



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Delegations Policy and Register

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Policy Number	PI-GLS-002
Next Review	31 March 2026 Minor procedural amendments may be made to the procedures that sit within this policy outside of scheduled reviews on the approval of the Chief Executive Officer. Amendments will be reported in the governance report to the appropriate committee. Amendments to the Delegations Register may be made outside of scheduled reviews in accordance with section 1.2 of the Delegations Register.
Amendment History	11 November 2022 – Update to Part D in accordance with section 1.2.2 of the register to replace Land Transfer Act 1952 delegations with Land Transfer Act 2017 delegations. 05 April 2023 – Update to Part D in accordance with section 1.2.2 of the register to add s48(A) Reserves Act 1977 and s54(G) Local Government Act 2002 delegations to staff. 26 June 2024 – updated for amended position titles and the inclusion of specific delegations under the Local Government (Rating) Act 2002. 25 June 2025 – update to include cascade of delegations allowed under various legislations. September 2025 – Updated for amended position title and update lease delegations requirements.

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Delegations Policy

1. Purpose

The Delegations Policy sets overarching principles and guidance for South Wairarapa District Council's (SWDC) delegations. The register defines and authorises delegations to assist in providing a clear distinction between governance and management activities. The policy and register are to be read in conjunction with one another.

2. Scope

The Delegations Register sets out non-financial delegations from Council to the Chief Executive Officer (CEO), Wellington Water Limited (WWL) and directly to officers under the Resource Management Act 1991 (RMA). The register also contains authorised statutory and non-statutory sub-delegations from the CEO to staff.

Financial delegations are contained within a separate policy available on the [Council website](#).

Delegations from Council to other governing bodies including community boards, committees and subcommittees are available in the Terms of Reference available on the [Council website](#).

3. Principles

Council supports the principle of effective and efficient decision-making, and timely conduct of Council business. To assist in achieving this, Council delegates as many of its powers as possible within statutory limits, to the lowest competent level. The CEO also sub-delegates management activities to staff for effective operation.

Delegations enable Council to:

- 3.1 operate effectively and efficiently.
- 3.2 carry out Council functions openly and transparently.
- 3.3 ensure the relationship between elected members and management is effective and understood.
- 3.4 provide delegates with the necessary authority to effectively carry out responsibilities.
- 3.5 properly observe all regulatory responsibilities.

4. Limitations

Council may delegate any function except those expressly precluded by legislation. In accordance with Clause 32, Schedule 7 of the Local Government Act 2002 (LGA), Council is unable to delegate the power to:

- 4.1. make a rate.
- 4.2. make a bylaw.
- 4.3. borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan
- 4.4. adopt a Long-Term Plan, Annual Plan or Annual Report
- 4.5. appoint the CEO
- 4.6. adopt policies required to be adopted and consulted on in association with the Long-Term Plan or developed for the purpose of the Local Governance Statement
- 4.7. adopt a remuneration and employment policy.

In addition, the following powers cannot be delegated:

- 4.8. any matter not permitted to be delegated by any other Act (for example, the approval of a policy statement or plan under the RMA); and
- 4.9. any matter that can only be given effect to by a resolution (for example, the approval of Council's Standing Orders or the Elected Member Code of Conduct).

5. Conditions applying to delegations.

5.1. Governance

- 4.9.1. The delegator retains the right to act in any matter where delegated authority applies.
- 4.9.2. A delegation does not relieve the local authority, member or officer of the liability or legal responsibility to perform or to ensure performance of any function or duty.
- 4.9.3. A delegation does not preclude the CEO from referring any matter to Council, committee, or community board for a decision for any reason. Similarly, under *Part D: Chief Executive sub-delegations*, officers may refer matters to the CEO for decision.
- 4.9.4. Unless a valid delegation has been made, any decision required in respect of that matter can only be made by Council.

5.2. Exercising delegations

- 1.1.1. The conferring of delegated authority means that officers may exercise the responsibility, duty, or power, but not that the officer should do so. Whether or not it is appropriate for an officer to exercise a delegated authority which they have will depend on their job description and instructions in particular circumstances.

- 1.1.2. Delegated responsibilities are to be performed in a like manner and with the same effect as the delegator could have performed them.
- 1.1.3. In exercising delegated authority, an officer must comply with any conditions (such as financial limits and reporting or other procedural requirements) and all applicable Council policies.
- 1.1.4. An officer should ensure full understanding of the relevant provisions of the Act prior to exercising statutory delegations.

5.3. Authority and sub-delegations

- 1.1.5. An officer who is delegated a responsibility, duty or power is also delegated any ancillary responsibilities, duties, or powers necessary to give effect to that delegation.
- 1.1.6. A responsibility, duty or power delegated to an officer holding a named position is also delegated to all officers in a direct line of authority above that officer, and to any officer who performs or exercises the same or a substantially similar role or function, regardless of position name.
- 1.1.7. Responsibilities, duties, or powers delegated to officers by the Chief Executive under Part D may not be sub-delegated. Nor may responsibilities, duties or powers be delegated to officers (including the Chief Executive) by the Council under the Resource Management Act 1991.

5.4. Temporary delegations

- 1.1.8. Council officers who are charged with increased duties in a temporary capacity also receive the delegated powers, duties and responsibilities relevant to the position in which they are acting. Authorised acting arrangements for the Strategic Leadership Team (**SLT**) set out in Appendix 2. The officer should typically state that they are exercising the delegation in an acting capacity.
- 1.1.9. The temporary sub-delegation form must be used when delegating acting capacity for short term, temporary cover, such as sick leave or holidays.
- 1.1.10. Once the sub-delegation form has been completed and signed a copy of this must be sent to the CFO and the Principal Advisor – Legal Executive.

5.5. Ambiguity or conflict considerations

- 1.1.11. Where the description of a delegated legislative function is ambiguous or conflicts with the wording of the legislation, the wording of the legislation prevails.
- 1.1.12. Where a delegation refers to repealed legislation, the reference is to be read as a reference to the legislation that, with or without modification, replaces or corresponds to the repealed legislation.

- 1.1.13. Where a delegation in the register conflicts with a previous delegation resolved by Council or given by the CEO, the delegation given in the register prevails.

5.6. Duration of delegation

- 1.1.14. Unless specifically time-limited, a delegation continues in force until revoked, altered or varied by the delegator.
- 1.1.15. All delegations for a position automatically take effect from the date when a new staff member commences in their position with SWDC and are automatically revoked when a staff member employment with SWDC for that position ceases.

6. Appendices

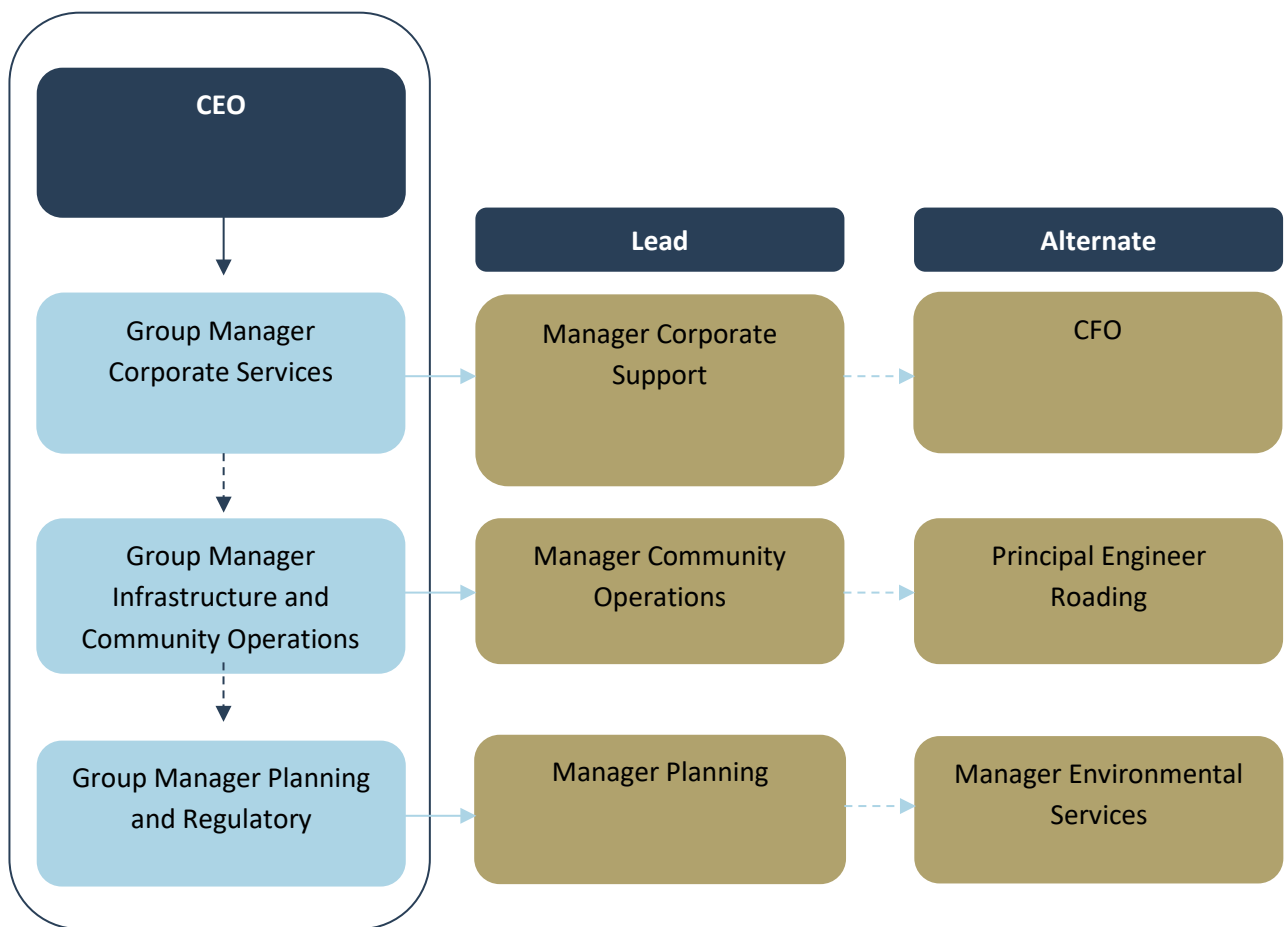
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Appendix 1: Strategic Leadership Team and Management Structure

Department		Role
SLT		CEO
		Group Manager Infrastructure and Community Operations
		Group Manager Planning and Regulatory
		Group Manager Corporate Services
Managers	Infrastructure and Community Operations	Manager Community Operations
		Principal Engineer Rooding
		Manager South Wairarapa Library Services
	Planning and Regulatory	Manager Planning
		Manager Environmental Services
		Manager Building Services
	Corporate	CFO (CFO)
		Manager Corporate Support

Appendix 2: Authorised Strategic Leadership Team Acting Arrangements

The following diagram sets out authorised acting arrangements for the Strategic Leadership Team in the event of planned or unplanned leave, absence, or unavailability. These arrangements do not preclude the Strategic Leadership Team from making alternative acting arrangements where necessary. Any alternative acting arrangements should be recorded in writing.



Explanatory Notes

The arrows demonstrate lines of authorised delegation during an absence. Dashed arrows represent the authorised alternate(s) in the event of multiple absences.

Chief Executive responsibilities are only delegated vertically.

The horizontal delegations are only of the relevant Group Manager responsibilities i.e., the CFO responsibilities do not get delegated to the Manager of Governance and Business Operations

Appendix 3: Common Seal Procedure and Electronic Signature Guidance

This document provides guidance for when the Council is required to use the Common Seal of the Council (the **Seal**). This requirement may either be by statute, or by Council policy or procedure to demonstrate Council's acceptance or authorisation of a document. It also provides guidelines for the use of electronic signatures on documents.

