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Waitomo District Council

Delegations Register 2026

Waitomo
District Council

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How this Delegations Register works

Theis Delegations Register is inhas five six sections outlined below. The first part contains the Council's Delegations Policy. Parts A to C are subject to the Council's Delegations Policy.

1. The Delegations Policy

The **Delegations** Policy explains the rules relating to the way in which how delegations and sub-delegations apply and operate in the Councilwork and the rules that apply to them. Parts A to C are subject to the Policy.

2. Part A: Delegations to Committees

Part A lists the powers the Council has delegated to its delegations by the Council to Committees. where applicable. Any Committees must follow the same, like the Council, must comply with the decision-making rules as the Council as requirements set out in pPart 6 of the Local Government Act 2002 (LGA).

3. Part B: Delegations to the Chief Executive

Part B gives the Chief Executive authority to carry out many of the Council's legal duties and powers. These include responsibilities under legislation, Council bylaws, delegations under financial management, property transactions, and other matters. contains the delegation of statutory and other delegations by the Council to the Chief Executive. These include all of the responsibilities, duties and powers imposed on the Council by statute or assumed under bylaws made by the Council, together with delegations in respect of financial management, property transactions, and other matters.

Unless it says otherwise in Part B, these powers can be subdelegated by the Chief Executive, as in Part D. These delegations may be sub-delegated, unless this is expressly excluded in Part B.

4. Part C: Delegations from the Council to Officers

Part C delegates certain powers directly from the Council to officers, contains delegations by the Council to officers, in particular under the Local Government (Rating) Act 2002 and the Resource Management Act 1991.

These delegations may cannot be further sub-delegated, unless this is expressly includedclearly stated in Part C.

5. Part D: Sub-delegations by the Chief Executive

Part D outlines where the contains the sub-delegation by the Chief Executive has passed on (sub-delegated) most of their delegated powers to officers. This follows the principle of making decisions at the lowest appropriate level. to staff, of most of the responsibilities, duties and powers delegated by the Council to the Chief Executive. This is consistent with the principle behind the delegations register, referred to in clause 1.1 of the Delegations Register, which is to delegate decision-making to the lowest competent level. Generally, these sub-delegationeds powers may cannot be delegated further sub-delegated.

6. Part E: Table of Council Resolutions and Chief Executive directives amending this Register

Part E contains a table detailing Council resolutions and Chief Executive written instructions for the amending of this Register.

There is also a Financial Delegations Matrix

The Financial Delegations Matrix (the Matrix) which is tosits alongside this document and should be read in conjunction with this Delegations Register (Doc No. 957277A85663).

How this Delegations Register works

The ~~Financial Delegations~~ Matrix ~~details~~ explains what financial ~~delegations made by~~authority the Chief Executive has made to WDC employees, in accordance with WDC's Procurement Policy, Delegations Register and Revenue and Financial Policy.

This ~~Schedule~~ Matrix is ~~"~~public excluded~~"~~ and sits outside of this Register to ~~ensure the protection and~~protect the privacy and safety of individual WDC employees.

Amendments to this Delegations Register

This Delegations Register is maintained by the Strategy and ~~Environment~~ Policy ~~Group~~team~~,~~ who~~se staff~~ may amend it to:

- Give effect to any Council resolution with respect to Parts A, B or C~~:~~
- Give effect to any written instruction to that effect from the Chief Executive with respect to Part D~~:~~
- Make any typographical or grammatical corrections~~.~~

Delegations Policy

Introduction

Waitomo District Council (WDC) is a local authority under the Local Government Act 2002. WDC is governed by its Elected Members, including the Mayor, who form the Council. The Council is responsible and democratically accountable for exercising the powers, duties, and responsibilities it has under various legislation and for making decisions on behalf of the community.

The Council appoints only one employee, the Chief Executive, who is responsible for the overall administration of WDC and employs all staff. The Chief Executive is the Council's Principal Administrative Officer and is accountable to the governing body for implementing decisions and for the effective, efficient and lawful management of WDC operations.

The Council may delegate responsibilities to the Chief Executive, Committees, Subcommittees, other Subordinate Decision-Making Bodies, or Officers. Those delegated responsibilities may, in turn, further delegate their responsibilities where this is not prevented in certain cases by law.

The Delegations Policy (the Policy) outlines who has permission to delegate and to whom in which circumstances and should be read alongside the Delegations Register Parts below.

Definitions

Council	shall mean the elected members that form the governing body of the Waitomo District Council
Committee	a specialised, ~~–~~standing group of elected members (and sometimes external members) appointed by the Council to investigate issues, oversee specific areas, with delegated decision-making power or making recommendations to the full Council.
Member	means a member of the Council, including the Mayor
Officer	means a named person, or the person who is for the time being the holder of a specified office. Officer's delegations are attached to roles rather than individuals. Officers may be WDC employees, contractors, consultants, or commissioners.
Subcommittee	A smaller specialised group of elected members to focus on specific, targeted tasks, formed within a parent committee. Appointed by the Council to investigate issues, oversee specific areas, with delegated decision-making power or making recommendations to the full Council.
Subordinate decision-making body	a committee, local board, or individual (an Officer) authorised to make specific decisions under delegation from the main Council.
Waitomo District Council	shall mean the organisation established to administer Council affairs, conduct operations, and bring effect to Council policy and strategies.

1. General ~~Comments~~Authority to Delegate

1.1 The Council supports the principle of delegating decision-making to the lowest competent level. This makes best use of the abilities of elected members and senior staff~~,~~ and promotes efficient management.~~ ensuring the cost-effective use of resources and promoting the development of efficient and effective management.~~ This principle has been applied to the preparation of this Delegations Register.

1.2 Unless expressly ~~provided otherwise~~prohibited in the Local Government Act 2002 (LGA), or in any other Act, the Council ~~is able to, and will,~~can delegate to a~~n~~ WDC officer ~~of the Council~~ any of its responsibilities, duties or powers except the power to:

- Make a rate; or
- Make a bylaw; or
- Borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- Adopt a long-term plan, annual plan, or annual report; or
- Appoint a chief executive; or
- Adopt policies required to be adopted and consulted on under the ~~Local Government Act 2002~~LGA in association with the long-term plan or developed for the purpose of the local governance statement.

1.3 Council may delegate any of its responsibilities, duties or powers to a subcommittee or person as long as it follows any limits or rules set by the original delegation and by required legislation. ~~, subject to any conditions, limitations, or prohibitions imposed by whichever body made the original delegation as well as any statutory limitations.~~ The Council may also delegate the enforcement, inspection, licensing and administration of its bylaws and other regulatory matters to any other local authority, organisation or person. ~~the enforcement, inspection, licensing and administration related to the Council's bylaws and other regulatory matters.~~

1.4 To avoid doubt, even if the Council or an officer delegate a function to someone else, they remain liable and legally responsible for ensuring that function or duty is carried out properly. ~~no delegation relieves the body or person making the delegation of the liability or legal responsibility to perform or ensure performance of the function or duty being delegated. The Council may have the power to delegate under enactments other than the Local Government Act 2002.~~

1.5 Any delegation made includes any ancillary responsibilities, duties or powers necessary to give effect to that delegation.

1.6 Unless specifically time-limited, a delegation will continue in force until specifically revoked or varied by the delegator or the Council. A delegation may be implicitly revoked if a committee is discharged. Refer clause 30(7) of Schedule 7 of the Local Government Act 2002.

1.7 ~~Unless a~~If there is no valid delegation ~~in respect of a matter has been made and included~~recorded in the Delegations Register, and no law gives the decision-making power ~~or there is a statutory provision which confers a matter~~ directly ~~on~~ to the Chief Executive or an officer, ~~any~~ then the decision ~~required in respect of that matter can only~~must be made by the Council (either at an ordinary or extraordinary meeting).

2. Committees~~, Subcommittees, other Subordinate Decision-Making Bodies and Joint Committees~~

2.1 The Council may appoint the committees, subcommittees, and any other subordinate decision-making bodies that it considers appropriate. ~~–~~ It may also appoint a joint committee with another local authority or other public body.

2.2 Any of the Council's responsibilities, duties or powers other than those referred to in clause 1.2 above may be delegated ~~(where they exist)~~ to a committee, subcommittee or other subordinate decision-making body (where these exist).

2.3 Unless prohibited by the Council, ~~A~~a committee or other subordinate decision-making body may appoint ~~the~~ any subcommittees that it considers appropriate. ~~unless the Council prohibits it from doing so~~.

2.4 Committees or other subordinate decision-making bodies are subject ~~in all things~~ to the control of the Council. They must carry out all general and special directions ~~of the Council~~ given ~~in relation~~ to them by the Council. ~~Subcommittees are subject i~~In the same way, subcommittees are subject to the committees that appointed them.

2.5 Once a decision has been properly made under a delegation to a committee, subcommittee, or other delegated body, the Council or a committee cannot cancel or change that decision. ~~The Council or a committee is not entitled to rescind or amend a decision made under a delegation authorising the making of a decision by a committee, a subcommittee, or another sub-ordinate decision-making body.~~

2.6 ~~All such bodies are, u~~Unless the Council resolves otherwise, all such bodies will automatically end when newly elected members are appointed following a triennial election. ~~deemed to be discharged on the coming into office of elected members at the next triennial election next after the committees, subcommittees, or other sub-ordinate bodies were appointed. Unless such a resolution is made,~~ If the Council does not pass a resolution to continue them, the delegated powers ~~may~~ of those bodies will lapse ~~by operation of this provision~~.

2.7 Committees, or other subordinate decision-making bodies, may delegate any of their responsibilities, duties or powers ~~(other than those referred to in clause 1.2)~~ to a subcommittee or person, (except those referred to in clause 1.2). Any sub-delegation must comply with any ~~subject to any conditions, limitations, or prohibitions imposed~~restrictions set by the Council or ~~by the committee or~~the ~~body or person that made the~~ original delegating body~~on~~.

2.8 These entities may, without confirmation by the Council or ~~committee or~~ body that made the delegation, exercise those delegations in the same way as the Council could have done.

3. Chief Executive

~~3.1 The Waitomo District Council is a local authority under the Local Government Act 2002. Elected members and the Mayor make up the Council's governing body, which is responsible and democratically accountable for decision-making.~~

3.1 ~~3.2 The governing body appoints only one employee, the Chief Executive. He or she negotiates the terms of employment and employs all Council staff. The Chief Executive is the Council's Principal Administrative Officer.~~The Chief Executive is responsible for implementing the decisions of the Council and ensuring that all responsibilities, duties and powers delegated to him or her, or to any person employed by the Council, are properly performed or exercised. ~~–~~ This includes those imposed or conferred by an Act, regulation or bylaw.

3.2 The Chief Executive may delegate to any other WDC officer ~~of the Council~~ any of ~~his or her~~their powers under the Act, or any other statute, except for the power to delegate, or any power that ~~is subject to a prohibition on delegation~~cannot be delegated under the law. Further sub-delegations are not permitted under the Local Government Act 2002.

4. Member and Officer Delegations

~~4.1 For the purpose of this Policy:~~

~~"officer" means a named person, or the person who is for the time being the holder of a specified office~~

4.1 ~~"member" means a member of the governing body of the Council, including the Mayor.~~The Council may delegate to a member ~~or officer~~ of the Council or an officer any of its responsibilities, duties or powers other than those referred to in clause 1.2. Such delegations may be further delegated to another person, subject to any conditions, limitations, or prohibitions imposed by the Council or by the committee, body or person that made the original delegation.

4.2 An officer may delegate to another officer ~~of the Council~~ any of ~~his or her~~the powers which the ~~delegated by the~~ Council ~~to that~~has delegated to them ~~officer~~, except:

- 4.3 the power to delegate; or
- 4.4 any power delegated to the officer that is subject to a prohibition on delegation; or
- ~~any power under an enactment where the enactment expressly prohibits the delegation of the power.~~

4.5 Effectively, this means that only one sub-delegation is permitted.

4.6 Officers (including the Chief Executive and commissioners) may not sub-delegate responsibilities or powers delegated by the Council under the Resource Management Act 1991 or the Local Government (Rating) Act 2002.

4.7 An officer to whom any responsibilities, duties or powers are delegated may exercise them in the same way and with the same effect as the delegating officer or body could have done.

4.8 If ~~not specified in~~ the Delegations Register does not state otherwise, and ~~subject to any legislative limitations~~it is allowed by law, delegations to an officer ~~holding a named position~~ may be exercised

by all officers in a direct line of authority above that officer. ~~This applies also to any officer who performs or exercises the same or a substantially similar role or function, whatever the name of his or her position.~~

4.9 A delegated authority must be exercised in accordance with all relevant Council policies and conditions, such as financial limits and process and reporting requirements.

4.10 Where an officer is in a position in an acting capacity, the officer may exercise the delegations applying to that position. However, the officer should state that ~~he or she is~~they are exercising the delegation in an acting capacity.

4.11 Where there is any ambiguity between the wording of a legislative function and the delegation of that function to an officer, the wording of the legislation ~~will prevail~~takes priority. If a~~A~~ delegation was made under legislation that is ~~subsequently~~ later repealed, it will be treated as a delegation made under the replacement or equivalent law, with any necessary changes made. ~~will be read as a delegation made, with or without modification, under any replacement or corresponding legislation.~~

4.12 ~~Responsibilities, duties or powers under the Resource Management Act 1991 and the Local Government (Rating) Act 2002 delegated by the Council to officers, including the chief executive, or to commissioners, may not be sub-delegated.~~Any delegation is the authority to use a duty or power, not a compulsion to do so. ~~The delegation of a responsibility, duty or power is the granting of authority to exercise that responsibility, duty or power, not a compulsion to do so (either at all or in a particular case).~~ Whether or not to exercise a delegated authority ~~may~~ will depend on the circumstances ~~of a particular matter~~ or the ~~job description of the officer concerned~~ officers' role and responsibilities.

4.13 Each p~~P~~art of the Delegations Register will specify whether the delegations can be exercised singularly ~~severally (i.e. the delegation can be exercised~~ by the officer acting alone,~~)~~ or whether they must be exercised jointly ~~(i.e. two or more officers acting together).~~ with more than one officer.

5. Delegations to Council Controlled Organisations

5.1 Council can also delegate authority to other organisations. Under Part B (Sub-Part 2 – Bylaws) the register specifies what powers have been delegated to Waikato Waters Limited (WWL).

Part A – Delegations to Committees~~, Community Boards, Subcommittees etc.~~

Where appropriate, ~~T~~the Council ~~delegates, where applicable, to~~delegates to ~~C~~committees, Community Boards, ~~S~~subcommittees, ~~C~~council ~~H~~hearings ~~P~~panels or other sub-ordinate decision-making bodies, the responsibilities, duties, and powers as set out in this Part.

These powers may be sub-delegated unless this is expressly excluded as ~~set out~~stated in this Part.

All delegations are made ~~severally~~ singularly (and can be exercised by an officer acting alone) unless specified otherwise.

Note: ~~———~~*The Register contains reference to the Tenders Subcommittee. This is not a Committee of Council but is a committee of the Senior Management Team which considers and determines Council procurement.*

Sub-Part 1 – Council Committees

Audit and Risk ~~and Finance~~ Committee

Delegated the authority to:

1 Recommend changes to its Terms of Reference to the Council for adoption
2 Receive and consider staff reports on audit, internal controls, financial and risk management related matters
3 Recommend new accounting and reporting requirements or changes to accounting policies
4 Approve the engagement and arrangement letters of Auditors
5 Make recommendations to Council on financial, internal control and risk management and financial policy and procedure matters as appropriate
6 Recommend the adoption or non-adoption of the Annual Report
7 The Audit and Risk Committee may not delegate any of its responsibilities, duties or powers.

~~1 Recommend changes to its Terms of Reference to the Council for adoption;~~
~~2 Receive and consider staff reports on audit, internal controls, financial and risk management related matters;~~
~~3 Recommend new accounting and reporting requirements or changes to accounting policies;~~
~~4 Approve the engagement and arrangement letters of Auditors;~~
~~5 Make recommendations to Council on financial, internal control and risk management and financial policy and procedure matters as appropriate;~~
~~6 Recommend the adoption or non-adoption of the Annual Report;~~
~~7 The Audit Risk and Finance Committee may not delegate any of its responsibilities, duties or powers.~~

Te Raangai Whakakaupapa Koorero

Delegated the authority to:

1 Recommend changes to its Terms of Reference to the Council for adoption.
2 Receive and consider staff reports.
3 Make recommendations to Council with respect to any of the matters listed as Responsibilities in Section 2 of Terms of Reference (~~A641565~~Doc 915159).

District Licensing Committee

Council's District Licensing Committee has specific powers, functions and duties pursuant to the Sale and Supply of Alcohol Act 2012.

Part B – Statutory and Other Delegations to the Chief Executive

For the purpose of performing his or her duties, the Council delegates to the Chief Executive all of its responsibilities, duties and powers to act on any matter, subject to the restrictions set out in the tables in this Part.

Note: These delegations expressly exclude any power, responsibility or duty that has already been delegated to a Committee or other subordinate decision-making body (where relevant).

The Chief Executive may sub-delegate any of these responsibilities, duties, or powers (including to a deputy to act if the Chief Executive is absent or not available) unless this is expressly excluded as set out in the tables in this Part.

Sub-Part 1 –Legislative Delegations

This part covers the legislation under which the Government gives powers and responsibilities to the Council. Under each act it is stated what has been delegated by the Council to the Chief Executive, and what remains the role of the Council.

Sub-Part 2 – Bylaws

This part covers all of Waitomo District Council's bylaws and states what powers and responsibilities have been delegated by the Council to the Chief Executive and what remains the responsibility of the Council.

Sub-Part 3 – Operational Delegations

This part covers all operational functions which have been delegated by the Council to the Chief Executive to enable the running of the organisation.

Sub-Part 1 – Legislative Delegations

1. Amusement Devices Regulation 1978

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

~~1.~~2. Animal Welfare Act 1999

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act **except** the power to nominate a member of an animal ethics committee under section 101(8).	

~~2.~~3. Arts Council of New Zealand Toi Aotearoa Act 2014

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act **except** – (a) the allocation of funds to community arts projects: (b) consenting to a representative of the local authority to be a member of the community arts council under section 18(2): (c) making a grant under section 18(2)(b).	

~~3.~~4. Biosecurity Act 1993 and any regulations made under that Act

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act and regulations made under this Act **except -** (a) the power to set and assess rates as referred to in section 14: (b) the power to transfer the performance of an operation under this Act to another local authority.	

~~4. Births, Deaths, Marriages, and Relationships Registration Act 20211995~~

~~Delegation~~	~~Date Amended~~
~~The power under section 75E to request the Registrar-General to provide a copy of all entries made in the access register in relation to any person.~~	

5. Building Act 2004 and any regulations made under that Act

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act (including the authority to appoint and warrant authorised and/or enforcement officers) and regulations made under this Act **except -** (a) Its power under section 213 to make arrangements for any other building consent authority to perform the Council's functions of a building consent authority. (b) Its power under sections 219(1)(a) and 281A to set any fee or charge in relation to a building consent and for the performance of any other function or service under the Act. (c) Its powers under sections 233 to 236 to transfer any of its functions, duties or powers under the Act to another territorial authority. (d) Its power under sections 233 to 236 to agree to undertake any function, duty or power of any other territorial authority under the Act.	

