

Delegations Manual

May 2023



Mackenzie
DISTRICT COUNCIL

Delegations Manual

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1 Introduction

The Delegations Manual has been adopted by the Mackenzie District Council to ensure that authority and responsibility exists for the efficient and effective conduct of council business. The Delegations Manual is a key tool in assisting the Council achieve its goals effectively.

The delegations contained in this Manual are made in accordance with the Local Government Act 2002 and any other statutory authority permitting delegation.

1.1 Purpose

The purpose of the Delegations Manual is to define and authorise the scope of:

- a) Council's delegations of governance activities to Council committees, subcommittees, and Community Boards
- b) Council's delegations of management activities to the Chief Executive Officer
- c) the Chief Executive Officer's delegations to Council officers.

The Delegations Manual provides for specific delegations relating to finance, regulatory and policy functions and specific statutory responsibilities devolved to Council through legislation. Other aspects of Council's work programme may be delegated by Council resolution from time to time. Separate delegations are not required for Council officers to undertake any work included in Long Term Plan or Annual Plan which are adopted by Council.

1.2 Philosophy

Delegations are *the assignment of a duty or power of action to another, together with the authority to carry out that duty or complete the action assigned with responsibility for the outcome.*

In the interests of good management and effective administration, Council believes that **decision-making should be delegated to the lowest competent level**. This will enable the best use of elected member and Council officer abilities and minimise the cost of material, technical and financial resources.

Authority and responsibility are inseparable. Those with the responsibility for a task or function should always have the authority to carry it out effectively. Those with authority should always be responsible for its wise use.

Delegations do not remove ultimate accountability of elected members, the Chief Executive Officer and the Executive Team for the affairs of Council.

1.3 Council Guidelines Regarding Setting Delegations

The Council and Chief Executive Officer delegate a wide range of their powers and functions within the bounds imposed by legislation. When deciding which powers to delegate, and to which staff position(s), the Council and Chief Executive Officer will balance the following requirements:

- For the Council to operate efficiently and effectively
- For the Council to concentrate on its policy making role and for the Chief Executive Officer and staff to implement Council policy, administer Council facilities and provide agreed services
- For Council operations to be carried out in an open and fair manner
- For those with responsibility for a task or function to have the authority necessary to carry it out effectively
- For all statutory requirements to be properly observed.

Other principles followed by the Delegations Manual are that:

- Delegations will normally be made to positions, not to specific people
- Delegations must be recorded in this Delegations Manual
- Any delegations made following the publication of this update will be recorded in the Appendix of Subsequent Delegations (Appendix One to this document)
- The Council may from time to time review or amend its delegations and this manual, including a regular three-yearly review.

1.4 General Terms and Conditions

1. There is nothing in Schedule 7, clause 30(6) of the Local Government Act 2002 that entitles a local authority or committee to rescind or amend a decision made under a delegation. The Council would be bound by the decision to the extent that the decision had already become binding on the Council by the operation of law and could not be reversed.
2. If a delegate's decision is invalid it cannot be ratified by the delegator. The correct action is generally for the matter to be considered in full again by the delegate, assuming it is within the delegate's power to determine the matter at issue.
3. The delegator does not lose the function, power or duty by delegation and may exercise this concurrently with the delegate. No delegations shall limit the power of Council or other delegator to exercise a function, duty or power in substitution for a delegate.
4. The delegate, while having the authority to make a decision under delegation, has the right not to exercise that delegation and therefore not make a decision. In such instances, the delegate should refer the matter to the delegator.
5. It is implicit that a delegation may be revoked at any time without notice.

6. The delegate is acting on behalf of the Council when exercising delegated authority.
7. Before exercising any delegation, staff should always bear in mind Council's responsibilities to and relationships with, Māori, Te Rūnanga o Ngāi Tahu and Ngā Papatipu Rūnanga, including under:
 - The Ngāi Tahu Claims Settlement Act 1998;
 - Section 81 of the Local Government Act 2002;
 - Any relevant relationship agreements or Memoranda of Understanding.
8. In the exercise of any delegation, the delegate will ensure they act in accordance with:
 - Any binding statutory authority (in relation to each delegation, relevant sections of the Act will be identified); and
 - Any relevant Council policy or procedural documents (including reporting and recording) requirements.
9. A responsibility, duty or power delegated to an officer holding a named position is also delegated to any officer who performs or exercises the same or substantially similar role or function, whatever the name of his or her position, provided that the Chief Executive Officer has confirmed that the role or function is the same or substantially the same.
10. An officer who is delegated a responsibility, duty or power is also delegated any ancillary responsibilities, duties or powers necessary to give effect to that delegation.
11. Where a delegation refers to repealed legislation, the reference is to be read as a reference to the legislation that, with or without modification, replaces or corresponds to the repealed legislation.
12. Delegates must consider the significance of the decision that they are making or the powers they are exercising, in accordance with the Council's Significance and Engagement Policy. In particular, if a decision relates to a matter that is out of the ordinary, delegates are encouraged to discuss the matter with their manager.
13. All significant decisions made or actions taken under a delegated authority are to be recorded in writing.
14. Delegates must exercise delegations in accordance with any relevant Council policy or procedure that is relevant to the delegation. For example, an officer with delegated approval to grant a resource consent must only do so if that is consistent with any relevant policy or procedure.
15. Any other terms and conditions prescribed as relating to a specific delegation shall be deemed to be a term and condition that has to be complied with when exercising the delegation.
16. Where two different delegations apply to the action, both delegations must be complied with (for example, where a person is given a delegation to obtain professional advice, that delegation must also be exercised in accordance with the financial delegations given to the person).

17. For the avoidance of doubt, line managers shall have the same powers of delegation as reporting staff, unless the exercise of such delegation requires, by law, a particular qualification or registration.
18. An appointed officer working in an acting capacity of a role shall have full delegation in accordance with that role, subject to the approval of the Chief Executive Officer.
19. A delegation from the Council to the Chief Executive Officer can be sub-delegated unless specified otherwise. Any other delegation may only be sub-delegated if the delegation specifically provides for sub-delegation (other than when a delegation is being exercised by a person in an 'acting' capacity).
20. The Council may, at any time, revoke, suspend for a period, or amend the terms or conditions in relation to any delegation it has made. Where this occurs, it will be recorded by resolution of Council.
21. The Chief Executive Officer may revoke or suspend for a period, or amend the terms and conditions in relation to any delegation to subordinates that he or she has made either as a Chief Executive Officer delegation or as a sub-delegation. Where this occurs, this will be recorded in writing by the Chief Executive Officer.

1.5 Legal Restrictions on Delegations by the Council

Under the Local Government Act, the Council can delegate all statutory powers other than the following:

- the power to make a rate; or
- the power to make a bylaw; or
- the power to borrow money, or
- the power to purchase or dispose of assets, other than in accordance with the Long-Term Plan; or
- the power to adopt a Long-Term Plan, Annual Plan, or Annual Report; or
- the power to appoint a Chief Executive Officer; or
- the power to adopt policies required to be adopted and consulted on under the 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.

1.6 Additional Powers and Responsibilities Retained by the Council

- Creation of subcommittees, other than those implicit in the Terms of Reference for a standing committee.
- Governance processes, including electoral matters and representation review.
- Consideration of matters relating to significant new activities or areas of involvement such as infrastructure which are not the responsibility of a specific committee.
- Provision of leadership on key issues that require a collaborative approach between a number of parties.
- Relationships with Community Boards.

- The Council's cultural governance relationship with Te Rūnanga o Ngāi Tahu (TRONT) and ngā papatipu rūnanga (kanohi ki te kanohi).
- Development, adoption and implementation of the Triennial Agreement and the Code of Conduct.
- Consideration of matters relating to elected members' remuneration matters.
- Chief Executive Officer appointments and contracts.
- Approval of all delegations to the Chief Executive Officer, including the authority for further delegation to staff.
- Receipt and consideration of recommendations and matters referred to it by its committees, joint committees, subcommittees and working parties.
- Approval of membership to external bodies and organisations, including Council Controlled Organisations.
- To borrow money, authorise hedging instruments, or purchase or dispose of assets, other than in accordance with the Long Term Plan.
- The power to adopt a Long Term Plan or an Annual Plan.
- Exercising of the powers and duties conferred on council by the Public Works Act 1981, including receiving and considering reports on proposals under this Act from the Engineering & Services Committee.
- Consideration of major projects¹.
- Approval of the sale, purchase, or disposal of any Council property, land or buildings, including land swaps.
- Review and adoption of policy and practice in respect of governance.
- To provide or withhold affected persons approval for planning applications on land adjoining Council owned land.
- Monitoring and reviewing Council's facilitation role in economic development and tourism, including development and monitoring of economic development strategies as appropriate.
- Approval of expenditure that exceeds the delegated authority of officers but is within the parameters of the current Annual Plan or Long Term Plan.
- Approval of expenditure that exceeds that in the current Annual Plan or Long Term Plan.
- Approval of the Council's fees and charges.

1.7 Delegations to the Chief Executive Officer

Council may delegate any function to the Chief Executive Officer except those expressly precluded by legislation. Delegations to the Chief Executive Officer are outlined in sections 5 and 6 below.

The Chief Executive Officer may appoint one of the Executive Management team to assume delegated authority for planned or unplanned leave, absence or unavailability.

¹ Guidance note: this includes discretionary or large-scale commercial proposals such as sports and aquatic centres, but would not include core infrastructure or service projects such as water supplies.

1.8 Delegation of Powers to any other Officer

Schedule 7 (section 32B) of the Act provides, with some restrictions, powers for an officer to further delegate their delegations to any other officer. One of the functions of this Delegations Manual is to record all delegations from the Chief Executive Officer to other staff positions.

1.9 Amendments to this Manual

This Manual shall be maintained by the Corporate Planner who shall amend it in accordance with:

1. Any instruction to that effect given by the Council and any delegate authorised to amend this manual; or
2. Any need for typographical, grammatical or other minor amendment where the intention of the Council in the matter of a delegation is not altered.

In addition, the Chief Executive Officer is authorised to amend the Delegations Manual to reflect changes in the organisation's structure.

The Delegations Manual will be reviewed at least three-yearly.

2 Use of the Common Seal

The Delegations, The Mayor or any Councillor together with the Chief Executive Officer and other officers authorised by the Chief Executive Officer may affix the seal to any document which is required to be sealed and signed.

In the absence of the Mayor or Councillors, the documents may be sealed and signed by the Chief Executive Officer and any other officers authorised by the Chief Executive Officer.

All documents sealed and signed on behalf of the Council shall be recorded in a register and reported to the Council at its next ordinary meeting.

The officers currently authorised by the Chief Executive Officer are as follows:

- General Manager Strategic Financial Management and Commercial
- General Manager Operations, Planning and Regulatory Services
- Manager Finance

3 Delegations to the Mayor

- The power to determine representation of Council on various external organisations.
- The power to attend and vote or appoint proxies to vote at meetings of shareholders of the following companies:
 - Alpine Energy Limited
 - Local Government Insurance Company Ltd
- The power to appoint elected members and other persons to represent Council at conferences and functions and to remunerate elected members for training courses.
- Power to witness the affixing of Council's common seal on documents along with the Chief Executive Officer or other members of the executive management team.
- Power to make media statements or produce media releases and to subdelegate to appropriate Councillor(s).
- Power to countersign cheques in conjunction with the Chief Executive Officer or a General Manager:
 - General Manager Strategic Financial Management and Commercial
 - General Manager Operations, Planning and Regulatory Services
 - Manager Finance

4 Governance Delegations

4.1 Introduction

The Council's delegation model is designed to enable committees of Council to fully and completely undertake their roles consistent with their terms of reference.

From time to time when urgency requires, matters that would normally be the business of a standing committee will go directly to Council for decision.

4.2 Delegations to Committees

Pursuant to section 41A of the Local Government Act 2002, the Mayor has established the following Standing Committees:

- Audit and Risk Committee;
- Chief Executive Performance Committee.

Council delegates to each standing committee all powers necessary to effectively carry out the committee's terms of reference and scope, excluding those reserved to Council.

Delegations for subcommittees are set out under each subcommittee's terms of reference and scope. Full Council has a role to monitor the functioning of, and performance of delegated powers by, all committees.

Full Council will consider matters not within the delegation of any one Council committee.

Full Council may at any time, revoke or modify a delegation to a Council Committee, either permanently, for a specified time or to address a specific matter, if it considers there is good reason to do so. The delegations provided to committees may be further delegated to subcommittees unless the power of further delegation is restricted by Council or by statute.

The terms of reference for each Committee are set out below.

4.3 Council Standing Committees

4.3.1 Audit and Risk Committee

The purpose of the Audit and Risk Committee is to provide governance and oversight of the effectiveness of risk management and internal control systems, including internal audit and external audit relationships.

4.3.1.1 Terms of Reference

1. Monitor the Council's external and internal audit process.

Consider and make recommendations to the Council on:

- a. Monitoring the robustness of the internal control framework and financial management practices;
 - b. The integrity and appropriateness of internal and external reporting and accountability arrangements;
 - c. The robustness of risk management systems, processes and practices;
 - d. The independence and adequacy of external audit functions;
 - e. All year-end financial reporting obligations;
 - f. Compliance with applicable laws, regulations and standards, and best practice guidelines; and
 - g. The establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.
2. Discuss, with the external auditor, matters affecting the annual financial and non-financial statements and the annual audit.
 3. Monitor existing corporate policies and recommend new corporate policies to prohibit unethical, questionable or illegal activities.
 4. Support measures to improve management performance and internal controls.
 5. Ensure the quality of internal and external reports of financial and non-financial information.
 6. Develop policy relating to published financial statements and accounting standards of the Council.
 7. Review annual financial statements prior to Council adoption and ensure disclosures are in accordance with statutory requirements and consistent with best practice.
 8. Develop and monitor Annual Reports.

4.3.1.2 The scope of this Committee includes:

1. Approve the annual external audit proposal.
2. Liaise with Council's external auditor:
 - a. At the start of each audit, confirm the terms of engagement with the external auditor including the nature and scope of the audit, timetable and fees;
 - b. Approve the external audit engagement letter and letter of undertaking and any additional services to be provided by the external auditor;
 - c. Receive the external audit report(s) and review action to be taken by management on significant issues and audit recommendations raised within;
 - d. Conduct a members only session (i.e. without any management present) with external audit to discuss any matters that the auditors wish to bring to the committee's attention and/or any issues of independence;
 - e. Meet with Council's audit direction on a quarterly basis
3. Internal Control Framework:
 - a. Review whether management's approach to maintaining an effective internal control framework is sound and effective;
 - b. Review whether management has taken steps to embed a culture that is committed to probity and ethical behaviour;
 - c. Review whether there are appropriate systems, processes and controls in place to prevent, detect and effectively investigate fraud.
4. External Reporting and Accountability:
 - a. Agree the appropriateness of the Council's existing accounting policies and principles and any proposed change;
 - b. Enquire of external auditors for any information that affects the quality and clarity of the Council's financial statements and statements of service performance, and assess whether appropriate action has been taken by management in response to the above;
 - c. Satisfy itself that the financial statements and statements of service performance are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal control (ie letters of representation), and recommend to Council the signing of the financial statements by the Chief Executive Officer/Mayor and adoption of the Annual Report.
5. Overseeing the Council's systems, processes, and practices for risk management:
 - a. Ensure that management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Council's significant risks (including financial and non-financial risks);
 - b. consider whether appropriate action is being taken by management to mitigate Council's significant risks.
6. Review insurance arrangements annually.
7. Monitor insurance claims.

8. Reviewing all audit reports of Council activities, including (but not limited to) building control authority audit reports, Waka Kotahi NZTA audit reports, Long Term Plan audit, and any other external audits.
9. Preparing the Annual Report and carryovers.

Membership	The Audit and Risk Committee will be a standing committee of all Councillors and the Mayor. The Committee may appoint an additional person to the Committee where it considers that person has skills, attributes, or knowledge that will assist the work of the Committee.
Quorum	The quorum shall be five members.
Chair	The Chair will be appointed by the Mayor.
Meetings	The Audit and Risk Committee will meet on a quarterly basis or as required.

4.3.2 Chief Executive Performance Committee

The purpose of the Chief Executive Performance Committee is to review the performance of the Chief Executive annually, and also undertake the legislative requirements in relation to the Chief Executive's performance. The legislative basis for this committee is Schedule 7 clause 30 (1) (a), Local Government Act 2002.

4.3.2.1 Terms of Reference

The committee's role is to:

1. In May of each year:
 - a. Review the performance of the Chief Executive against the performance targets for the preceding year.
 - b. In conjunction with the Chief Executive Officer, set and confirm the performance targets for the upcoming year.
2. In December of each year:
 - a. Undertake a mid-year performance review; and
 - b. In conjunction with the Chief Executive Officer, set or amend, where appropriate, the key performance indicators for the remainder of the performance year.

3. In August of each year, the committee will, in consultation with the Chief Executive Officer, undertake a review of the terms, conditions and term of employment agreement in accordance with the following:
 - a. As a good employer, any amendments or alterations to the terms and conditions will be made in mutual agreement of the Committee and Chief Executive Officer, in good faith, providing fair and proper treatment in all aspects of employment.
 - b. The Committee is committed to applying fair and equitable remuneration and reward practices, taking into account internal and external relativities, Local Government practices and the ability to achieve the Mackenzie District Council strategic objectives.
 - c. As part of the Remuneration considerations, individual performance as well as internal and external relativities will be taken into account regarding any Chief Executive Officer remuneration-based decisions, balanced by the organisational context, performance and affordability.
4. Undertake a performance review at end of first term of appointment as required by Schedule 7, clause 35 of the Local Government Act 2002, which currently provides:
 - (1) *A local authority must, not less than 6 months before the date on which the chief executive's contract of employment for the first term expires, conduct and complete a review of the employment of the chief executive.*
 - (2) *The review must assess –*
 - (a) *The performance of the chief executive; and*
 - (b) *The mix of skills and attributes possessed by the chief executive, and the degree to which they are consistent with the skills and attributes that the local authority considers necessary for the future; and*
 - (c) *Any other factors that the local authority considers relevant.*
 - (3) *To avoid doubt, responsibility for determining the degree to which any factors in subclause (2)(a) and (b) apply to a review, and the relevance of any additional factors under subclause (2)(c), rests solely with the local authority.*

Subclause (1) does not apply if the incumbent chief executive declares in writing to the local authority that he or she does not wish to be considered for appointment to a second term.