1. Use of the Common Seal

Any document that requires the Seal should first be checked to ensure it is legally correct and is applicable to the situation involved. The Seal may only be applied after confirmation from the CEO, with support from the Principal Advisor – Legal Executive (where necessary), that it is required and is in order.

A formal resolution of the Council is required for the Seal to be affixed to a document. Where the affixing of the Seal is required on documents which are urgent or routine in nature, a resolution of Council can be made retrospectively at the next ordinary Council meeting.

The Seal requires two signatories and may be affixed physically or electronically (for example, by adding an image of the common Seal to a PDF document) provided it complies with the use of electronic signatures guidelines set out below.

The Mayor and CEO are authorised to affix the common Seal pursuant to a resolution from Council. This delegation extends to the Deputy Mayor in the Mayor or CEO's absence.

The standard phrase to be affixed to the document is to read:

The Common Seal of the South Wairarapa District Council was hereby affixed under the authority of Council dated

..... Signatory One Title (e.g., Mayor)

..... Signatory Two Title (e.g., CEO)

2. Use of electronic signatures

Signatures can be accepted electronically provided those certain requirements relating to consent, verification of identity and reliability, are met. When the signature is a legal requirement, it is required to comply with Part 4 of the Contract and Commercial Law Act 2017.

Council allows for the requirement for a signature to be met by means of an electronic signature if the electronic signature:

- 2.1.1 adequately identifies the signatory and the signatory's approval of the information to which the signature relates; and
- 2.1.2 is as reliable as is appropriate given the purpose for which, and circumstances in which, the signature is required.

Reliability of a signature

A signature will be presumed to be *as reliable as appropriate* if:

- 2.1.1 the means of creating the electronic signature can only be linked to the signatory and no other person.
- 2.1.2 the means of creating the electronic signature is under the control of the signatory and no other person.
- 2.1.3 any alteration to the electronic signature after it has been applied is detectable.
- 2.1.4 any alteration to the document after the time of signing is detectable.

What will be *adequate* and *as reliable as appropriate* will need to be assessed on a case-by-case basis as it varies according to the type of document and importance of the document to Council.

Appendix 4: Delegations Register

1. Delegations Register

1.1. Scope of the Register

The Delegations Register sets out statutory and non-statutory non-financial delegations from Council to SWDC staff, including the CEO. It also contains delegations from Council to Wellington Water Ltd.

The register is divided into four parts:

- 1.1.1 [Part A: Delegations from Council to the Chief Executive Officer](#)
- 1.1.2 [Part B: Delegations to Wellington Water Limited](#)
- 1.1.3 [Part C: Statutory delegations from Council directly to officers](#)
- 1.1.4 [Part D: Chief Executive Officer sub-delegations](#)
 - [Subpart 1: Statutory delegations](#)
 - [Subpart 2: Non-statutory delegations.](#)

Delegations for governance and subordinate decision-making bodies, including committees, subcommittees and community boards are available in the Terms of Reference on the SWDC website at www.swdc.govt.nz/your-council/committees/.

The Delegations Register should be read in conjunction with the Delegations Policy.

1.2. Amendments to the Register

The Delegation's Register is maintained by the Principal Advisor – Legal Executive who may amend it to:

- 1.1.1 Give effect to any Council resolution with respect to Parts A through C
- 1.1.2 Give effect to any written instruction by the CEO with respect to Part D
- 1.1.3 Make any typographical, grammatical corrections, or other minor amendment where the intention of Council in respect of the delegation is not altered.

2. Part A: Delegations from Council to the Chief Executive Officer

Part A contains delegations from Council to the SWDC CEO. It excludes financial delegations which are covered in the Financial Delegations Policy.

2.1. Responsibilities of the CEO

Under section 42(2) of the LGA, the CEO has responsibility for:

- 2.1.1 implementing the decisions of the local authority
- 2.1.2 providing advice to members of the local authority and to its community boards
- 2.1.3 ensuring all responsibilities, duties, and powers delegated to him or her or to any persons employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed or exercised.
- 2.1.4 ensuring the effective and efficient management of the activities of the local authority
- 2.1.5 facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2002
- 2.1.6 maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority.
- 2.1.7 providing leadership for the staff of the local authority
- 2.1.8 employing the staff of the local authority (in accordance with any remuneration or employment policy)
- 2.1.9 negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration or employment policy).

The CEO is responsible for ensuring, as far as practicable, that the management structure of the local authority:

- 2.1.10 reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes.
- 2.1.11 can deliver adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.

2.2. Council delegations to the CEO

To fulfil the above responsibilities, the Council delegates to the CEO all of its responsibilities, duties and powers in any enactment or bylaw, subject to the limitations and conditions of the Delegations Policy and excluding those matters whereby a delegation is prohibited by legislation.

Specific delegations with regards to SWDC and Wairarapa Consolidated Bylaws are outlined in section 2.3 on the following page.

The CEO delegations:

- 2.1.12 are subject to the authorised financial limits contained in the Financial Delegations Policy.
- 2.1.13 exclude any power, responsibility or duty that has been delegated to a committee, subcommittee, community board or other subordinate decision-making body as set out in the Terms of Reference available on the SWDC website.
- 2.1.14 are also conferred on any Acting CEO during the CEO’s absence (refer to Appendix 2 for authorised acting arrangements).
- 2.1.15 may be sub-delegated by the CEO unless this is expressly prohibited by legislation. Authorised sub-delegations are set out in Part D.

2.3. Bylaw Delegations to the CEO

South Wairarapa District Council Bylaws	
Description	Delegated to
All functions, duties, and powers under any Wairarapa Consolidated Bylaw	CEO
Power to appoint authorised officers for the purposes of performing duties	CEO
Power to institute any enforcement action, including a prosecution for an offence against any of the Council’s bylaws, together with the power to make any decision pertaining to such enforcement or prosecution	CEO

Wairarapa Consolidated Bylaws	
Description	Delegated to
All functions, duties, and powers under any Wairarapa Consolidated Bylaw	CEO
Power to appoint authorised officers for the purposes of performing duties	CEO
Power to institute any enforcement action, including a prosecution for an offence against any of the Council’s bylaws, together with the power to make any decision pertaining to such enforcement or prosecution	CEO

3. Part B: Delegations to Wellington Water Limited

On 1 October 2019, SWDC became a shareholder of WWL. This means that WWL carries out the day to day operating of SWDC's three waters network. As part of this relationship the Service Level Agreement (SLA) with WWL provides for the following statutory powers to be delegated to WWL to enable them to manage the three waters networks.

3.1. Exercise of Statutory Powers

- 2.1.16 Council by this agreement appoints the Chief Executive Officer of WWL as its officer and gives the Chief Executive Officer the following powers to exercise on the Council's behalf:
- 2.1.17 the general powers of entry given to a local authority by section 171 of the LGA 2002
- 2.1.18 the powers given to a local authority in an emergency or where there is danger, by section 173 of the LGA 2002, provided Wellington Water notifies Council of the event as soon as possible; and
- 2.1.19 the powers in relation to construction of works on private land given to a local authority by section 181 of the LGA 2002
- 2.1.20 Council (acting through its CEO) shall delegate to WWL and WWL Personnel such further Statutory Powers as are necessary to enable WWL to provide the Management Services.
- 2.1.21 The Chief Executive Officer may, subject to the terms of any delegation, delegate any of the powers set out in clause 3.1.1 to 3.1.7 to WWL Personnel, other than the power to further delegate the power.
- 2.1.22 Council may, by separate written delegation, delegate additional powers to the Chief Executive Officer.
- 2.1.23 Council may from time-to-time issue initial or additional sealed warrants to WWL Personnel identified by WWL as suitable to hold a warrant as are required to enable WWL to provide the Management Services.

4. Part C: Statutory Delegations from Council to Officers (RMA 1991)

Part C The Council delegates all powers, duties and functions under the RMA to the CEO excluding those matters in respect of which delegations are prohibited by the RMA or regulation, or which are expressly excluded from this delegation which are listed below.

Under the RMA, the Council cannot delegate any of the following matters to officers:

- The approval of policy statements or plan or any change to the policy statement or plan;
- The making of recommendation on a requirement for a designation or a heritage order under Part VIII;
- The granting of a resource consent for a non-complying activity in respect of any application which is notified in accordance with Section 93; and
- The power to hear and determine notified applications for Resource Consent.

The RMA prevents the CEO from sub-delegating powers under the RMA the following are separate Council delegations direct to officers under the RMA.

Resource Management Act 1991		
Section	Description	Delegated to
36 (5)	Authority to make decisions about additional administrative charges.	CEO Group Manager Planning and Regulatory Manager Planning Lead Planner
36 (6)	To provide a fee estimate	
36AAB	Remit the whole or part of a charge	
36AA	Application of discount policy to administrative charges Financial delegation	
37	Power to extend time periods as provided in this section	
37A	Requirements to consider matters before extending a time limit.	
39B	Selection of commissioners for specific hearings	
41B 41C	Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings.	
41D	Power to make a direction striking out a submission before, at, or after a hearing	
42	Power to make directions to protect sensitive information	
42A	Powers regarding the preparation, commissioning, and provision of reports	

Resource Management Act 1991		
Section	Description	Delegated to
44A	Power to amend plans to address national environmental standards	CEO Group Manager Planning and Regulatory Manager Planning Lead Planner
55(2)	Duty to amend plan or proposed plan if directed by national policy statement	
58I(2)	Duty to amend the plan or proposed plan if directed by national planning standard	
58I(4)	Power to exercise the Council's powers under this section in relation in relating to discretionary directions	
86D	Ability to apply to Environment Court for a rule to have legal effect	
87BA(1)(a) and (b)	To issue a written notice confirming that an activity is a permitted boundary activity To return an application for a boundary activity to the applicant if it is not a permitted activity, with written reasons.	
87BB (1)(d)	To determine that an activity is a permitted activity where a non-compliance is marginal or temporary.	
87BB (2) and (3)	Provision of a permitted marginal activity notice including reasons	
87E, 87F, 87G	Power to determine Council position on a request for direct referral (87E), prepare reports (87F) and provide information to Environment Court (87G)	
88(1)	Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act	
88(3) and 3A	Power to determine an application is incomplete	
91	Power to determine not to proceed with a resource consent application on certain grounds	
91A	Receipt of request for suspension of processing a notified application	
91B	Duty to give written notice of when a suspension ceased	
91C and 91F	Decision on whether to return or continue to process the application	
92 92A	Authority to request further information to be provided, or to commission a report	CEO
95 95A/B/D/E	Authority to determine whether the adverse effects on the environment of an application will be minor.	

