



Delegations Manual

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Contents

Introduction	4
Structure of Manual.....	4
General Principles of Delegation	5
1.1 General principles	5
1.2 Scope of delegation	6
1.3 Governance delegation principles	7
1.4 Statutory delegation principles.....	8
1.5 Financial delegation principles	9
1.6 Management delegation principles	10
1.7 Contractor delegation principles	11
1.8 Characteristics of delegation	12
Procedures	13
2.1 Delegations to be in writing and recorded	13
2.2 Term of delegation.....	14
2.3 Delegation to office	15
2.4 Extent of delegation.....	16
2.5 Reporting decisions.....	17
2.6 Variation of decision	18
2.7 Appeals	19
2.8 Review of Hearings Committee decisions	20
2.9 Use of Council seal and authority to sign	21
2.10 Amendments to this manual.....	22
Governance Delegations	23
Introduction.....	23
3.1 General delegations to Standing Committees.....	24
3.2 Delegations to subcommittees	25
3.3 Workshops	26
3.4 Matters reserved for Council	27
3.5 Call in of matters.....	28
3.6 Quorum.....	29
3.7 Arrangements in a major event	30
Committee Terms of Reference.....	31
4.1 District Licensing Committee	31
4.2 Creative Communities Funding Panel.....	33
4.3 Finance & Performance Committee	34
4.4 Chief Executive's Employment Committee	36

4.5	Hearings Committee	37
4.6	Submissions Assessment Panel.....	39
4.7	District Development Committee.....	41
Statutory Delegations		43
Introduction.....		43
5.1	Delegations to Council Committees	44
5.2	Delegations to Chief Executive	45
Delegations from Chief Executive		46
Statutory		46
6.1	Building Act 2004	47
6.2	Burial and Cremations Act 1964	51
6.3	Criminal Procedures Act 2011	52
6.4	Dog Control Act 1996.....	53
6.5	Electricity Act 1992	56
6.6	Food Act 2014	57
6.7	Gambling Act 2003.....	60
6.8	Gas Act 1992	61
6.9	Hazardous Substances and New Organisms Act 1996.....	62
6.10	Health Act 1956.....	63
6.11	Impounding Act 1955.....	64
6.12	Land Drainage Act 1908	66
6.13	Land Transport Act 1998.....	67
6.14	Litter Act 1979.....	68
6.15	Local Government Act 1974.....	69
6.16	Local Government Act 2002.....	70
6.17	Local Government Official Information and Meetings Act 1987	82
6.18	Machinery Act 1950	83
6.19	Overseas Investment Regulations 2005.....	84
6.20	Privacy Act 1993.....	85
6.21	Property Law Act 2007.....	86
6.22	Prostitution Reform Act 2003	87
6.23	Public Bodies Leases Act 1969	88
6.24	Public Works Act 1981	89
6.25	Rates Rebate Act 1973	91
6.26	Rating Valuations Act 1998	92
6.27	Sale and Supply of Alcohol Act 2012.....	93
6.28	Statutory Land Charges Registration Act 1928	95
6.29	Telecommunications Act 2001.....	96
6.30	Unit Titles Act 2010.....	97
6.31	Waste Minimisation Act 2008.....	98
6.32	Wild Animal Control Act 1977.....	99
6.33	Reserves Act 1977.....	100
6.34	Amusement Devices Regulations 1978.....	101
6.35	Food Regulations 2015.....	102
Manawatu District Bylaws 2015, 2019 and 2020		103
Statutory		103
7.1	Animal Bylaw 2019	104
7.2	Cemeteries Bylaw 2019	106
7.3	Dog Control Bylaw 2019	108
7.4	Freedom Camping Bylaw 2020	110
7.5	Public Places Bylaw 2020	111
7.6	Solid Waste Bylaw 2019.....	113
7.7	Trade Wastes Bylaw 2015.....	114

7.8	Drainage Bylaw 2015	116
7.9	Traffic Safety and Road Use Bylaw 2015	117
7.10	Water Supply Bylaw 2019	118
Delegations from Council to Chief Executive and Council Officers		119
	Introduction	119
8.1	Local Government (Rating) Act 2002	120
8.2	Resource Management Act 1991	121
8.3	Resource Management Act 1991 - First Schedule, Part 1	145
8.4	Resource Management Act 1991 - First Schedule, Part 2	148
Delegations to Hearing Commissioners		151
9.1	Hearing Commissioners under the Resource Management Act 1991	151
9.2	Appointment of Commissioners	152
Financial Delegations		153
	Introduction	153
10.1	Delegation	154
10.2	Transaction Types	156
10.3	Enter into Contracts	157
	Limitations on contracts for purchase	157
	Procurement policy	157
	Variation of contracts	158
	Contracts in emergencies	158
10.4	Staff Expenditure Approvals - Operational	159
10.5	Staff Expenditure Approvals - Extraordinary	161
10.6	Payment Signatory	163
10.7	Variation of Budgets	164
10.8	Setting of Fees and Charges	165
Management Delegations		166
	Introduction	166
11.1	Functions	167
11.2	General Delegations	168
11.3	Sub-delegations	169
11.4	Staff	170
11.5	Advice to Council	171
Contractor Delegations		172
	Introduction	172
12.1	Contractors	173
12.2	Service Delivery Contractors	174
12.3	Council-Controlled Organisations (CCOs)	175
Warrants		176
	Introduction	176
13.1	Delegation	177
13.2	Warranted Officers	178

Introduction

This Manual sets out the delegations made by Manawatu District Council (Council) to ensure that authority and responsibility exists at the appropriate level for the efficient and effective conduct of Council business.

This Manual aims to clearly define the parameters under which the Chief Executive, Council Committees, staff and others are able to act in carrying out responsibilities, duties or powers of Council. In doing so, Council has adopted the principle of delegating decision making to the lowest competent level.

Structure of Manual

The Manual is structured into the following parts:

- **General Principles of Delegation** - sets out the general principles that apply to all delegations made pursuant to this Manual.
- **Governance Delegations** – sets out delegations of powers made by Council to Committees, Sub-Committees and other sub-ordinate decision making bodies to ensure the efficient and effective provision of Council’s governance responsibilities.
- **Statutory Delegations** – contains delegations by Council to the Chief Executive and any sub delegation to officers; as well as delegations by Council to officers under specific legislation and, in particular, under the Resource Management Act 1991 and Local Government (Rating) Act 2002.
- **Financial Delegations** – sets out the financial powers and responsibilities to facilitate the effective and efficient management of the business of the Council. This section includes any limits on financial delegations to Council committees, the Chief Executive and Council officers.
- **Management Delegations** – sets out the delegations of powers and responsibilities relating to the management of Council administration (other than direct financial management) from the Chief Executive to Council officers.
- **Contractor Delegations** – sets out the delegations of powers and functions required by contractors to carry out their contracted services.
- **Warrants** – sets out the warrants of powers issued to individual officers of Council and employees of contractors.

General Principles of Delegation

1.1 General principles

- a. Within this Manual, delegation means the assignment of a responsibility, power, function or duty from one party (the delegator) to another party (the delegate).
- b. Authority and responsibility are inseparable. Those with responsibility for a task or function should always have the authority to carry it out effectively. Delegations will not however remove from the body or person making the delegation the liability or legal responsibility for any decision or action.

1.2 Scope of delegation

- a. Pursuant to Schedule 7, Clause 32 of the Local Government Act 2002 (**LGA**), Council may, subject to any applicable limitations, delegate its powers, responsibilities and duties under empowering legislation, to enable Council to focus on its governance role.
- b. In some specific instances, the legislation empowers the Chief Executive directly who will have the primary power of delegation.
- c. Delegated powers, duties or obligations may include powers of sub-delegation (except for the power of delegation itself). In some circumstances, sub-delegation is prohibited.
- d. The following matters may not be delegated by the Council:
 - The powers expressly excluded by Clause 32(1), Part 1, Schedule 7 of the Local Government Act 2002, namely:
 - The power to make a rate;
 - The power to make a bylaw;
 - The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
 - The power to adopt a long-term plan, annual plan, or annual report;
 - The power to appoint a chief executive;
 - The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
 - The power to adopt a remuneration and employment policy.
 - Any matter not permitted to be delegated by any other Act (for example, the approval of a policy statement or plan under the Resource Management Act 1991 (RMA));
 - Any matter than can only be given effect to by a Council resolution.
 - The Council may have the power to delegate under enactments other than the LGA.
 - Specific restrictions also apply:
 - The powers and duties conferred or imposed on the Council by the Public Works Act 1981.
 - The Minister of Conservation has granted powers to manage reserves through an instrument of delegation under the Reserves Act 1977.
 - Powers to approve, adopt and set operative dates for changes and variations to resource management plans and policies under the RMA.

1.3 Governance delegation principles

- a. The Council may appoint the committees, sub-committees and other sub-ordinate decision making decision bodies it considers appropriate.
- b. The Council delegates to committees, sub-committees and all other sub-ordinate decision making bodies all the powers and functions contained in the relevant Terms of Reference, except those powers that cannot be delegated.
- c. Each of these subordinate governance bodies is bound to (the extent applicable) the requirements of the Local Government Official Information and Meetings Act 1987 and Council's Standing Orders for, among other things, the provision of agendas in advance of meetings, the conduct of their meetings and the keeping of accurate minutes of the proceedings of meetings.
- d. A committee, other sub-ordinate decision-making body or Community Board may delegate powers or functions as specified in schedule 7, clause 32(3) of the LGA. It may also delegate to any other local authority, organisation or person the enforcement, inspection, licensing and administration relating to the Council's bylaws and other regulatory matters. Subcommittees may not delegate powers and functions granted to them.
- e. Working parties have no power to act or decide. They have an investigative, advisory and fact finding role within the terms of reference determined by the Council, standing committee or sub-committee establishing the working party. Working parties will have the power to make recommendations only on site specific matters and to the extent allowed under the working parties' terms of reference.

1.4 Statutory delegation principles

- a. All powers, duties and responsibilities reside with the Council unless the legislation specifically prescribes delegations of powers to the Chief Executive as Principal Administrative Officer.
- b. The Council may delegate to a member or officer of the Council any of its responsibilities, duties or powers other than those referred to in clause 1.2(d).
- c. In some circumstances sub-delegation will be appropriate. It will not be appropriate where it involves the power to delegate; a power delegated to an officer that is subject to a prohibition on delegation, and any power under an enactment where the enactment expressly prohibits the delegation of the power.
- d. Where the statutory power is optional (not required) Council will determine whether and how it wishes to exercise the power. Any officer to whom any responsibilities, duties or powers are delegated may exercise them in the same way and with the same effect as the delegating officer could have done.

1.5 Financial delegation principles

- a. The delegation of financial powers enables the works and service objectives of the Council as set out in the Long Term Plan (LTP) and Annual Plan to be achieved. Council is of the view that achieving the proposed outcomes is the objective, not spending the budget.
- b. Financial management is a shared responsibility between Council, Standing Committees, the Chief Executive, General Managers and the Chief Financial Officer. This principle is reflected through this Manual.

1.6 Management delegation principles

- a. The management of the Council is the responsibility of the Chief Executive. The Chief Executive employs staff and leads those staff and service delivery agencies towards the achievement of any statutory responsibilities and requirements, as well as any other responsibilities that the Council may establish for itself from time to time.
- b. The Chief Executive is responsible to the Council for the matters set out in section 42 of the LGA.
- c. Whilst the management of the Council assets and resources is the Chief Executive's responsibility, he or she will delegate some management responsibilities to Council managers. The Chief Executive retains the prerogative at all times over the delegation of management functions. In making these delegations, the Chief Executive will be guided by the following principles and procedures:
 - Managers and staff will be delegated the authority and accountability to be able to effectively complete their performance objectives. Clear links will be established between agreed performance targets and the delegations necessary to reach them;
 - Whilst delegations are made to individual positions it is expected that when significant or sensitive decisions are being made under delegated authority managers will collaborate in the decision making process to ensure the best outcome for the Council;
 - Significant and sensitive decisions made by managers under delegated authority will be reported to the General Managers. The General Managers are then responsible for informing the Chief Executive. This reporting requirement will also ensure that delegations are not being exceeded;
 - Whilst the management of Council staff is the sole responsibility of the Chief Executive, he or she may choose to delegate some of the functions of appointment, remuneration, performance review and termination of staff to managers; and
 - For the purpose of the Delegations Manual the Chief Financial Officer assumes all the delegations assigned to General Managers.

1.7 Contractor delegation principles

- a. Contractors are appointed to deliver a range of regulatory and voluntary services. This category of delegation is designed to provide sufficient authority for the contractor to deliver the services they are contracted to deliver against the contracts specifications.
- b. Notwithstanding that Council has determined to contract out the delivery of certain services, the responsibility for the provision and management of all contracted services remains with the Chief Executive.
- c. The Chief Executive will delegate some responsibilities for the management, monitoring and reporting on contractors' performance to Council managers. The Chief Executive retains the prerogative at all time over the delegation of contractor functions.
- d. Where the Chief Executive delegates powers, duties or responsibilities to a service delivery contractor, the delegation is made to the organisation that is contracted to the Council and to the CEO of that organisation. This means that both the contracted organisation and the individual responsible for that organisation are jointly and severally responsible for the obligations and performance of the obligation.
- e. In making these delegations, the Chief Executive will be guided by the following principles and procedures:
 - Contractors will be delegated the authority and accountability to be able to complete their contract service deliverables effectively. Clear links will be established between agreed performance targets and the delegations necessary to reach them;
 - Whilst delegations are made to specific contractors it is expected that when significant decisions are being made under delegated authority that contractors will collaborate with Council management in the decision making process to ensure the best outcome for the Council; and
 - As the contract specification evolves through development and Council requirements, changes will be made to contractor delegations to ensure they remain current and complete.

1.8 Characteristics of delegation

- a. The delegator does not lose the function, duty or power by delegation and may exercise this concurrently with the delegate.
- b. It is implicit in a delegation that it may be revoked at any time without notice prior to the delegate having made a decision. The delegator retains the ability in these circumstances to exercise the responsibility, power or duty that has been delegated.
- c. The delegate is acting in his or her own name on behalf of the Council when exercising delegated authority.
- d. When making a delegation, the delegator must give consideration to the nature of the decisions to be made, or powers or duties to be undertaken under the delegation. Delegations should distinguish between those necessary to facilitate ordinary operations and matters that are extraordinary or carry high risk.
- e. Where there is ambiguity between the wording of a legislative function and any delegation, the wording of the legislation will prevail.
- f. A delegation made under subsequently repealed legislation will continue, with or without modification, under any replacement or corresponding legislation.

Procedures

2.1 Delegations to be in writing and recorded

- a. Every delegation made will be in writing and will define with reasonable precision:
 - The nature of the delegation;
 - To whom the delegation is made;
 - The terms of the delegation; and
 - Any condition, directions, limitations or prohibitions relating to the exercise of the delegation (including any financial limits in relation to a power to contract)
- b. Every delegation made by Council must be made by resolution.
- c. Every delegation made by the Chief Executive will be recorded within this Manual.
- d. The Chief Executive will determine the delegations which he/she wishes to make and will advise the General Manager – People and Corporate of these for inclusion in this Manual.

2.2 Term of delegation

- a. Unless any delegation is stated to be for a defined term, it will continue until revoked by the delegator or the Council or withdrawn by operation of law.

2.3 Delegation to office

- a. Unless stated otherwise every delegation is to a committee, sub-committee, or subordinate decision-making body or office and will be unaffected by changes in the membership of a committee or the holder of an office.
- b. If not specified in the Manual, delegations to an officer holding a named position may be exercised by all officers in a direct line of authority above that officer. An exception will be specific delegations made to individual members and to hearings commissioners under sections 34 and 34A of the RMA or any other legislation which requires direct delegation from Council to a named position.
- c. Where an officer is in a position in an acting capacity the officer may exercise the delegations to that position. However, an officer should state that he or she is exercising the delegation in an acting capacity.

2.4 Extent of delegation

- a. Subject to any specified limitation, term or condition applied by the delegator or by law, delegates may exercise the power delegated in the same manner and to the same effect as the delegator.
- b. Any delegated authority must be exercised in accordance with all relevant Council policies and conditions.
- c. In accordance with section 39(c) of the LGA the Council must ensure that responsibility and processes for decision-making in relation to regulatory responsibilities is separated from those of non-regulatory responsibilities. The management structure of Council reflects this separation.
- d. Further, in reaching a decision whether under delegated authority or otherwise, every person must act in accordance with the requirements of the LGA, as set out in Part 6 of the Act relating to planning, decision-making and accountability.

2.5 Reporting decisions

- a. Every delegate will keep the delegator informed of decisions made, in particular where:
 - That is a condition of the particular delegation;
 - The decision is one of which the delegator for any reason should be aware;
 - The matter determined is one which the delegator or the Council has in any way whatsoever indicated that a decision of that kind should be reported in any way; and
 - Any Act requires reporting in a particular manner or at a particular time.
- b. In particular, managers and staff to whom statutory powers have been delegated will be required to report regularly to the General Managers on their performance in exercising those powers. The General Managers are then responsible for informing the Chief Executive. The Chief Executive will determine the nature and timing of reporting.
- c. Committees and sub-committees are further required to comply with the Council's standing orders regarding reasonable reporting of their proceedings.

2.6 Variation of decision

- a. A local authority may not rescind or amend a decision made by a committee under a delegation authorising the making of decision (schedule 7, clause 30 of the LGA).
- b. The Council and any delegator may, however, review, reverse or vary any decision of a delegate at any time up until any formal decision is made or power is exercised under the delegation.
- c. A decision of a delegate will only be reversed or varied where:
 - It is contrary to a decision of the delegator of which the delegate was unaware;
 - It contains serious implications for the Council of which the delegate was unaware; or
 - There is other good cause to reverse or vary that decision.
- d. A reversal or variation of a decision is not of itself a revocation of a delegation under this Manual.

2.7 Appeals

- a. Any person affected by any decision of a delegate may appeal that decision:
 - In the case of a decision by an officer, to the Chief Executive in consultation with the appropriate General Manager; or
 - In the case of a decision made by the Chief Executive or General Manager, to the Council.
- b. Subject to Section 2.8, appeals cannot be made to Council about the decisions of committees and sub-committees made under delegated authority.
- c. In reviewing any decision on appeal under this section the Chief Executive or the Council will have regard to a number of factors, including but not limited to:
 - Any reasons given by the delegate in making a decision;
 - Any Council policy applying to the matter at issue;
 - The facts of the case;
 - The grounds for review of a decision contained in this part of the Manual; and
 - Any relevant matter.

2.8 Review of Hearings Committee decisions

- a. Any decision made by the Hearings Committee (as defined by its terms of reference and delegated authority set out at Section 4.6) may be revoked or altered by that Committee provided:
 - The decision has not been acted on and become binding;
 - There is no Court, Tribunal or similar statutory body to which an appeal or application for a review of the decision can or could have been made; and
 - There has been a request for a review of the decision and the Chairperson of the Committee has agreed that the request should be placed before the Committee for consideration.
- b. Any request for a review may only be initiated by any applicant or person affected by the decision or by the Chief Executive.
- c. In undertaking a review the Committee may decide the matter on papers or other information presented to the Committee or conduct a full or partial rehearing.
- d. In making any decision as per the above, the Chairperson and Committee, as applicable, shall have regard to the criteria set out in Section 2.7, relating to appeals.