4.3.2.2 The scope of this Committee includes:

Considering matters relating to the performance of the Chief Executive Officer, including annual performance review.

The Committee shall have delegated authority to make decisions for and on behalf of the Council.

Membership	The Chief Executive Performance Committee will be a standing committee of all Councillors and the Mayor. The Committee may appoint an additional person to the committee where it considers that person has skills, attributes, or knowledge that will assist the work of the committee.
Quorum	The quorum shall be five members.
Chair	The Chair will be appointed by the Mayor.
Meetings	The Committee will meet at least twice a year (May and December) to review performance and once per year to review employment arrangements (August), and six months before the expiry date of the Chief Executive's contract of employment.

4.4 Joint Committees

4.4.1 Alps2Ocean Joint Committee – Terms of Reference

The Alps2Ocean Joint Committee is a joint committee of the Waitaki and Mackenzie District Councils. It includes members of other stakeholder groups (see below).

4.4.1.1 Purpose and Function

The purpose and function of the Alps2Ocean Joint Committee is to:

- Monitor construction of the joint venture project
- Acting on behalf of the shareholders
- Providing opportunity for stakeholder participation

4.4.1.2 Objectives and Delegations

4.4.1.2.1 Monitor construction of the joint venture project

- To ensure the Alps2Ocean Cycle Trail is constructed from Aoraki Mount Cook to Oamaru.
- To approve, monitor and account for the grant of \$2.75m from the Ministry of Economic Development for the construction of the Trail.
- To represent the councils, with the Ministry in all matters regarding the grant funding agreement.
- To seek additional funding to develop the Trail.
- To negotiate and obtain appropriate access agreements for the entire length of the Trail
- To establish the operating structure, resources and activities for the Trail, including protecting intellectual property and establishing business opportunities.
- To determine the fair allocation between the Councils of costs in accordance with the joint venture agreement.

4.4.1.2.2 Acting on behalf of shareholders

- To constitute a company to operate the Trail.
- To recommend the transfer of all appropriate assets of the joint venture to the Company.
- To monitor the activities and performance of the company on behalf of the shareholders, including receiving statutory reports on behalf of the shareholders.
- To ensure statements of intent are prepared and approved by the committee in principle, prior to recommendation to the councils.
- To establish criteria for appointing Directors to the company for approval of the councils.
- To select Directors in accordance with the approved appointment policy for recommendation to the councils.
- To discuss matters that relate to each Council's joint shareholding.
- To determine the fair allocation between the Councils of costs in accordance with the shareholders agreement.

4.4.1.2.3 Providing opportunity for stakeholder participation

- To monitor the relationship between the company and stakeholders.
- To advocate for the importance of the Trail as part of the National Cycleway and as a tourism opportunity for the Mackenzie and Waitaki districts.

4.4.1.3 Financial Delegation

- To spend up to \$5,000 per financial year to obtain advice on matters of governance of the Company.
- To spend meeting fees and administration costs of operating meetings.
- To spend the National Cycle Fund Grant, in accordance with the grant application and funding agreement.
- To spend any grants received by the Joint Committee.

All expenses to be invoiced 50/50 to each Council.

4.4.1.4 Membership

The Alps2Ocean Joint Committee membership will comprise of one member appointed from each of the following groups:

- Waitaki District Council
- Mackenzie District Council
- Mackenzie Tourism and Development Trust
- Waitaki Development Board Ltd
- Department of Conservation
- Meridian Energy Ltd

4.4.1.5 Land Owners Appointment Process

The Territorial Authorities, Waitaki Development Board, Mackenzie Tourism and Development Trust, Meridian and Department of Conservation will nominate their representatives. These members will then call a meeting of land owners, who have provided access of their land for the Trail and are otherwise not represented. At this meeting nominations will be called for and a vote will be taken of the land owners to elect their representative.

4.4.1.6 Standing Orders

The standing orders of Waitaki District Council, as adopted after each triennial election and amended from time to time, shall be the standing orders for this Committee, except as changed by these terms of reference.

The Joint Committee is subject to the Local Government Official Information and Meetings Act 1987.

4.4.1.7 Quorum

In accordance with LGA2002 Sch7 cl 30(9)(b), the quorum shall be four (4), this being the majority of members (including vacancies).

4.4.1.8 Meeting Frequency

The Joint Committee may meet as required but must meet at least twice per year to receive a 6 monthly report, annual report and statement of intent from the company.

4.4.1.9 Officers

The Chair of Committee shall be appointed by the committee. The committee shall reconsider the appointment of the chair in February of each year.

4.4.1.10 Term

In accordance with LGA2002 Sch7 cl 30(7) the councils have resolved that the Joint Committee is a permanent Joint Committee and cannot be discharged unless the councils agree to the Joint Committee being discharged.

Members are appointed for a term of five years and can be reappointed for a second term of five years at the discretion of the relevant nominated bodies, except that the Council representatives must be elected representatives. In the event that an elected representative is not re-elected they will immediately cease to be a member of the Joint Committee and the Council should make a new appointment.

In the event of one or both elected members ceasing to be a member and new members having not been appointed, the quorum remains unchanged.

4.4.1.11 Operating Philosophy

The Joint Committee will at all times operate in accordance with the following:

- Be culturally sensitive observing tikanga Māori.
- Give consideration to and balance the interests of all communities in the districts in debate and decision making.
- Members will work in a collaborative and co-operative manner using their best endeavours to reach solutions that balance the interests of all sector of the community.
- Promote a philosophy that the Alps2Ocean Cycle Trail is a key economic driver for the districts smaller communities.
- The Committee will seek consensus in its decision making where at all possible. Where despite the best endeavours of members unanimous agreement is not able to be reached a decision may be taken if in the view of the significant majority it represents the best interest of all sectors of the community.
- In the event that neither unanimous agreement is able to be reached nor a significant majority view formed, the Committee must in the first instance seek assistance from the Chief Executives of the Councils to further Committee discussions and deliberations.
- Where the Committee is unable to reach consensus despite having sought assistance and exhausted all avenues, they must recommend that the Councils disband them and appoint a new Committee.

4.4.1.12 Administration

- The Committee is administered by the Mackenzie Tourism and Development Trust.

Remuneration for non-elected representative members will be paid in the form of meeting fees at the following levels:

- | | | |
|----|-------------------|-----------|
| a) | Half day meetings | \$100 |
| b) | Full day meetings | \$200 |
| c) | Travel | \$0.70/km |

4.4.2 Canterbury Regional Transport Committee – Terms of Reference

The Canterbury Regional Transport Committee is established pursuant to the Land Transport Management Act 2003.

4.4.2.1 Purpose and Functions

The purpose and function of the Canterbury Regional Transport Committee is to prepare for approval by the regional council a regional land transport plan; as well as advise and assist the regional council on any other matter relating to its transport responsibilities.

4.4.2.2 Objectives and Delegated Powers

1. To develop at least every six years a Regional Land Transport Plan (RLTP), including any associated documents desired by the region or as directed by the requiring legislation, and recommend this to the Regional Council for approval.

2. To promote the Regional Land Transport Plan within the region and to monitor the progress of its implementation.
3. To provide forums on land transport issues of regional significance, enabling comprehensive and region-wide involvement.
4. To report and recommend to the Regional Council, local territorial authorities and other organisations where appropriate on the Committee's objectives and delegated powers.
5. To establish and support suitable working groups to help guide the development and implementation of the RLTP (including any associated documents).
6. To adopt a policy that determines significance in respect of variations to the RLTP.
7. To provide the Regional Council with any advice and assistance it may request in relation to its transport responsibilities.

4.4.2.3 Membership

- **Regional Council:** Two Canterbury Regional Councillors (who shall be the Chair and Deputy Chair of the Committee).
- **Territorial Local Authorities:** One elected member from each City/District Council in the region.
- **Crown Entities:** One New Zealand Transport Agency representative.
- **Sector Representatives:** In the interests of establishing more direct links with sector groups within the community, the Regional Transport Committee has agreed to appoint a range of expert advisors to sit in on Committee discussions and provide input and expert advice where necessary. Nominations from the community to fill these roles will be sought through advertising the positions in appropriate media every three years.
 - One Cultural Advisor
 - One Environmental Sustainability Advisor
 - One Public Health Advisor
 - One Safety Advisor
 - One Economic Advisor

4.4.2.4 Quorum

Nine members, of whom at least one shall be a Regional Councillor.

4.4.2.5 Meetings

Ordinary meetings of the Committee shall take place on a quarterly basis, but may take place more or less frequently if determined by the Committee as necessary to effectively deliver its functions.

4.4.2.6 Voting

All members shall have full speaking rights; however sector representatives are not entitled to vote.

4.4.2.7 Support

Administration and technical support and advice shall be provided by officers of Environment Canterbury and the Canterbury Regional Land Transport Officers Group.

4.4.3 Canterbury Waste Management Committee

The Canterbury Waste Management Committee comprises all territorial authorities located in Canterbury (except Waitaki) plus Environment Canterbury. Advancing regional waste minimisation is the aim of the committee, and actions initiated by the committee are over and above what each authority achieves on its own. All member councils contribute funding towards regional projects.

Purpose

To work together towards promoting waste minimisation.

- To ensure optimum effectiveness of waste management.
- To pursue maximum efficiency in waste management.
- For the benefit of Canterbury's environment and people.

Guiding Principles

Working Together

- We will freely share non-confidential information and resources with Canterbury Councils and others where practicable.
- We will endeavour to ensure the coordination and compatibility of our waste management operations and services.
- We will support equitable access to waste management operations, regardless of district boundaries.

What We Will Do

- We will take responsibility for our actions to the wider environment and community both within and outside the region.
- We will lead by example, incorporating waste minimisation into our own operations.
- We will promote reduction as the preferred means of minimising waste.
- We will ensure that waste diversion is our primary aim in managing waste that is already created.
- We will recognise that waste disposal is the last resort and must be undertaken in an environmentally responsible manner.
- We will ensure economic/regulatory policies are consistent with and promote waste minimisation goals.
- We will consider the environmental, social and economic impacts from waste management.
- We will actively promote the principles of waste reduction at source, by working with and influencing industrial and commercial interests and central government.

How We Will Do It

- We will involve and support our community in waste management decision making and operations.
- We will encourage people to take responsibility for their own waste and meet the associated costs where practicable.
- We will ensure our community is informed and educated regarding waste management and waste minimisation.
- We will make decisions regarding waste management based on sound information where it is available and will actively seek it when it is not.

Signatories (August 2000)

- Ashburton District Council
- Hurunui District Council
- Mackenzie District Council
- Timaru District Council
- Waimate District Council
- Christchurch City Council
- Kaikoura District Council
- Selwyn District Council
- Waimakariri District Council

4.4.4 Canterbury Civil Defence Emergency Management Committee (CDEMC) – Terms of Reference

4.4.4.1 Parties

- Ashburton District Council
- Banks Peninsula District Council
- Christchurch City Council
- Environment Canterbury
- Hurunui District Council
- Kaikoura District Council
- Mackenzie District Council
- Selwyn District Council
- Timaru District Council
- Waimakariri District Council
- Waimate District Council

4.4.4.2 Purpose

The purpose of the CDEM Group is provided in section 17 of the Civil Defence Emergency Management Act 2002 (“the CDEM Act”).

In summary the CDEM Act (section 17) compels all Canterbury Councils, and the CDEM Group, to:

- Identify, assess and manage relevant hazards and risks
- Provide suitably trained and competent personnel and an appropriate organisational structure for effective civil defence emergency management in its area
- Respond to and manage adverse effects of emergencies
- Carry out recovery activities
- Assist other CDEM groups
- Promote and raise public awareness of CDEM and compliance with the CDEM Act within its area
- Develop, approve, implement, monitor and regularly review a CDEM Group Plan
- Participate in the development of the National CDEM Strategy and National CDEM Plan

The powers and duties of the CDEM Group are provided for elsewhere in the CDEM Act. Of particular relevance to the establishment of the CDEM Group are sections:

- 12 (Establishment of CDEM groups)
- 13 (Membership of CDEM groups)
- 16 (Powers and obligations of members of CDEM groups)
- 18 (General powers of CDEM groups)
- 20 (Appointment of Coordinating Executive Groups)
- 23 (Establishment of administering authorities)

Copies of these sections are also attached in Schedule 1.

4.4.4.3 Background

The CDEM Act requires Civil Defence Emergency Management planning to be undertaken on a regional basis by emergency management groups consisting of territorial authorities and a regional authority, constituted as a joint standing committee under section 114s of the Local Government Act 1974, until section 30(1)(b) of Schedule 7 of the Local Government Act 2002 comes into effect on 1 July 2003.

Pursuant to section 12 of the CDEM Act, the parties to these Terms of Reference (“the Councils”) will be the members of the joint standing committee for the Canterbury Civil Defence Emergency Management area and together will constitute the Canterbury Civil Defence Emergency Management Group (“the Group”).

Canterbury Regional Council (“Environment Canterbury”) is the administering authority of the Group, pursuant to section 23(1) of the CDEM Act.

4.4.4.4 Membership of the Group

Each Council will use its best endeavours to ensure that at all times its representative on the Group, whether the Chair, Mayor or some other elected member of that Council appointed under section 13(4) of the CDEM Act (copy in attached schedule) is aware of the need for attendance at meetings of the Group to satisfy the quorum requirements arising under section 114I(4)(b) of the LG Act 1974 and section 23(3)(b)(ii) of schedule 7 of the Local Government Act 2002.

Each Council will ensure that at all times its representative on the Group has sufficient delegated authority to enable the Group to exercise its powers and to fulfil its functions under sections 16, 17 and 18 of the CDEM Act on a timely and efficient basis.

Nothing in clause 5.2 shall derogate from the principle that adequate notice must be given of all matters to be discussed at a meeting of the Group. In any case where a matter of significance is to be considered then, notwithstanding anything in the CDEM Act or Model Standing Orders NZS9202:2001 (or any Model Standing Orders passed in substitution therefore) to the contrary, prior written notice of the background to and rationale for that matter must be given in sufficient time to enable each representative to consult fully with his or her appointing Council before the date of the meeting at which the matter is to be considered.

For the purposes of clause 5.3 a “matter of significance” may be one which affects:

- all Councils;
- only one Council; or
- some (but not all) Councils.

4.4.4.5 Organisation

At its first meeting the Group will appoint a representative of one of the Councils to be Chair of the Group and some other representative to be deputy Chair.

The term of appointment of the Chair and Deputy Chair, which may be for any period not necessarily corresponding with the timing of triennial local government elections, must be agreed at the time of appointment.

In any case where the term of appointment of the Chair or Deputy Chair extends beyond a triennial election date and the Chair or Deputy Chair is not re-elected to his or her Council then the Chair or Deputy Chair shall be deemed to have resigned on the date of the declaration of the election result for his or her Council.

The quorum for the CDEM Group shall consist of 11 (eleven) representatives, as required by section 114I(4)(b) of the Local Government Act 1974 and section 23(3)(b)(ii) of schedule 7 the Local Government Act 2002.

A sub-committee of the CDEM Group, with full-delegated authority to carry out the functions, duties and powers of the CDEM Group, will be established to ensure communication and decision-making are not hindered by the quorum problem outlines in 6.5.

The quorum for the CDEM Group sub-committee shall be 6 members, pursuant to 23(3)(a)(ii) of schedule 7 the Local Government Act 2002.

4.4.4.6 Continuation of Standing Committee

The Councils acknowledge that the Group will not be discharged by a triennial election, pursuant to section 12(2) of the CDEM Act.

Notwithstanding clause 7.1, following a triennial election any delegations made by a Council under section 13(4) of the CDEM Act must be renewed.

4.4.4.7 Powers, Obligations and Functions

The powers, obligations and functions of the Group and its members are set out in sections 16, 17 and 18 of the CDEM Act, copies of which are attached within Schedule 1.

4.4.4.8 Activities, Budgets and Funding

The Group will determine the basis for funding of CDEM Group activities, develop annual activities programmes, prepare annual budgets for those activities, and complete a CDEM Group Plan within two years of the formation of the CDEM Group. Member Councils will be fully consulted whenever any plans or activities are proposed that may have direct financial implications for them.

4.4.5 Downlands Joint Standing Committee – Terms of Reference

The Downlands Joint Standing Committee (“the Downlands Committee”) is a joint committee of the Timaru, Waimate and Mackenzie District Councils (collectively referred to as “Councils”) established pursuant to the provisions of the Local Government Act 2002 (“the Act”).

Purpose

To ensure the ongoing governance and administration of the Downlands Water Supply Scheme (“the Downlands Scheme”).

To give effect to the purpose of these Terms of Reference the Councils agree:

1. The Memorandum of Agreement between the Ministry of Works and the Levels, Geraldine, Waimate and Mackenzie County Councils dated 29 November 1960, as amended by amendments dated 1 April 1979 and 28 November 1993, is revoked.
2. The Waimate District Council and Mackenzie District Council will each enact a water services bylaw which has enforcement provisions that are consistent with the enforcement provisions contained in the Timaru District Council’s Chapter 7 – Water Service Bylaw.
3. The Councils agree the Timaru District Council shall be appointed as the Downlands Scheme Manager, with responsibilities including, but not limited to:
 - (i) The receiving and processing of applications from the Downlands Scheme’s customers, and prospective customers, in respect of water to be supplied by the Downlands Scheme.
 - (ii) The ongoing inspection and maintenance of all works comprising the Downlands Scheme.