Resource Management Act 1991		
Section	Description	Delegated to
	Requirement for notification or limited notification of the application where applicable.	Group Manager Planning and Regulatory Manager Planning Lead Planner
95E	Duty to determine which persons may be adversely affected by an application and to serve notice of the application on them if required	
97(4)	Power to shorten notification date if all parties in a limited notification have submitted prior to closing date.	
99	Power to call pre-hearing meetings and invite or require parties to attend and the duty to prepare a report of the meeting.	
99A	Power to refer parties who have made a resource consent application or submissions on the application to mediation.	
100	Authority to determine whether a hearing should be held in respect of any application for a resource consent.	
101	Authority to decide when and where a hearing is to be held within the constraints of section 37	
102	Authority to determine issues concerning joint considerations by two or more consent applications in relation to the same proposal.	
103	Authority to determine issues concerning two or more consent authorities.	
104	Duty to take matters into consideration and to exclude other matters when considering an application.	
104A, 104B, 104C, 104D, 105, 106	Power to determine resource consent applications and impose conditions. Power to decline subdivision consent	
108, 108AA 108A	Power to impose conditions on resource consent. Power to impose a bond as one of the conditions. Requirements for conditions of resource consents. Power to execute documents to register a bond (whether cash or by registered guarantee) or covenant together with all ancillary administrative tasks	
109	Conditions relating to bonds; power to enter on to land to ensure work for which bond is given is being completed	
109	Power to execute documents to discharge, cancel or vary bonds in part or whole), together with all ancillary	

Resource Management Act 1991		
Section	Description	Delegated to
	administrative tasks including certification and online registration of certificates as authorised officer.	Group Manager Planning and Regulatory Manager Planning Lead Planner
	Power to register a land charge (or remove a land charge) on the land for costs of performing works where costs exceed funds secured.	
	Power to make directions to enter land and undertake works where the bonded work has not been completed	
110	Power to refund financial contribution to consent holder where consent has lapsed	
113	Recording reasons for decisions on resource consent applications in writing.	
114	Authority to serve consent applicant and submitters with notice of the decision on an application	
116	Authority to consent to commencement of consent which is subject to Environment Court appeal	
120	Authority to lodge appeal on Council's behalf in Environment Court	
123(b)	Specify a duration of a land use consent	
124(c)	Power to allow a consent holder to continue to operate while applicant is seeking a new resource consent.	
125	Power to grant extension of period after which a consent will lapse	
126	Power to cancel a resource consent by written notice.	
127	Power to change or cancel conditions imposed on a resource consent.	
128, 129	Power to review a resource consent and to give notice of review	
132	Power to change the conditions of a resource consent on a review under s128, or to cancel resource consent.	
133A	Power to make minor changes or corrections to resource consent (within 20 working days of grant)	
138	Authority to issue a notice of acceptance of surrender of consent	
139, 139A	Authority to issue certificate of compliance, other powers and existing use certificates	CEO Group Manager Planning and Regulatory
142	Authority to request minister call in of matter of national significance	Manager Planning

Resource Management Act 1991			
Section	Description	Delegated to	
149B	Duty of local authority to provide EPA with all related information to a matter (where the Minister has called in a matter and the local authority has been served with a direction under s149A)	Lead Planner	
149G	Duty to prepare a report commissioned by the EPA		
149T	Power to give notice on Council's behalf under s274 of matter referred directly to the Environment Court		
149V	Power to lodge appeal to the High Court on question of law on Council's behalf		
149W(2)(a) and (4)	Power to implement decision of Board or Court about proposed plan or change or variation		
149ZD	Power to recover costs incurred by the Council from the applicant		
168, 168A	Duty to receive notice of requirement Notification of withdrawal of NOR		
	Power to determine whether to publicly notify Council's notice of requirement for a designation		
169	Power to request further information and determine whether to publicly notify notice of requirement for a designation		
170	Discretion to include NOR under 168 into proposed plan		
171	Power to consider and make recommendations on requirements for a designation		
173	Power to give notice of requiring authority's decision on designation.		
174	Power to appeal to Environment Court against requiring authority's decision on designation.		
175	Authority to include a designation in District Plan		
184	Power to extend designation which has not been given effect to		
189	Duty to receive notice of requirement for heritage order		CEO Group Manager Planning and Regulatory Manager Planning Lead Planner
189A	Authority to lodge notice of requirement for a heritage order on behalf of Council		
	Power to determine whether to publicly notify Council's notice of requirement for a heritage order		
	Power to make decision on Council's notice of requirement for a heritage order		

Resource Management Act 1991		
Section	Description	Delegated to
190	Power to request further information and determine notification of notice of requirement for heritage order	
191	Power to make recommendations on notice of requirement for heritage order	
193	Authority to give written consent in relation to land protected by Council's heritage order	
195	Power to appeal to Environment Court against heritage protection authority's decisions under sections 193 or 194	
195A	Power to receive application for alterations to heritage order and Power to determine applications for alteration of heritage order	
195B	To make a written objection to the Minister on the Minister's proposal to transfer responsibility for an existing heritage order to another heritage protection authority.	
195C	To amend the District Plan by noting a transfer of responsibility for a heritage order	
196	Power to receive withdrawals of heritage orders and to amend the District Plan accordingly	
220	Power to impose conditions on subdivision consents	
	Authority to undertake registration of certificates as authorised officer	
221	Authority to issue and sign a consent notice	
	Authority to vary or cancel a condition specified in a consent notice	
	Authority to execute, as authorized person instrument(s) creating, varying, cancelling or recording expiry of consent notice	
222	Powers related to the issues of completion certificates enabling the deposit of survey plan	
223	Powers related to approval of survey plan as authorised officer	Group Manager Planning and Regulatory Manager Planning Lead Planner
224 (c) and (f)	Authority to certify compliance of survey plan as authorised officer (includes circumstances where a bond is registered).	

Resource Management Act 1991		
Section	Description	Delegated to
	Authority to issue certificate of approval as authorised officer, and all ancillary tasks including the execution of documents for consent notices, bonds and completion certificates	
226(1)(e)	Authority to certify any plans of subdivision or copy thereof, which has not had a previous statutory approval. Authority to issue a certificate for cancellation of an amalgamation condition. Authority to confirm compliance with relevant district plan rules. Authority to execute all documents (as authorised officer) for registration.	
232	Approval of content of instrument	
234	Power to vary or cancel esplanade strips on application	
235	Power to agree on Council's behalf to creation of esplanade strip	
237	Power to approve a survey plan where esplanade reserves or strips are required	
237B	Power to acquire an easement for access strip	
237C	Authority to close access strips and give notice of closure	
237D	Authority to agree to transfer of access strip to Crown or regional council	
237H	Authority to object to compensation valuation determination	
239	Authority to certify survey plans subject to specified interests and undertake online registration of certificates as authorised officer	
240	Authority to cancel an existing amalgamation condition (in whole or part) and undertake online de-registration of certificates as authorised officer Authority to certify survey plans subject to an amalgamation covenant against transfer of allotments and execute as authorised officer all documents (includes online de-registration of certificates).	CEO Group Manager Planning and Regulatory Manager Planning Lead Planner
241	Authority to deal with amalgamation conditions and undertake online registration of certificates as authorised officer.	

Resource Management Act 1991		
Section	Description	Delegated to
	Authority to issue a certificate for cancellation of an amalgamation condition and execute all necessary documents (including online deregistration of certificates) as authorised officer.	CEO Group Manager Planning and Regulatory Manager Planning Lead Planner
243	Authority to deal with survey plans subject to grant or reservation of easements and undertake online registration of certificates as authorised officer, (includes variation and cancellation of easement instruments)	
245	Authority to approve survey plan of reclamation	
267	To participate in a conference and make decisions on behalf of the Council	
268A	To participate in a mandatory alternative dispute resolution process and make decisions on behalf of Council	
269, 291	Authority to determine and direct Council involvement in Environment Court proceedings	
292	Authority to seek that Environment Court remedy defect in plan	
294	Authority to seek that Environment Court review a decision or rehear proceedings	
299-308	Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings	
311-312	Authority to initiate declaration proceedings and take other necessary steps	
314-321	Authority to initiate enforcement order and interim enforcement order proceedings and take other necessary steps	
322	Service of an abatement notice	
325	Authority to consent to a stay of abatement notice	
325A	Power to cancel abatement notice	
330	Power to take preventative or remedial action in emergency circumstances	

Resource Management Act 1991		
Section	Description	Delegated to
331	Power to seek reimbursement of Council's costs for emergency works	CEO Group Manager Planning and Regulatory Manager Planning Lead Planner
338	Authority to commence prosecution for breach of the Act	
343C and 343B	Serve an Infringement notice	
357D 357CA	Powers to consider and determine objections	
Sch 1 Cl 4	Duty to invite requiring authorities by written request on designations in proposed plans	
Sch 1 Cl 5	Authority to prepare s32 report and publicly notify proposed plan	
Sch 1 Cl6(2)	Authority to make submissions on Council's behalf	
Sch 1 Cl 7	Duty to give public notice of submissions on proposed plan	
Sch 1 Cl 8, 8A	Authority to make further submissions on Council's behalf	
Sch 1 Cl 8AA	Authority to invite submitters to meetings or refer matters to mediation	
Sch 1 Cl 8B	Duty to give notice of hearings	
Sch 1 Cl 8C	Authority to determine whether hearing is required	
Sch 1 Cl 8D	Authority to withdraw proposed plan	
Sch 1 Cl 9	Power to hear and make recommendations and decisions on requirements	
Sch 1 Cl 10	Power to hear and make recommendations on provisions and matters raised in submissions	
Sch 1 Cl 11	Duty to give notice of decisions	
Sch 1 Cl 14	Authority to lodge appeal with Environment Court	
Sch 1 Cl 16(1)	Duty to amend proposed plan if directed by Court	
Sch 1 Cl 16(2)	Authority to amend proposed plan to correct minor errors	
Sch 1 Cl 20	Duty to give notice of plan becoming operative	
Sch 1 Cl 20A	Authority to amend operative plan to correct minor errors	
Sch 1 Cl 21	Authority to request change to regional plan or regional policy statement	

Resource Management Act 1991		
Section	Description	Delegated to
Sch 1 Cl 23	Power to seek further information relating to private plan change requests	
Sch 1 Cl 24	Power to modify plan change request	
Sch 1 Cl 26	Authority to prepare and notify plan change request	
Sch 1 Cl 29(4)	Power to hear and make recommendations on plan change request	
Sch 1 Cl 29(2) and (5)	Duty to send submissions to person who made plan change request and serve copy of its decision	
Sch 1 Cl 29(9)	Power to vary plan change request	
Sch 1 Cl 32	Authority to certify material incorporated by reference	
Sch 1 Cl 34	Duty to consult on incorporation of material by reference	
Sch 1 Cl 35	Duty to make information available and give public notice regarding material incorporated by reference	
Sch 1 Cl 42	To agree to a notice of requirement proceeding through the collaborative process and to nominate a representative for the collaborative groups	
Sch 1 Cl 43 (5)	To approve the commissioning of a report	
Sch 1 Cl 50(1)	To make submissions on Council's behalf	
Sch 1 Cl 51	To prepare a report under this clause	
Alternative dispute resolution	Authority to enter into and participate in mediation for appeals under the RMA and to reach a mediated agreement within guidelines and parameters set by the Hearings Panel	
Proposed District Plan Appeals	Authority to represent and participate on behalf of SWDC in mediation and/or alternative dispute resolution for appeals to the Council's decision on the Wairarapa Combined District Plan and reach an agreement within the guidelines and parameters set by the Wairarapa Combined District Plan Joint Committee.	

Part D: Statutory Delegations from Council to Officers (Other than RMA 1991)

Part D contains statutory and non-statutory sub delegations to staff authorised by Council. The statutory delegations are listed alphabetically by Act. In cases where no sub-delegation has been made, the CEO is listed for the avoidance of any doubt.

