



# **WAIROA DISTRICT COUNCIL**

## **OFFICER DELEGATIONS MANUAL**

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## 1.0 Introduction

### 1.1 Purpose

- 1.1.1 This document is the Wairoa District Council Officer Delegations Manual.
- 1.1.2. The purpose of officer delegations is to assist with achieving Council's goals and objectives, as stated in strategic documents such as Annual Plans.
- 1.1.3. Officer delegations also assist with carrying out Council business and meeting the needs of Council's customers in an efficient and effective manner, by enabling officers to take action within the parameters of their delegated authority.

### 1.2 General Comments

- 1.2.1 The Council supports the principle of delegating decision-making to the lowest competent level. This makes best use of the abilities of elected members, 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 Manual.
- 1.2.2 Unless expressly provided otherwise in the Local Government Act 2002, or in any other Act, the Council is able to, and will, delegate to a committee or other subordinate decision-making body, community board, or member or officer of the Council any of its responsibilities, duties or powers except the power to:
  - make a rate
  - make a bylaw
  - borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan
  - adopt a long-term plan, annual plan, or annual report
  - appoint a Chief Executive, or Interim Chief Executive.
  - adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement
  - adopt a remuneration and employment policy.
- 1.2.3 A committee, or other subordinate decision-making body, community board, or member or officer of the Council may delegate any of its responsibilities, duties or powers to a subcommittee or person, 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 to any other local authority, organisation or person the enforcement, inspection, licensing and administration related to the Council's bylaws and other regulatory matters.
- 1.2.4 To avoid doubt, 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 has the power to delegate under enactments other than the Local Government Act 2002.
- 1.2.5 Any delegation made includes any ancillary responsibilities, duties or powers necessary to give effect to that delegation.
- 1.2.6 Unless specifically time-limited, a delegation will continue in force until specifically revoked, or varied by the delegator or the Council.

- 1.2.7 Unless a valid delegation in respect of a matter has been made and included in the Delegations Manual or there is a statutory provision which confers a matter directly on the Chief Executive, any decision required in respect of that matter can only be made by the Council at an ordinary or extraordinary meeting.

### 1.3 Chief Executive Officer

- 1.3.1 The Wairoa 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.
- 1.3.2 The governing body appoints only one employee, the Chief Executive Officer. He or she negotiates the terms of employment and employs all Council staff. The Chief Executive Officer is the Council's principal administrative officer. Herein, the delegations of the Chief Executive Officer also apply to the appointment of an Interim Chief Executive Officer.
- 1.3.3 The Chief Executive Officer 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.
- 1.3.4 The Chief Executive Officer may delegate to any other officer of the Council any of his or her powers under the Act, or any other statute, except the power to delegate or any power that is subject to a prohibition on delegation. Further sub-delegations are not permitted under the Local Government Act 2002.
- 1.3.5 The Chief Executive Officer retains the authority to carry out all actions listed in this register or to authorise another officer to carry out all actions listed in this register, aside from those delegated to specific people, regardless of whether the Chief Executive Officer is named within the column headed 'delegated to'.
- 1.3.6 The Council delegates to the Chief Executive Officer all responsibilities, duties and powers to act on any matter, subject to any legal restrictions, and excluding those matters in respect of which delegation is prohibited by any Act or regulation, or which are expressly excluded from this delegation. This delegation does not preclude the Interim Chief Executive Officer from referring for any reason any matter to the governing body or a committee (including a subcommittee) of the governing body, for a decision. This delegation includes the authority to sub-delegate to an appropriate officer or tier level except where delegation is prohibited by any Act or regulation provided these delegations are along good business practice and are separately recorded.

### 1.4 Officer Delegations

- 1.4.1 In this section, "**officer**" means a named person, or the person who is for the time being the holder of a specified office.
- 1.4.2 The Council may delegate to an officer of the Council any of its responsibilities, duties or powers other than those referred to in clause 1.2.2. 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, and subject to the following paragraphs.

- 1.4.3 An officer may delegate to another officer of the Council any of his or her powers delegated by the Council to that officer, except:
- the power to delegate
  - any power delegated to the officer that is subject to a prohibition on delegation
  - any power under an enactment where the enactment expressly prohibits the delegation of the power.
- 1.4.4 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 Officer, may not be sub-delegated.
- 1.4.5 Effectively, this means that only one sub-delegation is permitted.
- 1.4.6 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 could have done.
- 1.4.7 If not specified in this Delegations Manual, 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.
- 1.4.8 A delegated authority must be exercised in accordance with all relevant Council policies and conditions, such as financial limits and process and reporting requirements.
- 1.4.9 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 exercising the delegation in an acting capacity.
- 1.4.10 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. A delegation made under legislation that is subsequently repealed will be read as a delegation made, with or without modification, under any replacement or corresponding legislation.
- 1.4.11 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 depend on the circumstances of a particular matter or the job description of the officer concerned.

## **1.5 Inspectorial Contract**

- 1.5.1 Pursuant to an outsourcing contract certain environmental health, dog and animal control, noise control, dangerous goods licensing and inspections, liquor licensing, food and other premises inspections, bylaw enforcement and pollution response functions and responsibilities, may be contracted out. This contract specifies the full range and scope of such functions.
- 1.5.2 The contracting of such regulatory functions is provided for under Section 179 of the Local Government Act 2002.

**2.0 Wairoa District Council Officer Delegations****Key**

CEO - Chief Executive Officer

**2.1 General Financial Delegations**

<b>No.</b>	<b>Description</b>	<b>Delegated to</b>
<b>F1</b>	Negotiation of property transactions As authorised by Council to the Chief Executive	CEO (final approval for any property sale) Group Manager Finance & Corporate Support Group Manager Community Assets & Services Group Manager Information & Customer Experience Group Manager Community & Engagement
<b>F2</b>	Fees and charges Setting of fees and charges, including for permits and licences, within the respective areas of responsibility for each officer position, within the parameters of the policies and job descriptions set by Council.	CEO (final approval of all amendments) Group Manager Finance & Corporate Support Group Manager Community Assets & Services Group Manager Information & Customer Experience Group Manager Community & Engagement
<b>F3</b>	Legal proceedings for enforcement Institute legal proceedings to collect any revenues due and owing to Council, in consultation with Legal Advisers.	CEO (to approve all proceeding for enforcement other than animal control infringements) Group Manager Finance & Corporate Support Group Manager Community Assets & Services Group Manager Information & Customer Experience Group Manager Community & Engagement
<b>F4</b>	Overall Treasury functions Including establishing appropriate structures, procedures, and controls.	Group Manager Finance & Corporate Support Finance Manager
<b>F5</b>	<b>Borrowing and investment</b> Negotiating and authorising borrowing and investment facilities.	Group Manager Finance & Corporate Support
<b>F6</b>	<b>Bank accounts</b> Opening/closing bank accounts and authorising signatories (but not including the main operating account).	Either Group Manager Finance & Corporate Support or Finance Manager AND one of: CEO Group Manager Community & Engagement Group Manager Information & Customer Experience

No.	Description	Delegated to
	<b>Overseeing the Wairoa District Council's cash requirements.</b>	Group Manager Finance & Corporate Support Finance Manager
<b>F8</b>	<b>Cheque signing and bank authorities</b>	See Below
<b>F8A</b>	<b>Wairoa District Council Accounts</b>	<i>Any two of the following positions (signing and countersigning):</i> CEO Group Manager Community & Engagement Group Manager Finance & Corporate Support Group Manager Community Assets & Services Group Manager Information & Customer Experience Finance Manager Human Resources Officer
<b>F9</b>	<b>Operation of the electronic banking system</b>	See Below
<b>F9A</b>	<b>System used to download banking transactions</b>	Group Manager Finance & Corporate Support Group Manager Community & Engagement Group Manager Information & Customer Experience Human Resources Officer Finance Manager IT Systems Admin/Financial Officer Information Systems Officer Cashier/Creditors Clerk Senior Rates Officer
	<b>System used to upload banking transactions</b>	Group Manager Finance & Corporate Support Finance Manager IT Systems Admin/Financial Officer Information Systems Officer Cashier/Creditors Clerk
<b>F9B</b>	<b>Online saver investment account Initiator.</b>	IT Systems Admin/Financial Officer Information Systems Officer Cashier/Creditors Clerk
	Authoriser.	Group Manager Finance & Corporate Support Finance Manager Group Manager Community & Engagement Group Manager Information & Customer Experience Human Resources Officer



No.	Description	Delegated to
<b>F9C</b>	Direct credit to pay creditors Initiator.	IT Systems Admin/Financial Officer Information Systems Officer Cashier/Creditors Clerk
	Authoriser.	Group Manager Finance & Corporate Support Finance Manager Group Manager Community & Engagement Group Manager Information & Customer Experience Human Resources Officer
<b>F10</b>	Operation of the electronic banking system continued	
<b>F10A</b>	Direct debits for debtors payments Initiator.	Information Systems Officer Credit Controller/Rates Administrator Senior Rates Officer
	Authoriser.	Group Manager Finance & Corporate Support Finance Manager Group Manager Community & Engagement Group Manager Information & Customer Experience Human Resources Officer
<b>F10B</b>	Payroll payments Initiator.	IT Systems Admin/Financial Officer Information Systems Officer
	Authoriser.	CEO Group Manager Finance & Corporate Support Finance Manager Group Manager Community & Engagement Group Manager Information & Customer Experience Human Resources Officer
<b>F11</b>	<b>Write-off outstanding accounts receivable of amounts less than \$2500</b>	CEO
<b>F12</b>	<b>Remit fees and charges of amounts less than \$2500</b>	CEO

No.	Description	Delegated to
<b>F13</b>	<p><b>Remission of charges for excess water arising from leaks</b></p> <p>Consideration of extraordinary circumstances outside of the conditions and criteria, which could lead to cases of genuine financial hardship for the owner/occupier, or where timely detection of the leak could not have reasonably occurred</p> <p>– in accordance with Council’s relevant Rates Remission Policy.</p>	<p>Group Manager Finance &amp; Corporate Support Finance Manager</p>
<b>F14</b>	<p><b>Persons with bad debts</b></p> <p>Consideration of the provision of services to the Council, or tenancy or occupation of any Council property or asset by any persons who have had a bad debt owing to the Council written off is subject to Senior Officer’s discretion within the confines of their financial delegation, with one up approval</p>	<p>CEO (to approve all debts right offs over \$250)</p> <p>Group Manager Information &amp; Customer Experience</p> <p>Group Manager Finance &amp; Corporate Support</p> <p>Group Manager Community Assets &amp; Services</p> <p>Property Manager</p> <p>Group Manager Community &amp; Engagement</p>

No.	Description	Delegated to
<b>F15</b>	<b>Financial delegations</b>	Chief Executive Officer 100,000
		Group Manager Community Assets and Services 50,000
		Group Manager Finance & Corporate Support 40,000
		Group Manager Information & Customer Experience 20,000
		Group Manager Community Engagement 20,000
		Customer Services Manager – Regulatory 5,000
		Archivist 500
		Asset Engineer 1,000
		Assistant Engineer 1,000
		Building Compliance Officer 1,000
		CAAS Technical Coordinator 1,000
		Cashier/Creditors Clerk 500
		Community Development Officer 500
		Compliance Officer 500
		Compliance Team Leader 5,000
		Contracts Engineers Roads 1,000
		Credit Controller/Rates Administrator 500
		Customer Services Officer 500
		Customer Services Team Leader 1,000
		Economic Development Officer 500
		Engineering Cadet 1,000
		Environmental Health Officer 1,000
		Finance Manager 20,000
		Financial Accountant 2,000
		Financial Support Officer 500
		Gaiety Operations Officer 500
		Geographic Information Systems Officer 500
		Governance Officer 1,000
		Graphic Design and Communication 500
		Human Resources Officer 1,000
		Information Services Team Leader 5,000
		Information Services Officer 500
		IT Systems Administrator/Financial Officer 2,000
		Library Services Team Leader 1,000
		Maori Relationships Manager 500
		Operations Engineer Roads 5,000
		Personal Assistant 5,000
		Planner 500
		Policy and Governance Team 5,000
		Project Engineer 5,000
		Property Manager 10,000
		Property Officer 1,000
		Quality Assurance & Systems Manager – Regulatory 5,000
		Regulatory Officer 5,000
		Regulatory Support Officer 500
Senior Building Compliance Officer 1,000		
Senior Planner 1,000		
Senior Rates Officer 5,000		
Tourism Information Coordinator 1,000		
Tourism Information Officer 500		
Transport Asset Manager 10,000		
Water Treatment Manager 5,000		
Water Treatment Plant Operator 1,000		
Youth Project Facilitator 500		
Zero Harm Officer 2,000		

## 2.2 Local Government (Rating) Act 2002

No.	Description	Delegated to
	<p><b>Section 15:</b> To apply the Council's definition (if any) of a separately used or inhabited part of a rating unit.</p>	<p>Group Manager Finance &amp; Corporate Support Senior Rates Officer</p>
LGR1	<p><b>Section 20:</b> Rating units in common ownership Decisions on two or more rating units to be treated as one rating unit.</p>	<p>Group Manager Finance &amp; Corporate Support Finance Manager Senior Rates Officer</p>
	<p><b>Section 27:</b> To keep and maintain the rating information database and to make decisions about the recognition of a rating unit in the rating information database.</p>	<p>Group Manager Finance &amp; Corporate Support Senior Rates Officer</p>
	<p><b>Section 27 (and Schedules 1 and 2):</b> To determine the non-rateable status of a rating unit.</p>	<p>Group Manager Finance &amp; Corporate Support Senior Rates Officer</p>
	<p><b>Section 27(4):</b> To make decisions with respect to determining:</p> <ul style="list-style-type: none"> <li>• the category to which a rating unit belongs for the general rate</li> <li>• the categories to which the rating unit belongs for a targeted rate</li> <li>• Excess water charges.</li> </ul>	<p>Group Manager Finance &amp; Corporate Support Senior Rates Officer</p>
LGR2	<p><b>Section 27(5):</b> Divide rating units 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.</p>	<p>Group Manager Finance &amp; Corporate Support Senior Rates Officer</p>
LGR3	<p><b>Section 28(2):</b> Identify rating unit Whether disclosure of the name of a person is necessary to identify a rating unit.</p>	<p>Group Manager Finance &amp; Corporate Support Senior Rates Officer</p>
LGR4	<p><b>Section 28(3):</b> Rating database information copy fee To determine the fee for supplying copies of information from the rating information database.</p>	<p>Group Manager Finance &amp; Corporate Support Senior Rates Officer</p>
	<p><b>Section 28(4):</b> To give notice as required.</p>	<p>CEO Group Manager Finance &amp; Corporate Support Senior Rates Officer</p>

No.	Description	Delegated to
	<b>Section 28C:</b> To remove names from the rating information database.	Group Manager Finance & Corporate Support Senior Rates Officer
LGR5	<b>Section 29:</b> Objections - rating information database To determine objections to the rating information database.	Group Manager Finance & Corporate Support Senior Rates Officer
	<b>Sections 32, 33:</b> To update the rating information database in accordance with these sections.	Group Manager Finance & Corporate Support Senior Rates Officer
LGR6	<b>Section 35(b):</b> Names - rating information database To remove names from the rating information database.	Group Manager Finance & Corporate Support Senior Rates Officer
	<b>Section 36:</b> To update the rating information database in accordance with this section.	Group Manager Finance & Corporate Support Senior Rates Officer
	<b>Section 37:</b> To keep and maintain the rates records.	Group Manager Finance & Corporate Support Senior Rates Officer
LGR7	<b>Section 39:</b> Objections - rates records To determine objections to rates records.	Group Manager Finance & Corporate Support Senior Rates Officer
LGR8	<b>Section 40:</b> <b>Correction of errors</b> To correct errors in the rating information database and rating records.	Group Manager Finance & Corporate Support Senior Rates Officer
LRG8A	<b>Section 41, 41A:</b> To issue an amended rates assessment if an error is corrected.	Group Manager Finance & Corporate Support Senior Rates Officer
	<b>Section 42:</b> To recover additional rates from a ratepayer and set the interest rate in accordance with this section.	Group Manager Finance & Corporate Support Finance Manager Senior Rates Officer
	<b>Sections 44-51:</b> To provide for the delivery of rates assessments and rates invoices in accordance with these sections.	Group Manager Finance & Corporate Support Finance Manager IT Systems Admin/Financial Officer Senior Rates Officer Credit Controller/Rates Administrator
	<b>Sections 45 and 46:</b> To provide for the design (form and content) of rates assessments and invoices.	Group Manager Finance & Corporate Support Group Manager Information & Customer Experience Senior Rates Officer Group Manager Community & Engagement