- (iii) Investigating and promoting viable means of improving and extending all works comprising the Downlands Scheme.
 - (iv) Investigating and promoting viable means of water treatment and conservation, and any means of obtaining additional water for the Downlands Scheme.
 - (v) Undertaking any other matters that will assist in the efficient, cost effective and productive management of the Downlands Scheme.
- 4. The Waimate District Council and Mackenzie District Council shall resolve the powers of enforcement, inspection and administration vested in those territorial authorities in relation to the provision of water services (and any other regulatory matter required to assist in the efficient management of the Downlands Scheme) shall be delegated to the Timaru District Council.
- 5. The Waimate District Council and Mackenzie District Council shall pursuant to the provisions of the Act appoint selected officers or agents of the Timaru District Council to be enforcement officers for the Waimate and Mackenzie Districts. The Waimate District Council and Mackenzie District Council shall also issue warrants, as required by the Act, to those selected enforcement officers stipulating their powers in relation to the administration of the Downlands Scheme.
- 6. The formation of the Downlands Committee and the means of appointing its member and office holders are set out in clause 1 and 2 of the Agreement in Relation to Joint Committee executed by the Councils.
- 7. The formation of the Downlands Committee may meet together for the despatch of business, adjourn or otherwise regulate their meetings as they think appropriate.
- 8. The Downlands Committee shall supply agendas to their members detailing the business to be brought before that meeting together with relevant attachments which must be sent to every member not less than two clear working days before the day appointed for the meeting.
- 9. Questions arising at any meeting of the Downlands Committee shall be decided by a majority of votes of those present, each member having only one vote. In the case of an equality of votes, the Chair shall have a casting vote. If the standing orders of any of the Councils do not provide for the Downlands Committee Chair to have a casting vote, each Council shall amend its standing orders accordingly.
- 10. The quorum necessary for the transaction of business of the Downlands Committee shall consist of each elected member of the Councils and two (2) other appointed members.
- 11. The Downlands Committee shall keep minutes recording:
 - (a) The names of the members present at each meeting; and
 - (b) All resolutions and proceedings at all meetings of the Downlands Committee.
- 12. The Downlands Committee may provide any advice and develop and recommend any strategies, policies and procedures necessary to assist the Timaru District Council in fulfilling its responsibilities as the Downlands Scheme Manager.

13. All members of the Downlands Committee shall be remunerated by their respective appointing Council.
14. The Councils each resolve to undertake to collect all monies in relation to water supplied by the Downlands Scheme within its district, which will be accounted for and forwarded to the Timaru District Council for payment into a nominated bank account operated in accordance with any local authority accounting regulations presently in force.

4.4.6 Upper Waitaki Zone Water Management Committee – Terms of Reference

The area of the Upper Waitaki Water Management Zone is shown on the attached map.

4.4.6.1 Establishment

The Committee is established under the auspices of the Local Government Act 2002 in accordance with the Canterbury Water Management Strategy 2009.

The Committee is a joint Committee of Environment Canterbury (the Regional Council) and Mackenzie and Waitaki District Councils (the Territorial Authorities).

4.4.6.2 Purpose and Functions

The purpose and function of the Committee is to:

- Facilitate community involvement in the development, implementation, review and updating of a Zone Implementation Programme that gives effect to the Canterbury Water Management Strategy in the Upper Waitaki Zone; and
- Monitor progress of the implementation of the Zone Implementation Programme

4.4.6.3 Objectives

1. Develop a Zone Implementation Programme that seeks to advise the CWMS vision, principles, and targets in the Upper Waitaki Zone.
2. Oversee the delivery of the Zone Implementation Programme.
3. Support other Zone Implementation Programmes and the Regional Implementation Programme to the extent they have common areas of interest or interface.
4. Ensure that the community of the Zone are informed, have opportunity for input, and are involved in the development and delivery of the Upper Waitaki Zone Implementation Programme.
5. Consult with other Zone Water Management Committees throughout the development and implementation of the Upper Waitaki Zone Implementation Programme on matters impacting on those Zone areas.
6. Engage with relevant stakeholders throughout the development of the Upper Waitaki Zone Implementation Programme.

7. Recommend the Upper Waitaki Zone Implementation Programme to their respective Councils.
8. Review the Zone Implementation Programme on a three yearly cycle and recommend any changes to the respective Councils.
9. Monitor the performance of Environment Canterbury, the Mackenzie and Waitaki District Councils, and other agencies in relation to the implementation of the Upper Waitaki Zone Implementation Programme.
10. Provide Environment Canterbury and List Districts with updates on progress against the Zone Implementation Programme.

4.4.6.4 Limitation of Powers

The Committee does not have the authority to commit any Council to any path or expenditure and its recommendations do not compromise the Councils' freedom to deliberate and make decisions.

The Committee does not have the authority to submit on proposed Resource Management or Local Government Plans.

The Committee does not have the authority to submit on resource consent matters.

4.4.6.5 Committee Membership

The Zone Committee will be made up as follows:

1. One elected member or Commissioner appointed by Environment Canterbury;
2. One elected member appointed by each Territorial Authority operating within the Zone Boundary;
3. A member from each of Arowhenua, Waihao and Moeraki Runanqa;
4. Between 4-7 members appointed from the community and who come from a range of backgrounds and interests within the community;
5. Environment Canterbury and the Mackenzie and Waitaki District Councils will appoint their own representatives on the Committee. Arowhenua, Waihao and Moeraki Runanga will nominate their representatives and the appointments will be confirmed by Environment Canterbury and the Mackenzie and Waitaki District Councils.

4.4.6.6 Selection of Community Members

To be eligible for appointment to a Zone Committee the candidate must either live in or have a significant relationship with the zone. Recommendations on Community Members for the Banks Peninsula Zone Committee will be made to Environment Canterbury and Christchurch City Council by a working group of representatives from Environment Canterbury, Christchurch City Council, Te Runanga o Wairewa, Te Hapu o Ngati Wheke, Te Runanga o Koukourarata and Te Runanga o Onuku. The recommendations will take into account the balance of interests required for Banks Peninsula, geographic spread of members and the ability of the applicants to work in a collaborative, consensus-seeking manner. Environment Canterbury and Christchurch City Council will receive the recommendations and make the appointments.

4.4.6.7 Quorum

The quorum at a meeting consists of:

1. Half of the members if the number of members (including vacancies) is even; or
2. A majority of members if the number of members (including vacancies) is odd.

4.4.6.8 Chair and Deputy Chair

Each year the Committee shall appoint the Chair and Deputy Chair from the membership by simple majority. There is no limit on how long a person can be in either of these positions.

4.4.6.9 Term of Appointment

Members of Committees are appointed for a term of three years. To coincide with Local Government Election processes terms shall commence from January each year, with each Committee requiring confirmation of membership by the incoming Council. The term for community members will be staggered so that one third of the community members is appointed (or reappointed) each year. There is no limit on the number of consecutive terms.

4.4.6.10 Financial Delegations

None.

4.4.6.11 Operating Philosophy

The Committees will at all times operate in accordance with the requirements of the Local Government Official Information and Meetings Act 1987, and will observe the following principles:

1. Give effect to the Fundamental Principles, Targets and goals of the CWMS;
2. Be culturally sensitive observing tikanga Māori;
3. Apply a Ki uta ki tai (from the mountains to the sea) approach;
4. Work with the CWMS Regional Committee to support the implementation of the CWMS across the region as a whole;
5. Give consideration to and balance the interests of all water interests in the region in debate and decision-making;
6. Work in a collaborative and cooperative manner using best endeavours to reach solutions that take account of the interests of all sectors of the community;
7. Contribute their knowledge and perspective but not promote the views or positions of any particular interest or stakeholder group;

8. Promote a philosophy of integrated water management to achieve the multiple objectives of the range of interests in water;
9. Seek consensus in decision-making where at all possible. In the event that neither unanimous agreement is able to be reached nor a significant majority view formed, in the first instance seek assistance from an external facilitator to further Committee discussions and deliberations. Where the Committee encounters fundamental disagreements, despite having sought assistance and exhausted all avenues to resolve matters, recommend that the respective Councils disband them and appoint a new Committee.

4.4.6.12 Meeting and Remuneration Guidelines

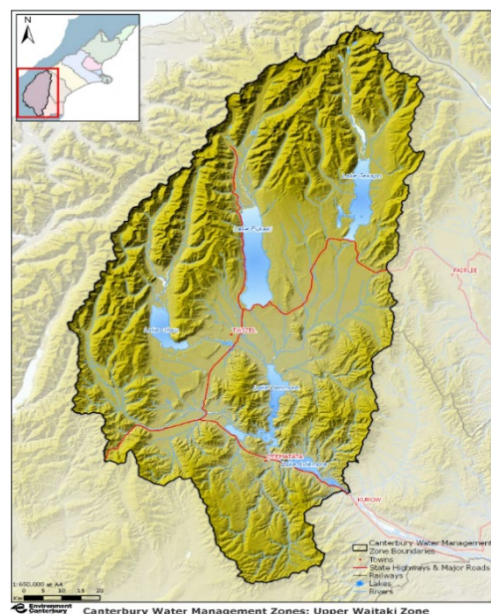
1. The Committee will meet at least eight times per annum and with workshops and additional meetings as required. At times, the workload will be substantially higher. Proxies or alternates are not permitted.
2. Any Committee may co-opt such other expert or advisory members as it deems necessary to ensure it is able to achieve its purpose. Any such co-option will be on a non-voting basis.
3. Remuneration for members will be paid in the form of an honorarium currently set at the following levels:
 - i. Appointed members - \$4,000 pa
 - ii. Deputy Chair - \$5,000 pa
 - iii. Chair - \$6,000 pa.

Staff or elected members of Territorial Authorities or the Environment Canterbury shall not be eligible for remuneration.

Mileage will be reimbursed.

4.4.6.13 Committee Support

The Committee shall be supported by Environment Canterbury and the Territorial Councils, primarily through the Committee Secretary and the Zone Facilitator.



4.4.7 Orari-Temuka-Opihi-Pareora Zone Water Management Committee – Terms of Reference

The area of the Orari-Opihi- Pareora Water Management Zone is shown on the attached map.

4.4.7.1 Establishment

The Committee is established under the auspices of the Local Government Act 2002 in accordance with the Canterbury Water Management Strategy 2009.

The Committee is a joint Committee of Environment Canterbury (the Regional Council) and Timaru District Council and Mackenzie District Council (the Territorial Authorities).

4.4.7.2 Purpose and Functions

The purpose and function of the Committee is to:

- Facilitate community engagement in the development and periodic review of a Water Management Implementation Programme that gives effect to the Canterbury Water Management Strategy and takes into account the Implementation Programmes of other Committees where there is a common area of interest or interface; and
- Monitor progress in the implementation of the programme by the Water Executive.

4.4.7.3 Objectives

- To develop a rolling 10 year Implementation Programme that seeks to advance the management of water and any associated documentation required to support the programme or as required by legislation.
- Take into account and support other Implementation Programmes to the extent they have common areas of interest or interface.
- Consult with other Committees throughout the development of their Implementation Programme on matters impacting on those Committees.
- Consult with relevant stakeholders throughout the development of the Implementation Programme.
- Recommend the Implementation Programme to their respective Councils.
- In developing the Implementation Programme ensure that the obligations to consult and obtain input from the public are met.
- To consider the Management Plan prepared by the Water Executive in response to the Implementation Programme and, if satisfied approve the Management Plan.
- To monitor the performance of the Water Executive in relation to the implementation of the Management Plan.
- To provide the relevant Territorial and Regional Authorities with updates on progress against the Implementation Programme.
- To review the Implementation Programme on a three yearly cycle and amend as deemed necessary.

4.4.7.4 Limitation of Powers

No Committee shall have the authority to commit any Council to any path or expenditure and shall operate in such a way as it does not compromise those Council's freedom to deliberate and make such decisions as it deems appropriate.

No Committee shall have the authority to submit on resource consent matters in its own right.

4.4.7.5 Committee Membership

The Zone Committee will comprise no less than 7 and no more than 11 members made up as follows:

- One member appointed by the Regional Council who shall be an elected member
- One member appointed by each Territorial Authority operating within the Zone Boundary who shall be an elected member
- One member from each rūnanga with interests in the zone
- Between four and seven members appointed from the community and who come from a range of background and interests within the community

In determining the composition of the Committee consideration shall be given to balancing the following interests in water management:

- Agricultural interests
- Indigenous biodiversity/Environmental groups
- Recreational users
- Economic development interests
- Energy/electricity interests
- General community interests
- Geographic spread

To be eligible to be considered for appointment to a Zone Committee the candidate must either live in or have a significant relationship with the zone.

4.4.7.6 Quorum

The quorum at a meeting consists of:

1. half of the members if the number of members (including vacancies) is even; or
2. a majority of members if the number of members (including vacancies) is odd

4.4.7.7 Chair and Deputy Chair

The Committee shall appoint the Chair and Deputy Chair from the membership.

4.4.7.8 Term of Appointment

Members of Committees are appointed for a term of three years and can be reappointed for a second term of three years. To coincide with Local Government Election processes terms shall commence from December each year, with each Committee requiring confirmation of membership by the incoming Council.

4.4.7.9 Financial Delegations

None

4.4.7.10 Operating Philosophy

The Committees will at all times operate in accordance with the following.

1. Give effect to the Fundamental Principles, Targets and goals of the Canterbury Water Management Strategy.
2. Be culturally sensitive observing tikanga Māori.
3. Give consideration to and balance the interests of all water stakeholders in the region in debate and decision-making.
4. Work in a collaborative and co-operative manner using best endeavours to reach solutions that take account of the interests of all sector of the community.
5. Members of the Committee are appointed on the basis of their experience and knowledge and not to represent a particular interest or group. Accordingly members will contribute their knowledge and perspective but not promote the views or positions of any particular interest and stakeholder group.
6. Promote a philosophy of integrated water management to achieve the multiple objectives of the range of stakeholders with interests in water.
7. The Committee will seek consensus in its decision-making where at all possible.
8. In the event that neither unanimous agreement is able to be reached nor a significant majority view formed, the Committee must in the first instance seek assistance from an external facilitator to further Committee discussions and deliberations.
9. Where the Committee encounters fundamental disagreements, despite having sought assistance and exhausted all avenues to resolve matters, they must recommend that the respective Councils disband them and appoint a new Committee.

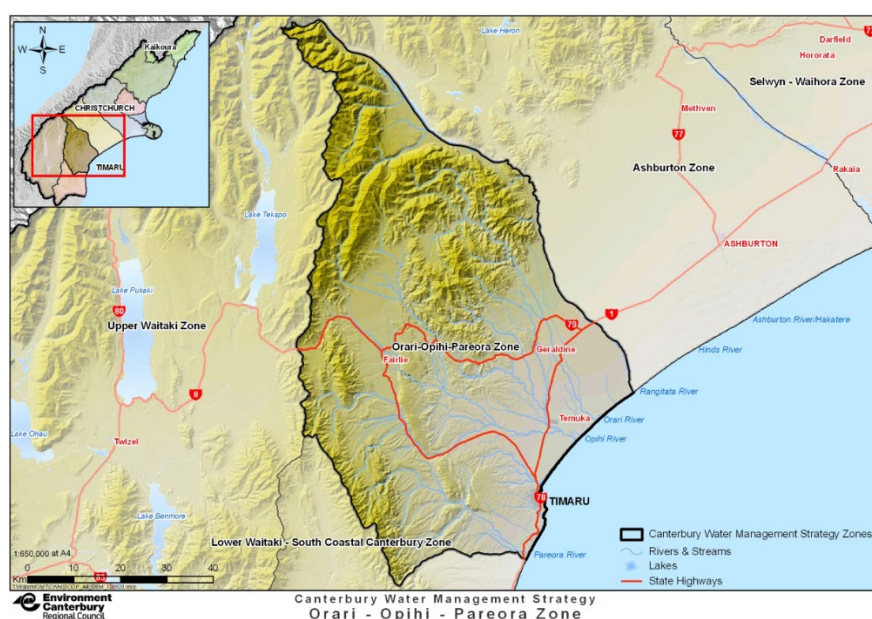
4.4.7.11 Guidelines

- The Committee is formed on a three-yearly basis.
- Remuneration for members will be paid in the form of an honorarium at the following levels:
 - Appointed members - \$2,000 pa
 - Deputy Chair - \$3,000 pa
 - Chair - \$5,000 pa

- Staff or elected members of Territorial Authorities or the Regional Council shall not be eligible for the above remuneration.
- Reasonable travel expenses will be reimbursed.
- The Committee will meet at least four times per annum and with workshops and additional meetings as required. In its first year of operation the Committee is likely to meet at least once a month.
- Proxies or alternates are not permitted.
- Any Committee may co-opt such other expert knowledge or advisory as it deems necessary to ensure it is able to achieve its purpose. Any such co-option will be on a non-voting basis.

4.4.7.12 Committee Support

The Committee shall be supported by the Territorial and Regional Councils operating primarily through the Water Executive.



4.5 Mackenzie District Council Community Boards

4.5.1 Introduction

Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 ('LGA'), Council delegates the responsibilities, duties and powers listed below to community boards to exercise within their communities.

Local Government Act 2002, section 53:

The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers. In exercising the delegated powers, the community board will operate within:

- *policies, plans, standards, or guidelines that have been established and approved by Council.*
- *the needs of the local communities; and*
- *the approved budgets for the activity.*

4.5.2 Definitions

This document refers to 'district-wide activities' and 'local activities'.

'District-wide' activities include:	'Local activities' include:
Those activities funded by all ratepayers across the district. Three waters Roads, carparks and footpaths Solid waste Cemeteries Emergency management Public toilets Pensioner housing	Those activities funded by rates targeted at a local community and to be spent in that community. Local halls and community centres Parks and reserves Community board grants

If there is disagreement, the decision as to whether an activity is a local activity or district-wide activity will be made by the chief executive.

4.5.3 Key Functions of Community Boards

- To promote the social, economic, environmental, and cultural well-being of local communities.
- To provide leadership to local communities.
- To be advocates and representatives for their local community and in so doing ensure that Council and other agencies have a clear understanding of local needs and aspirations.
- To be decision-makers on issues that are delegated to the board by Mackenzie District Council.
- To maintain an overview of the district-wide services Council delivers to its communities and assess the extent to which these services meet community needs.
- To recommend the setting of 'levels of service' and budgets for local activities.