2.9 Use of Council seal and authority to sign

- a. The Council has delegated the Mayor, Deputy Mayor, Chief Executive, and General Manager – People and Corporate, the authority to impress on any document the Common Seal of Council when it is required to be affixed by law or when it is prudent or in the interests of good government.
- b. The Chief Executive will be responsible for custody of the Council's seal. The seal will be attached only when:
 - The Council or a committee has authorised the transaction involved; or
 - The transaction involved has been authorised by an officer under delegated authority; or
 - The Mayor or Chief Executive have, pursuant to their delegated authority, approved the affixing of the common seal to any document.
- c. Subject to section 2.9(d), where the common seal is affixed to any document it shall be attested by:
 - The Mayor, or in her/his absence, the Deputy Mayor; and
 - The Chief Executive, or in his/her absence, the General Manager – People and Corporate.
- d. The exception to section 2.9(c) is where the common seal is being affixed to a warrant of appointment of enforcement or authorised officers, in which case the common seal may be attested only by the Chief Executive, or in his/her absence, the General Manager – People and Corporate.
- e. If the common seal is not required to be affixed, any document may be signed by the Chief Executive or any other officer with the appropriate delegated authority.
- f. The Chief Executive (or any other officer authorised by the Chief Executive) may sign any certificate relating to the existence of any state of affairs involving the Council.
- g. A list of documents to which the common seal is affixed shall be reported for information to the Mayor and Councillors from time to time.

2.10 Amendments to this manual

- a. This manual will be maintained by the Governance and Assurance Manager who will amend it where:
- The law requires that it be changed in a specified way;
 - A clause becomes redundant;
 - A decision of the Council requires a modification of an existing clause;
 - A typographical, grammatical or other minor amendment is necessary;
 - Council or the Chief Executive revokes, amends or delegates any delegation.

Governance Delegations

Introduction

- a. The purpose of delegation within this section is to enable committees, sub-committees and other sub-ordinate decision-making bodies of Council to carry out their roles consistent with their terms of reference.
- b. In accordance with Schedule 7, Clause 32 of the LGA, Council makes the following delegations of powers, duties and responsibilities set out in the sections that follow in this part of the Manual.
- c. Each standing committee, joint committee and sub-committee has only those powers specifically delegated to it. A statement in any committees' terms of reference does not, by itself, imply any delegated authority.
- d. A committee may, with the prior approval of Council, appoint and discharge sub-committees and working parties, and delegate some of its functions, duties or powers.

3.1 General delegations to Standing Committees

- a. To the extent required by law, the Council delegates to its respective committees all of the powers, functions and duties of the Council as set out under the name of each Committee in this Manual.
- b. Where appropriate, a committee may sub-delegate powers under Schedule 7, Clause 32(3) of the LGA.
- c. The Council has the responsibility for setting the Councils' strategic direction including the adoption of all Council policy and any changes to this, including (but not limited to):
 - Long Term Plan;
 - Annual Plan (including the determination of the funding priorities derived from that for rates setting and other funding purposes and consideration of recommendations from the Annual Plan Hearings Committee);
 - Annual Report;
 - Liability Management Policy including the power to borrow money, or purchase or dispose of assets other than in accordance with the LTP (Schedule 7, Clause 32(1)(c) LGA);
 - Funding Policy;
 - Investment Policy; and
 - Financial Strategy.
- d. Council committees shall not:
 - Exercise any power reserved to the full Council by operation of law such as (but not limited to) those powers set out in Schedule 7, Clause 32(1) LGA;
 - Authorise or otherwise commit the Council to any expenditure (either in the current year or subsequent years) exceeding that in the current LTP/Annual Plan without the prior authority of full Council;
 - Commit the Council to any binding decisions in any areas other than those delegated by the Council;
 - Authorise the disposal or sale of any real property;
 - Approve the District Plan or any change to the District Plan (although a Hearings Committee is not prevented from hearing and making decisions on the hearing of submissions or further submissions in the early stages);
 - Make any decision (excluding decisions under the RMA) which is inconsistent with any policy or strategy which has been or may be adopted by the Council;
 - Appoint or dismiss the Chief Executive;
 - Appoint or create any committees;
 - Appoint any sub-committee other than those implicit in these terms of reference;
 - Make appointments to anybody;
 - Make appointments to any outside body;
 - Make any proposal regarding remuneration of elected members;
 - Publicly advocate for activities under its control to the detriment of other Council responsibilities or priorities; or
 - Interfere in the activities of other committees acting within Council policy, these terms of reference, and the parameters of the District Plan.

3.2 Delegations to subcommittees

- a. There should be a limited need for sub-committees. Where they are established, these committees will meet on a regular basis to undertake the following:
 - Dispose of matters which have been delegated to them;
 - Investigate and report, with recommendations if appropriate, on matters referred from the delegator; and
 - Act as a forum for communication between elected representatives, officers, and interested parties.
- b. A sub-committee may exercise only such delegated authority as is granted to it from time to time by the Council or, with prior Council approval, the relevant committee.
- c. A sub-committee shall cease to exist on the date specified unless extended by Council resolution.
- d. All sub-committee meetings shall be conducted as required by the Local Government Official Information and Meetings Act 1987, and in accordance with Standing Orders.
- e. Unless stated otherwise in the terms of reference for a sub-committee it may not:
 - Authorise or otherwise commit the Council to any expenditure;
 - Commit the Council to any binding decisions;
 - Appoint any working parties; and
 - Make appointments to any other bodies.

3.3 Workshops

- a. The Council will hold workshops regularly throughout the year.
- b. Workshops are held to brief members and provide structured opportunities in an environment less structured than a formal meeting to develop ideas relevant to future decisions so that good government of the district is fostered. No decisions or resolutions are made at workshops, and as such the requirements of the Local Government Official Information Act 1987, and Council's standing orders, regarding public notification and access to agendas and minutes of these workshops do not apply.

3.4 Matters reserved for Council

- a. For the avoidance of doubt, Council reserves to itself (without limitation) the following specific issues:
- Chief Executive contract and remuneration;
 - Elected members remuneration;
 - Remuneration and employment policies;
 - Standing Orders;
 - Code of Conduct;
 - Representation review and elections;
 - Matters entered into at a Mayoral level;
 - Council's relationship with other bodies who may influence the planning of the District;
 - Approval of the District Plan and Plan Changes;
 - Determining the handling of appeals to decisions made under the RMA; and
 - Amendment of Development Contribution Schedule.

3.5 Call in of matters

- a. The Mayor may call in any item that falls within the jurisdiction of any committee or sub-committee to be considered by Council.

3.6 Quorum

- a. A quorum for a meeting of the Council is:
 - Half of the members physically present, where the number of members (including vacancies) is even; and
 - A majority of the members physically present, where the number of members (including vacancies) is odd.
- b. Any quorum must be maintained for the duration of the meeting.

3.7 Arrangements in a major event

a. In the event of an emergency or other major event occurring that prevents either:

- A quorum of the Council or Council Committee being achieved; or
- Compliance with any other legal requirement necessary to constitute a valid meeting of the local authority;

the Mayor or Deputy Mayor, or in their absence the Chief Executive, or in the absence of the Chief Executive, General Managers, are delegated all of the powers and functions of the local authority (other than those which under the law may not be delegated).

Such delegations are to remain in place until a valid meeting of the Council has been convened.

Committee Terms of Reference

4.1 District Licensing Committee

Terms of Reference

Subordinate to	Council
Subordinate Committees	-
Legislative basis	Committee delegated powers by Council in accordance with Clause 186, Sale and Supply of Alcohol Act 2012.
Membership	Chairperson: Rod Titcombe (Commissioner) Deputy Chairperson: Cr Alison Short Community representatives: Clive Asplin Joe Heslop
Meeting cycle	From time to time, as business requires.
Termination date	Members are approved for inclusion on the committee list for a period of 5 years and may be approved for any 1 or more further periods of up to 5 years.
Responsibilities	<ol style="list-style-type: none"> 1 To consider and determine applications for licences and manager's certificates; 2 To consider and determine applications for renewal of licences and manager's certificates; 3 To consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with Section 136; 4 To consider and determine applications for the variation, suspension, or cancellation of special licences; 5 To consider and determine applications for the variation of licences (other than special licences) unless the application is brought under Section 280; 6 With the leave of the chairperson for the licensing authority, to refer applications to the licensing authority; 7 To conduct inquiries and to make reports as may be required of it by the licensing authority under Section 175; and 8 Any other functions conferred on licensing committees by or under this Act or any other enactment
Power of Licensing Committee	The Licensing Committee has all the powers conferred on it by or under the Sale and Supply of Alcohol Act 2012 or any other Act, and all powers as may be reasonably necessary to enable it to carry out its functions.
Limits to Delegations	-

Recommendations

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4.2 Creative Communities Funding Panel

Terms of Reference

Purpose

Assess applications in accordance with the Creative Communities Scheme Guidelines.

Responsibilities

Assess applications in accordance with the Creative Communities Scheme Guidelines.

Delegated Authority

Make allocations in accordance with Creative Communities Scheme Guidelines.

Membership

Chairperson:	Ben Caldwell
Deputy Chairperson:	Kim Savage
Council representatives:	Cr James McKelvie, Cr Raewyn Loader
Community representatives:	Sue James, Karis Evans, Michelle Thompson
Tangata whenua representative:	Kim Savage

Quorum

Four members of the committee.

Meeting Cycle

Twice yearly in line with the Creative Communities Scheme, or as business requires.

4.3 Finance & Performance Committee

Terms of Reference

Purpose

To check and ensure continuity of business, enhance governance framework, risk management practices and the controls used to monitor Council's achievements.

Responsibilities

- 1 Financial reporting
 - a. review and adopt quarterly financial and KPI performance reports, and treasury reports;
 - b. evaluate the appropriateness of accounting policies and practices; and
 - c. review the annual report, approve its release to external auditors and recommend its final adoption to Council;
- 2 Risk management:
 - a. review the effectiveness of Council's risk management framework;
 - b. annually review the Council's risk appetite;
 - c. quarterly review and discuss deep dives on key strategic and operational risks;
 - d. monitor the effectiveness of internal controls; and
 - e. review compliance with key local government legislation.
- 3 External audit:
 - a. receive and consider the audit engagement letter and audit plan;
 - b. understand scope and engagement with Audit NZ;
 - c. review significant audit findings/recommendations; and
 - d. monitor progress on recommendations.
- 4 Internal audit:
 - a. adopt the internal audit programme;
 - b. review completed audit reports; and
 - c. oversee management's response to internal audit recommendations, ensuring timely implementation.
- 5 Grants:
 - a. receive and consider for approval all priority service contracts;
 - b. receive and consider reports on grant applications exceeding \$20,000, and approve the allocations where applicable;
 - c. note grant approvals made under delegation by the Grants Connector (up to \$1,000 in accordance with the Grants Policy), General Manager – Community (up to \$5,000) and by the Executive Leadership Team (\$5,001 – \$20,000);
 - d. ensure that all grant decisions align with Council policy, strategic priorities, and approved budgets; and

Note: Six-monthly or annual summary reports outlining grant decisions made under delegation will be presented to Council.

6 Additional responsibilities:

- a. review organisational performance reports, including key projects and service delivery metrics;
- b. receive quarterly reports on staff and contractor safety and wellbeing, and monitor Council's compliance with health and safety obligations; and
- c. escalate any issues, anomalies, or risks to Council for review.

Delegated Authority

Committee delegated authority to act on all matters within its Terms of Reference (except those excluded by Clause 32(1) Schedule 7, Local Government Act 2002).

Membership

Chairperson: Stuart Campbell (external)

Deputy Chairperson: John Fowke (external)

Members: Cr Alison Short, Cr Grant Hadfield, Cr Colin Dyer, Cr Shelley Dew-Hopkins, Cr Rob Duindam and His Worship the Mayor.

Quorum

Four members of the committee.

Meeting Cycle

Meetings held quarterly, with additional meetings convened when necessary.

4.4 Chief Executive's Employment Committee

Terms of Reference

Purpose

The Chief Executive's Employment Committee has primary responsibility for executing the Chief Executive's performance agreement and monitoring the Chief Executive's performance.

Responsibilities

All matters relating to the employment of the Chief Executive, including monitoring of performance.

Delegated Authority

Responsibility for decision-making around the Chief Executive's performance, remuneration and setting of performance objectives.

The Committee also has the responsibility, if required, of conducting a Chief Executive recruitment process.

The Committee does not have authority to make an offer of employment for the Chief Executive role. In accordance with Clause 32(1)(e), Schedule 7 of the Local Government Act 2002, this power cannot be delegated by the Council. The Committee cannot terminate the Chief Executive's employment.

Membership

Chairperson: Cr Grant Hadfield

Deputy Chairperson: Cr Shelley Dew-Hopkins

Members: Cr Colin Dyer, Cr Alison Short, His Worship the Mayor

Quorum

Three members of the committee.

Meeting Cycle

Meetings held six-monthly or as required from time to time.

4.5 Hearings Committee

Terms of Reference

Purpose

To hear and determine matters of a regulatory nature where a public hearing is required to enable people to have their say.

Responsibilities

- 1 Matters of a regulatory nature requiring a hearing or a related decision under the following Acts:
Resource Management Act 1991
Local Government Act 1974 & 2002
Dog Control Act 1996
Health Act 1956
- 2 Except as otherwise specified in a Council bylaw or relevant legislation, deciding appeals from Council's bylaws.
- 3 Other matters of a regulatory nature considered appropriate.
- 4 A hearing panel relevant to the hearing required will be made up of members assigned from the committee, as decided by the Chairperson of the Hearings Panel and General Manager – People and Corporate.
- 5 For an RMA hearing a commissioner external to the Hearings Committee may be appointed as outlined in Delegation of Authority Section 9.1.

Delegated Authority

Committee delegated authority to act on all matters within its Terms of Reference (except those excluded by Clause 32(1) Schedule 7, Local Government Act 2002, and under the First Schedule Resource Management Act 1991).

Health Act 1956

Hear and decide revocation of registration (S.120 (3)).

Manawatu District Bylaws

Except as otherwise specified in a Council bylaw or relevant legislation, deciding appeals from Council's bylaws.

Planning functions

Powers and responsibilities under the Resource Management Act 1991.

Local Government Act 1974

Powers to stop any road or part thereof in the District pursuant to Section 342(1)(a) of the Act.

Dog Control Act 1996

To hear and determine objections in accordance with the provisions of the Dog Control Act 1996.

Local Government Act 2002

In addition to the above, the Committee also has delegated authority under the Council's Development Contributions Policy to:

- Consider and decide on applications for leave to apply for further review of remission decisions made by officers under delegated authority; and
- Consider and hear applications for further review of remission decisions where leave has been granted for the application to be considered and heard by the Committee.

Membership

Chairperson: Cr Alison Short

Deputy Chairperson: Cr Rob Duindam

Members: Cr Sam Hill, Cr Jerry Pickford, Cr James McKelvie, and His Worship the Mayor

Quorum

RMA and District Plan Hearings: Hearing Panel as set by the Senior Planner and General Manager – Community.

Other Hearings: three members of the committee.

Meeting Cycle

Hearings held as and when required.

4.6 Submissions Assessment Panel

Terms of Reference

Purpose

To consider and approve Council submissions on relevant regional and national matters.

Responsibilities

- 1 Consider the forward programme of regional and national consultations, to evaluate and decide which matters the Council will submit on. This includes considering options for Council to support a submission from another body (e.g. Taituarā) instead of, or in addition to, making its own submission, or declining to make a submission.
- 2 Consider and approve submissions on regional and national consultations, for submission either under the signature of the Mayor, or for submissions that are technical in nature or relating to the Council's business as usual functions, under the signature of the Chief Executive.

Delegated Authority

Submissions Assessment Panel delegated authority to act on all matters within its Terms of Reference (except those excluded by Clause 32(1) Schedule 7, Local Government Act 2002).

Panel Members

Members: Cr Bridget Bell, Cr Alison Short, Cr Shelley Dew-Hopkins, Cr Rob Duindam, Cr Grant Hadfield, and the Mayor.
Relevant General Managers, depending on the topic.

Quorum

Three members of the assessment panel. Quorum must include two elected members, and one Executive Leadership Team member.

Process

The Strategy Manager will assess the need to submit on consultations, and determine what level of involvement is required from the Submissions Assessment Panel members. There are several criteria the Strategy Manager will consider when making such determinations, including:

1. Degree of interest from elected members (e.g., high interest items may be shared with all elected members for feedback prior to submission).
2. Timing considerations – whether there is sufficient time to seek feedback from all elected members, or Panel members, prior to the submission due date.
3. Whether the Council's view is likely to be aligned with the draft submissions prepared by Local Government Sector Bodies (e.g., LGNZ). If closely aligned, this reduces the need to prepare an independent submission.

4. Governance vs Operational – where a consultation relates to operational matters, Panel members may be informed rather than involved in drafting, with the submission being finalised and approved internally via the Chief Executive.

The Submissions Assessment Panel will convene in the manner that is most appropriate to progress the drafting and approval of each submission. This may be via email, MS Teams, or in-person meetings, and will be as and when required to enable submissions to be considered, approved and submitted within applicable timeframes.

To provide for transparency of process, submissions, once approved, to be included on a future Council meeting agenda for receipt and noting by Council.

4.7 District Development Committee

Terms of Reference

Introduction

The District Development Committee is established to support the Manawatu District Council's strategic direction in fostering sustainable growth, community wellbeing, and economic vitality across the Manawatū District. The Committee provides focused governance oversight of district planning, land use, and development matters, ensuring these activities advance the outcomes and priorities set out in the Long-Term Plan and other key strategic frameworks.

The Committee operates under delegated authority from the Council and provides recommendations on matters of district development policy, strategy, and implementation that have significant community, economic, or social implications. It also serves as a key interface between planning, economic, and community development functions to ensure coordinated and future-focused decision-making that enhances the liveability and prosperity of the district.

Purpose

The purpose of the District Development Committee is to guide and oversee the planning and development of the district in a manner that promotes sustainable growth, vibrant communities, and a resilient local economy. The Committee ensures that development initiatives, planning frameworks, and related policy work align with Council's strategic objectives, legislative requirements, and community aspirations.

Through its oversight and recommendations, the Committee supports informed Council decision-making that balances growth with community wellbeing, inclusion, and the creation of thriving places where people and businesses can succeed.

Responsibilities

- 1 Consider the impact of the Government's Resource Management Act (RMA) reforms. Make recommendations to Council for consideration and / or approval, noting any strategic risks.
- 2 Consider the districts Growth Framework, associated village plans, and other related planning work such as the Housing Capacity Model. Make recommendations to Council for consideration and / or approval, noting any strategic risks.
- 3 Receive the progress reports on the District Plan programme of work, and escalate any strategic risks and make recommendations to Council for approval as required.
- 4 Approve the initiatives to be delivered for the Feilding Town Centre Refresh project that was approved by Council in the 2024-2034 Long-term Plan.
- 5 Consider potential economic development opportunities (outside of those delivered by the Central Economic Development Agency or Feilding and District Promotions). Make recommendations to Council for consideration and / or approval, noting any strategic risks.
- 6 Consider potential community development opportunities (outside of those delivered by Council levels of service or Council grant funded services). Make recommendations to Council for consideration and / or approval, noting any strategic risks.

Membership

Chairperson: Cr Colin Dyer

Deputy Chairperson: Cr Raewyn Loader

Members: Cr Bridget Bell, Cr Alison Short, Cr Sam Hill, and the Mayor

Quorum

Three members of the committee.

Meeting Cycle

Meetings held 2-monthly on a Wednesday at 8.30 am.

Statutory Delegations

Introduction

1. Local government is responsible for a large range of legislative obligations. The legislation sets out most of the regulatory powers that local authorities possess and the way in which those powers should be implemented.
2. This part of the Manual sets out the delegations of these statutory responsibilities to committees, the Chief Executive, Council officers and external service providers pursuant to clause 32, Schedule 7 of the Act and/or any other applicable legislation.
3. As well as the powers, duties and functions that Council has under legislation, Council also has the powers to make bylaws that affect the rights and responsibilities of individuals within their district. The making of bylaws is a function that may not be delegated, but the powers created by bylaws and the enforcement of bylaws can be. The delegation of these powers, duties and functions is also specified in this section of the Manual.