4.1. Subpart 1: Statutory delegations

A

Amusement Devices Regulations 1978		
Section	Description	Delegated to
11	To grant a permit which is subject to conditions or decline an application for a permit	CEO Group Manager Planning and Regulatory Manager Environmental Services Manager Building

Animal Welfare Act 1999		
Section	Description	Delegated to
139	Obligation to destroy sick, diseased or injured animals	CEO
173	Power to recover costs from owner or person in charge of or appearing to be in charge of animal	Group Manager Planning and Regulatory Manager Environmental Services

Arts Council of NZ Toi Aotearoa Act 2014		
Section	Description	Delegated to
14	Ability to apply in writing to the Arts Council to be designated as a community provider	CEO Group Manager Corporate Services
15	Determine or recommend funding to community arts projects as a designated community arts provider	CFO Manager Corporate Support Manager Community Operations

B

Biosecurity Act 1993		
Section	Description	Delegated to
14	Power to take the actions prescribed (except for paragraph (db))	CEO Group Manager Planning and Regulatory Manager Environmental Services

Births, Deaths, Marriages, and Relationships Registration Act 1995		
Section	Description	Delegated to
75E	The power to request the Registrar-General to provide a copy of all entries made in the access register in relation to any person	CEO Group Manager Planning and Regulatory Group Manager Corporate Services Group Manager Infrastructure and Community Operations Manager Environmental Services Manager Corporate Support Manager Community Operations

Building Act 2004		
Section	Description	Delegated to
31	Authority to apply for project information memorandum (PIM) and provide a copy of a PIM to the owner of a property	CEO Group Manager Planning and Regulatory Manager Building Services
33	Authority to determine information required for an application for a PIM	Lead Building Control Officer
34	Authority to issue a PIM	
35	Authority to determine the content of a PIM in accordance with this section	
37	Authority to attach and issue certificates regarding requirement for resource consent	
38	Authority to provide a PIM to a network utility operator or statutory authority	
45	The authority to determine plans, specifications and other information required in an application for a building consent	CEO
45A	Authority to record a minor variation to a building consent	Group Manager Planning and Regulatory Manager Building Services
46	The duty to provide copies of applications to the Fire and Emergency NZ (FENZ) as requirements	Lead Building Control Officer

Building Act 2004

Section	Description	Delegated to
48	The authority to grant or refuse an application within the time limits specified, and the power to require further information.	CEO Group Manager Planning and Regulatory Manager Building Services Lead Building Control Officer
49	The authority to grant an application within the time limits specified, and the power to require further information	
50	The authority to give notice and reasons of a refusal to grant a building consent	
51	The authority to Issue a building consent without the information specified in section 51(1)(b) or (ba)	
52	The authority to lapse a building consent 12 months after date of issue.	
54	The duty to advise applicants the amount of levy for which they are liable	
62	The power to recover unpaid levies from applicants	
64	The duty to keep in safe custody all records and Building Consents issued including the estimated value of the building work	
67	Power to grant a consent subject to a waiver or modification of the building code	
68	Authority to notify the chief Executive of the Ministry of Business, Innovation and Employment if a consent is granted subject to a waiver or modification of the building code	
70	Ability to refer applications for energy work to the Chief Executive of the Ministry of Business, Innovation and Employment	
71	Authority to refuse any building consent in relation to land with natural hazards	
72	Authority to grant any building consent in certain situations involving natural hazards	
73	Authority to carry out the notification obligations for building consent where it is issued under section 72, natural hazards	
74	Authority to carry out the further notification obligations under subsection (4)	
75, 77	Authority to issue a certificate in relation to a building on 2 or more allotments of 1 or more existing subdivisions	

Building Act 2004		
Section	Description	Delegated to
83	Authority to authenticate a certificate for the construction of a building on two or more allotments	
91	Authority to issue code compliance certificates	
93	Authority to determine whether to issue a code compliance certificate within a certain time	
94, 95	Authority to issue a code compliance certificate if satisfied of certain matters	
95A	Authority to notify the applicant when refusing to issue code compliance certificate and to provide reasons	
96	Power to issue a certificate of acceptance	
97	Power to determine other information required for an application for a certificate of acceptance	
98	Authority to determine whether to issue certificate of acceptance and whether to require further reasonable information	
99	Authority to issue a certificate of acceptance in relation to part of a building work	
99AA	Give applicant written notice where withholding a certificate of acceptance under s 208 of the Local Government Act 2002	
99A	Give application written notice where refusing to issue certificate of acceptance	
102	Authority to issue a compliance schedule	
106, 107, 109	Power to amend a compliance schedule, and carry out other administrative tasks under these sections	
111	Authority to carry out inspections in relation to specified systems and compliance schedules	
112	Authority to grant building consent for the alteration of an existing building if satisfied of certain matters	
113	Authority to grant building consent and determine conditions of a building consent in relation to buildings with specified intended lives	
115	Authority to grant building consent and determine conditions of a building consent in relation to buildings with specified intended lives	
116	Authority to determine consent to an extension of life of a building, and give the necessary written consent	

Building Act 2004			
Section	Description	Delegated to	
124	Authority to determine that a building is dangerous, affected, earthquake-prone or insanitary, and take any of the specified actions		
126	Power to make an application to the District Court for an order authorising works to be carried out by the Council		
164	Authority to issue notices to fix		
165	Authority to issue notice to fix with relevant content in the prescribed form		
166	Authority to issue notice to fix under special provisions as building consent authority		
167	Authority to confirm or refuse notice to fix has been complied with and to provide notice		
177,178	Power to apply to the chief Executive of the Ministry of Business, Innovation and Employment for a determination		
180	Power to withdraw an application for a determination		
208	Power to decide whether to appeal a determination and to commence proceedings		
212	Power to act as the building consent authority		
215	Apply for and gain accreditation as a building consent authority		
216	Keep all records relevant to the administration of the Building Act		
217	Provide access to information held under section 216 to the public		
218	The duty to provide information to the Chief Executive of the Ministry of Business, Innovation and Employment		
219	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		
220	Authority to give notice under section 220(3) and then to apply to the District Court for an Order to carry out building work		CEO
221	To exercise the powers to recover costs under this section		Group Manager Planning and Regulatory Manager Building Services
222	The authority to authorise officers of the Council to carry inspections and therefore be authorised officers under this Act		Lead Building Control Officer

Building Act 2004		
Section	Description	Delegated to
363A	The power to issue certificates of public use and specify conditions in those certificates. Authority to require further reasonable information from the applicant, and the time period for providing that information from the applicant	
371B	The power to appoint enforcement officers and authorise any of the Council's officers to issue infringement notices under this and provide for warrants of appointment to be issued	
377, 378	Authority to file a charging document for an offence against the Building Act 2004	
381	Authority to seek an injunction	

Building Research Levy Act 1969		
Section	Description	Delegated to
9	If the Council has been appointed an agent under section 9, receiving any levies payable	CEO Group Manager Planning and Regulatory Manager Building Services

Building Research Levy Act 1969		
Section	Description	Delegated to
18	Requirement to separately account for cemetery revenue	CEO Group Manager Infrastructure and Community Operations Manager Community Operations

Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967		
Section	Description	Delegated to
3	Power to serve notices	CEO Group Manager Infrastructure and Community Operations Manager Community Operations
4	Power to give notices	
5	Power to remove dilapidated or neglected monuments or tablets in accordance with the Act	

C

Camping Ground Regulations 1985		
Section	Description	Delegated to
3	Power to decide whether or not to register camping grounds in accordance with these regulations and the health (registration of Premises) Regulations 1966	CEO Group Manager Planning and Regulatory Manager Planning
14	Power to grant certificates of exemption, and renew certificates of exemption as the case may be	Manager Environmental Services Manager Community Operations
15	Power to enforce the provisions	Regulatory Officer, Environmental Health

Civil Defence Emergency Management Act 2002		
Section	Description	Delegated to
64	Obligation to plan and provide for Civil Defence Emergency Management in the district. <i>Note: The Mayor has authority to declare a civil emergency for the district if necessary.</i>	CEO Group Manager Corporate Services Manager Corporate Support

Conservation Act 1987		
Section	Description	Delegated to
17F	Power to make submissions on conservation management strategies	CEO Group Manager Planning and Regulatory Manager Planning
17K	Power to make submissions on freshwater fisheries management plans	Lead Planner
17M	Power to make submissions on sports fish and game management plans	Manager Environmental Services
26ZZB	Power to make submissions on discussion document on controlled dog area or open dog area	
26ZZN	Power to request any information held by the Department in relation to the ownership of dogs	

D

Dog Control Act 1996		
Section	Description	Delegated to
10A	To report annually on the dog control policy, practices and other matters	CEO Group Manager Planning and Regulatory Manager Environmental Services
10AA	To review Council's Policy on dogs if bylaw implementing policy requires review and recommend to	

Dog Control Act 1996

Section	Description	Delegated to
	Council amendments to, or retention of, current provisions	
11	Power to appoint dog control officers	
12	Power to appoint dog rangers	
13	To issue warrants of appointment to dog control officers and dog rangers	
20	To review Council's Dog Control Bylaw in accordance with the Local Government Act 2002 and recommend to Council amendments to, or retention of, current provisions.	
21	Power to classify probationary owners	CEO
23A	Power to require probationary owner to undertake training	Group Manager Planning and Regulatory Manager Environmental Services
25	Power to disqualify person from being an owner of a dog	Lead Regulatory Officer Bylaws and Animal Control
30	Requirement to maintain records and provide information	Regulatory Officer – Bylaws and Animal Control
31	Power to classify dangerous dogs	
32, 33	Provide written consent to the disposal of a dangerous dog to any person, and make a determination under section 32(5)(b)	
33A, 33B	Power to classify menacing dogs	
33EB	Power to require neutering of menacing dog classified by another territorial authority when subsequently registered by this Council	
33ED	Determination not to classify dog as dangerous or menacing	CEO Group Manager Planning and Regulatory Manager Environmental Services
34	Power to keep and maintain a register of dogs	CEO
35	Power to supply or refuse to supply certain information	Group Manager Planning and Regulatory Manager Environmental Services
36	Power to supply information to owners	Lead Regulatory Officer Bylaws and Animal Control
36A	Power to instruct owner of dangerous or menacing dog to make dog available for verification of microchip	Regulatory Officer – Bylaws and Animal Control
38 and 39	Refunds and reductions of fees	CEO Group Manager Planning and Regulatory

Dog Control Act 1996

Section	Description	Delegated to
		Manager Environmental Services Lead Regulatory Officer Bylaws and Animal Control
40	Power to require statement regarding working dogs and neutered dogs	CEO Group Manager Planning and Regulatory
55	To consider an objection to barking dog notice, and to confirm, modify or cancel the notice	Manager Environmental Services Lead Regulatory Officer Bylaws and Animal Control
64(5)	To require the owner of a dog to pay for the destruction of a dog	Regulatory Officer – Bylaws and Animal Control
N/A	To waive the requirement for the owner of a dog to pay for the voluntary destruction of a dog. Limits on exercise of delegation: transaction must be within the officer's financial delegation	CEO Group Manager Planning and Regulatory Manager Environmental Services
65	The execution and filing of a charging document in respect of infringement offences	CEO Group Manager Planning and Regulatory Manager Environmental Services Lead Regulatory Officer Bylaws and Animal Control
66	To authorise persons other than dog control officers to issue infringement notices	CEO Group Manager Planning and Regulatory Manager Environmental Services
67	Power to enter into an agreement with any person for the custody, care and exercise of impounded, seized or committed dogs	CEO Group Manager Planning and Regulatory Manager Environmental Services
69 ((2) to (8)) and 69A	Give notice under section 69(2) and subsequently dispose of a dog, and undertake all other administrative requirements including cost recovery	CEO Group Manager Planning and Regulatory Manager Environmental Services
70	Determine application by owner for return of barking dog, and that requirements of s70(5) are met	Lead Regulatory Officer Bylaws and Animal Control
71	To carry out any duties relating to custody of dogs and to make decisions about the retention of dog threatening public safety	Regulatory Officer – Bylaws and Animal Control
71(3)	To give written notice to the person claiming the dog	
71(5)	To determine applications for release of the dog	CEO Group Manager Planning and Regulatory Manager Environmental Services