No.	Description	Delegated to
LGR9	<b>Section 50 :</b> Rates invoices To issue invoices based on previous year's rates.	Group Manager Finance & Corporate Support Finance Manager IT Systems Admin/Financial Officer Senior Rates Officer
LGR10	<b>Section 52:</b> Rates payments Determine agreeable method of rates payments.	Group Manager Finance & Corporate Support Finance Manager Senior Rates Officer Credit Controller/Rates Administrator
LGR11	<b>Section 54:</b> Collectable amounts Power to not collect small amounts.	Group Manager Finance & Corporate Support Finance Manager Senior Rates Officer
	<b>Section 58:</b> To impose penalties in accordance with this section.	Senior Rates Officer Credit Controller/Rates Administrator
LGR12	<b>Section 61(1):</b> Collect unpaid rates To recover unpaid rates from owner. Make arrangements with ratepayers to repay arrears over an acceptable period.	Group Manager Finance & Corporate Support Senior Rates Officer Credit Controller/Rates Administrator
LGR13	<b>Section 62:</b> Recover unpaid rates To recover unpaid rates from persons other than owners.	Group Manager Finance & Corporate Support Senior Rates Officer Credit Controller/Rates Administrator
LGR14	<b>Section 63:</b> Proceedings for unpaid rates To commence proceedings for unpaid rates.	Group Manager Finance & Corporate Support Senior Rates Officer Credit Controller/Rates Administrator
LGR15	<b>Section 67:</b> Rating sale Commencement of rating sale or lease provisions.	Group Manager Finance & Corporate Support Senior Rates Officer Credit Controller/Rates Administrator
LGR15A	<b>Section 72:</b> <b>Rating sale</b> To sell or lease rating unit by private treaty.	CEO Group Manager Finance & Corporate Support
LGR16	<b>Section 77-83:</b> Abandoned land To sell abandoned land.	Group Manager Finance & Corporate Support Senior Rates Officer
LGR17	<b>Schedule 1 and 2:</b> Non-rateability of land Determining non-rateable land.	Group Manager Finance & Corporate Support Senior Rates Officer

No.	Description	Delegated to
<b>LGR18</b>	<b>Section 85:</b> Rates remission for land affected by natural calamity The extent of any remission shall be determined by the Council or its delegated officers in accordance with Council's Rates Remission Policy.	CEO
<b>LGR19A</b>	<b>Sections 85/87/114/115:</b> Remissions and postponement To administer remissions and postponement policies.	CEO Group Manager Finance & Corporate Support Senior Rates Officer
	<b>Section 90:</b> To authorise the register of a notice of charge under section 90 in relation to postponed rates.	CEO Group Manager Finance & Corporate Support
<b>LGR19B</b>	<b>Section 99:</b> Application for charging order To apply to the Māori Land Court for charging orders.	Group Manager Finance & Corporate Support Senior Rates Officer Credit Controller/Rates Administrator
	<b>Section 108:</b> To apply to the Māori Land Court for payment of unpaid rates.	Group Manager Finance & Corporate Support Senior Rates Officer Credit Controller/Rates Administrator
<b>LGR19C</b>	<b>Section 135:</b> Evidence provision To sign documents for court proceedings.	Group Manager Finance & Corporate Support Group Manager Information & Customer Experience Chief Operations Officer CEO

### 2.3 Financial and Administrative Delegations

#### Personnel Delegations – Statutory Powers of the Chief Executive Officer

No.	Description	Delegated to
<b>CE1</b>	Operating and maintenance budgets To approve limits for the Long-Term Plan/Annual Plan.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services Group Manager Information & Customer Experience Group Manager Community & Engagement

No.	Description	Delegated to
<b>CE1A</b>	Operational assets Expenditure on operational assets, for assets approved in the Long- Term Plan/Annual Plan or the business plan.	CEO Group Manager Finance & Corporate Support Group Manager Information & Customer Experience Group Manager Community Assets & Services Group Manager Community & Engagement Transport Asset Manager Project Engineer Utilities Engineer Water Treatment Plant Manager Property Manager Finance Manager
<b>CE1B</b>	Tenders, contracts and capital Acceptance of tenders, contracts and capital expenditure, and execution of agreements, within the limits of the Long- Term Plan/Annual Plan and procurement policy.	CEO Group Manager Finance & Corporate Support Group Manager Information & Customer Experience Group Manager Community Assets & Services Transport Asset Manager Group Manager Community & Engagement Project Engineer Utilities Engineer Water Treatment Plant Manager Finance Manager
<b>CE2</b>	Project budgets and operational expenditure Expenditure of project budgets for specific projects within the Long- Term Plan/Annual Plan and with specific delegations limit.	CEO Group Manager Finance & Corporate Support Group Manager Information & Customer Experience Group Manager Community Assets & Services Group Manager Community & Engagement Transport Asset Manager Finance Manager Property Manager Project Engineer Utilities Engineer Water Treatment Plant Manager <i>All officers appointed to the position of Project Manager for specific projects, up to the specific delegation limit</i>



No.	Description	Delegated to
<b>CE3</b>	General delegation in respect of projects or operations The CEO or any manager may delegate to staff or teams accountable to them the power to authorise expenditure up to the limits defined in respect of each person up to specific delegation limits. One up approval is sought for sign off	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services Group Manager Information & Customer Experience Group Manager Community & Engagement
<b>CE4</b>	Submission signing When the Council or a committee has resolved to set up a group to prepare a submission to an external agency, the relevant committee chairs have the delegated authority to sign the submission on behalf of the Council. The Council can further delegate to managers the authority to sign the submission once approved by the relevant committee chair.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services Group Manager Information & Customer Experience Group Manager Community & Engagement
<b>CE5</b>	Special economic projects To approve funding for specific economic projects to a limit of \$10,000 per project.	CEO Group Manager Community & Engagement

### 3.0 Specific Delegations to Officers

No.	Description	Delegated to
<b>01</b>	Temporary road closures To determine applications for temporary road closures subject to Council policy.	Group Manager Community Assets & Services Transport Asset Manager
<b>02</b>	Traffic signs and markings Arrangements for installation of standard traffic signs and markings.	Group Manager Community Assets & Services Transport Asset Manager
<b>03</b>	Parking limits, stopping on roads or Council land Setting within Council policy, limits for parking or stopping on roads or land under the control of the Council, and arranging for the installation of prescribed signs and markings.	Group Manager Community Assets & Services Property Manager Transport Asset Manager CEO Compliance Team Leader
<b>04</b>	Occupancy licences on road reserve To grant and administer stall site licences including licences for the occupation of legal roads (including termination thereof where required for non-payment of rental or other good reason.	Group Manager Community Assets & Services Property Manager Transport Asset Manager CEO Compliance Team Leader

No.	Description	Delegated to
05	Council property, leases and licences <sup>1</sup> Renewal of leases and licences for parks and reserves, and community facilities, where the lease or licence is up to 15 years.	Group Manager Community Assets & Services Group Manager Finance & Corporate Support Property Manager
	Grant and renewal of leases and licences of up to 15 years where existing policy has established the parameters for leases and licences.	Group Manager Community Assets & Services Group Manager Finance & Corporate Support Property Manager
	Issuing licences for equipment associated with infrastructure/ telecommunications services for less than 30 years where specifically provided for in a Reserves Management Plan.	Group Manager Community Assets & Services Group Manager Finance & Corporate Support Property Manager
	Granting the leasing or granting of any licence to occupy or tenancy, to vary the terms and conditions of any lease, licence to occupy or tenancy, or to terminate any lease, licence to occupy or tenancy involving Council land and/or Council facilities.	Group Manager Community Assets & Services Group Manager Finance & Corporate Support Property Manager
	Sign any client authority and instruction for register by E-dealing.	CEO Group Manager Community Assets & Services Group Manager Finance & Corporate Support Group Manager Information & Customer Experience
	Authority to place public notices and advertisements in relevant newspapers or other publications.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services Group Manager Information & Customer Experience Group Manager Community & Engagement
	To provide the consent of Council (where such consent is required) in its capacity as landowner for any application or request by any persons to undertake an activity or activities on or adjacent to any Council land.	CEO Group Manager Community Assets & Services Property Manager

<sup>1</sup> The Community Assistance Policy covers granting of new community leases, which require approval from either the Community Services or Governance Committee.

No.	Description	Delegated to
06	Easements on Council land To grant easements on Council land, in accordance with the Delegations Manual, if necessary.	CEO Customer Services Manager - Regulatory Group Manager Community Assets & Services
07	Encumbrances on Council land To approve the execution of Deeds of Encumbrance on Council land, in accordance with the Delegations Manual.	CEO Customer Services Manager - Regulatory Group Manager Community Assets & Services Group Manager Finance & Corporate Support Group Manager Information & Customer Experience
08	Leasing policy Grant, terminate, extend, or vary the terms and conditions of leases and licences of Council land and/or facilities, in accordance with Council's leasing policy.	Group Manager Community Assets & Services Group Manager Finance & Corporate Support Property Manager
09	Easements over private land To approve the acquisition of easements over private land, in accordance with the Delegations Manual, if necessary.	Group Manager Community Assets & Services Customer Service Manager-Regulatory Group Manager Finance & Corporate Support CEO
010	Minor land purchases To authorise the purchase of land for roading providing there is money in the budget. Up to value of \$25,000. Up to value of \$10,000.	CEO Group Manager Community Assets & Services
011	Sale and Supply of Alcohol Act 2012 Landowner approval for application for a licence under this Act Authority to provide written approval from the landowner for the purposes of applying for a licence.	CEO Customer Services Manager - Regulatory Environmental Health Officer Property Manager
012	Building consent applications on Council-owned land To authorise occupier to apply for building consent on Council-owned land, where the occupier is not the landowner.	CEO Customer Services Manager - Regulatory Senior Building Compliance Officer Group Manager Community Assets & Services Property Manager

No.	Description	Delegated to
<b>013</b>	<p>Certificates and approvals</p> <p>Determine administrative actions and issue appropriate certificates and approvals within confines of the relevant officer's job description in respect to the Building Act 2004, Sale and Supply of Alcohol Act 2012, Health Act 1956, Resource Management Act 1991, Fencing of Swimming Pools Act 1987, Dog Control Act 1996, Biosecurity Act 1993, Local Government Act 2002, and all other Acts, Regulations and Bylaws relating to building and consents functions.</p>	<p>CEO</p> <p>Customer Services Manager - Regulatory</p> <p>Senior Building Compliance Officer</p> <p>Regulatory Officer</p> <p>Environmental Health Officer</p> <p>Senior Planner/Planner</p> <p>Policy Planner</p> <p>Compliance Team Leader Building Compliance Officer</p> <p>Regulatory Support Officer</p>
<b>014</b>	<p>Fees and charges schedule</p> <p>Set bonds and reduce or waive or withdraw all in accordance with Council's approved Fees and Charges Schedule.</p>	<p>CEO</p> <p>Customer Services Manager - Regulatory</p> <p>Senior Planner/Planner</p> <p>Senior Building Compliance Officer</p> <p>Regulatory Officer</p> <p>Regulatory Support Officer</p>
<b>015</b>	<p>Fire hazard notices</p> <p>To issue fire hazard notices.</p>	<p>CEO</p> <p>Customer Services Manager - Regulatory</p> <p>Senior Building Compliance Officer</p>
<b>016</b>	<p>Disputes Tribunals Act 1988</p> <p>Authority to represent the Council at any proceeding of the District Court, and to agree to settlements on behalf of Wairoa District Council.</p>	<p>CEO</p> <p>Customer Services Manager - Regulatory</p> <p>Group Manager Community Assets &amp; Services</p> <p>Group Manager Information &amp; Customer Experience</p> <p>Group Manager Finance &amp; Corporate Support</p> <p>Group Manager Community &amp; Engagement</p>
<b>017</b>	<p>Legal proceedings and offences</p> <p>Institute legal proceedings on advice from solicitors acting for the Council.</p>	<p>CEO (all legal proceedings to be approved by CEO)</p> <p>Customer Services Manager - Regulatory</p> <p>Group Manager Finance &amp; Corporate Support</p> <p>Group Manager Community Assets &amp; Services</p> <p>Group Manager Information &amp; Customer Experience</p> <p>Group Manager Community &amp; Engagement</p>
<b>018</b>	<p>Legal proceedings and offences</p> <p>Prepare and submit charging documents/information for offences under the Building Act 2004, Dog Control Act 1996, Fencing of Swimming Pools Act 1987, Health Act 1956, Land Transport Act 1988 and</p>	<p>CEO (all legal proceedings to be approved by CEO)</p> <p>Customer Services Manager - Regulatory</p> <p>Group Manager Community Assets &amp; Services</p> <p>Group Manager Finance &amp; Corporate Support</p>

No.	Description	Delegated to
	Resource Management Act 1991, in consultation with Council's legal adviser. Provided that this delegation does not include any decision to appeal a decision.	Group Manager Information & Customer Experience Group Manager Community & Engagement
<b>O19</b>	Register of Compliance under Health and Safety at Work (Hazardous Substances) Regulations 2017 Approved persons to have access to search the Register of Compliance.	Customer Services Manager - Regulatory Zero Harm Officer Environmental Health Officer

### Specific Delegations by Statute

#### 3.1 Building Act 2004 and any regulations made under this Act

No.	Description	Delegated to
	All of the Council's responsibilities, duties, and powers under this Act and regulations made under this Act except: <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>c) Its powers under sections 233 to 236 to transfer any of its functions, duties or powers under the Act to another territorial authority.</li> <li>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.</li> </ul>	CEO Customer Service Manager – Regulatory
<b>BA1</b>	<b>Section 7</b> Approve or withdraw registration of independently qualified persons.	Customer Service Manager – Regulatory Senior Building Compliance Officer
	<b>Section 31</b> To provide a copy of a property information memorandum (PIM) to the owner of the property.	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	<b>Section 33</b> Authority to determine information required for an application for a PIM.	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer

No.	Description	Delegated to
BA2	<b>Section 34</b> Project information memorandum Authority to issue PIM.	Customer Service Manager – Regulatory Senior Building Compliance Officer Building Compliance Officer
	<b>Section 35</b> Authority to determine the content of a PIM in accordance with this section.	Customer Service Manager – Regulatory Senior Building Compliance Officer Building Compliance Officer
	<b>Section 36</b> Authority to attach and issue a development contribution notice.	Customer Service Manager – Regulatory Senior Building Compliance Officer
	<b>Section 37</b> Authority to attach and issue certificates requiring resource consent.	Customer Service Manager – Regulatory Senior Building Compliance Officer Senior Planner/Planner Regulatory Officer Building Compliance Officer Regulatory Support Officer
	<b>Section 38</b> Provide a PIM to a network utility operator or statutory authority.	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	<b>Section 39</b> Advise Heritage New Zealand Pouhere Taonga of applications for PIMs, building consents etc.	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	<b>Section 45</b> The authority to determine plans, specifications and other information required in an application for a building consent.	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	<b>Section 46</b> Provide copies of applications to the Fire Service Commission as required.	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
BA3	<b>Section 48(1)</b> Processing application for building consent Receiving building consent applications that comply with Section 45.	Customer Service Manager – Regulatory Senior Building Compliance Officer Building Compliance Officer

No.	Description	Delegated to
<b>BA4</b>	<b>Sections 49 and 50 inclusive</b> Grant or refuse to grant building consent applications Authority to grant or refuse to grant building consent applications.	CEO Customer Service Manager – Regulatory Senior Building Compliance Officer Building Compliance Officer
	<b>Section 52</b> The authority to extend the time permitted to activate a building consent	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	<b>Section 54</b> The authority to advise applicants the amount of levy for which they are liable	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	<b>Sections 58 and 59</b> To make payments and certify in respect of levies to the Department of Building and Housing.	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Regulatory Support Officer
	<b>Section 62</b> The power to recover unpaid levies from applicants.	Customer Service Manager – Regulatory Group Manager Finance & Corporate Support Credit Controller/Rates Administrator
	<b>Section 64</b> The requirement to keep in safe custody all records and building consents issued.	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Senior Building Compliance Officer Regulatory Support Officer
<b>BA5</b>	<b>Sections 67-68 inclusive</b> Territorial authority may grant building consent subject to waivers or modifications of building code.	Customer Service Manager – Regulatory Senior Building Compliance Officer Building Compliance Officer
	<b>Section 70</b> Referring applications for energy work to the Chief Executive of the Ministry of Business, Innovation and Employment.	Customer Service Manager – Regulatory Senior Building Compliance Officer Building Compliance Officer
	<b>Section 71</b> Authority to refuse any building consent in relation to land with natural hazards.	Customer Service Manager – Regulatory Senior Building Compliance Officer Building Compliance Officer

