



**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau

Delegations Policy and Register

Date of Approval	30 June 2022
Policy Number	TBC
Next Review	<p>31 March 2026</p> <p>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.</p> <p>Amendments to the Delegations Register may be made outside of scheduled reviews in accordance with section 1.2 of the Delegations Register.</p>

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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, Wellington Water Ltd and directly to officers under the Resource Management Act 1991. The register also contains authorised statutory and non-statutory sub-delegations from the Chief Executive Officer 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 Chief Executive Officer also subdelegates 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, 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 Chief Executive
- 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 Resource Management Act 1991); 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

- 5.1.1. The delegator retains the right to act in any matter where delegated authority applies.
- 5.1.2. 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.
- 5.1.3. A delegation does not preclude the Chief Executive Officer 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 Chief Executive Officer for decision.
- 5.1.4. 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

- 5.2.1. The conferring of delegated authority means that officers may exercise the responsibility, duty or power, but not that he or she 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.
- 5.2.2. Delegated responsibilities are to be performed in a like manner and with the same effect as the delegator could have performed them.
- 5.2.3. 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.
- 5.2.4. An officer should ensure full understanding of the relevant provisions of the Act prior to exercising statutory delegations.

5.3. Authority and sub-delegations

- 5.3.1. 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.

- 5.3.2. 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.
- 5.3.3. 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 delegated to officers (including the Chief Executive) by the Council under the Resource Management Act 1991.

5.4. Temporary delegations

- 5.4.1. 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 Executive Leadership Team are set out in Appendix 2. The officer should typically state that he or she is exercising the delegation in an acting capacity.

5.5. Ambiguity or conflict considerations

- 5.5.1. Where the description of a delegated legislative function is ambiguous or conflicts with the wording of the legislation, the wording of the legislation prevails.
- 5.5.2. 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.
- 5.5.3. Where a delegation in the register is in conflict with a previous delegation resolved by Council or given by the Chief Executive Officer, the delegation given in the register prevails.

5.6. Duration of delegation

- 5.6.1. Unless specifically time-limited, a delegation continues in force until revoked, altered or varied by the delegator.
- 5.6.2. 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