6. Building Research Levy Act 1969

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

7. Burial and Cremation Act 1964 and any regulations made under that Act

Delegation	Date Amended
All of its responsibilities, duties and powers under this Act and regulations made under this Act **except –** (a) naming of cemeteries under section 7: (b) making of bylaws under section 16: (c) erecting a crematorium under sections 38 and 39. (d) making of bylaws under section 40	

8. Civil Defence Emergency Management Act 2002

Delegation	Date Amended
To perform functions and powers of the Council as a member of the Civil Defence Emergency Management Group in accordance with section 17 and 18.	
All the duties of a local authority under section 64.	

9. Criminal Procedure Act 2011 and regulations made under that Act

Delegation	Date Amended

All of its responsibilities, duties, and powers under this Act and regulations made under this Act.	

~~**COVID-19 Recovery (Fast-track Consenting) Act 20**~~

~~**Delegation**~~	~~**Date Amended**~~
~~All of its responsibilities, duties, and powers under this Act and regulations made under this Act.~~	

10. Dog Control Act 1996 and any regulations made under that Act

Delegation	**Date Amended**
All of its responsibilities, duties, and powers under this Act (including authority to appoint and warrant dog control officers and rangers) and regulations made under this Act **except –** (a) making grants under section 6(2)(b): (b) appointing a joint committee under section 7: (c) adopting a dog control policy under section 10, and reviewing the dog control policy under section 10AA: (d) making dog control bylaws under section 20: (e) hearing and determining an objection to a probationary owner classification under section 22: (f) terminating a probationary owner classification under section 23: (g) hearing and determining an objection to a disqualified owner classification under section 26: (h) hearing and determining an objection to a dangerous dog classification under section 31: (i) determining an objection to a menacing dog classification under sections 33B or 33D: (j) setting dog control fees under section 37: (k) hearing and determining an objection to a barking dog notice under section 55: (l) setting pound fees under section 68.	

11. Electricity Act 1992

Delegation	**Date Amended**
All of its responsibilities, duties, and powers under this Act.	

12. Fencing Act 1978

Delegation	**Date Amended**
All of its responsibilities, duties, and powers under this Act.	

13. Food Act 2014 and regulations made under that Act

Delegation	**Date Amended**
All of its responsibilities, duties, functions and powers under this Act, and these regulations, **except** –	

Delegation	Date Amended
(a) the decision to combine with 1 or more territorial authorities for the purpose of performing the function of a registration authority under section 173(2) : (b) transferring the Council's functions, duties, and powers under section 176: (c) transferring the Council's functions, duties, and powers under section 179: (d) changing or revoking a transfer under section 182 (e) setting fees under section 205.	

~~**14. Food Hygiene Regulations 1974**~~

Delegation	Date Amended
~~All of its responsibilities, duties, and powers under these regulations **except** the hearing of submissions or objections.~~	

~~15.~~14. Freedom Camping Act 2011

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act **except** – (a) making bylaws under section 11; and (b) reviewing bylaws under section 13.	

~~16.~~15. Gambling Act 2003

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act except adopting a policy on class 4 venues under sections 101 and 102, or granting a consent under s 100 otherwise than in accordance with Council's policy on class 4 venues.	

~~17.~~16. Gas Act 1992

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

~~18.~~17. Government Roading Powers Act 1989

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act **except** – (a) consenting to a delegation made by the New Zealand Transport Agency under section 62(1):	

Delegation	Date Amended
(b) surrendering delegated powers and duties under section 63 and 64: (c) requests to New Zealand Transport Agency under section 81 in respect of motorways.	

~~19.~~18. Hazardous Substances and New Organisms Act 1996 and any regulations made under this Act

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

~~20.~~19. Health Act 1956 and any regulations made under this Act (including without limitation the Camping-Grounds Regulations 1985, the Health (Registration of Premises) Regulations 1966~~, the Health (Hairdressers) Regulations 1980~~, the Health (Burial) Regulations 1946))

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act (including authority to appoint and warrant environmental health officers) and regulations made under this Act **except** - (a) borrowing money under section 27~~-~~ otherwise than in accordance with the LTP*;* (b) making bylaws under section 64: (c) the powers and functions ~~under~~ that may not be delegated as set out in regulation 22 of the Housing Improvement Regulations 1947 ~~that may not be delegated as set out in regulation 22~~: (d) setting fees under regulation 13 of the Health (Burial) Regulations 1946: (e) setting fees under regulation 7 of the Health (Registration of Premises) Regulations 1966.	

~~21.~~20. Health and Safety at Work Act 2015

Delegation	Date Amended
All of its responsibilities, duties and powers under this Act, of a person conducting a business or undertaking (PCBU) on behalf of Council, including the authority to appoint and warrant authorised Health and Safety Officers.	

~~22.~~21. Heritage New Zealand Pouhere Taonga Act 2014

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act **except-** (a) making contributions to funds of Heritage New Zealand Pouhere Taonga under section 97: (b) transferring land to Heritage New Zealand Pouhere Taonga under section 98:	

PART B: Statutory and Other Delegations to the Chief Executive
Sub-Part 1- Legislative Delegations

~~23.~~22. Housing Improvement Regulations 1947

Part	Delegation	Date Amended
1	To determine the minimum standards of fitness for houses where required under the provisions of Part 1.	

~~24.~~23. Impounding Act 1955 and any regulations made under that Act

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act (including authority to appoint and warrant pound keepers and rangers), and these regulations, **except–** (a) setting poundage fees and sustenance charges under section 14: (b) declaring, under section 34, that section 33 does not apply to a specified road in the district.	

~~25.~~24. Land Drainage Act 1908

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act **except** the power to subdivide drainage districts under section 16.	

~~26.~~25. Land Transport Act 1998, and any rules and regulations made under that Act (including without limitation the Heavy Motor Vehicle Regulations 1974) Land Transport Rule: Vehicle Dimensions and Mass ~~2002~~ 2016 and Land Transport Rule: Setting Speed Limits ~~2017~~2024)

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act (including the authority to appoint and warrant parking wardens), and regulations and rules made under this Act except – (a) making bylaws under sections 22AB to 22AD: (b) making bylaws setting speed limits and designating urban traffic areas under the Land Transport Rule: Setting of Speed Limits ~~2017~~2024.	

~~27.~~26. Land Transport Management Act 2003

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act **except** – (a) making submissions when consulted on the regional land transport programme under section 18: (b) making submissions when consulted on the declaration of state highways or the revocation of a declaration under section 103: (c) appointing a person to represent the Council on the regional transport committee under section 105.	

PART B: Statutory and Other Delegations to the Chief Executive
Sub-Part 1- Legislative Delegations

~~28.~~27. Litter Act 1979

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act (including the authority to appoint and warrant litter control officers and wardens) **except** - (a) hearing objections under section 10: (b) making grants under section 11: (c) making bylaws under section 12: (d) adopting an infringement notice under section 13.	

~~29.~~28. Local Government Act 1974

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act **except –** (a) vesting property in a road in the New Zealand Transport Agency under section 316: (b) declaring a specified road or part of a specified road to be a pedestrian mall under section 336 and revoking any such declaration: (c) making bylaws under section 344(9) relating to swing gates and cattle stops under that section: (d) declaring a limited access road under section 346 and 346(A): (e) declaring land to be single parcels of land under section 346D: (f) declaring any private road or right of way to be a public road under section 349: (g) granting consent under section 354 in relation to a cellar or other excavation: (h) establishing toll gates and collecting tolls under section 361: (i) declaring a private drain to be a public drain under section 462: (j) making bylaws under section 517 relating to land drainage works.	

~~30.~~29. Local Government Act 2002

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act (including the authority to appoint and warrant enforcement officers) **except -** (a) those set out in clause 32(1)(a) to (h) of Schedule 7: (b) exempting a small organisation under section 7: (c) entering into a triennial agreement under section 15: (d) transferring responsibilities under section 17: (e) reviewing the delivery of services under section 17A: (f) establishing a community board under section 49: (g) establishing a council controlled organisation under section 56: (h) appointing directors to council organisations under section 57: (i) agreeing to any statement of intent of a council organisation under Schedule 8: (j) ~~adopting assessments of water and other sanitary services under section 125:~~ (k) prescribing fees under section 150: (l) making determinations under section 155:	

Delegation	Date Amended
(m) reviewing a bylaw under section 160: (n) transferring a bylaw-making power under section 161: (o) appointing a member under section 249(2): (p) making a reorganisation proposal under clause 3 of Schedule 3.	

~~31.~~30. Local Government Official Information and Meetings Act 1987

Delegation	Date Amended
As set out in section 42, all of its powers under Parts 2 to 5 of this Act except any power specified in section 32. Under section 43(1), the Chief Executive is specifically authorised to sub-delegate all or any of these powers.	

~~32.~~31. Local Government (Rating) Act 2002

Delegation	Date Amended
To authorise the register of a notice of charge under section 90 in relation to postponed rates. This power may not be sub-delegated.	

~~33.~~32. New Zealand Library Association Act 1939

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

~~34.~~33. Ombudsmen Act 1975

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

~~35.~~34. Plumbers, Gasfitters, and Drainlayers Act 2006

Delegation	Date Amended
All of its powers under section 91.	

PART B: Statutory and Other Delegations to the Chief Executive
Sub-Part 1- Legislative Delegations

~~36.~~35. Postal Services Act 1998

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

~~37.~~36. Privacy Act ~~1993~~ 2020

Delegation	Date Amended
All of its responsibilities, duties and powers under this Act. ~~As set out in section 124, all of its responsibilities, duties and powers under this Act. Under section 125, the Chief Executive is specifically authorised to sub-delegate all or any of these powers.~~	

~~38.~~37. Property Law Act 2007

Delegation	Date Amended
All of its responsibilities, duties and powers under this Act.	

~~39.~~38. Protected Disclosures Act 2000

Delegation	Date Amended
All of its responsibilities, duties and powers under this Act subject to compliance with Council's Protected Disclosures (Whistleblowers) Policy, **except** adopting internal procedures under section 11, to be exercised in accordance with the Policy.	

~~40.~~39. Public Records Act 2005

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

~~41.~~40. Public Works Act 1981

Delegation	Date amended
All of its responsibilities, duties and powers under this Act.	

PART B: Statutory and Other Delegations to the Chief Executive
Sub-Part 1- Legislative Delegations

~~42.~~41. Racing Act 2003

Delegation	Date Amended
The power to consider and determine an application for a Board venue consent under section 65C of this Act in accordance with the Council's Board Policy on Gambling Venues (incorporating board venues)	

~~43.~~42. Rates Rebate Act 1973

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

~~44.~~43. Rating Valuations Act 1998 and any regulations made under this Act

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act and regulations.	

~~45.~~44. Residential Tenancies Act 1986

Delegation	Date Amended
The responsibilities, duties, and powers under this Act.	

~~46.~~45. Reserves Act 1977

Delegation	Date Amended
All of the responsibilities duties and powers under this Act (including to appoint rangers in respect of any reserve for which the Council is an administering body pursuant to s 8).	

~~47.~~46. Sale and Supply of Alcohol Act 2012 and any regulations made under this Act

Delegation	Date Amended
Council's responsibilities, duties, and powers under this Act and regulations made under this Act, except the power to adopt a Local Alcohol Policy, make any Liquor Control Bylaw and set fees.	
The Council's general authority to delegate to any person any of the Chief Executive's functions, powers and duties under the Sale and Supply of Alcohol Act 2012, including the function of Secretary pursuant to section 198.	

The power to appoint and warrant licensing inspectors and under section 197 (5) to appoint a chief licensing inspector.	

~~48.~~47. Statutory Land Charges Registration Act 1928

Delegation	Date Amended
The power under section 6(3) to sign a notice of a statutory land charge.	
The power under section 7(2) to sign a certificate releasing a statutory land charge.	

~~49.~~48. Summary Proceedings Act 1957 and any regulations made under this Act.

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act and regulations made under this Act.	

~~50.~~49. Telecommunications Act 2001

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

~~51.~~50. Trespass Act 1980

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act. The Chief Executive is the person in lawful occupation of land owned, occupied or controlled by the Council.	

~~52.~~51. Unit Titles Act 2010

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

~~53.~~52. Utilities Access Act 2010

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

~~54.~~53. Walking Access Act 2008

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act **except -** (a) the decision to give written consent as an administering authority under section 21: (b) the decision to agree to be a controlling authority (or not as the case may be) under section 36: (c) setting and imposing charges under section 37: (d) the decision to agree with the Commission's decision or to evoke a walkway: (e) making bylaws under section 68.	

~~55.~~54. Waste Minimisation Act 2008

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act (including the authority to appoint and warrant enforcement officers) **except –** (a) making decisions under section 32 with respect to the spending of the levy: (b) adopting a waste management and minimisation plan under section 43: (c) setting fees in accordance with section 46: (d) making grants under section 47: (e) reviewing the waste management and minimisation plan under section 50: (f) making bylaws under section 56: (g) reviewing bylaws under section 58.	

~~56.~~55. Local Government (Water Services) Act 2025

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act (including the authority to appoint and warrant enforcement officers)	

Sub-Part 2 – Bylaws

1. Public Amenities Bylaw 2010 (reviewed 2015)

Delegation	Date Amended
All of its powers under this Bylaw.	

2. Waitomo District Dog Control Bylaw 2021~~1~~5

Delegation	Date Amended
All of its powers under this Bylaw **except** the setting of an application fee under clause 16~~4~~	

3. Public Places Bylaw ~~2009 (reviewed 2014)~~2023

Delegation	Date Amended
All of its powers under this Bylaw **except** setting of fees under clause 14~~0~~.1.	

4. Public Health and Safety Bylaw 2023~~09 (updated 2014)~~

Delegation	Date Amended
All of its powers under this Bylaw**.**	

5. Freedom Camping Bylaw 2023~~2018~~

Delegation	Date Amended
All of its powers under this Bylaw.	

6. Solid Waste Bylaw ~~2009 (reviewed 2014)~~2026

Delegation	Date Amended
All of its powers under this Bylaw **except** setting of fees under section ~~5~~-11 and the prohibitions under clause ~~6.9.1~~5.27 ~~and 7.3.1~~	

PART B: Statutory and Other Delegations to the Chief Executive
Sub-Part 2- Bylaws

7. Land Transport Bylaw 2015

Delegation	Date Amended
All of its powers under this Bylaw **except** the powers set out in clauses 6.21, 6.35, 6.38, 6.52, 6.54, 6.61, 6.63, 7.23, and 8.5 ~~6.9.4, 6.10.2, 6.16.1, 6.17.1, 6.18.1, 6.19.1 (listed as 6.17.1 under clause 6.19), 7.7, and 9.1.5~~, only as they relate to matters being fixed by resolution of Council.	

8. Trade Waste Bylaw 2006 (amended 2016)

Delegation	Date Amended
All of its powers under this Bylaw **except** the setting of charges under Schedule 1E.	

Delegation to Waikato Waters Limited (WWL)	**Date Amended**
All administration and enforcement powers under this Bylaw **except** the powers related to setting fees, charges and rates.	

9. Water Services Bylaw 2010 (amended 2016)~~5~~

Delegations to the Chief Executive	**Date Amended**
All of its powers under this Bylaw **except** the powers ~~set out in clause 6.2.2, 6.2.3, 7.3.1,~~ related to setting fees, charges and rates~~12.6.1, 12.8.1, 12.9.7,~~ and 24.1 and 24.3 only as they relate to matters being ~~fixed~~ set by resolution of Council through bylaw amendment.	

Delegation to Waikato Waters Limited (WWL)	**Date Amended**
All administration and enforcement powers under this Bylaw **except** the powers set out in Part C as these relate to Stormwater activity, which is not transferred to WWL, powers related to setting fees, charges and rates. Clauses 24.1, 24.3 as they relate to matters being set by resolution of Council through bylaw amendment.	

10. Bylaws Generally

Delegation	Date Amended
Its powers to appoint authorised officers for the purposes of performing duties under any of the Council's bylaws.	
Its powers to institute any enforcement action, including a prosecution for an offence against any of the Council's Bylaws, or bringing injunction proceedings, together with a power to make any decision pertaining to such enforcement or prosecution or injunction proceedings.	
Its powers to take enforcement action against any person who breaches any such injunction and to make any decision on any matter relating to any such action.	
No powers to set fees and charges or rates under any bylaw.	

Sub-Part 3 – Operational Delegations

1. Finance and Insurance

Financial Delegations	Limitations	Date Amended
Authority to approve either capital or operational expenditure and to authorise the commencement of authorised works/services, including for any multi-year contracts, which have been budgeted for in Council's ~~10 Year~~Long Term Plan and/or Annual Plan.	Conditional on: ▪ The expenditure is for authorised works or services for which provision has been made in Council's approved budget ▪ Compliance with procedures identified in any relevant financial authority manual or policy (such as Council's Procurement policy) in relation to each transaction ▪ With regard to the acquisition and disposal of assets, the transaction being aligned with the Long Term~~10 Year~~ Plan ▪ Land purchases and sales must be approved by Council ▪ Financial transactions should not be subdivided to avoid the financial delegation limit or a contestable process ▪ A summary report on the exercise of this delegation for procurement shall be submitted to the next available meeting of the Audit and Risk Committee.	~~24 November 2020~~
Transferring budgets - authority to approve budget changes for the transfer of budgets (capital or operational) between or within an Activity.	~~Requires approval of the Tenders Subcommittee, being the Chief Executive in conjunction with all the General Managers.~~	~~24 November 2020~~
To exempt the calling of tenders over ONE HUNDRED AND FIFTY THOUSAND DOLLARS ($150,000) (GST inclusive) in accordance with an approved budget	Requires the approval of the Tenders Subcommittee, being the Chief Executive in conjunction with all the General Managers.	~~24 November 2020~~
Authority, in conjunction with any one of the General Managers to authorise and approve any expenditure in an Emergency, other than an emergency (whether declared or undeclared) as defined by the Civil Defence Emergency Management Act 2002 .	In accordance with Council's Procurement Policy.	~~24 November 2020~~
To open, to operate and to close the Council's bank accounts	In conjunction with the ~~General Manager – Business Support and Finance Manager~~Chief Financial Officer.	~~24 November 2020~~
Authority to negotiate borrowing.	In accordance with current Council's LT~~10Y~~P and Treasury Policy.	~~24 November 2020~~
Authority to agree on a 'compromise accommodation' with debtors.		
Authority to accept assets gifted to Council.		