No.	Description	Delegated to
	<p><b>Section 72</b> Authority to grant any building consent in certain situations involving natural hazards.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	<p><b>Section 73</b> Carry out the notification obligations for building consent where it is issued under section 72.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	<p><b>Section 74</b> Carry out the further notification obligations under subsection (4).</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer Regulatory Officer Regulatory Support Officer
	<p><b>Sections 75 and 77</b> Issue a certificate in relation to a building on 2 or more allotments of 1 or more existing subdivisions.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	<p><b>Section 83</b> Authority to authenticate a certificate for the construction of a building on two or more allotments.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
<b>BA6</b>	<p><b>Sections 90 and 222</b> Inspections by building consent authorities The power to carry out inspections as specified in sections 90 and 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 these sections.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer Regulatory Officer Regulatory Support Officer
<b>BA7</b>	<p><b>Sections 91, 93-95A</b> inclusive and 436 Code compliance certificates To approve or refuse the issue of a code compliance certificate.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
<b>BA8</b>	<p><b>Sections 42, 96-99A</b> inclusive Certificate of acceptance Territorial authority may grant or refuse to grant a certificate of acceptance in certain circumstances.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
<b>BA9</b>	<p><b>Sections 102-104, 106 and 107</b> inclusive Authority to issue a compliance schedule.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer Regulatory Officer Regulatory Support Officer
<b>BA10</b>	<p><b>Section 111</b> Inspections by territorial authority The authority to inspect a building and systems during normal business hours.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer Regulatory Officer Regulatory Support Officer



No.	Description	Delegated to
	<b>Section 112</b> Authority to grant building consent for the alteration of an existing building etc. if satisfied of certain matters.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	<b>Section 113</b> Authority to grant building consent and determine conditions of a building consent in relation to buildings with specified intended lives.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	<b>Section 115</b> Authority to determine the change of use of buildings, and give the necessary written notice.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	<b>Section 116</b> Authority to consent to an extension of life of a building, and give the necessary written consent.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
<b>BA11</b>	<b>Section 116A</b> Authority to make a determination in respect of code compliance under this section.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	<b>Sections 124-130</b> inclusive Requirement to issue a notice in respect of dangerous, earthquake prone or unsanitary buildings.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
<b>BA12</b>	<b>Sections 163-167</b> inclusive Power to issue a notice to fix.	Customer Services Manager - Regulatory Senior Building Compliance Officer Environmental Health Officer Building Compliance Officer
	<b>Sections 177 and 180</b> Authority to make and withdraw an application for determination.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	<b>Section 212</b> Power to act as the building consent authority.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	<b>Section 215</b> Requirement to apply for and gain accreditation, and apply for and be registered as a building consent authority.	CEO Customer Services Manager - Regulatory Senior Building Compliance Officer
	<b>Section 216</b> Keep all records relevant to the administration of the Building Act 2004.	Customer Services Manager - Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer

No.	Description	Delegated to
	<p><b>Section 217</b> Provide access for the public to information held under section 216.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	<p><b>Section 218</b> Provide information to the Chief Executive of the Ministry of Business, Innovation and Employment.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	<p><b>Section 219</b> Authority to impose fees or charges as provided by Council and collect the levy under S53 and to refuse service where the fees or charges are not paid.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	<p><b>Section 220</b> Authority to give notice under section 220(3) and then to apply to the district court for an order to carry out building work.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	<p><b>Section 221</b> Exercise of the powers to recover costs under this section.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Group Manager Finance & Corporate Support Credit Controller/Rates Administrator Building Compliance Officer
<b>BA13</b>	<p><b>Section 222</b> The authority to inspect a building and building work during normal business hours.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer Regulatory Officer Regulatory Support Officer
<b>BA14</b>	<p><b>Sections 362A-363C</b> inclusive Protecting the safety of the public using premises open to the public or intended for public use.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
<b>BA15</b>	<p><b>Sections 371-374</b> inclusive Building (Infringement Offences, Fees, and Forms) Regulations 2007 Serving of infringement notices.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Regulatory Officer Environmental Health Officer Building Compliance Officer Regulatory Support Officer
	<p><b>Sections 377, 378 and 379</b> Authority to file a charging document for an offence against the Building Act 2004.</p>	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	<p><b>Section 381</b> Applying for an injunction.</p>	CEO Customer Services Manager - Regulatory

**3.2 Building Research Levy Act 1969**

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO Customer Service Manager - Regulatory

**3.3 Burial and Cremation Act 1964 and any regulations made under that Act**

No.	Description	Delegated to
	All of the responsibilities, duties and powers under this Act and regulations made under this Act except: <ul style="list-style-type: none"> <li>a) naming of cemeteries under section 7</li> <li>b) making of bylaws under section 16</li> <li>c) erecting a crematorium under sections 38 and 39</li> <li>d) making of bylaws under section 40.</li> </ul>	CEO Group Manager Community Assets & Services Property Manager

**3.4 Civil Defence Emergency Management Act 2002**

No.	Description	Delegated to
	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.	CEO Civil Defence Emergency Management Controller
<b>CDEM3</b>	<b>Section 64</b> Duties of local authorities Obligation to plan and provide for civil defence emergency management in the district.	CEO Civil Defence Emergency Management Controller

## 3.5 Dog Control Act 1996

No.	Description	Delegated to
	<p>All of the responsibilities, duties, and powers under this Act and regulations made under this Act except:</p> <ul style="list-style-type: none"> <li>a) making grants under section 6(2)(b)</li> <li>b) appointing a joint committee under section 7</li> <li>c) adopting a dog control policy under section 10, and reviewing the dog control policy under section 10AA</li> <li>d) entering into a written agreement under section 16(2) with another territorial authority in respect of dog control services</li> <li>e) making dog control bylaws under section 20</li> <li>f) hearing and determining an objection to a probationary owner classification under section 22</li> <li>g) terminating a probationary owner classification under section 23</li> <li>h) hearing and determining an objection to a disqualified owner classification under section 26</li> <li>i) hearing and determining an objection to a dangerous dog classification under section 31</li> <li>j) determining an objection to a menacing dog classification under sections 33B or 33D</li> <li>k) setting dog control fees under section 37</li> <li>l) hearing and determining an objection to a barking dog notice under section 55</li> <li>m) entering into an agreement with another territorial authority for the provision of pound facilities under section 67</li> <li>n) setting pound fees under section 68.</li> </ul>	<p>CEO Customer Services Manager - Regulatory</p>

No.	Description	Delegated to
<b>DC1</b>	<b>Sections 2, and 10A and 20</b> <ul style="list-style-type: none"> <li>• interpretation of working dog</li> <li>• ability to work with other organisations, make grants and provide dog control</li> <li>• report on dog control policy and practices</li> </ul>	Customer Service Manager – Regulatory Compliance Team Leader
<b>DC2</b>	<b>Sections 11, 12 and 13</b> Appointment of dog control officers and dog rangers and authorisation of the issue of warrants of appointment.	Customer Services Manager - Regulatory
	<b>Section 28(6)</b> To extend a period of disqualification.	Customer Service Manager – Regulatory Compliance Team Leader
	<b>Section 32(1)(f)</b> To consent to the disposal of a dangerous dog.	Customer Service Manager – Regulatory Compliance Team Leader
	<b>Section 32(5)(b)</b> To authorise the release of a dog from custody.	Customer Service Manager – Regulatory Compliance Team Leader
<b>DC3</b>	<b>Sections 21, 23A, 25, 31, 33A</b> Power to: <ul style="list-style-type: none"> <li>• classify any person as a probationary owner (under section 21)</li> <li>• require dog owner education (under section 23A)</li> <li>• disqualify any person from being the owner of any dog (under section 25)</li> <li>• classify any dog as a dangerous dog or menacing due to behaviour (under section 31 or 33A)</li> </ul>	Customer Service Manager – Regulatory Compliance Team Leader
<b>DC4</b>	<b>Sections 22, 26, 33B and 33D</b> Hearing of objection to: <ul style="list-style-type: none"> <li>• classification as probationary owner</li> <li>• disqualification</li> <li>• menacing classification due to behaviour; and menacing classification due to breed or type</li> </ul>	<i>Hearings Panel</i> <i>Hearings Commissioners</i>
	<b>Section 33E(1)</b> To require the production of a certificate.	Customer Service Manager – Regulatory Compliance Team Leader
	<b>Section 33E(5)</b> To exempt any menacing dog from the muzzling requirements in any specified circumstances.	CEO Customer Services Manager - Regulatory
	<b>Section 33EB(2)</b> To require the production of a certificate.	Customer Service Manager – Regulatory Compliance Team Leader
	<b>Section 33ED</b> To classify a dog as a dangerous dog or menacing dog.	Customer Service Manager – Regulatory Compliance Team Leader

No.	Description	Delegated to
<b>DC5</b>	<p><b>Sections 30, 32(1)(f), 33, 33C, 35, 35A, 35AB, 36(5), 36A, 39, 40, 46, 48, 49</b></p> <ul style="list-style-type: none"> <li>• maintenance of records and provision of information</li> <li>• power to consent to the disposal of a dangerous dog</li> <li>• notification of menacing dog by breed or type</li> <li>• disclosure of register information and National Dog Database information</li> <li>• registration and supply of information</li> <li>• microchip implantation/verification certificate</li> </ul>	Customer Services Manager - Regulatory Compliance Team Leader Bylaw Compliance Officer Regulatory Officer
<b>DC6</b>	<p><b>Sections 37 and 38</b> Power to set fees.</p>	Customer Services Manager - Regulatory
<b>DC7</b>	<p><b>Sections 39 and 40</b></p> <ul style="list-style-type: none"> <li>• power to issue refunds or reduce fees</li> <li>• power to require a written statement that a dog is a working dog of a specified class and to require production of a certificate that a dog has been neutered</li> </ul>	Customer Service Manager – Regulatory Compliance Team Leader Compliance Officer
<b>DC8</b>	<p><b>Sections 42, 46, 48, 49</b> Power to seize unregistered dogs, issue of registration label or disc, and recording changes of ownership.</p>	Customer Service Manager – Regulatory Compliance Team Leader Compliance Officer
<b>DC9</b>	<p><b>Section 50</b> Power to seize and impound a dog not wearing current registration label or disc.</p>	Customer Service Manager – Regulatory Compliance Team Leader Bylaw Compliance/Animal Control Officer Compliance Officer
<b>DC10</b>	<p><b>Section 55</b> Power to deal with objections to barking dog notice.</p>	Customer Service Manager – Regulatory Compliance Team Leader Compliance Officer
<b>DC11</b>	<p><b>Sections 66</b> To authorise any person other than a dog control officer to issue an infringement notice under this section.</p>	Customer Service Manager – Regulatory Compliance Team Leader
<b>DC12</b>	<p><b>Section 67</b> Custody of dogs.</p>	Customer Service Manager – Regulatory Compliance Team Leader Compliance Officer

No.	Description	Delegated to
<b>DC13</b>	<b>Sections 69, 70, 71, 71A</b> Power to dispose of any dog. Custody of dog removed for barking and decision whether or not to return dog to owner. Power to authorise retention of a dangerous dog.	Customer Service Manager – Regulatory Compliance Team Leader Compliance Officer
	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.	CEO ( <i>All prosecutions other than infringement offences require sign off by CEO</i> ) Customer Service Manager – Regulatory Compliance Team Leader
	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.	Customer Services Manager - Regulatory
	To take enforcement action against any person who breaches any such injunction and to make any decision in any matter relating to such action.	Customer Service Manager – Regulatory Compliance Team Leader Compliance Officer

### 3.6 Electronic Transactions - Land Transfer Act 1952

No.	Description	Delegated to
<b>ET1</b>	Consent for the registration of instruments and authority for electronic e-dealing and registration of instruments.	CEO Customer Services Manager - Regulatory Group Manager Community Assets & Services Senior Planner/Planner Property Manager GIS Co-ordinator Senior Building Compliance Officer

### 3.7 Fencing Act 1978

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO Customer Services Manager - Regulatory Compliance Team Leader

### 3.8 Fencing of Swimming Pools Act 1987 (*Repealed 1/01/2017 by S19 of the Building (Pools) Amendment Act 2016*)

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act and its amendments	CEO Customer Services Manager - Regulatory Senior Building Compliance Officer

**3.9 Food Act 1981 and the Food Hygiene Regulations 1974**

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act, and these regulations, except: <ul style="list-style-type: none"> <li>a) considering written submissions under section 8P</li> <li>b) transferring the Council's responsibilities, duties, and powers under section 8ZA.</li> </ul>	CEO Customer Services Manager - Regulatory

**3.10 Food Act 2014 and regulations made under that Act**

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act, and these regulations, except: <ul style="list-style-type: none"> <li>a) the decision to combine with one or more territorial authorities for the purpose of performing the function of a registration authority under section 173(2)</li> <li>b) transferring the Council's functions, duties, and powers under section 176</li> <li>c) transferring the Council's functions, duties, and powers under section 179</li> <li>d) changing or revoking a transfer under section 182</li> <li>a. setting fees under section 205.</li> </ul>	CEO Customer Services Manager - Regulatory

**3.11 Freedom Camping Act 2011**

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act, except: <ul style="list-style-type: none"> <li>a) making bylaws under section 11</li> <li>b) reviewing bylaws under section 13.</li> </ul>	CEO Customer Services Manager - Regulatory
<b>FC1</b>	<b>Section 32</b> Appointment of Compliance Officers and issue of warrants to Compliance Officers.	CEO Customer Services Manager - Regulatory
	<b>Section 39</b> To decide whether or not to return seized and impounded property.	Customer Service Manager – Regulatory Compliance Team Leader
	<b>Section 40</b> To dispose of seized and impounded property.	Customer Service Manager – Regulatory Compliance Team Leader



**3.12 Gambling Act 2003**

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act except adopting a policy on class 4 venues under sections 101 and 102.	CEO
<b>GA1</b>	<b>Section 100</b> Gambling Machines Approve or decline requests for gambling machines for class 4 venues in accordance with Council policy.	CEO Group Manager Information & Customer Experience

**3.13 Gas Act 1992**

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO Group Manager Community Assets & Services

**3.14 Government Roadway Powers Act 1989**

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act, except: <ul style="list-style-type: none"> <li>a) consenting to a delegation made by the New Zealand Transport Agency under section 62(1)</li> <li>b) surrendering delegated powers and duties under section 63</li> <li>c) requests to New Zealand Transport Agency under section 81 in respect of motorways.</li> </ul>	CEO Group Manager Community Assets & Services

**3.15 Hazardous Substances and New Organisms Act 1996**

No.	Description	Delegated to
	All of the Council's responsibilities, duties, and powers under this Act.	CEO Customer Services Manager - Regulatory Group Manager Information & Customer Experience
<b>HS1</b>	<b>Section 100</b> Appointment of Compliance Officers or contractor to carry out such function.	CEO Customer Services Manager - Regulatory Group Manager Information & Customer Experience

## 3.16 Health Act 1956

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act and regulations made under this Act, except: <ul style="list-style-type: none"> <li>a) borrowing money under section 27</li> <li>b) otherwise than in accordance with the LTP</li> <li>c) making bylaws under section 64</li> <li>d) the powers and functions under the Housing Improvement Regulations 1947 that may not be delegated as set out in regulation 22</li> <li>e) setting fees under regulation 13 of the Health (Burial) Regulations 1946</li> <li>f) setting fees under regulation 7 of the Health (Registration of Premises) Regulations 1966.</li> </ul>	CEO Customer Services Manager - Regulatory
<b>HA1</b>	<b>Sections 23 and 28</b> Appointment of Environmental Health Officers.	CEO Customer Services Manager - Regulatory
	<b>Section 33</b> To exercise the powers under this section.	Customer Service Manager – Regulatory Environmental Health Officer
<b>HA2</b>	<b>Section 41</b> Power to require owner or occupier to cleanse premises.	Customer Services Manager - Regulatory Environmental Health Officer
<b>HA3</b>	<b>Section 42</b> Power to require repairs and issue closing orders.	CEO Customer Services Manager - Regulatory Environmental Health Officer Senior Building Compliance Officer Building Compliance Officer
	<b>Section 45</b> To cancel a closing order.	CEO Customer Services Manager - Regulatory Environmental Health Officer Senior Building Compliance Officer Building Compliance Officer
	<b>Section 54</b> To grant consent to the operation of an offensive trade and impose conditions.	CEO Customer Services Manager - Regulatory Environmental Health Officer