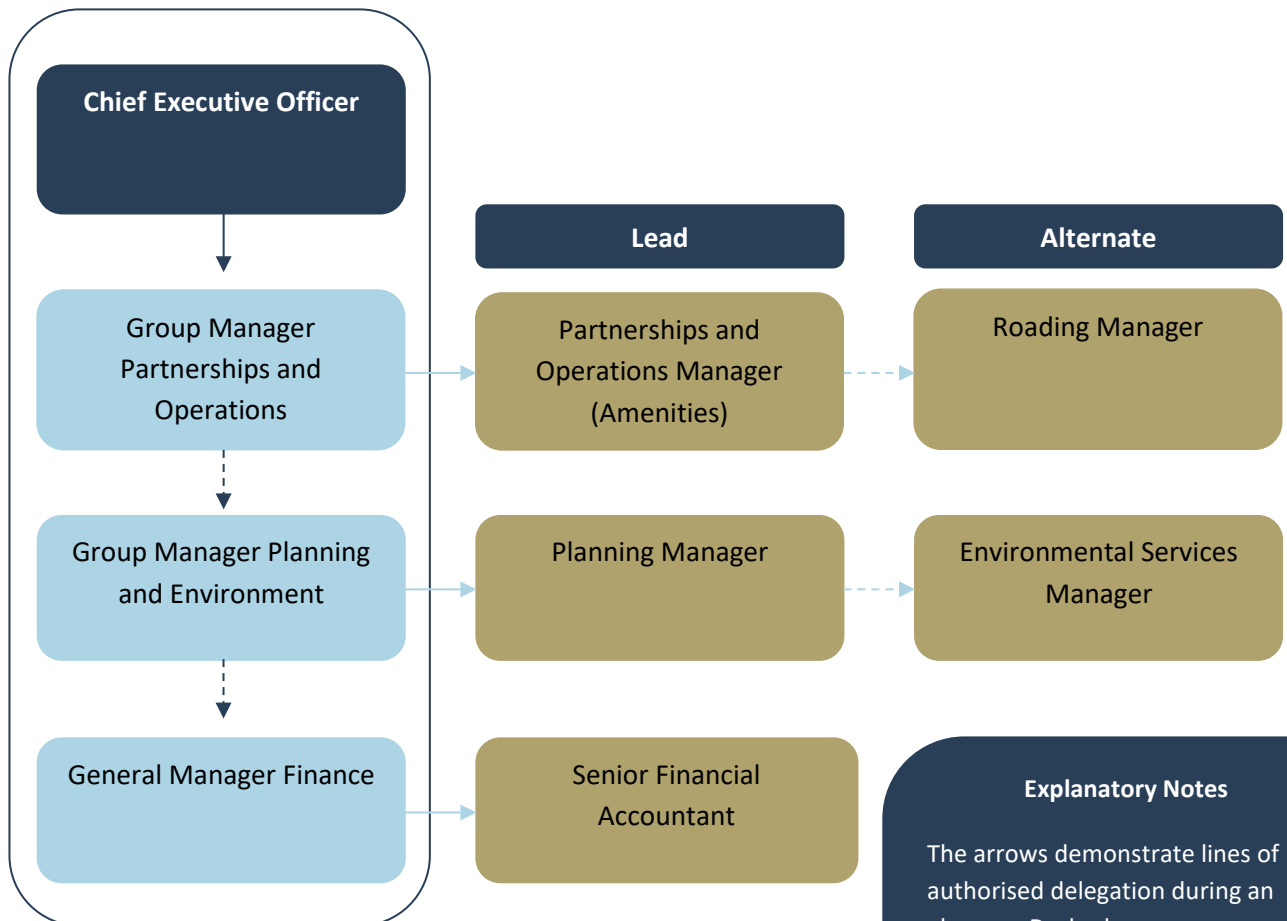
- 6.1. Appendix 1: Executive Leadership Team and Management Structure
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Appendix 1: Executive Leadership Team and Management Structure

Department		Role
Executive Leadership Team		Chief Executive Officer
		Group Manager Partnerships and Operations
		Group Manager Planning and Environment
		General Manager Finance
		General Manager Policy and Governance
		General Manager Communications and Engagement
		General Manager Human Resources and Corporate Services
Managers	Partnerships and Operations	Partnerships and Operations Manager (Amenities)
		Roading Manager (Ruamahunga)
		Library Service Manager
	Planning and Environment	Planning Manager
		Environmental Services Manager
		Building Manager
	Finance	Senior Financial Accountant (Finance Manager)