5.1 Delegations to Council Committees

- Further to those powers identified in the Governance part of this Manual, Council delegates to each of the committees identified below, all powers related to policy making and governance, as well as monitoring of Council and contractor performance, conferred on the Council under the relevant legislation, with the exception of those matters in respect of which delegation is prohibited under any Act or regulation.
- The relevant legislation includes, but is not necessarily limited to, the below:

Council Committee	Legislation
Hearings Committee	Building Act 2004 Dog Control Act 1996 Impounding Act 1955 Food Act 2014 Health Act 1956 Litter Act 1979 Local Government Act 1974 Local Government Act 2002 Manawatu District Council Bylaws 2015, 2019 and 2020 Prostitution Reform Act 2003 Resource Management Act 1991
District Licensing Committee	Sale and Supply of Alcohol Act 2012

5.2 Delegations to Chief Executive

1. Council delegates to the Chief Executive Officer all responsibilities, duties and powers to act on any matter, subject to any restrictions imposed by Council and excluding those matters in respect of which delegation is prohibited by any Act or regulation, or which are expressly excluded from this delegation.
2. This delegation also includes all the powers, duties and responsibilities that are of an enforcement, inspection, licensing and administrative nature contained in the Manawatu District Bylaws 2014 and 2015 or any amended versions thereof (Bylaws).
3. Delegations to the Chief Executive include, but are not limited to, all responsibilities, duties and powers to act under legislation and Bylaws as set out below:

Building Act 2004 Burial and Cremation Act 1964 Civil Defence Emergency Management Act 2002 Conservation Act 1987 Criminal Procedures Act 2011 Dog Control Act 1996 Electricity Act 1992 Fire Services Act 1975 Food Act 2014 Gambling Act 2003 Gas Act 1992 Hazardous Substances and New Organisms Act 1996 Health Act 1956 Health (Drinking Water) Amendment Act 2007 Historic Places Act 1993 Human Rights Act 1993 Impounding Act 1955 Land Act 1948 Land Drainage Act 1908 Land Transport Act 1998 Land Transport Management Act 2003 Litter Act 1979 Local Government Act 2002 Local Government Act 1974 Local Government (Rating) Act 2002 Local Government Official Information and Meetings Act 1987 Machinery Act 1950 Manawatu District Bylaws 2014 and 2015 New Zealand Geographic Board (Nga Pou Tauaha o Aotearoa) Act 2008	New Zealand Library Association Act 1939 Walking Access Act 2008 Overseas Investment Regulations Occupiers Liability Act 1962 Privacy Act 1993 Property Law Act 2007 Prostitution Reform Act 2003 Public Bodies Leases Act 1969 Public Works Act 1981 Rating Valuations Act 1998 Rates Rebate Act 1973 Reserves Act 1977 Residential Tenancies Act 1986 Resource Management Act 1991 Sale and Supply of Alcohol Act 2012 Smoke-free Environments Act 1990 Soil Conservation and Rivers Control Act 1941 Statutory Land Charges Regulations Act 1928 Telecommunications Act 2001 Transport Act 1962 Trespass Act 1980 Unit Titles Act 2010 Utilities Access Act 2010 Waste Minimisation Act 2008 Wild Animal Control Act 1977 Search and Surveillance Act 2012 Summary Proceedings Act 1957 Freedom Camping Act 2011 Public Records Act 2005
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Delegations from Chief Executive

Statutory

1. The Chief Executive makes the following sub-delegations of powers regarding the regulation, inspection, licensing and prosecution of offences and any other functions and duties set out in the following legislation.
2. All powers delegated to the Chief Executive in regards to the regulation, inspection, licensing and prosecution of offences and any other functions and duties listed in the legislation set out in the following schedule are delegated to Council's General Managers. General Managers are defined to include the following positions, General Manager – People and Corporate, General Manager – Community, General Manager – Infrastructure and Chief Financial Officer.
3. The Chief Executive also sub-delegates the responsibilities, duties or powers set out in the following schedule to the identified council officers. The functions, powers and duties set out in the table are, however, in summary form and do not replace and are not intended to replace the functions, duties and powers as specified in the relevant legislation. For the avoidance of doubt and in the absence of a specific delegate, the Chief Executive and the Council's General Managers hold the delegated powers under the relevant legislation or regulation.
4. The below schedule also identifies those powers and functions an enforcement and/or authorised and/or warranted officer may have under various legislation. The schedule is for reference purposes and is not intended to replace the powers and functions afforded under any warrant. See instead the warrants schedule held by Council and also sections 13.1 – 13.2 of this Manual.
5. The Chief Executive may withdraw and replace delegates at any time.

6.1 Building Act 2004

Delegations from Chief Executive

Section	Description	Delegate
12	Functions incidental and related to or consequential upon the functions in Section 12(1) - (2)	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer
34	Issues Project Information Memorandum	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer
48	Processing application for building consent	<ul style="list-style-type: none"> Building Services Team Leader Advanced Building Officer Building Officer
48(2)	Suspend a building consent because of lack of information	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer
49	Grant building consent	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer
50	Refuse building consent	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader
51	Issue building consent	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer
52	Lapse of building consent	<ul style="list-style-type: none"> Building Services Team Leader Advanced Building Officer Building Officer Regulatory Support Officer
62	Recover unpaid levies from building consent applicant	<ul style="list-style-type: none"> Regulatory Services Manager
67	Grant building consent subject to waivers or modifications of Building Code	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader
71	Refuse to grant consent on land subject to natural hazards	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer
72	Granting consent on land subject to natural hazards	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
73	Imposition of s 73 notice and notice to appropriate body	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer
75	Certification of building on two or more allotments	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager

Section	Description	Delegate
75, 77	Permit construction of building on two or more allotments	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer
83	Grant authority to remove entry under Section 78	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader
91-95	Issue Code Compliance Certificate	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer
95A	Refusal Code Compliance Certificate	<ul style="list-style-type: none"> Regulatory Services Manager
96, 98 & 99	Issue Certificate of Acceptance	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Compliance Officer Building Technician Regulatory Support Officer
102, 107	Issue an amendment of Compliance Schedule	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Building Compliance Officer Building Technician Regulatory Support Officer
109	Consider recommendation to amend Compliance Schedule	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Building Compliance Officer Building Compliance Officer (Contractor) Building Technician Regulatory Support Officer
111	Inspections in relation to building Warrant of Fitness	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Building Compliance Officer Building Compliance Officer (Contractor) Building Technician Regulatory Support Officer
112	Approve or waive requirement for alterations to comply with Building Code	<ul style="list-style-type: none"> Regulatory Services Manager
113, 115 & 116	Grant consent for alterations to building with Specified Intended Life	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Building Officer
116A	Grant of certificate under Section 224(f) of Resource Management Act 1991	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader

Section	Description	Delegate
121, 124	Seek advice and perform functions in relation to Dangerous, Earthquake Prone or Insanitary Buildings	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader
123	Determine that a building is insanitary	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Building Compliance Officer Building Technician
126	Apply for order to carry out building work	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader
129, 130	Take measures to avoid immediate danger or to fix insanitary conditions (by way of warrant)	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader
164	Issue notice to fix	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Building Compliance Officer Building Technician
167	Inspect building work under notice to fix	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Building Compliance Officer Building Compliance Officer (Contractor) Building Technician
177(1)(a)	Make application to Department of Building and Housing for determination	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader
220(2)	Make application to District Court for order to carry out building work	<ul style="list-style-type: none"> Regulatory Services Manager
221(2)	Recovery of costs for carrying out work	<ul style="list-style-type: none"> Regulatory Services Manager
222	Carry out inspections <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Building Compliance Officer Environmental Health Officer Building Compliance Officer (Contractor) Building Technician Regulatory Support Officer
222(1)(a)(iv) 222(1)(c)	Carry out inspections of any residential pool Enter premises for the purpose of determining whether section 162C is being complied with	<ul style="list-style-type: none"> Environmental Health Officer Compliance and Enforcement Officer Building Compliance Officer Building Technician
363A	Issue of Certificate for Public Use of Premises	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader

Section	Description	Delegate
372	Issue of Infringement Notice <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Advanced Building Officer • Regulatory Services Manager • Building Services Team Leader • Advanced Building Officer • Building Compliance Officer • Building Technician
377	Lay information for prosecution	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager
381	Apply to District Court for injunction	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager

6.2 Burial and Cremations Act 1964

Delegations from Chief Executive

Section	Description	Delegate
5	Power to control and manage certain cemeteries	<ul style="list-style-type: none"> General Manager - Community
8,9	Management of cemeteries including powers regarding vaults and monuments	<ul style="list-style-type: none"> General Manager - Community
10	Power to sell rights to burial in parts of the cemetery and right to construct vaults	<ul style="list-style-type: none"> General Manager - Community

6.3 Criminal Procedures Act 2011

Delegations from Chief Executive

Section	Description	Delegate
14	Filing a charging document	<ul style="list-style-type: none">• Regulatory Services Manager• Compliance and Planning Manager
18	Provision of particulars	<ul style="list-style-type: none">• Regulatory Services Manager• Compliance and Planning Manager
28	Service of summons	<ul style="list-style-type: none">• Regulatory Services Manager• Compliance and Planning Manager

6.4 Dog Control Act 1996

Delegations from Chief Executive

Section	Description	Delegate
14	Power of entry for dog control officers <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Animal Control Manager Animal Control Officer
19, 19A	Obtain information	<ul style="list-style-type: none"> Animal Control Manager Animal Control Officer Compliance and Planning Manager
21	Classify probationary owners	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
23A	Require an owner to undertake a dog owner education program or a dog obedience course (or both)	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Animal Control Officer
25	Disqualify a person from being the owner of a dog	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
27	Appeal to District Court	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
28	Extend any period of disqualification	<ul style="list-style-type: none"> Animal Control Manager
31	Classify dangerous dogs	<ul style="list-style-type: none"> Regulatory Services Manager Animal Control Manager
32(1)(f), 33	Consent to the disposal of a dangerous dog	<ul style="list-style-type: none"> Regulatory Services Manager Animal Control Manager
33A	Territorial authority may classify dog as menacing	<ul style="list-style-type: none"> Animal Control Manager Animal Control Officer
33B	Objection to classification of dog under section 33A	<ul style="list-style-type: none"> Hearings Committee
33C	Classification of Dog under section 33C	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
33E(B)	Require neutering of menacing dog	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
33ED	Classify dogs as dangerous or menacing by breed or type as listed in schedule 4	<ul style="list-style-type: none"> Regulatory Services Manager Animal Control Manager Animal Control Officer

35	Determine whether or not a dog should be delivered into custody of a Dog Control Officer or Dog Ranger	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Animal Control Manager
35A	Supply information for purposes of the National Dog Database	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Animal Control Manager • Animal Control Officer
36A	Issue instructions relating to the making available of a dog for verification that it has been implanted with a functioning microchip transponder	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Animal Control Manager • Animal Control Officer
39	Remit, reduce or refund dog control fees or part thereof	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Animal Control Manager
40	Require statement of claim regarding working dogs	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Animal Control Manager • Animal Control Officer
42(2)	Seize and impound unregistered dogs	<ul style="list-style-type: none"> • Animal Control Manager • Animal Control Officer
46	Issue a replacement label or disc	<ul style="list-style-type: none"> • Compliance and Planning Manager • Animal Control Manager • Animal Control Officer • Customer Service Officer
50	Seize and impound dogs not wearing proper label or disc	<ul style="list-style-type: none"> • Animal Control Manager • Animal Control Officer
52	Seize and impound dogs not under control	<ul style="list-style-type: none"> • Animal Control Manager • Animal Control Officer
55	Barking dogs	<ul style="list-style-type: none"> • Animal Control Manager • Animal Control Officer
56	Removal of barking dog causing distress	<ul style="list-style-type: none"> • Animal Control Manager • Animal Control Officer
57(5) & (6)	Dogs attacking persons or animals	<ul style="list-style-type: none"> • Animal Control Manager • Animal Control Officer • Authorised Officer
57A(3)	Dogs rushing at persons, animals, or vehicles	<ul style="list-style-type: none"> • Animal Control Manager • Animal Control Officer • Authorised Officer
59	Seizure or destruction of dog at large in vicinity of protected wildlife	<ul style="list-style-type: none"> • Animal Control Manager • Animal Control Officer • Authorised Officer
64(3)	Procedure where order made for destruction of dog	<ul style="list-style-type: none"> • Animal Control Manager • Animal Control Officer • Authorised Officer

65 & 66	Issue infringement notices	<ul style="list-style-type: none"> • Compliance and Planning Manager • Animal Control Manager • Animal Control Officer • Authorised Officer • Customer Service Officer
69	Dispose of any dog	<ul style="list-style-type: none"> • Compliance and Planning Manager • Animal Control Manager • Animal Control Officer
69A	Impounded dog must be microchipped and registered before release	<ul style="list-style-type: none"> • Animal Control Manager • Animal Control Officer
70	Removal of dogs for barking	<ul style="list-style-type: none"> • Compliance and Planning Manager • Animal Control Manager • Animal Control Officer
71	Power to exercise all of the Council's powers (retention of dog threatening public safety)	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Animal Control Manager • Animal Control Officer • Authorised Officer

6.5 Electricity Act 1992

Delegations from Chief Executive

Section	Description	Delegate
24	Set reasonable conditions over the opening up of any road and recover reasonable costs	<ul style="list-style-type: none">• Roading Manager• Utilities Manager• Corridor Access Coordinator

6.6 Food Act 2014

Delegations from Chief Executive

Section	Description	Delegate
54	Authority to refuse to process application for registration for Food Control Plan (FCP) <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
55	Ability to require further information <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
56	Registration of a FCP <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
57	Refusal to register FCP and provision of written notice <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
59	Provide information to Chief Executive for updating relevant public register and providing written notice <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
60	Authority to impose or vary conditions on registration of FCP <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
62	Authority to suspend, at any time, any or all of the operations conducted under a registered FCP <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
63	Authority to extend mandatory suspension <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
65	Power to issue directions and exercise any of the relevant powers under section 285 <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
67	Authority to cancel registration of FCP <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
69	Power to issue directions and exercise any of the relevant powers under section 285 <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
70	Removal of food business from coverage of FCP <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
71	Notification of surrender of registration <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer

Section	Description	Delegate
84	Registration authority may refuse to process application for registration for NP <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
85	Ability to require further information <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
86	Registration of food business subject to national programme <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
87	Refusal to register food business subject to national programme and provision of written Notice <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
88	Provide information to Chief Executive for updating relevant public register and providing written notice <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
89	Authority to impose or vary conditions on registration of food business <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
90	Authority to suspend, at any time, any or all of the operations conducted under a national programme <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
91	Authority to extend mandatory suspension <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
93	Power to issue directions and exercise any of the relevant powers under section 285 <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
95	Authority to cancel registration of food business <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
97	Power to issue directions and exercise any of the relevant powers under section 285 <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
98	Notification of surrender of registration of food business <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
137	Authority to conduct verification functions and activities	<ul style="list-style-type: none"> • Environmental Health Officer
155	Power to carry out duties of a recognised agency	<ul style="list-style-type: none"> • Compliance and Planning Manager

Section	Description	Delegate
	<i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
183	Keep and maintain record of transfer, change etc	<ul style="list-style-type: none"> General Manager - Community
218	Power to commence proceedings or issue an infringement notice <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
294-295	Powers of verifiers <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
331	Ability to apply to District Court for a Compliance Order <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer
332	Service of notice of application under section 331 <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer
337	Decision to be heard on change or cancellation of interim compliance order or compliance order <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer
338	Exercise, or direct the exercise of, any of the powers of a Food Safety Officer, for the purposes of complying with interim compliance order or compliance order, and recover the costs and expenses reasonably incurred in complying with the order <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer
339-340	Decision to appeal to higher courts	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
355	Authority to review a decision made under Section 354 of the Food Act 2014	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
369	Decision to disclose information <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer

6.7 Gambling Act 2003

Delegations from Chief Executive

Section	Description	Delegate
98 -100	Process consent applications	<ul style="list-style-type: none">• Regulatory Services Manager• Compliance and Planning Manager• Compliance and Enforcement Officer• Alcohol Licensing and Monitoring Officer

6.8 Gas Act 1992

Delegations from Chief Executive

Section	Description	Delegate
25, 25A	Set reasonable conditions over the opening up of any road and recover reasonable costs	<ul style="list-style-type: none"> • Roading Manager • Utilities Manager • Corridor Access Coordinator
26	Receive notices of intention to open any road	<ul style="list-style-type: none"> • Roading Manager • Utilities Manager • Corridor Access Coordinator
33	Require fittings to have their position changed	<ul style="list-style-type: none"> • Roading Manager • Utilities Manager • Corridor Access Coordinator

6.9 Hazardous Substances and New Organisms Act 1996

Delegations from Chief Executive

Section	Description	Delegate
12	Powers, functions and duties of enforcement officers	<ul style="list-style-type: none"> Environmental Health Officer
103	Powers of entry for inspection by enforcement officers <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
104	Scope of compliance order <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
108	Cancellation of compliance order	<ul style="list-style-type: none"> Environmental Health Officer
112	Infringement notices <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
136	Declaration of emergency <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
137	Emergency powers <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer

6.10 Health Act 1956

Delegations from Chief Executive

Section	Description	Delegate
23	Powers to improve, promote and protect public health within the district	<ul style="list-style-type: none"> Environmental Health Officer
34	Abate nuisances at the cost of the owner/occupier <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
41	Require owners or occupiers to cleanse property <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Regulatory Services Manager Environmental Health Officer Compliance and Planning Manager
42	Certify that dwelling-house unfit for human habitation and related power to require repair or issue a closing order <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Regulatory Services Manager Environmental Health Officer
53C	Advanced by local authority to owners <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
54	Grant consent for offensive trade	<ul style="list-style-type: none"> Environmental Health Officer
58	Grant consent for stock sale-yards	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer
81	Authorise entry to premises <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
83	Destroy articles that cannot be effectively disinfected	<ul style="list-style-type: none"> Environmental Health Officer
86	Cause bodies to be buried when required by Medical Officer of Health	<ul style="list-style-type: none"> Environmental Health Officer
120 (2)	Issue Certificates of Registration	<ul style="list-style-type: none"> Environmental Health Officer
120 (3)	Hear and decide revocation of registration	<ul style="list-style-type: none"> Hearings Committee
128	Authorise entry and inspection of specified facilities <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Environmental Health Officer

6.11 Impounding Act 1955

Delegations from Chief Executive

Section	Description	Delegate
8	Appointment of poundkeepers, etc	<ul style="list-style-type: none"> Regulatory Services Manager Animal Control Manager
9	Appointment of deputies	<ul style="list-style-type: none"> Regulatory Services Manager Animal Control Manager
10	Power to remove or suspend	<ul style="list-style-type: none"> Regulatory Services Manager Animal Control Manager Animal Control Officer
13	Pound book and impounding register to be maintained and open to inspection	<ul style="list-style-type: none"> Regulatory Services Manager Animal Control Manager Animal Control Officer Customer Service Officer
32	Declare any fenced paddock a temporary pound with the consent of the occupier and appoint a keeper and fix a notice setting out specified information	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Animal Control Officer
33	Stock straying or wandering on roads	<ul style="list-style-type: none"> Regulatory Services Manager Animal Control Manager Animal Control Officer
38	Issue trespass notices and sell the stock if not removed	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Animal Control Officer
42	Disposal of wild stock straying on roads	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Animal Control Officer
50 (2) (3)	Authorise person to act as auctioneer for sale of impounded stock	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
52	Destroy worthless or suffering animals	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Animal Control Officer
53	Dispose of unsold stock	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
56	Recover any deficiency in costs from the owner of stock	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager

Section	Description	Delegate
		<ul style="list-style-type: none"><li data-bbox="959 203 1402 246">• Animal Control Manager