4.5.4 Community Leadership

Community boards will:

- Communicate and develop a relationship with community organisations, local groups, and special interest groups within the local area.
- Identify key issues that will affect their community's future and work with council staff and other local representatives to address those issues.
- Promote a shared vision for the community and develop and promote ways to work with others to achieve positive outcomes.

4.5.5 Community Board Advocacy

Community Boards have authority to:

- Make submissions to other agencies on issues within its community board area.

Correspondence with central government, other local government agencies or official agencies will only take place through council staff and will be under the name of the community board and Mackenzie District Council. All community board submissions to other agencies must be agreed by a resolution passed by the majority of community board members. Any member who disagrees with the contents of the submission may ask to have this noted on the submission.

- Make submissions to Council on bylaws and recommend to Council the level of bylaw service and enforcement to be provided, having regard to the need to maintain consistency across the district for all council bylaws.
- Make a submission to Council's Draft Long-Term Plan/Annual Plan on the proposed levels of service, income, and expenditure within the community board area.
- Provide comment on relative priorities for the delivery of district-wide services within the community board area in the Long-Term Plan/Annual Plan.
- Make recommendations to Council on matters to be included in any submissions Council may make to external organisations', regional or national policy documents, or select committees.

Council will set the levels of service for district-wide activities. If a community board advocates for a higher level of service they will need to recommend this to Council and, if approved, it will need to be funded in an appropriate way (e.g., an increase in local rates, or user pays).

Community boards should not advocate for a higher level of service in their community alone to be funded from district-wide rates.

4.5.6 Service Delivery – Local Activities

For activities within the local activities category (see point 2 above), the community board shall have authority to:

- a) Recommend to Council the levels of service for local activities, having regard to the local rates impact.
- b) Recommend to Council the rates and/or user charges and fees to fund local activities.

c) Approve project plans and business cases for local activities, except where the total value of the project exceeds \$100,000.

f) Monitor the performance and delivery of local services.

g) Facilitate the development of local management plans (for subsequent recommendation to Council), for reserves and other community facilities, **except** where doing so would have significance beyond the community board's area, or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991); or would involve the loss of council reserve land by way of width reduction, easement, lease or otherwise.

4.5.7 Service Delivery – District Wide Activities

For activities within the district-wide activities category (see point 2 above), the community board shall have authority to:

- a) Recommend to Council the levels of service for district-wide activities.
- b) Provide comment on relative priorities for the delivery of district-wide services within the community board area in the Long-Term Plan/Annual Plan.
- c) Recommend to Council priorities for maintenance or replacement of district-wide assets, noting that these priorities will be considered next to others across the district and subject to funding availability.

4.5.8 Financial Delegations

Community boards will be responsible for two local activity budgets – the township projects budget and a grants budget.

In accordance with the provisions of LGA section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budgets.

Community boards are not delegated to set rates but may recommend to Council an increase or decrease in these budgets, recognising that this decision will impact local rates. The final decision sits with Council.

- The township projects budget shall be spent on community board projects within the board boundary.
- The grants budget shall be spent on grants to not-for-profit organisations, or individuals, for projects or services that have a positive impact on the community. Community boards can set or change a limit on the amount they will pay per grant.

All community board spending from these two budgets must be formalised by a resolution passed at a community board meeting with majority agreement.

Community boards can accept donations of a local asset e.g. a gas barbeque, park bench, etc with a value of less than \$20,000, with ownership of that asset passing to council.

Community boards can recommend to Council the fees and charges that fund local activities.

4.5.9 Other Delegations to Community Boards

Naming reserves, structures and commemorative places

Community boards have the authority to decide upon requests from the community regarding names of reserves, the placement of structures and commemorative places.

Naming Roads

Community boards can recommend to Council the name of a road or right-of-way.

Road Closures

Community boards can assist the chief executive by providing comment (through the board chairperson) to consider and determine temporary road closure applications where there are objections to the proposed road closure.

Environmental management and spatial planning

Community boards can provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.

Community boards can recommend to Council the level of bylaw service and enforcement to be provided within the community, having regard to the need to maintain consistency across the district.

Community boards can provide advice to Council on any matter of interest or concern to the community board in relation to the sale of alcohol.

Community boards can provide input into regulatory activities, not otherwise specified above, where the process allows.

Community boards can recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions.

Emergency Management

Community boards can provide input to support the development of community planning for a civil defence emergency.

Community boards can work with Council's emergency operations staff during and after an emergency event, to support community response efforts.

Contact with Media

The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.

Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.

4.5.10 Limits to Delegations

Community boards have no financial or decision-making delegations other than those specifically delegated by Council.

The community board shall only spend funding on purposes for which that funding was originally raised, and in accordance with the budgets approved by Council.

Matters which are not Delegated

Mackenzie District Council has not delegated to community boards the power to:

- make a rate or bylaw.
- acquire, hold or dispose of property.
- direct, appoint, suspend or remove staff.
- engage or enter into contracts and agreements and financial commitments.
- institute an action for recovery of any amount.
- issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;
- institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.

4.5.11 Legislative Basis

- Resolution made by Council through the representation arrangements as per the Local Electoral Act 2001.
- Role, status and membership as per subpart 2 of Part 4 of the Local Government Act 2002 (LGA).
- Community boards delegated powers by Council as per schedule 7, clause 32, LGA.
- Appointment of councillors to community boards as per section 50, LGA

Membership	Community boards have four members elected by the local authority triennial elections, plus one member appointed by Council.
Quorum	The quorum shall be four members.
Chair	The chairperson is elected by the community board. The deputy chairperson is appointed by the chairperson.
Meetings	Every second month. Six or seven meetings a year.

4.6 Special Delegations to Timaru District Council

Delegated: All functions as required under the provisions of the Health Act 1956, the Food Hygiene Regulations 1974, the Sale and Supply of Alcohol Act 2012 as are necessary to facilitate an agreement between the Mackenzie District Council and Timaru District Council effective from 1 January 2004.

In addition to the delegations in section 6.2.6 of this Manual, the following specific delegations and appointments are made:

- Appointment of those Timaru District Council Officers as are necessary as Environmental Health Officers
- Appointment of those Timaru District Council Officers as are necessary as Licensing Inspectors.

4.7 Delegations from Council by way of Memorandum of Understanding with Community Groups

4.7.1 Albury Hall Committee

The Memorandum of Understanding with the Albury Hall committee authorises the committee to provide Council with approved invoices, and Council pays these invoices from funds held on behalf of the Albury Hall.

5 Financial Delegations

5.1 Credit Card Authorities

All credit card expenditure shall be in accordance with the financial delegations in this Delegations Manual, the Sensitive Expenditure Policy (section 3.5) and the Purchase Cards Policy (section 2.0).

The Mayor has delegated authority for credit card expenditure under the conditions and to the limits described in the Delegations Manual, the Sensitive Expenditure Policy and the Purchase Cards Policy.

5.2 Payment Signatory Delegations

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. Only Council officers may have delegated powers under this category, with the exception of the Mayor who has delegated authority to countersign cheques (refer section 3 above). Authorised signatories do not have financial limits on their signing authority. Any two of the following nominated positions are authorised to sign Council payments:

- Chief Executive Officer
- General Manager Strategic Financial Management and Commercial
- General Manager Operations, Planning and Regulatory Services
- Manager Finance
- Manager District Planning and Policy
- Management Accountant

5.3 Schedule of Staff Delegations

- The contractual authorities for staff are set down in the chart following. Where staff are not included in the chart they have no authority to enter into contract/commitments on behalf of the Council. The amounts stated are all maximums and are subject to Council's procurement procedures having been adhered to. All expenditure shall be in accordance with Council's Sensitive Expenditure Policy and Procurement Policy.
- Where a cost centre controller is aware that an activity is about to be or has been overspent, he/she should report that fact to the person to whom he/she is responsible as soon as practicable.
- The authority to approve expenditure other than that specifically delegated requires one-up approval subject to financial delegations.
- All expenditure under financial delegated shall be within budgeted amounts.
- For clarity, the financial authority sub-delegated to staff includes the authority for both expenditure and income decisions.
- All amounts in the delegations are GST exclusive.

Role	Amount
Chief Executive Officer	\$2,000,000
General Manager Operations, Planning and Regulatory Services	\$500,000
General Manager Strategic Financial Management and Commercial General Manager Information, Engagement and Community Development	\$250,000
General Manager People, Customer and Cultural Relationships Manager Property and Commercial	\$150,000
Manager Engineering	\$80,000
Roading Manager Three Waters Manager Manager Public Facilities, Parks and Places Solid Waste Officer Public Facilities, Parks and Places Officer	\$50,000
Manager Finance Manager District Planning and Policy Manager Information, Communication Technology Mackenzie Tourism Development Manager Building Manager	\$20,000
Emergency Management Officer Customer Services Manager Corporate Planner Economic Development Officer Senior Executive Assistant Senior Monitoring and Compliance Officer Executive Support	\$10,000
Management Accountant Senior Payroll Officer/Creditors/HR Administrator Regulatory and Compliance Officer Communications Advisor Administration Support Officer Health and Safety Officer	\$5,000
Senior Revenue Officer	\$2,000

The following delegations are only applicable following an activation of Council's Emergency Operations Centre, until revoked by the Chief Executive Officer:

Role	Amount
Civil Defence Controller Recovery Manager	\$50,000

6 Statutory and Other Delegations

6.1 Delegations to the Chief Executive Officer

6.1.1 Legislation and Regulations

All the powers, duties and responsibilities contained in the legislation and any associated regulations set out below that are of an enforcement, inspection, licensing, and administration nature (but excluding the powers outlined below):

Amusement Devices Regulations 1978	Litter Act 1979
Animal Welfare Act 1999	Local Government (Rating) Act 2002
Building Act 2004	Local Government Act 1974
Building Research Levy Act 1969	Local Government Act 2002
Burial and Cremation Act 1964	Local Government Official Information & Meetings Act 1987
Canterbury Museum Trust Board Act 1993	Machinery Act 1950
Civil Defence Emergency Management Act 2002	New Zealand Geographic Board Act 2008
Dog Control Act 1996	New Zealand Library Association Act 1939
Electricity Act 1992	Privacy Act 1993
Fencing of Swimming Pools Act 1987	Property Law Act 2007
Fire Services Act 1975	Prostitution Reform Act 2003
Food Act 1981	Public Bodies Leases Act 1969
Food Act 2014	Public Records Act 2005
Forest and Rural Fires Act 1977	Public Works Act 1981
Freedom Camping Act 2011	Rates Rebate Act 1973
Gambling Act 2003	Rating Valuations Act 1998
Gas Act 1992	Reserves Act 1977
Hazardous Substances & New Organisms Act 1996	Resource Management Act 1991
Health (Drinking Water) Amendment Act 2007	Sale and Supply of Alcohol Act 2012
Health Act 1956	Smoke-free Environments Act 1990
Heritage New Zealand Pouhere Taonga Act 2014	Soil Conservation & Rivers Control Act 1941
Human Rights Act 1993	Telecommunications Act 2001
Impounding Act 1955	Transport Act 1962
Land Act 1948	Unit Titles Act 1972
Land Drainage Act 1908	Utilities Access Act 2010
Land Transfer Act 1952	Walking Access Act 2008
Land Transport Act 1998	Waste Minimisation Act 2008
Land Transport Management Act 2003	

For the avoidance of doubt, if Council has powers, duties and functions under any other legislation or regulation that is not specified in the foregoing table that are of an enforcement, inspection, licensing, and administration nature then the Chief Executive Officer is delegated the powers, duties and functions as if the legislation or other regulation was specified in the foregoing tables.

This delegation excludes the following powers:

- Power to adopt plans, strategies, policies or bylaws;
- Powers that are unable by statute to be delegated;
- Power to lodge legal proceedings in any courts or tribunals, other than those specifically outlined in section 6.2 below.

6.1.2 Bylaws

All the powers, duties and functions contained in the following bylaws adopted by the Mackenzie District Council set out below that are of an enforcement, inspection, licensing, and administration nature (but excluding the powers outlined below):

Role	Amount
Cemetery Fees Bylaw 2010	Mobile Shops and Traders Bylaw 2014
Dog Control Bylaw 2014	Solid Waste Bylaw 2013
Downlands Water Supply Bylaw 2014	Speed Limit Bylaw 2013
Responsible Freedom Camping Bylaw 2016	Wastewater Bylaw 2014
Market Place Liquor Ban Bylaw 2014	Water Supply Bylaw 2014

For the avoidance of doubt, if the Council has powers, duties and functions under any other bylaw that is not specified in the foregoing table that are of an enforcement, inspection, licensing, and administration nature then the Chief Executive Officer is delegated the powers, duties and functions contained therein as if the bylaw was specified in the foregoing table.

This delegation excludes the following powers:

- Power to adopt bylaws;
- Powers that are unable by statute to be delegated;
- Power to lodge legal proceedings in any courts or tribunals, other than those specifically outlined in section 6.2 below.

6.1.3 Warrants

Pursuant to Clause 32A Schedule 7 of the Local Government Act 2002 Council delegates to the Chief Executive Officer the power to grant warrants to officers of Council under any of the legislation that provides for warrants to be issued to officers.

6.2 Sub-delegations

The Chief Executive Officer makes the following sub-delegations of any powers granted to the Council as regards the regulation, inspection, licensing and infringement of offences and any other functions and duties set out in the following legislation and all statutory regulations made thereunder, notices issued thereunder, all bylaws (and all matters contained therein) passed and enforced in the area of the Mackenzie District and more specifically detailed as set out in the following sections.

The following schedule details all delegations for each piece of legislation. Delegations shown in these sections to Council staff or service delivery providers are made through this sub-delegation of the Chief Executive Officer's delegated powers. For the avoidance of doubt the Chief Executive Officer may withdraw and replace delegates at any time and any sub-delegation made by the delegate is withdrawn at the same time.

In the absence of any evidence to the contrary, it is accepted that all officers who exercise any authority have been delegated these powers by the Chief Executive Officer.

For the avoidance of doubt, it is also accepted that any staff members carrying out higher duties in a temporary acting capacity have the delegated powers, duties and responsibilities of the position in which they are acting. Likewise, where a staff position is delegated any power, duty or responsibility, the General Manager and any Manager supervising that staff position also share the same delegation, unless the exercise of such delegation requires, by law, a particular qualification or registration.

As well as the delegations outlined in section 6.1 above, a number of specific delegations to the Chief Executive Officer are also included in the tables below including those that are subject to specific conditions.

6.2.1 General Functions

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Local Government Act 2002				
s157	Obligation to issue public notice of the making of any bylaw and to make copies available	Manager District Planning and Policy		
s162	Power to seek a District Court injunction restraining a person from committing a breach or bylaw or an offence under the LGA 2002	CEO		
s163	Power to remove works constructed in breach of a bylaw and recover the costs of doing so	CEO following consultation with the Mayor		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Local Government Act 2002				
164	Power to seize and impound property if materially involved in the commission of an offence	Compliance and Monitoring Officer subject to consultation with the CEO and Manager District Planning and Policy for Regulatory		
s165	Power to seek a warrant to seize property on private land	CEO	Such a warrant is issued by a judicial officer and authorizes an enforcement officer to enter private property involved in the commission of an offence, and seize and impound property. The application for a warrant must be made in writing and on oath.	
s166	Authority to exercise a warrant to seize property on private land	Any enforcement officer specifically authorised to do so by the CEO	In exercising this authority, the enforcement officer must be accompanied by a member of the police	
s167	Power to return or decline to return any property seized or impounded	CEO or any General Manager	Property may be returned if it is not likely to be involved in an offence for which it was seized and the cost involved in seizure and impounding has been paid. Some judgement is involved. Any refusal to return seized property may be appealed to the District Court	
s168	Power to dispose of property seized and impounded	CEO or any General Manager	Allowed if property not returned within 6 months	
s171	Power to exercise the power of entry on any land or building other than a dwelling house	A duly authorised officer	Notice of intention is required. Judgement is needed as to how entry is to be exercised and what notice is reasonable in the circumstances	
s172	Power of entry for enforcement purposes where a breach of bylaw or offence under the LGA 2002 is suspected on reasonable grounds	Any warranted enforcement officer specifically authorised to do so by the CEO or any General Manager. Notice of entry is required unless such notice would defeat the purpose of entry.	The power of entry to a dwelling house can only be exercised when authorised by a warrant issued by a District Court Judge on written application on oath. In such a case, the enforcement officer must be accompanied by a member of the police	

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Local Government Act 2002				
173	Power to enter occupied land or buildings without prior notice in cases of emergency if: (a) there is a sudden emergency causing or likely to cause— (i) loss of life or injury to a person; or (ii) damage to property; or (iii) damage to the environment; or (b) there is danger to any works or adjoining property.	Any authorised person or Council officer	This power can only be exercised for the purpose of doing anything that the Council is authorised to do under the LGA 2002 law. Advice of entry is required to be given to the occupier and owner as soon as practicable afterwards	
s174	Authority to act under warrant and enter private land	Any authorised person or Council officer	The warrant is required as proof of authority and must be produced	
s177	Power to appoint enforcement officers	CEO		
s179	Power to contract out the administration of enforcement functions	CEO	This power includes the administration of any of Council's regulatory functions including the operational aspects of enforcement, inspection, licensing and other administrative matters. Council can contract with another local authority or any other person. NB: Council is still responsible for the manner in which its contracted tasks are undertaken including legal responsibility	
s181	Power to construct works on private land where the landowner consents or where the requirements of Schedule 12 have been met	CEO, General Manager Operations, Planning and Regulatory Services, Planning and Regulatory Services or any other duly authorised officer or contractor	This power is limited to the construction of water supply, trade wastes disposal, land drainage, sewage and land drainage works. Schedule 12 requires notice to be given to the owner, includes a right of hearing by Council to any objection and the ability to appeal to the District Court	