PART B: Statutory and Other Delegations to the Chief Executive
Sub-Part 3 – Operational Delegations

Financial Delegations	Limitations	Date Amended
Authority to ~~negotiate~~undertake the annual plan NZ Transport Agency programme and its funding with Land Transport NZ and submit monthly and annual claims against the accepted Land Transport Programme.		
Authority to invest Council funds.	Subject to compliance with Council's Investment Policy.	~~24 November 2020~~
Authority to manage debt, interest rates, foreign exchange and cash	Subject to compliance with Council's Liability Policy.	~~24 November 2020~~
Authority to establish procedures to carry out Council's financial policies and any enforcement thereof.		
S 101 Local Government Act 2002 Authority to carry out and undertake all the Council's functions, powers and duties to manage revenue, expenses, assets and liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interest of the community.	Subject to compliance with Council's financial policies.	
Authority to approve any taxation payments to the Inland Revenue Department and any loan interest payments to lenders, even if such payments are in excess of the normal financial delegation for the position.		
To certify and authorise the payment of progress payments in relation to contracts entered into by the Council, within the limit of the financial delegation to the position.		
To write off unrecoverable debts or in any one case.		
Power to act as a representative of Council and authority to act on behalf of Council with respect to the scope of the Insurance Advisory Group, which is to manage the procurement of insurance for all or any of the local authorities.		
Authority to execute insurance declarations on behalf of Council, subject to the limits of the financial delegation to the position		
Authority to negotiate contracts with Council's insurers and approve claims		

2. Contracts

Delegation	Limitations	Date Amended
To sign on Council's behalf contracts or letters of acceptance for the purposes of creating a contract where it has been resolved by the Tenders Subcommittee to accept any tender or quotation or is within the financial delegation to the position.	▪ For authorised works for which provision has been made in the approved budget ▪ Compliance with procedures identified in any relevant financial authority manual or policy (such as Council Procurement P~~p~~olicy) in relation to each transaction;	

Delegation	Limitations	Date Amended
	▪ Subject to within financial delegation to the position or with the authority of the Tenders Subcommittee. ▪ A report on the exercise of this delegation for contracts **FIVE HUNDRED THOUSAND DOLLARS ($500,000)** or more shall be submitted to the next available meeting of the Audit and Risk Committee ~~Council~~	
To carry out or authorise the carrying out of any works or other expenditure considered necessary to be undertaken by the Principal pursuant to the Conditions of Contract.	As above.	
To make any decision, election or determination as Principal in relation to any contract entered in to between the Council and any third party.	As above.	
The power of appointment in respect of the role of "Engineer" under NZS 3910, 3915, 3916 and 3917 Contracts, to appoint a suitably qualified internal or external contractor to act in the role of "Engineer to Contract" in any of those contracts. The appointed "Engineer to Contract" may be permitted to appoint a suitably qualified Council employee or external contractor to act as "Engineer's Representative" to exercise any of the powers invested in the Engineer.		~~24 November 2020~~

3. Interim Powers

Delegation	Date Amended
In relation to matters arising at the end of the term of the Council, from the day of the declaration of results of the triennial general election until the first meeting of the Council, to make decisions on behalf of the Council, in respect of urgent matters arising during this time: ▪ in consultation with the General Manager - ~~Infrastructure Services~~Strategy and Environment in respect of tenders and contracts with delegated powers up to **FIVE HUNDRED THOUSAND DOLLARS ($500,000)** in accordance with an approved budget; ▪ in consultation with the General Manager - Strategy and Environment in respect of Liquor Licensing and Regulatory matters; ▪ in consultation with the incoming Mayor, as may be appropriate in respect of other matters. Any decision made is to be reported to the first ordinary meeting of the incoming Council.	
In relation to matters arising during the Christmas recess, from the second week in December until the last week in January, the authority to make decisions (including entering in to any contract or authorising any expenditure) on behalf of the Council, in respect of urgent matters arising at this time, in consultation with the Mayor, or if the Mayor is not available the Deputy Mayor with any such decision made to be reported to the first ordinary meeting of the Council in the New Year.	~~24 November 2020~~

4. Property

PART B: Statutory and Other Delegations to the Chief Executive
Sub-Part 3 – Operational Delegations

Delegation	Date Amended
~~In respect of interests in land, including reserves vested in Council or for which Council is the administering body, to agree to variations to the price of any property which Council has resolved to purchase or sell provided that such variation does not exceed 10% of the amount determined by independent valuation and is reported to the next available meeting of the Council.~~	
To negotiate and tender land for lease with third parties for a period not exceeding 10 years.	
To negotiate a renewal of a Council lease where the lessee/tenant has abided by all the obligations and conditions.	
To negotiate, enter into or terminate a tenancy pursuant to the Residential Tenancy Act 1986	
To authorise the suspension of rental payments for a maximum of three months where the term of the lease is for a minimum period of six months.	
To negotiate rent-free grazing leases on Council land but only if the costs of holding the property exceeds the potential return.	
To initiate and resolve rental and/or outgoing arrears if the arrears have been outstanding for over 2 months.	
To terminate a lease for non-payment of rent or breach of lease condition and if necessary initiate legal proceedings in the Court, (including arbitration) for recovery of the arrears or termination of the lease and repossession of the property.	
To undertake rent reviews in accordance with a lease which may include the instructing of a valuer, together with negotiating new rent.	
To approve or decline the sub-leasing of Council property; together with the authority to approve or decline a sub-leasing arrangement that varies from the head-lease.	
To approve or decline assignment of leases.	
To approve or decline alterations to lessee/tenant owned buildings where the alterations may impact on Council owned land.	
To approve or decline a lessee/tenant's request for alterations to Council owned buildings.	
To terminate a grazing lease if the Council owned land is required for the purpose of Council activities.	
To terminate a lease in consultation with the existing lessee/tenant.	
Authority and power to act on Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.	
To negotiate sale and purchase agreements, subject to Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.	
To apply for any resource consent in relation to Council owned land or with respect to activities proposed to be undertaken by Council together with the authority to sign land transfer title plans for subdivisions approved by Council.	
Authority to collect revenue and file annual returns with respect to mining licenses.	
Authority to approve the registration of a caveat on land not owned by Council pursuant to Part 8 of the Land Transfer Act 1952.	

Delegation	Date Amended
To enter into contracts, and execution of the same, for the use and management of Council facilities and land together with the authority to renew such agreements.	
To apply for a building consent for work to be undertaken on Council property.	

5. Executing Documents

Delegations	Limitations	Date Amended
For all deeds to be executed by Council under the Property Law Act 2007, to be signed (and under Council Seal if required) by two elected members and the Chief Executive.		~~24 November 2020~~
Subject to the delegation above, to sign on behalf of the Council all documents relating to interests in land, including reserves vested in Council or for which Council is the administering body and which include: ▪ Tenancies, leases and licences and renewals of leases where the original grant of lease contained a right of renewal ▪ Easements and similar rights ▪ Caveats and encumbrances ▪ Discharges or partial discharges of mortgages granted by Council ▪ Subdivision whether of Council owned property or in connection with resource consents granted by Council ▪ Options to purchase (but not the exercise of any option)	Provided that in each case such documents: ▪ include terms and provisions customary to such documents; ▪ reflect and include specific provisions including price as resolved by Council or a Council committee ▪ adequately protect Council. A report on any document signed under this authority (other than with the authority of a Council) shall be submitted to the next available meeting of the Council.	
~~To sign agreements to variations to the price of any property which Council has resolved to purchase or sell~~	~~Such variation must not exceed 10% of the amount resolved by Council and must be reported to the next available meeting of Council.~~	
Authority to sign documents on behalf of Council for the removal of limitations on titles as the owner of the land for which the limitation applies or owner of land adjoining.		
Authority and Instruction forms To sign on behalf of Council all necessary 'Authority and Instruction' forms as required from time to time: (a) to authorise and instruct solicitors acting for Council to undertake land conveyancing transactions electronically by e-dealing on behalf of the Council on the Land Information NZ Internet based land registry system known as 'Landonline'; and		

Delegations	Limitations	Date Amended
(b) to comply with the requirements of s 164A of the Land Transfer Act 1952 and Rule 3.03 of the NZ Law Society's Rules of Professional Conduct		
Signing of documents other than those relating to contracts or interests in land	▪ Documents which have been authorised by Council or a Council committee resolution ▪ Documents include terms and provisions customary to such documents ▪ Reflect and include specific provisions including price as per the resolution ▪ Adequately protect Council	
To apply the Council Seal on any document which requires the Council Seal and which the Chief Executive is authorised to sign under this delegation	In accordance with Council's Policy on the Use of the Council Seal.	

6. Litigation and claims

Date Amended	Date Amended
To authorise the taking or defending of proceedings in the Council's name in any Court or Tribunal (except for proceedings for rating sale pursuant to the Local Government (Rating) Act 2002 which shall require a prior resolution of the Council)). If this authority is exercised to take or defend any proceedings of any sort in the High Court, Environment Court, or any appeal court, then a report of such proceedings shall be delivered to Council at the next available Council meeting.	
To authorise the undertaking of any prosecution proceedings in the name of the Council or by any Council employee for breach of any Act, Regulation or Waitomo District Council Bylaw or the Waitomo District Plan.	
Authority to resolve resource management appeals through Environment Court mediation processes with the proviso that in exercising this authority, consultation should be undertaken with the Mayor and a report of such resolution to be provided to the Council at its next available meeting.	
Authority to take all steps necessary to enforce any Court judgement in favour of the Council.	
Authority to exercise all power available to Council for the recovery of debt, other than rates, owed to the Council. Any legal proceedings commenced to recover any outstanding debt shall be reported to Council.	
Authority to manage potential and actual legal claims (including judicial review, injunction and disputes proceedings) and settle claims for amounts up to the excess in relation to Council's insurance cover, including signing any Settlement Agreement.	
In relation to any claims or proceedings, includes all ancillary authority necessary to give effect to the delegation, including authority to: • Notify Council's insurer • Instruct external legal counsel to represent Council	

Date Amended	Date Amended
• Authority to engage professional or technical services in relation to the management of any such claim or proceedings • Accept service of documents • Defend the claim in any New Zealand Court or Tribunal • Deal with any interlocutory matter (including any matters relating to discovery) • Give and request any person to give sworn evidence • Apply for a witness to be summonsed • Appear on behalf of Council at the proceedings • Authorise another person to represent the Council at the proceedings • Submit the claim to alternate dispute resolution (including mediation and arbitration), including authority to sign any pre-mediation agreement • Sign any documents in respect of the above • Agree to provision or give security for costs (within the limits of any financial delegation) To delegate to any Council employee the authority to take all steps and do all things which may be necessary in connection with the taking or defending of proceedings on behalf of the Council, either civil or criminal, or of any other sort, or to appear on behalf of the Council in any Court or Tribunal.	

7. Media

Delegation	Date Amended
Authority to liaise with the media on all matters relating to the activities managed by the position.	

8. HR

Delegation	Date Amended
To assist with the day to day operation of the Council, authority to recruit, employ and discipline staff who report to the position holder, in accordance with Council's Human Resources policies and procedures.	
Authority to authorise and grant annual leave, domestic leave, leave in advance, special leave, and sick leave for staff who report to the position holder in accordance with Council's Human Resources policies and procedures.	
Authority to delegate these powers to staff.	

9. General

Delegation	Date Amended

Part C – Statutory and Other Delegations to Officers etc

The Council delegates to the persons who hold the positions as set out below, the following responsibilities, duties, and powers as set out in the tables in this Part.

Note: Unless otherwise specified, these delegations exclude any power, responsibility or duty that has been delegated to a Community Board, Committee, Subcommittee or other sub-ordinate decision-making body.

These powers may only be sub-delegated if it is expressly provided for in the tables in this Part.

All delegations are made severally unless specified otherwise (i.e. the delegation can be exercised by the officer acting alone).

A~~n~~ full Index of Staff Positions and the acronyms used for reach job title is contained in Part D of this Register.

Sub-Part 1 – Legislative Delegations

1. Local Government (Rating) Act 2002

Delegate's Position Title	Abbreviation
~~Group Manager – Business Support~~Chief Financial Officer	CFO~~GMBS~~
Finance Manager	FM
~~Senior Rates Officer~~Rates Advisor / Rates Officer	RA~~SRO~~/RO

* Any two of the delegates to act jointly in all cases

Section	Delegation	~~GMB~~ ~~SCF~~	FM	~~SRO~~ RA/ RO
15	To determine a separately used or inhabited part of a rating unit.	✓	✓	✓
20	To determine whether 2 or more rating units are to be treated as 1 rating unit.	✓	✓	✓
20A	To determine whether 2 or more Māori land rating units are to be treated as 1 rating unit.	✓	✓	✓
27	To keep and maintain the rating information database and to make decisions about the recognition of a rating unit in the rating information database.	✓	✓	✓
27 (s 7-9, 22, Schedules 1 and 2)	To determine the non-rateable status of a rating unit.	✓	✓	✓
27(4)	To make decisions with respect to determining ▪ The category to which a rating unit belongs for the general rate: ▪ The categories to which the rating unit belongs for a targeted rate: ▪ Excess water charges.	✓ ✓	✓ ✓	✓ ✓
27(5)	To make decisions with respect to recording separately for different parts of a rating unit (if separate records are necessary because of different rating treatment for each part of a rating unit), any of the matters specified in this section.	✓	✓	
28(2)	To determine whether or not to include the name of any person in the rating information database because it is necessary to identify the rating unit.	✓	✓	✓
28(3)	To determine the reasonable fee for being supplied with a copy of the particulars from the rating information database.	✓	✓	
28(4)	To give notice as required.	✓	✓	✓
28C	To remove names from the rating information database.	✓	✓	✓
29	To determine ratepayer objections to the rating information database.	✓	✓	

PART C: Statutory and Other Delegations to Officers etc
Sub-Part 1 – Legislative Delegations

Section	Delegation	~~GMB~~ ~~SCF~~	FM	~~SRO~~ RA/ RO
32,33	To update the rating information database in accordance with this section.	✓	✓	✓
35	To remove names from the rating information database in accordance with this section.	✓	✓	✓
36	To update the rating information database in accordance with this section.	✓	✓	✓
37	To keep and maintain the rates records.	✓	✓	✓
39	To determine objections to the rates record.	✓	✓	
40	To correct an error in the rating information database or the rates records.	✓	✓	✓
41, 41A	To issue an amended rates assessment if an error is corrected.	✓	✓	✓
42	To recover additional rates from a ratepayer. To set the interest rate in accordance with this section.	✓	✓	✓
44-51	To provide for the delivery of rates assessments and rates invoices in accordance with these sections.	✓	✓	✓
45, 46	To provide for the design (form and content) of rates assessments and invoices.	✓	✓	✓
54	To not collect rates that are uneconomic to collect. The amount limit is TEN DOLLARS ($10) per annum.	✓ *	✓ *	
58	To impose penalties not paid by the due date.	✓	✓	✓
61, 62	To exercise powers for recovery of rates if owner in default.	✓	✓	
63	To commence legal proceedings to recover unpaid rates	✓	✓	
85	To determine the applicability of remissions for late payment penalties.	✓	✓	
87-90	To determine the applicability of rates postponements. (in line with Policy)	✓	✓	✓
85-90	To carry out any administrative tasks associated with remissions or postponements under these sections, and not otherwise delegated.	✓	✓	✓
98A	To determine to divide a separate rating area from a rating unit on Māori freehold land	✓	✓	
98B	To apportion the rates assessed for the underlying rating unit between each separate rating area and any residual rating area	✓	✓	
98C	To adjust who is liable for rates to reflect the division or removal of the division.	✓	✓	
98E	To determine that a separate rating area divided from a rating unit is no longer a separate rating area	✓	✓	
99	To apply to ~~Maori~~Māori Land Court for charging order.	✓	✓	
108	To apply to apply to ~~Maori~~Māori Land Court to enforce charging order.	✓	✓	
111	To apply to ~~Maori~~Māori Land Court for payment of unpaid rates.	✓	✓	✓

PART C: Statutory and Other Delegations to Officers etc
Sub-Part 1 – Legislative Delegations

Section	Delegation	~~GMB~~ ~~SCF~~ C	FM	~~SRO~~ RA/ RO
114-115	To remit or postpone rates pursuant to Council rates remission and postponement policy.	✓	✓	✓
114-115	To carry out any administrative tasks associated with remissions or postponements under these sections, and not otherwise delegated.	✓	✓	✓
135	To sign documents as correct copies for the purpose of Court or Tribunal proceedings.	✓		

2. Resource Management Act 1991

Delegations made under the authority of sections 34 and 34A of the Resource Management Act as the case may be.
Note:

(1) A local authority may delegate to an employee, or hearings commissioner(s) appointed by the local authority (who may or may not be a member of the local authority), any functions, powers, or duties under the Resource Management Act 1991 except the following:
  (a) The approval of a proposed plan under clause 17 of Schedule 1;
  (b) This power of delegation;

(2) A local authority may delegate to any other person any functions, powers or duties under this Act except the following:
  (a) powers in subsection (1)(a) and (b);
  (b) The decision of an application for a resource consent;
  (c) the making of a recommendation on a requirement for a designation.

Delegate's Position Title	Abbreviation
Chief Executive	CE
~~General Manager Infrastructure Services~~	~~GMIS~~
General Manager Strategy and Environment	GMSE
Principal Planner	PP
Compliance Administrator (includes ~~any Regulatory Administrator or~~ Executive Assistant – Strategy and Environment)	CA
Team Leader Compliance and Monitoring	TLCM
Planner / Senior Planner	PLAN

Section	Delegation	CE	GMSE	PP	PLAN	CA	TLCM	~~GMIS~~
10	Extension of existing use rights	✓	✓	✓				
10A	Authority to allow certain existing activities (now made unlawful/not permitted) to continue while application for resource consent is pending.	✓	✓	✓				
10B	Authority to allow certain building work to continue where it has been subsequently made unlawful by a district plan	✓	✓	✓				
32	Duty to meet requirements for preparing s 32 reports and evaluations.	✓	✓	✓	✓			

PART C: Statutory and Other Delegations to Officers etc
Sub-Part 1 – Legislative Delegations

Section	Delegation	CE	GMSE	PP	PLAN	CA	TLCM	~~GMIS~~
36(3) 36(3A) 36(5)	Authority to make decisions about additional administrative charges	✓	✓	✓				
37	Power to extend time periods as provided in this section	✓	✓	✓				
37A	Requirement to consider matters before extending a time limit.	✓	✓	✓	✓			
38	Power to appoint and warrant enforcement officers	✓						
39B	Appointment of commissioner to hearings	✓	✓	✓				
41B 41C	Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings	✓	✓	✓	✓	✓		
42	Power to make directions about hearings to protect sensitive information.	✓	✓	✓				
42A	Powers regarding the preparation, commissioning and provision of reports	✓	✓	✓	✓			
44A	Power to amend plans to address national environmental standards	✓	✓	✓				
55(2)	Duty to amend plan or proposed plan if directed by national policy statement.	✓	✓	✓				
86D	Ability to apply to Environment Court for a rule to have legal effect.	✓	✓	✓				
87BA	Power to give notice that an (boundary) activity is a permitted activity	✓	✓	✓	✓			
87BB	Power to determine whether an activity is a permitted activity	✓	✓	✓				
87E 87F 87G	Power to determine Council position on a request for direct referral, prepare reports and provide information to Environment Court.	✓	✓	✓				
88	Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act.	✓	✓	✓	✓			
91	Power to determine not to proceed with a resource consent application on certain grounds.	✓	✓	✓	✓			
92 92A	Authority to request further information to be provided, or to commission a report	✓	✓	✓	✓			
95 95A 95B 95C 95D	Requirement to comply with time limit on notification. Authority to determine whether the adverse effects on the environment of an application will be minor. Requirement for notification or limited notification of the application where applicable.	✓	✓	✓	✓			

PART C: Statutory and Other Delegations to Officers etc
Sub-Part 1 – Legislative Delegations