6.12 Land Drainage Act 1908

Delegations from Chief Executive

Section	Description	Delegate
20	Object to Drainage Board interfering with road or footpath	<ul style="list-style-type: none"> • Roading Manager • Utilities Manager • Operations Manager
61,62 & 63	Cleanse, repair, maintain or remove obstruction in a watercourse or drain	<ul style="list-style-type: none"> • Roading Manager • Corridor Access Coordinator • Utilities Manager • Community Assets Manager • Community Assets Coordinator • Community Parks and Property Adviser • Community Assets Liaison • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Operations Manager

6.13 Land Transport Act 1998

Delegations from Chief Executive

Section	Description	Delegate
16A	Restrict heavy traffic on roads	<ul style="list-style-type: none"> • Roading Manager
34(1)(b)	Exercise powers, functions and duties of an enforcement officer	<ul style="list-style-type: none"> • Roading Manager
113	Enforce transport legislation	<ul style="list-style-type: none"> • Roading Manager
118	General enforcement powers	<ul style="list-style-type: none"> • Roading Manager
128E	Powers of parking wardens <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer
135(1A)	Lay an information for offence under Part 6A or Part 6B	<ul style="list-style-type: none"> • Roading Manager • Compliance and Planning Manager
138-139	Issue Infringement notices	<ul style="list-style-type: none"> • Roading Manager • Compliance and Planning Manager • Compliance and Enforcement Officer
157	Control, restrict and prohibit traffic	<ul style="list-style-type: none"> • Roading Manager
208	Appoint enforcement officers	<ul style="list-style-type: none"> • Roading Manager • Regulatory Services Manager

6.14 Litter Act 1979

Delegations from Chief Executive

Section	Description	Delegate
7	Powers and duties of officers <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Corridor Access Coordinator • Programme Delivery Manager – MDC
10	Require owners of private property to clear litter from their property	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer
14	Issue infringement notices	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Authorised Officer

6.15 Local Government Act 1974

Delegations from Chief Executive

Section	Description	Delegate
319A	Approving road names proposed by subdividers	<ul style="list-style-type: none"> Information Officer
327A	Removal of building line restrictions and notification requirements	<ul style="list-style-type: none"> Compliance and Planning Manager
342(1)(b)	Temporary closure of roads	<ul style="list-style-type: none"> Roading Manager
346G	Approving access to a Council limited access road	<ul style="list-style-type: none"> Roading Manager
348	Approving private roads and private ways	<ul style="list-style-type: none"> Roading Manager Compliance and Planning Manager
355	Council may require removal of overhanging trees, etc	<ul style="list-style-type: none"> Compliance and Planning Manager Compliance and Enforcement Officer Environmental Health Officer Alcohol Licensing and Monitoring Officer Roading Manager Corridor Access Coordinator Engineering Technician (Roding) Maintenance and Operations Manager Engineering Technician (Roding) Maintenance and Operations Manager
356A	Authorise removal or disposal of a motor vehicle found on a road or in a public place	<ul style="list-style-type: none"> Roading Manager Programme Delivery Manager – MDC Regulatory Services Manager Compliance and Planning Manager Compliance and Enforcement Officer Alcohol Licensing and Monitoring Officer Community Assets Coordinator
357	Penalties for damage to roads	<ul style="list-style-type: none"> Roading Manager Compliance and Planning Manager Compliance and Enforcement Officer

6.16 Local Government Act 2002

Delegations from Chief Executive

Section	Description	Delegate
150A	Waive or remit the whole or any part of any costs associated with development contribution objections	<ul style="list-style-type: none"> Regulatory Services Manager
164	Seizure of property not on private land <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Compliance and Planning Manager Compliance and Enforcement Officer Environmental Health Officer Alcohol Licensing and Monitoring Officer Planning Officer Senior Consents Planner Intermediate Planner Community Assets Manager Community Assets Coordinator Community Assets Liaison Animal Control Manager Animal Control Officer Reticulation Overseer Project Engineer Roading Engineering Technician – Roading Community Parks and Property Adviser Asset Management & Compliance Coordinator Cemetery and Community Assets Officer Land Development Manager Senior Development Engineer
165	Seizure of property from private land <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Compliance and Planning Manager Compliance and Enforcement Officer Environmental Health Officer

Section	Description	Delegate
		<ul style="list-style-type: none"> • Alcohol Licensing and Monitoring Officer • Planning Officer • Senior Consents Planner • Intermediate Planner • Community Assets Manager • Community Assets Coordinator • Community Assets Liaison • Animal Control Manager • Animal Control Officer • Reticulation Overseer • Project Engineer Roading • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Land Development Manager • Senior Development Engineer
167	Return of seized property	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager
171	General powers of entry <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Regulatory Services Manager • Head of Building Services (PNCC) • Building Services Team Leader • Advanced Building Officer • Building Officer • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Alcohol Licensing and Monitoring Officer • Principal Policy Planner • Senior Policy Planner • Planning Officer • Senior Consents Planner • Intermediate Planner • Graduate Planner • Community Assets Manager • Community Parks and Property Adviser • Community Assets Liaison • Animal Control Manager • Animal Control Officer

Section	Description	Delegate
		<ul style="list-style-type: none"> • General Manager - Infrastructure • MDC Treatment Team Leader • Water and Wastewater Treatment Operator • Reticulation Overseer • Reticulation Serviceperson • Utilities Design Manager • Senior Technical Engineer • Utilities Manager • Corridor Access Coordinator • Infrastructure Project Coordinator • Land Development Contractor • Building Compliance Officer • Engineering Technician – Roading • Project Engineer – Utilities • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Strategic Community Property Adviser • Design Engineer • Land Development Manager • Senior Development Engineer • Utilities Design Manager • Utilities Delivery Manager • Project Initiation Manager • Infrastructure Planning & Compliance Manager • Operations Manager • Land Development Technician • Project Engineer - Utilities • Asset Engineer • Senior Environmental Advisor • Environmental Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Three Waters Engineer • Senior Water and Wastewater Treatment Operator

Section	Description	Delegate
		<ul style="list-style-type: none"> • Building Technician • Maintenance and Operations Manager – Roading • Roading Programme Manager • Water and Wastewater Sampling Technician • Senior Project Engineer – Utilities
172	<p>Power of entry for enforcement purposes</p> <p><i>Warrant of Authority required</i></p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Building Services Team Leader • Advanced Building Officer • Building Officer • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Alcohol Licensing and Monitoring Officer • Principal Policy Planner • Senior Policy Planner • Planning Officer • Senior Consents Planner • Intermediate Planner • Community Assets Manager • Community Parks and Property Adviser • Community Assets Liaison • Animal Control Manager • Animal Control Officer • General Manager - Infrastructure • Reticulation Overseer • Reticulation Serviceperson • Three Waters Project Technician • Senior Project Engineer – Roading • Utilities Design Manager • Project Engineer Roading • Senior Technical Engineer • Utilities Manager • Infrastructure Project Coordinator • Land Development Contractor • Building Compliance Officer

Section	Description	Delegate
		<ul style="list-style-type: none"> • Engineering Technician – Rooding • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Strategic Community Property Adviser • Land Development Manager • Senior Development Engineer • Utilities Delivery Manager • Project Initiation Manager • Infrastructure Planning & Compliance Manager • Operations Manager • Senior Environmental Advisor • Environmental Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Three Waters Engineer • Senior Water and Wastewater Treatment Operator • Building Technician
173	<p>Power of entry in cases of emergency</p> <p><i>Warrant of Authority required</i></p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Head of Building Services (PNCC) • Building Services Team Leader • Advanced Building Officer • Building Officer • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Alcohol Licensing and Monitoring Officer • Principal Policy Planner • Senior Policy Planner • Planning Officer • Senior Consents Planner • Intermediate Planner • Community Assets Manager • Community Assets Coordinator

Section	Description	Delegate
		<ul style="list-style-type: none"> • Community Assets Liaison • Emergency Management Coordinator • Animal Control Manager • Animal Control Officer • Reticulation Overseer • Utilities Design Manager • Senior Technical Engineer • Utilities Manager • Engineering Technician – Rooding • Project Engineer – Utilities • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Strategic Community Property Adviser • Design Engineer • Land Development Manager • Senior Development Engineer • Utilities Delivery Manager • Project Initiation Manager • Infrastructure Planning & Compliance Manager • Operations Manager • Senior Environmental Advisor • Environmental Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Three Waters Engineer • Maintenance and Operations Manager – Rooding • Rooding Programme Manager • Senior Project Engineer – Utilities
174	<p>Authority to act</p> <p><i>Warrant of Authority required</i></p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Head of Building Services (PNCC) • Building Services Team Leader • Advanced Building Officer • Building Officer

Section	Description	Delegate
		<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Alcohol Licensing and Monitoring Officer • Principal Policy Planner • Senior Policy Planner • Planning Officer • Senior Consents Planner • Intermediate Planner • Community Assets Manager • Community Assets Coordinator • Community Assets Liaison • Animal Control Manager • Animal Control Officer • Water and Wastewater Treatment Operator • Operations Manager • Reticulation Overseer • MDC Treatment Team Leader • Utilities Design Manager • Project Engineer Rooding • Senior Technical Engineer • Utilities Manager • Engineering Technician – Rooding • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Strategic Community Property Adviser • Design Engineer • Land Development Manager • Senior Development Engineer • Utilities Delivery Manager • Project Initiation Manager • Infrastructure Planning & Compliance Manager • Project Engineer – Utilities • Senior Environmental Advisor • Environmental Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste

Section	Description	Delegate
		<ul style="list-style-type: none"> • Infrastructure Compliance Officer – Water and Stormwater • Three Waters Engineer • Senior Water and Wastewater Treatment Operator • Maintenance and Operations Manager – Roading • Roading Programme Manager • Water and Wastewater Sampling Technician • Senior Project Engineer – Utilities
175	Power to recover cost of damage	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager
176	Cost of remedying damage arising from breach of bylaw <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Regulatory Services Manager • Head of Building Services (PNCC) • Building Services Team Leader • Advanced Building Officer • Building Officer • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Alcohol Licensing and Monitoring Officer • Principal Policy Planner • Senior Policy Planner • Planning Officer • Senior Consents Planner • Intermediate Planner • Community Assets Manager • Community Assets Coordinator • Community Assets Liaison • Animal Control Manager • Animal Control Officer • General Manager - Infrastructure • Water and Wastewater Treatment Operator • Operations Manager • Reticulation Overseer • MDC Treatment Team Leader

Section	Description	Delegate
		<ul style="list-style-type: none"> • Utilities Design Manager • Project Engineer Rooding • Senior Technical Engineer • Projects Engineer – Utilities • Utilities Manager • Engineering Technician – Rooding • Project Engineer – Utilities • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Land Development Manager • Senior Development Engineer • Utilities Delivery Manager • Project Initiation Manager • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Three Waters Engineer • Waste Minimisation Officer • Senior Water and Wastewater Treatment Operator • Water and Wastewater Sampling Technician • Senior Project Engineer – Utilities
178	<p>Enforcement officers may require certain information</p> <p><i>Warrant of Authority required</i></p>	<ul style="list-style-type: none"> • Engineering Technician – Rooding
182	<p>Power of entry to check utility services</p> <p><i>Warrant of Authority required</i></p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Head of Building Services (PNCC) • Building Services Team Leader • Advanced Building Officer • Building Officer

Section	Description	Delegate
		<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Principal Policy Planner • Community Assets Manager • Community Assets Coordinator • Water and Wastewater Treatment Operator • Operations Manager • Reticulation Overseer • MDC Treatment Team Leader • Utilities Design Manager • Project Engineer – Roading • Senior Technical Engineer • Utilities Manager • Engineering Technician – Roading • Project Engineer – Utilities • Strategic Community Property Adviser • Land Development Manager • Senior Development Engineer • Utilities Delivery Manager • Project Initiation Manager • Infrastructure Planning & Compliance Manager • Asset Engineer • Land Development Technician • Project Engineer – Utilities • Senior Environmental Advisor • Environmental Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Three Waters Engineer • Senior Water and Wastewater Treatment Operator • Water and Wastewater Sampling Technician • Senior Project Engineer – Utilities
185	Approve occupier doing work	<ul style="list-style-type: none"> • Regulatory Services Manager

Section	Description	Delegate
186	Local Authority may execute works if owner or occupier defaults	<ul style="list-style-type: none"> Regulatory Services Manager Head of Building Services (PNCC)
187	Recovery of costs of works by Local Authority	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
198	Require contributions for developments pursuant to any Council policy	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
199B	Decision on reconsideration of development contribution	<ul style="list-style-type: none"> General Managers
199P	Authority to require a development contribution to be made (but not used) or put on hold pending an objection being determined	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
199P(2)	Power to withhold certificates or permissions until an objection has been determined	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
206	Alternative use of development contributions for reserves	<ul style="list-style-type: none"> General Managers
207A	Authority to request a developer to enter into a development agreement with the Council	<ul style="list-style-type: none"> Regulatory Services Manager
207B (1) and (2)(a) (b)	Response to request for development agreement – accept the request in whole or in part subject to any amendments agreed to between Council and the developer or decline the request	<ul style="list-style-type: none"> Regulatory Services Manager
207C	Authority to sign a development agreement	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
207F	Authority to amend or terminate a development agreement	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
208	Powers if development contributions not paid or made	<ul style="list-style-type: none"> General Manager – Infrastructure Chief Financial Officer
209	Refunds of money and return of land if development does not proceed	<ul style="list-style-type: none"> General Manager – Infrastructure Chief Financial Officer
210	Refunds of money and or return of land if not applied to specified reserve purpose	<ul style="list-style-type: none"> General Manager – Infrastructure Chief Financial Officer
245	Issue of infringement notices <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Regulatory Services Manager Head of Building Services (PNCC) Building Services Team Leader Advanced Building Officer Building Officer Compliance and Planning Manager

Section	Description	Delegate
		<ul style="list-style-type: none"> • Compliance and Enforcement Officer • Environmental Health Officer • Alcohol Licensing and Monitoring Officer • Planning Officer • Senior Consents Planner • Intermediate Planner • Community Assets Manager • Community Assets Coordinator • Animal Control Manager • Animal Control Officer • Engineering Technician – Rooding • Project Initiation Manager • Infrastructure Planning & Compliance Manager • Utilities Manager • Senior Environmental Advisor • Environmental Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Three Waters Engineer • Waste Minimisation Officer
Clause 2(2), Schedule 13A	Recovery of actual and reasonable costs after withdrawal of an objection	<ul style="list-style-type: none"> • Regulatory Services Manager
Clause 3 (1), Schedule 13A	Appoint a Development Contribution Commissioner/s to decide the objection	<ul style="list-style-type: none"> • Regulatory Services Manager
Clause 3 (3), Schedule 13A	Appointment of one of the commissioners as a chairperson where there is more than three commissioners appointed	<ul style="list-style-type: none"> • Regulatory Services Manager

6.17 Local Government Official Information and Meetings Act 1987

Delegations from Chief Executive

Section	Description	Delegate
5	Determine availability of information	<ul style="list-style-type: none"> General Manager – People and Corporate
6	Determine withholding of information	<ul style="list-style-type: none"> General Manager – People and Corporate
7	Determine other reasons for withholding official information	<ul style="list-style-type: none"> General Manager – People and Corporate
10, 11	Responding to requests / reasonable assistance	<ul style="list-style-type: none"> General Manager – People and Corporate
12	Transfer of requests	<ul style="list-style-type: none"> General Manager – People and Corporate
13	Decisions on requests	<ul style="list-style-type: none"> General Manager – People and Corporate
14	Extension of time limit	<ul style="list-style-type: none"> General Manager – People and Corporate
15	Determine the manner of presenting information	<ul style="list-style-type: none"> General Manager – People and Corporate
16	Determine deletions of some information from documents	<ul style="list-style-type: none"> General Manager – People and Corporate
17, 18	Refusal of requests for information – reasons to be given	<ul style="list-style-type: none"> General Manager – People and Corporate
21, 22	Rights of access	<ul style="list-style-type: none"> General Manager – People and Corporate
25	Correction of information on request	<ul style="list-style-type: none"> General Manager – People and Corporate
26	Refusal to supply personal information	<ul style="list-style-type: none"> General Manager – People and Corporate
33	Requirements to notify decision of ombudsman regarding decisions under s 32(1) of the Act	<ul style="list-style-type: none"> General Manager – People and Corporate
46-46A	Notice of meetings	<ul style="list-style-type: none"> General Manager - People and Corporate Governance and Assurance Manager
51A	Public notification of resolution	<ul style="list-style-type: none"> Governance and Assurance Manager

6.18 Machinery Act 1950

Delegations from Chief Executive

Section	Description	Delegate
21(A)	Inspect and issue a permit for the erection of amusement devices	<ul style="list-style-type: none">• Compliance and Planning Manager• Compliance and Enforcement Officer• Environmental Health Officer

6.19 Overseas Investment Regulations 2005

Delegations from Chief Executive

Clause	Description	Delegate
12(2)	Authority to issue a certificate as required by the relevant Minister or the Overseas Investment Commission	<ul style="list-style-type: none">• Regulatory Services Manager• Chief Financial Officer• Senior Consents Planner• Intermediate Planner

6.20 Privacy Act 1993

Delegations from Chief Executive

Section	Description	Delegate
23	Privacy officer's responsibilities as to applications, dealings with the Commissioner, etc	<ul style="list-style-type: none">• General Manager – People and Corporate

6.21 Property Law Act 2007

Delegations from Chief Executive

Section	Description	Delegate
322	Make an application for relief for wrongly placed structure	<ul style="list-style-type: none">• Community Assets Manager• Community Assets Coordinator

6.22 Prostitution Reform Act 2003

Delegations from Chief Executive

Section	Description	Delegate
15	Considering resource consents in relation to businesses of prostitution	<ul style="list-style-type: none">• Compliance and Planning Manager• Senior Consents Planner• Intermediate Planner• Planning Officer

6.23 Public Bodies Leases Act 1969

Delegations from Chief Executive

Section	Description	Delegate
7	Grant leases	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Strategic Community Property Adviser
8	Sell leases	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Strategic Community Property Adviser
9	Land may be offered for leasing at amount determined by leasing authority	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Strategic Community Property Adviser
17, 18	Public applications to lease	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Strategic Community Property Adviser • Community Parks and Property Adviser • Community Assets Liaison • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer
22	Processes for reviews of rent	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Strategic Community Property Adviser
23	Process for surrender of leases	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Strategic Community Property Adviser
23A	Subleases and sub-tenants	<ul style="list-style-type: none"> • Community Assets Manager • Strategic Community Property Adviser

6.24 Public Works Act 1981

Delegations from Chief Executive

Section	Description	Delegate
17-19	Acquisition	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Strategic Community Property Adviser
110-111	Powers of entry <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Roading Manager • Utilities Manager • Strategic Community Property Adviser
133-134	Removal of trees and hedges that interfere with public works	<ul style="list-style-type: none"> • Roading Manager • Programme Delivery Manager – MDC • Utilities Manager • Community Assets Manager • Community Assets Coordinator • Community Parks and Property Adviser • Community Assets Liaison • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Project Initiation Manager • Infrastructure Planning & Compliance Manager
135	Emergency work on trees, etc <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Roading Manager • Programme Delivery Manager – MDC • Utilities Manager • Community Assets Manager • Community Assets Coordinator • Community Parks and Property Adviser • Infrastructure Planning & Compliance Manager
234	Provides for the emergency entry on land <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Roading Manager • Programme Delivery Manager – MDC • Utilities Manager • Community Assets Manager