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Local Government Act 2002				
s181 (4)	Power to enter land to inspect and repair works constructed on private land	General Manager Operations, Planning and Regulatory Services, Manager Engineering, and Three Waters Manager or any other duly authorised officer or contractor	Reasonable notice of the intention to enter must be given to the owner and occupier	
s182	Power of entry to check utility services	Manager, Engineering, Three Waters Manager or any enforcement officer authorised by the Manager Engineering or Three Waters Manager	Reasonable grounds must exist to suspect water wastage, misuse of any drainage works or any Council utility works or equipment is in a dangerous state. Prior notice must be served.	
s185	Power to approve occupier doing any work required by the LGA in default by the owner	CEO or any General Manager	This power applies generally to any work required to be done under the LGA 2002	
s186	Power to execute works in default of the owner or occupier	CEO		
s187	Power to recover costs of works undertaken by Council	CEO	This follows on from default by a person of any action where such default is an offence under the LGA	
s190	Power to agree compensation for land taken by Council for a public work for land injuriously affected by a public work or for damage caused by exercise of my powers under the LGA 2002	CEO	The compensation is determined under the Public Works Act 1991	
s198	Power to require development contributions in accordance with a Council policy	CEO		
s208	Power to exercise powers under the LGA 2002 if development contributions not paid	CEO		
s209	Power to refund money or return land if development does not proceed	CEO		
s210	Power to refund money or return land if not applied to specific reserve purposes	CEO	There is a ten year time limit to utilise land or money required as a development contribution required for a specified reserve purpose	

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Local Government Act 2002				
s215	Power to apply to a District Court for a removal order to remove or alter a fence, structure or vegetation	CEO following consultation with the Mayor	No notice is required. Power can also be exercised by a member of the police. Schedule 14 sets out the process which includes a right of objection to the District Court	
s220 (2), s221	Power to authorise entry onto property to ensure compliance with a removal order	CEO	The powers of entry are limited to these authorised in writing by the CEO, entry must be made at reasonable times, evidence of identity and authority must be carried and shown, and notice must be given in writing to the owner and occupier as soon as practicable afterwards	
s245	Power to issue infringement notices	Any enforcement officer	The enforcement officer must have observed the person committing the infringement offence or have had reasonable cause to believe that an offence is being or has been committed by that person	
s249	Power to represent Council in proceedings	CEO or General Manager when it is not appropriate for Regional Council to act		
s251 (a)	Power to produce the rating database in any legal proceedings to show ownership of the land	General Manager Strategic Financial Management and Commercial, Manager Finance, or Senior Revenue Officer		
s251(b)	Power to sign an affidavit providing evidence of Council ownership vesting or control of any works or property in any legal proceedings	CEO		
s252	Power to commence action to recover debts	CEO, General Manager Strategic Financial Management and Commercial, Manager Finance, or Senior Revenue Officer		
Schedule 7 Clause 28	Requirement to keep minutes of proceedings	Governance Advisor, or Senior Executive Assistant		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Local Government Act 2002				
Schedule 7 Clause 12	Authority to pay elected members in accordance with the determination of the remuneration Authority	Senior Revenue Officer, or Manager Finance		
Schedule 7 Clause 32A	Delegation of power to issue warrants to enforcement officers	CEO		
Other delegations				
	To lodge submissions and further submissions on behalf of Council, excluding on matters outlined in Section 6.2.6: Planning.	Corporate Planner in consultation with General Manager Strategic Financial Management and Commercial or General Manager Operations, Planning and Regulatory Services		
	To write off unrecoverable debts up to a maximum of fifteen thousand dollars (\$15,000) in any one case.	General Manager Strategic Financial Management and Commercial jointly with CEO		
	To negotiate loan interest rates and terms with brokers and/or lending institutions for loans raised by Council	General Manager Strategic Financial Management and Commercial, CEO		

6.2.2 Building Control

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Building Control Act 2004				
s31	To provide Project Information Memorandum to owner on application of a building consent	Building Manager, Principal Building Control Officer or Building Control Officer		
s33	To determine the adequacy of information received with an application for a Project Information Memorandum and require further information on an application	Building Manager, Principal Building Control Officer or Building Control Officer		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Building Control Act 2004				
s34	To issue a Project Information Memorandum	Building Manager, Principal Building Control Officer, Building Control Officer, or Building Administration Support Officer		
s34(4)	To determine if any Project Information Memorandum already issued contains an error or omission, or determine if any information received affects that Project Information Memorandum, and re-issue the Project Information Memorandum	Building Manager, Principal Building Control Officer or Building Control Officer		
s35	To determine the content of a Project Information Memorandum	Building Manager, Principal Building Control Officer or Building Control Officer		
s36	Power to attach a Development Contribution Notice to a Project Information Memorandum	Building Manager, Principal Building Control Officer, or Building Control Officer		
s37	Where a Resource Consent has not been obtained and it may affect building work which a PIM relates, the power to attach an additional certificate to the PIM to that effect	Manager District Planning and Policy, Senior Planner, or Planner		
s38	Requirement to give a copy of PIM to a network utility operator or statutory authority where it contains information previously supplied by that operator or authority	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractor
s39	Requirement to advise heritage New Zealand Pouhere Taonga that in five days of receiving an application for a PIM where the application affects a registered historic place, historical area or wahi tapu	Building Manager, Principal Building Control Officer, Building Control Officer or Building Administration Support Officer		Appointed contractor
s45	To determine that a building consent application meets the requirements of section 45	Manager Regulatory, Building Control Officer, Principal Building Control Officer, Building Administration Support Officer		Appointed contractor

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Building Control Act 2004				
s45A	To determine that an application for a minor variation meets the requirements of section 45A onsite or within the office.	Manager Regulatory, Building Control Officer, Principal Building Control Officer, Building Administration Support Officer		Appointed contractor
s46	Requirement to provide a copy of certain applications for building consent to the NZ Fire Service Commission	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractor
s48	Power to process applications for Building Consent	Building Manager, Building Control Officer, or Principal Building Control Officer		Appointed Contractors
s49	Power to grant a Building Consent subject to receipt of fees and any levy payable	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractor
s50	Power to refuse an application for Building Consent	Building Manager, or Principal Building Control Officer,		Appointed Contractors
s51	Power to issue a Building Consent	Building Manager, Principal Building Control Officer, Building Control Officer, or Building Administration Support Officer		
s52	Power to extend the period in which a Building Consent would otherwise lapse	Building Manager, or Principal Building Control Officer		Appointed Contractors
s54	To advise the applicant of the amount payable	Building Manager, Principal Building Control Officer, Building Control Officer, or Building Administration Support Officer		
s59	Responsibility to pay monthly to the CEO of the Ministry of Business, Innovation and Employment for Housing Building Levies collected on its behalf	Building Manager		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Building Control Act 2004				
s62	Power to recover unpaid levies from applicants for Building Consents	Building Manager, Senior Revenue Officer, or Finance Administration Support Officer		
s64	The duty to keep in safe custody all records and building consents issued including the estimated value of the building work	Building Manager in consultation with Records Advisor		
s67	Ability to grant Building Consents subject to waivers or modifications of the Building Code	Building Manager, or Principal Building Control Officer		Appointed contractors
s68	Requirement to notify CEO of the Ministry of Business, Innovation and Employment for waiver or modification of the Building Code granted	Building Manager, Principal Building Control Officer		Appointed contractors
s70	Requirement to refer any applications for Building Consent related to energy work that involves the granting or refusal of a waiver or modification of the Building Code to the CEO of the Ministry of Business, Innovation and Employment	Building Manager		
s71	Power to refuse to grant a Building Consent for construction of a building or major alterations to a building on land subject to Natural Hazards	Building Manager, Principal Building Control Officer or Building Control Officer		Appointed contractor
s72, s73 & s74	Power to grant a Building Consent for building on land subject to Natural Hazards in certain cases where it is judged that the building work will not accelerate, worsen or result in a Natural Hazard on the land affected or on any other property	Manager Regulatory, Principal Building Control Officer, or Building Control Officer		Appointed contractor
75, s76 & s77	Where a PIM is sought to construct building on land that is on 2 or more allotments, the power to make the grant of a Building Consent conditional upon those allotments not being separately transferred	Building Manager in consultation with Manager District Planning and Policy		
s83	Consideration of a request for an entry under Section 78 to be removed	Building Manager		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Building Control Act 2004				
s90	Power to undertake inspections of building work	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractors
s91	Power to issue a Code of Compliance Certificate in respect for building work in which consent has been granted	Building Manager, Principal Building Control Officer, or Building Control Officer, Building Administration Support Officer		Appointed contractors
s93, s94 & s95	Power to determine all matters in relation to whether a Code Compliance Certificate will be issued, including requiring further information, and issue Code Compliance Certificates	Building Manager, or Building Control Officer		Appointed contractors
S95A	Power to determine all matters in relation to refusal to issue Code of Compliance Certificate	Building Manager, Principal Building Control Officer, or Building Control Officer, Building Administration Support Officer		Appointed contractor
s96	Power to issue a Certificate of Acceptance in certain circumstances	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractors
s98	Power to decide whether to grant or refuse an application for a Certificate of Acceptance or to request further information	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractors
s99	Power to determine whether any qualifications should be made on any Certificate of Acceptance to be issued	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractors
s102	Requirement to issue a compliance schedule with Code of Compliance Certificate in certain cases where such a schedule is required	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractors

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Building Control Act 2004				
s106	Power to consider whether to amend the Compliance Schedule on application by the owner	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractor
s107	Power to amend Compliance Schedule by Territorial Authority acting on its own initiative	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractor
s109	Power to either accept or refuse a recommendation from a building practitioner to amend a Compliance Schedule	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractor
s110	To require production of annual written reports on compliance schedules	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractor
s111	Power to undertake any building inspections for which Compliance Schedule has been issued and the specified systems in the building	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractors
s112	Power to consider alteration to existing buildings, particularly in terms of means of escape from fire and access facilities for persons with disabilities	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractor
s113	Power to grant a Building Consent for buildings with specified intended lives less than 50 years	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractor
s115	The power and authority to determine the change of use of buildings	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractor
s116	Power to consider Code of Compliance requirements with respect to the extension of life of buildings and subdivision of buildings	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractor
s116A	To determine whether to permit a subdivision that affects a building or part of a building	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractor

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Building Control Act 2004				
s121	To determine whether a building is dangerous, including seeking advice from Fire and Emergency New Zealand	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractor
s123	To determine whether a building is insanitary	Building Manager, Principal Building Control Officer or Building Control Officer		Appointed contractor
s124	Power to fence off, attach warning notices to and give written notice of remedial work required to be carried out on any building deemed to be dangerous, affected or insanitary following a resolution to that affect by the Council	General Manager Operations, Planning and Regulatory Services in consultation with Building Manager	The ability for a Territorial Authority to carry out work in default of any notice issued under s124 must be authorised by a resolution by Council. This includes the demolition of all or part of the building (s126 & 127)	
s129	Power to take measures to avoid immediate danger to the safety of people or to fix insanitary conditions	General Manager Operations, Planning and Regulatory Services in consultation with Building Manager		
s133AF	Power to identify any part of a public building, road, footpath or other thoroughfare in an area of medium or high seismic risk as a priority building	General Manager Operations, Planning and Regulatory Services in consultation with Building Manager, Principal Building Control Officer, or Building Control Officer	Must use special consultative procedure as determined by s83 of the LGA 2002	Appointed contractor
s133AG & s133AK	Power to identify a building or any part of a building as earthquake prone	Building Manager, Principal Building Control Officer or Building Control Officer		Appointed contractor
s133AL	Power to issue notice for earthquake prone buildings	Building Manager, Principal Building Control Officer or Building Control Officer		Appointed contractor
s133AN	Power to exempt from requirement to carry out seismic work	Building Manager, Principal Building Control Officer or Building Control Officer		Appointed contractor

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Building Control Act 2004				
s133AO	Power to extend the deadline for completing seismic work on certain heritage buildings	Building Manager, Principal Building Control Officer or Building Control Officer		Appointed contractor
s133AT	Power to assess building consents for alterations to buildings subject to an Earthquake Prone Building notice	Building Manager, Principal Building Control Officer or Building Control Officer		Appointed contractor
s162D	Power to periodically inspect residential swimming pools	Building Manager, Principal Building Control Officer or Building Control Officer		Appointed contractor
s164 & 166	Power to issue Notice to Fix	Building Manager, Principal Building Control Officer or Building Control Officer		Appointed contractor
s167	Power to inspect building work subject to a Notice to Fix	Building Manager, Principal Building Control Officer or Building Control Officer	This includes the power to confirm or refuse to confirm compliance with such a notice	Appointed contractor
s177	To apply for a determination	Principal Building Control Officer, Building Control Officer or appointed contractor, in consultation with Building Manager and General Manager Operations, Planning and Regulatory Services		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Building Control Act 2004				
s180	To apply for a determination to be withdrawn	Principal Building Control Officer, Building Control Officer or appointed contractor, in consultation with Building Manager and General Manager Operations, Planning and Regulatory Services		
s215	Requirement to gain accreditation and be registered	CEO		
s216	Requirement to keep information about buildings	Building Manager in consultation with General Manager Information, Engagement and Community Development		
s217	Requirement to provide access to certain information kept by the Council	Building Manager in consultation with General Manager Information, Engagement and Community Development		
s218	Requirement to provide information to the CEO of Ministry of Business, Innovation and Employment	Building Manager		
s219	Ability to impose fee or charge and to collect the levy payable to the CEO in accordance with s53, and to refuse to perform the function or service unless the fee, charge or levy is paid.	Building Manager, Principal Building Control Officer, Building Control Officer or Building Administration Support Officer		
s220	Ability of the Council to apply to a District Court for an Order authorising it to carry out building work in default as authorised by resolution of Council	General Manager Operations, Planning and Regulatory Services in consultation with Building Manager		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Building Control Act 2004				
s221	Ability to recover costs when Council carries out work on default	General Manager Operations, Planning and Regulatory Services in consultation with Building Manager		
s222	Power to undertake inspections of building work and the ability to enter premises for that purpose	Building Manager, Principal Building Control Officer, or Building Control Officer		Appointed contractor
s227	Ability to apply to the District Court for an authorised officer to enter a household unit for the purpose of undertaking an inspection under Section 22	General Manager Operations, Planning and Regulatory Services in consultation with CEO		
S363A	Power to issue a Certificate of Public Use	Building Manager, Principal Building Control Officer, Building Control Officer or Building Administration Support Officer		
s371	Ability to commence proceedings under the Summary Proceedings Act 1957 following the issue of an infringement notice	General Manager Operations, Planning and Regulatory Services in consultation with CEO		
s372	Power to issue infringement notices	Building Manager, Principal Building Control Officer, Building Control Officer or Building Administration Support Officer	The person issuing the notice must have a warrant that clearly states the authorised functions and powers	
s375	Ability to prosecute any offences under this act	General Manager Operations, Planning and Regulatory Services in consultation with CEO		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Building Control Act 2004				
s377	Power to lay information of an offence against the Building Act 2004	General Manager Operations, Planning and Regulatory Services in consultation with CEO		
Amusement Devices Regulations 1978				
s11	To issue a permit for amusement devices	Building Control Officer, Principal Building Control Officer, or Building Administration Support Officer		Appointed contractor
s23	Power of entry with regard to Amusement Devices Regulations 1978	Building Control Officer or Principal Building Control Officer		Appointed contractor
Machinery Act 1950				
s21A	To inspect and issue a permit for amusement devices	Building Control Officer or Principal Building Control Officer		Appointed contractor
Other delegations				
	Power to appoint independent contractors to undertake work under the Building Act 2004	Building Manager with General Manager Operations, Planning and Regulatory Services, in consultation with General Manager People, Customer and Cultural Relations	Functions to be undertaken by appointed contractors must be in accordance with above following delegations.	

6.2.3 Community Facilities

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Reserves Act 1977				
s8	To appoint rangers	CEO		
40	To carry out the functions of an administering body in relation to reserves under its control	Community Facilities and Services Officer in consultation with Manager Property and Commercial and Manager Engineering		
s53	To carry out powers (other than leasing) in respect of recreation reserves	Community Services Officers in consultation with Manager Property and Commercial and Manager Engineering	Relates to most operational requirements of reserves	
Burial and Cremations Act 1964				
Excluding s4 & 16	To carry out the management of cemeteries	Community Facilities and Services Officer in consultation with Manager Property and Commercial and Manager Engineering	All powers pertaining to local government for running of cemeteries with the exception of those powers contained in sections 4 & 16 for providing cemeteries and making of bylaws and of those functions or tasks not budgeted for within the current annual plan	
Part 2 – s19	To appoint officers to carry out functions within a cemetery	CEO		

6.2.4 Engineering Management

6.2.4.1 Prevention of Fires

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Local Government Act 1974				
s647	Power to determine the positioning of fire hydrants in the towns with water reticulation systems and keep them in effective working order	Manager Engineering, Three Waters Manager, or Consents Engineer		
s648	Responsibility to keep the pipes serving the fire hydrants charged with water	Manager Engineering, or Three Waters Manager		

6.2.4.2 Land Drainage and Rivers Clearance

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Local Government Act 1974				
s509	Power of Council related to drainage channels in land drainage works	Manager Engineering, or Three Waters Manager		
s510	Power to inspect private dams	Manager Engineering		
s511	Power to remove obstruction from a drainage channel or water course	Manager Engineering, or Three Waters Manager		
s512	Power to respond to any request to the Council to order removal of the drainage obstruction	Manager Engineering, or Three Waters Manager		
s516	Exercise of land drainage powers on roads and public works not under the control of Council	Manager Engineering		

6.2.5 Information and Engagement

All delegations to the Communications Advisor are retained in full by the Chief Executive Officer in lieu of the assumed one-up exercise of delegation.