Dog Control Act 1996		
Section	Description	Delegated to
71(8)	Dispose of a dog in manner authorised by section 69(3), and undertake all other administrative requirements including cost recovery (including debt recovery proceedings)	CEO Group Manager Planning and Regulatory Manager Environmental Services
71A	Give notice under section 71A(1) and (2), and subsequently dispose of a dog, and undertake other administrative requirements including cost recovery	Lead Regulatory Officer Bylaws and Animal Control Regulatory Officer – Bylaws and Animal Control

Dog Control (Prescribed Forms) Regulations 1996		
Section	Description	Delegated to
3	Power to alter forms prescribed by regulations	CEO Group Manager Planning and Regulatory Manager Environmental Services

E

Electricity Act 1992		
Section	Description	Delegated to
24, 24A	Power to set reasonable conditions over the opening of any road and recover reasonable costs	CEO Group Manager Planning and Regulatory
25	Power to receive notices of intention to open any road	Group Manager Infrastructure and Community Operations
32	Power to require works to be moved	

Employment Relations Act 2000		
Section	Description	Delegated to
Entire Act	Power to undertake all the duties and functions of an employer under the Employment Relations Act 2000.	CEO Group Manager Corporate Services Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory Principal Advisor People and Culture

F

Fencing Act 1978		
Section	Description	Delegated to
5	Power to execute and register fencing covenants on title where land is contiguous to reserve vested in or administered by Council	CEO Group Manager Planning and Regulatory
6	Power to request removal of fencing covenants from title where land is vested in or administered by Council	Group Manager Infrastructure and Community Operations Manager Planning Manager Community Operations

Food Act 2014		
Section	Description	Delegated to
54	Authority to refuse to process application for registration of Food control Plan	CEO Group Manager Planning and Regulatory
55	Authority to require further information in support of application for registration of Food Control plan	Manager Environmental Services Regulatory Officer Environmental Health
57	Authority to refuse to register Food Control Plan	
60	Authority to impose reasonable conditions on registration of Food Control Plan	
62	Authority to suspend, at any time, any or all the operations conducted under a registered Food Control Plan	
63	Authority to extend period of suspension of Food Control Plan	
67	Authority to cancel registration of a Food Control Plan	
82	Authority to process applications for registration of appropriate National Programme	
84	Authority to refuse to process application for registration of National Programme	CEO Group Manager Planning and Regulatory Manager Environmental Services Regulatory Officer Environmental Health
85	Authority to require further information in support of application for registration of National Programme	
87	Authority to refuse to register National Programme	
89	Authority to impose reasonable conditions on registration of National Programme	
90	Authority to suspend, at any time, any or all the operations conducted under a National Programme	
91	Authority to extend period of suspension of National Programme	

Food Act 2014		
Section	Description	Delegated to
95	Authority to cancel registration of National Programme	
137	Authority to conduct verification functions and activities	
294-295	Powers of Verifiers	

Freedom Camping Act 2011		
Section	Description	Delegated to
32	Power to appoint enforcement officers under this Act, and to arrange for the issue of warrants of appointment	CEO Group Manager Planning and Regulatory Manager Environmental Services Lead Regulatory Officer Bylaws and Animal Control
39	Power to decide whether, or not, to return seized and impounded property	
40	Authority to dispose of seized and impounded property in accordance with this section	

G

Gambling Act 2003		
Section	Description	Delegated to
98-100	Power to determine territorial authority consent applications pursuant to the class 4 venue policy	CEO Group Manager Planning and Regulatory Manager Planning
64	Decision to surrender delegated powers and duties, and give required notice	
75	Power to agree on compensation	

Government Roading Powers Act 1986		
Section	Description	Delegated to
62	Consent to a delegation made by the NZ Transport Agency under section 62(1)	CEO Group Manager Infrastructure and Community Operations Principal Engineer Roading
64	Decision to surrender delegated powers and duties, and give required notice	
75	Power to agree on compensation	

H

Hazardous Substances and New Organisms Act 1996		
Section	Description	Delegated to
12	Carry out the power's functions and duties of an enforcement officer (limited to matters specified in the warrant of appointment)	CEO Group Manager Planning and Regulatory Manager Environmental Services Regulatory Officer Environmental Health
97(1)(h)	Appoint enforcement officers to enforce the provisions of the Act as set out in section 97(1)(h)	
98(1)(a)	Coordination of inspection (excluding the transfer of functions)	
100	Power to appoint suitably qualified enforcement officer together with power to designate officer as a district hazardous substances officer	

Health Act 1956		
Section	Description	Delegated to
23	Duty and powers to improve, promote and protect public health within the district	CEO Group Manager Planning and Regulatory Manager Environmental Services Regulatory Officer Environmental Health
28	Power to appoint suitably qualified Regulatory Officer, Environmental Health	CEO Group Manager Planning and Regulatory Manager Environmental Services
33	Power to cause the abatement of nuisance and recover the cost of the abatement from the owner/occupier	CEO Group Manager Planning and Regulatory Manager Environmental Services Regulatory Officer Environmental Health

Health Act 1956		
Section	Description	Delegated to
34	Power to cause the immediate Abatement of Nuisance	
41	Power to issue cleansing order to require owners or occupiers to cleanse property	
42(1)	Power to certify that a dwelling house is unfit for human habitation	
42(2)	Power to certify that a dwelling house does not comply with any regulations made under section 120C of the Health Act 1956	
42(3)	Power to issue a repair notice or closing order on receipt of certificate from chief Engineer or any other officer of a local authority duly authorised	
45	Power to cancel a closing order	CEO Group Manager Planning and Regulatory Manager Environmental Services Regulatory Officer Environmental Health
53C	Power to make an advance to any owner served with a notice under section(s) 41, 42	CEO Group Manager Planning and Regulatory Manager Environmental Services
54	Power to grant consent for offensive trade with or without conditions. Power to issue registration Power to refuse to register or to renew registration or to impose conditions	CEO Group Manager Planning and Regulatory Manager Environmental Services Regulatory Officer Environmental Health
58	Grant consent for stock saleyards with or without conditions	
81	Power to authorise a Regulatory Officer, Environmental Health to enter premises and carry out disinfection and cleansing	CEO Group Manager Planning and Regulatory Manager Environmental Services
82	Obligation to disinfect and cleanse when ordered to do so by the Medical Officer of Health	CEO Group Manager Planning and Regulatory Manager Environmental Services
83	Power to destroy articles that cannot be effectively disinfected	Regulatory Officer Environmental Health
84	Power to establish mortuary, cleansing stations, provide vehicles and disinfectant	CEO Group Manager Planning and Regulatory Manager Environmental Services
86	Duty to cause bodies to be buried or moved to a mortuary when required by Medical Officer of Health	Manager Environmental Services

Health Act 1956		
Section	Description	Delegated to
87	Receive and determine an application for injurious affection	
121	Duty and power to appoint suitably qualified environmental health officers	
128	Power to authorise entry and inspection of specified facilities, and execution of works under this Act	

Health and Safety at Work Act 2015		
Section	Description	Delegated to
Entire Act	Power to undertake all the duties and functions of a person conducting a business or undertaking under the Health and Safety at Work Act 2015	CEO Group Manager Corporate Services Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory

Health (Hairdressers) Regulations 1980		
Section	Description	Delegated to
3	Power to decide whether or not to register hairdressers in accordance with these regulations and the health (Registration of Premises) Regulations 1966	CEO Group Manager Planning and Regulatory Manager Environmental Services
4	Power to issue certificates of exemption	

Health (Registration of Premises) Regulations 1966		
Section	Description	Delegated to
4	To require all such particulars in any application for registration	CEO Group Manager Planning and Regulatory Manager Environmental Services Regulatory Officer -Environmental Health
5	To register premises and issue certificates in accordance with this section, and to renew registration and issue new certificates accordingly	
8	To keep records of all registered premises, and provide for inspection of those records	
9	To serve notices under this regulation, and to determine to cancel registration of a premises	

Heritage New Zealand Pouhere Taonga Act 2014		
Section	Description	Delegated to
14(f)	Power to enter into agreement with Heritage New Zealand Taonga Act 2014	CEO Group Manager Corporate Services
74	Duty to have regard to recommendations of Heritage New Zealand Pouhere Taonga or Māori Heritage Council	Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory Manager Corporate Support Manager Community Operations Manager Environmental Services Manager Planning Manager Building Services

Impounding Act 1955		
Section	Description	Delegated to
3	Duty to provide and maintain a public pound and provide for separate holding of infected stock	CEO Group Manager Planning and Regulatory
4	Provision for joint pound administration	Manager Environmental Services
5	Requirement to give public notice of location of pound	
6	Requirement to erect and maintain a notice board providing particulars	
8	Obligation to appoint pound-keeper and power to appoint rangers and other persons	CEO Group Manager Planning and Regulatory
9, 10, 11	Power to appoint a deputy and remove or suspend the pound-keeper and publicly notify these actions	Manager Environmental Services
12 (1)	Pounds to be kept clean and in good order and stock to be provided sufficient food, water, care and attention	CEO Group Manager Planning and Regulatory Manager Environmental Services Lead Regulatory Officer – Bylaws and Animal Control
12 (2)	Duty to keep stock infected with contagious disease separate	CEO Group Manager Planning and Regulatory Manager Environmental Services
13	Pound book and impounding register to be maintained and open to inspection	CEO Group Manager Planning and Regulatory Manager Environmental Services

Impounding Act 1955

Section	Description	Delegated to
		Lead Regulatory Officer – Bylaws and Animal Control
14	Power to recover actual costs of providing sustenance	CEO
15	Power to recover driving charges for stock trespassing, straying or wandering on or near a road	Group Manager Planning and Regulatory Manager Environmental Services
16	Power to require owner of trespassing stock to pay trespass rates to council	Lead Regulatory Officer – Bylaws and Animal Control
23	Power to withhold delivery of stock impounded until trespass rates paid by owner	Regulatory Officer – Bylaws and Animal Control
26	Power to release stock to its owner where land occupier notifies of intention to claim damages	
32	Declare any fenced paddock a temporary pound with the consent of the occupier and appoint a keeper and fix a notice setting out specified information	
38	Power to issue notice regarding wild stock trespassing on land and sell the stock if not removed	
42	Power to dispose of wild stock straying on roads and dispose of carcass and retain proceeds	CEO Group Manager Planning and Regulatory Manager Environmental Services Lead Regulatory Officer – Bylaws and Animal Control Regulatory Officer – Bylaws and Animal Control
44	Power to expand pound temporarily	CEO
46	Obligation to give notice under subsections (1) and (2) of stock impounded	Group Manager Planning and Regulatory Manager Environmental Services
47	Power to detain stock impounded until all fees, rates, charges, and expenses paid by owner	CEO Group Manager Planning and Regulatory Manager Environmental Services Lead Regulatory Officer – Bylaws and Animal Control Regulatory Officer – Bylaws and Animal Control
50	Power to authorise person to act as auctioneer for sale of impounded stock	CEO Group Manager Planning and Regulatory Manager Environmental Services

Impounding Act 1955		
Section	Description	Delegated to
		Lead Regulatory Officer – Bylaws and Animal Control
52	Power to destroy diseased, injured, sick animal and arrange for destruction of animal and disposal of carcass	CEO Group Manager Planning and Regulatory Manager Environmental Services
53	Power to dispose of unsold stock	Lead Regulatory Officer – Bylaws and Animal Control
56	Power to recover any deficiency in costs from the owner of stock	Regulatory Officer – Bylaws and Animal Control