Appendix 2: Authorised Executive Leadership Team Acting Arrangements

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

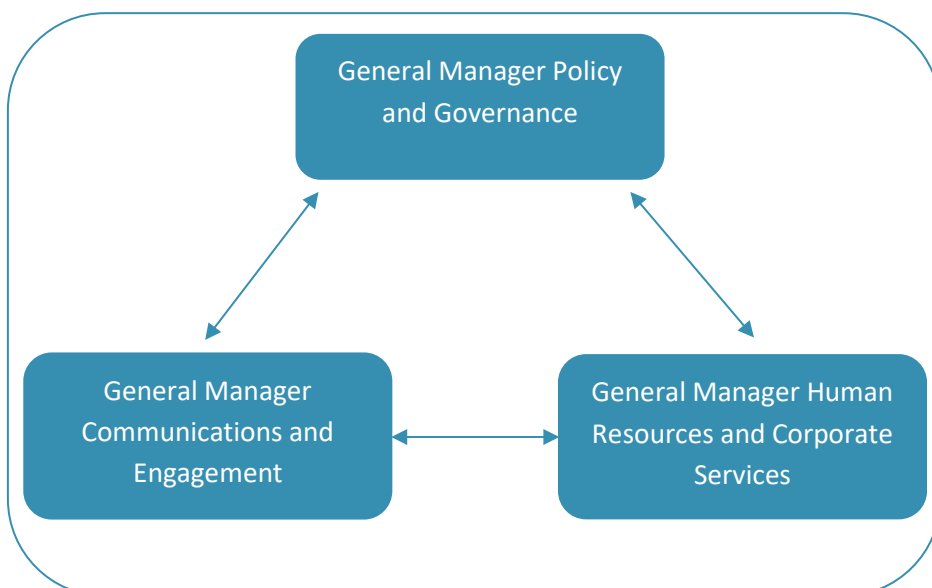


Explanatory Notes

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 only get delegated vertically.

Group Manager/General Manager Finance responsibilities only get delegated horizontally. The horizontal delegations are only of the relevant Group Manager/General Manager Finance responsibilities i.e. the Amenities Managers responsibilities do not get delegated to the Roothing Manager.



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 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 Chief Executive Officer 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 Chief Executive are authorised to affix the common seal pursuant to a resolution from Council. This delegation extends to the Deputy Mayor in the Mayor or Chief Executive'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. Chief Executive Officer)

2. Use of electronic signatures

Signatures can be accepted electronically provided that 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:

- 2.1.3 the means of creating the electronic signature can only be linked to the signatory and no other person
- 2.1.4 the means of creating the electronic signature is under the control of the signatory and no other person
- 2.1.5 any alteration to the electronic signature after it has been applied is detectable
- 2.1.6 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 Chief Executive Officer. 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 Delegations Register is maintained by the Policy and Governance Team who may amend it to:

- 1.2.1 Give effect to any Council resolution with respect to Parts A through C
- 1.2.2 Give effect to any written instruction by the Chief Executive Officer with respect to Part D
- 1.2.3 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 South Wairarapa District Council Chief Executive Officer. It excludes financial delegations which are covered in the Financial Delegations Policy.

2.1. Responsibilities of the Chief Executive Officer

Under section 42(2) of the Local Government Act 2002, the Chief Executive Officer 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 Chief Executive Officer 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 is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.

2.2. Council delegations to the Chief Executive Officer

In order to fulfil the above responsibilities, the Council delegates to the Chief Executive Officer 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 South Wairarapa District Council and Wairarapa Consolidated Bylaws are outlined in section 2.3 on the following page.

The Chief Executive Officer delegations:

- 2.2.1 are subject to the authorised financial limits contained in the Financial Delegations Policy.
- 2.2.2 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.
- 2.2.3 are also conferred on any Acting Chief Executive Officer during the Chief Executive Officer's absence (refer to Appendix 2 for authorised acting arrangements).
- 2.2.4 may be sub-delegated by the Chief Executive Officer unless this is expressly prohibited by legislation. Authorised sub-delegations are set out in Part D.

2.3. Bylaw Delegations to the Chief Executive Officer

South Wairarapa District Council Bylaws	
Description	Delegate
All functions, duties and powers under any Wairarapa Consolidated Bylaw	Chief Executive Officer
Power to appoint authorised officers for the purposes of performing duties	Chief Executive Officer
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	Chief Executive Officer

Wairarapa Consolidated Bylaws	
Description	Delegate
All functions, duties and powers under any Wairarapa Consolidated Bylaw	Chief Executive Officer
Power to appoint authorised officers for the purposes of performing duties	Chief Executive Officer
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	Chief Executive Officer

3. Part B: Delegations to Wellington Water Limited

On 1 October 2019, SWDC became a shareholder of Wellington Water Limited (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