No.	Description	Delegated to
	<p><b>Section 58</b> To grant consent to the establishment of stockyards and impose conditions.</p>	<p>CEO Customer Services Manager - Regulatory Environmental Health Officer Compliance Team Leader</p>
	<p><b>Section 81</b> 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.</p>	<p>Customer Services Manager - Regulatory Environmental Health Officer</p>
	<p><b>Section 128</b> To determine who may enter and inspect any dwelling house, building, land, ship or other premises under this section.</p>	<p>CEO Customer Services Manager - Regulatory</p>
	<p>To institute any prosecution for an offence under the Act and to make any decision in any matter relating to any such prosecution.</p>	<p>Customer Service Manager – Regulatory <i>in consultation with the Environmental Health Officer</i></p>

### 3.17 Health (Registration of Premises) Regulations 1966

No.	Description	Delegated to
	<p><b>Clause 4</b> To require all such particulars in any application for registration.</p>	<p>Customer Service Manager – Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer</p>
HR1	<p><b>Clause 5</b> To determine applications for certificates of registration and issue certificates of registration, and to renew registration and issue new certificates accordingly.</p>	<p>Customer Services Manager - Regulatory Environmental Health Officer</p>
	<p><b>Clause 8</b> To keep records of all registered premises, and provide for inspection of these records.</p>	<p>Customer Service Manager – Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer</p>
	<p><b>Clause 9</b> To serve notices, and to determine to cancel registration of a premises.</p>	<p>Customer Service Manager – Regulatory Environmental Health Officer</p>

**3.18 Impounding Act 1955**

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act, and these regulations, except: <ul style="list-style-type: none"> <li>a) setting poundage fees and sustenance charges under section 14</li> <li>b) declaring under section 34 that section 33 does not apply to a specified road in the district.</li> </ul>	CEO Customer Services Manager - Regulatory
	All of the responsibilities, duties, and powers under these regulations to sign forms 3 and 4 as an authorised officer.	Customer Service Manager – Regulatory Compliance Team Leader
<b>IA1</b>	<b>Section 8</b> Appointment of a pound keeper.	Customer Services Manager - Regulatory
<b>IA2</b>	<b>Section 9</b> Appointment of a deputy pound keeper.	Customer Services Manager - Regulatory
	<b>Section 42 (1)</b> Authorising the destruction of stock due to wildness.	<i>Any two of the following:</i> Customer Services Manager - Regulatory Compliance Team Leader Group Manager Finance & Corporate Support

**3.19 Land Drainage Act 1908**

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act except the power to subdivide drainage districts under section 16.	CEO Group Manager Community Assets & Services

**3.20 Land Transport Act 1998 and regulations made under this Act**

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act, and regulations and rules made under this Act, except: <ul style="list-style-type: none"> <li>a) making bylaws under sections 22AB to 22AD</li> <li>b) making bylaws setting speed limits and designating urban traffic areas under the Land Transport Rule: Setting of Speed Limits 2003.</li> </ul>	CEO Group Manager Community Assets & Services

No.	Description	Delegated to
<b>LAT1</b>	Vehicle dimensions and mass rule 2002 Section 5.1(1) Authority to issue permits to the operator of a heavy motor vehicle that exceeds the mass limits set by the second schedule to the land transport vehicle dimensions and mass rule.	Group Manager Community Assets & Services Transport Asset Manager
<b>LTA2</b>	<b>Section 128D</b> Appointment of parking wardens.	CEO
<b>LAT3</b>	To take enforcement action (including any prosecution) under this Act, and these rules and regulations. 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.	CEO Customer Services Manager - Regulatory Group Manager Community Assets & Services Compliance Team Leader
	50 MAX high productivity vehicles Approval of new routes for high productivity motor vehicle use subject to: a) Compliance with the Land Transport Rule: Vehicle Dimension and Mass 2002 b) Consideration as to whether the proposed route is the most suitable option with the least impact on others c) Consideration of the environment the proposed route passes through including the extent of existing heavy vehicle traffic and the extent of the impact on cyclists, pedestrians, other vulnerable users, educational facilities and other sensitive activities d) Satisfactory consultation with residents along routes where appropriate e) Funding availability for, and satisfactory outcome of, structural assessments and upgrades f) the extent of modification of infrastructure required to provide for intersection manoeuvring.	Group Manager Community Assets & Services

**3.21 Land Transport Management Act 2003**

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act, except: <ul style="list-style-type: none"> <li>a) making submissions when consulted on the regional land transport programme under section 18</li> <li>b) making submissions when consulted on the declaration of state highways or the revocation of a declaration under section 103</li> <li>c) appointing a person to represent the Council on the regional transport committee under section 105.</li> </ul>	CEO Group Manager Community Assets & Services

**3.22 Litter Act 1979 (Litter Control)**

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act, except: <ul style="list-style-type: none"> <li>a) hearing objections under section 10</li> <li>b) making grants under section 11</li> <li>c) making bylaws under section 12</li> <li>d) adopting an infringement notice regime under section 13.</li> </ul>	CEO Group Manager Community Assets & Services
<b>LA1</b>	<b>Section 5</b> To appoint litter control officers and provide for warrants of appointment to be issued (and revoke such appointments).	CEO Group Manager Community Assets & Services Property Manager
<b>LA2</b>	<b>Section 8</b> To appoint litter wardens and provide for warrants of appointment to be issued (and revoke such appointments).	CEO Group Manager Community Assets & Services Property Manager
<b>LA3</b>	<b>Section 10</b> To require owners of private property to clear litter from their property, and to issue notices.	CEO Customer Services Manager - Regulatory Group Manager Community Assets & Services Environmental Health Officer Property Manager Property Officer Persons appointed as Litter Control Officers
	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.	CEO Customer Services Manager - Regulatory Group Manager Community Assets & Services Property Manager

## 3.23 Local Government Act 1974

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act, except: <ul style="list-style-type: none"> <li>a) vesting property in a road in the New Zealand Transport Agency under section 316</li> <li>b) declaring a specified road or part of a specified road to be a pedestrian mall under section 336 and revoking any such declaration</li> <li>c) making bylaws under section 344(9) relating to swing gates and cattle stops under that section</li> <li>d) declaring a limited access road under section 346</li> <li>e) declaring land to be single parcels of land under section 346D</li> <li>f) declaring any private road or right of way to be a public road under section 349</li> <li>g) granting consent under section 354 in relation to a cellar or other excavation</li> <li>h) establishing toll gates and collecting tolls under section 361</li> <li>i) resolving to construct a private drain through adjoining premises under section 460</li> <li>j) declaring a private drain to be a public drain under section 462</li> <li>k) making bylaws under section 517 relating to land drainage works.</li> </ul>	CEO
<b>LG1</b>	<b>Section 319B</b> Allocation of property numbers.	Information Services Team Leader Transport Asset Manager
<b>LG2</b>	<b>Section 327QA</b> To uplift a building line restriction.	Customer Services Manager - Regulatory Senior Planner/Planner
	<b>Section 330</b> To exercise the Council's powers under this section.	Group Manager Community Assets & Services
	<b>Section 331</b> To exercise the Council's powers under this section.	Group Manager Community Assets & Services
	<b>Section 333</b> To exercise the Council's powers under this section.	Group Manager Community Assets & Services
	<b>Section 334</b> To exercise the Council's powers under this section.	Group Manager Community Assets & Services
	<b>Section 335(1)</b> To require payment for the cost of construction of a vehicle crossing, and to give notice.	Group Manager Community Assets & Services

No.	Description	Delegated to
	<p><b>Section 335(9)</b> To remove any vehicle crossing where the officer is satisfied that the crossing is redundant or in excess of the reasonable requirements of the occupier or owner, and to give notice.</p>	Group Manager Community Assets & Services
	<p><b>Section 337</b> To require alteration to pipes and drains and other apparatus on or under a road and recover the costs.</p>	Group Manager Community Assets & Services
	<p><b>Section 338</b> To grant easements or other rights for conduit pipes under or along any road or (with the owner's consent) under or along any private road or private way.</p>	Group Manager Community Assets & Services
	<p><b>Section 340</b> To exercise the Council's powers under this section.</p>	Customer Services Manager - Regulatory Senior Planner/Planner Group Manager Community Assets & Services
	<p><b>Section 341</b> To grant a lease of airspace above a road or of subsoil beneath the surface of a road. This power to be exercised in accordance with the Council's policy on structures on roads, and is subject to the relevant property sub-delegations.</p>	Group Manager Community Assets & Services
	<p><b>Section 344(1)</b> To exercise the Council's powers under this subsection.</p>	Group Manager Community Assets & Services
<b>LG3</b>	<p><b>Section 348</b> Approval of rights of way.</p>	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>LG4</b>	<p><b>Section 355</b> Overhanging trees To give notice requiring the removal of overhanging trees.</p>	Group Manager Community Assets & Services Property Manager
	<p><b>Section 356-356B</b> To remove and dispose of abandoned cars from roads and exercise all of the Council's powers under this section.</p>	Group Manager Community Assets & Services Transport Asset Manager Property Manager
	<p><b>Section 357</b> To authorise any encroachment or other matter on a road which would otherwise amount to an offence under this section. This power to be exercised in accordance with the Council's policy on structures on roads and is subject to the relevant property sub-delegations.</p>	Group Manager Community Assets & Services



No.	Description	Delegated to
	<p><b>Section 459</b> 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.</p>	Group Manager Community Assets & Services
	<p><b>Section 460</b> To give notice of the Council resolution to owners.</p>	Group Manager Community Assets & Services
	<p><b>Section 461</b> To sign a certificate under this section.</p>	Group Manager Community Assets & Services
	<p><b>Section 468</b> Power to exercise the Council's powers to remove a tree and/or tree roots which is/are obstructing a public drain.</p>	Group Manager Community Assets & Services
	<p><b>Section 511</b> Authority to give notice to remove an obstruction from a drainage channel or watercourse.</p>	Group Manager Community Assets & Services
	<p><b>Section 514</b> Authority to exercise the Council's powers under this section.</p>	Group Manager Community Assets & Services
	<p>Clause 11 and 12, Tenth Schedule To exercise powers of the Council relating to the temporary prohibition of traffic on roads.</p>	Group Manager Community Assets & Services
	<p>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.</p>	CEO Group Manager Community Assets & Services

### 3.24 Local Government Act 2002

No.	Description	Delegated to
	<p>All of the responsibilities, duties, and powers under this Act, except:</p> <ul style="list-style-type: none"> <li>a) those set out in clause 32(1)(a) to (f) of Schedule 7</li> <li>b) exempting a small organisation under section 7</li> <li>c) entering into a triennial agreement under section 15</li> <li>d) transferring responsibilities under section 17</li> <li>e) reviewing the delivery of services under section 17A</li> <li>f) establishing a community board under section 49</li> <li>g) establishing a council-controlled organisation under section 56</li> <li>h) appointing directors to council organisations under section 57</li> <li>i) agreeing to any statement of intent of a council organisation under Schedule 8</li> <li>j) adopting assessments of water and other</li> </ul>	CEO

	<p>sanitary services under section 125</p> <p>k) prescribing fees under section 150</p> <p>l) making determinations under section 155</p> <p>m) reviewing a bylaw under section 160</p> <p>n) transferring a bylaw-making power under section 161</p> <p>o) appointing a member under section 249(2)</p> <p>p) making a reorganisation proposal under clause 3 of Schedule 3.</p>	
<b>LGA1</b>	<p><b>Section 171</b></p> <p>General power of entry</p> <p>To any land or building other than a dwelling house.</p>	Warranted Compliance Officers appointed under the Act
	<p><b>Section 172</b></p> <p>Power of entry for enforcement purposes</p>	Warranted Compliance Officers appointed under the Act
<b>LGA2</b>	<p><b>Section 173</b></p> <p>Power of entry in cases of emergency.</p>	Delegated to warranted Compliance Officers <i>under the Act accompanied where practicable by a member of the New Zealand Police</i>
<b>LGA3</b>	<p><b>Sections 174 and 177</b></p> <p>Appointment of Compliance Officer</p> <p>To appoint Compliance Officers and arrange for the issue of warrants of appointment.</p>	CEO Customer Services Manager - Regulatory Group Manager Information & Customer Experience
<b>LGA4</b>	<p><b>Section 181</b></p> <p>Power to authorise construction of works on private land.</p>	Group Manager Community Assets & Services
	<p><b>Section 181 (1) and (2)</b></p> <p>To determine the construction of works on or under private land or under a building on private land are necessary for:</p> <p>a) the supply by territorial authorities of water by means of reticulated systems</p>	Group Manager Community Assets & Services
	<p>b) the supply of water through water races</p> <p>c) trade wastes disposal</p> <p>d) land drainage and river clearance.</p> <p>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.</p> <p>The power to construct such works.</p>	
	<p><b>Section 181(3)</b></p> <p>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).</p>	Utilities Engineer

No.	Description	Delegated to
	<p><b>Section 181 (4) and (5)</b> 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.</p>	Utilities Engineer
	<p><b>Section 183(5)</b> 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.</p>	Utilities Engineer
	<p><b>Section 186</b> To cause works etc. to be carried out in a default situation and recover the Council's costs from the owner/occupier.</p>	Utilities Engineer
	<p><b>Section 187</b> To recover costs and reasonable administrative and supervision charges for work authorised to be carried out in a default situation.</p>	Utilities Engineer
	<p><b>Section 190</b> To negotiate compensation.</p>	Utilities Engineer
	<p><b>Section 191</b> To determine and authorise that the water supply to the land or building be restricted.</p>	Utilities Engineer
	<p><b>Section 196</b> To authorise consent to discharge trade waste into the Council's wastewater system.</p>	Utilities Engineer
	<p><b>Section 199A and 199B</b> To make a further information request and carry out any associated administrative functions relating to the reconsideration of a development contribution and to make a decision on a reconsideration request.</p>	Utilities Engineer
	<p><b>Section 199C to 199N and Schedule 13A</b> The authority to exercise any powers of the Council in these sections and this Schedule of the Act to carry out functions related to a development contribution objection.</p>	Group Manager Community Assets & Services
	<p><b>Section 208</b> To sign a notice of a statutory land charge.</p>	Group Manager Community Assets & Services
	<p>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.</p>	Group Manager Community Assets & Services

## 3.25 Local Government Official Information and Meetings Act 1987

No.	Description	Delegated to
	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.	
	<b>Section 11</b> To give reasonable assistance to those persons requesting information.	Group Manager Information & Customer Experience
	<b>Section 12</b> To transfer requests and attend to subsequent notification.	Group Manager Information & Customer Experience
	<b>Section 13</b> To make decisions on requests and to determine whether or not to charge for information.	Group Manager Information & Customer Experience
	<b>Section 14</b> To provide for extensions of time to provide official information and to attend to subsequent notification.	Group Manager Information & Customer Experience
	<b>Section 15</b> To determine the manner of presenting information and to attend to subsequent notification.	Group Manager Information & Customer Experience
	<b>Section 16</b> To determine deletions from documents and attend to subsequent notification.	Group Manager Information & Customer Experience
	<b>Section 17, 17A, 17B, 18</b> To determine whether or not to refuse a request for information, and providing reason(s) for refusal.	Group Manager Information & Customer Experience
	<b>Section 21</b> To determine access to internal rules affecting decisions, and to provide reasons for refusing to provide information.	Group Manager Information & Customer Experience
	<b>Section 22</b> To provide a written statement under this section.	Group Manager Information & Customer Experience
	<b>Section 24</b> To take precautions regarding access to personal information.	Group Manager Information & Customer Experience
	<b>Section 25</b> To deal with requests for corrections.	Group Manager Information & Customer Experience
	<b>Section 26</b> To refuse to supply personal information.	Group Manager Information & Customer Experience
<b>OIM1</b>	<b>Section 44A</b> Land Information Memorandum Provide required information under subsection (2) and adding other relevant information under subsection (3).	Customer Services Manager - Regulatory Senior Planner/Planner/Graduate Planner Senior Building Compliance Officer Building Compliance Officer Environmental Health Officer Regulatory Officer Regulatory Support Officer

No.	Description	Delegated to
	<p><b>Section 46</b> To provide for the public notification of meetings.</p>	<p>Group Manager Information &amp; Customer Experience Group Manager Community &amp; Engagement Policy &amp; Governance Team Leader Governance Officer Communications Officer</p>
	<p><b>Section 46A, 49, 51</b> To provide for the availability of agendas, reports and minutes.</p>	<p>Group Manager Information &amp; Customer Experience Group Manager Community &amp; Engagement Policy &amp; Governance Team Leader Governance Officer Communications Officer Customer Services Manager - Regulatory</p>
	<p><b>Section 51A</b> To provide for the public notification of resolution at emergency meeting.</p>	<p>Group Manager Information &amp; Customer Experience Group Manager Community &amp; Engagement Policy &amp; Governance Team Leader Governance Officer Communications Officer Customer Services Manager - Regulatory</p>