Section	Description	Delegate
		<ul style="list-style-type: none"> • Property and Parks Team Leader • Community Parks and Property Adviser • Community Assets Liaison • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Infrastructure Planning & Compliance Manager
237	Approve excavations near public works	<ul style="list-style-type: none"> • Roading Manager • Programme Delivery Manager – MDC • Utilities Manager • Community Assets Manager • Community Assets Coordinator • Regulatory Services Manager • Infrastructure Planning & Compliance Manager
238	Commence action for damage to public work	<ul style="list-style-type: none"> • Roading Manager • Utilities Manager • Community Assets Manager • Community Assets Coordinator
239	Remove and/or dispose of abandoned property from public works land	<ul style="list-style-type: none"> • Roading Manager • Programme Delivery Manager – MDC • Utilities Manager • Community Assets Manager • Community Assets Coordinator • Community Parks and Property Adviser • Community Assets Liaison • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer
240	Remove land from persons holding illegal possessions	<ul style="list-style-type: none"> • Roading Manager • Utilities Manager • Community Assets Manager • Community Assets Coordinator

6.25 Rates Rebate Act 1973

Delegations from Chief Executive

Section	Description	Delegate
5	Determine applications for rates rebate	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader • Customer Service Team Leader • Customer Service Officers
6	Determine applications for refunds of rates received	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader
7	Determine applications for refund to owner or owner-occupier of contribution towards rates	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader
8	Make payments to the rate payer where amount of rebate exceeds the total amount of all the instalments of rates for the rating year	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader
9	Apply to Secretary for Local Government for refund of rebates granted	<ul style="list-style-type: none"> • Chief Financial Officer
13	Receive declarations	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader • Customer Service Team Leader • Customer Service Officers

6.26 Rating Valuations Act 1998

Delegations from Chief Executive

Section	Description	Delegate
7	Prepare and maintain district valuation roles	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader • Finance Officer
12-13	General revaluations	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader • Finance Officer
14-17	Specific revaluations	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader • Finance Officer
34-40	Refer objections under s 32 or 33 to a registered valuer	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader • Finance Officer
41-42	Disclosure of information	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader • Finance Officer
43	Contribute to the cost of preparing and maintaining the valuation role from the regional council	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader • Finance Officer
45	Authorise entry onto private property to carry out valuations	<ul style="list-style-type: none"> • Chief Financial Officer

6.27 Sale and Supply of Alcohol Act 2012

Delegations from Chief Executive

Section	Description	Delegate
100(f)	Issue certificate showing that the proposed use of the premises meets requirements of the Resource Management Act 1991 and the building code	<ul style="list-style-type: none"> • Regulatory Services Manager • Building Services Team Leader • Compliance & Planning Manager • Senior Planner • Intermediate Planner • Planning Officer
197(3)	Carry out functions and duties of inspector	<ul style="list-style-type: none"> • Environmental Health Officer • Compliance and Enforcement Officer • Compliance and Planning Manager
198	Delegation of the role of Secretary of licensing committees	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer
262(1)	Issue specified infringement notices <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer • Compliance and Enforcement Officer • Compliance and Planning Manager
267	Powers of entry on licensed premises <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer • Compliance and Enforcement Officer • Compliance and Planning Manager
268	Power to seize samples of alcohol <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer • Compliance and Enforcement Officer • Compliance and Planning Manager
279	Building not complying with Building Act 2004	<ul style="list-style-type: none"> • Environmental Health Officer • Compliance and Enforcement Officer • Compliance and Planning Manager
280	Apply for variation, suspension, or cancellation of licenses other than special licenses	<ul style="list-style-type: none"> • Environmental Health Officer • Compliance and Enforcement Officer • Compliance and Planning Manager
283	Apply for variation, suspension, or cancellation of special licenses	<ul style="list-style-type: none"> • Environmental Health Officer • Compliance and Enforcement Officer

		<ul style="list-style-type: none">• Compliance and Planning Manager
285	Apply for suspension or cancellation of managers certificates	<ul style="list-style-type: none">• Environmental Health Officer• Compliance and Enforcement Officer• Compliance and Planning Manager

6.28 Statutory Land Charges Registration Act 1928

Delegations from Chief Executive

Section	Description	Delegate
6(3)	Signing of notice of a statutory land charge	<ul style="list-style-type: none">• Chief Financial Officer
7(2)	Signing certificate releasing statutory land charge	<ul style="list-style-type: none">• Chief Financial Officer

6.29 Telecommunications Act 2001

Delegations from Chief Executive

Section	Description	Delegate
128-131	Address trees on road verges interfering with telecommunications networks	<ul style="list-style-type: none"> • Programme Delivery Manager – MDC • Corridor Access Coordinator
135-139	Provide telecommunications networks access to Council roads	<ul style="list-style-type: none"> • Corridor Access Coordinator
142-145	Provide telecommunications networks rights to place cabinets on public roads	<ul style="list-style-type: none"> • Programme Delivery Manager – MDC • Corridor Access Coordinator

6.30 Unit Titles Act 2010

Delegations from Chief Executive

Section	Description	Delegate
32	Certify unit plans	<ul style="list-style-type: none"> • Regulatory Services Manager • Senior Consents Planner • Intermediate Planner • Planning Officer • Compliance and Planning Manager
35	Refuse certification of unit plans	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner
36	Pursue enforcement remedies	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Enforcement Officer • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner
207	Powers of entry	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Enforcement Officer • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner

6.31 Waste Minimisation Act 2008

Delegations from Chief Executive

Section	Description	Delegate
66	Enforce provisions of bylaw	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Authorised Officer • Utilities Manager • Project Initiation manager • Infrastructure Planning & Compliance Manager
73,74	Initiate proceedings for infringement offences and to issue and serve infringement notices	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Utilities Manager • Project Initiation manager • Infrastructure Planning & Compliance Manager
79-85	Powers of enforcement officers	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Utilities Manager • Project Initiation manager • Infrastructure Planning & Compliance Manager

6.32 Wild Animal Control Act 1977

Delegations from Chief Executive

Section	Description	Delegate
30-31	Apply for funding and permission to destroy wild animals	<ul style="list-style-type: none">• Regulatory Services Manager• Compliance and Planning Manager• Animal Control Manager• Animal Control Officer

6.33 Reserves Act 1977

Delegations from Chief Executive

Section	Description	Delegate
93	Powers of constables, rangers and other officers <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Community Assets Manager • Community Parks and Property Adviser • Community Assets Liaison • Strategic Community Property Adviser • Contractor – Rec Services • Contractor – Armourguard • Contractor – 365 Security • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer

6.34 Amusement Devices Regulations 1978

Delegations from Chief Executive

Section	Description	Delegate
11	Issuing, revoke or alter a permit to operate an Amusement Device.	<ul style="list-style-type: none">• Compliance and Planning Manager• Environmental Health Officer• Compliance Enforcement Officer• Alcohol Licencing and Monitoring Officer

6.35 Food Regulations 2015

Delegations from Chief Executive

Section	Description	Delegate
84	Determine the frequency at which verifications must be carried out <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
88	Verify template food control plans <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
89	Verify deemed food control plans <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
90	Verify food businesses and food control plans <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
102	Conduct unscheduled verifications <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
103	Specify required corrective actions and confirm compliance <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
104	Require and agree to corrective action plans <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
105	Decide on outcomes of verifications <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer

Manawatu District Bylaws 2015, 2019 and 2020

Statutory

1. The Chief Executive makes the following sub-delegations of responsibilities, duties and powers to act in relation to any matter set out in the following Bylaws.
2. All powers delegated to the Chief Executive in regards to the regulation, inspection, licensing and prosecution of offences and any other functions and duties listed in the bylaws set out in the following schedule are delegated to Council's General Managers. General Managers are defined to include the following positions, General Manager – Community, General Manager – People and Corporate, General Manager – Infrastructure and Chief Financial Officer.
3. The Chief Executive also sub-delegates the responsibilities, duties and powers set out in the following schedule to the identified Council Officers. For the avoidance of doubt and in the absence of a specific delegate, the Chief Executive and the Council's General Managers hold the delegated powers under the relevant legislation or regulation.

7.1 Animal Bylaw 2019

Delegations from Chief Executive

Section	Description	Delegate
Clauses 6.3, 8.4, 12.8 and 15.4	Written notice	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Environmental Health Officer Animal Control Officer Compliance and Enforcement Officer
Clause 7.2 to 7.7	Approving applications for more than 12 poultry	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer Compliance and Enforcement Officer
Clause 7.10	Enforce conditions of poultry application	<ul style="list-style-type: none"> Compliance and Planning Manager Animal Control Manager Environmental Health Officer Animal Control Officer Compliance and Enforcement Officer
Clause 9.2	Approve keeping of bees in urban area	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer Compliance and Enforcement Officer
Clause 9.6	Ordering relocation or removal of hives	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer Compliance and Enforcement Officer
Clause 11.1	Cat nuisance	<ul style="list-style-type: none"> Compliance and Planning Manager Animal Control Manager Environmental Health Officer Animal Control Officer Compliance and Enforcement Officer
Clause 12.4, 12.5	Approval for keeping pigs in urban areas	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer Compliance and Enforcement Officer
Clause 14.1	Nuisance or threat to public health and safety	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer

Section	Description	Delegate
		<ul style="list-style-type: none">• Compliance and Enforcement Officer
Clause 17	Offences and breaches	<ul style="list-style-type: none">• Compliance and Planning Manager• Animal Control Manager• Environmental Health Officer• Animal Control Officer• Compliance and Enforcement Officer

7.2 Cemeteries Bylaw 2019

Delegations from Chief Executive

Section	Description	Delegate
Clause 6.1, 6.2, 6.5, 6.6, 6.7, 8.1, 8.7	Burials and Sale of Plots	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Cemetery and Community Assets Officer • Community Operations Advisor • Community Parks and Property Adviser • Asset Management & Compliance Coordinator
Clause 9.1, 9.2, 9.3	Work in Cemeteries	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Community Assets Liaison • Cemetery and Community Assets Officer • Community Operations Advisor • Community Parks and Property Adviser • Asset Management & Compliance Coordinator
Clause 10.4	Consent to plant in a Cemetery	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Community Assets Liaison • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer
Clause 9.8, 10.3	Authorisation to remove plot works or installations	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer
Clause 13.1, 13.4	Vehicles in Cemeteries	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Community Assets Liaison

		<ul style="list-style-type: none"> • Cemetery and Community Assets Officer • Community Parks and Property Adviser • Asset Management & Compliance Coordinator
Clause 7.3, 7.5, 7.8, 7.9	Disinterment	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer
Clause 15.2	Waiving 'Out of District' Fees	<ul style="list-style-type: none"> • Community Assets Coordinator • Community Assets Manager • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer

7.3 Dog Control Bylaw 2019

Delegations from Chief Executive

Section	Description	Delegate
Clause 6	Exemption from prohibited public place	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
Clause 8	Dogs in vehicles – order to remove	<ul style="list-style-type: none"> Compliance and Planning Manager Animal Control Manager Environmental Health Officer Animal Control Officer Compliance and Enforcement Officer
Clause 10	Exemption from minimum distance from boundary	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Environmental Health Officer Animal Control Officer Compliance and Enforcement Officer
Clause 11	Exemptions from numbers of dogs and housing of dogs	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Environmental Health Officer Animal Control Officer Compliance and Enforcement Officer
Clause 16	Dog nuisance abatement	<ul style="list-style-type: none"> Compliance and Planning Manager Animal Control Manager Environmental Health Officer Animal Control Officer Compliance and Enforcement Officer
Clause 20	Dog and owner education	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
Clause 23	Seizure of dog in public places	<ul style="list-style-type: none"> Compliance and Planning Manager Animal Control Manager Animal Control Officer
Clause 25	Offences and penalties	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager

Section	Description	Delegate
		<ul style="list-style-type: none"> • Animal Control Manager • Environmental Health Officer • Animal Control Officer • Compliance and Enforcement Officer

7.4 Freedom Camping Bylaw 2020

Delegations from Chief Executive

Section	Description	Delegate
Clause 7.1 (b) and (c)	Freedom Camping Restricted Areas for Self-Contained Vehicles only – approval for camping for longer than five nights or for lighting fires.	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Community Assets Liaison • Compliance and Planning Manager • Compliance and Enforcement Officer • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer
Clauses 8.1 (b) (l) and (m)	Freedom Camping Restricted Areas – approval for camping longer than five nights, approval to freedom camp while an event is on, approval for lighting fires	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Community Assets Liaison • Compliance and Planning Manager • Compliance and Enforcement Officer • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer
Clause 13.3	Offences and breaches – issue infringement notice	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Compliance and Planning Manager • Compliance and Enforcement Officer

7.5 Public Places Bylaw 2020

Delegations from Chief Executive

Section	Description	Delegate
Clause 5.2	Written approval to undertake activities within a Public Place	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Community Assets Liaison • Community Assets Coordinator • Community Assets Manager • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer
Clause 6.1	Impound Skating Devices in Breach of Clause 6.2	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Roading Corridor Access Co-ordinator • NZ Police • Community Assets Manager • Community Assets Coordinator
Clause 7, 8 and 9	Written approval for activities in public places; application for organised game activities or events in public places, permitting the use of Unmanned Aerial Vehicles, or revoke or amend permit issued under clause 9.7.	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Community Assets Liaison • Community Assets Manager • Community Assets Coordinator • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer

Section	Description	Delegate
Clause 10	Approving applications for permits for street user activities and enforcement under clause 10.10.	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Community Assets Coordinator
Clause 13	Beaches - enforcement of Clauses 13.1 – 13.3, and provide written consent to exempt person from clause 13.3 (a) and (b)	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Community Assets Manager • Community Assets Coordinator
Clauses 16.4 and 17.1	Vehicles – authority to require removal of discharge or spillage and authority to give written consent for leaving a vehicle in a Public Place	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Community Assets Manager • Community Assets Coordinator
Clause 23.2	Control of objectionable signs – enforcement of breaches to 23.1	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Senior Consents Planner • Planning Officer
Clause 25	Approving applications for exemptions to clauses 23 and 24.	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Senior Consents Planner • Planning Officer

7.6 Solid Waste Bylaw 2019

Delegations from Chief Executive

Section	Description	Delegate
Clause 7	Use of Approved Containers	<ul style="list-style-type: none"> • Utilities Manager
Clause 10	Deposit of Waste and Recyclable Material at Collection Points	<ul style="list-style-type: none"> • Utilities Manager
Clause 11	Special Collection Areas	<ul style="list-style-type: none"> • Utilities Manager
Clause 13	Licensing of the Collection or Transportation of Waste	<ul style="list-style-type: none"> • Utilities Manager
Clause 14	Refusal to grant or renew a Licence	<ul style="list-style-type: none"> • Utilities Manager
Clause 17	Approve Litter and Recycling Plan for Events	<ul style="list-style-type: none"> • Community Assets Manager • Utilities Manager • Community Assets Coordinator • Community Assets Liaison • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Project Initiation Manager • Waste Minimisation Officer
Clause 20.2	Grant Licence for placement of Donated Goods Containers	<ul style="list-style-type: none"> • Community Assets Manager • Utilities Manager • Community Assets Coordinator • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Project Initiation Manager
Clause 21	Powers to Enforce Non-Compliances of Bylaw	<ul style="list-style-type: none"> • Community Assets Manager • Utilities Manager • Community Assets Coordinator • Community Assets Liaison • Compliance & Enforcement Officer • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Project Initiation Manager • Infrastructure Planning & Compliance Manager • Waste Minimisation Officer

7.7 Trade Wastes Bylaw 2015

Delegations from Chief Executive

Section	Description	Delegate
7.2(b)and (c)	Power to inspect premises to determine trade waste classification Give written notice that discharge is no longer permitted and requires a permit under Bylaw	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Clause 8	Approve a conditional Trade Waste Permit	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Clause 10.2	Approve Trade Waste Discharge into public wastewater system	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Clause 12.4	Approve or refuse an application or cancel an existing permit of disposal into Public Wastewater System	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Clause 14.4	Approve or refuse an application for temporary discharge permit	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Clause 15.6	Approve or refuse an application for a trade Waste Permit	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager

		<ul style="list-style-type: none"> • Senior Environmental Advisor • Environmental Officer
Clause 18.2 and 19.1	Approve or refuse an application to vary a Trade Waste Permit	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Clause 20	Powers to suspend or cancel a right to distance	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Clause 21	Powers to disconnect a trade waste premise from the public wastewater system	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer

7.8 Drainage Bylaw 2015

Delegations from Chief Executive

Section	Description	Delegate
Clause 7.3	Power to authorise discharge of stormwater to wastewater	<ul style="list-style-type: none"> • Operations Manager • Utilities Manager
Clause 10.2	Power to authorise a restriction or prohibit wastewater and stormwater services during an emergency	<ul style="list-style-type: none"> • Operations Manager • Utilities Manager • MDC Treatment Team Leader
Clause 12.1 and 12.3	<p>Authorise connections to, or interfere with any part of public sewer or drainage network</p> <p>Authorise privately owned serviced pipe on Council owned property</p>	<ul style="list-style-type: none"> • Operations Manager • Utilities Manager
Clause 14	Power to approve applications for connections to or diversion of public mains	<ul style="list-style-type: none"> • Operations Manager • Utilities Manager
Clause 18	Powers to approve works over or near public drainage systems	<ul style="list-style-type: none"> • Operations Manager • Utilities Manager
Clause 33	Enforcement of Offences and Breaches	<ul style="list-style-type: none"> • Operations Manager • Utilities Manager

7.9 Traffic Safety and Road Use Bylaw 2015

Delegations from Chief Executive

Section	Description	Delegate
Clause 5.4	Approve vehicle or parking place or parking space in contravention of a prohibition or restriction	<ul style="list-style-type: none"> Corridor Access Co-Ordinator
Clause 6.5	Approve a person to stop, stand or park a vehicle wholly or partly on a footpath, grass verge, garden or any area not designed or constructed to accommodate a vehicle	<ul style="list-style-type: none"> Corridor Access Co-Ordinator
Clause 6.7	Approve a person to stop, stand, park or place machinery, equipment, materials or freight containers on Road or Public Places	<ul style="list-style-type: none"> Corridor Access Co-Ordinator
Clause 6.8	Approve a person to stop, stand or park a vehicle on a service lane	<ul style="list-style-type: none"> Corridor Access Co-Ordinator
Clause 11.1	Give written consent of Council for heavy vehicles on roads or service lane	<ul style="list-style-type: none"> Corridor Access Co-Ordinator
Clause 21	Approve Stock Crossing Consent	<ul style="list-style-type: none"> Corridor Access Co-Ordinator
Clause 23	Authority to Suspend or Cancel Stock Crossing Consent	<ul style="list-style-type: none"> Corridor Access Co-Ordinator
Clause 25	Enforcement of Bylaw	<ul style="list-style-type: none"> Corridor Access Co-Ordinator

7.10 Water Supply Bylaw 2019

Delegations from Chief Executive

Section	Description	Delegate
Clause 9	Powers to restrict or prohibit use of water during an emergency	<ul style="list-style-type: none"> • Utilities Manager • Operations Manager
Clause 11	Approval of applications for supply	<ul style="list-style-type: none"> • Utilities Manager
Clause 26.1	Approval to take water from fire hydrant	<ul style="list-style-type: none"> • Utilities Manager • Operations Manager
Clause 27.6	Approval to by-pass a meter for fire fighting	<ul style="list-style-type: none"> • Utilities Manager • Operations Manager
Clause 30	Powers to undertake enforcement clauses 30.1 – 30.3	<ul style="list-style-type: none"> • General Manager – Infrastructure • Utilities Manager

Delegations from Council to Chief Executive and Council Officers

Introduction

1. Further to those delegations identified in sections 7.1 - 7.10 of this Manual, Council delegates all its powers, duties and functions under the Resource Management Act 1991 (RMA) and the Local Government (Rating) Act 2002 to the Chief Executive, the General Manager – People and Corporate and the General Manager – Community, with the exception of those matters in respect of which delegation is prohibited under any Act or delegation.
2. The Council also delegates its powers, duties and functions as listed in the below Schedule to the identified Council Officers. For the avoidance of doubt and in the absence of a specific delegate, the Chief Executive and the General Manager – People and Corporate and General Manager – Community hold the delegated powers under the relevant legislation or regulation.
3. The below schedule also identifies those powers and functions an enforcement officer may have under the RMA. The schedule is for reference purposes and is not intended to replace the powers and functions afforded under any warrant. See instead the warrants schedule held by Council and also sections 8.1 - 8.4 of this Manual.
4. There is no ability to sub-delegate the powers provided under this section – see section 34A(1)(b) Resource Management Act 1991 and section 132 Local Government (Rating) Act 2002.