L

Land Drainage Act 1908		
Section	Description	Delegated to
20	Power to object to Drainage Board interfering with road or footpath	CEO Group Manager Infrastructure and Community Operations
61	Power to cleanse, repair or maintain a watercourse or drain	Principal Advisor – 3 waters
62	Power to order removal of obstructions from watercourse or drain	
63A	Power to make an advance (on agreed terms) to landowner to comply with section 62 order	

Land Transfer Act 2017		
Section	Description	Delegated to
N/A	Consenting to dealing with land where that land is subject to a caveat or encumbrance that requires the consent of Council before registration of any instrument under the Act	CEO Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory Manager Community Operations
34	The authority to certify paper documents on Council's behalf pursuant to section 34 of the Act	
202	Authority to consent as adjoining owner to the approval of plan defining legal boundaries	

Land Transfer Act 2017		
Section	Description	Delegated to
N/A	The authority to execute A&I form, and any associated documentation required by Land Information New Zealand or other regulatory body which under any act the documents are to be registered in accordance with the Land Transfer Act 2017 for the completion of any authorised transaction	CEO

Land Transport Act 1998, together with rules or regulations made under this Act		
Section	Description	Delegated to
128D	Power to appoint parking wardens and provide for warrants of appointment to be issued	CEO Group Manager Infrastructure and Community Operations
N/A	Power to take enforcement action under this Act or rules or regulations	
128E	Authority to engage towing contractor where bylaw or this Act or rules or regulations made under this Act are breached	
N/A	Authority to waive payment of any infringement fine where waiver criteria are met	

Litter Act 1979		
Section	Description	Delegated
5	Power to appoint litter control officers and provide for warrants of appointment to be issued	CEO Group Manager Planning and Regulatory
8	Power to appoint litter wardens	
10	Power to require owners of private property to clear litter from their property (excluding the power to hear objections under this section)	CEO Group Manager Planning and Regulatory

Local Government Act 1974		
Section	Description	Delegated to
319A	Send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General concerning the naming of roads	CEO Group Manager Corporate Services Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory

Local Government Act 1974

Section	Description	Delegated to
		Manager Corporate Support Manager Community Operations Manager Planning
319B	To allocate property numbers and comply with procedural requirements	CEO Group Manager Corporate Services Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory Manager Community Operations
327A	Consider and determine applications for the cancellation of building-line restrictions	CEO Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory Manager Planning Manager Building Services
348	Power to grant or decline an application to lay out or form any private road or private way, or grant or reserve a right of way over any private way, in the district	CEO Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory
459	Require owners of land or buildings to do certain drainage works, give the required notice, and carry out the works in accordance with this section	Manager Planning
467	Replace or repair or remove property and recover costs of such works	CEO Group Manager Corporate Services Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory Manager Corporate Support Manager Community Operations Manager Planning
Schedule 10	To impose conditions as to stopping of roads and the temporary prohibition of traffic on roads	CEO Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory Manager Planning

Local Government Act 2002

Section	Description	Delegated to
54G	Appointed Registrar to compile and maintain the register of members' pecuniary interests and provide advice and guidance to members in connection with their obligations under this subpart.	CEO Group Manager Corporate Services Manager Corporate Support CFO Lead Advisor – Democracy and Committees
162	To apply for an injunction restraining a person from committing a breach of a bylaw or an offence against the Local Government Act 2002	CEO Group Manager Planning and Regulatory Manager Environmental Services
164	Power to seize and impound property	CEO Group Manager Planning and Regulatory Manager Environmental Services Lead Regulatory Officer – Bylaws and Animal Control Regulatory Officer – Environmental Health
165	Power to apply for warrant to seize and impound property from private land	CEO Group Manager Planning and Regulatory
167	Authority to decide whether or not to return seized and impounded property	Manager Environmental Services
168	Authority to dispose of seized property in accordance with this section	
177	Power to appoint enforcement officer	CEO
186	Power to execute works when owner is in default	Group Manager Planning and Regulatory
187	Power to recover costs of works	Manager Environmental Services Manager Building Services
189	Power to acquire any land that may be necessary or convenient for the purposes of, or in connection with, any public work <i>Limits on Exercise of Delegation</i> -Transaction must be within the officer's financial delegation	CEO Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory
193	To determine whether or not to restrict water supply under this section	CEO Group Manager Infrastructure and Community Operations Principal Advisor – 3 waters
196	To consent to the discharge of trade wastes	CEO Group Manager Planning and Regulatory Manager Environmental Services
198	Power to require contributions for developments pursuant to any Council policy	CEO Group Manager Planning and Regulatory

Local Government Act 2002		
Section	Description	Delegated to
		Manager Planning Lead Planner
208	Take one or more of the actions listed if development contributions not paid or made	CEO Group Manager Planning and Regulatory Group Manager Infrastructure and Community Operations Manager Building Services Manager Planning
209,210	Refunds of money and return of land if development does not proceed	CEO Group Manager Planning and Regulatory Manager Planning Lead Planner
245	Power to issue and serve an infringement notice for any infringement offence	CEO Group Manager Planning and Regulatory Manager Environmental Services Lead Regulatory Officer – Bylaws and Animal Control Regulatory Officer – Bylaws and Animal Control Regulatory Officer – Environmental Health

Local Government Official Information and Meetings Act 1987		
Section	Description	Delegated to
11	To give reasonable assistance to those persons requesting information	CEO Group Manager Corporate Services
12	To transfer requests and attend to subsequent notification	Manager Corporate Support Lead Advisor – Democracy and Committees
13	Power to make decisions on requests	CEO
14	Power to extend time limits and to attend to subsequent notification	Group Manager Corporate Services Manager Corporate Support
15	Power to determine the manner of presenting information and attend to subsequent notification	CEO Group Manager Corporate Services
16	Power to determine deletions or redactions of information and attend to subsequent notification	Manager Corporate Support

Local Government Official Information and Meetings Act 1987

Section	Description	Delegated to
17, 17A, 17B, 18	Determining whether or not to refuse a request for information, and providing reasons(s) for refusal	Lead Advisor – Democracy and Committees
21	Determining access to internal rules affecting decisions, and providing reasons for refusing to provide information	
22	Providing a written statement under this section	CEO Group Manager Corporate Services Manager Corporate Support Lead Advisor – Democracy and Committees
24	Taking precautions regarding access to personal information	CEO Group Manager Corporate Services Manager Corporate Support Lead Advisor – Democracy and Committees Lead Advisor Information Management
25	Correction of information	CEO Group Manager Corporate Services Manager Corporate Support Manager Corporate Support Lead Advisor – Democracy and Committees
26	Refusal to supply personal information	CEO Group Manager Corporate Services Manager Corporate Support Lead Advisor – Democracy and Committees Lead Advisor Information Management
33	Requirements to notify decision of Ombudsman	CEO Group Manager Corporate Services Manager Corporate Support Lead Advisor – Democracy and Committees
44A	Making decisions on information to be included in Land information Memoranda	CEO Group Manager Corporate Services Group Manager Planning and Regulatory Group Manager Infrastructure and Community Operations

Local Government Official Information and Meetings Act 1987		
Section	Description	Delegated to
		Manager Corporate Support
46	Provide for the public notification of meetings	CEO Group Manager Corporate Services Manager Corporate Support Lead Advisor – Democracy and Committees
46A, 49, 51	Provide for the availability of agenda, reports, and minutes	CEO Group Manager Corporate Services
51A	Provide for the public notification of resolution at emergency meeting	Manager Corporate Support Lead Advisor – Democracy and Committees

Local Government (Rating) Act 2002		
Section	Description	Delegated to
27(5)	Determine whether to divide rating units and the methodology for division.	CEO Group Manager Corporate Services
29	Determine objections to the Rating Information Database.	CFO Lead Coordinator - Rates
35	Remove a name from the Rating Information Database.	
39	Determine objections to rates records.	
40	Correct an error in the rating information database or rates records.	
52	Agree the method by which rates may be paid.	
54	Determine that the rates payable on a rating unit in a financial year are uneconomic to collect, and not to collect them. Notify the ratepayer.	CEO Group Manager Corporate Services CFO Lead Accountant
61	Collect unpaid rates from the owner (where ratepayer is other than the owner)	CEO Group Manager Corporate Services
62	Collect, accept, or recover as a debt unpaid rate from persons other than the owner	CFO Lead Coordinator - Rates
63	Commence proceedings to recover as a debt unpaid rate and execute all related statutory and legal documents on behalf of the Council	
67	Apply to the Registrar of the High Court to have a judgment for rates enforced by sale or lease of the rating unit.	

Local Government (Rating) Act 2002

Section	Description	Delegated to
72	Give consent of the Council to the sale or lease of a rating unit by private treaty for any consideration that the Registrar thinks reasonable	
77	Give public notice that the Council intends to have the land declared abandoned and to sell or lease the land. Apply to the District Court for an order that declares the land to be abandoned and authorises the Council to sell or lease the land. Commence proceedings under section 67 to sell or lease abandoned land	CEO Group Manager Corporate Services CFO Lead Coordinator - Rates
78	Sell or lease the land under sections 79 to 83 of the Act	
79	Determine whether the sale or lease of abandoned land will be by public auction or public tender. Determine any terms or conditions of sale or lease and place a reserve on the land. Decide to refuse any tender; or put the abandoned land up for sale or lease as often as may be required until it is sold or leased. If the abandoned land is not sold or leased at public auction or by public tender, sell or lease the land by private treaty for any consideration that is not less than the reserve. Bid for the abandoned land at any public auction of it and buy the land on behalf of the Council.	
80	Approve documents for execution under Council seal.	
82	If the proceeds of a sale or lease of abandoned land under section 79 are not sufficient to meet the rates, interest, costs, and expenses, write off the deficiency.	CEO Group Manager Corporate Services CFO Lead Accountant
85	Remit all or part of the rates on a rating unit (including penalties for unpaid rates) in accordance with the rates remission policy.	CEO Group Manager Corporate Services CFO
87	Postpone the requirement to pay all or part of the rates on a rating unit (including penalties for unpaid rates) in accordance with the rates postponement policy.	Lead Accountant Lead Coordinator - Rates
99	Apply to the Māori Land Court for an order charging the unpaid rates against land.	
114	Remit all or part of the rates (including penalties for unpaid rates) on Māori freehold land in accordance with	

Local Government (Rating) Act 2002		
Section	Description	Delegated to
	the policy on the remission and postponement of rates on Māori freehold land.	
115	Postpone the requirement to pay all or part of the rates on Māori freehold land (including penalties for unpaid rates) in accordance with the policy on Māori freehold land.	CEO Group Manager Corporate Services CFO Lead Coordinator - Rates

N

New Zealand Geographic Board (Ngā Pou Taunaha o Aotearoa) Act 2008		
Section	Description	Delegated to
17	Make submissions on a proposal	CEO Group Manager Corporate Services Group Manager Planning and Regulatory

New Zealand Library Association Act 1939		
Section	Description	Delegated to
5	Power to become a member of the Association	CEO Group Manager Corporate Services Group Manager Infrastructure and Community Operations

O

Oaths and Declarations Act 1957		
Section	Description	Delegated to
9 (j)	Declarations made in New Zealand must be made to an officer in the service of the Crown, or a local authority within the meaning of the Local Government Act 2002	CEO

Ombudsmen Act 1975		
Section	Description	Delegated to
18	Respond to requests from the Office of the Ombudsman	CEO Group Manager Corporate Services Manager Corporate Support

Ombudsmen Act 1975

Section	Description	Delegated to
		Lead Advisor Democracy and Committees.