### 3.26 Machinery Act 1950 and Amusement Devices Regulations 1978

No.	Description	Delegated to
<p><b>AD1</b></p>	<p><b>Clause 11</b> Issue of local authority permit and, where appropriate, acceptance of site inspection by engineer or other competent person.</p>	<p>Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer Zero Harm Officer</p>
	<p><b>Section 21A(7)</b> To inspect and issue a permit for the erection and operation of amusement devices.</p>	<p>Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer Zero Harm Officer</p>
	<p><b>Section 21A(8)</b> To cancel any permit to operate an amusement device.</p>	<p>Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer</p>

**3.27 New Zealand Library Association Act 1939**

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO

**3.28 Ombudsmen Act 1975**

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO

**3.29 Parking and Traffic Enforcement (other)**

No.	Description	Delegated to
<b>P1</b>	Local Government Act 1974 Section 356	Group Manager Community Assets & Services
<b>P2</b>	Court withdrawal To approve Court withdrawal of information or prosecutions.	CEO Customer Services Manager – Regulatory Group Manager Community Assets & Services Compliance Team Leader
<b>P3</b>	Waive proceedings To waive proceedings in respect of parking offences.	Group Manager Community Assets & Services CEO Customer Services Manager – Regulatory

**3.30 Plumbers, Gasfitters, and Drainlayers Act 2006**

No.	Description	Delegated to
	<b>Sections 15 and 16</b> To consult with the Minister in relation to certain sanitary plumbing exemptions.	CEO Customer Services Manager – Regulatory
	<b>Section 91</b> All of its powers under this section.	CEO Customer Services Manager – Regulatory

**3.31 Privacy Act 1993**

No.	Description	Delegated to
	<b>Section 124</b> All of its powers under this Act. (Under section 125, the Chief Executive is specifically authorised to sub-delegate all or any of these powers.)	CEO
	Part 5 All the responsibilities, duties and powers that have been delegated to the Chief Executive.	CEO Group Manager Information & Customer Experience

**3.32 Public Records Act 2005**

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO
	<b>Section 17</b> To provide for the creation and maintenance of local authority records.	Group Manager Information & Customer Experience Archivist Records Officer
	<b>Section 40</b> To comply with the requirements in relation to protected records.	Group Manager Information & Customer Experience Archivist Records Officer
	<b>Section 45 and 46</b> To classify the access status of the Council's local authority records.	Group Manager Information & Customer Experience Archivist Records Officer
	<b>Section 47</b> To provide for the public inspection of open access records.	Group Manager Information & Customer Experience Archivist Records Officer

**3.33 Public Works Act 1981**

No.	Description	Delegated to
	<b>Section 4(6)(b)(ii)</b> Power to sign notices.	Group Manager Community Assets & Services
	<b>Section 17(1)</b> Power to enter into an agreement to purchase land for any public work for which the Council is responsible.	Group Manager Community Assets & Services
	<b>Section 18(1)</b> Power to serve notice of Council's desire to acquire land and to invite landowner to sell and to lodge a notice with the District Land Registrar (LINZ).	Group Manager Community Assets & Services
	<b>Section 18(1)(d)</b> Authority to negotiate with the owner in an attempt to reach an agreement for the acquisition of land.	Group Manager Community Assets & Services
	<b>Section 18(2)</b> Power to proceed to take land for a public work.	Group Manager Community Assets & Services
	<b>Section 18(3) and (4)</b> Power to withdraw a notice under subsection 18(1) and responsibility to ensure the District Land Registrar (LINZ) is given notice of the withdrawal.	Group Manager Community Assets & Services
	<b>Section 18(5) and 17(4)</b> Power to apply to the Māori Land Court for an order under the provisions of Part 10 of Te Ture Whenua Māori Act 1993.	Group Manager Community Assets & Services
	<b>Section 18(7)</b> Power to proceed to take land if any of the circumstances specified in subsection 18(7) apply.	Group Manager Community Assets & Services
	<b>Section 20</b> Authority to apply to the Minister for a declaration.	Group Manager Community Assets & Services

No.	Description	Delegated to
	<p><b>Section 21</b> Power to purchase and/or improve land for granting as compensation.</p>	Group Manager Community Assets & Services
	<p><b>Section 23(1)</b> 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).</p>	Group Manager Community Assets & Services
	<p><b>Section 23(8)</b> Power to withdraw a section 23 notice and to lodge notice of such withdrawal with the District Land Registrar (LINZ).</p>	Group Manager Community Assets & Services
	<p><b>Section 24(6)</b> Power to represent the Council at an Environment Court hearing into an objection.</p>	Group Manager Community Assets & Services
	<p><b>Section 25</b> Power to agree to an Environment Court judge conducting an inquiry alone.</p>	Group Manager Community Assets & Services
	<p><b>Section 26</b> Power to submit a request to the Governor- General to take land for a local public work, such request to be signed by the Chief Executive.</p>	Group Manager Community Assets & Services
	<p><b>Section 27</b> Power to give notice on Council's behalf of its intention to take or acquire natural material on land for public work.</p>	Group Manager Community Assets & Services
	<p><b>Section 28</b> 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.</p>	Group Manager Community Assets & Services
	<p><b>Section 31</b> Power to acquire surface, subsoil, or air space separately, including subsoil that has not already been acquired, if required at a later date.</p>	Group Manager Community Assets & Services
	<p><b>Section 34(3)</b> Power to subdivide, develop, provide access to, set apart, or dispose of any severed land taken under this section.</p>	Group Manager Community Assets & Services
	<p><b>Section 40</b> Power to dispose of land no longer required for public work in accordance with this section.</p>	Group Manager Community Assets & Services
	<p><b>Section 41(e)</b> Power to apply to the Māori Land Court for disposal of former Māori land when no longer required.</p>	Group Manager Community Assets & Services



No.	Description	Delegated to
	<p><b>Section 42</b> 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.</p>	Group Manager Community Assets & Services
	<p><b>Section 43</b> Power to sell land on deferred payments.</p>	Group Manager Community Assets & Services
	<p><b>Sections 45(1) and 49</b> Power to grant a lease or tenancy or licence to occupy land held for public work (including airspace and/or subsoil).</p>	Group Manager Community Assets & Services
	<p><b>Section 45(6)</b> Power to accept the surrender of any lease, tenancy or licence to occupy that was granted under section 45.</p>	Group Manager Community Assets & Services
	<p><b>Section 47</b> Power to apply to the Registrar of Land to issue a certificate of title for land held for public work.</p>	Group Manager Community Assets & Services
	<p><b>Sections 48 and 49</b> 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).</p>	CEO Group Manager Community Assets & Services
	<p><b>Section 50</b> Power to agree the provisions of a sale and purchase agreement for the transfer to Council of an existing public work.  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.</p>	Group Manager Community Assets & Services
	<p><b>Section 52(4)</b> Power to request that land held for one public work be set apart for another public work by notice in the Gazette.</p>	Group Manager Community Assets & Services
	<p><b>Section 63</b> Power to pay compensation for injurious affection where no land taken.</p>	CEO Group Manager Finance & Corporate Support
	<p><b>Section 65</b> Power to assess and/or pay compensation for land for which no general demand exists.</p>	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services
	<p><b>Section 70(1)</b> Power to offer compensation for estate or interest in land taken.</p>	CEO Group Manager Finance & Corporate Support
	<p><b>Section 71(6)</b> 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.</p>	Group Manager Community Assets & Services

No.	Description	Delegated to
	<b>Section 71(7)</b> Power to decline the application from the owner or occupier.	Group Manager Community Assets & Services
	<b>Section 73(4) and 74(4)</b> Power to consent as notifying authority to registration of a dealing.	Group Manager Community Assets & Services
	<b>Section 75</b> Power to pay compensation to tenants of residential and business premises.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services
	<b>Section 76</b> Power to refund expenses where acquisition of land abandoned.	Group Manager Community Assets & Services
	<b>Section 79</b> Power to take proceedings to determine compensation if person entitled fails to make claim.	Group Manager Community Assets & Services
	<b>Section 81</b> Power to apply to District Court for an order authorising the Public Trust to represent infants, absentee owners, etc.	Group Manager Community Assets & Services
	<b>Section 84</b> Power to file claims in District Court requiring claim to be heard by tribunal.	Group Manager Community Assets & Services
	<b>Section 96</b> Power to pay compensation to Public Trust when title doubtful.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services
	<b>Section 99(2)</b> 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.	Group Manager Community Assets & Services
	<b>Section 100(3)</b> 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.	Group Manager Community Assets & Services
	<b>Section 103</b> Power to grant easements in lieu of compensation.	Group Manager Community Assets & Services
	<b>Section 105</b> Power to grant land as compensation where equivalent land not readily available.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services
	<b>Section 107(1)</b> 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.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services

No.	Description	Delegated to
	<p><b>Section 107(2)</b> Power to apply to the Land Valuation Tribunal to fix the value of land that is subject to exchange.</p>	Group Manager Community Assets & Services
	<p><b>Section 107(5)</b> Power to consent to registration of dealing while a charge under section 107(4) is registered against land.</p>	Group Manager Community Assets & Services
	<p><b>Section 107(6)</b> Power to sign notice of any charge under subsection 4 and any certificate releasing any such charge.</p>	Group Manager Community Assets & Services
	<p><b>Section 107A</b> Power to grant lease or licence as compensation to lessee or licensee of land taken.</p>	Group Manager Community Assets & Services
	<p><b>Section 107(9C)</b> Responsibility to consult with District Land Registrar as to practicability of amalgamating land.</p>	Group Manager Community Assets & Services
	<p><b>Sections 110 and 111</b> 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).</p>	Group Manager Community Assets & Services
	<p><b>Section 114</b> Power to give written consent for land to be declared road.</p>	Group Manager Community Assets & Services
	<p><b>Section 115(9)</b> Power to sign certificate of consent or notice of discharge of certificate of consent.</p>	Group Manager Community Assets & Services
	<p><b>Section 133(2) and 134</b> Power to sign a notice requiring the removal of trees, hedges etc. that obscure visibility or interfere with a public work and authorise service.</p>	Group Manager Community Assets & Services Property Manager
	<p><b>Section 133(5)</b> Authority to represent Council at a hearing commenced under subsection 133(3).</p>	Group Manager Community Assets & Services
	<p><b>Section 133(7), (8) and (9)</b> 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.</p>	Group Manager Community Assets & Services
	<p><b>Section 135</b> 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.</p>	Group Manager Community Assets & Services

No.	Description	Delegated to
	<b>Section 191</b> 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.	Group Manager Community Assets & Services
	<b>Section 233</b> Power to give notice on Council's behalf before entry onto private land.	Group Manager Community Assets & Services
	<b>Section 234</b> 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.	Group Manager Community Assets & Services
	<b>Section 237</b> Power to sign on Council's behalf approval for excavations near public works.	Group Manager Community Assets & Services
	<b>Section 239</b> Power to remove or cause to be removed any property that has been abandoned on public works land.	Group Manager Community Assets & Services

### 3.34 Racing Act 2003

No.	Description	Delegated to
	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 venue policy.	CEO

### 3.35 Rates Rebate Act 1973

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO
	<b>Sections 5-8</b> 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.	Senior Rates Officer Credit Controller/Rates Administrator
	<b>Section 9</b> To apply to the Secretary for Local Government for refund of rebates granted.	Senior Rates Officer Credit Controller/Rates Administrator
	<b>Section 10(1)</b> 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.	Senior Rates Officer Credit Controller/Rates Administrator

No.	Description	Delegated to
	<b>Section 11A</b> To seek advice from the Secretary of Local Government.	Senior Rates Officer
	<b>Section 13</b> To take any declarations required for the purposes of this Act including in respect of rates rebates.	Group Manager Finance & Corporate Support Finance Manager Senior Rates Officer Credit Controller/Rates Administrator Cashier/Creditors Clerk

### 3.36 Reserves Act 1977

No.	Description	Delegated to
<b>RA1</b>	<b>Section 6(3)</b> To revoke a Gazette notice and issue a fresh notice or amend the original notice. (Note this only applies to notices in the Gazette given by the Council).	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
<b>RA2</b>	<b>Section 14(4)</b> To Gazette a resolution to declare vested land to be a reserve.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
<b>RA3</b>	<b>Section 15(1)</b> To authorise or decline to authorise, by Gazette notice, the exchange of land in any reserve or any part(s) of a reserve for any other land to be held for the purposes of that reserve.  (Only to be exercised where the Council did not derive title from the Crown, or title would be deemed not to be derived from the Crown if the reserve was going through a revocation process (section 25).  Note that the Council must consult with the Crown before making a decision under section 15(1) if the land it proposes to grant in exchange was purchased with funds provided either wholly or partly by the Crown.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
<b>RA4</b>	<b>Section 15(3)</b> To do all things necessary to effect any exchange authorised by the local authority under Section 15(1) of the Act including the payment or receipt of any money by way of equality of exchange.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services
<b>RA5</b>	<b>Section 16(1)</b> To classify, by Gazette notice, according to their principal or primary purpose all reserves. [NB This delegation does not affect sections 16(2) and 16(2A) Reserves Act].	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
	<b>Section 16(4)</b> To advertise the intention to classify a reserve in accordance with section 16(1).	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>

No.	Description	Delegated to
	<p><b>Sections 18(2)(e), 19(2)(a) and 19(3)(a)</b> Determine in which cases exceptions can be made to the preservation of flora and fauna and the natural environment.</p>	<p>CEO Customer Services Manager - Regulatory Senior Planner/Planner</p>
	<p><b>Section 24(1)</b> Change the classification or purpose of a reserve by notice in the Gazette. (Note: Does not apply to the revocation of reserves.)</p>	<p><i>For clarity these powers are not delegated to any officer. Council retains these powers.</i></p>
	<p><b>Section 24(2)(e)</b> To consider all objections received to a proposed change of classification or purpose.</p>	<p><i>For clarity these powers are not delegated to any officer. Council retains these powers.</i></p>
	<p><b>Section 24(3)</b> To form an opinion that the change of classification or purpose of a scenic, nature or scientific reserve is justified.</p>	<p><i>For clarity these powers are not delegated to any officer. Council retains these powers.</i></p>
	<p><b>Section 24(5)</b> To form an opinion that the change in the classification of a historic reserve is justified.</p>	<p><i>For clarity these powers are not delegated to any officer. Council retains these powers.</i></p>
<b>RA6</b>	<p><b>Section 25(1)</b> Upon revocation of the reservation of any public reserve (or part of one) pursuant to Section 24 Reserves Act, to dispose of that land in such manner and for such purpose as the Minister specifies. (Note: The delegation only applies where the title to the reserve was not derived from the Crown, or is deemed to be derived from the Crown in terms of section 25(4) or (5)).</p>	<p><i>For clarity these powers are not delegated to any officer. Council retains these powers.</i></p>
	<p><b>Section 41(1)</b> To approve reserve management plans.</p>	<p><i>For clarity these powers are not delegated to any officer. Council retains these powers.</i></p>
	<p><b>Section 42(1)</b> 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. Determine terms and conditions subject to which written consent is given.</p>	<p><i>For clarity these powers are not delegated to any officer. Council retains these powers.</i></p>
	<p><b>Section 44(1)</b> To consent to the use of a reserve for temporary or permanent personal accommodation.</p>	<p><i>For clarity these powers are not delegated to any officer. Council retains these powers.</i></p>
	<p>Section 44(2) To consent to any vehicle caravan, tent or removable structure remaining on a reserve during the period 1 November to 31 March.</p>	<p>CEO</p>
<b>RA7</b>	<p><b>Section 45</b> To give or decline to give prior approval to administering body to erect, or authorise any voluntary organisation or educational institution to erect shelters, huts, cabins, lodges etc., on any recreation or scenic reserve.</p>	<p><i>For clarity these powers are not delegated to any officer. Council retains these powers.</i></p>