8.1 Local Government (Rating) Act 2002

Delegations from Council to Chief Executive and Council Officers

Section	Description	Delegate
27	Keep and maintain rating information database	<ul style="list-style-type: none"> Chief Financial Officer Finance Operations Team Leader
37	Keep and maintain rates records	<ul style="list-style-type: none"> Finance Operations Team Leader Finance Officer
40	Correct rates	<ul style="list-style-type: none"> Finance Operations Team Leader Finance Officer
41	Issue an amended rates assessment if an error is corrected	<ul style="list-style-type: none"> Finance Operations Team Leader Finance Officer
44-51	Delivery of Rates Assessments/invoices	<ul style="list-style-type: none"> Chief Financial Officer Finance Operations Team Leader
53	Appoint a rates collector	<ul style="list-style-type: none"> Chief Financial Officer Finance Operations Team Leader
57-58	Add penalties for rates not paid by the due date	<ul style="list-style-type: none"> Chief Financial Officer Finance Operations Team Leader Finance Officer
62	Recovery of rates if owner in default	<ul style="list-style-type: none"> Chief Financial Officer Finance Operations Team Leader Finance Officer
85-86	Remit rates pursuant to Council rates remission and postponement policy	<ul style="list-style-type: none"> Chief Financial Officer

8.2 Resource Management Act 1991

Delegations from Council to Chief Executive and Council Officers

Section	Summary of function/ power delegated	Delegation
Section 10	Determine that existing use rights apply	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer • Planning Technician
Section 10(2)	Grant an extension of time to existing use rights	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 10A	Determine existing activities apply for activities on surface water	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 10B	Determine certain existing building works allowed	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 15	Discharge of contaminants into Environment	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance & Enforcement Officer • Environmental Health Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Authorised Officer • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Section 16	Enforce Duty to avoid unreasonable noise	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance & Enforcement Officer • Environmental Health Officer • Authorised Officer

Section	Summary of function/ power delegated	Delegation
Section 17	Duty to avoid, remedy or mitigate adverse effects <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Planning Officer • Regulatory Services Manager • Compliance & Enforcement Officer • Senior Consents Planner • Intermediate Planner • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Land Development Contractor • Senior Policy Planner • Utilities Manager • Land Development Manager • Senior Development Engineer • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer • Land Development Technician
Section 22	Power to require certain information (Enforcement Officer) <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Alcohol Licensing and Monitoring Officer • Planning Officer • Regulatory Services Manager • Compliance and Planning Manager • Compliance & Enforcement Officer • Senior Consents Planner • Intermediate Planner • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Land Development Contractor • Senior Policy Planner

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Land Development Manager • Senior Development Engineer • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer • Land Development Technician
Section 36(5) and (6)	<p>Power to require an additional charge</p> <p>Power to provide an estimate of cost</p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 36AAB	<p>Power to remit the whole or any part of a charge of the kind referred to in Section 36</p> <p>Publication of list of charges</p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 36AA	<p>Authority to discount an administrative charge in accordance with the regulations or a policy adopted by the Council</p>	<ul style="list-style-type: none"> • General Manager – People and Corporate • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 37	<p>Extend or waive compliance with a time limit up to the maximum period specified in the Act</p>	<ul style="list-style-type: none"> • Hearings Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 37A	<p>Requirements for waivers and extensions</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer

Section	Summary of function/ power delegated	Delegation
Section 39 and 40	Determining appropriate hearing procedure	<ul style="list-style-type: none"> Hearings Commissioner Compliance and Planning Manager
Section 41B	Directions to provide evidence within time limits	<ul style="list-style-type: none"> Hearings Commissioner Compliance and Planning Manager
Section 41C	Power to make directions and requests regarding conduct of hearings	<ul style="list-style-type: none"> Hearings Commissioner Compliance and Planning Manager
Section 42	<p>Make an order that a hearing be held with the public excluded</p> <p>Make an order prohibiting or restricting the publication or communication of any information supplied or obtained in the course of any proceedings</p>	<ul style="list-style-type: none"> Hearings Commissioner
Section 42A	Authorisation to instruct a Council officer, consultant or any other person to prepare a report on information provided on any matter described in Section 39(1) by the applicant or any person who made a submission	<ul style="list-style-type: none"> Compliance and Planning Manager Principal Policy Planner Senior Policy Planner Senior Consents Planner Intermediate Planner Planning Officer Graduate Planner
Section 42A(5)	Waive the requirement to send a copy of a Section 42A report	<ul style="list-style-type: none"> Hearings Commissioner
Section 44A(8)	Enforcement of National Environmental Standards	<ul style="list-style-type: none"> Compliance and Planning Manager Senior Consents Planner Intermediate Planner Planning Officer Compliance and Enforcement Officer Alcohol Licensing and Monitoring Officer
Section 55(2),(2A)	Amending the District Plan in accordance with a National Policy Statement (NPS)	<ul style="list-style-type: none"> Principal Policy Planner Senior Policy Planner
Section 79	Review of District Plan provisions	<ul style="list-style-type: none"> Compliance and Planning Manager Principal Policy Planner Senior Policy Planner Policy Planner
Section 86B(4)(a) & (b)	Notification of a rescinded decision	<ul style="list-style-type: none"> Hearings Commissioner
Section 86E(3)	Removal of identification on District Plan rules that have early or delayed effect	<ul style="list-style-type: none"> Hearings Commissioner
Section 87BA	Boundary activities approved by neighbours on infringed boundaries are permitted activities	<ul style="list-style-type: none"> Compliance and Planning Manager Senior Consents Planner

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Intermediate Planner • Planning Officer • Graduate Planning Officer • Planning Technician
Section 87BB	Activities meeting certain requirements are permitted activities	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer • Graduate Planning Officer • Planning Technician
Section 87E	Authority to make decisions on requests received under Section 87D to refer resource consent applications and applications to change or cancel conditions of consent, to the Environment Court	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager
Section 88 and 149Z	Authority to determine that an application is incomplete and return the application to the applicant, with written reasons for the determination	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer • Graduate Planner • Planning Technician
Section 91(1)	Determine not to proceed with the notification or hearing of an application for a resource consent	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner
Section 91(2)	Notify the applicant of the determination	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 92(1)	Authority to request the applicant to provide further information relating to the application	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer • Graduate Planner • Planning Technician
Section 92(2)	Commission a person to prepare a report on any matter relating to an application in particular circumstances	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 92A(2)	Decide a reasonable time limit within to provide the information and notify the applicant of it	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> Graduate Planner Planning Technician
Section 92A(3)	Decline a consent application in Section 92A(3) circumstances	<ul style="list-style-type: none"> Compliance and Planning Manager Senior Consents Planner Intermediate Planner
Section 95A	Public notification of a consent application at Council's discretion	<ul style="list-style-type: none"> Compliance and Planning Manager Senior Consents Planner Intermediate Planner Planning Officer
Section 95B	Determine whether there are any person that may be adversely affected by the activity who have not given their written approval such that notice must be served. (limited notification)	<ul style="list-style-type: none"> Compliance and Planning Manager Senior Consents Planner Intermediate Planner Planning Officer
Section 95C	Determine whether an application is publicly notified after a request for further information or report is not provided or refused by the applicant	<ul style="list-style-type: none"> Compliance and Planning Manager Senior Consents Planner Intermediate Planner
Section 95D	Determine if adverse effects are more than minor	<ul style="list-style-type: none"> Compliance and Planning Manager Senior Consents Planner Intermediate Planner Planning Officer
Section 95E	Determine who is an affected person	<ul style="list-style-type: none"> Compliance and Planning Manager Senior Consents Planner Intermediate Planner Planning Officer
Section 95F(b)	Determine if a person is an affected protected customary rights group	<ul style="list-style-type: none"> Compliance and Planning Manager Senior Consents Planner Intermediate Planner
Section 96 Section 169 Section 190	<p>Authority to approve the making of a submission on Council's behalf about an application for a resource consent, designation or heritage order being processed by another consent authority or by Council as the consent authority provided that the subject matter of the submission falls within the scope of the Delegate's position description and role</p> <p>Authority to represent Council in its capacity as a submitter at any meeting, mediation or hearing to which Council is entitled to attend as a submitter</p>	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Principal Policy Planner Senior Policy Planner
Section 99	Determine if Council should have a pre hearing meeting	<ul style="list-style-type: none"> Compliance and Planning Manager

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer • Hearings Commissioner
Section 99(2)–(3)	Invite a consent applicant and some or all of the persons who have made submissions on the application to attend a meeting	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 99(4)	Determine if the person who has the power to make the decision on the application that is the subject of the meeting should be able to attend and participate	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 99(5) & (6)	All functions, powers and duties to act as a chairperson of a pre-hearing meeting	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer • Hearings Commissioner
Section 99(8)	The authority for staff to decline the processing of an application or consideration of a submission, subject to criteria in the Resource Management Act 1991	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 99A	Authority to appoint a staff member as a mediator where the Council is the consent applicant	<ul style="list-style-type: none"> • Chief Executive • Compliance and Planning Manager
Section 100	Authority to determine that a hearing is necessary	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 101	Authority to fix a hearing date and issue appropriate notices	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Planning Officer
Section 102	Determine (with other authorities) whether a joint hearing is necessary	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 103(1)	Authority to decide and arrange the holding of combined hearings where two or more applications are made to Council	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 104A, 104B, 104C, 104D, 105(2), 106, 108, 149Z (in relation to resource consent applications), 220 and 406	<p>Determine applications for resource consents, including conditions of consent in the case of:</p> <ul style="list-style-type: none"> • Applications that are not notified under Section 95A, and for which notice is not required to be served under Section 95B; and • Applications for controlled activities, restricted discretionary activities, discretionary and non-complying activities which are notified under Section 95A, or for which notice is required to be served under Section 95B, where: <ul style="list-style-type: none"> ○ No submissions opposing the application are received; or ○ No request is made for a hearing; or ○ The need for a hearing has been averted by a submission being withdrawn; and ○ The applicant agrees with the proposed conditions of consent. 	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Hearings Commissioner
Section 104(6)	Decline an application when there is insufficient information to determine the application	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Hearings Commissioner
Section 106	Determine that any of the circumstances set out in Section 106(a), 9b) or (c) apply to any application for subdivision consent, or grant subdivision consent subject to conditions	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Hearings Commissioner
Section 108	Ability to impose conditions	<ul style="list-style-type: none"> • Compliance and Planning Manager

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer • Graduate Planner • Hearings Commissioner
Section 108A(3)	Determine that an adverse effect may continue or arise after the expiration of a resource consent and require that the bond continue for a specified periods	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Hearings Commissioner
Section 108A and 109	<p>Approve or release bonds drawn up to meet resource consent conditions of the Resource Management Act 1991</p> <p>Determine an application and issue of a notice confirming that a bond or covenant is varied, cancelled or expired</p> <p>Authority to enter land to inspect and ascertain whether bonded work has been completed to the satisfaction of Council as the consent authority</p> <p>Authority to extend timeframes within which bonded work is required to be completed and authority to determine bonded work has not been completed to Council's satisfaction within the required timeframe and to authorise the entering onto land by Council to completed the work and power to recover Council's costs</p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer • Compliance and Enforcement Officer • Land Development Manager • Senior Development Engineer • Infrastructure Planning & Compliance Manager • Land Development Technician • Environmental Officer • Land Development Contractor
Section 110	Determine to refund money paid as a financial contribution (either wholly or partially) where the activity does not proceed and return the whole or part of land set aside	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 114 and 115	Serve notice of decision on an application for a resource consent and a statement of the time within which an appeal against which an appeal against the decision may be lodged	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer • Graduate Planner

Section	Summary of function/ power delegated	Delegation
Section 124	Permitting an application to continue to operate pending determination of an application for a replacement consent as provided for in S124(b)	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 125	Determine an application for an extension	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Technician
Section 126	Cancel a resource consent by written notice served on the consent holder. Revoke a notice to cancel a resource consent and state a period after which a new notice may be served	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Technician
Section 127 and 149Z	Determine an application to change or cancel a condition of a resource consent Determine whether the application must be publicly notified under Section 95A or if limited notification required under Section 95B Delegations under Section 127 are restricted to those consents decide under delegated authority, or where the effect of the change or cancellation would be 'less than minor'	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Hearings Commissioner
Section 128	Give notice of intention to review conditions of a resource consent Determine whether the application must be publicly notified under Section 95A or if limited notification is required under Section 95B	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Technician
Section 130(7)	Authority to determine that special circumstances exist and to require any review under Section 128 (review of consent conditions) to be notified	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Hearings Commissioner
Section 132	Authority to change the conditions of a consent following a review under Section 128	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner

Section	Summary of function/ power delegated	Delegation
	Authority to cancel a resource consent following a review under Section 128 where the application contained significant inaccuracies or significant adverse effects resulted from the exercise of the consent	<ul style="list-style-type: none"> • Senior Consents Planner • Intermediate Planner • Planning Officer • Hearings Commissioner
Section 133A	Issue an amended consent that corrects minor mistakes or defects in the consent	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Hearings Commissioner • Planning Technician
Section 134	To receive on behalf of Council written notice of transfer of a land use consent	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Compliance & Enforcement Officer
Section 138	Authority to accept or refuse the surrender of part of a resource granted under delegated authority	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 139	<p>Authority to issue or decline to issue a certificate of compliance</p> <p>Determine that further information is necessary to determine whether the particular proposal or activity complies with the plan and require an applicant for a certificate of compliance to provide further information relating to the request</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer • Hearings Commissioner
Section 139A	<p>Authority to issue an existing use certificate and to determine and require additional information</p> <p>Revoke an existing use certificate</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 142(4)	Provide views to the Minister on a request for a matter of national significance to be called in and indicated Council's capacity	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 145(1), (2), (3) or (4)	Lodgements of matters with Environmental Protection Agency (EPA)	<ul style="list-style-type: none"> • Compliance and Planning Manager

Section	Summary of function/ power delegated	Delegation
Section 147(4)	Provide view to the Minister on a matter lodged with the Environmental Protection Agency and indicate Council's capacity	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149	Respond to request from the Environmental Protection Agency for further information	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149B	Provide Environment Protection Agency with required information	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149E	Authority to lodge a submission to the Environmental Protection Authority on a matter of national importance that has been called in and publicly notified	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149F	Authority to lodge a further submission to the Environmental protection Authority on a matter of national importance that has been called in and publicly notified	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149(G)(3)	Prepare a report in response to a request from the Environmental Protection Agency	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner
Section 149(I)	Withdraw a change or a variation	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149N	Authority to prepare a proposed plan change in accordance with the direction received from the or the board of inquiry	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149ZD(1)	Determine whether to recover from an applicant actual and reasonable costs incurred by Council in complying with Part 6AA	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149ZD(7)	Object to requirement to pay costs under Section 149D	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149W(2)(a)	Authority to amend the proposed plan change or variation in accordance with an order or direction received from the board of inquiry or the Environment Court	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner
Section 149Z	Authority to process matters referred from the Minister	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner
Section 168, 168A, 181 and 182	Authority for Council as applicant (requiring authority) to: <ul style="list-style-type: none"> (a) issue a notice of requirement (b) confirm the requirement (c) modify the requirement (d) withdraw the requirement (e) alter the designation (f) remove the designation 	<ul style="list-style-type: none"> • General Manager – Infrastructure • General Manager – Community • Infrastructure Planning and Compliance Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner
Section 168A	Authority for Council as regulator to notify a Council notice of requirement	<ul style="list-style-type: none"> • Compliance and Planning Manager

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Planning Contractor • Principal Policy Planner • Senior Policy Planner
Section 169 and 171	<p>Authority for Council as regulator to decide whether:</p> <p>(a) Further information is required;</p> <p>(b) To notify a requirement in accordance with Sections 95-95G;</p> <p>(c) To hold hearings;</p> <p>And authority for Council as regulator to recommend the requiring authority:</p> <p>(a) Confirm the requirement;</p> <p>(b) Modify the requirement;</p> <p>(c) Impose conditions;</p> <p>(d) Withdraw the requirement</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Planning Contractor
Section 171	Authority to make a recommendation on a requirement for designation or heritage order	<ul style="list-style-type: none"> • Hearings Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 172	Power to modify the requirement if the modification is recommended by the territorial authority or is not inconsistent with the requirement as notified	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 173	The authority to notify a decision on a designation	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 175(2) (Section 181(2), and Section 182(2))	Incorporation of approved designation into the District Plan	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 176A(2)	Authority to waive the requirement of an outline plan	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Hearings Commissioner
Section 176A	Authority to approve or request changes to an outline plan	<ul style="list-style-type: none"> • Compliance and Planning Manager

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> Principal Policy Planner Senior Policy Planner Senior Consents Planner Intermediate Planner Hearings Commissioner
Section 181(3)	Authority to approve alterations to a designation	<ul style="list-style-type: none"> Compliance and Planning Manager Principal Policy Planner Senior Policy Planner
Section 182	<p>Authority to amend the District Plan after receiving a notice of removal of a designation or part of a designation</p> <p>Authority to decline to remove a designation</p>	<ul style="list-style-type: none"> Compliance and Planning Manager Principal Policy Planner Senior Policy Planner
Section 184	Authority to fix a longer period for the expiry of the designation	<ul style="list-style-type: none"> Compliance and Planning Manager Principal Policy Planner Senior Policy Planner
Section 191	Authority to make recommendations (including to recommend conditions) on notices of requirement for heritage orders made under Section 189	<ul style="list-style-type: none"> Hearings Commissioner
Section 198C	Decision on request for direct referral of designations and heritage orders to Environment Court	<ul style="list-style-type: none"> General Manager – People and Corporate General Manager – Community
Section 220	<p>Authority to impose conditions in respect of a resource consent for subdivision</p> <p>Consult the District Land Register in relation to any condition proposed under Section 220(1)(b)</p>	<ul style="list-style-type: none"> Compliance and Planning Manager Principal Policy Planner Senior Policy Planner Senior Consents Planner Intermediate Planner Planning Officer Graduate Planner Hearings Commissioner
Section 221	<p>Authority to issue a consent notice</p> <p>Authority to amend consent notices where the consent was decided under delegated authority, or where the application for change or cancellation is lodged not less than 5 years from the granting of the consent for those consents decided by the Hearings Committee</p>	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Principal Policy Planner Senior Policy Planner Senior Consents Planner Intermediate Planner
Section 221(3) and (3A)	Authority to vary or cancel conditions	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Principal Policy Planner Senior Policy Planner Senior Consents Planner Intermediate Planner

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Hearings Commissioner
Section 222	<p>Authority to accept a bond for completion of consent conditions and all powers given to a territorial authority in relation to completion certificates</p> <p>Authority to issue completion certificates</p> <p>Authority to extend the period for completion of works or making a financial contribution</p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner
Section 223	Approve or decline any survey plan and to certify approval in accordance with Section 223(1A)	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Graduate Planner • Planning Technician • Planning Officer • Land Development Manager • Senior Development Engineer • Infrastructure Planning & Compliance Manager • Land Development Technician • Environmental Officer • Land Development Contractor
Section 224(c)	Authority to certify compliance as an “authorised officer” with specified conditions prior to the deposit of the survey plan	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Graduate Planner • Planning Technician • Planning Officer • Land Development Manager • Senior Development Engineer • Infrastructure Planning & Compliance Manager • Land Development Technician • Environmental Officer • Land Development Contractor
Section 224(f)	Authority to issue a completion certificate confirming that every building or part of a	<ul style="list-style-type: none"> • Compliance and Planning Manager