P

Privacy Act 2020

Section	Description	Delegated to
201	Authority to act as privacy officer	CEO Group Manager Corporate Services Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory Manager Corporate Support Lead Advisor Information Management

Property Law Act 2007

Section	Description	Delegated to
9	Power to execute or terminate any deed <i>Limits on Exercise of Delegation</i> Transaction must be within the officer's financial delegation	CEO Group Manager Corporate Services Manager Corporate Support
25	Power to sign dispositions of interests in land and other property	CEO Group Manager Corporate Services Group Manager Infrastructure and Community Operations
27	Power to execute contracts of guarantee	CEO
28	Power as vendor to cancel an agreement after certain conditions have been complied with <i>Limits on Exercise of Delegation</i> Transaction must be within the officer's financial delegation	CEO
28(4)	Power to re-enter land (excludes use of force)	CEO Group Manager Infrastructure and Community Operations
33	Power as purchaser to apply for relief against cancellation	CEO Principal Advisor – Legal Executive
37	Power as purchaser to apply for order requiring refund of deposit	

Property Law Act 2007		
Section	Description	Delegated to
42	Power as vendor to bid at auction sales of property (other than goods) <i>Limits on Exercise of Delegation</i> Transaction must be within the officer's financial delegation	CEO Group Manager Corporate Services Group Manager Infrastructure and Community Operations Principal Advisor – Legal Executive
208	Power to make a short-term lease of Council land (not being land vested or administered as reserve) <i>Limits on Exercise of Delegation</i> Transaction must achieve value for ratepayers; and Transaction must be within the officer's financial delegation	CEO
210, 236	Power to terminate lease	CEO
228	Power to recover damages from lessor <i>Limits on Exercise of Delegation</i> <i>Transaction must achieve value for ratepayers; and</i> <i>Transaction must be within the officer's financial delegation</i>	CEO
234	Power to exercise rights arising from covenants	
245, 246	Power as lessor to cancel lease for breach of covenants including to pay rent	
322	Power to apply to a court for relief for wrongly placed structure	CEO
Schedule 3, Part 1, cl 10	Power as lessee to terminate lease if unable to use premises	CEO Group Manager Corporate Services Group Manager Infrastructure and Community Operations
Schedule 3, Part 1, cl 11	Power as lessor to inspect premises	Manager Community Operations Principal Advisor – Legal Executive

Plumbers, Gasfitters, and Drainlayers Act 2006		
Section	Description	Delegated to
15,16	To consult with the Minister in relation to certain sanitary plumbing exemptions	CEO Group Manager Planning and Regulatory Manager Planning Manager Building Services

Public Bodies Leases Act 1969		
Section	Description	Delegated to
7	Power to grant tenancies or leases within sub-delegated financial limit	Council (new leases) CEO
8,9	Leases to be sold by public tender or auction subject to certain conditions requirements of these sections and within sub-delegated financial limit	SLT Manager Corporate Support Manager Community Operations

Public Works Act 1981		
Section	Description	Delegated to
4(6)(b)(ii)	Power to sign notices under this Act	CEO
17(1)	Power to enter into an agreement to purchase land for any public work for which the local authority is responsible	
18(1)	Duty to serve notice of desire to acquire land and to invite owner of land to sell	CEO Principal Advisor – Legal Executive
18(2)	Power to proceed to take land for public work	
18(3), 18(4)	Power to withdraw notice issued under section 18(1) of this Act	
18(7)	Proceed to take land under certain circumstances	
21	Power to purchase or improve land for granting as compensation. <i>Limits on Exercise of Delegation</i> -Transaction must achieve value for ratepayers; and -Commencement of public work must be approved by Council resolution or be for the purpose of giving effect to an approved AP or LTP; and Transaction must be within the officer's financial delegation	
23(1)(c)	Power to give notice of intention to take land from owner. <i>Limits on Exercise of Delegation</i> - Commencement of public work must be approved by Council resolution or be for the purpose of giving effect to an approved AP or LTP; and Chief Executive must sign notice	
27	Power to enter or to authorise person to enter land for the purposes of section 27(2) of this Act (including taking or removing any natural material for public work)	CEO Group Manager Infrastructure and Community Operations

Public Works Act 1981		
Section	Description	Delegated to
		Principal Advisor – Legal Executive
40(1), (2) and (4)	Power to dispose or not dispose of land declared surplus	CEO Principal Advisor – Legal Executive
42	Power of disposal of land not required for public work when section 40 of this Act does not apply	
42(2)	Power to give notice of decision on public sales of land under section 42	
49	Power to deal with land held for public work in strata	
52(4)	Power to request that land held for one public work be set apart for another public work by notice in the Gazette	
63	Power to assess compensation for injurious affection where no land taken	
65	Power to assess compensation for land for which no general demand exists	
70(1)	Power to offer compensation for estate or interest in land taken <i>Limits on Exercise of Delegation</i> - Chief Executive must sign offer documentation.	
71(7)	Power to decline an application from an owner or occupier to do something on land under section 71(5) of this Act	CEO Group Manager Infrastructure and Community Operations Principal Advisor – Legal Executive
73(4), 74(4)	Power to consent as notifying authority to registration of a dealing	CEO Principal Advisor – Legal Executive
75	Power to pay compensation to tenants of residential and business premises	
103	Power to grant easements in lieu of compensation	
105	Power to grant land as compensation where equivalent land not readily available	
107(6)	Power to sign notice of any charge under subsection 4 and any certificate releasing any such charge	
107A	Power to grant lease or license as compensation to lessee or licensee of land taken	
114	Power to give written consent for land to be declared road	CEO Group Manager Infrastructure and Community Operations Principal Advisor – Legal Executive

Public Works Act 1981		
Section	Description	Delegated to
115(9)	Power to sign certificate of consent or notice of discharge of certificate of consent	CEO Principal Advisor – Legal Executive
133 and 134	Power to require the removal of trees and hedges that interfere with roads or public works and to sign and serve notice of requirement	CEO Group Manager Infrastructure and Community Operations Principal Advisor – Legal Executive
135	Power to enter onto land to do emergency work on trees and other vegetation to recover costs and expenses of carrying out work	
224	Power to enter into and carry out agreements to combine with Government in any undertaking of both national and local importance <i>Limits on Exercise of Delegation</i> - must be approved in principle by Council resolution or be for the purpose of giving effect to an approved Annual Plan or Long-Term Plan	CEO Principal Advisor – Legal Executive
234	Powers of emergency entry on land to prevent interference or damage to any public work or to carry out public duty	CEO Group Manager Infrastructure and Community Operations Principal Advisor – Legal Executive
237	Power to consent in writing to excavations near public works	
239	Power to remove and dispose of abandoned property from public works land and to give notice of intention to sell or destroy or otherwise dispose of abandoned property	

R

Rates Rebate Act 1973		
Section	Description	Delegated to
5-8	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	CEO Group Manager Corporate Services CFO Lead Coordinator - Rates
9	Apply to secretary of local government for refund of rebates granted	
11A	Seek advice from the Secretary of Local Government	
13	Take any declarations required for the purposes of this Act	

Rating Valuations Act 1998

Section	Description	Delegated to
7	To prepare and maintain district valuation roll	CEO Group Manager Corporate Services CFO
8	Appoint person or body to undertake valuation services and notify Valuer-General of person or body undertaking valuation services for the Council	
9	Undertake general revaluation in accordance with this section	
10	Provide specified information to the Valuer-General	CEO Group Manager Corporate Services CFO Lead Coordinator - Rates
12	Give public notice in accordance with section 12 and provide for public inspection of the district valuation roll	CEO Group Manager Corporate Services CFO
13	Give notice of general revaluation in accordance with this section	
14-17	Exercise powers regarding alterations and new valuations, giving notice, during the currency of a general revaluation	
34	Referring objections to a registered valuer, deciding to alter the valuation or declining to alter the valuation (includes altering the district valuation roll)	
35	Giving notice as required	
39	Alter the district valuation roll to give effect to the decision of the Land Valuation Tribunal	CEO Group Manager Corporate Services CFO Lead Coordinator - Rates
41	Provide certified copies of entries in the district valuation roll	CEO Group Manager Corporate Services CFO
42	Keep and maintain information and documents, and provide to Valuer-General when required	CEO Group Manager Corporate Services CFO Lead Coordinator - rates
43	Enter into agreement with the regional council as to the regional council's annual share of costs.	CEO Group Manager Corporate Services CFO
45	Provide written authorisation to persons for entry onto private property to carry out valuations	

Reserves Act 1977

Where Council is acting as an administering body or where reserves are vested in Council

Section	Description	Delegated to
8(9)	Power of administering body to appoint rangers	CEO Group Manager Planning and Regulatory Manager Environmental Services
38	Power to control, administer and manage any land that is not a reserve	CEO Group Manager Infrastructure and Community Operations Manager Community Operations
40	To carry out the functions of an administering body as set out in this section	
48(1)	Power to grant easements (including for rights of way and telecommunications purposes) where contemplated in an approved reserve management plan; or where the reserve is not likely to be materially altered or permanently damaged and the rights of the public are not likely to be permanently affected.	
48(2)	Power to vary easements (including for rights of way and telecommunications purposes) where contemplated in an approved reserve management plan and the varied easement will be the same or similar in character, intensity, and scale; or where the reserve is not likely to be materially altered or permanently damaged and the rights of the public are not likely to be permanently affected.	
48(A)	To carry out the functions of an administering body as set out in this section with regards to the use of reserves for communications stations	
50	Power to authorise the taking and killing of any specified kind of fauna (excluding indigenous fauna)	
53	Powers (other than leasing) in respect of recreation reserves	CEO
54	Leasing powers in respect of recreation reserves (except farming, grazing, or afforestation leases)	Council <i>Limits on Exercise of Delegation-</i> excludes circumstances where the Council as an administering body is required to obtain the consent or approval of the Minister
55	Powers (other than leasing) in respect of scenic reserves	CEO
56	Leasing powers in respect of scenic reserves	Council <i>Limits on Exercise of Delegation-</i> excludes circumstances where the Council as an

Reserves Act 1977

Where Council is acting as an administering body or where reserves are vested in Council

Section	Description	Delegated to
		administering body is required to obtain the consent or approval of the Minister
57	Powers in respect of nature reserves	CEO
58	Powers in respect of historic reserves	
58A	Leasing powers in respect of historic reserves	Council <i>Limits on Exercise of Delegation-</i> excludes circumstances where the Council as an administering body is required to obtain the consent or approval of the Minister
59	Powers in respect of scientific reserves	CEO
61	Powers (including leasing) in respect of local purpose reserves	Council
61A	Leases in respect of reserves for aerodrome purposes	
62	Powers of Commissioner	
63	Reserves not vested in the Crown	CEO
64	Administering body may purchase land on deferred payments	
66	Club may use reserve on conditions	
67	Leasing	
68	Application of revenue	CEO
71	Farming by administering body	
72	Farming by another person or body	
73	Leasing of recreation reserves for farming, grazing, afforestation, or other purposes	Council
74	Licences to occupy reserves temporarily	CEO
75	Afforestation by administering body	Council
77	Conservation covenants	CEO
78-80, 84-85A, 88 and 89-92	Exercise any of the powers of the Council as an administering body under these sections	CEO Group Manager Infrastructure and Community Operations Manager Community Operations
69	Duty (in respect of recreation reserve set apart for racecourse purposes) to prepare and submit the statements and report specified in section 88 of the Act, to the Auditor-General	

