

Council

Meeting of 03 December 2025

Business Unit: Chief Executive's Office

Date Created: 24 November 2025

Delegations Manual – RMA 1991 Amendments (Infrastructure Compliance Officers)

Purpose Te Aronga o te Pūrongo

To make amendments to Section 8.2 (Resource Management Act 1991) of the Delegations Manual, specifically with regards to delegation changes for designations and notice of requirements.

Recommendations Ngā Tūtohunga

That the Council approves the following changes to Section 8.2 (Resource Management Act 1991) of the Delegations Manual, including delegations to the Infrastructure Compliance Officer – Wastewater and Trade Waste (replacing the 'Three Waters Technician' role) and to the Infrastructure Compliance Officer – Water and Stormwater (new role):

- Section 15 – Discharge of contaminants into Environment
- Section 17 – Duty to avoid, remedy or mitigate adverse effects
- Section 22 – Power to require certain information (Enforcement Officer)
- Section 322 – Power to serve abatement notices
- Section 328 – Compliance with Excessive Noise Direction
- Section 332 – Power of entry for inspection
- Section 333 – Power of entry for survey
- Section 343B/343C – Approval of infringement notices and serving of infringement notices

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Approved for submission by:
Shayne Harris
Chief Executive

1 Background Ngā Kōrero o Muri

- 1.1 The Council's Delegations Manual records the authority delegated by Council to the Chief Executive and Council officers, and the delegations then made by the Chief Executive to officers to ensure the effective conduct of business.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 This matter is administrative in nature and does not directly relate to strategic priorities. However, the decision supports Council's commitment to efficient internal processes and effective service delivery.

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

- 3.1 The reason for the requested changes is to reflect updates to staffing structure and role responsibilities within the Three Waters team, ensuring the Delegations Manual accurately aligns with current operational functions.

- 3.2 The proposed additions are listed in Table 1 below:

Section	Summary of function/ power delegated
Section 15	Discharge of contaminants into Environment
Section 17	Duty to avoid, remedy or mitigate adverse effects <i>Warrant of Authority required</i>
Section 22	Power to require certain information (Enforcement Officer) <i>Warrant of Authority required</i>
Section 322	Power to serve abatement notices <i>Warrant of Authority required</i>
Section 328	Compliance with Excessive Noise Direction <i>Warrant of Authority required</i>
Section 332	Power of entry for inspection <i>Warrant of Authority required</i>
Section 333	Power of entry for survey <i>Warrant of Authority required</i>
Section 343B Section 343C	Approval of infringement notices and serving of infringement notices <i>Warrant of Authority required (for 343C)</i>

4 Risk Assessment Te Arotake Tūraru

- 4.1 There are no risks associated with the proposed amendments. Updating delegations ensures legal compliance and reduces the risk of operational delays or decisions made without appropriate authority.

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 No community engagement is required.

6 Operational Implications Ngā Pānga Whakahaere

- 6.1 There are no operational implications resulting from these changes. Delegation amendments will support operational efficiency.

7 Financial Implications Ngā Pānga Ahumoni

- 7.1 There are no financial implications.

8 Statutory Requirements Ngā Here ā-Ture

- 8.1 In accordance with the Local Government Act 2002 (Schedule 7, Clause 32), Council may delegate functions to officers. The Council can also delegate "the power to delegate" to the Chief Executive – allowing the Chief Executive to subdelegate powers to officers, to ensure operational efficiency.
- 8.2 However, the Resource Management Act 1991 (Section 34A(1)(b)) is an exception to this rule and the Council must approve delegations to officers directly – the Chief Executive cannot subdelegate.

9 Next Steps Te Kokenga

- 9.1 If approved, the Delegations Manual will be updated and warrant of authority cards will be issued to relevant officers.

10 Attachments Ngā Āpitihanga

- Nil