Section	Summary of function/ power delegated	Delegation
	building complies with S116A of the Building Act 2004	<ul style="list-style-type: none"> • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Graduate Planner • Planning Technician • Planning Officer • Land Development Manager • Senior Development Engineer • Infrastructure Planning & Compliance Manager • Land Development Technician • Environmental Officer • Land Development Contractor
Section 226(1)(e)	Authority to issue a certificate confirming allotments are in accordance with the provision of the relevant district plans and statutory documents	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Graduate Planner • Planning Technician
Section 227 Section 240 Section 241	Authority to cancel prior approvals including amalgamation conditions	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 232	Authority to prepare esplanade strip instruments, and to determine which matters shall be provided for in the instrument	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 234	<p>Authority to vary or cancel an esplanade strip</p> <p>Authority to consider, grant or decline an application to vary or cancel any instrument creating an esplanade strip</p> <p>Authority to sign a certificate as authorised officer of Council specifying the variations to the instrument or that the instrument is cancelled</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner

Section	Summary of function/ power delegated	Delegation
Section 235	Authority to agree to create an esplanade strip with agreement of the registered proprietor	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 237 and 237A	<p>Authority to refuse approval of a survey plan unless esplanade reserves or esplanade strips, or where any part of the allotment is the bed of a river or lake or is within the coastal marine areas, the bed of that river or lake, is shown on the survey plan</p> <p>Authority to approve a separate survey plan for an esplanade reserve or esplanade strip</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 237B	<p>Authority to acquire an easement and agree with the registered proprietor on the conditions of that easement</p> <p>Authority to agree to cancel or vary an easement for access</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 237C	Authority to close an esplanade reserve or access strip during period of emergency or public risk	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 237H	<p>Authority to agree with the registered proprietor to the appointment of a registered valuer</p> <p>Authority to object to the determination of the registered valuer</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 239(2)	Authority to certify on a survey plan specified interests to remain with the land to be vested as reserve	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 240(1)	Authority to approve and endorse survey plan where covenants has been entered into	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 240(3)	Authority to execute on Council's behalf a covenant entered into in accordance with a	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner

Section	Summary of function/ power delegated	Delegation
	consent condition imposed under sub Sections 220(1)(b) and 220(2)(a)	<ul style="list-style-type: none"> • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 240(4)	Authority to cancel a covenant in whole or in part relating to the transfer of allotments	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 240 (5)	Authority to sign a Memorandum of Cancellation endorsed on the survey plan or, where the survey plan is already approved by the Chief Survey or deposited, authority to sign a certificate as authorised officer to the effect that covenant has been cancelled	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 241(1) Section 241 (2) Section 241 (3) Section 241 (4)	<p>Authority to endorse an amalgamation condition on a survey plan.</p> <p>Authority to approve the individual disposal of separate parcels of land included in a certificate of title</p> <p>Authority to cancel an allotment conditions (in whole or in part)</p> <p>Authority to sign a memorandum of cancellation endorsed on a survey plan or a certificate to the effect that the conditions has been cancelled in whole or in part</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 243(a)	Authority to grant, surrender, transfer, vary or cancel easements	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 243(e)	Authority to revoke a condition (requiring an easement) in whole or in part	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 243(f)	Authority to sign a memorandum of cancellation endorsed on a survey plan or a certificate to the effect that the conditions has been cancelled in whole or in part	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 245	Authority to approve or decline a survey plan of a reclamation	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 267(2)	Authority to request a judicial conference	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 268	Authority to consent to a matter being referred to alternative dispute resolution and authority to represent Council at alternative dispute resolution	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 274	Authority to decide that Council will apply to be a Section 274 party and to approve the giving of notice	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager
Section 276A	Authority to certify as authorised officer a copy of or extract from, a policy statement or plan to be true copy of the original	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner
Section 292(2)	Amendment or correction of the District Plan as instructed by the Environment Court	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner
Section 301	Give notice of intention to appear and be heard on High Court appeal	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 306 Section 308G Section 308I	<p>Authority to apply to the High Court for an extension of time</p> <p>Authority to bring proceedings to the Environment Court for a declaration</p> <p>Authority to bring proceedings for damages in the High Court</p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 316	Authority to apply for an enforcement order	<ul style="list-style-type: none"> • Regulatory Services Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Compliance and Planning Manager
Section 317	Authority to sign and serve notice of application for enforcement order	<ul style="list-style-type: none"> • Regulatory Services Manager • Senior Consents Planner • Intermediate Planner • Compliance and Planning Manager

Section	Summary of function/ power delegated	Delegation
Section 320	Authority to apply for interim enforcement order	<ul style="list-style-type: none"> • Regulatory Services Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Compliance and Planning Manager
Section 321	Authority to apply to the Environment Court for a change or cancellation of an enforcement order	<ul style="list-style-type: none"> • Regulatory Services Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Compliance and Planning Manager
322	Power to serve abatement notices <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Senior Policy Planner • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer • Land Development Technician • Senior Development Engineer • Land Development Manager
Section 325	Authority to appeal to the Environment Court against an abatement notice and power to apply to an Environment Court Judge for a stay of an abatement notice pending appeal	<ul style="list-style-type: none"> • Regulatory Services Manager • Senior Consents Planner • Intermediate Planner • Compliance and Planning Manager
Section 325A	Cancel an abatement notice or approve a request for change or cancellation of an abatement notice	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner

Section	Summary of function/ power delegated	Delegation
327	Issue Excessive Noise Direction <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Contractor – 365 Security • Contractor – Armourguard • Senior Policy Planner
328	Compliance with Excessive Noise Direction <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Compliance and Planning Manager • Regulatory Services Manager • Compliance and Enforcement Officer • Contractor – 365 Security • Contractor – Armourguard • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Senior Policy Planner • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Section 330 Section 330A Section 330B	Emergency powers	<ul style="list-style-type: none"> • General Manager - Infrastructure
Section 332	Power of entry for inspection <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Planning Officer • Compliance and Planning Manager • Regulatory Services Manager • Principal Policy Planner • Senior Policy Planner • Compliance and Enforcement Officer • Senior Consents Planner • Intermediate Planner • Policy Planner

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Planning Technician • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Land Development Contractor
Section 333	Power of entry for survey <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Planning Officer • Compliance and Planning Manager • Regulatory Services Manager • Principal Policy Planner • Senior Policy Planner • Compliance and Enforcement Officer • Senior Consents Planner • Intermediate Planner • Policy Planner • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Land Development Contractor • Senior Environmental Advisor • Environmental Officer
Section 334	Authority to make application to the District Court for a warrant for entry and search	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner
Section 343B Section 343C	Approval of infringement notices and serving of infringement notices <i>Warrant of Authority required (for 343C)</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Infrastructure Compliance Officer – Water and Stormwater • Land Development Manager • Senior Development Engineer • Senior Policy Planner • Regulatory Manager • Senior Environmental Advisor • Environmental Officer
Section 357	Authority to approve objections	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner (* Note: Approval should not be given by an officer who initially approved the consent)
Section 357	Authority to approve or decline objections	<ul style="list-style-type: none"> • Hearing Commissioner
Section 357AB	Hear objection under Section 357A(1)(f) or (g) of the Resource Management Act 1991	<ul style="list-style-type: none"> • Hearing Commissioner
Section 357C	Procedure for making and hearing objection under sections 357 to 357B of the Resource Management Act 1991	<ul style="list-style-type: none"> • Hearing Commissioner
Section 357C(3)(b)	Authority to allow staff to give appropriate notice to parties	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer • Planning Technician
Section 357C(4)(b)	Authority to allow staff to give appropriate notice of objection hearing to parties	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 357D	Decision on objections made under sections 357 to 357B of the Resource Management Act 1991	<ul style="list-style-type: none"> • Hearing Commissioner
Section 357D(2)	Authority to allow staff to give appropriate notice of decisions to parties	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Technician
Section 388	Authority to request information as to the nature and extent of the activities carried out under the consent and the effects of those activities upon the environment	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Intermediate Planner
Section 405A	Power to reduce the width of or waive the requirement to provide an esplanade reserve or strip	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner

8.3 Resource Management Act 1991 - First Schedule, Part 1

Delegations from Council to Chief Executive and Council Officers

Preparation and change of policy statements and plans by Council

Clause	Action	Delegation
Clause 1(2)	Power to grant extension of time in terms of Section 37	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 3(2)	Power to determine who is to be consulted or which previous consultation will be accepted	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 4(1) and Clause 4 (10)	Notice to Requiring Authority and amendment of the District Plan	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 4(2) and Clause (5)	Public notification — placement of notice and distribution	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 5(1A) & (1B)	Power to determine affected parties to be notified	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 5(2) and 5(5)	Public notification — placement of notice and distribution	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner

Clause	Action	Delegation
Clauses 6 and 8	Making submissions on variations or plan changes	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 7(1)	Summary of submissions and notification of submissions	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 8AA	Resolution of disputes and mediation	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 8B	Power to set hearing date and notice (including reports)	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 8C	Hearing not needed	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 8D(1)	Decision to withdraw a proposal	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 8D(2)	Notification of withdrawal and providing reasons	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 9	Recommendations and decisions on requirements (designations)	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 10(1), (2) and (3)	Decision of local authorities	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 10(4)	Public notification of decisions	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner

Clause	Action	Delegation
		<ul style="list-style-type: none"> • Intermediate Planner
Clause 11(1) and (2)	Notification of decision to submitters, and owners and affected parties	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 13(3)	Amend the District Plan in respect of the designations	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 13(4)	Notification of decision of Requiring Authority to submitters, and owners and affected parties	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 13 (6)	Summary of decisions to be made available	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 14(5)	Administration of appeals	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 16(1)	Amend Proposed District Plan according to the Environment Court's directions and Section 55(2)	<ul style="list-style-type: none"> • Hearing Commissioner • Principal Policy Planner • Senior Policy Planner

8.4 Resource Management Act 1991 - First Schedule, Part 2

Delegations from Council to Chief Executive and Council Officers

Requests for changes to policy statements and plans of local authorities and requests to prepare regional plans

Clause	Action	Delegation
Clause 23(1) and (2)	Request of further information on a plan change	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 23(3)	Initiate a commission to investigate a plan change	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 23(4)	Request further information	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 23 (6)	Declining of plan change due to lack of information	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 24	Modification of request for plan change	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 25(1), (2)	Decision to 'adopt', 'accept' or 'reject' a plan change	<ul style="list-style-type: none"> • Hearing Commissioner <p>(* Note: If adopted, Part 1 of the First Schedule applies and full Council will need to provide final consideration and approval of plan change)</p>
Clause 25(3)	Proceed as if application for resource consent	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 25(4)	Reject the request in whole or in part	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 25(2)(a)(i)	Public notification of plan change 'adopted' — see Clause 5	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner

Clause	Action	Delegation
		<ul style="list-style-type: none"> • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 25(5)	Notification of Decision	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 26(a)	Preparation of documents if plan change was 'accepted'	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 26(b)	Public notification if plan change was 'accepted' — see Clause 5	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 28 (2) (4), (5) and (6)	Exercise notification of decisions with regard to withdrawals	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 29(2) & (5)	Exercise notification of parties of submissions and decisions	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 29(4)	Decisions to decline, approve or modify plan change	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 29(9)	Decision to initiate a Variation under Clause 16A	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 32	Certification of inclusion of material into the District Plan	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 34 (2) (a) — (d)	Notification of material to be referenced	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 34 (2) (e)	Consider public comments	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner

Clause	Action	Delegation
		<ul style="list-style-type: none"> • Senior Consents Planner • Intermediate Planner
Clause 34 (3)	Distribution of referenced material	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner
Clause 35	Access of material by reference and notification as to where it is available	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner

Delegations to Hearing Commissioners

9.1 Hearing Commissioners under the Resource Management Act 1991

1. Those persons who may be appointed from time to time by the Council or the Hearings Committee as Hearings Commissioners under the RMA are delegated by Council, pursuant to section 34A of the RMA, the power to either individually, or jointly with any other Hearings Commissioner, hear and determine any matter raised under the RMA. These powers include, but are not limited to, functions relating to resource consents, variations, plan changes and designations (including decisions to require further information and whether an application should be notified).
2. For the avoidance of doubt, if there are powers necessary for the processing, hearing and determination of any matter arising under the RMA that are not specified in section 41 of the RMA, then the appointed Hearing Commissioner is delegated the powers, duties and functions as if the provision was specified in the table. This delegation does not extend to functions expressly excluded by section 34A of the RMA.
3. Each member of the Hearings Committee shall be deemed for the purpose of the above delegations to be a Hearings Commissioner.

9.2 Appointment of Commissioners

1. The Council has appointed the following Hearings Commissioners pursuant to its powers under section 34A of the RMA:
 - Marc Bailey
 - Philip Milne
 - Pamela Peters
 - Gina Sweetman
 - David Wren
 - Paul Rogers
 - Rob van Vorthuysen
 - Judith Makinson
 - Christine Foster
 - John Maassen
 - Chris Mitchell
 - Robert Schofield
 - Eileen von Dadelszen
 - David McMahon
 - Reg Proffitt
 - Liz Burge
 - David Mitchell
 - Nigel Mark-Brown
2. Pursuant to section 34A of the RMA, the Council delegates to the Chief Executive (in liaison with the General Manager – People and Corporate, and Regulatory Services Manager), the responsibility for assigning one or more Hearings Commissioners appointed by the Council to carry out the function of processing, hearing and determining any matter or any other Council function under the RMA as anticipated by s34A.
3. Every report or decision made by a Commissioner or Commissioners shall be reported to the Council for its information.

Financial Delegations

Introduction

1. This section of the Manual sets out the delegations of financial responsibility to the Mayor, committees and to Council officers. The roles and responsibilities of elected members and officials within the financial management system are quite different. Members set and support the policy settings and officials implement the policy. The different roles are more specifically set out below.
2. In all cases, financial delegations are made only to enable the commitment or expenditure of funds provided for in the LTP or the Annual Plan.

10.1 Delegation

Delegations from Council

1. The Council makes the following delegations of financial powers pursuant to this Manual to the Mayor and Council committees (or other sub-ordinate decision making body, where named):
 - In regard to matters within its jurisdiction, the authority to accept, negotiate or decline any contract for:
 - The purchase or supply of goods, services, plant, capital works or other assets (including real property);
 - The disposal of goods, plant, capital works, and other assets (excluding real property); and
 - The supply of Council services, where the total value of the lump sum contract or the annual value of the lump sum contract does not exceed the sum allocated in the LTP or Annual Plans.
 - In regard to matters within its area of responsibility, the Community Development Assessment Panel (as a sub-ordinate decision making body) has the authority to:
 - Evaluate and decide on applications for funding of \$5,001 and over, in accordance with grant criteria detailed in the Community Development Policy.
 - In regard to matters within its areas of responsibility, the authority to approve additional expenditure where that expenditure is able to be funded by additional income or reduced expenditure in its areas of responsibility and in doing so will better meet the objectives set in the LTP and Annual Plans.
 - In regard to any matter within its jurisdiction, the authority to settle any claim for compensation where the amount proposed does not exceed the amount provided in any Council budget or, where no provisions for compensation has been allowed, an amount not exceeding \$100,000.
 - In terms of the Mayor's credit card, authority for the Mayor to spend up to the \$5,000 limit.
 - Approval of applications to the Robert Dickson Educational Trust and Hook Bequest up to a value of \$2,000 has been delegated to the General Manager – Community and the Community Connector.
2. The Council makes the following delegations of financial powers pursuant to the Manual to the Chief Executive:
 - In regard to matters within his or her jurisdiction, the authority to accept, negotiate or decline any contract for:
 - The purchase or supply of goods, services, plant, capital works or other assets (including real property);
 - The disposal of goods, plant, capital works, and other assets (excluding real property); and
 - The supply of Council services,
 - Where the total value of the lump sum contract or the annual value of the lump sum contract does not exceed the sum allocated in the LTP or Annual Plans.
 - The power to authorise any revenue and expenditure transactions (excluding sale of real property) included in an activity line in the Annual Plan.

- The power to call tenders, or quotations, or invitations to quote, in consultation with the appropriate General Manager, where the value of the goods, works or services proposed to be purchased or sold fall within his or her delegated authority.
 - The authority to settle any claim for compensation where the amount proposed does not exceed the amount provided in any Council budget or, where no provisions for compensation has been allowed, an amount not exceeding \$50,000.
 - The power to authorise an officer to approve budget variances in an activity where that variance is able to be funded by additional income or reduced expenditure within the activity and in doing so will better meet the objectives set out in the LTP or Annual Plans.
 - The authority to negotiate and agree the terms, interest rate payable by the Council, frequency of interest payments, timing of draw-downs, number of loans or issues of stock which make up the borrowing and all other terms and conditions of such loan or facilities of stock as may be necessary for the obtaining of such loan or facilities of stock, and to execute any agreements, documents and certificates in respect of such loans, facilities or stock on behalf of the Council.
 - Within his or her jurisdiction and when allowed by law, the authority to set, vary or waive any fee or charge for a Council service or goods.
 - The authority to approve the attendance of elected members at conferences and seminars, with expenses paid in terms of current Council policy (as with the Mayor).
 - For the avoidance of doubt, those authorities set out at clause 10.4 which shows the delegation limits provided to staff of Council for particular activities.
 - The power to sub-delegate any of these powers.
3. The Council makes the following further delegations of financial powers pursuant to the Manual to the General Manager - Community and the Community Connector:
- General Manager – Community:
 - Evaluate and decide on applications for funding of \$5,000 and under, in accordance with grant criteria detailed in the Community Development Policy; and
 - Sign Community Development Priority Contracts for Service.
 - Community Connector:
 - Evaluate and make recommendations to the General Manager – Community on Applications for Funding of \$5,000.00 and under in accordance with grant criteria detailed in the Community Development Policy; and
 - Determine whether priority contract proposals meet the criteria detailed in the Community Development Policy; and
 - Decline priority contract proposals that do not meet the criteria detailed in the Community Development Policy.

10.2 Transaction Types

1. This Manual identifies four different categories of financial delegation that may be made. Each category of delegation conveys different powers, regarding each type of transaction, the timing of the transaction and in some instances, reporting requirements.
2. These categories include:
 - The ability to enter into contracts
 - Expenditure approval – operational matters
 - Expenditure approval – extraordinary matters
 - Payment signatory
3. Currently the Ozone system is used to control delegation within these categories. If a transaction exceeds a lump sum amount or the cost centre expenditure budget is exceeded (excluding payroll) the purchase order will automatically be referred up the organisational chart. The Chief Executive and General Managers are the only staff able to approve a budget over run.
4. In addition there are a number of payments made that are not expenditure to the Council and are only paying out of liability accounts as they fall due.
5. Currently the Chief Executive has given the Chief Financial Officer higher delegation to enable a number of accounts to be paid. These are dealt with in terms of expenditure approvals for extraordinary matters below.

10.3 Enter into Contracts

1. The authority provided under this category of financial delegation allows the delegate to commit the Council to a future expenditure of funds, up to the limit of the delegation, provided that the proposed expenditure is approved in the LTP and Annual Plan. For the avoidance of doubt, it is noted that the delegation is for all stages of a contract.
2. Subject to the limitations set out at Clause 5 below, the Council delegates to the officers and committees listed below, the power to enter into contracts on the Council's behalf pursuant to Schedule 7, Clause 32 of the LGA:
 - Lump Sum Purchases by the Council of goods, works, or services (includes unit rate contracts, measurement & value contracts, and cost reimbursement contracts):
 - Not exceeding \$20,000 - specific amounts to specific officers as delegated in writing by General Managers with the approval of the Chief Executive;
 - Over \$20,000 but not exceeding \$100,000 - General Managers in accordance with the Procurement Policy;
 - Over \$100,000 but not exceeding \$500,000 - the Chief Executive; and
 - Over \$500,000 - the Council.
 - Continuing Contracts for goods, works, or services (including annual and local supply contracts):
 - Not exceeding \$2,000 per week - General Managers, where the lowest tender or quote is being accepted BUT the General Manager in conjunction with the Chief Executive where the lowest tender or price is not being accepted;
 - Over \$2,000 per week but not exceeding \$10,000 – the Chief Executive; and
 - Over \$10,000 per week - the Council
3. Consistent with Clause 2 above those positions with delegated authority to issue orders for the supply of goods and services as approved by General Managers and the Chief Executive are set out at Sections 10.4 and 10.5 of this Manual.
4. In the event of any order exceeding the value to which delegated authority is given, it shall be referred to the Chief Executive, or, if applicable, the respective General Manager or Chief Financial Officer for authority.