Reserves Act 1977		
<i>Where Council is acting as an administering body or where reserves are vested in Council</i>		
Section	Description	Delegated to
113 and 114	Power to determine the terms and conditions of leases and licenses on reserves, where such terms and conditions are not inconsistent with the Act	CEO
115	Power to grant or refuse any application for consent to transfer, sublease mortgage or otherwise dispose of any interest in a lease or licence under this Act. This includes the power to impose such conditions considered appropriate to achieve the purpose of the Act. <i>Limits on Exercise of Delegation</i> - excludes power to grant consent to a lease or licence issued under sections 54(1)(b) or 54(1)(c) unless the transferee or sub lessee is a voluntary organisation whose aims and objectives are similar to those of the lessee or licensee.	CEO Group Manager Infrastructure and Community Operations
119	Duty to give public notice	CEO Group Manager Infrastructure and Community Operations Manager Community Operations

S

Sale and Supply of Alcohol Act 2012		
Section	Description	Delegated to
13-22	Power to apply for on-licences, off-licences or special licences for Council owned venues	Secretary of Licensing Committee SLT
64	To issue licences, certificates and authorities (endorsed where appropriate)	
66(1)(a)	To keep records of every application filed with the DLC(s) and the decision on the application	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
66(1)(b)	To keep a register of licensees to whom special licences have been issued by the committee, recording all prescribed particulars relating to those licences	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
72	To issue duplicate licences or certificates to holders	Secretary of Licensing Committee

Sale and Supply of Alcohol Act 2012

Section	Description	Delegated to
		SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
73	To receive notifications of surrender of licences and certificates	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
102(5)	To give copies of objections to applicants	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
103(1)	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and Inspectors	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
103(5)	To give copies of any filed reports to applicants	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
120	To give copies of objections to applicants	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
120	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
128	To give copies of objections to applicants	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
129	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing

Sale and Supply of Alcohol Act 2012

Section	Description	Delegated to
139	To require applicants to attach notices of applications to conspicuous sites etc.	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
140(2)	To set the time for the lodging of objections	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
140(4)	To give copies of objections to applicants	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
141	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
141	To give copies of any filed reports to applicants	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
155	To receive copies of appeals of licensing committee decisions	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
155	To send copies of all required documentation related to an appeal to the Secretary of ARLA	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
196	Power to exercise all functions of the Secretary of the South Wairarapa District Licensing Committee	Secretary of Licensing Committee
220	To give copies of applications and accompanying documents to the Police and the inspectors	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
220	To give copies of any filed reports to applicants	Secretary of Licensing Committee SLT

Sale and Supply of Alcohol Act 2012		
Section	Description	Delegated to
		Manager Environmental Services Regulatory Officer Alcohol Licensing
225	To give copies of applications and accompanying documents to the Police and inspectors	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
283	To give copies of applications to licensees	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
283	To fix dates for public hearings	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
283	To give notice of hearings	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
284	To send copies or orders to the secretary of ARLA	Secretary of Licensing Committee SLT Manager Environmental Services Regulatory Officer Alcohol Licensing
Sale and Supply of Alcohol (Fees) Regulations 2013		
Section	Description	Delegated to
10(2)	Power to charge a fee for a licence that is one class below the class of licence issued	Secretary of Licensing Committee SLT
6(4)	<i>Limits on Exercise of Delegation</i> - Delegation may not be exercised where criteria for reductions is not met	Manager Environmental Services
Soil Conservation and Rivers Control Act 1941		
Section	Description	Delegated to
30	Authority to make application to the Minister for grants or loans for soil conservation	CEO Group Manager Corporate Services

Soil Conservation and Rivers Control Act 1941

Section	Description	Delegated to
	<p><i>Limits on Exercise of Delegation</i></p> <ul style="list-style-type: none"> - no application for borrowing may be made unless the Council has made a resolution to that effect; and - the exercise of this delegation must not exceed the transaction limits in the officer's financial delegation 	<p>Group Manager Planning and Regulatory Manager Corporate Support Manager Community Operations Manager Planning</p>

T

Telecommunications Act 2001

Section	Description	Delegated to
119	Consider the matters that may be considered in setting reasonable conditions for access to Council roads	<p>CEO Group Manager Infrastructure and Community Operations Principal Advisor, Roading</p>
128-131	Exercise powers to deal with trees on road verges interfering with telecommunications networks	
135-139	Provide network operators with access to roads for lines or wireless networks, set reasonable conditions for access to roads and notify the network operator of those conditions	
142-145	Provide network operators with access to roads for public telephone cabinets, distribution cabinets, or any other similar appliances, set reasonable conditions and notify the network operator of those conditions (2)	

Trespass Act 1980

Section	Description	Delegated to
3	Power to warn a trespasser to leave any land or building owned or administered by Council	<p>CEO Group Manager Corporate Services Group Manager Infrastructure and Community Operations Manager Corporate Support Manager Community Operations</p>
4(1)	Power to warn the trespasser to stay off land or building owned or administered by Council either at the time of the trespass or within a reasonable time after the trespass	
4(2)	Power to warn any person to stay off land owned or administered by Council where there is reasonable cause to suspect that the person is likely to trespass on the property	
5	Power to deliver written warning to person to stay off specific land or building owned or administered by Council	

U

Unit Titles Act 2010		
Section	Description	Delegated to
25 (5), 32 (2) (a)	Authority to issue statement of compliance and to give a certificate in respect of any unit plan under section 32(2)(a)	CEO Group Manager Planning and Regulatory Manager Planning Lead Planner

W

Walking Access Act 2008		
Section	Description	Delegated to
21	Power to provide written consent to declaration of walkway over land held by Council as recreation reserve. Includes the power to specify any conditions when providing consent	CEO Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory Manager Planning Manager Community Operations
23,30	Power to make a submission to the New Zealand Walking Access Commission for the purpose of naming a walkway	
37	Where Council is the controlling authority, carry out the functions and powers of a controlling authority except for the power to set charges under section 37(3)	
38	Close walkways in accordance with this section, and give the required notice	
39	Give public notice of closed walkway	
43	Recommend the appointment of council officers as enforcement officers to the Commission	

Waste Minimisation Act 2008		
Section	Description	Delegated to
26,27	Impose levy on waste disposed of at disposal facility at prescribed rate	CEO Group Manager Infrastructure and Community Operations Manager Community Operations
28	Requirement for operator of disposal facility to pay levy to levy collector	
51	Gather information required for waste assessment	
52	Authority for territorial authority to undertake or contract for any waste management	

Waste Minimisation Act 2008		
Section	Description	Delegated to
53	Authority to sell any marketable product resulting from any activity or service of the Council carried out under Part 4 of the Act (with proceeds to be applied to implementation of waste minimisation and management plan)	
54	Provide a service that collects waste promptly, efficiently and at regular intervals	
55	Comply with any notice issued by a Health Protection Officer or give notice/directions to person providing waste collection service	
66,71	Authority to enforce provisions of bylaw and bring proceedings	
73, 74	Authority to initiate proceedings for infringement offences and to issue and serve infringement notices	
79-85	Powers of enforcement officers	
76	Appoint any person to be an enforcement officer	
84	Authority to decide whether or not to return seized and impounded property	
85	Authority to dispose of seized and impounded property in accordance with this section	

Water Services Act 2021		
Section	Description	Delegated to
21	Duty to ensure drinking water supplied is safe	CEO
22	Duty to comply with drinking water standards	Group Manager Infrastructure and Community Operations Principal Advisor – 3 waters
23	Duty to register drinking water supply	
24	Duty to take reasonable steps to supply aesthetically acceptable drinking water	
25	Duty to provide sufficient quantity of drinking water to each point of supply and to make decisions about under to restrict or interrupt the provision of drinking water to a point of supply under section 25(3)	
26	Determine if the Council's ability to maintain sufficient quantity of drinking water is or may be at imminent risk for and reasons and to take steps as referred to in section 26	

Water Services Act 2021		
Section	Description	Delegated to
27	Duty to protect against risk of backflow and take steps referred to in section 27 if there is a risk of backflow in a reticulated drinking water supply	
28	Duties relating to end-point treatment	
30	Duty to prepare and implement a drinking water safety plan and ensure drinking water supply is operated in accordance with the plan	

Wild Animal Control Act 1977		
Section	Description	Delegated to
12	Power to respond to Director-General on consultation on the farming of specified wild animals	CEO Group Manager Planning and Regulatory Manager Environmental Services
30	Apply funds to destroy wild animals	
	Exercise of powers to destroy wild animals with prior consent of Minister of Conservation	
31	Submit plan to Minister of Conservation for approval of destruction of wild animals	

Wildlife Act 1953		
Section	Description	Delegated to
61	Power to authorise a person to demand person on Council controlled land to produce hunting license or provide details	CEO Group Manager Planning and Regulatory Manager Environmental Services Lead Regulatory Officer – Bylaws and Animal Control Regulatory Officer – Bylaws and Animal Control

Subpart 2: Non-statutory sub-delegations

Miscellaneous or Administrative Delegations				
#	Subject of a Decision/Power being exercised	When Affecting Parks or Reserves	When Affecting Roads Reserves or Infrastructure	When Affecting Council Freehold Land
1	Events e.g. Fundraising BBQ, marathon, school sports day, fireworks, Martinborough Fair, Toast Martinborough	Manager Community Operations	Principal Advisor Roding	Manager Community Operations
2	Affected Party Approval (APA) -private development encroaching on Council Land (temporary encroachment) or -private development adjoining Council Reserve Land	CEO	CEO	CEO
3	New Leases less than \$10,000 per year (Entering as Lessee and Lessor)	To be approved by Council Resolution	To be approved by Council Resolution	To be approved by Council Resolution
4	New Leases more than \$10,000 per year (Entering as Lessee and Lessor)	To be approved by Council Resolution	To be approved by Council Resolution	To be approved by Council Resolution
5	Assignment, sublease, rent reviews variation or surrender of leases – no change to permitted lease activity	CEO	CEO	CEO
7	Lessors’ approval for works within leased area	Manager Community Operations	Group Manager Infrastructure and Community Operations Principal Advisor Roding	CEO
8	Granting of Film Permits (48hr standard decision timeframe for straight forward activities)	Manager Community Operations	Manager Community Operations	CEO
9	Rent reviews where they do comply with policy	Manager Community Operations	Principal Advisor Roding	CEO
10	Non-compliant lease matters	Manager Community Operations	Principal Advisor Roding	Manager Community Operations

Miscellaneous or Administrative Delegations		
#	Description	Delegated to
11	Ability to execute employment documentation including vacancy authorisations and execution of contracts of employment	CEO Group Manager Corporate Services Principal Advisor People and Culture
12	Power to make or authorise the making of any corrections of typographical errors in any document, record, register or instrument of Council (includes the power to correct errors of omission)	CEO Group Manager Corporate Services Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory Lead Advisor Information Management Principal Advisor – Legal Executive CFO Lead Co-ordinator Rates
13	Power to make minor amendments to any document, record register or instrument of Council (includes the power to correct errors of omission) <i>Limits on Exercise of Delegation</i> -This delegation may only be exercised where necessary to give effect to resolutions of Council	CEO Group Manager Corporate Services
14	Vesting of land in lieu of development contributions cash pre-approved by resource consent e.g. Greytown Development Area	CEO
15	Authority to request criminal conviction record of a defendant	
16	Authority to amend a contract where there is no change to the levels of service and financial impact falls within the appropriate delegation levels	
17	Authority to act on the advice of the Group Manager Planning and Regulatory to appoint external membership to Council hearings panels for hearings under the Resource Management Act 1991 and where an appropriate quorum cannot be found for any other matters of responsibility for the Hearings Committee	