No.	Description	Delegated to
<b>RA8</b>	<p><b>Section 48(1)</b></p> <p>To consent or refuse consent to administering body granting rights of way and other easements over any part of a vested reserve for any of the purposes specified in section 48(1).</p> <p>To impose such conditions as it thinks fit in giving the consent.</p>	<p>Group Manager Community Assets &amp; Services</p> <p>Group Manager Community Assets &amp; Services</p>
<b>RA9</b>	<p><b>Section 48A(1)</b></p> <p>To consent or refuse consent to administering body granting a licence over a vested reserve to any person or department of state:</p> <ul style="list-style-type: none"> <li>• to erect, maintain and use buildings, dwellings, masts and other structures and plant and machinery; and</li> <li>• to construct, maintain, and use tracks and engage in other works – for any of the purposes specified in section 48A(1).</li> </ul>	Group Manager Community Assets & Services
<b>RA10</b>	<p><b>Section 48A(3)</b></p> <p>To approve terms and conditions determined by the administering body.</p>	Group Manager Community Assets & Services
<b>RA11</b>	<p><b>Section 49</b></p> <p>To grant or decline to grant in writing any qualified person a right to take specified specimens of flora or fauna or rock mineral from a reserve for scientific or educational purposes.</p> <p>(Note: With regard to fauna, the delegation is for exotic fauna which are not protected under the Wildlife Act 1953.)</p>	Group Manager Community Assets & Services
	To form an opinion as to whether a qualified person has the necessary credentials.	Group Manager Community Assets & Services
	To impose conditions on the grant in writing.	Group Manager Community Assets & Services
<b>RA12</b>	<p><b>Section 50(1)</b></p> <p>To authorise or decline to authorise any person to take and kill any specified kind of fauna that may be found in any scenic or historic reserve.</p>	Group Manager Community Assets & Services
	To authorise or decline to authorise the use of firearms, traps, nets or other like objects within reserves for the foregoing purposes (non-protected exotic fauna only).	<p>Group Manager Community Assets &amp; Services</p> <p>CEO</p> <p>Customer Services Manager - Regulatory Team Leader Bylaw Compliance/Animal Control</p>
<b>RA13</b>	<p><b>Section 51(1)</b></p> <p>To authorise or decline to authorise in writing an administering body to introduce indigenous flora or fauna or exotic flora into any scenic reserve for any of the purposes referred to in Section 51(1).</p>	Group Manager Community Assets & Services

No.	Description	Delegated to
	<p>To impose conditions on the giving of the authorisation.</p> <p>Note: authorisations can only be given if provided for or contemplated in an approved management plan.</p>	Group Manager Community Assets & Services
<b>RA14</b>	<p><b>Section 52(1)</b></p> <p>To declare by Gazette notice that any two or more reserves and the whole of one or more other reserves, are to be united to form one reserve.</p> <p>(Note: All affected reserves or parts of reserves must have the same administering body and must all either be vested in that body or all held under an appointment to control and manage.)</p>	Group Manager Community Assets & Services
	<p><b>Section 53(1)(d)</b></p> <p>To consent to an increase in the number of days the public shall not be entitled to have admission to a reserve.</p>	Group Manager Community Assets & Services
	<p><b>Section 53(1)(e)</b></p> <p>To approve the fixing of charges generally or with respect to any specified occasion or event.</p>	Group Manager Finance & Corporate Support Group Manager Community Assets & Services CEO
<b>RA15</b>	<p><b>Section 54(1)</b></p> <p>To give or decline to give prior consent to administering body, in the case of a recreation reserve vested in it, to grant leases for any of the purposes specified in paragraphs (a), (b), and (c) and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under Section 54(1)(a), (b), and (c).</p>	Group Manager Community Assets & Services
	<p>To give or decline prior consent to administering body permitting, in a lease, the erection of buildings and structures for sports, games or public recreation not directly associated with outdoor recreation.</p>	Group Manager Community Assets & Services
	<p>To consent or decline consent to variations or amendments to leases and consent to the carrying out of any other necessary actions arising out of the leases consistent with the First Schedule, Reserves Act.</p>	Group Manager Community Assets & Services
<b>RA16</b>	<p><b>Section 55(2)(d)</b></p> <p>To give or decline to give prior consent to the setting apart of areas for, and the construction or development of, public facilities and amenities in scenic reserves.</p> <p>Note: only exercisable if provided for or contemplated in an approved management plan.</p>	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>



No.	Description	Delegated to
<b>RA17</b> <b>RA17A</b>	<b>Section 56(1)</b> To give or decline prior consent to administering body, in the case of a scenic reserve vested in it, to grant leases or licences for the purposes set out in Section 56(1) and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under Section 56(1)(a) and (b).	Group Manager Community Assets & Services
<b>RA17B</b>	To consent or decline consent to variations or amendments to leases and licences, and consent to the carrying out of any other necessary actions arising out of the leases and licences consistent with the First Schedule, Reserves Act.	Group Manager Community Assets & Services
<b>RA18</b>	<b>Section 56(2)</b> To give public notice in accordance with Section 119 of the Reserves Act and give full consideration in accordance with Section 120 to all objections and submissions.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
	<b>Section 58(b)</b> Set apart and use part of a reserve as a site for residences and other buildings.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
<b>RA19</b> <b>RA19A</b>	<b>Section 58A(1)</b> To give or decline prior consent to administering body, in the case of an historic reserve vested in it, to grant leases or licences for the purposes specified in that subsection.	Group Manager Community Assets & Services
<b>RA19B</b>	To consent or decline consent to variations or amendments to leases and licences and consent to the carrying out of any other necessary actions arising out of the leases and licences, consistent with the First Schedule, Reserves Act.	Group Manager Community Assets & Services
<b>RA20</b>	<b>Section 59A(1)</b> In accordance with Part IIB Conservation Act 1987, to grant or refuse a concession in respect of any reserve controlled or managed by an administering body under Section 28 Reserves Act so that the administering body may apply Part IIIB as if references in that part to a conservation area were references to the Minister of Conservation and to the Director-General of Conservation are references to an administering body.	Group Manager Community Assets & Services
	<b>Section 67(1)(b)</b> Consent or decline consent to lease of recreation reserve set apart for race course purposes, to a racing club.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
	<b>Section 72(1)</b> To enter into and agree terms of a lease or other agreement for the farming of a recreation or local purpose reserve.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>

No.	Description	Delegated to
<b>RA21</b> <b>RA21A</b>	<b>Section 73(1)</b> To consent or decline prior consent to an administering body granting a lease of recreation reserve in the circumstances specified in Section 73(1), where the reserve is vested in the administering body, and consent or decline consent to an administering body granting a lease in the circumstances specified in Section 73(1) in all other cases.	Group Manager Community Assets & Services
<b>RA21B</b>	To exercise all powers of the Minister referred to in the First Schedule that pertain to leases under Section 73(1).	Group Manager Community Assets & Services
<b>RA22</b> <b>RA22A</b>	<b>Section 73(2)</b> To consent or decline prior consent to an administering body granting a lease of recreation reserve for afforestation where the reserve is vested in the administering body, and to consent or decline consent to an administering body granting a lease of recreation reserve for afforestation purposes in all other cases.	Group Manager Community Assets & Services
<b>RA22B</b>	To exercise all powers of the Minister referred to in the First Schedule that pertain to leases under Section 73(2).	Group Manager Community Assets & Services
<b>RA23</b> <b>RA23A</b>	<b>Section 73(3)</b> To form an opinion as to whether recreation reserve is not likely to be used for purposes of recreation reserve.	Group Manager Community Assets & Services
<b>RA23B</b>	To consent or decline consent to administering body granting leases of whole or part of reserve vested in administering body.	Group Manager Community Assets & Services
<b>RA23C</b>	To grant or decline to grant leases of whole or part of a reserve held under an appointment to control and manage.	Group Manager Community Assets & Services
<b>RA23D</b>	To exercise all powers of the Minister referred to in the First Schedule that pertain to leases under Section 73(3).	Group Manager Community Assets & Services
<b>RA24</b>	<b>Section 73(5)</b> To consent or decline consent in writing to a member of an administering body becoming the lessee of any land under the control of that body.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
<b>RA25</b>	<b>Section 73(6)</b> To consent or decline consent to surrender lease.	Group Manager Community Assets & Services
<b>RA26</b>	<b>Section 74(1)(b)(ii)</b> To consent or decline consent to granting of licence to occupy historic, scenic or scientific reserve.	Group Manager Community Assets & Services

No.	Description	Delegated to
<b>RA27</b>	<b>Section 121</b> Where under the provisions of the Reserve Act consent or approval is required, to give consent or approval subject to such conditions as are thought fit.	Group Manager Community Assets & Services

### 3.37 Resource Management Act 1991

Where delegation is shown as Hearings Panel at a specified level it includes the stated positions at that level and the:

- Resource Management Act Procedures Committee, and
- Planning and Regulatory Chair and Deputy Chair unless otherwise stipulated.

All provisions in the RMA are decisions for the Council unless specified in this Delegations Manual as a delegated decision.

Any function, power, or duty of the Council under the Resource Management Act 1991, which is not the subject of a specific delegation is delegated to the Chief Executive Officer.

No.	Description	Delegated to
<b>Duties, Responsibilities, Functions, Powers</b>		
<b>RMA1</b>	In the absence of any specific delegation the general power to consider, approve, issue (whether subject to conditions or not) or cancel all non-contested applications for consents, licences, certificates, permits, or other approvals, and to grant dispensations and waivers, or cancel approvals or notices relating to all Acts, regulations and bylaws, relating to the Council's regulatory functions.	CEO Customer Services Manager – Regulatory
<b>RMA2</b>	<b>Section 10</b> Certain existing uses in relation to land protected Power to administer the determination of existing uses to grant extension to the period of discontinuance.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
	<b>Section 10A</b> Authority to allow certain existing activities (now made unlawful/not permitted) to continue while application for resource consent is pending.	Customer Services Manager – Regulatory
	<b>Section 10B</b> Authority to allow certain building work to continue where it has been subsequently made unlawful by a district plan	Customer Services Manager – Regulatory
	<b>Section 22</b> Authority to direct person/s to provide his or her name and address for breaches of the Act	Customer Services Manager – Regulatory Senior Planner/Planner

No.	Description	Delegated to
<b>RMA3</b>	<b>Section 32</b> Duty to meet requirements for preparing section 32 reports and evaluations.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RMA4</b>	<b>Section 36(3), 36(3A), 36(5)</b> Administrative charges Imposing additional charges within the policies set by Council.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RMA5</b>	<b>Section 36(7)</b> Administrative charges Power to not commence or continue processing resource consent applications if insufficient money has been paid as required by Council's fees and charges policy.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer
<b>RMA6</b>	<b>Section 37 and 37A</b> Power of waiver and extension of time limits. Requirement to consider matters before extending a time limit. Power to extend time periods as provided in this section.	For non-notified consents: Customer Services Manager - Regulatory <ul style="list-style-type: none"> <li>• Senior Planner/Planner</li> <li>• Policy Planner</li> </ul> <i>For notified consents up to close of submissions:</i> Customer Services Manager - Regulatory <ul style="list-style-type: none"> <li>• Senior Planner/Planner</li> <li>• Policy Planner</li> </ul> <i>Hearings Panel or any duly appointed Hearings Commissioner(s) or the chair for any matter prior to commencement of hearing for notified consents following close of submissions.</i>
<b>RMA7</b>	<b>Section 38</b> Authorisation and responsibilities of Compliance Officers To authorise officers to carry out all or any of the functions and powers as Compliance Officer under the Resource Management Act 1991. To authorise the holders of a security guard's licence or a certificate of approval issued under the Private Investigators and Security Guards Act 1974 to exercise or to carry out all or any of the functions and powers of an Compliance Officer under s.327 relating to excessive noise.	Customer Services Manager - Regulatory
	<b>Section 39B</b> Appointment of commissioner to hearings	Customer Services Manager - Regulatory
<b>RMA8</b>	<b>Sections 41, 41A, 41B, 41C</b> Provisions relating to hearings. Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings.	<i>Hearings Panel or any duly appointed Hearings Commissioner(s) or the chair for any matter prior to commencement of hearing.</i>

No.	Description	Delegated to
<b>RMA9</b>	<p><b>Section 42</b></p> <p>Protection of sensitive information</p> <p>Response to requests to protect sensitive information (e.g. tikanga Māori, commercial sensitivity).</p> <p>To make an order pursuant to s.42 prohibiting or restricting publication or communication.</p>	<p>CEO</p> <p>Customer Services Manager - Regulatory Senior Planner/Planner</p> <p>Policy Planner</p> <p>Group Manager Community &amp; Engagement</p> <p>Māori Relationships Manager</p>
<b>RMA10</b>	<p><b>Section 42A</b></p> <p>Reports to local authority</p> <p>Powers in relation to requiring or commissioning a report on information provided on any matter described in section 39(1).</p>	<p>Customer Services Manager - Regulatory Senior Planner/Planner</p> <p>Policy Planner</p>
	<p><b>Section 44A</b></p> <p>Power to amend plans to address national environmental standards.</p>	<p>Customer Services Manager - Regulatory</p> <p>Policy Planner</p>
	<p><b>Section 55(2)</b></p> <p>Duty to amend plan or proposed plan if directed by national policy statement.</p>	<p>Customer Services Manager - Regulatory</p> <p>Policy Planner</p>
	<p><b>Section 86D</b></p> <p>Ability to apply to Environment Court for a rule to have legal effect.</p>	<p>Customer Services Manager - Regulatory</p> <p>Senior Planner</p> <p>Policy Planner</p>
	<p><b>Section 87E, 87F and 87G</b></p> <p>Power to determine Council position on a request for direct referral, prepare reports and provide information to Environment Court.</p>	<p>Customer Services Manager - Regulatory</p>
<b>Standards, Policy, Statements, Plans</b>		
<b>RMA11</b>	<p>Providing a report on applications that are to be determined by the Environment Court</p>	<p>Customer Services Manager - Regulatory</p> <p>Senior Planner/Planner</p> <p>Policy Planner</p>
<b>RMA12</b>	<p><b>Section 88</b></p> <p>Incomplete resource consent</p> <p>Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act.</p>	<p>Customer Services Manager - Regulatory</p> <p>Senior Planner/Planner</p> <p>Policy Planner</p> <p>Regulatory Officer</p> <p>Regulatory Support Officer</p>
<b>RMA13</b>	<p><b>Section 91</b></p> <p>Deferral of processing of resource consent pending application for additional consents.</p>	<p>Customer Services Manager - Regulatory</p> <p>Senior Planner/Planner</p> <p>Policy Planner</p>
<b>RMA14</b> <b>RMA14A</b>	<p><b>Section 92, 92A</b></p> <p>Further information may be required</p> <p>To require any applicant for resource consent to provide further information relating to the application and power to set a time limit for further information where the applicant agrees to it.</p>	<p>Customer Services Manager - Regulatory</p> <p>Senior Planner/Planner</p> <p>Policy Planner</p>
<b>RMA14B</b>	<p>To commission a report on any matters raised in relation to the application.</p>	<p>Customer Services Manager - Regulatory</p> <p>Senior Planner/Planner</p> <p>Policy Planner</p>

No.	Description	Delegated to
<b>RMA15</b>	<b>Sections 95, 95A, 95B, 95C</b> Decisions on public notification, limited notification and notification after request for further information.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RMA16</b>	<b>Section 95D, 95E, 95F</b> Adverse effects, affected persons Decision as to whether the activity will have, or is likely to have, or effects on the environment that are more than minor and if there are any affected persons or affected customary order holders.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RMA17</b>	Public display of application notices (RMA Regulations)	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer Regulatory Support Officer
<b>RMA18</b>	<b>Section 96</b> Making submission on resource consent Decision to lodge submission to resource consent in another district.	Customer Services Manager - Regulatory
<b>RMA19</b>	<b>Section 98</b> Advice of submissions to applicant Supply a list of submissions received by Council to the applicant.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer Regulatory Support Officer
<b>RMA20</b>	<b>Section 99</b> Pre-hearing meetings Appointment of persons to meet with parties to applications and to decide on subjects of such meetings for report to the appropriate Hearings Panel or Commissioner.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
	<b>Section 99A</b> Power to refer parties who have made a resource consent application or submissions on the application to mediation.	Customer Services Manager - Regulatory
<b>RMA21</b>	<b>Section 100</b> Obligation to hold a hearing Decisions as to necessity for hearings where applicants or persons who have made submissions do not wish to be heard.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RMA22</b>	<b>Section 101</b> Hearing date and notice To set a hearing date and inform all parties.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer Regulatory Support Officer

No.	Description	Delegated to
<b>RMA23</b>	<b>Section 102</b> Joint hearings by two or more consent authorities Decision to waive the need for a joint hearing by agreement with the applicant.	Customer Services Manager - Regulatory
<b>RMA24</b>	<b>Section 103</b> Combined hearings in respect of two or more applications Decision to waive the need for a combined hearing by agreement with the applicant.	Customer Services Manager - Regulatory
	<b>Section 104</b> Duty to take matters into consideration and to exclude other matters when considering an application.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RMA25</b>	<b>Section 104A</b> Determination of applications for controlled activities Granting consent and imposing conditions for those matters over which control is reserved in an NES or in the plan or proposed plan.	Customer Services Manager - Regulatory Senior Planner/Planner, or Policy Planner
	Not grant consent (insufficient information to determine if it is a controlled activity) section 104A(a).	Customer Services Manager - Regulatory Senior Planner/Planner, or Policy Planner
<b>RMA26</b>	<b>Section 104B</b> Determination of application for discretionary and non-complying activities Granting consent and imposing conditions.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
	Refuse consent.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
<b>RMA27</b>	<b>Section 104C</b> Determination of applications for restricted discretionary activity Granting consent and imposing conditions only for those matters to which discretion has been restricted in an NES or the plan or proposed plan.	Customer Services Manager - Regulatory And Senior Planner/Planner, Or Policy Planner
	Decline consent.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
<b>RMA28</b>	<b>Section 104D</b> Particular restrictions on grant of consent for non-complying activities Granting consent.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
	Refusal of consent.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner

