

## ANNEX 9

### Financial Procedures & Protocols

#### Financial delegations

The Regional Council has delegated provisions for contingency expenditure in the document *Delegations Manual for the Taranaki Regional Council*.

In the event of contingencies arising in respect of civil defence emergencies, flooding, pest disease outbreaks, marine oil spills or any other matter within the responsibility of the Taranaki Regional Council, contingency expenditure delegations (not necessarily within approved budgets) are as follows:

ROSC	\$50,000
Chairperson	\$50,000
Chief Executive	\$50,000
Director-Resource Management	\$20,000
Corporate Services Manager	\$20,000
Harbour Master	\$ 2,000

Progressive information on spill response cost accrual will be supplied to Maritime New Zealand (MNZ) as practicable.

The exercise of contingency expenditure delegation shall be reported to the Council as soon as practicable.

In the event of expenditure above the delegation limits the MNZ protocol will be followed to access MNZ funds.

#### Financial Instruction

The purchase of services requires the TRC standard purchase order process, coded to a job code specifically created for the response, and subsequent accounts will be processed by the administration section, and will be subject to TRC policy.

The engagement of temporary labour will require individuals to sign an individual employment contract, which will state the conditions under which such labour would be employed, including responsibilities under Occupational Safety and Health.

All of the above will be undertaken under the control of the officer giving guidance for Finance in the Logistics team (Figure 3 in Operations section of this Plan).

#### Cost Tracking and Accounting

Records of all financial transactions and expenditure will be kept.

Cost tracking must be rigorously applied throughout the response. The Finance protocol in WEBEOC library sets out financial protocols that must be followed during an oil spill response.

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