Section	Delegation	CE	GMSE	PP	PLAN	CA	TLCM	~~GMIS~~
95E	Duty to determine which persons may be adversely affected by an application and to serve notice of the application on them if required.	✓	✓	✓				
99	Power to call pre-hearing meetings and invite or require parties to attend and the duty to prepare a report of the meeting.	✓	✓	✓	✓			
99A	Power to refer parties who have made a resource consent application or submissions on the application to mediation	✓	✓	✓				
100	Authority to determine whether a hearing should be held in respect of any application for a resource consent	✓	✓	✓				
101	Authority to decide when and where a hearing is to be held within the constraints of section 37	✓	✓	✓				
102	Authority to determine issues concerning joint considerations by two or more consent applications in relation to the same proposal.	✓	✓	✓				
103	Authority to determine issues concerning two or more consent authorities.	✓	✓	✓	✓			
104	Duty to take matters into consideration and to exclude other matters when considering an application	✓	✓	✓	✓			
104A to 104D, 105	Power to determine resource consent applications and impose conditions providing no submissions received in opposition	✓	✓	✓				
106	Power to decline subdivision consent	✓	✓	✓				
108	Power to impose conditions on resource consent.	✓	✓	✓				
108A	Power to impose a bond as one of the conditions.	✓	✓	✓				
109	Conditions relating to bonds; power to enter on to land to ensure work for which bond is given is being completed.	✓	✓	✓	✓		✓	
110	Power to refund financial contribution to consent holder where consent has lapsed.	✓	✓	✓				
113	Recording reasons for decisions on resource consent applications in writing.	✓	✓	✓	✓			
114	Authority to serve consent applicant and submitters with notice of the decision on an application	✓	✓	✓	✓			
116	Authority to consent to commencement of consent which is subject to Environment Court appeal	✓	✓	✓				
120	Authority to lodge appeal on Council's behalf in Environment Court	✓	✓	✓				
124(2)	Power to allow a consent holder to continue to operate while applicant is seeking a new resource consent	✓	✓	✓				
125	Power to grant extension of period after which a consent will lapse	✓	✓	✓				
126	Power to cancel a resource consent by written notice	✓	✓	✓				

PART C: Statutory and Other Delegations to Officers etc
Sub-Part 1 – Legislative Delegations

Section	Delegation	CE	GMSE	PP	PLAN	CA	TLCM	~~GMIS~~
127	Power to change or cancel conditions imposed on a resource consent	✓	✓	✓	✓			
128 129	Power to review a resource consent and to give notice of review.	✓	✓	✓	✓			
132	Power to change the conditions of a resource consent on a review under s128, or to cancel resource consent	✓	✓	✓				
133A	Power to make minor changes or corrections to resource consent (within 20 working days of grant).	✓	✓	✓	✓			
138	Authority to issue a notice of acceptance of surrender of consent	✓	✓	✓				
139 139A	Authority to issue certificate of compliance, other powers and existing use certificates.	✓	✓	✓	✓			
149B	Duty of local authority to provide EPA with all related information to a matter (where the Minister has called in a matter and the local authority has been served with a direction under s 149A).	✓	✓	✓				
149E	Power to make a submission on behalf of Council on matter of national importance	✓	✓	✓				
149G	Duty to prepare a report commissioned by the EPA.	✓	✓	✓	✓			
149Q	Authority to receive report from EPA and to make comments on it.	✓	✓	✓	✓			
149T	Power to give notice on Council's behalf under s274 of matter referred directly to the Environment Court	✓	✓					
149V	Power to lodge appeal to the High Court on question of law on Council's behalf	✓	✓					
149ZD	Power to recover costs incurred by the Council from the applicant	✓	✓					
149W(2)(a) and (4)	Power to implement decision of Board or Court about proposed plan or change or variation.	✓	✓	✓				
168 168A	Duty to receive notice of requirement	✓	✓	✓				
168A	Authority to lodge notice of requirement on behalf of Council	✓	✓	✓				✓
168A	Power to determine whether to publicly notify Council's notice of requirement for a designation	✓	✓	✓				
168A	Power to make decision on Council's notice of requirement for a designation providing no submissions received in opposition	✓	✓	✓				
169	Power to request further information in relation to publicly notify notice of requirement for a designation	✓	✓	✓	✓			
169	Power to determine whether to publicly notify notice of requirement for designation	✓	✓	✓				

PART C: Statutory and Other Delegations to Officers etc
Sub-Part 1 – Legislative Delegations

Section	Delegation	CE	GMSE	PP	PLAN	CA	TLCM	~~GMIS~~
171	Power to consider and make recommendations on requirements for a designation providing no submissions received in opposition	✓	✓	✓				
173	Power to give notice of requiring authority's decision on designation	✓	✓	✓	✓	✓		
174	Power to appeal to Environment Court against requiring authority's decision on designation	✓	✓					✓
175	Authority to include a designation in district plan	✓	✓	✓				
176	Power to give written consent in relation to land subject to Council designation	✓	✓	✓				✓
176A	Power to request changes and to waive requirement for an outline plan	✓	✓	✓				
181	Power to receive application for alterations to designations	✓	✓	✓	✓	✓		
181	Power to determine applications for alteration of designations providing no submissions received in opposition	✓	✓	✓				
182	Authority to receive withdrawals of designations and to amend the District Plan accordingly	✓	✓	✓				
184	Power to extend designation which has not been given effect to	✓	✓	✓				
189	Duty to receive notice of requirement for heritage order	✓	✓	✓	✓			
189A	Authority to lodge notice of requirement for a heritage order on behalf of Council	✓	✓	✓				
189A	Power to determine whether to publicly notify Council's notice of requirement for a heritage order	✓	✓	✓				
189A	Power to make decision on Council's notice of requirement for a heritage order	✓	✓	✓				
190	Power to request further information of notice of requirement for heritage order	✓	✓	✓	✓			
190	Power to determine notification of notice of requirement for heritage order	✓	✓	✓				
191	Power to make recommendations on notice of requirement for heritage order	✓	✓	✓				
193	Authority to give written consent in relation to land protected by Council's heritage order	✓	✓	✓				
195	Power to appeal to Environment Court against heritage protection authority's decisions under sections 193 or 194	✓	✓					
195A	Power to receive application for alterations to heritage order	✓	✓	✓	✓	✓		
195A	Power to determine applications for alteration of heritage order providing no submissions received in opposition	✓	✓	✓				
196	Power to receive withdrawals of heritage orders and to amend the District Plan accordingly	✓	✓	✓				

PART C: Statutory and Other Delegations to Officers etc
Sub-Part 1 – Legislative Delegations

Section	Delegation	CE	GMSE	PP	PLAN	CA	TLCM	~~GMIS~~
220	Power to impose conditions on subdivision consents	✓	✓	✓	✓			
220(1)(a) and (2)(b)	Authority to undertake registration of certificates as authorised officer	✓	✓	✓				
221(2)	Authority to issue and sign a consent notice	✓	✓	✓				
221(3)	Authority to vary or cancel a condition specified in a consent notice	✓	✓	✓				
222	Powers related to the issues of completion certificates enabling the deposit of survey plan	✓	✓	✓				
223	Powers related to approval of survey plan as authorised officer	✓	✓	✓				
224 (c), (f)	Authority to certify compliance of survey plan as authorised officer	✓	✓	✓				
226(1)(e)	Authority to certify any plans of subdivision or copy thereof, which has not had a previous statutory approval.	✓	✓	✓				
234	Power to vary or cancel esplanade strips on application	✓	✓	✓				
235	Power to agree on Council's behalf to creation of esplanade strip	✓	✓	✓				
237	Power to approve a survey plan where esplanade reserves or strips are required	✓	✓	✓				
237B	Power to acquire an easement for access strip	✓	✓	✓				
237C	Authority to close access strips and give notice of closure	✓	✓	✓				
237D	Authority to agree to transfer of access strip to Crown or regional council	✓	✓	✓				
237H	Authority to object to compensation valuation determination	✓	✓	✓				
239	Authority to certify survey plans subject to specified interests and undertake online registration of certificates as authorised officer.	✓	✓	✓				
240	Authority to certify survey plans subject to covenants and undertake online registration of certificates as authorised officer	✓	✓	✓				
241	Authority to deal with amalgamation conditions and undertake online registration of certificates as authorised officer.	✓	✓	✓				
243	Authority to deal with survey plans subject to grant or reservation of easements and undertake online registration of certificates as authorised officer	✓	✓	✓				
245	Authority to approve survey plan of reclamation	✓	✓	✓				
269 – 291	Authority to determine and direct Council involvement in Environment Court proceedings	✓	✓					

PART C: Statutory and Other Delegations to Officers etc
Sub-Part 1 – Legislative Delegations

Section	Delegation	CE	GMSE	PP	PLAN	CA	TLCM	~~GMIS~~
292	Authority to seek that Environment Court remedy defect in plan	✓	✓					
294	Authority to seek that Environment Court review a decision or rehear proceedings	✓	✓					
299 - 308	Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings	✓	✓					
311 312	Authority to initiate declaration proceedings and take other necessary steps	✓	✓					
314 - 321	Authority to initiate enforcement order and interim enforcement order proceedings and take other necessary steps	✓	✓					
325	Authority to consent to a stay of abatement notice	✓	✓					
325A	Power to cancel abatement notice	✓	✓					
330	Power to take preventative or remedial action in emergency circumstances	✓	✓	✓				✓
331	Power to seek reimbursement of Council's costs for emergency works	✓	✓	✓				✓
336	Duty to return property seized under warrant or otherwise dispose of property if not claimed	✓	✓	✓				
338	Authority to commence prosecution for breach of the Act	✓	✓					
357D	Power to consider and determine objections providing there is agreement between the parties.	✓	✓	✓				
Sch 1 Cl 3, 3B	Duty to consult on proposed plan, including consultation with local iwi	✓	✓	✓				
Sch 1 Cl 3C	Authority to determine whether consultation has already occurred under other enactments	✓	✓	✓				
Sch 1 Cl 4	Duty to invite requiring authorities by written request on designations in proposed plans.	✓	✓	✓				
Sch 1 Cl 5	Authority to prepare s32 report and publicly notify proposed plan	✓	✓	✓				
Sch 1 Cl 6	Authority to make submissions on Council's behalf	✓	✓	✓				
Sch 1 Cl 7	Duty to give public notice of submissions on proposed plan	✓	✓	✓				
Sch 1 Cl 8, 8A	Authority to make further submissions on Council's behalf	✓	✓	✓				
Sch 1 Cl 8AA	Authority to invite submitters to meetings or refer matters to mediation	✓	✓	✓				
Sch 1 Cl 8B	Duty to give notice of hearings	✓	✓	✓				
Sch 1 Cl 8C	Authority to determine whether hearing is required	✓	✓	✓				

PART C: Statutory and Other Delegations to Officers etc
Sub-Part 1 – Legislative Delegations

Section	Delegation	CE	GMSE	PP	PLAN	CA	TLCM	~~GMIS~~
Sch 1 Cl 8D	Authority to withdraw proposed plan	✓	✓					
Sch 1 Cl 9	Power to hear and make recommendations and decisions on requirements	✓	✓					
Sch 1 Cl 10	Decisions on provisions and matters raised in submissions	✓	✓	✓				
Sch 1 Cl 11	Duty to give notice of decisions	✓	✓	✓	✓	✓		
Sch 1 Cl 14	Authority to lodge appeal with Environment Court	✓	✓					
Sch 1 Cl 16(1)	Duty to amend proposed plan if directed by Court	✓	✓	✓				
Sch 1 Cl 16(2)	Authority to amend proposed plan to correct minor errors	✓	✓	✓				
Sch 1 Cl 20	Duty to give notice of plan becoming operative	✓	✓	✓				
Sch 1 Cl 20A	Authority to amend operative plan to correct minor errors	✓	✓	✓				
Sch 1 Cl 21	Authority to request change to regional plan or regional policy statement	✓	✓	✓				
Sch 1 Cl 23	Power to seek further information relating to private plan change requests	✓	✓	✓	✓			
Sch 1 Cl 24	Power to modify plan change request	✓	✓	✓				
Sch 1 Cl 25	Power to determine how to proceed with plan change request, including power to reject request	✓	✓	✓				
Sch 1 Cl 26	Authority to prepare and notify plan change request	✓	✓	✓				
Sch 1 Cl 28	Power to withdraw plan change request	✓	✓	✓				
Sch 1 Cl 29 (4)	Decline, approve, or approve with modifications the plan or change, and give reasons for the decision	✓	✓	✓				
Sch 1 Cl 29(2) and (5)	Duty to send submissions to person who made plan change request and serve copy of its decision	✓	✓	✓	✓	✓		
Sch 1 Cl 29 (8A)	Advise the person who requested the plan change that the plan change is subject to a decision by the administering body on the application to exchange the recreation reserve land; and the decision on the exchange will be made under the Reserves Act 1977 after the time allowed for appeals against the decision on the plan change has expired and any appeals have been completed	✓	✓	✓				
Sch 1 Cl 29(9)	Power to vary plan change request by initiating a variation under clause 16A	✓	✓	✓				

PART C: Statutory and Other Delegations to Officers etc
Sub-Part 1 – Legislative Delegations

Section	Delegation	CE	GMSE	PP	PLAN	CA	TLCM	~~GMIS~~
Sch 1 Cl 32	Authority to certify material incorporated by reference	✓	✓	✓				
Sch 1 Cl 34	Duty to consult on incorporation of material by reference	✓	✓	✓				
Sch 1 Cl 35	Duty to make information available and give public notice regarding material incorporated by reference	✓	✓	✓				
General	To instruct counsel to represent the Council where the Council is a party in any proceedings before the Environment Court, as the case may be.	✓	✓					

Resource Management Act 1991 – Additional staff delegations

Authority is delegated to the following staff pursuant to **section 108 (power to impose conditions on a resource consent)** and **section 223 (powers related to approval of a survey plan as an authorised officer)**:

- ~~——~~General Manager Strategy and Environment ~~Infrastructure Services~~ ?
-

Authority is delegated to the following staff pursuant to **section 330 (power to undertake preventative or remedial action in emergency circumstances):**

- ~~Manager Water Services~~
- ~~Manager Local Roads~~Roading Manager
- ~~Asset Manager – Roading~~ Senior Roading Engineer
- ~~——Senior Treatment Plant Operator~~
- ~~——Treatment Plant Operator~~ Waikato Waters LTD ??
- ——Roading Engineer ~~Roading Network Supervisor~~

3. Resource Management Commissioners

Delegation	CE	GMSE	PP	Date Amended
Authority to make appointments of a commissioner(s) for hearings under the Resource Management Act 1991 from either elected members (acting as accredited RMA Hearings Commissioners) and/or an externally appointed commissioner or commissioners, as required. Hearings will be conducted in accordance with the requirements of the Resource Management Act 1991.	✓	✓	✓	24 November 2020

Delegation	CE	GMSE	PP	Date Amended
'Pursuant to section 34A of the Resource Management Act 1991, Council delegate to the hearings commissioner(s) for Resource Management Act 1991 Hearings, the power to hear and decide (or if agreed to make recommendations) on the following matters under the Act: Application for resource consent; Application to change conditions of a resource consent (section 127) Application for a plan change; Notice of objection under section 357 of the Act; Notice of requirement to designate late or alter a designation; and Notice of requirement for a heritage order or to alter a heritage order.'				24 November 2020

4. Resource Management Consultants

~~Authority is delegated to the General Manager Strategy and Environment to maintain a list of approved consultants to undertake work for Council in relation to Resource Management applications, the list is document number A337292.~~

~~Pursuant to section 34A(2) of the Resource Management Act 1991:~~

~~The Planning Consultants listed in document number A337292 (with authority delegated to the Chief Executive and General Manager Strategy and Environment to approve or remove at any time Planning Consultants from the list, and for the list to be updated accordingly), may carry out and undertake the following of Councils functions, powers and duties under the Act:~~

~~(1) The processing of applications made to the Council for resource consent or for the change of cancellation of consent conditions;~~
~~(2) The processing of requirement for designation or heritage orders;~~
~~(3) The processing of the review of consent conditions;~~
~~(4) The issuing of requests for information pursuant to section 92 of the Act;~~
~~(5) The granting of waivers and extensions of time limits pursuant to section 37 of the Act;~~
~~(6) All other matters related to processing resource consents except the granting of a consent;~~
~~(7) Preparing reports and recommendations and presenting and speaking to those reports before Council or Hearings Commissioners.~~
~~(8) Preparing reports and recommendations for plan changes, variations or proposed district plan matters.~~

~~In particular planning consultants Kathryn Drew and Chris Dawson from Bloxham, Burnett Olliver may carry out and undertake the following of Council's functions, powers and duties under the Act, when acting for Council:~~

~~(1) Authority to sign certificates pursuant to sections 222,223,224C, 224f, 226(1)(e), 234(7), 240(1)(b), 241(4)(b), 243(f)(ii) of the Act;~~
~~(2) Authority to sign covenants or consent notices pursuant to sections 240(3), 240(4) and 221 of the Act; and~~
~~(3) Authority to sign Land Information Memorandums pursuant to s 44A of the Local Government Official Information and Meetings Act 1987.~~

Part D – Statutory and Other Delegations from the Chief Executive to Staff

The Chief Executive sub-delegates to the person holding the specified position, as set out in the tables in this Part, the powers, responsibilities and duties, as set out in the tables in this Part of the Delegations Register.

> *Note: these sub-delegations expressly exclude any power, responsibility or duty that has been delegated to a Community Board, Committee, Subcommittee or other sub-ordinate decision-making body.*

All delegations are made severally unless specified otherwise. (i.e, a delegation can be exercised by the officer acting alone).