No.	Description	Delegated to
<b>RMA29</b>	<b>Section 104F</b> Implementation of national environmental standards Granting consent to a discharge permit or coastal permit in relation to greenhouse gases.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
	Decline consent.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
<b>RMA30</b>	<b>Section 105</b> Matters relevant to a discharge permit, coastal permit, or reclamation Granting consent and imposing conditions.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
	Decline consent.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
<b>RMA31</b>	<b>Section 106</b> Subdivision consent Grant consent and imposing conditions. Refuse to grant consent.	Customer Services Manager - Regulatory And Senior Planner/Planner, Or Policy Planner
<b>RMA32</b>	<b>Section 107</b> Restriction on grant of certain discharge permits or coastal permits.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
<b>RMA33</b>	<b>Section 108</b> Conditions of resource consent Inclusion of conditions (s.220 for subdivisions).	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
<b>RMA34</b>	<b>Section 108A</b> Requiring bonds.	Customer Services Manager - Regulatory Senior Planner/Planner, or Policy Planner
<b>RMA35</b>	<b>Section 109(3)</b> Special provisions in respect of bonds or covenants The power to decide whether any work the subject of a bond or covenant is completed satisfactorily.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RMA36</b>	<b>Section 110</b> Refunds where activity does not proceed.	Customer Services Manager - Regulatory
	<b>Section 113</b> Recording reasons for decisions on resource consent applications in writing.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
<b>RMA37</b>	<b>Section 114</b> Notification of decisions. Authority to serve consent applicant and submitters with notice of the decision on an application.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer
<b>RMA38</b>	<b>Section 124</b> Exercise of resource consent while applying for new resource consent To allow holder of existing resource consent that is due to expire to continue to operate until the application for the new consent is determined.	Customer Services Manager - Regulatory Senior Planner/Planner



No.	Description	Delegated to
<b>RMA39</b>	<b>Section 125</b> Lapsing of consent  To determine whether consent period should be extended and for how long.	Customer Services Manager - Regulatory Senior Planner/Planner
<b>RMA40</b>	<b>Section 126</b> Cancellation of consent  This applies where a consent is not exercised for a continuous period of five years.	Customer Services Manager - Regulatory Senior Planner/Planner
<b>RMA41</b>	<b>Section 127</b> Change or cancellation of consent condition on application by consent holder.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
<b>RMA42</b>	<b>Section 128</b> Circumstances when consent conditions can be reviewed.	Customer Services Manager - Regulatory Senior Planner/Planner
<b>RMA43</b>	<b>Section 129</b> Notice of review.	Customer Services Manager - Regulatory Senior Planner/Planner
<b>RMA44</b>	<b>Section 130</b> Public notification, submissions, and hearings etc.	Customer Services Manager - Regulatory Senior Planner/Planner
<b>RMA45</b>	<b>Section 131</b> Matters to be considered in review.	Customer Services Manager - Regulatory Senior Planner/Planner
<b>RMA46</b>	<b>Section 132</b> Decisions on review of consent conditions.	Customer Services Manager - Regulatory Senior Planner/Planner
<b>RMA47</b>	<b>Section 133A</b> Minor correction of resource consents.	Customer Services Manager - Regulatory Senior Planner/Planner  Policy Planner
<b>RMA48</b>	<b>Section 136(2)</b> Transferability of water permits  To authorise transfer of a whole or part of a holder's interest in a water permit other than for damming or diverting water.	Customer Services Manager - Regulatory Senior Planner/Planner
<b>RMA49</b>	<b>Section 137(5)</b> Transferability of discharge permits  To authorise the transfer of part or all of the holder's interest in the permit, and for all or part of the remaining period of the permit.	Customer Services Manager - Regulatory Senior Planner/Planner
<b>RMA50</b>	<b>Section 138(2)</b> Surrender of consent  To refuse to accept the surrender of part of a resource consent where that part may compromise the integrity or implementation of the consent or lead to an adverse effect on the environment.	Customer Services Manager - Regulatory Senior Planner/Planner
<b>RMA51</b>	<b>Section 138A</b> Special provisions relating to coastal permits for dumping and incineration  Determination of application.	Customer Services Manager - Regulatory Senior Planner/Planner

No.	Description	Delegated to
<b>RMA52</b>	<b>Section 139</b> Certificate of compliance.	<i>Any two of the following</i> Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RMA53</b>	<b>Section 139A</b> Existing use certificates.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RMA54</b>	<b>Section 142-149, 149E, 149F, 149I, 149K, 149M, 149Q, 149V</b> Consent authority's obligations (as to proposals of national significance) Power to request that the Minister make a direction that a matter is or is part of a proposal of national significance, to provide views to the Minister, make a submission to the EPA, provide the Minister with suggestions for members of a Board of Inquiry, provide comments to a Board of Inquiry on a draft report.	Customer Services Manager - Regulatory
	<b>Section 149B</b> 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 s149A).	Customer Services Manager - Regulatory
<b>RMA55</b>	<b>Section 149G</b> EPA may commission a report Provision of report.	Customer Services Manager - Regulatory Senior Planner/Planner
<b>RMA56</b>	<b>Section 149ZD</b> Costs of processes recoverable from applicant.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer Regulatory Support Officer
<b>RMA57</b>	<b>Section 159</b> (RMA Act 2009 Part 2 Transitional Provisions) Lapsing of consents on hold for further information Power to lapse consents for applications lodged prior to RMA 2005 where applicant does not comply with the s92(1) further information request by 1 October 2010.	Customer Services Manager - Regulatory Senior Planner/Planner

No.	Description	Delegated to
<b>Designations, heritage orders</b>		
	<b>Section 168</b> Duty to receive notice of requirement	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RMA58</b>	<b>Section 168A</b> Notice of requirement for a public work Powers to issue and decide whether to notify a notice of requirement for a designation.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RMA59</b>	<b>Section 171(2)</b> Recommendation to requiring authority Power to make recommendations to the requiring authority including reasons, no hearing required.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
	Power to make recommendations to the requiring authority including reasons, hearing required.	<i>Hearings Panel or any duly appointed Hearings Commissioner(s) or the chair for any matter prior to commencement of hearing</i>
<b>RMA60</b>	<b>Section 173</b> Notification of requiring authority's decision.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer Regulatory Support Officer
	<b>Section 174</b> Power to appeal to Environment Court against requiring authority's decision on designation.	Customer Services Manager - Regulatory
<b>RMA61</b>	<b>Section 175</b> Provisions of designation in district plan.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner Regulatory Officer Regulatory Support Officer
<b>RMA62</b>	<b>Section 176</b> To give the consent of the Council as the requiring authority to the use of land subject to a requirement or designation for which the staff who are delegated this function are responsible.	Customer Services Manager - Regulatory Group Manager Community Assets & Services
<b>RMA63</b>	<b>Section 176A</b> Approval of outline plans and requests for changes.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
<b>RMA64</b>	<b>Section 181(1) and (2)</b> Alteration of designation.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner

No.	Description	Delegated to
<b>RMA65</b>	<b>Section 181(3)</b> Minor alteration of designation.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
<b>RMA66</b>	<b>Section 182</b> Removal of designation on request of requiring authority.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
<b>RMA67</b>	<b>Section 184</b> Lapsing of designations which have not been given effect to.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
<b>RMA68</b>	<b>Section 189</b> Notice of requirement (heritage order) to the Council.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner Regulatory Officer Regulatory Support Officer
<b>RMA69</b>	<b>Section 189A</b> Notice of requirement (heritage order) by the Council Powers to decide whether to notify a notice of requirement for a heritage order.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
<b>RMA70</b>	<b>Section 190</b> Procedural matters relating to notice of requirement (heritage orders) to a territorial authority.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
<b>RMA71</b>	<b>Section 191</b> Consideration of notice of requirement (heritage order).	<i>Hearings Panel or any duly appointed Hearings Commissioner(s) or the chair for any matter prior to commencement of hearing</i>
<b>RMA72</b>	<b>Section 192</b> Consideration of application for heritage order.	<i>Hearings Panel or any duly appointed Hearings Commissioner(s) or the chair for any matter prior to commencement of hearing</i>
	<b>Section 193</b> Authority to give written consent in relation to land protected by Council's heritage order.	Customer Services Manager - Regulatory Senior Planner/Planner
	<b>Section 195</b> Power to appeal to Environment Court against heritage protection authority's decisions under sections 193 or 194.	Customer Services Manager - Regulatory
<b>RMA73</b>	<b>Section 195A</b> Minor alteration of heritage order.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
<b>RMA74</b>	<b>Section 196</b> Removal of heritage order on request of Heritage Protection Authority.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
<b>RMA75</b>	<b>Section 198D</b> Territorial authority's subsequent processing Preparation of report.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner

No.	Description	Delegated to
<b>RMA76</b>	<b>Section 198H-198M</b> Procedures for requirements under s168A or 189A.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
<b>RMA77</b>	<b>Section 108 &amp; 120</b> Consider and grant consent to the following subdivision matters: <ul style="list-style-type: none"> <li>a) Granting controlled activity; restricted discretionary; uncontested discretionary; (and in respect of non-complying activities, non-notified) subdivisions, or applications for the reduction of esplanade reserves or provision of recreation reserves, with all affected persons' consent.</li> <li>b) Determination of adequacy of access (including rights of way), drainage, water supply, power and telephone services.</li> <li>c) Impose conditions pursuant to section 108 and section 220, including assessing esplanade reserve, esplanade strips or access strips and financial contributions, and the sections of the Local Government Act preserved by section 407 of the Resource Management Act 1991, and consultation with the District Land Registrar.</li> </ul>	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
<b>RMA78</b>	<b>Section 221</b> Conditions subject to consent notice Issue, review, change or cancel a consent notice in whole or in part.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
<b>RMA79</b>	<b>Section 222</b> Issue of completion certificates and extension of time.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RMA80</b>	<b>Section 223</b> Approval of survey plan by the Council.	Customer Services Manager - Regulatory Senior Planner/Planner
<b>RMA81</b>	<b>Section 224</b> Restrictions upon deposit of a survey plan Issuing of a certificate stating that all or any of the conditions of the subdivision consent have been complied with.	Customer Services Manager - Regulatory Senior Planner/Planner <i>on confirmation of compliance with conditions from relevant officers</i>
<b>RMA82</b>	<b>Section 235</b> Creation of esplanade strips by agreement.	Customer Services Manager - Regulatory Senior Planner/Planner <i>in consultation with</i> Group Manager Community Assets & Services

No.	Description	Delegated to
<b>RMA83</b>	<b>Section 237B</b> Access strips and conditions of use of such easement, variation and cancellation of conditions.	Customer Services Manager - Regulatory Senior Planner/Planner <i>in consultation with</i> Group Manager Community Assets & Services
<b>RMA84</b>	<b>Section 237C</b> Closure of strips to the public and erection of signs.	Group Manager Community Assets & Services
	<b>Section 237D</b> Authority to agree to the transfer of the access strip to the Crown or regional council.	Customer Services Manager - Regulatory <i>in consultation with the</i> Group Manager Community Assets & Services
	<b>Section 237H</b> Authority to object to compensation valuation determination.	Customer Services Manager - Regulatory Group Manager Community Assets & Services
<b>RMA85</b>	<b>Section 240 (4)</b> Cancellation of covenant against transfer of allotments.	Customer Services Manager - Regulatory Senior Planner/Planner
<b>RMA86</b>	<b>Section 241 (3)</b> Cancellation of conditions of amalgamation of titles.	Customer Services Manager - Regulatory Senior Planner/Planner
<b>RMA87</b>	<b>Section 243 (e)</b> Revocation of conditions on survey plans.	Customer Services Manager - Regulatory Senior Planner
<b>RMA88</b>	<b>Section 245 (4) &amp; (5) (b)</b> To approve a plan or survey for a reclamation.	Customer Services Manager - Regulatory
<b>Environment Court</b>		
<b>RMA89</b>	<b>Section 267</b> Appearance at Environment Court Conference.	Customer Services Manager - Regulatory Senior Planner/Planner <i>in consultation with Solicitor acting for Council</i>
<b>RMA90</b>	<b>Section 268</b> Alternative dispute resolution proceedings Authority to accept, on behalf of the Council, any decision reached as a result of alternative dispute resolution.	Customer Services Manager - Regulatory Senior Planner/Planner <i>in consultation with Solicitor acting for Council</i>
<b>RMA91</b>	<b>Section 281</b> Application to apply to Environment Court for waiver or direction.	Customer Services Manager - Regulatory Senior Planner/Planner <i>in consultation with Solicitor acting for Council</i>
<b>RMA92</b>	<b>Section 294</b> Review of decision by Environment Court Decision to apply for review on basis of new evidence or change in circumstances.	Customer Services Manager - Regulatory <i>in consultation with Solicitor acting for Council</i>
	<b>Sections 269-291</b> Authority to determine and direct Council involvement in Environment Court proceedings.	Customer Services Manager - Regulatory

No.	Description	Delegated to
<b>RMA93</b>	Appeals before the Environment Court Entering into negotiations about, and agreeing to costs, consent orders, withdrawals and modifications which may arise during the course of any appeal or other matter relating to a resource consent decision before the Environment Court.	Customer Services Manager - Regulatory Senior Planner/Planner <i>in consultation with Solicitor acting for Council.</i>
	<b>Sections 299-308</b> Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings.	Customer Services Manager - Regulatory
	<b>Sections 311 and 312</b> Authority to initiate declaration proceedings and take other necessary steps.	Customer Services Manager - Regulatory
<b>RMA94</b>	<b>Sections 315, 316, 320, 321, 322 and 323</b> Enforcement orders & Abatement notices Ensure compliance with an order, applying for an order, applying for an interim order and changing or cancelling an enforcement order.	Customer Services Manager - Regulatory Senior Planner/Planner or Compliance Officer appointed under s38
<b>RMA95</b>	<b>Section 325A</b> Cancellation of an abatement notice.	Customer Services Manager - Regulatory Senior Planner/Planner or Compliance Officer appointed under s38
<b>RMA96</b>	<b>Section 330</b> Emergency works and powers to take preventative or remedial action Opinion as to whether s330 provisions apply. Power to take preventative or remedial action in emergency circumstances.	Customer Services Manager - Regulatory Senior Planner/Planner <i>in consultation with other relevant Council staff</i>
<b>RMA97</b>	<b>Section 331</b> Reimbursement or compensation for emergency works.	Customer Services Manager - Regulatory
<b>RMA98</b>	<b>Section 332, 333 and 334</b> Power of entry Authorisation in writing of Compliance Officers to enter land.	Senior Planner/Planner Customer Services Manager - Regulatory
<b>RMA99</b>	<b>Section 336</b> Return of property seized under s323 and s328	Customer Services Manager - Regulatory Compliance Officer <i>appointed under s38</i>
	<b>Section 338</b> Authority to commence prosecution for breach of the Act.	Customer Services Manager - Regulatory
<b>RMA100</b>	<b>Section 355</b> Vesting of reclaimed land	Customer Services Manager - Regulatory Property Manager
<b>RMA101</b>	<b>Section 357</b> Consideration and determination of objections to certain decisions and requirements.	Customer Services Manager - Regulatory <i>with a further right of objection to the Hearings Panel to contest the delegated decision</i>

No.	Description	Delegated to
<b>RMA102</b>	<b>Section 388</b> Requirement to supply information for transitional resource consents.	Customer Services Manager - Regulatory Senior Planner/Planner Group Manager Community Assets & Services Utilities Engineer Transport Asset Manager Property Manager
<b>First Schedule</b> <b>Preparation and change to policy statement and plans</b>		
	<b>Clause 3, 3B</b> Duty to consult on proposed plan, including consultation with local iwi.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	<b>Clause 3C</b> Authority to determine whether consultation has already occurred under other enactments.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	<b>Clause 4</b> Duty to invite requiring authorities by written request on designations in proposed plans.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	<b>Clause 5</b> Authority to prepare s32 report and publicly notify proposed plan.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	<b>Clause 6</b> Authority to make submissions on Council's behalf.	Customer Services Manager - Regulatory Senior Planner/Planner
	<b>Clause 7</b> Duty to give public notice of submissions on proposed plan.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	<b>Clause 8, 8A</b> Authority to make further submissions on Council's behalf.	Customer Services Manager - Regulatory
<b>RMA103</b>	<b>Clause 8B &amp; 8C</b> Hearing by local authority.	<i>Hearings Panel or any duly appointed Hearings Commissioner(s) or the chair for any matter prior to commencement of hearing</i>
	<b>Clause 8D</b> Authority to withdraw proposed plan.	Customer Services Manager - Regulatory
	<b>Clause 9</b> Power to hear and make recommendations and decisions on requirements.	<i>Hearings Panel or any duly appointed Hearings Commissioner(s)</i>
	<b>Clause 10</b> Power to hear and make recommendations on provisions and matters raised in submissions.	<i>Hearings Panel or any duly appointed Hearings Commissioner(s)</i>
	<b>Clause 11</b> Duty to give notice of decisions.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	<b>Clause 14</b> Authority to lodge appeal with Environment Court.	Customer Services Manager - Regulatory