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Local Government Official Information and Meetings Act 1987				
s13	Approve or decline to approve requests for information in accordance with the requirements of Parts 2-4 of the Act, including the release of information subject to the request	Relevant manager/officer in consultation with the Records Advisor or Communications Advisor		
s42	All the other powers of the local authority under parts 2-5 of the Local Government Official Information and Meetings Act 1987 except Section 32	CEO, General Manager Strategic Financial Management and Commercial, General Manager Information, Engagement and Community Development, Records Advisor		
s44A	To prepare and approve Land Information Memorandum	Customer Services Manager		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
s46	To publicly notify meetings	Governance Advisor in consultation with the Communications Advisor		
s46A, 49, 51	To make available agendas, reports and minutes	Governance Advisor		
s51A	To publicly notify resolutions of extraordinary meetings	Governance Advisor		
Privacy Act 1993				
s23	Appointment of privacy officer	CEO	CEO & Records Advisor are the Council's Privacy Officers	
s23(a)-(d)	Functions of the nominated privacy officer	CEO or, Records Advisor in consultation with the CEO	NB: CEO & Records Advisor are the Council's Privacy Officers. Functions are to be undertaken in accordance with Council's Privacy Policy	
Public Records Act 2005				
s17	Responsibility to create and maintain, in an accessible form, all full and accurate records.	CEO		
s40	Responsibility to provide for the protection and preservation of protected records.	CEO	Protected records can be disposed if the record is transferred to the control of the Chief Archivist following the satisfaction of (3) and (4).	
s45	Requirement to classify records as an open access record or a restricted access record.	CEO	Classifications must be made in accordance with s46 PRA 2005.	
s49	Prohibition on public access or copying	CEO		
Other delegations				
	Undertake administrative responsibilities associated with the Mackenzie District Council Grants Policy	Governance Advisor		
	Prepare and release advertising	Relevant manager in consultation Communications Advisor		
	Make media statements or media releases	CEO or Communications Advisor		Relevant manager/officer with Communications Advisor
	Authority to access and release Council surveillance camera services and recordings	Appointed privacy officers		

6.2.6 People and Culture

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Employment				
	To authorise advertising related to employment opportunities	General Manager People, Customer and Cultural Relations in consultation with Communications Advisor		
	Appointment of salaried and waged staff with budget	CEO		
	To approve change to employment status	General Manager People, Customer and Cultural Relations in consultation with CEO		
	To issue employment documentation	General Manager People, Customer and Cultural Relations	Subject to approval by CEO	
	Termination of staff	CEO in consultation with General Manager People, Customer and Cultural Relations and relevant General Manager		
	Power to appoint independent contractors to undertake work	Relevant Manager with General Manager, in consultation with General Manager People, Customer and Cultural Relations and CEO		
	To approve flexible working arrangements	Relevant General Manager in consultation with General Manager People, Customer and Cultural Relations		

6.2.7 Property and Commercial Management

Powers to be delegated under the Reserves Act 1977 and Public Bodies Leases Act 1969

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Land Transfer Act 1952				
	Consenting to dealing with land where that land is subject to a caveat or encumbrance that requires the consent of Council before registration of any instrument under the Land Transfer Act 1952	Manager District Planning and Policy in consultation with the Manager Property and Commercial		
s164(2)	Authority to certify documents on Council's behalf	Manager District Planning and Policy in consultation with Manager Property and Commercial		
Local Government Act 2002				
s116	Requirement to maintain a register of changes over any Council property	General Manager Strategic Financial Management and Commercial		
Reserves Act 1977				
	To grant tenancies over pensioner housing units including rental adjustments	General Manager Operations, Planning and Regulatory Services in consultation with Community Facilities and Services Officer	Within existing policies and guidelines	
	To grant and administer licence to occupy sites on legal road and including termination thereof where required for non-payment of rental or other good reason	Manager Property and Commercial with the General Manager Strategic Financial Management and Commercial in consultation with Community Facilities and Services Officer	Within existing policies and guidelines	

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
s40	To carry out the functions of an administering body in relation to reserves under its control	Community Facilities and Services Officer in consultation with Manager Property and Commercial and Manager Engineering		
s53	To carry out powers (other than leasing) in respect of recreation reserves	Community Services Officers in consultation with Manager Property and Commercial and Manager Engineering	Relates to most operational requirements of reserves	
s56	To grant leases or licenses over Council reserves	Manager Property and Commercial with the General Manager Strategic Financial Management and Commercial		
Public Bodies Leases Act 1969				
s7	To grant leases (other than farm land) over which the Public Bodies Leases Act 1969 applies	Manager Property and Commercial with the General Manager Strategic Financial Management and Commercial		
s22	To review rents periodically of land over which the Public Bodies Leases Act 1969 applies	Manager Property and Commercial		
s23	Powers relating to surrender of leases, rent reduction etc	Manager Property and Commercial		
s23A	To grant leases to subtenants	Manager Property and Commercial with the General Manager Strategic Financial Management and Commercial		
Other delegations				
	To review and confirm conditions of sale subject to Council Sale and Purchase Agreement.	Manager Property and Commercial in consultation with the General Manager Strategic Financial Management and Commercial	All amendments/variations to sale and purchase agreement conditions to be reported to Commercial and Economic Development Committee following use of this delegation	

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
	To approve the leasing or granting of any license to occupy or tenancy, to vary the conditions of any lease, license to occupy or tenancy, or to terminate any lease, license to occupy or tenancy involving Council land subject to affixing of the Council Seal where appropriate.	Manager Property and Commercial in consultation with the General Manager Strategic Financial Management and Commercial	Exercise of this delegation to be reported to Commercial and Economic Development Committee. NB: excludes public body leases and licences to occupy legal road.	

6.2.8 Rating

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Local Government (Rating) Act 2002				
s27(5)	The decision on whether to divide rating units and the methodology for division	General Manager Strategic Financial Management and Commercial, Manager Finance, Senior Revenue Officer	Pursuant to the Council's Rating policy	
s28(2)	The decision on whether the disclosure of the name of any person is necessary to identify a rating unit	Manager Finance, Senior Revenue Officer		
s29	Authority to determine objections to the Rating Information Database	Manager Finance, Senior Revenue Officer	This power would be generally delegated to the Council's Valuation Service Providers	This power may be delegated to the Council's Valuation Service Providers
S35	Authority to remove a name from the Rating Information Database	Manager Finance, Senior Revenue Officer, Revenue Officer		
s39	Authority to determine objections to the rates records	Manager Finance, Senior Revenue Officer, Revenue Officer		
s40	Authority to correct errors in the RID and Rates Records	Manager Finance, Senior Revenue Officer, Revenue Officer		
s41	Authority to issue amended rates assessments	Manager Finance, Senior Revenue Officer, Revenue Officer		
s42(3)	Authority to fix interest rates to be charged on additional rates	Manager Finance, Senior Revenue Officer, Revenue Officer		
s48	Authority to issues rates invoices with rates assessments	Manager, Senior Revenue Officer, Revenue Officer		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
s50	Authority to issue invoices based on previous years rates	Manager Finance, Senior Revenue Officer, Revenue Officer		
54	Authority not to collect small amounts	Manager Finance, jointly with General Manager Strategic Financial Management and Commercial	If amount of rates is uneconomic to collect, then this delegation has the authority to write off up to the sum of five thousand dollars (\$5,000) in any one case	
s61	Authority to collect unpaid rates from the owner	Manager Finance, Senior Revenue Officer, Revenue Officer		

Local Government (Rating) Act 2002

s62	Authority to collect unpaid rates from persons other than the owner	Manager Finance, Senior Revenue Officer, Revenue Officer	If the owner does not pay rates, the Council has the ability to collect the rates from the first mortgagee or others that may have an interest in the land	
s63	Ability to commence legal proceedings for the recovery of rates that are in default	Manager Finance, Senior Revenue Officer, Revenue Officer	Council has the right to commence legal proceedings to recover rates that are four months overdue	
s85, 87, 88, 90, 114, 115	To administer rate remissions and postponement Policies	Manager Finance, Senior Revenue Officer, Revenue Officer	Pursuant to the Remission and Postponement Policies approved by Council.	
s135	To sign documents for court proceedings	Manager Finance, Senior Revenue Officer, Revenue Officer		

Rating Valuations Act 1998

s10	To prepare and maintain district valuation roles	General Manager Strategic Financial Management and Commercial, Manager Finance, Senior Revenue Officer		
s12 & 13	Powers regarding general revaluations	General Manager Strategic Financial Management and Commercial, Manager Finance, Senior Revenue Officer		
s14-17	To determine whether a new valuation will be provided upon request from an owner or ratepayer	General Manager Strategic Financial Management and Commercial		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
s34(4)	To determine to alter a valuation or decline to alter a valuation	General Manager Strategic Financial Management and Commercial		
s35	To notify an objector of result of review	Senior Revenue Officer		
s39	To give effect to decisions of Tribunal	General Manager Strategic Financial Management and Commercial, Manager Finance, Senior Revenue Officer		
s41-42	To disclose information	General Manager Strategic Financial Management and Commercial		
s43	To obtain contribution to the cost of preparing and maintaining the valuation roll from the regional council	General Manager Strategic Financial Management and Commercial		

Rates Rebate Act 1973

s5-7	To provide for application of rebate of rates to be considered by the Chief Executive Officer	General Manager Strategic Financial Management and Commercial		
s9	To provide from application to Secretary for Local Government for refund of rebates granted	General Manager Strategic Financial Management and Commercial		
s13	To receive declarations	General Manager Strategic Financial Management and Commercial, Manager Finance Senior Revenue Officer		

6.2.9 Resource Management Planning

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Resource Management Act 1991				
s10	To extend the period of grace (normally 12 months) which a protected existing use of land may be resurrected if the use temporarily ceases	Manager District Planning and Policy		
s22	To direct a person to supply information in accordance with section 22	Manager District Planning and Policy or any Enforcement Officer specifically		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Resource Management Act 1991				
		authorised in writing by the CEO		
s34A	To appoint and delegate the functions and powers of the Council to an independent Hearing Commissioner or panel of Commissioners to hear and decide on any application for resource consent or to hear and recommend on any private plan change request that was accepted by Council	Manager District Planning and Policy	Such appointments shall be made following consultation with the Chair of the Planning and Regulations Committee	
s36(3) & (3A)	To set additional administrative charges and provide estimates of these where Councils approved schedule of charges is insufficient to cover the actual and reasonable costs involved	Manager District Planning and Policy		
s36(5)	To remit all or part of any administrative charges made under this section	Manager District Planning and Policy		
s37	To extend time limits or waive compliance with requirements of RMA	Manager District Planning and Policy		
s38	To authorise officers of Council, other local authorities, the MfE or DOC to act as enforcement officers under the RMA 1991	CEO, or General Manager Operations, Planning and Regulatory Services		
s41B	To direct applicants and submitters to provide briefs of evidence before a hearing	Manager District Planning and Policy		
s42	To respond to requests to protect sensitive information and to make orders protecting such information	Manager District Planning and Policy following consultation with the General Manager Operations, Planning and Regulatory Services	Such protection must be needed to avoid serious offences to Takata Māori or to avoid the location of Wāhi tapu or to avoid the disclosure of a trade secret or unreasonable prejudice to the commercial position of the person who supplied or is the subject of the information	
s42A	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	Manager District Planning and Policy, Senior Planner, or Planner		
s87BA	To consider and decide upon an application for a boundary activity exemption	Manager District Planning and Policy		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Resource Management Act 1991				
s87BB	To consider and decide upon when a marginal/temporary activity is a permitted activity	Manager District Planning and Policy		
s87F	To prepare reports to the Environment Court where the applicant has requested direct referral to the Environment Court	Manager District Planning and Policy		
s88	To acknowledge receipt on an application	Manager District Planning and Policy, Senior Planner, Planner, or Planning Administration Support Officer		
s88(3)	To assess the adequacy of information received with an application for a Resource Consent and to determine whether or not it should be accepted for further processing as a complete and valid application to be returned as incomplete	Manager District Planning and Policy, Senior Planner, or Planner		
s91	To determine whether or not to proceed with an application for a Resource Consent pending receipt of additional consents	Manager District Planning and Policy		
s92	To require further information in respect for an application for a Resource Consent	Manager District Planning and Policy, Senior Planner, or Planner		
s95A	To determine whether public notification of a Resource Consent application is or is not required	Manager District Planning and Policy		
s95B	To determine whether limited notification of a Resource Consent application is or is not required	Manager District Planning and Policy		
s95C	To determine whether public notification of a Resource Consent application is or is not required following a request for further information	Manager District Planning and Policy		
s95D	Forming an opinion as to whether adverse effects are likely to be more than minor for the purposes of determining public notification	Manager District Planning and Policy		
s95E (excluding s95E(3) – to give approval as	Forming an opinion as to who may be adversely affected	Manager District Planning and Policy, Senior Planner, or Planner		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Resource Management Act 1991				
an affected person)				
s99	To initiate or respond to requests for pre-hearing meetings	Manager District Planning and Policy		
s99A	To refer to mediation a person who has made an application for a resource consent and some or all of the persons who have made submissions on the application	Manager District Planning and Policy		
s99A(3)(b)	To delegate to an appropriate person the power to conduct mediation	Manager District Planning and Policy		
s100	To determine that a formal hearing is not needed, provided a hearing commissioner is available to make a decision within the prescribed period or that the matter can be handled under staff delegated authority	Manager District Planning and Policy		
s101	To determine hearing dates and give notice of these	Manager District Planning and Policy, or Senior Planner		
s102	To make a decision to establish a joint hearing, provided that prior consultation takes place with the Mayor	Manager District Planning and Policy		
s103	To decide and arrange the holding of combined hearings where two or more applications are made to the Council	Manager District Planning and Policy		
s104A-104D, 106, 108	To consider, decide upon and set conditions for applications for resource consent that are non-notified or where notified a hearing is not required	Manager District Planning and Policy		
s106	To refuse subdivision consent in certain circumstances	Manager District Planning and Policy	In consultation with the Chair of the Planning and Regulations Committee	
s108, 108A	To require bonds or covenants for certain works or conditions relating to an application for a Resource Consent	Manager District Planning and Policy in consultation with Manager Engineering	On recommendation of other relevant staff member.	
s109	To decide whether any work that is subject to a bond or covenant is completed satisfactorily	Manager District Planning and Policy in consultation with Manager Engineering	On recommendation of other relevant staff member.	

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Resource Management Act 1991				
s110	To determine whether to refund all or part of any financial contribution or provision of land in accordance with condition of a Resource Consent, where the activity does not proceed	Manager District Planning and Policy		
s113	In those cases where staff are exercising delegated authority to decide on applications for Resource Consent, the power to record the decision in writing and to give reasons for the decision	Manager District Planning and Policy		
s114	To serve on parties copies of decisions on applications for Resource Consents and arrange public notification of such decisions where appropriate	Manager District Planning and Policy, Senior Planner, Planner, or Planning Administration Support Officer		
s124B	To permit the exercise of a resource consent pending determination for an application for a replacement consent	Manager District Planning and Policy		
s125	To extend the period in which a Resource Consent lapses	Manager District Planning and Policy		
s126	To cancel an un-exercised consent or one that has not been exercised in the preceding five years	Manager District Planning and Policy		
s127	To consider and decide upon an application to cancel or vary a condition of a resource consent that does not require a hearing	Manager District Planning and Policy		
s128-132	To make the decision to review the conditions of a resource consent, to issue a notice to a consent holder of Council's intention to review the conditions of a Resource Consent and to administer the review of such conditions	Manager District Planning and Policy		
s133A	To issue an amended consent which corrects minor mistakes or defects in the consent except where the delegated officer is processing the application. Where it relates to a decision made by a Hearing Panel, to do so in consultation with the Chair of the Hearings Committee or the sole Commissioner who made the original decision	Manager District Planning and Policy		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Resource Management Act 1991				
s138	To accept or refuse a surrender of a Resource Consent, and to direct that a person need not complete any work to give effect to the consent	Manager District Planning and Policy		
s139	To issue Certificates of Compliance	Manager District Planning and Policy		
s139A	To issue Existing Use Certificates	Manager District Planning and Policy		
s142	To request the Minister to call in a matter that is or is part of a proposal of national significance	General Manager Operations, Planning and Regulatory Services upon recommendation of Manager District Planning and Policy		
s143	To comply with the Minister's direction to call in applications of national significance, serve copies of the direction and give notice as required and recover actual and reasonable costs incurred by the Council in so doing	General Manager Operations, Planning and Regulatory Services upon recommendation of Manager District Planning and Policy		
s145	To lodge a matter with the Environmental Protection Agency	Manager District Planning and Policy		
s149, s149B, s149E-s149G	To respond to a request from the Environmental Protection Agency for further information, to provide further information and prepare a report.	Manager District Planning and Policy		
s168-170 excluding s168A	To process a Notice of Requirement for a designation received from a requiring authority	Manager District Planning and Policy	These are procedural aspects applicable to the processing required of Council by a Minister of the Crown or another Local Authority. Sections 92, 93, 95 – 103 are applied to a requirement as if it were a Resource Consent. The Council reserves to itself, the powers under Section 168A where it proposes to issue a Notice a Requirement for Designation for public work within the District and for which it has financial responsibility or	

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Resource Management Act 1991				
			where a restriction is necessary for the safe or efficient function or operation of a public work.	
s176A	To approve outline plans for designations under section 176A(3) of the Act and to waive the requirement for an outline plan pursuant to section 176A(2) of the Act	Manager District Planning and Policy		
s173	To notify any requiring authority's decision in respect of and designation	Manager District Planning and Policy		
s175	To include any approved designation in the Council's District Plan and any proposed District Plan	Manager District Planning and Policy		
s176A	To waive the requirement for an outline plan of any public work to be constructed on designated land	Manager District Planning and Policy	Council reserves to itself the power to request any changes of a requiring authority prior to it constructing a public work on any designated land	
s181	To agree to a minor alteration of any designation as requested by the requiring authority	Manager District Planning and Policy		
s182	To agree to a requiring authority removing a designation or part of a designation that it no longer requires	Manager District Planning and Policy	Where the Manager District Planning and Policy considers the effect of the removal of part of the designation and the remaining designation is more than minor, they may recommend that the Council decline to remove that part of the designation	
s184	To extend the period in which a designation would otherwise lapse on the grounds that substantial progress or effort has been made towards giving effect to the designation	Manager District Planning and Policy	For the designation of a Territorial Authority in its own District, the power to extend the time in which the designation would otherwise lapse lies with the Council itself	
s189	To notify the withdrawal of a Heritage Order by a Heritage Protection Authority	Manager District Planning and Policy		
s189A	To publicly notify any Council requirement for a Heritage Order within the District following a Council resolution to seek such an order	Manager District Planning and Policy	It will be the Councils responsibility to determine by resolution whether an Order is required and it will retain the right to confirm withdraw or modify a requirement following the hearing of submissions	
s220	To grant subdivision consent	Manager District Planning and Policy	This does not limit power to impose conditions under section 108 of the Act	