Council approved delegations to the Chief Executive pursuant to Council Resolution on 25 June 2019, as set out in Part B, and in accordance with those, I hereby sub-delegate those delegations to staff as set out in the tables which form Part D of this Delegations Register

Signed _____

Helen Beever
CHIEF EXECUTIVE (ACTING)

Dated this 8 July 2021

Index of Staff Positions – Abbreviation Key

Delegate's Position Title	Abbreviation
All General Managers	All GMS
Animal Control Officer	ACO
Building Control Officer / Senior Building Control Officer	BCO
Compliance Administrator	CA
Leader – Communications & Engagement	COM
Customer Support/Advisor	CSO
Enforcement Officer	EO
Environmental Health Officer	EHO
Executive Assistant (Strategy and Environment)	EASE
Manager – Asset and Business Support	MABS
Chief Financial Officer	CFO
General Manager Community Services	GCOM
General Manager Strategy and Environment	GMSE
Health And Safety Coordinator	HSC
Property and Facilities Manager	PFM
Manager – Parks and Reserves	MPR
Human Resources Advisor	HRA
Legal Advisor	LA
Local Civil Defence Controller	LCDC
Customer Services Team Lead	CSTL
Manager - Solid Waste Operations and Contracts	MSW
Roading Manager	RM
Planner / Senior Planner	PLAN
Principal Planner	PP
Policy Advisor	PA
Rates Advisor / Rates Officer	RA / RO
Manager Customer and Digital Services	MCDS
Information Management Officer	IMO
Roading Engineer	RE
Financial/ Management Accountant	SA
Building Control Manager	BCM
Team Leader Compliance and Monitoring	TLCM
District Librarian	DL

Delegate's position title	Abbreviation
All General Managers	All GMS
Animal Control Officer	ACO
~~Asset Manager Roading~~	~~AMR~~
Building Control Officer / Senior Building Control Officer	BCO
Compliance Administrator	CA
~~Communications Officer –~~ Leader – Communications & Engagement	COM
Customer Services Officer/Advisor	CSO
Enforcement Officer	EO
Environmental Health Officer	EHO
~~Executive Assistant (to Chief Executive)~~	~~EA~~
Executive Assistant (Strategy and Environment)~~infrastructure Services)~~	EASE~~IS~~
Business Support Officer	BSO
Manager – Infrastructure Services Systems	MISS
Chief Financial Officere ~~Manager~~	CFO~~FM~~
~~General Manager Infrastructure Services~~	~~GMIS~~
~~General Manager Business Support~~	~~GMBS~~
Manager Governance Support	MGS
General Manager Community Services	GCOM
General Manager Strategy and Environment	GMSE
Health And Safety Coordinator ~~Facilitator~~	HSC~~F~~
~~Infrastructure Manager –~~ – Property and Facilities Manager	PFM ~~IM~~
~~Infrastructure Services Officer~~	~~ISO~~
Manager – Parks and Reserves	MIS
Human Resources Advisor	HRA
~~Information Services Manager~~	~~ISM~~IMO *
Legal Advisor	LA
Local Civil Defence Controller	LCDC
~~Manager~~ Customer Services Team Lead	~~M~~CSTL
~~Manager Water Services~~	~~MWS~~
~~Manager Waste Minimisation~~ Manager - Solid Waste	MSW~~M~~
~~Manager Local Roads~~Roading Manager	RM~~MLR~~
Planner / Senior Planner	PLAN
Principal Planner	PP
Manager Strategy and Policy	MSP
Pound Officer	PO
Senior Rates Officer / Rates Officer	SRO / RAO
Manager Customer and Digital Services ~~Records and Information Manager~~	~~RIM~~ MCDS *
~~Records Officer~~ Information Management Officer	~~RecO~~ IMO *
Roading ~~Network Supervisor~~Engineer	~~RNS~~RE
~~Senior~~ Financial/ Management Accountant	SA
~~Team Leader Building Services~~Building Control Manager	~~TLBS~~BCM
Team Leader Compliance and Monitoring	TLCM
District Librarian	DL

Sub-Part 1 – Legislative

1. Amusement Devices Regulation 1978

Reg	Delegation	GMSE	~~TL~~BCM	BCO	~~HM~~PFM
11	To grant amusement device permits	✓	✓	✓	
23	All powers of entry onto property, inspection of machinery, and access to and examination and copying of documents necessary to exercise powers and functions delegated under this Act or these regulations.	✓	✓	✓	✓

2. Animal Welfare Act 1999

Delegation	GMSE	TLCM	ACO	PO
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓	✓

3. Arts Council of New Zealand Toi Aotearoa Act 2014

Delegation	~~GM~~~~S~~G COM
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓

4. Biosecurity Act 1993 and any regulations made under that Act

Delegation	~~GM~~~~S~~G MSE	~~HM~~PFM
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 2 – Bylaws

~~5. Births, Deaths, Marriages, and Relationships Registration Act 1995~~

~~Delegation~~	~~GMIS~~
~~The power under section 75E to request the Registrar-General to provide a copy of all entries made in the access register in relation to any person.~~	~~✓~~

~~6.~~5. Building Act 2004

Section	Delegation	GMSE	~~TL~~BCM S	BCO	EHO	TLCM
31	To provide a copy of a PIM to the owner of the property	✓	✓	✓		
33	Authority to determine information required for an application for a project information memorandum (PIM).	✓	✓	✓		
34	Authority to issue a PIM.	✓	✓	✓		
35	Authority to determine the content of a PIM in accordance with this section	✓	✓	✓		
36	Authority to attach and issue a development contribution notice (where a Development Contribution Policy is in place)	✓	✓			
37	Authority to attach and issue certificates requiring resource consent	✓	✓	✓		
38	Provide a PIM to a network utility operator or statutory authority.	✓	✓	✓		
39	Advise Heritage New Zealand Pouhere Taonga of applications for PIMS, building consents etc.	✓	✓	✓		
45	The authority to determine plans, specifications and other information required in an application for a building consent	✓	✓	✓		
46	Provide copies of applications to the Fire Service Commission as required.	✓	✓	✓		
48	To grant or refuse an application within the time limits specified, and the power to require further information.	✓	✓	✓		
49	The authority to grant a building consent if satisfied provisions of the building code would be met.	✓	✓	✓		
50	The authority to give notice and reasons of a refusal to grant a building consent.	✓	✓	✓		
51	The authority to issue a Building Consent	✓	✓	✓		
52	The authority to extend the time permitted to activate a building consent	✓	✓	✓		
54	The authority to advise applicants the amount of levy for which they are liable	✓	✓	✓		
58 and 59	To make payments and certify in respect of levies to the Department of Building and Housing (DBH).	✓	✓			

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 2 – Bylaws

Section	Delegation	GMSE	ǂ‡BCM $	BCO	EHO	TLCM
62	The power to recover unpaid levies from applicants	✓	✓			
64	To keep in safe custody all records and Building Consents issued	✓	✓			
67	Power to grant a consent subject to the waiver or modification of the building code.	✓	✓	✓		
67A	Power to grant waivers or modifications in relation to means of restricting access to residential pools	✓	✓			
68	To notify the Chief Executive (of the Ministry of Business, Innovation and Employment) if a consent is granted subject to waiver or modification of the building code.	✓	✓	✓		
70	To refer applications for energy work to the Chief Executive of the Ministry of Business, Innovation and Employment	✓	✓	✓		
71	Authority to refuse any building consent in relation to land with natural hazards.	✓	✓	✓		
72	Authority to grant any building consent in certain situations involving natural hazards.	✓	✓	✓		
73	Carry out the notification obligations for building consent where it is issued under section 72.	✓	✓			
74	Carry out the further notification obligations under subsection (4).	✓	✓			
75 and 77	Issue a certificate in relation to a building on 2 or more allotments of 1 or more existing subdivisions.	✓	✓	✓		
83	Authority to authenticate a certificate for the construction of a building on two or more allotments	✓	✓			
90	The power to carry out inspections as specified in section 90 of the Building Act 2004 and enter any land or premises for the purpose of inspection, and be an "authorised agent or officer" for the purposes of this section.	✓	✓	✓	✓	
222	The power to carry out inspections as specified in section 222 of the Building Act 2004 and enter any land or premises for the purpose of inspection, and be an "authorised agent or officer" for the purposes of this section.	✓	✓	✓	✓	✓
93	The authority to determine whether to issue a code compliance certificate within a certain time.	✓	✓	✓		
94	The authority to issue a code compliance certificate if satisfied of certain matters.	✓	✓	✓		
95A	Give applicant written notice where refusing to issue code compliance certificate.	✓	✓	✓		
96	Power to issue a certificate of acceptance	✓	✓	✓		
97	Power to determine other information required for an application for a certificate of acceptance	✓	✓	✓		
98	Determine whether to issue certificate of acceptance and whether to require further reasonable information	✓	✓	✓		
99	Authority to issue a certificate of acceptance in relation to part of a building work	✓	✓	✓		
99A	Give applicant written notice where refusing to issue certificate of acceptance	✓	✓	✓		

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 2 – Bylaws

Section	Delegation	GMSE	~~T~~BCM ~~S~~	BCO	EHO	TLCM
102	Authority to issue a compliance schedule.	✓	✓	✓		
106, 107 and 109	Power to amend a compliance schedule, and carry out other administrative tasks under these sections.	✓	✓	✓		
111	Authorise any agents of the Council to carry out inspections under this section.	✓	✓			
112	Authority to grant building consent for the alteration of an existing building etc if satisfied of certain matters.	✓	✓	✓		
113	Authority to grant building consent and determine conditions of a building consent in relation to buildings with specified intended lives	✓	✓	✓		
115	~~A~~uthority to determine the change of use of buildings, and give the necessary written notice.	✓	✓	✓		
116	Authority to consent to an extension of life of a building, and give the necessary written consent.	✓	✓	✓		
116A	Authority to make a determination in respect of code compliance under this section.	✓	✓			
124	Authority to determine that a building is dangerous, affected or insanitary, and take any of the specified actions	✓	✓	✓	✓	
126	Give notice to the owner of a building and apply to the District Court for an order.	✓	✓			
164	Authority to issue notices to fix.	✓	✓	✓		
167	Confirm or not that a notice has been complied with and if refused give reasons and issue further notice.	✓	✓	✓		
177, 180	Authority to make and withdraw an application for determination.	✓	✓			
215	Apply for and ~~-~~gain accreditation, and apply for and be registered as a building consent authority.	✓	✓			
216	Keep all records relevant to the administration of the Building Act 2004.	✓	✓			
217	Provide access to information held under section 216 to the public	✓	✓			
218	Provide information to the Chief Executive of the Ministry of Business, Innovation and Employment.	✓	✓			
219(1)(b) and (2)	Authority collect the levy under S53 and to refuse service where the fees or charges are not paid.	✓	✓			
220	Authority to give notice under section 220(3) and then to apply to the District Court for an Order to carry out building work	✓				
221	To exercise the powers to recover costs under this section	✓				
222	Authority to carry out inspections and to enter premises	✓	✓	✓		

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 2 – Bylaws

Section	Delegation	GMSE	~~TL~~BCM~~S~~	BCO	EHO	TLCM
363A	The power to issue certificates of public use, and specify conditions in those certificates. Authority to require further reasonable information from the applicant, and the time period for providing that information from the applicant.	✓	✓	✓		
371A 372	Authority to carry out all of the functions, powers and duties of an Enforcement Officer and the issue of infringement notices under Section 372 of the Act.	✓	✓	✓		
377, 378 and 379	Authority to file a charging document for an offence against the Building Act 2004.	✓				
381	Apply for an injunction.	✓				

~~7.~~6. Building Research Levy Act 1969

Delegation	GMSE	BCM~~TL BS~~	BCO
If the Council has been appointed an agent under section 9, receiving any levies payable.	✓	✓	✓

~~8.~~7. Burial and Cremation Act 1964 and any regulations made under that Act including (without limitation) the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967

Delegation	~~GMIS~~ GMSE	~~GNS~~	~~IM~~PFM	EHO
All of the responsibilities, duties, and powers under this Act and these regulations that have been delegated to the Chief Executive.	✓	✓	✓	✓

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 2 – Bylaws

~~9.~~8. Camping-Grounds Regulations 1985

Reg	Delegation	GMSE	~~TLBSB~~ CM	BCO	TLCM	EHO
3	To refuse to grant a certificate of registration, and to refuse to permit the use of an existing camp-ground for a relocatable home park.	✓	✓	✓	✓	✓
4	To require copies of camp plan to be lodge with the Council.	✓	✓		✓	✓
5	To determine if sites satisfactorily marked.	✓	✓	✓	✓	✓
6(3)	To give permission in writing to buildings or structures.	✓	✓	✓		
8	To determine whether lighting is satisfactory.	✓	✓	✓		
9	To determine whether the camping-ground meets the required standards of sanitation and safety.	✓	✓	✓		✓
10	To request to examine records.	✓	✓		✓	✓
11	To give written consent to a relocatable home on a relocatable home park.	✓	✓	✓		
12	To determine if a satisfactory standard of all-weather access is being provided and maintained.	✓	✓	✓		
14	To grant certificates of exemption under this regulation.	✓	✓			
Schedule	To determine if a camping-ground meets the required standards and to determine acceptable standards for those matters that the Schedule leaves to the discretion of the Council.	✓	✓			

~~10.~~9. Civil Defence Emergency Management Act 2002

Delegation	LCDC
All of the responsibilities, duties, and powers under this Act and these regulations that have been delegated to the Chief Executive.	✓

~~11. COVID-19 Recovery (Fast-track Consenting) Act 2020~~

~~Reg~~	~~Delegation~~	~~GMSE~~	~~PP~~
~~Schedule 5, Clause 3(2)~~	~~To nominate a member to the Expert Consenting Panel~~	~~✓~~	~~✓~~
~~Schedule 6 Clause 7~~	~~Information sharing between EPA and relevant local authorities~~	~~✓~~	~~✓~~
~~Schedule 5 Clause 11~~	~~To assist the panel by providing advice within the knowledge of the authority, if requested by the panel~~	~~✓~~	~~✓~~

~~Schedule 6 clause 17~~	~~To provide comments to the Expert Consenting Panel~~	~~✓~~	~~✓~~
~~Schedule 6 clause 21~~	~~To appear at a hearing (or nominate a person to appear at a hearing)~~	~~✓~~	~~✓~~

~~12.~~10. Criminal Procedure Act 2011 and regulations

Delegation	All GMS
All of the responsibilities, duties, and powers under this Act and these regulations that have been delegated to the Chief Executive.	✓

~~13.~~11. Dog Control Act 1996

Section	Delegation	GMSE	TLCM	ACO	CA	CSO
21	To classify probationary owners.	✓				
23A	To require a probationary owner to undertake a dog owner education programme or dog obedience course.	✓				
25	To disqualify owners.	✓				
28(6)	To extend a period of disqualification.	✓				
31	To classify any dog as a dangerous dog.	✓				
32(1)(f)	To consent to the disposal of a dangerous dog.	✓				
32(5)(b)	To retain a dog in custody and to authorise the release of a dog from custody.	✓	✓			
33A and 33C	To classify any dog as a menacing dog.	✓				
33E(1)	To require the production of a certificate.	✓	✓	✓		
33E(5)	To exempt any menacing dog from the muzzling requirements in any specified circumstances.	✓				
33EB(2)	To require the production of a certificate.	✓	✓	✓		

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 2 – Bylaws

Section	Delegation	GMSE	TLCM	ACO	CA	CSO
33EC	Seize, remove, retain custody of a dog	✓	✓	✓		
33ED	To classify a dog as a dangerous dog or menacing dog.	✓				
35 and 35A	To provide register information and make any necessary determinations under these sections.	✓	✓	✓		
36A(3)(a)	To issue instructions under this section.	✓	✓			
39	To remit, reduce or refund dog control fees or part of those fees in accordance with this section.	✓				
40	To require written statements and the production of certificates under this section.	✓	✓	✓		
46	To issue replacement labels or discs.	✓	✓	✓	✓	✓
66	To authorise any person other than a dog control officer to issue an infringement notice under this section.	✓				
66	To commence proceedings in accordance with section 21 of the Summary Proceedings Act 1957 where an infringement notice has been issued and to make any decision in any matter relating to such proceedings.	✓				
69 and 70(7)	To sell, destroy or dispose of any dog.	✓	✓	✓		
71 and 71A	To exercise the Council's powers under these sections.	✓				
General	To institute any prosecution for an offence under the Act or under any bylaw made by the Council under the Act and to make any decision in any matter relating to any such prosecution.	✓				
General	To apply for an injunction preventing a person from committing a breach of any bylaw made by the Council under section 20 of the Act and to make any decision in any matter relating to such an application.	✓				
General	To take enforcement action against any person who breaches any such injunction and to make any decision in any matter relating to such action.	✓				

~~14.~~12. Electricity Act 1992

Delegation	~~GMIS~~G MSE	~~GMBS~~G COM	IM
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓

~~15.~~13. Fencing Act 1978

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 2 – Bylaws

Delegation	~~GMIS~~GMSE	RM	~~IM~~PFM
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive with respect to the extension, location, relocation of fences on road.	✓	✓	✓

~~16. The Food Hygiene Regulations 1974~~

~~Delegation~~	~~GMSE~~	~~EHO~~
~~All of the responsibilities, duties, and powers under these regulations that have been delegated to the Chief Executive.~~	~~✓~~	~~✓~~

~~17.~~14. Food Act 2014

Delegation	GMSE	EHO
All of the responsibilities, duties, and powers under this Act and these regulations that have been delegated to the Chief Executive.	✓	✓
Issue and sign any certificates or other documents issued by the Territorial Authority, or any applications made by the territorial authority under this Act.	✓	✓

~~18.~~15. Freedom Camping Act 2011

Section	Delegation	~~GMIS~~	GMSE	~~IM~~PFM
39	To decide whether or not to return seized and impounded property.	✓	✓	✓
40	To dispose of seized and impounded property.	✓	✓	✓

~~19.~~16. Gambling Act 2003

Delegation	GMSE
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓

~~20.~~17. Gas Act 1992

Delegation	~~GMBS~~	~~AIIGMS GMIS~~
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓

~~21.~~18. Government Roading Powers Act 1989

Delegation	~~GMIS~~	~~MLRM~~
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive, including powers to enter in to agreements with NZTA .	✓	✓

~~22.~~19. Hazardous Substances and New Organisms Act 1996 and any regulations made under this Act

Delegation	GMSE	~~TLBSB~~ CM	TLCM	~~HOSH~~ SC
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓	✓

~~23.~~20. Health Act 1956

Section	Delegation	GMSE	EHO
33	To exercise the powers under this section.	✓	✓
34	To abate nuisance without notice.	✓	✓
41	All the powers of the Council in respect of cleansing orders.	✓	✓
42	To be an authorised officer and to issue repair notices and closing orders.	✓	
45	To cancel a closing order.	✓	
54	To grant consent to the operation of an offensive trade and impose conditions.	✓	✓
58	To grant consent to the establishment of stockyards and impose conditions.	✓	✓

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 2 – Bylaws

Section	Delegation	GMSE	EHO
64	Authority to administer and ~~inforce~~enforce any Bylaw made pursuant to the Act 1956.	✓	✓
81	To determine if the cleansing or disinfection of premises and / or articles is necessary. Power to authorise an environmental health officer to enter premises and carry out the cleaning and disinfection.	✓	✓
128	To determine who may enter and inspect any dwelling house, building, land, ship or other premises under this section. Note Environmental Health Officers are authorised to enter and inspect any dwelling house, building, land, ship or other premises under this section.	✓	✓
General	To institute any prosecution for an offence under the Act and to make any decision in any matter relating to any such prosecution.	✓	

~~**24. Health Act 1956 – Part 2A – Drinking Water**~~

~~Section~~	~~Delegation~~	~~GMIS~~	~~SMW~~
~~69K, 69L, 69M~~	~~To apply for registration as a drinking water supplier, water carrier, and to provide information about any associated changes as required under section 69M.~~	~~✓~~	~~✓~~
~~69S~~	~~To take all practicable steps to ensure that an adequate supply of drinking water is provided to each point of water supply to which drinking water is supplied, and to make decisions about when to restrict or interrupt the provision of drinking water to any point of supply under section 69S.~~	~~✓~~	~~✓~~
~~69T~~	~~To determine if the Council's ability to maintain an adequate supply of drinking water is or may be at imminent risk for any reason, and to take steps as referred to in section 69T.~~	~~✓~~	~~✓~~
~~69U~~	~~To take reasonable steps to contribute to the protection of a drinking water source.~~	~~✓~~	~~✓~~
~~69V~~	~~To take all practicable steps to comply with drinking water standards.~~	~~✓~~	~~✓~~
~~69W~~	~~To take reasonable steps to supply wholesome drinking water.~~	~~✓~~	~~✓~~
~~69X~~	~~To check water quality before connecting to a new water source.~~	~~✓~~	~~✓~~
~~69Y~~	~~To monitor drinking water to ensure compliance with drinking water standards and assess public health risk.~~	~~✓~~	~~✓~~
~~69ZA-69ZS~~	~~To prepare and implement a water safety plan in relation to drinking water supply, to review/renew plans, keep and make available records of plans, to investigate complaints, and to take remedial action if standards breached.~~	~~✓~~	~~✓~~
~~69ZZP~~	~~To make assessments and warn users of self-supplied building water supplies about contamination.~~	~~✓~~	~~✓~~
~~69ZZZ~~	~~As a network supplier to take actions with respect to backflow prevention.~~	~~✓~~	~~✓~~