No.	Description	Delegated to
<b>RMA104</b>	<b>Clause 16</b> Ability to make an alteration of minor effect or correct any minor errors.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
<b>RMA105</b>	<b>Clause 20</b> Public notice for making plan operative.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
<b>RMA106</b>	<b>Clause 20A</b> Ability to correct minor errors.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	<b>Clause 21</b> Authority to request change to regional plan or regional policy statement.	Customer Services Manager - Regulatory
<b>Part II Requests for Changes to Plans</b>		
<b>RMA107</b>	<b>Clause 23</b> Further information may be required.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	<b>Clause 24</b> Power to modify plan change request.	Customer Services Manager - Regulatory Policy Planner
	<b>Clause 25</b> Power to determine how to proceed with plan change request, including power to reject request.	Customer Services Manager - Regulatory
	<b>Clause 26</b> Authority to prepare and notify plan change request.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	<b>Clause 28</b> Power to withdraw plan change request.	Customer Services Manager - Regulatory
	<b>Clause 29(4)</b> Power to hear and make recommendations on plan change request.	<i>Hearings Panel or any duly appointed Hearings Commissioner(s)</i>
	<b>Clause 29(2) and (5)</b> Duty to send submissions to person who made plan change request and serve copy of its decision.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	<b>Clause 29(9)</b> Power to vary plan change request.	Customer Services Manager - Regulatory Policy Planner
	<b>Clause 34</b> Duty to consult on incorporation of material by reference.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	<b>Clause 35</b> Duty to make information available and give public notice regarding material incorporated by reference.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	To appoint a commissioner or commissioners.	Customer Services Manager - Regulatory
	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.	Customer Services Manager - Regulatory

**3.38 Resource Legislation Amendment Act 2017**

No.	Description	Delegated to
<b>Resource Management Act 1991</b>		
<b>RRAA1</b>	<b>Sections 36 and 36AAA</b> Power to set additional charges, provide estimates, and make decisions on non- performance pending payment of charge.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer
<b>RRAA2</b>	<b>Section 36AAB</b> Powers remit the whole or part of any charge, and to not commence or continue processing resource consent applications or private plan change applications if insufficient money has been paid as	Customer Services Manager - Regulatory
	required by Council's schedule of charges. Note: When using this provision the application remains effectively "on hold" until the correct payment is made by the applicant.	
<b>RRAA3</b>	<b>Section 41D</b> The power to strike out a submission.	Customer Services Manager - Regulatory
<b>RRAA4</b>	Section 58(2) and (7) If so directed by a national planning standard, power to amend any planning document.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
<b>RRAA5</b>	<b>Section 87BA</b> Power to decide and give notice on boundary activities	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RRAA6</b>	<b>Section 87BB</b> Power to decide and give notice on deemed marginal or temporary permitted activities	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RRAA7</b>	<b>Section 95A and 95D</b> Power to determine whether to publicly notify an application for resource consent, including whether special circumstances exist.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RRAA8</b>	<b>Section 114(7) and (8) and 116B</b> Power to give notice in relation to applications involving an exchange of reserve land	Customer Services Manager - Regulatory Senior Planner/Planner
<b>RRAA9</b>	<b>Section 360D</b> Power to notify changes to plans as directed by any Regulation	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>First Schedule (of the Resource Management Act)</b>		
<b>RRAA10</b>	<b>Clause 4A</b> Power to provide copies of planning documents to iwi and determine time for advice	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RRAA11</b>	<b>Clause 5, 5A</b> Power to fix notification date, and decide on whom public notices shall be sent in relation to a policy statement or plan or a change or variation thereto, including limited notification.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner

No.	Description	Delegated to
<b>RRAA12</b>	<b>Clause 7, 51</b> Power to summarise for and on behalf of the Local Authority submissions made in respect of a policy statement or plan or a change or variation thereto.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RRAA13</b>	<b>Clause 10A</b> Power to apply for extension of time if local authority is unable, or likely to be unable, to meet decision making obligations under Clause 10(4)(a)	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
<b>RRAA14</b>	<b>Clause 43, 45, and 49</b> Power to give public notice if Council decides to establish a collaborative group and to notify any report from a collaborative group, and any proposed planning instrument as determined under Clause 46	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer Regulatory Support Officer
<b>RRAA15</b>	<b>Clause 57</b> Power to publicly notify a local authority decision	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer Regulatory Support Officer
<b>RRAA16</b>	<b>Clause 64</b> Power to establish a review panel to consider submissions arising from a collaborative planning process. Such appointments shall be made following consultation with the Chairperson of the Environment & Planning Committee.	Customer Services Manager - Regulatory
<b>RRAA17</b>	<b>Clause 88, 90</b> Power to publicly notify Minister's decisions under the streamlined planning process	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner

### 3.39 Sale and Supply of Alcohol Act 2012 and regulations made under that Act

No.	Description	Delegated to
	The power to delegate to any person any of the Chief Executive's functions, powers and duties under the Sale and Supply of Alcohol Act 2012.	CEO Commissioner of the District Licencing Committee
	The power under section 100(f) to issue certificates.	Customer Services Manager - Regulatory Senior Planner/Planner Senior Building Compliance Officer Building Compliance Officer
	The power under section 143(1)(b) to issue certificates.	Customer Services Manager - Regulatory Senior Planner/Planner Senior Building Compliance Officer Building Compliance Officer
	The power under section 197(5) to appoint a chief licensing inspector.	Customer Services Manager - Regulatory
	The power under Regulation 5(6) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to form opinions.	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer

No.	Description	Delegated to
	The power under Regulation 6 of the Sale and Supply of Alcohol (Fees) Regulations 2013 to assign fees categories.	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
	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.	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
	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 one class below the class of the licence that is issued.	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
	The power under Regulation 19 of the Sale and Supply of Alcohol (Fees) Regulations 2013 to make publicly available a report.	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
<b>SA1</b>	<b>Section 64(1)</b> Issue of licences, certificates, and authorities Secretary of the District Licensing Committee must issue the licence, certificate, or authority as directed by the committee.	<i>Acting as Secretary District Licensing Committee:</i> CEO and Or Customer Services Manager - Regulatory Environmental Health Officer
<b>SA2</b>	<b>Section 65(1)</b> Secretary of authority to set up and maintain registers The secretary of the licensing authority must set up and maintain one or more registers recording all prescribed particulars relating to licences and managers' certificates, and to applications for or in respect of them.	<i>Acting as Secretary District Licensing Committee:</i> Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
<b>SA3</b>	<b>Section 66(1) and (3)</b> Record of applications Secretary of the District Licensing Committee must keep a record of every application, the decision and register of licensees for special licences issued by the committee and send a copy of every application and decision to the secretary of the licensing authority.	<i>Acting as Secretary District Licensing Committee:</i> Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
	<b>Section 67</b> To certify extracts of registers or records.	Customer Services Manager - Regulatory
<b>SA4</b>	<b>Section 72</b> Duplicate licence or certificate If a licence or certificate has been lost or destroyed the secretary may issue a duplicate to the holder.	<i>Acting as Secretary District Licensing Committee:</i> Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer or Regulatory Support Officer

No.	Description	Delegated to
<b>SA5</b>	<p><b>Section 73(2)</b> Surrender of licence or manager's certificate</p> <p>The secretary must notify the secretary of the licensing authority of the surrendering and record the day of notification and day the licence or certificate was received.</p>	<p><i>Acting as Secretary District Licensing Committee:</i> Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer</p>
<b>SA6</b>	<p><b>Section 102(5)</b> Objections to applications</p> <p>The secretary must give a copy of every objection to the applicant.</p>	<p><i>Acting as Secretary District Licensing Committee:</i> Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer</p>
<b>SA7</b>	<p><b>Section 103(1)</b> Police, medical officer of health, and inspector must inquire into applications</p> <p>The secretary must send a copy of the application to the police, medical officer of health and an inspector.</p>	<p><i>Acting as Secretary District Licensing Committee:</i> Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer</p>
<b>SA8</b>	<p><b>Section 103(2)</b> Police, medical officer of health, and inspector must inquire into applications</p> <p>The inspector must inquire into, and file with the licensing committee a report on the application.</p>	<p>Environmental Health Officer Licensing Inspector Regulatory Officer</p>
<b>SA9</b>	<p><b>Section 103(5)</b> Police, medical officer of health, and inspector must inquire into applications</p> <p>The secretary must send to the applicant a copy of any report filed under this section.</p>	<p><i>Acting as Secretary District Licensing Committee:</i> Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer</p>
	<p><b>Section 120</b> 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.</p>	<p>Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer</p>
<b>SA10</b>	<p><b>Section 128(4)</b> Objections to renewal</p> <p>The secretary must send a copy of every objection to the applicant.</p>	<p><i>Acting as Secretary District Licensing Committee:</i> Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer</p>

No.	Description	Delegated to
	<p><b>Section 129</b> 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.</p>	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA11	<p><b>Section 139(b)</b> Notification requirements: special licences The secretary may require the applicant to give notice of the application.</p>	<i>Acting as Secretary District Licensing Committee:</i> Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
	<p><b>Section 140(2)</b> To set the time for the lodging of objections.</p>	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA12	<p><b>Section 140(4)</b> Objections to applications The secretary must give a copy of every objection to the applicant.</p>	<i>Acting as Secretary District Licensing Committee:</i> Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA13	<p><b>Section 141(1)</b> Inquiry into applications by police, inspector, and medical officer of health The secretary must send a copy of the application to the police, medical officer of health and an inspector.</p>	<i>Acting as Secretary District Licensing Committee:</i> Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA14	<p><b>Section 141(2)</b> Inquiry into applications by police, inspector, and medical officer of health The inspector must inquire into, and file with the licensing committee a report on the application.</p>	Environmental Health Officer Licensing Inspector
SA15	<p><b>Section 141(6)</b> Inquiry into applications by police, inspector, and medical officer of health The secretary must send to the applicant a copy of any report filed under this section.</p>	<i>Acting as Secretary District Licensing Committee:</i> Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer

No.	Description	Delegated to
<b>SA16</b>	<p><b>Section 154</b> Who may appeal</p> <p>Any party to any proceedings before a licensing committee may appeal to the licensing authority against the decision or any part of the decision.</p>	<p>Environmental Health Officer or Licensing Inspector</p> <p><i>after obtaining advice from Council's solicitors and approval from Customer Services Manager - Regulatory</i></p>
<b>SA17</b>	<p><b>Section 155(6)</b> Procedure for commencing appeal</p> <p>The secretary must send all documents relating to the decision appealed to the secretary of the licensing authority as soon as possible after receiving of a copy of a notice of appeal.</p>	<p><i>Acting as Secretary District Licensing Committee:</i></p> <p>Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer</p>
<b>SA18</b>	<p><b>Section 196</b> Secretary of licensing committees</p> <p>The Chief Executive Officer has the Council's general authority to delegate to any person, either generally or particularly, any of the Chief Executive's functions, powers, and duties under the Act.</p> <p>The Chief Executive Officer delegates the role of secretary to those officers in the column to the right.</p>	<p>CEO Customer Services Manager - Regulatory</p>
<b>SA19</b>	<p><b>Section 220(1) Reports</b></p> <p>The secretary must send a copy of the application for a manager's certificate to the police and an inspector.</p>	<p><i>Acting as Secretary District Licensing Committee:</i></p> <p>Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer</p>
<b>SA20</b>	<p><b>Section 220(2) Reports</b></p> <p>The inspector must inquire into, and file with the licensing committee a report on the application.</p>	<p>Customer Services Manager - Regulatory Environmental Health Officer Licensing Inspector</p>
<b>SA21</b>	<p><b>Section 220(5)</b> Reports and applications for renewals</p> <p>The secretary must send to the applicant a copy of any report filed under this section.</p>	<p><i>Acting as Secretary District Licensing Committee:</i></p> <p>Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer</p>
<b>SA22</b>	<p><b>Section 225(1)</b> Reports and applications for renewals</p> <p>The secretary must send a copy of the application for a manager's certificate to the police and an inspector.</p>	<p><i>Acting as Secretary District Licensing Committee:</i></p> <p>Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer</p>

No.	Description	Delegated to
<b>SA23</b>	<b>Section 225(2)</b> Reports and applications for renewals The inspector must inquire into, and file with the licensing committee a report on the application.	Customer Services Manager - Regulatory Environmental Health Officer Licensing Inspector
<b>SA24</b>	<b>Section 283(1)</b> Variation, suspension, or cancellation of special licences Any inspector at any time may apply to a licensing committee for an order to vary or revoke any condition of a licence, impose a new condition, suspend a licence or cancel the licence.	Customer Services Manager - Regulatory Environmental Health Officer
<b>SA25</b>	<b>Section 283(4)</b> Variation, suspension, or cancellation of special licences The secretary must send a copy of the application to the licensee, fix the earliest practicable date for a public hearing of the application and give at least 10 working days' notice of the date, time and place of the hearing to the applicant and licensee.	<i>Acting as Secretary District Licensing Committee:</i> Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
<b>SA26</b>	<b>Section 284(3)</b> Hearing for variation, suspension, or cancellation of special licences under section 283 If the licensing committee makes an order under this section the secretary must send a copy to the secretary of the licensing authority.	<i>Acting as Secretary District Licensing Committee:</i> Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer

#### 3.40 Statutory Land Charges Registration Act 1928

No.	Description	Delegated to
	<b>Section 6(3)</b> The power to sign a notice of a statutory land charge.	CEO
	<b>Section 7(2)</b> The power to sign a certificate releasing a statutory land charge.	CEO

#### 3.41 Trespass Act 1980

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO



No.	Description	Delegated to
	<p>The Chief Executive is the person in lawful occupation of land owned (including local roads), occupied or controlled by the Council (and may authorise others to act as occupier).</p> <p>This includes, for the avoidance of doubt, the Council's power to authorise an employee or other person to act under the authority of the Council in terms of the Trespass Act 1980.</p>	

### 3.42 Unit Titles Act 2010

No.	Description	Delegated to
UT1	<p><b>Sections 32</b></p> <p>Requirements relating to unit plans</p> <p>To give a certificate in respect of any unit plan.</p>	Customer Services Manger – Regulatory Senior Planner/Planner

### 3.43 Utilities Access Act 2010

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO Group Manager Community Assets & Services

### 3.44 Walking Access Act 2008

No.	Description	Delegated to
	<p>All of the responsibilities, duties, and powers under this Act, except:</p> <ul style="list-style-type: none"> <li>a) the decision to give written consent as an administering authority under section 21</li> <li>b) the decision to agree to be a controlling authority (or not as the case may be) under section 36</li> <li>c) setting and imposing charges under section 37</li> <li>d) the decision to agree with the Commission's decision or to evoke a walkway</li> <li>e) making bylaws under section 68.</li> </ul>	CEO Group Manager Community Assets & Services

**3.45 Waste Minimisation Act 2008**

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act, <b>except:</b> <ol style="list-style-type: none"> <li>a) making decisions under section 32 with respect to the spending of the levy</li> <li>b) adopting a waste management and minimisation plan under section 43</li> <li>c) setting fees in accordance with section 46</li> <li>d) making grants under section 47</li> <li>e) reviewing the waste management and minimisation plan under section 50</li> <li>f) making bylaws under section 56</li> <li>g) reviewing bylaws under section 58.</li> </ol>	CEO Group Manager Community Assets & Services Property Manager Customer Service Manager - Regulatory Environmental Health Officer

**3.46 Weathertight Homes Resolution Services Act 2006**

No.	Description	Delegated to
<b>WH1</b>	Authority to represent the Council at any proceeding of the Weathertight Homes Resolution Services Tribunal, and to agree to settlements on behalf of Wairoa District Council.	CEO Customer Services Manager – Regulatory Senior Building Compliance Officer <i>in consultation with the Legal Adviser and/or solicitor acting for the Council</i>