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Resource Management Act 1991				
s221	To issue a Consent Notice requiring any condition for subdivision consent to be complied with on a continuing basis	Manager District Planning and Policy		
s222	To issue a Completion Certificate stating that the Completion of any work required as a condition of subdivision consent or the making of any financial contribution has been secured by way of a bond of such amount and on such terms as specified by the Council	Manager District Planning and Policy		
s223	Approval of a Survey Plan confirming that the plan conforms with an approved subdivision consent or Certificate of Compliance	Manager District Planning and Policy		
s224(c)	To certify (as an 'authorised officer') compliance with all specified conditions prior to the deposit of a survey plan	Manager District Planning and Policy		
s224(f)	To issue a Completion Certificate confirming that every building or part of a building complies with Section 116 of the Building Act 2004	Manager District Planning and Policy		
s226(1)(e)	To issue a Certificate confirming allotments are in accordance with the provisions of the relevant District Plans and statutory documents	Manager District Planning and Policy		
s232	To establish an instrument creating an esplanade strip as may be required upon subdivision	Manager District Planning and Policy		
s235	To negotiate the creation of esplanade strips by agreement with the landowner and the Council	Manager District Planning and Policy		
s237	To approve survey plans where esplanade reserves or strips required	Manager District Planning and Policy		
s237B	To acquire easements to create access to esplanade strips	Manager District Planning and Policy		
s237C	To close esplanade strips or access strips to the public as specified in the instruments creating them or during periods of emergency or public risk	Manager District Planning and Policy		
s240	To enter into a covenant against the transfer of allotments as part of a subdivision consent	Manager District Planning and Policy		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Resource Management Act 1991				
s241	To cancel any condition of a subdivision consent requiring lots not to be disposed of individually or being held under separate certificates of title	Manager District Planning and Policy		
s243	To revoke any grant or reservation of easements that has been part of a survey plan approval	Manager District Planning and Policy		
s268 and s268A	To undertake and confirm alternative disputes resolution process	General Manager Operations, Planning and Regulatory Services in consultation with CEO		
s281	To agree to a waiver of notice which has been subject to an application to the Environment Court	Manager District Planning and Policy		
s314-s321	To respond to any enforcement order or interim enforcement order or to seek change or cancellation of an enforcement order made against Council	Manager District Planning and Policy following consultation with the CEO		
s316 & s320	To seek an application for an enforcement order or an interim enforcement order	Manager District Planning and Policy following consultation with the CEO		
s322	To serve an Abatement Notice	Duly authorised enforcement officer as appointed under s38 following consultation with the CEO		
s325A	To cancel an Abatement Notice	CEO		
s327-s238	To issue an excessive noise direction notice in response to any complaint and to ensure compliance with any such direction	Duly authorised enforcement officer		
s330	To undertake emergency works or to take preventative or immediate action	CEO or General Manager Operations, Planning and Regulatory Services in consultation with Manager Engineering		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Resource Management Act 1991				
s330B	To undertake emergency works under the Civil Defence Emergency Management Act 2002	CEO, Civil Defence Controller, Alternate Local Controller, General Manager Operations, Planning and Regulatory Services, or Manager Engineering	These powers are prescribed by the Regional Civil Defence Plan	
s332	Power of entry onto any property for inspection purposes	Duly authorised enforcement officer		
s333	Power of entry for survey purposes	Duly authorised enforcement officer		
s334 & s335	To make application for a warrant for entry for search	Manager District Planning and Policy		
s336	To return property seized under Sections 323 & 328 including the power to refuse to return property and to dispose of unclaimed property	Manager District Planning and Policy		
s343C	To issue infringement notices	Manager District Planning and Policy, a duly authorised enforcement officer in consultation with Manager District Planning and Policy		
s367D	To uphold objections to conditions of consent where there is a favourable staff recommendation	Manager District Planning and Policy		
Schedule 1 Clause 3(2)	To determine what additional parties are to be consulted during the preparation of the proposed policy statement or plan	Manager District Planning and Policy		
Schedule 1 Clause 5	To decide upon whom public notice should be sent in relation to a policy statement or plan or a change or variation	Manager District Planning and Policy		
Schedule 1 Clause 7	To summarise on behalf of the Council submissions made in respect of a policy statement or plan or change or variation	Manager District Planning and Policy		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Resource Management Act 1991				
Schedule 1 Clause 16(2)	To alter information or correct minor errors in a proposed policy statement or plan	Manager District Planning and Policy		
Schedule 1 Clause 23 & 24	To seek further information on a request for a plan change or change of policy statement or to modify such requests with the agreement of the person who made it	Manager District Planning and Policy		
Other delegations				
	Authority to issue resource consent application public notices	Manager District Planning and Policy		
	<p>To lodge submissions and further submissions on behalf of Council on:</p> <ul style="list-style-type: none"> Any proposed District Plan or variation to a proposed District Plan administered by Council or by any other council Any Council initiated or privately initiated change to a District Plan administered by Council or by any other council Any notice of requirement for a heritage order Any notice of requirement for a designation Any proposed Regional Plan or variation to a proposed regional Plan, or on any change to a regional Plan Any proposed Policy Statement administered by Council or by any other Council Any matter lodged with the Environmental Protection Authority. 	Manager District Planning and Policy in consultation with General Manager Operations, Planning and Regulatory Services	Exercise of this delegation to be reported to the Planning and Regulatory Committee at the next available opportunity to allow for review and endorsement of submission.	

6.2.10 Regulatory

6.2.10.1 Animal Control

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Dog Control Act 1996				
s10A	To report on Dog Control Policy and Practices	Manager District Planning and Policy	Administrative function for information purposes	
s11 & 12	To appoint dog control officers and dog rangers	CEO	TA required by the Act to appoint one or more dog control officers and may appoint rangers at discretion.	
s14	Powers of entry	Manager District Planning and Policy, warranted Compliance and Monitoring Officer or warranted contractor		
s15	Power of dog control officer or dog ranger to feed and shelter dogs	Manager District Planning and Policy, warranted Compliance and Monitoring Officer, or warranted contractor		
s17	To recover all reasonable costs incurred in the seizure, custody, sustenance, and transport of any dog pursuant to s17.	Manager District Planning and Policy, warranted Compliance and Monitoring Officer, or warranted contractor		
s19, s19A	Power of dog control officer or dog ranger to obtain information	Manager District Planning and Policy, warranted Compliance and Monitoring Officer or warranted contractor		
s21	To classify any person as a probationary owner	Manager District Planning and Policy	If a person commits an offence under the Act the TA can declare that person on probation as an owner.	
s23A	To require dog owner education	Manager District Planning and Policy	If owner is on probation the TA can require the person to undertake Dog education. If fail to comply they can be prosecuted	

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
s25	To disqualify any person from being an owner of a dog	Manager District Planning and Policy	TA can disqualify a person from owning a dog if they meet the criteria-outlined in s25(1) of the Act	
s28(6)	To extend a period of disqualification	Manager District Planning and Policy		
s31	To classify a dog as dangerous	Manager District Planning and Policy	If dog is aggressive/threatening to people or owner convicted under the Act and subject to criteria- the dog can be declared dangerous	
s32A(1)	To consent to the disposal of a dangerous dog	Manager District Planning and Policy	If owner fails to comply with conditions of dangerous dog notice, TA has powers to take the dog away	
s33A	To classify a dog as menacing	Manager District Planning and Policy	TA can declare a dog as menacing based on reported behaviour and believes the dog may pose a threat to the public	
s33C, s33ED	To classify dogs as dangerous or menacing by breed or type as listed in schedule 4	Manager District Planning and Policy		
s33E	To exempt any dog or class of dog classified as menacing from the muzzling or control requirements in public places	Manager District Planning and Policy		
s35	To provide register information and to determine whether a dog should be delivered into the custody of a dog control officer or ranger	Manager District Planning and Policy	Council is restricted in ability to give out information in the Dog Control Register and only to certain organisations e.g. other TA or Police.	
s36A	To issue instructions relating to the making available of a dog for verification that it has been implanted with a functioning microchip transponder	Manager District Planning and Policy		
s39	To issue refund or reduce fees	Manager District Planning and Policy	If dog dies or extreme hardship act provides ability to refund or reduce fees	
s40	To require written statement that a dog is a working dog of a specified class and to require production of a certificate that a dog has been neutered	Manager District Planning and Policy	As described by the section	
s42	To seize and impound unregistered dogs	Warranted Compliance and Monitoring Officer, or warranted contractor		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
s46	To issue a replacement label or disc	Manager District Planning and Policy, or Customer Services Officer	As described by section	
s50	To seize and impound dogs not wearing proper label or disc	Warranted Compliance and Monitoring Officer, or warranted contractor		
s56	To remove a barking dog causing distress	Warranted Compliance and Monitoring Officer, or warranted contractor		
s57	To remove a dog which a dog control officer or dog ranger has reasonable grounds to believe, has attacked persons or animals	Warranted Compliance and Monitoring Officer, or warranted contractor		
s57A	To remove a dog which a dog control officer or dog ranger has reasonable grounds to believe, has rushed at persons, animals or vehicles in a manner described in section 57A	Warranted Compliance and Monitoring Officer, or warranted contractor		
s59	To seize or destroy a dog at large in the vicinity of protected wildlife as described in section 57A	Manager District Planning and Policy		
s66 (1) (2)	To Issue Infringement Notices and commence proceedings in accordance with the Summary Proceedings Act 1957.	Warranted Compliance and Monitoring Officer, or warranted contractor	Infringement offences can be issued for lesser offence and are prescribed by the amendment acts. If not paid the Act gives the Council the powers to send the fines to the courts collection agency for collection	
s69, s70	To dispose of a dog	Manager District Planning and Policy	If a dog has been impounded and not retrieved within 7 days TA has the power to dispose of the dog.	
s71	To authorise retention of a dangerous dog	Manager District Planning and Policy	Power to keep the dog retained by TA if the TA believes that if the dog is released (in accordance with the Act) it will still pose a threat to the public and stock.	
s72A	To retain custody of a dog or seize a dog released in breach of section 72	Manager District Planning and Policy		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Impounding Act 1955				
s3	Duty to provide and maintain a public pound and provide for spate holding of infected stock	Manager District Planning and Policy		
s8-10	To appoint pound keeper, rangers and deputies as necessary for the proper carrying out of the provisions of this Act	Manager District Planning and Policy	TA shall appoint 1 or more pound keepers for each pound in its area.	
s14	To recover actual costs of poundage and providing sustenance	Manager District Planning and Policy		
s32	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	Manager District Planning and Policy		
s38	To issue notice regarding wild stock trespassing on land and sell the stock if not required	Manager District Planning and Policy		
s46 (1) and (2)	To sign notice to the owner of impounded stock	Manager District Planning and Policy	If stock has been impounded TA must notify the owner. If owner unknown place an advert in the paper. (Stock may be sold after 7 days being impounded.)	
s50	To authorise person to act as auctioneer for the sale of impounded stock	Manager District Planning and Policy		
s52	To destroy worthless or suffering animals	Manager District Planning and Policy		
s53	To dispose of unsold stock	Manager District Planning and Policy		
s56	To recover any deficiency in costs from the owner of the stock	Manager District Planning and Policy		
Animal Welfare Act 1999				
s139	Obligation to destroy sick, diseased or injured animals	Manager District Planning and Policy		
s173	To recover costs from owner or person in charge of animal	Manager District Planning and Policy		

6.2.10.2 Drones

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Civil Aviation Rules - Policy On Flying Unmanned Aircraft				
Part 101	Power to approve or decline applications in accordance with the Policy on Flying Unmanned Aircraft	Manager District Planning and Policy	Consideration of applications for flying unmanned aircraft over Council owned or administered land, in accordance with the Policy on Flying Unmanned Aircraft.	
Unmanned Aircraft Policy 2015				
	To approve or decline permission under the Unmanned Aircraft Policy.	Manager District Planning and Policy in consultation with Manager Engineering		

6.2.10.3 Gambling

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Gambling Act 2003				
s100	To approve or decline applications in accordance with the Gambling Venue Policy (Class 4) and TAB Venue Policy	Manager District Planning and Policy	Consideration of applications for gambling venues in accordance with the Gambling Venue Policy (Class 4) and TAB Venue Policy.	

6.2.10.4 Hazardous Substances and New Organisms

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Hazardous Substances and New Organisms Act 1996				
s97	Authority to appoint warranted district hazardous substances officers	General Manager Operations, Planning and Regulatory Services		
s98	To take enforcement action under the HSNO Act	General Manager Operations, Planning and Regulatory Services		

6.2.10.5 Health



Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Health Act 1956 and Regulations				
s23	To improve, promote and protect public health within the district	Manager District Planning and Policy		Timaru District Council
s34	To enter premises to abate nuisance, without notice to occupier	Manager District Planning and Policy		Timaru District Council
s42	To require repairs and issue a closing order	Manager District Planning and Policy		Timaru District Council
s54	To grant consent for offensive trade	Manager District Planning and Policy		Timaru District Council
s58	To grant consent for stock sale-yards	Manager District Planning and Policy		Timaru District Council
s81	Authority to require disinfection of premises	Manager District Planning and Policy		Timaru District Council
s81	Obligation to disinfect and cleanse when required to by Medical Officer of Health	Manager District Planning and Policy		Timaru District Council
s83	To destroy articles that cannot be effectively disinfected	Manager District Planning and Policy		Timaru District Council
s86	Duty to cause bodies to be buried when required by Medical Officer of Health	Manager District Planning and Policy		Timaru District Council
s128	Power of entry to inspect and execute work	Manager District Planning and Policy		Timaru District Council
Regulation 28	Power to appoint Environmental Health Officers	CEO	Health services are contracted to Timaru District Council. Power to appoint a requirement of the Act	Timaru District Council
Regulation 41	Power to Issue Cleansing Order	Manager District Planning and Policy in consultation with General Manager Operations, Planning and Regulatory Services	TA's have the power to issue cleansing order to prevent danger to health of people or for rendering the premises fit for occupation	Timaru District Council
Camping-Grounds Regulations 1985				
Regulation 3	Power to refuse to issue or renew a registration for premises as a camping ground.	Manager District Planning and Policy	If a camping ground does not comply with the regulations certification shall be refused until compliance has been achieved.	Timaru District Council

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Regulation 15	Power of inspection	Manager District Planning and Policy	Requirement of the Act to appoint an inspector.	Timaru District Council
Health (Hairdressers) Regulations 1980				
Regulation 3	Maintain a hairdressing shop	Manager District Planning and Policy	Requirement of the Act to register these premises. Contracted to Timaru District Council.	Timaru District Council
Regulation 4	Power to enforce minimum standard of hairdressing shops	Manager District Planning and Policy	Requirement of the Act to enforce minimum standards of these premises. Contracted to Timaru District Council.	Timaru District Council
Health (Registration of Premises) Regulations 1966				
Regulation 5	Power to issue or renew a certificate of registration	Manager District Planning and Policy	Requirement of the Act. Mainly an administration matter and contracted to Timaru District Council	Timaru District Council
Regulation 9	Power to revoke registration	Manager District Planning and Policy	If a premises fails to comply with any enactment registration can be revoked. Based on potential health effects on people.	Timaru District Council
Food Hygiene Regulations 1974				
s4 & 5	Power to issue certificate of registration	Manager District Planning and Policy	Requirement of the act to register food premises	Timaru District Council
Food Act 2014				
s54	Power to refuse application for registration	Manager District Planning and Policy		Timaru District Council
s55	Power to require further information and allow further time	Manager District Planning and Policy		Timaru District Council
s56, 57, 60, 61	Power to register food control plan refuse to register, register and impose or vary conditions, and decide duration of registration	Manager District Planning and Policy		Timaru District Council
s62, 63, 65	Power to suspend operations, or extend a suspension under registered food control plan and give directions	Manager District Planning and Policy		Timaru District Council
s67,69, 70	Power to cancel registration and give directions	Manager District Planning and Policy		Timaru District Council
s84	Power to refuse application for registration of food business subject to national programme	Manager District Planning and Policy		Timaru District Council
s85	Power to require further information and allow further time	Manager District Planning and Policy		Timaru District Council

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
s86-89	Power to register business subject to national programme, refuse to register or to impose conditions on registration	Manager District Planning and Policy		Timaru District Council
s90,91, 93	Power to suspend operations of business subject to national programme and give directions	Manager District Planning and Policy		Timaru District Council
s95-97	Power to cancel registration business subject to national programme and give directions	Manager District Planning and Policy		Timaru District Council
s219	Power to issue and cancel infringement officer	Manager District Planning and Policy		Timaru District Council Food Safety Officer
s250	Power to file charging document	Manager District Planning and Policy		Timaru District Council
s296-298	Power of Food Safety Officers	Manager District Planning and Policy		Timaru District Council Food Safety Officer
s299	Power to facilitate entry, search and seizure	Manager District Planning and Policy		Timaru District Council Food Safety Officer
s300-302, 304, 305	Powers to gather information, examine, issues notices, give directions	Manager District Planning and Policy		Timaru District Council Food Safety Officer
s306-308	Power to seize, condemn and require disposal, restrict use or close place	Manager District Planning and Policy		Timaru District Council Food Safety Officer
s310-312	Power to enter and test samples	Manager District Planning and Policy		Timaru District Council Food Safety Officer
s322-326	Power to apply for, execute and act under search warrant	Manager District Planning and Policy		Timaru District Council
s331	Power to apply for Compliance Order	Manager District Planning and Policy		Timaru District Council

6.2.10.6 Litter

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Litter Act 1979				
s5	Power to appoint Litter Control Officers	CEO	Power of authority to appoint the necessary staff to control the dumping of litter in the district.	
s8	Power to appoint Litter wardens	CEO	Power of authority to appoint the necessary staff to control the dumping of litter in the district	