~~25.~~21. Health (Burial) Regulations 1946

Reg	Delegation	~~GMIS~~ All	EHO
16	To sign the certificates of registration.	✓	
19	To grant registration of additional or substituted places of funeral directors.	✓	✓

~~26. Health (Hairdressers) Regulations 1980~~

~~Reg~~	~~Delegation~~	~~GMSE~~	~~EHO~~
~~3~~	~~To grant certificates of registration.~~	~~✓~~	~~✓~~
~~4~~	~~To grant certificates of exemption.~~	~~✓~~	

~~27.~~22. Health (Registration of Premises) Regulations 1966

Reg	Delegation	GMSE	EHO	CA
4	To require all such particulars in any application for registration.	✓	✓	✓
5	To determine applications for certificates of registration and issue certificates of registration, and to renew registration and issue new certificates accordingly.	✓	✓	
8	To keep records of all registered premises, and provide for inspection of these records.	✓	✓	✓
9	To serve notices, and to determine to cancel registration of a premises.	✓	✓	

~~28.~~23. Health and Safety at Work Act 2015

Delegation	GCOM	HSF
Authority to act, in accordance with the direction of the Chief Executive, on behalf of Council in all matters relating to the employment of staff and to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions of the Act	✓	

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 2 – Bylaws

Delegation	GCOM	HSF
Authority to assume accountability for ensuring the obligations of Council as an employer comply with the provisions laid down in the Health and Safety Management Plan	✓	✓
Authority to provide on behalf of Council, reasonable opportunities for its employees to participate effectively in ongoing processes for improvement of health and safety in the employees places of work	✓	✓
Authority to make recommendations to Council regarding the health and safety in a place of work which are proposed by the Health and Safety Committee.	✓	✓

~~29.~~24. Heavy Motor Vehicle Regulations 1974

Reg	Delegation	~~GMHS~~	~~MLRM~~	~~RNSRE~~	~~AMR~~
11	To exercise its powers as a road controlling authority with respect to any bridge under its control to fix weight limits or a speed limit or both weight limits and a speed limit for heavy motor vehicles, and combinations of vehicles including a heavy motor vehicle, using the bridge; and to comply with all other requirements of this regulation.	✓	✓	✓	✓

~~30.~~25. Heritage New Zealand Pouhere Taonga Act 2014

Delegation	~~GMHSA~~ II GMS	~~PFMHM~~
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓

~~31.~~26. Housing Improvement Regulations 1947

Part	Delegation	GMSE	EHO
1	To determine the minimum standards of fitness for houses where required under the provisions of Part 1.	✓	✓

~~32.~~27. Impounding Act 1955 and the Impounding Regulations 1981

PART D: Statutory and Other Delegations from the Chief Executive to Staff
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Delegation	GMSE	TLCM	ACO	CA
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓		
All of the responsibilities, duties, and powers under these regulations to sign forms 3 and 4 as an authorised officer.	✓	✓	✓	✓

~~33.~~28. Land Drainage Act 1908

Delegation	~~GMIS~~	~~MLRM~~	~~MWS~~	~~AMR~~	EHO
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓	✓	✓

~~34.~~29. Land Transport Act 1998 and any rules made under this Act

Section	Delegation	~~GMIS~~	GMSE	~~MLRM~~	TLCM	~~RENS~~	~~AMR~~	~~IMPFM~~
General	Authority to carry out the functions, powers and duties of a Parking Warden.	✓	✓	✓	✓	✓	✓	✓
General	To take enforcement action (including any prosecution) under this Act, and these rules and regulations.	✓	✓					
General	All of the responsibilities, duties, and powers under this Act, and these rules and regulations, that have been delegated to the Chief Executive.	✓		✓				
General	To exercise the Council's powers as a road controlling authority in relation to the Land Transport Rule: Traffic Control Devices 2004 and the Traffic Control Devices Manual (including without limitation Part 8 of the Manual which is the Code of Practice for Temporary Traffic Management), the placement of regulatory signs and markings to control traffic.	✓		✓		✓	✓	

~~35.~~30. Land Transport Management Act 2003

Delegation	~~GMIS~~	~~MLRM~~	~~AMR~~
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓

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~~36.~~31. Land Transport Rule: Setting of Speed Limits 2024~~03~~

Section	Delegation	~~GMIS~~GMSE	~~MLRR~~M	RNS~~RE~~	~~AMR~~
~~5~~7	All of the Council's powers under this section in relation to the setting of temporary speed limits.	✓	✓	✓	✓

~~37.~~32. Land Transport Rule: Vehicle Dimensions and Mass 2016~~02~~

Section	Delegation	~~GMIS~~	~~MLRR~~M	~~AER~~	~~RCS~~	~~AMR~~
5	To issue permits to the operator of a heavy motor vehicle.	✓	✓	✓	✓	✓

~~38.~~33. Litter Act 1979

Section	Delegation	GMSE	~~GMIS~~GCOM	TLCM	EHO	IM
10(1) - 10(2)	To require owners of private property to clear litter from their property, and to issue notices.	✓	✓	✓	✓	✓
General	The power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such prosecution.	✓	✓			

~~39.~~34. Local Government Act 1974

Section	Delegation – to exercise the Council's powers under these sections:	~~GMIS~~	~~MLR~~M	~~MWS~~	~~AMR~~RE	RN~~S~~
315-361	Powers held by the Chief Executive under Part 21	✓	✓	✓		
337	To require alteration to pipes and drains and other apparatus on or under a road and recover the costs.	✓	✓	✓	✓	
356-356B	To remove and dispose of abandoned cars from roads and exercise all of the Council's powers under this section.	✓	✓		✓	✓
446	Cover watercourse to make a public drain	✓	✓	✓	✓	
447	Betterment contributions	✓				
451	Diversion etc. of drainage works	✓	✓			

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Section	Delegation – to exercise the Council's powers under these sections:	~~GMIS~~	~~MLRM~~	~~MWS~~	~~AMRRE~~	~~RNS~~
459	To require owners of land to provide private drains or do any of the other things specified in section 459(1), to give notice, and to exercise all of the Council's powers under this section.	✓	✓	✓		
460	To give notice of the Council resolution to owners.	✓	✓	✓		
461	To sign a certificate under this section.	✓	✓	✓	✓	
467	Unlawful connection of a private drain	✓	✓	✓	✓	
468	Power to exercise the Council's powers to remove a tree and/or tree roots which is/are obstructing a public drain.	✓	✓	✓	✓	✓
469	Protective works to prevent damage by flood	✓	✓	✓	✓	
511	Authority to give notice to remove an obstruction from a drainage channel or watercourse.	✓	✓	✓	✓	
514	Authority to negotiate advances to owners of land for compliance with removing an obstruction.	✓	✓	✓	✓	
Clause 11 and 12, Tenth Schedule	To exercise powers of the Council relating to the temporary prohibition of traffic on roads.	✓	✓			✓
General	~~The power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such prosecution.~~	✓				

~~40.~~35. Local Government Act 2002

Section	Delegation	~~GMIS~~	GMSE	~~GMBS~~	GCOM	~~PFMM~~	~~MWS~~	~~RMLR~~	~~AMRRE~~	PP	EHO	TLCM	~~EMO~~	EO	~~RENS~~
162	To apply for an injunction restraining a person from committing a breach of a bylaw or an offence against this Act. To take enforcement action against any person who breaches any such injunction and to make any decision in any matter relating to such action.	✓	✓												
163	To exercise the Council's powers to remove or alter a work or thing that is, or has been, constructed in breach of a bylaw; and to recover the costs of removal or alteration from the person who committed the breach.	✓	✓			✓	✓	✓	✓	✓		✓	✓	✓	
167	To determine whether or not to return seized and impounded property.	✓	✓												
168	To dispose of seized property in accordance with this section.	✓	✓	✓											

PART D: Statutory and Other Delegations from the Chief Executive to Staff
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Section	Delegation	~~GMIS~~	GMSE	~~GMBS~~	GCOM	PFM~~I~~M	~~MWS~~	RM~~LR~~	AMR~~R~~E	PP	EHO	TLCM	~~EMO~~	EO	R~~ENS~~
171	To exercise the power of entry and give the required notice.	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
173	To exercise a power of entry.	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
181(1) and (2)	To determine the construction of works on or under private land or under a building on private land are necessary for— (a) the supply by territorial authorities of water by means of reticulated systems: (b) the supply of water through water races: (c) trade wastes disposal: (d) land drainage and rivers clearance. To determine the construction of works on or under private land or under a building on private land are necessary for sewage and stormwater drainage. The power to construct such works.	✓	✓		✓	✓	✓	✓	✓			✓	✓	✓	
181(3)	To request and obtain the prior written consent from the owner of the land to the construction of the work or give the notice and deposit the description and plan of the works for public inspection as required by Schedule 12 (but not to conduct the hearing).	✓	✓		✓		✓	✓	✓			✓	✓	✓	✓
181(4) and (5)	To enter land and inspect, alter, renew, repair, or clean any work constructed under section 181 or under the corresponding provision of a former Act, including giving of reasonable notice of the intention to enter.	✓	✓		✓	✓	✓	✓	✓			✓	✓	✓	✓
183(1)	To form an opinion that the growth or matter is likely to become a source of danger from fire, and to issue a notice to the occupier or owner.	✓	✓								✓	✓			
183(5)	To give the required oral notice to the occupier or owner. To eradicate or remove growth or remove or destroy matter on land in its district if the growth or matter is an imminent danger to life, property or any road.	✓	✓	✓							✓	✓			
186	To cause works etc to be carried out in a default situation and recover the Council's costs from the owner/occupier.	✓	✓			✓	✓	✓							
187	To recover costs and reasonable administrative and supervision charges for work authorised to be carried out in a default situation.	✓	✓	✓	✓	✓	✓	✓							
190	To negotiate compensation.	✓	✓	✓											

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Section	Delegation	~~GMIS~~	GMSE	~~GMBS~~	GCOM	~~PFMIM~~	~~MWS~~	~~RMLR~~	~~AMRRE~~	PP	EHO	TLCM	~~EMO~~	EO	~~RENS~~
~~193~~	~~To determine and authorise that the water supply to the land or building be restricted.~~	✓			✓		✓								
~~196~~	~~To authorise consent to discharge trade waste into the Council's waste water system.~~	✓					✓						✓		
208	To sign a notice of a statutory land charge.	✓	✓												
General	The power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such prosecution.	✓	✓												

~~41.~~36. Local Government Official Information and Meetings Act 1987

Section	Delegation	All staff	All GMS	All managers	GMSE	~~EA~~MGS	PP
11	To give reasonable assistance to those persons requesting information.	✓					
12	To transfer requests and attend to subsequent notification.		✓			✓	
13	To make decisions on requests and to determine whether or not to charge for information.		✓	✓			
14	To provide for extensions of time to provide official information and to attend to subsequent notification.		✓	✓		✓	
15	To determine the manner of presenting information and to attend to subsequent notification.		✓	✓			
16	To determine deletions (redactions) from documents and attend to subsequent notification.		✓	✓			
17, 17A, 17B, 18	To determine whether or not to refuse a request for information, and providing reason(s) for refusal.		✓	✓			
21	To determine access to internal rules affecting decisions, and to provide reasons for refusing to provide information.		✓	✓			
22	To provide a written statement under this section.		✓	✓		✓	
24	To take precautions regarding access to personal information.		✓	✓		✓	
25	To deal with requests for corrections.		✓	✓		✓	
26	To refuse to supply personal information.		✓	✓		✓	

PART D: Statutory and Other Delegations from the Chief Executive to Staff
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Section	Delegation	All staff	All GMS	All managers	GMSE	~~E~~AMGS	PP
44A	To make decisions on information to be included in Land Information Memoranda and issuing Land Information Memoranda.				✓		✓
46	To provide for the public notification of meetings.					✓	
46A, 49, 51	To provide for the availability of agendas, reports and minutes.					✓	
51A	To provide for the public notification of resolution at emergency meeting.		✓			✓	

~~42.~~37. New Zealand Library Association Act 1939

Delegation	GCOM	~~M~~CSM CDS	DL
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓

~~43.~~38. Plumbers, Gasfitters and Drainlayers Act 2006

Section	Delegation	GMSE	TLB~~C~~S
15, 16	To consult with the Minister in relation to certain sanitary plumbing exemptions.	✓	✓

~~44.~~39. Postal Services Act 1998

Section	Delegation	GMSE~~I~~S	~~M~~LRM	~~A~~MR~~R~~E
40	To impose prescribe conditions in relation to the erection of public letterboxes.	✓	✓	✓

~~45.~~40. Privacy Act 1993

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 2 – Bylaws

Part	Delegation	All GMS	LA	~~EA~~
Part 5	All of the responsibilities, duties, and powers that have been delegated to the Chief Executive.	✓	✓	✓

~~46.~~41. Property Law Act 2007

Delegation	~~GMISA~~ II GMS	~~IM~~	~~ISOPF~~ M
All of the responsibilities, duties and powers that have been delegated to the Chief Executive subject to the specific delegations in subpart 4 section 3 (Property)	✓	✓	✓

~~47.~~42. Public Records Act 2005

Section	Delegation	~~GMBS~~ GCOM	LA	~~ISM~~	~~Rec~~ MCDS
17	To provide for the creation and maintenance of local authority records.	✓	✓	✓	✓
40	To comply with the requirements in relation to protected records.	✓	✓	✓	✓
45, 46	To classify the access status of the Council's local authority records.	✓	✓	✓	✓
47	To provide for the public inspection of open access records.	✓	✓	✓	✓

~~48.~~43. Public Works Act 1981

Section	Delegation	~~GMIS~~	GMSE	~~IMPFM~~	~~MWM~~	~~MLRM~~	~~ISO~~
4(6)(b)(ii)	Power to sign notices	✓					
17(1)	Power to enter into an agreement to purchase land for any public work for which the Council is responsible [***provided that the purchase price is within the limits of the Delegate's financial authority and the purchase is in accordance with the Council's Long-term Plan or a Council resolution or resolution of one of its appropriately authorised subordinate decision-making bodies***]	✓					

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Section	Delegation	~~GMIS~~	GMSE	~~MPFM~~	~~SMM~~	~~MLRM~~	~~OSI~~
18(1)	Power to serve notice of Council's desire to acquire land and to invite owner of land to sell and to lodge a notice with the District Land Registrar (LINZ)	✓					
18(1)(d)	Authority to negotiate with the owner in an attempt to reach an agreement for the acquisition of land.	✓		✓			
18(2)	Power to proceed to take land for a public work [***provided that a prior resolution has been passed by Council or one of Council's appropriately authorised subordinate decision-making bodies approving that the land be taken***]	✓					
18(3) and (4)	Power to withdraw a notice under subsection 18(1) and responsibility to ensure the District Land Registrar (LINZ) is given notice of the withdrawal	✓					
18(5) and 17(4)	Power to apply to the Maori Land Court for an order under the provisions of Part 10 of Te Ture Whenua Maori Act 1993	✓					
18(7)	Power to proceed to take land if any of the circumstances specified in subsection 18(7) apply [***provided that a prior resolution has been passed by Council or one of Council's appropriately authorised subordinate decision-making bodies approving that the land be taken***]	✓					
20	Authority to apply to the Minister for a declaration	✓					
21	Power to purchase and/or improve land for granting as compensation [***provided that the purchase price and costs of the improvements are within the limits of the Delegate's financial authority***]	✓					
23(1)	Power to give notice in accordance with section 23 of Council's intention to take land (including, without limitation, to cause a survey plan to be prepared and lodged with the Chief Surveyor and a copy of the notice to be lodged with the District Land Registrar) [***provided that a prior resolution has been passed by Council or one of Council's appropriately authorised subordinate decision-making bodies approving that the land be taken***.]	✓					
23(8)	Power to withdraw a section 23 notice and to lodge notice of such withdrawal with the District Land Registrar (LINZ)	✓					
24(6)	Power to represent the Council at an Environment Court hearing into an objection	✓					
25	Power to agree to an Environment Court judge conducting an inquiry alone	✓					
27	Power to give notice on Council's behalf of its intention to take or acquire natural material on land for public work [***provided that a prior resolution having been passed by full Council or one of Council's appropriately authorised subordinate decision-making bodies approving that the material be taken***]	✓					
28	Power to acquire or take and hold the land acquired for a public work subject to any particular estate, interest, easement, profit à prendre, covenant, or encumbrance, and to acquire or to take and hold any such estate or interest separately	✓					
31	Power to acquire surface, subsoil, or air space separately, including subsoil that has not already been acquired, if required at a later date	✓					

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Section	Delegation	GMIS	GMSE	MPFM	SMM	MLRM	OSI
34(3)	Power to subdivide, develop, provide access to, set apart, or dispose of any severed land taken under this section	✓	✓				
40	Power to dispose of land no longer required for public work in accordance with this section [***provided that the disposal is in accordance with the Council's Long-term Plan or a prior resolution of Council or one of Council's appropriately authorised subordinate decision-making bodies. If the land is to be sold at less than the current market value, prior approval must be obtained from the Chief Executive.***]	✓		✓			
41(e)	Power to apply to the Maori Land Court for disposal of former Maori land when no longer required [***provided that the disposal is in accordance with the Council's Long-term Plan or a prior resolution of Council or one of Council's appropriately authorised subordinate decision-making bodies***]	✓					
42	Power to dispose of land no longer required for public work in accordance with section 42 (where either offer to sell under section 40(2) has not been accepted or whether section 40(2) and 40(4) do not apply) and to give notice of sale, auction or invitation for tenders [***provided that the disposal is in accordance with the Council's Long-term Plan or a prior resolution of Council or one of Council's appropriately authorised subordinate decision-making bodies***]	✓	✓				
43	Power to sell land on deferred payments [***provided that the disposal is in accordance with the Council's Long-term Plan or a prior resolution of Council or one of Council's appropriately authorised subordinate decision-making bodies***]	✓					
45(1) and 49	Power to grant a lease or tenancy or licence to occupy land held for public work (including airspace and/or subsoil).	✓		✓			
45(6)	Power to accept the surrender of any lease, tenancy or licence to occupy that was granted under section 45.	✓		✓			
47	Power to apply to Registrar of Land to issue a certificate of title for land held for public work	✓	✓				
48 and 49	Power to grant easement over land held for public work (including airspace and/or subsoil) (including to impose conditions and set rental amount, if any).	✓	✓				
50	Power to agree the provisions of a sale and purchase agreement for the transfer to Council of an existing public work [***provided that the agreement is within the limits of the Delegate's financial authority and the purchase is in accordance with the Council's Long-term Plan or a prior resolution of Council or one of Council's appropriately authorised subordinate decision-making bodies***.] Power to agree the provisions of a sale and purchase agreement for the transfer from Council to the Crown or another local authority of an existing public work [***provided that the agreement is within the limits of the Delegate's financial authority and the purchase is in accordance with the Council's Long-term Plan or a prior resolution of Council or one of Council's appropriately authorised subordinate decision-making bodies***.]	✓					
52(4)	Power to request that land held for one public work be set apart for another public work by notice in the Gazette	✓	✓				

