Leadership Team (\$5,001 - \$20,000) and Grants Connector (up to \$1,000).
 - Updating terminology from "Community Connector" to "Grants Connector" to reflect current roles.
 - Inserting reference to the forthcoming Grants Policy to ensure future criteria are appropriately recognised within the delegations framework.

- 3.3 These changes improve clarity and ensure alignment between Council policy, committee oversight, and officer delegations.

Amendments to Section 10.3 – Enter into Contracts and Section 1.5 – Financial delegation principles

- 3.4 Additional clauses are proposed to clarify that approval to incur expenditure under financial delegation thresholds does not, of itself, confer authority to execute or sign a contract.
- 3.5 These amendments respond to a recent audit observation and strengthens governance by clearly distinguishing between financial approval and contract execution authority. It ensures consistency in contract signing practices and reduces ambiguity around accountability for high-value engagements.

4 Risk Assessment Te Arotake Tūraru

- 4.1 Re-adopting the Delegations Manual each triennium reduces the risk of misinterpretation or unintended misuse of delegations by officers or committees. It provides legal and governance clarity regarding the authorities delegated by the current Council to the Chief Executive, staff, committees, and other bodies, and ensures that those delegations remain current and clearly documented.

5 Engagement Te Whakapānga

Significance of Decision

- 5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

Māori and Cultural Engagement

- 5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

Community Engagement

- 5.3 As this report relates to internal governance documentation, no community engagement is required.

6 Operational Implications Ngā Pānga Whakahaere

- 6.1 There are no operational implications with this report.

7 Financial Implications Ngā Pānga Ahumoni

- 7.1 There are no financial implications with this report.

8 Statutory Requirements Ngā Here ā-Ture

- 8.1 Under Schedule 7 of the Local Government Act 2002, Council may delegate its responsibilities, duties, and powers to committees or officers (subject to statutory limitations). Adoption and amendment of the Delegations Manual falls within this authority.

9 Next Steps Te Kokenga

- 9.1 The Delegations Manual will be updated accordingly.

10 Attachments Ngā ĀpitiHanga

- Delegations Manual (version 110)