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
s10	To require owners of private property to clear litter from their property	Manager District Planning and Policy, Compliance Officer		
s14	To issue infringement notices	Manager District Planning and Policy, Compliance and Monitoring Officer		

6.2.10.7 Mobile Trading

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
	Authority to approve and issue, and to review and amend conditions of mobile trading permits in accordance with the Mackenzie District Council Mobile Trading Bylaw.	Compliance and Monitoring Officer		

6.2.10.8 Sale and Supply of Alcohol

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Sale and Supply of Alcohol Act 2012				
s64	Issue a licence, certificate, or authority to the applicant	Manager District Planning and Policy	Process applications for liquor licences, certificate and authorities. Delegation with Timaru District Council as the District Licensing Committee.	Secretary of the District Licensing Committee: Timaru District Council
s66	Keep a record of every application filed with the licensing committee and the decision on the application and a register of special licences	Manager District Planning and Policy		Secretary of the District Licensing Committee: Timaru District Council
s72	Issue a duplicate licence or certificate to the holder if they are satisfied the licence or certificate has been lost or destroyed	Manager District Planning and Policy		Secretary of the District Licensing Committee: Timaru District Council
s73	Notify the secretary of the licensing committee if a licence or certificate has been surrendered	Manager District Planning and Policy		Secretary of the District Licensing Committee: Timaru District Council
S100(f)	Provide building code information for the issue of a licence	Building Manager, or Senior Building Control Officer		
S100(f)	Provide Resource Management Act information for the issue of a licence	Manager District Planning and Policy		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Sale and Supply of Alcohol Act 2012				
s102, 128, 140	Must give a copy of every objection to the applicant	Manager District Planning and Policy		Secretary of the District Licensing Committee: Timaru District Council
s103, 141, 220, 225	Must send to the applicant a copy of any report filed with the licensing committee	Manager District Planning and Policy		Secretary of the District Licensing Committee: Timaru District Council
s139	May require an applicant to give public notice of a special licence	Manager District Planning and Policy		Secretary of the District Licensing Committee: Timaru District Council
s155	On notice of appeal, must send to the secretary of the licensing committee any application and supporting documents and other papers relating to the decision appealed against	Manager District Planning and Policy		Secretary of the District Licensing Committee: Timaru District Council
s189	Power to select DLC members from combined list for hearings	Manager District Planning and Policy		Secretary of the District Licensing Committee: Timaru District Council
S196	Authority to function as the Secretary of the District Licensing Committee	Manager District Planning and Policy		Group Manager Environmental Services, Timaru District Council
S197	Power to appoint Chief Licensing Inspector and Licensing Inspector	Manager District Planning and Policy		Group Manager Environmental Services, Timaru District Council
s203	Sign any decision, order, direction, certificate or other document issued by the committee	Manager District Planning and Policy		Secretary of the District Licensing Committee: Timaru District Council
s283	Fix the earliest practicable date for public hearing of an application for a variation, suspension, or cancellation of special licences	Manager District Planning and Policy		Secretary of the District Licensing Committee: Timaru District Council
S279-291	Powers of enforcement	Manager District Planning and Policy		Secretary of the District Licensing Committee: Timaru District Council

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Sale and Supply of Alcohol Act 2012				
Reg 10(2)	Reduction in fee for Special Licence by one class	Manager District Planning and Policy		Secretary of the District Licensing Committee: Timaru District Council

6.2.10.9 Responsible Camping

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Freedom Camping Act 2011 and Responsible Freedom Camping Bylaw				
Freedom Camping Act 2011	To perform the functions and exercise the powers conferred on a warranted enforcement officer in relation to offences against the Freedom Camping Act	Manager District Planning and Policy, Compliance and Monitoring Officer		
Clause 8 Responsible Freedom Camping Bylaw 2016	To grant or revoke consent to waive Freedom camping restrictions in any of the areas identified in Schedule 1 and 2 of the Bylaw	CEO following consultation with Planning and Regulatory Committee Chair and Manager District Planning and Policy		
Clause 9 Responsible Freedom Camping Bylaw 2016	To close or temporarily restrict entry to any overnight freedom camping area or part of any freedom camping area	CEO following consultation with Planning and Regulatory Committee Chair and Manager District Planning and Policy		
Clause 10.2 Responsible Freedom Camping Bylaw 2016	To issue an infringement notice	Manager District Planning and Policy, Compliance and Monitoring Officer, Appointed Consultant		
Clause 10.3 Responsible Freedom Camping Bylaw 2016	To require information from a person who the enforcement officer believes has committed an offence under the Bylaw	Manager District Planning and Policy, Compliance and Monitoring Officer, Appointed Consultant		

6.2.11 Roothing

NB: most of Council's powers with respect to roads are still contained under the Local Government Act 1974 and Land Transport Act 1998.

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Local Government Act 1974				
s319 except subsections H & J	Exercise of general powers in respect of roads apart from stopping the roads, or creating or altering road names	Manager Engineering, or Roothing Manager	These powers include construction like roading and repair of roads, laying out new roads, diverting roads, altering the width of roads, determining areas for carriageways, footpaths and cycle tracks, altering the level of the road, establishing and using temporary roads, selling surplus spoil etc.	
s319(A)	Advising Surveyor General of any new or changed road names	Manager Engineering		
s319(B)	Allocation of property numbers	Manager Engineering	This is for electoral, postal and other purposes and includes the rapid numbering system.	
s330	Ability to set road levels and create a map of these for all the roads in the district	Manager Engineering, or Roothing Manager		
s331	Power to form and upgrade footpaths and channels	Manager Engineering, or Roothing Manager	This power does not include the ability to charge half the cost to landowners other than with the approval of Council.	
s332	Ability to form public cycle tracks	Manager Engineering, or Roothing Manager		
s333	Ability to create remove or alter dividing strips for traffic separation purposes	Manager Engineering, or Roothing Manager		
s334	Ability to erect monuments and provide facilities on or under roads	Manager Engineering, or Roothing Manager in consultation with Community Facilities and Services Officer or Community Services and Waste Officer		
s334(A)	Ability to light the roads	General Manager Operations, Planning and Regulatory Services, Manager Engineering, or Roothing Manager		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Local Government Act 1974				
s335	Ability to require the installation of vehicle crossings	Manager Engineering, or Consents Engineer		
s337	Ability to require the alteration of pipes and drains on or under a road	Manager Engineering, or Roding Manager		
s342(1)(b)	Ability to close any road to traffic on a temporary basis in accordance with Schedule 10	Manager Engineering, or Roding Manager	This allows for the temporary closure of a road or section of a road to traffic in circumstances where the provisions of Schedule 10 of the Local Government Act 1974 where the required 42 days' notice cannot be achieved.	
s344	Power to permit the erection of swing gate or cattle stop across any road or to require the removal of these	Manager Engineering, or Roding Manager	Note that any objection to Council's intention to remove a gate or cattle stop will be determined by Council	
s347	Determination of the widths, grades and formation of private roads	Manager Engineering, Roding Manager, or Consents Engineer	Standards required for private roads should be the same as those applied to other roads under the control of the Council	
s348	Powers of Council with respect to private roads and private ways	Manager Engineering, Manager District Planning and Policy		
s353	Ensuring general safety provisions as to roads are undertaken during road works	Manager Engineering, or Roding Manager		
s354	Powers to control excavations in the vicinity of roads	Manager Engineering, or Roding Manager		
s355	Power to have overhanging trees removed, lowered or trimmed	Manager Engineering	Manager must issue a notice under the hand of the CEO for such actions to take place. There is a right of appeal to the District Court	
s356A	Ability to remove abandoned vehicles from roads	Manager District Planning and Policy, or Compliance and Monitoring Officer	These powers include the power to sell any abandoned vehicle after appropriate procedures have been undertaken	
s357 LGA 1974	To penalize a person who commits an offence which encroaches on a road	Manager Engineering		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Local Government Act 1974				
Schedule 10 Clause 11 (except paragraph (e))	Temporary prohibition of traffic	Manager Engineering		
Land Transport Act 1998				
s16A	Powers regarding restriction of heavy traffic on roads	Manager Engineering, or Roading Manager		
s157	Power as road controlling authority to control, restrict and prohibit traffic	Manager Engineering, or Roading Manager		

6.2.12 Wastewater & Stormwater

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Local Government Act 1974				
s451	Power to approve the diversion of Council drainage works to provide for the erection of a dwelling	General Manager Operations, Planning and Regulatory Services, or Manager Engineering	The costs of such works are payable by the person benefiting	
s459	Ability to require owners of land under certain circumstances to provide private drains	General Manager Operations, Planning and Regulatory Services, or Manager Engineering		
s467	Ability to replace or repair any property destroyed or damaged by any unlawful connection of a private drain and charge the costs of the works to the person responsible	General Manager Operations, Planning and Regulatory Services, or Manager Engineering		
s468	Ability to take action where tree roots obstruct public drains	General Manager Operations, Planning and Regulatory Services, or Manager Engineering	A formal notice signed by the CEO is required and there is a right of appeal to the District Court	

Local Government Act 2002				
s196	Power to authorise a discharge of trade waste into a Council sewer drain	General Manager Operations, Planning and Regulatory Services, or Manager Engineering		

6.2.13 Waste Management

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Waste Minimisation Act 2008				
s32	Duty to spend levy money received on waste minimisation initiatives or in accordance with a water management and minimisation plan	General Manager Operations, Planning and Regulatory Services, or Community Services and Waste Officer		
s52	Ability to conduct waste management operations and manage waste management facilities	General Manager Operations, Planning and Regulatory Services, Community Services and Waste Officer or Manager Property and Commercial		
s53	Duty to use any proceeds from a service undertaken under section 52 in implementing the waste management and minimisation plan	General Manager Operations, Planning and Regulatory Services, or Community Services and Waste Officer		
s54	Ability to arrange for the collection and the disposal of waste	General Manager Operations, Planning and Regulatory Services, or Community Services and Waste Officer in consultation with Manager Property and Commercial		

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Waste Minimisation Act 2008				
s66	To enforce provisions of a bylaw	General Manager Operations, Planning and Regulatory Services, or Community Services and Waste Officer, Compliance and Monitoring Officer		
s73, 74	To initiate proceedings for infringement offences and to issue and serve infringement notices	General Manager Operations, Planning and Regulatory Services, or Community Services and Waste Officer in consultation with Manager District Planning and Policy		
s75	To retain infringement fees	General Manager Operations, Planning and Regulatory Services, or Community Services and Waste Officer		
s76	To authorise any officer to be an enforcement officer	CEO		
s79, 80-82, 84 & 85	Powers on enforcement officers	General Manager Operations, Planning and Regulatory Services, or Community Services and Waste Officer		Authorised enforcement officers
s86-87	To keep records and provide details if required	General Manager Operations, Planning and Regulatory Services, or Community Services and Waste Officer in consultation with Records Advisor		

6.2.14 Water Services

Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
Local Government Act 2002				
s125	Power to undertake the mandatory assessment of water services and other sanitary services	General Manager Operations, Planning and Regulatory Services, Manager Engineering, or Three Waters Manager	Such an assessment is required to be adopted by Council using the special consultative procedure	
s130	Obligation to maintain water services	General Manager Operations, Planning and Regulatory Services, Manager Engineering, or Three Waters Manager		
s193	Power to restrict water supply in response to offences relating to water supplies under the LGA 2002 or any bylaw	General Manager Operations, Planning and Regulatory Services, Manager Engineering, or Three Waters Manager	If an emergency is present and neither General Manager Operation, nor Manager Engineering, nor Three Waters Manager are available, Council's Utilities Maintenance Contractor are delegated to impose a restriction.	If an emergency is present and neither General Manager Operations, Planning and Regulatory Services, nor Manager Engineering, nor Three Waters Manager are available, Council's Utilities Maintenance Contractor are sub-delegated to impose a restriction.

Appendix 1: Subsequent Delegations or Changes to Delegations

Subsequent delegations

Date	Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
28-03-2023	6.2 Sub-delegations	6.2.2 Building Control Existing delegations under the Building Control Act 2004, Amusement Devices Regulations 1978 and Machinery Act 1950.	Correction of staff delegation descriptions to align with current position titles.	These updates to the Building Control delegations were adopted by resolution of Council on 28 March.	Expansion of the breadth of sub-delegations to "Appointed contractor" to reflect the current operating environment.
17-05-2023	5.2 Payment Signatory Delegations	The authority to execute documents on behalf of Council to enable payment of items that have been approved for payment by an authorised party.	General Manager People, Customer and Cultural Relationships, Manager District Planning and Policy, Management Accountant.	This amendment is authorised by the Chief Executive Officer on 17 May 2023 following changes to the organisation's structure.	
17-05-2023	5.3 Schedule of Staff Delegations	The contractual authorities for staff as set down in the chart.	Updates to the Council staff roles and delegated financial amounts as per the table on page 98.	This amendment is authorised by the Chief Executive Officer on 17 May 2023 following changes to the organisation's structure and also encompasses some minor changes/corrections to role titles.	

Role	Amount
Chief Executive Officer	\$2,000,000
General Manager Operations, <u>Planning and Regulatory Services</u>	\$500,000
General Manager Corporate Services General Manager Strategic Financial Management and Commercial Services General Manager Information, Engagement and Community Development	\$250,000
General Manager People, Customer and Cultural Relationships Manager Property and Commercial	\$150,000
Manager Engineering	\$80,000
Roading Manager Three Waters Manager <u>Manager Public Facilities, Parks and Places</u> Community Services and Solid Waste Officer Community Public Facilities, Parks and Services Places Officer	\$50,000
Manager People and Culture Manager Finance Manager Information and Engagement Manager <u>District Planning and Policy</u> Manager Regulatory <u>Manager Information Communication Technology</u> <u>Mackenzie Tourism Development Manager</u> <u>Building Manager</u> <u>Planning Team Leader</u>	\$20,000
Manager Transition Emergency Management Officer Customer Services Manager Senior Corporate Planner Business Liaison Officer Economic Development Officer <u>Senior Executive Assistant</u> <u>Senior Monitoring and Compliance Officer</u> Grants Officer <u>Executive Support</u>	\$10,000
Management Accountant Senior Payroll Officer/Creditors/ <u>HR Administrator</u> Regulatory <u>and</u> Compliance Officer Communications Officer <u>Advisor</u> Administration Support Officer <u>Health and Safety Officer</u>	\$5,000
Senior Revenue Officer	\$2,000

Changes to delegations

Date	Section	Power to be delegated	Delegated to	Commentary & conditions	Sub-delegation
08-11-2022	4.5. Mackenzie District Council Community Boards	The responsibilities, duties and powers for Community Boards to exercise within their communities as adopted by resolution of Council on 8 November 2022 pursuant to clause 32 of Schedule 7 of the Local Government Act 2002.	Fairlie, Lake Tekapo and Twizel Community Boards.	Full review of the delegations assigned to the three community board following the October 2023 triennial election.	
08-11-2022	4.3.1 Audit and Risk Committee	The purpose and scope of the Audit and Risk Committee as adopted by resolution of Council on 8 November 2022.	The members of the Audit and Risk Committee.	Full review of the delegations assigned to the three community board following the October 2023 triennial election.	
08-11-2022	4.3.2 Chief Executive Performance Committee	The purpose and scope of the Chief Executive Performance Committee as adopted by resolution of Council on 8 November 2022 pursuant to clause 30 (1) (a) of Schedule 7 of the Local Government Act 2002.	The members of the Chief Executive Performance Committee.	Full review of the delegations assigned to the three community board following the October 2023 triennial election.	

Other changes to Delegations Manual

Date	Section of Delegation Manual	Change to Delegation Manual
08-11-2022	4.3. Council Standing Committees	Removal of the four Committees disestablished by Council following the October 2023 triennial election. These being: 4.3.3. Commercial and Economic Development Committee, 4.3.4. Engineering and Services Committee, 4.3.5. Planning and Regulatory Committee, and 4.3.6. Strategy Committee.
10-05-2023	4.4. Joint Committees	Correct the name of 4.4.3. Canterbury Waste Management Committee.
17-05-2023	Sections 2 to 6 of the Delegations Manual	Remove "Manager People and Culture" and substitute with "General Manager People, Customer and Cultural Relationships". This amendment is authorised by the Chief Executive Officer on 17 May 2023 following changes to the organisation's structure.
17-05-2023	Sections 2 to 6 of the Delegations Manual	Remove "General Manager Corporate Service" and substitute with "General Manager Strategic Financial Management and Commercial". This amendment is authorised by the Chief Executive Officer on 17 May 2023 following changes to the organisation's structure.
17-05-2023	Sections 2 to 6 of the Delegations Manual	Remove "Manager Information and Engagement" and substitute with "General Manager Information, Engagement and Community Development". This amendment is authorised by the Chief Executive Officer on 17 May 2023 following changes to the organisation's structure.
17-05-2023	Sections 2 to 6 of the Delegations Manual	Remove "General Manager Operations" and substitute with "General Manager Operations, Planning and Regulatory Services". This amendment is authorised by the Chief Executive Officer on 17 May 2023 following changes to the organisation's structure.

Date	Section of Delegation Manual	Change to Delegation Manual
17-05-2023	Sections 2 to 6 of the Delegations Manual	Remove “Manger Planning” and substitute with “Manager District Planning and Policy”. This amendment is authorised by the Chief Executive Officer on 17 May 2023 following changes to the organisation’s structure.
17-05-2023	Sections 2 to 6 of the Delegations Manual	Remove “Manager Regulatory” and substitute with “Building Manager” for Building Control Activities and “Manager District Planning and Policy” for Regulatory. This amendment is authorised by the Chief Executive Officer on 17 May 2023 following changes to the organisation’s structure.
17-05-2023	Sections 2 to 6 of the Delegations Manual	Remove and substitute any minor changes/corrections to role titles. This amendment is authorised by the Chief Executive Officer on 17 May 2023.

Changes adopted by Council: 8 November 2022 and 28 March 2023

Changes authorised by Chief Executive Officer: 17 May 2023

Review date: (by) 30 November 2023



Mackenzie
DISTRICT COUNCIL