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Section	Delegation	GMIS	GMSE	MPFM	MWS	MLRM	OSI
63	Power to pay compensation for injurious affection where no land taken [***provided the amount of the compensation is within the limits of the Delegate's financial authority***]	✓					
65	Power to assess and /or pay compensation for land for which no general demand exists	✓					
70(1)	Power to offer compensation for estate or interest in land taken	✓					
71(6)	Power to request further information if the owner or occupier of any land wishes to do anything on or under the land which may cause the amount of compensation payable to him to be reduced	✓					
71(7)	Power to decline the application from the owner or occupier	✓					
73(4) and 74(4)	Power to consent as notifying authority to registration of a dealing	✓	✓				
75	Power to pay compensation to tenants of residential and business premises	✓					
76	Power to refund expenses where acquisition of land abandoned [***provided that the refund is within the limits of the Delegate's financial authority***]	✓					
79	Power to take proceedings to determine compensation if person entitled fails to make claim	✓					
81	Power to apply to District Court for an order authorising the Public Trust to represent infants, absentee owners, etc	✓					
84	Power to file claims in District Court requiring claim to be heard by Tribunal	✓					
96	Power to pay compensation to Public Trust when title doubtful	✓					
99(2)	Power to pay the mortgagor the full amount of any compensation where the compensation does not exceed $250, without incurring any liability to the mortgagee	✓					
100(3)	Power to pay the owner of land the full amount of any compensation where the compensation does not exceed $250, without incurring any liability to the holder of any rent charge	✓					
103	Power to grant easements in lieu of compensation	✓					
105	Power to grant land as compensation where equivalent land not readily available	✓					
107(1)	Power to enter into an agreement with a person entitled to land under section 105 or 106 for the repayment of any money agreed to be due by way of equality of exchange	✓					
107(2)	Power to apply to the Land Valuation Tribunal to fix the value of land that is subject to exchange	✓					
107(5)	Power to consent to registration of dealing while a charge under section 107(4) is registered against land	✓					
107(6)	Power to sign notice of any charge under subsection 4 and any certificate releasing any such charge	✓					
107A	Power to grant lease or licence as compensation to lessee or licensee of land taken	✓					

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Section	Delegation	~~GMIS~~	GMSE	~~MPFM~~	~~MWS~~	~~MLRM~~	~~OSI~~
107(9C)	Responsibility to consult with District Land Registrar as to practicability of amalgamating land	✓		✓			
110 and 111	Power to authorise entry and give notice to the owner and occupier; power to sign evidence of authorisation on behalf of Council for a person to enter onto private land for the purposes specified in subsection 110(1) or 111(1).	✓					
114	Power to give written consent for land to be declared road	✓					
115(9)	Power to sign certificate of consent or notice of discharge of certificate of consent	✓	✓				
133(2) and 134	Power to sign a notice requiring the removal of trees, hedges etc that obscure visibility or interfere with a public work and authorise service	✓					
133(5)	Authority to represent Council at a hearing commenced under subsection 133(3)	✓					
133(7), (8) and (9)	Power to authorise Council's employees or agents to enter on the land to carry out the required work in the circumstances specified in subsection 133(7) and recover Council's costs	✓					
135	Power to authorise Council's employees or agents to enter on the land and carry out emergency work on trees etc and to recover Council's costs	✓					
191	Power to apply the land to any authorised secondary use or to grant licences, permits, and privileges in respect of any authorised secondary use of the land to any persons upon or subject to such terms and conditions as the Delegate thinks fit, for any period, with or without a right of renewal	✓					
233	Power to give notice on Council's behalf before entry onto private land	✓	✓	✓	✓	✓	✓
234	Power to enter onto land where there is an imminent danger to life or property or a likelihood of serious interference with or damage to any public work and to do such work as is necessary and sufficient to remove the danger or cause the likelihood of serious interference in accordance with section 234. [***A person is delegated this power when they are issued with a warrant of appointment by the Chief Executive that specifies the section 234 power of entry.***]	✓		✓	✓	✓	✓
237	Power to sign on Council's behalf approval for excavations near public works	✓					
239	Power to remove or cause to be removed any property that has been abandoned on public works land.	✓		✓	✓	✓	✓

~~49.~~44. Racing Act 2003

Delegation	GMSE
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓

~~50.~~45. Rates Rebate Act 1973

Section	Delegation	~~GMB~~ ~~S~~CFO	FM/ RA/R	MC~~D~~ S	CSO
5-8	To consider applications for rates rebates and refunds, determine whether to grant the applications in accordance with sections 5-7, and apply the rebate/refund if granted.	✓	✓	✓	✓
9	To apply to Secretary for Local Government for refund of rebates granted.	✓	✓	✓	
10(1)	To authorise the recovery of all or part of a rates rebate or rates refund as a rate payable in respect of the rating unit.	✓			
11A	To seek advice from the Secretary of Local Government.	✓			
13	To take any declarations required for the purposes of this Act.	✓		✓	✓

~~51.~~46. Rating Valuations Act 1998

Section	Delegation	~~GMBS~~ CFO	FM	~~SR~~RA ~~e~~ /	COM
8	To appoint person or body to undertake valuation services and notify Valuer-General of person or body undertaking valuations services for the Council.	✓	✓		
9	To undertake general revaluation in accordance with this section.	✓	✓		
10	To provide specified information to the Valuer-General.	✓	✓		
12	To give public notice in accordance with section 12 and provide for public inspection of the district valuation roll.	✓	✓		
13	To give notice of general revaluation in accordance with this section.	✓	✓		✓
14-17	To exercise powers regarding alterations and new valuations, giving notice, during the currency of a general revaluation.	✓	✓		
34(4)	To decide to alter the valuation or to decline to alter the valuation.	✓			
34(5)	To alter the valuation roll.	✓	✓	✓	
35	To give notice as required by this section.	✓	✓		✓
36	To file on Council's behalf for an objection to be heard by the Land Valuation Tribunal and arrange for service to the required parties.	✓			
38(3)	To authorise a person who provides or has provided valuation services to the Council (or an officer or employee of such person) to represent Council in proceedings before the Land Valuation Tribunal.	✓			
39	To alter the district valuation roll to give effect to the decision of the Land Valuation Tribunal.	✓	✓	✓	

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Section	Delegation	~~GMBS~~ CFO	FM	~~SRRA~~ O /	COM
41	To provide certified copies of entries in the district valuation roll.	✓	✓	✓	
42	To keep and maintain information and documents, and provide to Valuer-General when required.	✓	✓	✓✓	
43	To enter into agreement with the regional council as to the regional council's annual share of costs.	✓			
45	To provide written authorisation to persons for entry onto private property to carry out valuations.	✓			

~~52.~~47. Rating Valuations Regulations 1998

Section	Delegation	~~GMB~~ SCFO	FM/R O/RA	~~RTL~~
6	To extend the due date for lodging an objection.	✓	✓	
8	To notify the objector of the further information needed if the objection is to proceed.	✓	✓	
10	To refuse to consider late or incomplete objections.	✓	✓	
12	To issue and endorse as accurate a certified copy of an entry in the district valuation roll.	✓	✓	

~~53.~~48. Reserves Act 1977

Section	Delegation	~~GMISG~~ COM	GMSE	~~CFOGM~~ BS	~~IMP~~FM	~~ISO~~
6(3)	Power to revoke, issue or amend a Gazette notice.	✓	✓			
14(4)	Power to Gazette resolution to declare vested land to be a reserve.	✓	✓			
15(3)	Power to do all things necessary to affect any exchange of reserve for land.	✓	✓		✓	
23(3)	Power to prohibit access to the whole or any specified part of a local purpose reserve.	✓				
24A(2)	Duty to notify all those affected by such a change and to consider objections properly lodged as soon as practicable.	✓	✓		✓	
42(1)	Power to give or decline to give express written consent to the cutting or destruction of trees and bush on any historic, scenic, nature or scientific reserve and to determine terms and conditions.	✓			✓	
42(2)	Power to authorise the cutting or destruction of trees and bushes on any recreation reserve, or Government purpose reserve, or local purpose reserve, subject to being satisfied that certain conditions apply.	✓			✓	

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Section	Delegation	~~GMISG~~ COM	GMSE	~~CFOGM~~ SB	~~HMPFM~~	~~OSI~~
44(1) and (2)	Power to grant consent to any person to use a reserve for purposes of accommodation or to remain on a reserve.	✓			✓	
45	Power to give or decline prior approval to erect shelters, huts, cabins, lodgings etc on any recreation or scenic reserve where such use is contemplated or provided for in approved management plan for the reserve.	✓				
47(2)	Duty to give public notice and call for objections to set aside all/part of a reserve as a wilderness area.	✓			✓	
48(1)	Power to grant rights of way and other easements over reserves where contemplated in an approved management plan or where already existing and the use will be the same or similar in character, intensity and scale.	✓	✓			
49	Power to grant or decline the right to take exotica flora and exotica fauna not protected under the Wildlife Act 1953, or rock mineral or soil from a reserve for scientific or educational purposes.	✓	✓		✓	
50(1)	Power to authorise the taking and killing of any specified kind of fauna, excluding indigenous fauna in the case of any recreation, Government purpose, or local purpose reserve. Power to authorise or decline to authorise the taking and killing of any non-protected exotic fauna using firearms, traps, nets or other like objects in any scenic or historic reserve.	✓				
51(1)	Power to authorise or decline to authorise the introduction of indigenous flora or fauna or exotic flora but only if provided for or contemplated in an approved management plan.	✓				
53	Powers (other than leasing) in respect of recreation reserves.	✓	✓		✓	✓
55	Power to do such things (other than leasing) in respect of scenic reserves.	✓	✓		✓	✓
57(7)	Power to in respect of a nature reserve, issue permits allowing any person to anchor or moor a specified vessel or any vessel.	✓			✓	
57(9)(c)	Power to, do such other things as may be considered necessary for the proper and beneficial management, administration, and control of the nature reserve and for the protection, preservation, and well-being of the indigenous flora and fauna and other features in the reserve.	✓	✓		✓	✓
58(d)	Power to do such other things as may be considered necessary or desirable for the proper and beneficial management, administration, and control of the historic reserve, conditional on the Minister's consent.	✓			✓	✓
58A(1) and (2)	Power to grant leases or licences of historic reserves, and to give notice, but only where the activity is provided for or contemplated in an approved management plan for the reserve or activity and the effects of the use will be the same or similar. Conditional on the approval of terms and conditions of any commercial lease by the Manager Property.	✓	✓		✓	

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 2 – Bylaws

Section	Delegation	~~GMISG~~ COM	GMSE	~~CFOGM~~ BS	~~IMPFM~~	~~OSI~~
59(1)	Power, in respect of scientific reserves on the authorisation of the Minister, to issue a permit for access for scientific study or for control and management purposes.	✓			✓	
59(7)	Power to, in respect of a nature reserve, issue permits allowing any person to anchor or moor a specified vessel or any vessel.	✓			✓	
59A	Granting of concessions on reserves administered by the Crown subject to the requirements of the Act	✓	✓			
60	Power to, in respect of a Government purpose reserve, do such things as are necessary or desirable for the proper and beneficial administration, management, and control of the reserve and for its use for the purposes specified in its classification.	✓	✓		✓	✓
61(1)	Power to do such things in respect of local purpose reserves, considered necessary or desirable for the proper and beneficial management, administration, and control of the reserve and for the use of the reserve for the purpose specified in its classification.	✓	✓		✓	✓
74	Power to grant licences to temporarily occupy certain reserves, conditional on the activity is provided for or contemplated in an approved management plan for the reserve or the activity is an existing use and the effects of the use will be the same or similar in character, intensity and scale.	✓			✓	
77	Power to enter into covenant(s) to provide for the management of any private land or any Crown land so as to preserve the natural environment, or landscape amenity, or wildlife or freshwater-life or marine-life habitat, or historical value.	✓	✓			
78	Duty to apply all money received by way of rent, royalty, or otherwise in respect of any dealing with any reserve in accordance with the provisions of this section.	✓		✓	✓	✓
79(4)	Power, when appointed by the Minister under section 28 to be the administering body of a reserve, to pay and withdraw all monies into the general bank account.	✓		✓		
88	Duty, as administering body of a reserve or reserves to prepare the annual statement and audit of accounts to be incorporated in the Council's annual statement of accounts.	✓		✓		
94	Power to authorise certain activities on a reserve, which would otherwise be unlawful under paragraph (c) or paragraph (i) of this subsection.	✓			✓	
101	To lay any information in respect of an offence against the Reserves Act 1977.	✓	✓			

~~54.~~49. Residential Tenancies Act 1986

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 2 – Bylaws

Delegation	~~GMSG~~ COM	~~MPFM~~	~~CSO~~
All of the responsibilities, duties, and powers under this Act except for the power to enter into, terminate or negotiate any tenancy	✓	✓	✓

~~55.~~50. Sale and Supply of Alcohol Act 2012 and regulations

Section	Delegation	GMSE	CA	PP/PL AN~~E~~
198	The role of Secretary of the District Licensing Committee for the purposes of the Act, Regulations and Waitomo Local Alcohol Policy	✓		
198	The role of Secretary of the District Licensing Committee for the purposes of the Act, Regulations and Waitomo Local Alcohol Policy ****only when the GMSE is unavailable and where the Senior Planner is advised to undertake that role by the GMSE or Chief Executive, at, and during, timeframes specified in that advice***	✓		✓
64	To issue licences, certificates and authorities (endorsed where appropriate).	✓	✓	
65-66	To keep records of every application filed with the DLC and the decision on the application. To keep a register of licensees to whom special licences have been issued by the committee, recording all prescribed particulars relating to those licences. To provide extracts from any record or register. To send to the secretary of ARLA a copy of every application made to the DLC, and a copy of every decision made by it.	✓	✓	
67	To certify extracts of registers or records.	✓		
72	To issue duplicate licences or certificates to holders.	✓	✓	
73	To receive notifications of surrender of licences and certificates. To notify the secretary of ARLA of the surrender, and record the specified information.	✓	✓	
100(f)	To issue certificates.	✓	✓	✓
102	To give copies of objections to applicants.	✓	✓	
103	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.	✓	✓	
120	To give copies of objections to applicants. To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.	✓	✓	
128	To give copies of objections to applicants.	✓	✓	

PART D: Statutory and Other Delegations from the Chief Executive to Staff
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Section	Delegation	GMSE	CA	PP/PL AN
129	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.	✓	✓	
139	To require applicants to attach notices of applications to conspicuous sites etc	✓		✓
140(2)	To set the time for the lodging of objections.	✓		✓
140(4)	To give copies of objections to applicants.	✓	✓	✓
141	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.	✓	✓	✓
143(1)(b)	To issue certificates.	✓	✓	✓
155	To receive copies of appeals of licensing committee decisions. To send copies of all required documentation related to an appeal to the secretary of ARLA.	✓	✓	✓
220	To give copies of applications and accompanying documents to the Police and the inspectors. To give copies of any filed reports to applicants.	✓	✓	✓✓
225	To give copies of applications and accompanying documents to the Police and the inspectors. To give copies of any filed reports to applicants.	✓	✓	✓
283	To give copies of applications to licensees. To fix dates for public hearings. To give notice of hearings.	✓	✓	✓
284	To send copies or orders to the secretary of ARLA.	✓	✓	✓
Reg 5(1)	The power to assign a cost/risk rating to any premises for which a licence is held	✓		✓
Reg 5(6)	The power under Regulation 5(6) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to form opinions.	✓		✓
Reg 6	The power under Regulation 6 of the Sale and Supply of Alcohol (Fees) Regulations 2013 to assign fees categories.	✓		✓
Reg 9	The power under Regulation 9 of the Sale and Supply of Alcohol (Fees) Regulations 2013 to form a belief in respect of the patronage of events.	✓		✓
Reg 10(2)	The power under Regulation 10(2) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to charge a fee for a special licence that is 1 class below the class of the licence that is issued.	✓		✓
Reg 19	The power under Regulation 19 of the Sale and Supply of Alcohol (Fees) Regulations 2013 to make publicly available a report.	✓		✓

~~**56. Statutory Land Charges Registration Act 1928**~~

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 2 – Bylaws

~~Section~~	~~Delegation~~	~~GMBS~~	~~GMIS~~	~~GMSE~~
~~6~~	~~To sign a notice of a statutory land charge.~~	~~✓~~	~~✓~~	~~✓~~
~~7~~	~~To sign a certificate releasing a statutory land charge.~~	~~✓~~	~~✓~~	~~✓~~

~~57.~~51. Summary Proceedings Act 1957

Delegation	~~GMIS~~GCOm	GMSE
To institute proceedings including prosecutions under this Act.	✓	✓

~~58.~~52. Telecommunications Act 2001

Section	Delegation	~~GMIS~~	~~MLRM~~	~~AMRRE~~
137	To impose conditions on any authority to construct, place and maintain lines or wireless works, in, on, along, over, across, or under any road.	✓	✓	✓
142	To impose conditions on any authority to place a cabinet or appliance on a road.	✓	✓	✓

~~59.~~53. Trespass Act 1980

Section	Delegation	~~GMBS~~	~~GMIS~~ GCOM	GMSE	~~GCOM~~
3 and 4	To be the person in lawful occupation of land owned, occupied or controlled by the Council for the purposes of giving a warning to leave under section 3 and giving a warning to staff off a place under section 4		✓	✓	
10	To be the person in lawful occupation of land owned, occupied or controlled by the Council for the purposes of commencing proceedings.		✓	✓	

~~60.~~54. Unit Titles Act 2010

Section	Delegation	GMSE	PP
32(2)(a)	To give a certificate in respect of any unit plan.	✓	✓

~~61.~~55. Utilities Access Act 2010

Delegation	~~GMIS~~	~~MLRM~~
To act as a utility operator on behalf of Council in relation to water and wastewater infrastructure and to perform all the responsibilities, duties and powers of that position in accordance with the Utilities Access Act 2010 and the National Code of Practice for Utilities Operators Access to Transport Corridors.	✓	✓
To act as the corridor manager on behalf of Council in relation to the transport corridor and to perform all the responsibilities, duties and powers of that position in accordance with the Utilities Access Act 2010 and the National Code of Practice for Utilities Operators Access to Transport Corridors.	✓	✓

~~62.~~56. Walking Access Act 2008

Delegation	~~GMIS~~ GCOM	GMSE	PFM~~I~~ ~~M~~
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓

~~63.~~57. Waste Minimisation Act 2008

Section	Delegation	~~GMIS~~	MSW~~M~~
52	To undertake, or contract for any waste management and minimization service, facility or activity in accordance with this section (provided the exercise of this sub-delegation is within the delegate's financial authority).	✓	✓
53	To sell any marketable product in accordance with this section.	✓	✓
55	To comply with any notice issued by a Health Protection Officer and give notice / directions to person providing waste collection service.	✓	✓