Limitations on contracts for purchase

5. The powers conferred by Clauses 2 and 3 above shall only be exercised where:
 - In reaching a contract price the Council's general policy on procurement is observed; and
 - Sufficient provision has been made in the budget allocations from the LTP and Annual Plan for the matters which is the subject of the contracts; or
 - Council's budget has been finalised for the relevant year unless the expenditure relates to maintenance of any existing work or progress on a committed work or is in regard to an existing service for which provision is likely to be made in the budget once finalised.

Procurement policy

6. Council's Procurement Policy sets out the policies and procedures required for the administration of Council contracts and covers the purchase of equipment and materials, physical works including

maintenance and/or construction of buildings and/or engineering works, and in most instances professional services.

7. All purchasing of goods and services must be carried out in accordance with Council's Procurement Policy. A copy of the Procurement Policy is located in the Management Policy Register.
8. The method of purchasing goods and services shall be dependent on the estimate of the cost to be incurred, in accordance with the provisions of the Procurement Policy, but at all times to ensure that the Council receives the best value for its money.
9. Every delegate will therefore at all times have regard to the best means of obtaining the most favourable terms for any transaction, especially as to price, and will adopt that method.

Variation of contracts

10. Any contract may be varied by the Council or appropriate officer where the total value of the contract as varied is within the Committee's or officer's delegated authority. If the amount of the variation takes the total value of the contract as varied outside that delegation, then the variation(s) may be approved by the Chief Executive or appropriate General Manager providing the change does not or changes do not increase the total value of the contract as varied by more than 10% of the value of the original contract.
11. Where such variation occurs it is to be reported to the Audit and Risk Committee.

Contracts in emergencies

12. In an emergency, the Chief Executive or, in his or her absence or unavailability, any other General Manager, may accept, negotiate or decline any contract for:
 - The purchase or supply of goods, services, plant, capital works or other assets (including real property);
 - The disposal of goods, plant, capital works, and other assets (excluding real property); and
 - The supply of Council services;
 - For any sum that does not exceed \$500,000 regardless of whether any provision has been made for the expenditure in the Council's budget and provided that the expenditure is for the purposes of responding to or recovering from the emergency.
13. For the purposes of this clause, an emergency is where there has been major unforeseen damage to Council or other property and there is a need for remedial action to be taken without delay and it is impracticable to convene a meeting of the Council to approve the proposed expenditure.
14. This clause is not intended to detract from the legal powers of a Civil Defence Controller in the event of a declared emergency.
15. The Chief Executive, any General Manager or Chief Financial Officer may, in regard to a matter within that officer's jurisdiction, settle any claim for compensation where provision is made in the Council's budgets for that year and the amount proposed does not exceed \$10,000.
16. The Chief Executive, any General Manager or Chief Financial Officer may settle any claim whatsoever for compensation in consultation with the Mayor, or the Chairperson of the Audit and Risk Committee if the claim is in regard to a matter that falls within that Committee's jurisdiction.

10.4 Staff Expenditure Approvals - Operational

1. The authority under this delegation is to approve generally recurring types of expenditure on behalf of the Council, up to the delegated limits established and recorded in the following table, and where the expenditure is approved in the Annual Plan. The delegation limit applies to the approval of each transaction approved, not the aggregate of transactions.
2. The Council delegates to the officers and committees listed below, the power to incur expenditure on the Council's behalf pursuant to Schedule 7, Clause 32 of the LGA:

	Chief Executive	General Managers and Chief Financial Officer	Third Tier Managers & Third Tier Advisers	Team Leaders	Other Staff
Operating expenditure (maximum each item or contract)	\$1,000,000	\$100,000	\$20,000	\$5,000	As per delegation from CE
Capital expenditure (maximum each item or contract)	\$500,000	\$100,000	\$20,000	\$5,000	As per delegation from CE
Emergency expenditure (to be retrospectively reported to the Chief Executive)	\$500,000	\$500,000			Logistics Manager(s) \$20,000
Grant expenditure where individually approved in the LTP/Annual Plan (annually by recipient)	As per LTP/Annual Plan	As per LTP/Annual Plan			
International travel	Per operating expenditure	\$5,000	Nil	Nil	Nil
Staff reimbursement and costs (within normal delegations but must be approved by on a one up basis)	Per operating expenditure but must be approved by on a one up basis	Per operating expenditure but must be approved by on a one up basis	Per operating expenditure but must be approved by on a one up basis	Per operating expenditure but must be approved by on a one up basis	
Gifts to staff	\$5,000	\$5,000	Nil	Nil	Nil
Unbudgeted capital expenditure	\$100,000	Nil	Nil	Nil	Nil
Unbudgeted operational expenditure	\$100,000	\$50,000	Nil	Nil	Nil
Expenditure carry overs – per project	\$500,000	\$100,000	Nil	Nil	Nil
Revenue write offs and bad debts	Unlimited	\$5,000			
Changes to approved budget	\$50,000				

3. The Council delegates the power to incur operating expenditure on the Council's behalf pursuant to Schedule 7, Clause 32.1 of the LGA.

Position Delegation

Aquatic Operations and Maintenance Leader	1,000
Aquatic Activities Leader	1,000
Asset Management Engineer – Utilities.....	5,000
Asset Management Team Leader	5,000
Communications Adviser	1,000
Community Assets Liaison	2,000
Community Hub Experience Leader	1,000
Community Operations Advisor.....	2,000
Community Connector	5,000
Corridor Access Co-ordinator	5,000
Customer Services Technical Support Officer.....	3,000
Community Connector	5,000
Executive Officer – People and Corporate.....	2,000
Executive Assistant – Chief Executive	2,000
Executive Officer – Infrastructure.....	2,000
Executive Assistant – Mayor	2,000
Finance Operations Team Leader	3,000
Grants Connector	5,000
Human Resources Adviser	1,000
Infrastructure Compliance Officer – Wastewater and Trade Waste	5,000
Infrastructure Compliance Officer – Water and Stormwater	5,000
Infrastructure Support Manager.....	5,000
MCHL Content Leader	2,500
MCHL Digital Specialist.....	3,000
Maintenance and Operations Manager (Roading)	5,000
MDC Treatment Team Leader	5,000
Native Plant Nursery Manager	2,000
Operations Team Leader	5,000
Principal Policy Planner.....	20,000
Programme Delivery Engineer – Roading	5,000
Project Engineer	5,000
Reticulation Overseer	5,000
Roading Adviser	5,000
Senior Emergency Management Advisor.....	5,000
Senior Reticulation Servicemen	1,000
Senior Technical Engineer	5,000
Strategic Community Property Adviser	5,000
Three Waters Project Technician	5,000
Three Waters Technician	5,000
Utilities Delivery Manager	5,000
Utilities Design Manager.....	5,000
Water and Wastewater Sampling Technician.....	1,000
Water and Wastewater Treatment Operator	1,000

4. For the avoidance of doubt, the authorised expenditure amount in Clause 3 overrides the more general delegation in Clause 2.

10.5 Staff Expenditure Approvals - Extraordinary

1. The authority under this delegation is to approve special expenditure on behalf of the Council, up to the delegated limits established and recorded in the following table, and where the expenditure is approved in the Annual Plan. These higher delegations are provided to enable larger accounts of generally a routine nature to be paid. The delegation limit applies to the approval of each transaction approved, not the aggregate of transactions.
2. That the Council delegates to the officers and committees listed below, the power to incur expenditure on the Council's behalf pursuant to Schedule 7, Clause 32 of the LGA:

	Chief Financial Officer, Management Accountant, Management Accountant Financial and Systems Accountant	Chief Executive and General Managers	Regulatory Services Manager	Compliance and Planning Manager	Civil Defence Controller	Civil Defence Recovery	Purchase Card holders in lieu of Petty Cash	Notes
Release of payroll	\$500,000	\$500,000						Expenditure already committed when staff employed
GST Payments to IRD	\$2,000,000	\$2,000,000						Release of a liability
PAYE and other payroll related IRD payments	\$500,000							Release of a liability
Repayment of loans (in accordance with the Liability Management Policy)	\$10,000,000							Release of a liability. Must be in accordance with the Liability Management Policy
Payment of Interest on Term Loans	\$1,000,000							Commitment is made at the time of borrowing the money. Must be in accordance with the Liability Management Policy.
Treasury investments	\$5,000,000							Must be in accordance with the Investment Policy
Emergency expenditure (to be retrospectively reported to the Chief Executive)					\$500,000	\$500,000		

	Chief Financial Officer, Management Accountant, Management Accountant Financial and Systems Accountant	Chief Executive and General Managers	Regulatory Services Manager	Compliance and Planning Manager	Civil Defence Controller	Civil Defence Recovery	Purchase Card holders in lieu of Petty Cash	Notes
MBIE and BRANZ levies			\$100,000					Release of a liability
Resource consent bond release		\$50,000	\$25,000	\$25,000				Release of a liability
Minor purchases							\$200	

10.6 Payment Signatory

1. The authority under this delegation is to execute documents on behalf of the Council (cheques, automatic payment schedules and electronic funds transfer payments) to enable payment of items that have been approved for payment by an authorised party.
2. Only Council officers may have delegated powers under this category. Authorised signatories do not have financial limits on their signing authority.
3. Any two of the following nominated positions are authorised to sign Council payments:
 - Chief Executive;
 - General Manager - Community;
 - General Manager - People and Corporate;
 - General Manager - Infrastructure;
 - Chief Financial Officer;
 - Management Accountant (Financial);
 - Systems Accountant;
 - Management Accountant.
4. Holders of Credit Cards and Purchase Cards are authorised to release Council funds by utilising the card.

10.7 Variation of Budgets

1. “Budget” means the sum represented by any item contained in a significant activity of the budgets adopted by the Council for that financial year contained in the LTP or Annual Plan.
2. The Chief Executive may vary any budget by a sum not exceeding \$50,000 where the variation will allow a particular area in Council to better achieve the purpose or purposes for which the budget was adopted. That variation must be funded from savings (confirmed by the Chief Executive) made on another budget(s) within the same significant activity. Any such variation shall be reported to the Audit and Risk Committee.
3. The Chief Executive may vary the constituent sums which make up a budget where:
 - The relevant General Manager, Chief Financial Officer and the Chief Executive confirm that the variation will be funded from savings made on other sums within the same budget; and
 - The variation will allow the area concerned to better achieve the purpose or purposes for which the budget was adopted.

10.8 Setting of Fees and Charges

1. The Chief Executive, General Managers and Chief Financial Officer may set, vary or waive any fee or charge for a Council service or goods, provided:
 - That any class of fees and charges so fixed are reported to the Audit and Risk Committee; and
 - The fee or charge is permitted by law and is not inconsistent with Council policy.
2. When amendments are made to fees and charges reference should also be made to the relevant statute for specific requirements.

Management Delegations

Introduction

1. The Chief Executive is appointed by the Council in accordance with Section 42 of the LGA and is responsible for implementing and managing the Council's policies and objectives within the budgetary constraints established by the Council.
2. As the nominal employer of Council staff, it is the role of the Chief Executive to oversee and lead staff and service delivery contractors towards the achievement of Council's statutory responsibilities and strategic objectives. The Chief Executive will delegate some of the management responsibilities associated with staff to the General Managers, as set out below.

11.1 Functions

1. In addition to those matters set out in Section 42 of the LGA, the responsibilities of the Chief Executive include:
 - Implementing the decisions of the Council;
 - Providing advice to the Council, ward committees and community board;
 - Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised;
 - Managing the activities of the local authority effectively and efficiently;
 - Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority;
 - Providing leadership for the staff of the local authority; and
 - Employing all other staff on behalf of the local authority.
2. The Chief Executive will report regularly to the Council on staffing levels and terms of employment.

11.2 General Delegations

1. In order to fulfil these responsibilities the Chief Executive is delegated all the powers, functions and duties necessary for the management of the Council's activities and the implementation of Council policy except:
 - Those reserved to Council under Section 3.4; and
 - Any other powers, functions and duties specifically identified as being reserved to the Council or a Committee under this Manual or by way of legislation.
2. Subject only to the ultimate power of the Council to interpret its own delegations, the Chief Executive shall be the principal adviser on the extent and nature of delegated authority granted under this Manual.
3. The Chief Executive may make minor amendments to any Council document where the substance is not modified or any Council policy affected.
4. In addition to all other financial authorities the Chief Executive may expend up to \$1,000,000 on any one item where that expenditure is permitted by law and is not contrary to Council policy and such expenditure is approved through the LTP or Annual Plan process, not discounting the provision in this Manual for the delegation that is conveyed for unbudgeted expenditure and emergency expenditure.

11.3 Sub-delegations

1. The authority delegated to the Chief Executive may be delegated to any other officer of the Council or a sub-committee of officers. Every delegation by the Chief Executive will be in writing and suitably recorded. Every delegation may be withdrawn or amended or made subject to conditions in the same manner.
2. General Managers and the Chief Financial Officer are delegated sufficient powers to enable them to fulfil all responsibilities and key accountabilities of their position as set out in the position description and annual performance objectives agreed between the General Manager, Chief Financial Officer and Chief Executive.

11.4 Staff

1. The following positions have delegated powers to undertake all management functions with regard to staff of the Council:
 - Chief Executive
 - General Managers
 - Chief Financial Officer

2. Delegates are authorised to undertake the following tasks consistent with the Employment Relations Act 2000, and any specific requirements set out in the individual employment agreements.

11.5 Advice to Council

1. Part of the Chief Executive's role is to assist elected members in the development and setting of policy. In turn, the Chief Executive has delegated to the Executive team the responsibility for providing and co-ordinating the provision of policy advice to and managing the delivery of other services to all of the Council's committees as applicable.

Contractor Delegations

Introduction

1. Council has chosen to deliver a range of services through contractors, Council Organisations (COs) and Council Controlled Organisations (CCOs).¹
2. Part 5 of the LGA establishes requirements for the governance and the accountability of council-controlled organisations, and procedures for the transfer of local authority undertakings. Each of these organisations delivers services, provides advice, or in some way supports the achievements of the objectives in the LTP.
3. The Chief Executive is responsible for the performance of these entities.

¹ Section 6 of the Local Government Act 2002 sets out the definition of Council Organisations and Council Controlled Organisations.

12.1 Contractors

1. The Chief Executive delegates all functions, powers or duties required for fulfilment of all responsibilities and delivery of all services to the specified standards set out in the service agreements encompassing:
 - Animal Control Services
 - Noise Control Services
 - Building Services
 - Planning Contractors
 - Phocus
 - Evergreen
 - Resonant
 - Development Nous
2. These contracts are available from the Regulatory Services Manager.
3. All delegations to contractors are made through the Chief Executive.
4. Except as specifically provided, delegates may not sub-delegate these powers. The delegation is made jointly and severally to the named company and to the principal officer(s) of that company. Whilst employees of the company may deliver the services, the delegation of powers is made only to the company and the principal(s).

12.2 Service Delivery Contractors

1. Council has entered into a number of contracts for the delivery of services to the community.
2. The following positions have delegated authority to act as Council's representative under the relevant service contract:
 - Green By Nature Limited
 - Smart Environmental Limited
 - Higgins Limited
3. The delegated authority includes the power to:
 - Perform all the tasks and functions necessary for the Council to meet its obligations under the contract;
 - Monitor the performance of the contractor against the specifications in the contract and to receive monthly reports from the contractor on their performance as provided in the contract and make those reports available to Council as required;
 - Determine the information to be reported by each contractor and the timeframes within which the information is to be provided (to the extent permitted in each contract);
 - Assess the performance from the information provided and obtained and provide feedback to the contractor on their performance;
 - Where a breach or a potential breach of the terms of the contract is identified, to undertake compliance and enforcement action to have the breach or alleged breach remedied and failing remedy to refer the matter to the Chief Executive and the relevant standing committee for action; and
 - Undertake all the other functions specified in the contract that are required to be undertaken by the Council's representative under the terms of each contract.

12.3 Council-Controlled Organisations (CCOs)

1. The Chief Executive delegates all functions, powers or duties required for fulfilment of responsibilities and delivery of all services by the following entities:
 - Heartland Contractors Ltd
 - Feilding Civic Centre Trust
 - Manawatū Community Trust
 - MW LASS
 - Awahuri Forest Kitchener Park
 - Central Economic Development Agency
 - Local Government Funding Agency
 - Camp Rangī Woods Trust
 - Manawatū District Youth Development & Wellbeing Trust
 - Manawatū Whanganui Disaster Relief Fund Trust
 - RNZAF Ohakea Visitor Centre Trust
2. The provisions of Clauses 70.3 and 70.4 also apply.

Warrants

Introduction

1. The Council has the power to issue warrants and appoint enforcement and authorised officers under a range of legislation.² This section of the Manual records the delegation of these powers.

² This may include Council officers, employees, or in some cases third (external) parties.

13.1 Delegation

1. The Council delegates to the Chief Executive the power to issue warrants to enforcement officers pursuant to Clause 32A, schedule 7 of the LGA and under any other legislation which provides for the issuing of warrants or the appointment of enforcement or authorised officers. See also Section 5.2 of the Delegations Manual.
2. In the Chief Executive's absence the powers delegated under Section 13.1(1) above are delegated to the General Manager – People and Corporate. This delegation is in addition, and separate, to the power delegated to the General Manager – People and Corporate under section 38 of the RMA.
3. These powers delegated by Council under this section are without limits, conditions or prohibition, unless the "power to appoint" is expressly prohibited under a specific enactment.
4. The Council further delegates to the Chief Executive (and in his/her absence the General Manager – People and Corporate) the authority to affix the Council's common seal to any warrants issued by Council or its delegate where the warrants authorise entry onto private land on behalf of the Council or in any other instance where the common seal may be required by law.
5. For the avoidance of doubt the delegated powers set out in this Section (Section 13.1) are in addition to any other powers of delegation the Council or Chief Executive has under any other enactment.
6. Delegates may sub-delegate these powers as permitted by law and in accordance with this Manual.

13.2 Warranted Officers

1. The Warrants Schedule is available from the General Manager - People and Corporate and sets out which Council officers and Contractor staff members have been granted warrants for the Council in respect of powers and responsibilities under specific Acts, Regulations and Bylaws.
2. Contractors are responsible for keeping and maintaining at all times a register of all staff in their employment who are warranted officers of Council. This information is to be kept updated, with regular reporting of the schedule to the General Manager – People and Corporate.
3. The powers available to warranted officers are limited to those specified on his or her warrant and will vary according to his or her responsibilities, experience and expertise and the particular legislation the warrant is issued under.
4. Warranted officers are expected to apply good judgment at all times in the exercise of their duties under warrant.
5. Officers must carry their warrants at all times when undertaking duties for which they are warranted and must display their warrant when requested to do so.
6. Warrants are granted to officers only for the period of time the warranted officer holds the position of responsibility necessitating the warrant. In the event a warranted officer changes his/her position or resigns as an officer of Council his/her warrant is forfeit at the time the change or resignation becomes effective. The relevant officers are required to surrender their warrant to the Council at that time.
7. When a warranted officer of Council resigns or leaves the employment of a Contractor, that Contractor must ensure that the employee's warrant is withdrawn and any warrant documents returned.