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 2 – Bylaws

Section	Delegation	CMIS	MSW
84	To decide whether or not to return seized or impounded property	✓	✓
85	To dispose of seized or impounded property in accordance with this section.	✓	

Sub-Part 2 – Bylaws

The Chief Executive delegates to the following staff powers in relation to Council's bylaws detailed below:

1. Public Amenities Bylaw 2010 (reviewed 2015)

Delegation	GCO ~~MHS~~	GMSE	~~HMP~~ F M
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓

2. Trade Waste Bylaw 2006 (amended 2016)

Delegation	~~GMHS~~	M ~~SW~~ S
All of the powers under this Bylaw that have been delegated to the Chief Executive.	~~✓~~	✓

3. Land Transport Bylaw 2015

Delegation	~~GMHS~~	~~AMR~~ M	~~AER~~ E	~~MLR~~
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓	✓

4. Waitomo Dog Control Bylaw 2016

Delegation	GMSE	TLCM	ACO
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 2 – Bylaws

5. Public Places Bylaw 2014

Delegation	GMSE	~~GMISG~~ COM	~~MLRM~~	~~MSWS~~	~~RNSRE~~	~~AER~~	~~IMPFM~~	~~RCS~~	~~ISO~~
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓	✓	✓	✓	✓	✓	✓

6. Freedom Camping Bylaw 2018

Delegation	GMSE	~~GMISG~~ COM	~~PFMIM~~
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓

7. Water Services Bylaw 2015

Delegation	~~WWLG MIS~~	~~MWS~~	~~AEWS~~	~~WSE~~
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓	✓

8. Public Health and Safety Bylaw ~~2009 (updated 2014)~~2023

Delegation	~~GMIS~~ GCOM	GMSE	TLCM
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓

9. Solid Waste Bylaw ~~2009 (updated 2014~~2026

Delegation	~~GMIS~~ MSW	~~EAIS~~
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓

Sub-Part 3 – Operational Delegations

1. Finance and Insurance

Delegations	Limitations	Position
Authority to approve either capital or operational expenditure and to authorise the commencement of authorised works/services, including for any multi-year contracts,, which have been budgeted for in Council's ~~10 Year Plan~~Long Term Plan (LTP) and/or Annual Plan	Conditional on: ▪ The expenditure is for authorised works or services for which provision has been made in Council's approved budget ▪ No sum shall be knowingly committed over a single financial year which exceeds 75% of the LTP budget sum for that significant activity. ▪ Compliance with procedures identified in any relevant financial authority manual or policy (such as Council's Procurement Policy) in relation to each transaction ▪ With regard to the acquisition and disposal of assets, the transaction being in accordance with the Long Term ~~10 Year~~ Plan ▪ Financial transactions should not be subdivided to avoid the financial delegation limit or a contestable process ▪ The expenditure to be within the financial delegation held by the position.	Those positions which hold financial delegations (The Finance Department maintain a register of the financial delegations held by positions).
Transferring budgets – authority to approve budget change forms for the transfer of budgets (capital or operational) within an activity	Requires approval of the Tenders Subcommittee Subject to a limit of **TWO HUNDRED AND FIFTY THOUSAND DOLLARS ($250,000)**	Any General Manager together with the Chief Executive, as members of the Senior Management Team acting together
To exempt the calling of tenders over **ONE HUNDRED AND FIFTY THOUSAND DOLLARS ($150,000)** (GST inclusive) in accordance with an approved budget.	Requires the authority of the Tenders Subcommittee in accordance with Council's Procurement Policy.	All GMs as members of the Tenders Subcommittee.
Authority, to authorise and approve any expenditure in an emergency.	Only in conjunction with the Chief Executive.	~~GMIS~~, GCOM, GMSE, LCDC
Authority to approve expenditure and enter contracts when formally placed in control of an event (civil defence emergency – declared or undeclared)	Under sections 85 to ~~–~~94 of the Civil Defence Emergency Management Act 2002 (CDEM Act), the Local Civil Defence Controller and Alternate Controllers for Waitomo District Council and the Waikato Regional CDEM Group Controller (Civil Defence Emergency Management Group) are authorised to expend money and enter into urgent contracts on behalf of	Local Civil Defence Controller

Delegations	Limitations	Position
	Waitomo District Council for the purposes of the Act as outlined in the Waikato Civil Defence ~~Emergency Management~~Strategic Group Plan, subject to the following limitations: In an ~~declared~~ emergency declared under section 68 of the CDEM Act, the Controller is delegated automatic uncapped delegated financial authority ~~when formally identified by the Chief Executive as acting as a Controller~~. The Controller is required to present incremental reporting to the Chief Executive and Group Controller for every $250,000 of expenditure incurred when exercising this delegation to ensure there is appropriate oversight. The Group Controller is also required to report to the Chief Executive for every $250,000 of expenditure incurred when exercising this delegation. In a non-declared emergency, the Controller is delegated uncapped delegated financial authority when formally identified by the Chief Executive as acting in control of that emergency. The Controller is required to present incremental reporting to the Chief Executive and Group Controller for every $250,000 of expenditure incurred when exercising this delegation to ensure there is appropriate oversight. The Group Controller is also required to report to the Chief Executive for every $250,000 of expenditure incurred when exercising this delegation. Note: A non-declared emergency is an emergency, as defined under the CDEM Act, where a formal declaration of state of local emergency has not been made pursuant to section 68 of the CDEM Act.	
Authority to approve expenditure when formally placed in management of a Local Transition Period (when notice of transition to recovery is issued under section 94B of the CDEM Act)	Under Part 5B of the Civil Defence Emergency Management Act 2002 (CDEM Act), the Local Recovery Manager and Deputy Recovery Manager for Waitomo District Council are~~is~~ authorised to expend money on behalf of Waitomo District Council for the purposes of the Act as outlined in the Waikato Civil Defence Strategic Group Plan, subject to the following limitations:	Local Recovery Manager

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 3 – Operational Delegations

Delegations	Limitations	Position
	During a Local Transition Period the Local Recovery Manager is delegated uncapped delegated financial authority. The Local Recovery Manager is required to present incremental reporting to the Chief Executive and Group Recovery Manager for every $250,000 of expenditure incurred when exercising this delegation to ensure there is appropriate oversight. The Group Controller is also required to report to the Chief Executive for every $250,000 of expenditure incurred when exercising this delegation.	
To open, to operate and to close the Council's bank accounts	In conjunction with the Chief Executive.	~~GMBS~~CFO~~, FM~~
Authority to negotiate terms of borrowing.	In accordance with current Council's LTP~~10Y~~P	~~GMBS, SA+~~ ~~+ in conjunction with GMBS~~CFO
Authority to agree on a 'compromise accommodation' with debtors.	In conjunction with ~~GMBS~~CFO	~~GMBS~~CEO, FM, ~~SRO~~RA, RO
Authority to accept assets gifted to Council.		~~GMBS~~CFO, ~~GMIS~~, GCOM, GMSE
Authority to negotiate the annual plan NZ Transport Agency (NZTA) programme and its funding with Land Transport NZ and submit monthly and annual claims against the accepted Land Transport Programme.		~~GMIS~~, ~~MLR~~RM, ~~AMR~~
Authority to invest Council funds.	Subject to compliance with Council's Investment Policy.	~~GMBS~~CFO, FM, SA * *any two together*
Authority to manage debt, interest rates, foreign exchange and cash	Subject to compliance with Council's Liability Management Policy.	~~GMBS~~CFO, FM, SA * *any two together*
Authority to establish procedures to carry out Council's, financial policies and any enforcement thereof.		CFO~~GMBS~~, FM
S 101 Local Government Act 2002 Authority to carry out and undertake all the Council's functions, powers and duties to manage revenue, expenses, assets and liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interest of the community.	Subject to compliance with Council's financial policies.	CFO~~GMBS~~, FM
Authority to approve any taxation payments to the Inland Revenue Department and any loan interest payments to		CFO~~GMBS~~, FM, SA

Delegations	Limitations	Position
lenders, even if such payments are in excess of the normal financial delegation for the position.		
To certify and authorise the payment of progress payments in relation to contracts entered into by the Council.	Within the limit of the financial delegation to the position	Those positions with financial delegations. (The Chief Executive Office maintain a register of the financial delegations held by positions).
Authority to write off unrecoverable debts or stock between the sum of **TEN THOUSAND DOLLARS ($10,000**) in any one case,	In consultation with the Chief Executive. Any amounts over this sum shall be reported to Council or a Council committee.	~~GMBS~~CFO, FM
Power to act as a representative of Council and authority to act on behalf of Council with respect to the scope of the Insurance Advisory Group, which is to manage the procurement of insurance for all or any of the local authorities.		~~GMBS~~CFO, FM
Authority to execute insurance declarations on behalf of Council, subject to the limits of the financial delegation to the position		~~GMBS~~CFO
Authority to negotiate contracts with Council's insurers and approve claims		~~GMBS~~CFO, FM

2. Contracts

Delegation	Limitations	Delegate	Delegate
To sign on Council's behalf contracts or issue letters of acceptance for the purposes of creating a contract where it has been resolved by the Council or any committee or subcommittee of the Council to accept any tender or quotation or where such contract is within the delegation to any committee, subcommittee or officer.	▪ For authorised works for which provision has been made in Council's approved budget. ▪ Compliance with procedures identified in any relevant financial authority manual or policy (such as Council's Procurement) in relation to each transaction. ▪ Subject to within the financial delegation to the position or with the authority of a Council or committee resolution	All Group Managers	All staff holding financial delegation
To carry out or authorise the carrying out of any works or other expenditure considered necessary to be undertaken by the Principal pursuant to the Conditions of Contract.	As above	All Group Managers	All staff holding financial delegation

Delegation	Limitations	Delegate	Delegate
To make any decision, election or determination as Principal in relation to any contract entered in to between the Council and any third party.	As above	All Group Managers	All staff holding financial delegations
The power of appointment in respect of the roles of "Engineer" under NZS 3910, 3915, 3916 and 3917 Contracts, to appoint a suitably qualified internal or external contractor to act in the role of "Engineer to Contract" in any of those contracts. The appointed "Engineer to Contract" may be permitted to appoint a suitably qualified Council employee or external contractor to act as "Engineer's Representative" to exercise any of the powers invested in the Engineer.		~~GMIS~~	~~MWS, MLR, AER, AEWS, AMR, IM, ISO, RCS, RNS, WSE~~RM, RE

3. Property

Delegation	~~GMIS~~ GCOM	PFM~~I~~M	~~ISO~~	~~GMBS~~	~~FM~~
To negotiate and enter into Licences to Occupy (LTO) for the private use of activities/structures on WDC land or land where WDC is the formal administrator of the land	✓				
To negotiate and tender land for lease with third parties for a period not exceeding 10 years.	✓	✓			
To negotiate a renewal of a Council lease where the lessee/tenant has abided by all the obligations and conditions.	✓	✓			
To authorise the suspension of rental payments for a maximum of three months where the term of the lease is for a minimum period of six months.	✓	✓			
To negotiate rent-free grazing leases on Council land but only if the costs of maintenance of the property exceeds the potential return.	✓	✓			
To initiate and resolve rental and/or outgoing arrears if the arrears have been outstanding for over 2 months. (in line with Policy)	✓	✓	✓		
To terminate a lease for non-payment of rent or breach of lease condition and if necessary initiate legal proceedings in the Court, (including arbitration) for recovery of the arrears or termination of the lease and repossession of the property.	✓	✓ (only GMIS to approve initiating Court proceedings)			
To undertake rent reviews in accordance with a lease which may include the instructing of a valuer, together with negotiating new rent.	✓	✓			

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 3 – Operational Delegations

Delegation	~~GMIS~~ GCOM	PFM~~I~~ ~~M~~	~~ISO~~	~~GMBS~~	~~FM~~
To approve or decline the sub-leasing of Council property; together with the authority to approve or decline a sub-leasing arrangement that varies from the head-lease.	✓	✓			
To approve or decline assignment of leases.	✓	✓			
To approve or decline alterations to lessee/tenant owned buildings where the alterations may impact on Council owned land.	✓	✓			
To approve or decline a lessee/tenant's request for alterations to Council owned buildings.	✓	✓			
To terminate a grazing lease if the Council owned land is required for the purpose of Council activities.	✓	✓			
To terminate a lease in consultation with the existing lessee/tenant.	✓	✓			
Authority and power to act on Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.	✓	✓	✓		
To apply for any resource consent in relation to Council owned land or with respect to activities proposed to be undertaken by Council together with the authority to sign land transfer title plans for subdivisions approved by Council.	✓	✓			
Authority to collect revenue and file annual returns with respect to mining licenses.	✓	✓		✓	✓
Authority to approve the registration of a caveat on land not owned by Council pursuant to Part 8 of the Land Transfer Act 1952.	✓	✓			
To enter into contracts, and execution of the same, for the use and management of Council facilities and land together with the authority to renew such agreements.	✓				
To apply for a building consent for work to be undertaken on Council property.	✓	✓			
Authority to negotiate to acquire land for purposes of road construction or road maintenance	✓				

4. Executing Documents

Delegations	Limitations	Delegate	Delegate
For all deeds to be executed by Council under the Property Law Act 2007, to be signed and sealed by two elected members and the Chief Executive.			
Subject to the delegation above, to sign on behalf of the Council all documents relating to interests in land, including reserves vested in Council or for which Council is the administering body and which include: ▪ Tenancies, leases and licences and renewals of leases where the original grant of lease contained a right of renewal ▪ Easements and similar rights	Provided that in each case such documents: ▪ include terms and provisions customary to such documents; ▪ reflect and include specific provisions including price as resolved by Council or a Council committee ▪ adequately protect Council.	~~GMIS~~GCOM	

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 3 – Operational Delegations

Delegations	Limitations	Delegate	Delegate
▪ Caveats and encumbrances ▪ Discharges or partial discharges of mortgages granted by Council ▪ Subdivision whether of Council owned property or in connection with resource consents granted by Council ▪ Options to purchase (but not the exercise of any option)	A report on the documents signed under this authority (other than with the authority of a Council or committee resolution) shall be submitted to the next available meeting of the Council or a Council committee.		
~~Agreements to variations to the price of any property which Council has resolved to purchase or sell~~	~~Such variation must not exceed 10% of the amount resolved by Council or a Council committee and must be reported to the next available meeting of Council or Council committee~~.	~~GMIS~~GCOM	
Authority to sign documents on behalf of Council for the removal of limitations on titles as the owner of the land for which the limitation applies or owner of land adjoining.		~~GMIS~~ GMSE	
Authority to issue and sign on behalf of Council any notices which may be required to be given by Council under the provisions of the Local Government Act 2002, Local Government Act 1974 or any other legislation or bylaw		All GMS	
Authority and Instruction forms To sign on behalf of Council all necessary 'Authority and Instruction' forms as required from time to time: (a) to authorise and instruct solicitors acting for Council to undertake land conveyancing transactions electronically by e-dealing on behalf of the Council on the Land Information NZ Internet based land registry system known as 'Landonline'; and (b) to comply with the requirements of s 164A of the Land Transfer Act 1952 and Rule 3.03 of the NZ Law Society's Rules of Professional Conduct		All GMS	PP
Signing of documents other than those relating to contracts or interests in land	▪ Documents which have been authorised by Council or a committee resolution ▪ Documents include terms and provisions customary to such documents ▪ Reflect and include specific provisions including price as per the resolution ▪ Adequately protect Council	All GMS	PP (related to Resource Management Act 1991)

Delegations	Limitations	Delegate	Delegate
To apply the Council Seal on any document which requires the Council Seal	Authorised by a Council Resolution and in accordance with Council's Policy on Use of the Council Seal. Provided that any documents requiring sealing pursuant to processes under the Resource Management Act 1991 are authorised to be signed by the GMSE and the PP.	All GMS	PP (only documents as part of processes under Resource Management Act 1991)

5. Litigation and Claims

Delegation	All GMS	GMSE
To authorise the taking or defending of proceedings in the Council's name in any Court or Tribunal (except for proceedings for rating sale pursuant to the Local Government (Rating) Act 2002 which shall require approval by the Chief Executive)). If this authority is exercised to take or defend any proceedings of any sort in the High Court, Environment Court, or any appeal court, then a report of such proceedings shall be delivered to Council at the next available Council meeting.	✓	✓
To authorise the undertaking of any prosecution proceedings in the name of the Council or by any Council employee for breach of any Act, Regulation or Waitomo District Council Bylaw or the Waitomo District Plan.		✓
Authority to resolve resource management appeals through Environment Court mediation processes with the proviso that in exercising this authority, consultation should be undertaken with the Mayor and Chief Executive and a report of such resolution to be provided to the Council at its next available meeting.		✓
Authority to take all steps necessary to enforce any Court judgement in favour of the Council.	✓	
Authority to exercise all power available to Council for the recovery of debt, other than rates, owed to the Council. Any legal proceedings commenced to recover any outstanding debt shall be reported to Council.	✓	
Authority to manage potential and actual legal claims (including judicial review, injunction and disputes proceedings) and settle claims for amounts up to the excess in relation to Council's insurance cover, including signing any Settlement Agreement.	✓	

Delegation	All GMS	GMSE
In relation to any claims or proceedings, includes all ancillary authority necessary to give effect to the delegation, including authority to: ▪ Notify Council's insurer ▪ Instruct external legal counsel to represent Council ▪ Authority to engage professional or technical services in relation to the management of any such claim or proceedings ▪ Accept service of documents ▪ Defend the claim in any New Zealand Court or Tribunal ▪ Deal with any interlocutory matter (including any matters relating to discovery) ▪ Give and request any person to give sworn evidence ▪ Apply for a witness to be summonsed ▪ Appear on behalf of Council at the proceedings ▪ Authorise another person to represent the Council at the proceedings ▪ Submit the claim to alternate dispute resolution (including mediation and arbitration), including authority to sign any pre-mediation agreement ▪ Sign any documents in respect of the above ▪ Agree to provision or give security for costs (within the limits of any financial delegation) ▪ To delegate to any Council employee the authority to take all steps and do all things which may be necessary in connection with the taking or defending of proceedings on behalf of the Council, either civil or criminal, or of any other sort, or to appear on behalf of the Council in any Court or Tribunal.	✓	✓

6. Media

Delegations to staff in accordance with appointments to positions (HR department maintains a note of positions and tiers)

Delegation	ALL GMS	COM
Authorised to liaise with the media on all matters relating to the activities managed by the position.	✓	
Authority to liaise with the media on Council matters relating to general enquiries, and on specific matters where authorised to do so by the Chief Executive, Group Manager or Manager in accordance with the delegations conferred on these roles.		✓

7. Human Resources

Delegations to staff in accordance with appointments to positions which manage other staff (HR department maintains a note of positions and tiers)

Delegation	**ALL GMS**
Authority to authorise and grant paid annual leave, domestic leave and sick leave for staff who report to the position holder, in accordance with Council's Human Resources policies and procedures	✓

Part E – Table of Council resolutions and Chief Executive memos amending the Register

Supporting Documentation

Date	Document	Title	~~Objective~~ Document number
24 November 2020	Council Business Paper	Delegations Register – Update	A498258
8 July 2021	Memo to Chief Executive	Amendments to Delegations Register	A535429
29 November 2022	Council Business Paper	Establishment of Committees (including adoption of Terms of Reference)	A642075