- 3.1.1 Council by this agreement appoints the Chief Executive Officer of Wellington Water (CEO) as its officer and gives the CEO the following powers to exercise on the Council's behalf:
- 3.1.2 the general powers of entry given to a local authority by section 171 of the LGA 2002
- 3.1.3 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
- 3.1.4 the powers in relation to construction of works on private land given to a local authority by section 181 of the LGA 2002
- 3.1.5 Council (acting through its Chief Executive Officer) shall delegate to Wellington Water and Wellington Water Personnel such further Statutory Powers as are necessary to enable Wellington Water to provide the Management Services.
- 3.1.6 The CEO 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 Wellington Water Personnel, other than the power to further delegate the power.
- 3.1.7 Council may, by separate written delegation, delegate additional powers to the CEO.
- 3.1.8 Council may from time to time issue initial or additional sealed warrants to Wellington Water Personnel identified by Wellington Water as suitable to hold a warrant as are required to enable Wellington Water to provide the Management Services.

4. Part C: Statutory Delegations from Council to Officers

Part C contains delegations by Council to officers under the Resource Management Act 1991 (RMA). These delegations are made directly to officers (rather than being delegated to the Chief Executive and then sub-delegated to officers) as the powers in this Act cannot be sub-delegated. Where specific delegations under the RMA are made to hearings panels or a committee these are also listed.

Resource Management Act 1991		
Section	Description	Delegated to
36 (5)	Authority to make decisions about additional administrative charges	Planning Manager Planner
36 (6)	To provide a fee estimate	
36AAB	Remit the whole or part of a charge	Planning Manager
36AA	Application of discount policy to administrative charges Financial delegation	Planning Manager Group Manager Planning and Environment
37	Power to extend time periods as provided in this section	Group Manager Planning and Environment Planning Manager Senior Planner Hearings Panel
37A	Requirements to consider matters before extending a time limit.	Group Manager Planning and Environment Planning Manager Hearings Panel
39B	Selection of commissioners for specific hearings	Chief Executive Officer after a recommendation from the Group Manager Planning and Environment
41B 41C	Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings.	Group Manager Planning and Environment Planning Manager Hearings Panel
41D	Power to make a direction striking out a submission before, at, or after a hearing	Group Manager Planning and Environment Hearings Panel Planning Manager Planner
42	Power to make directions to protect sensitive information	Group Manager Planning and Environment Planning Manager Hearings Panel Wairarapa Combined District Plan Joint Committee

Resource Management Act 1991		
Section	Description	Delegated to
42A	Powers regarding the preparation, commissioning and provision of reports	Planning Manager Planner Hearings Panel
44A	Power to amend plans to address national environmental standards	Planning Manager
55(2)	Duty to amend plan or proposed plan if directed by national policy statement	Planning Manager
581(2)	Duty to amend the plan or proposed plan if directed by national planning standard	Planning Manager
58I(4)	Power to exercise the Council's powers under this section in relation in relating to discretionary directions	Planning Manager
80C	Power to decide to apply to the Minister to use the streamlined planning process	Planning and Regulatory Committee to recommend to Full Council
86D	Ability to apply to Environment Court for a rule to have legal effect	Group Manager Planning and Environment
87BA(2)(a)	To issue a written notice confirming that an activity is a permitted boundary activity	Planning Manager Planner Planning Administrator
87BA(2)(b)	To return an application for a boundary activity to the applicant if it is not a permitted activity, with written reasons.	Planning Manager Planner Planning Administrator
87BB(1)(d)	To determine that an activity is a permitted activity where a non-compliance is marginal or temporary.	Planning Manager Senior Planner
87BB(2) and (3)	Provision of a permitted marginal activity notice including reasons	Planning Manager Senior Planner
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)	Group Manager Planning and Environment
88(1)	Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act	Planning Manager Planner Planning Administrator Certification Officer
88(3) and 3A	Power to determine an application is incomplete	Planning Manager Planner Certification Officer Planner
91	Power to determine not to proceed with a resource consent application on certain grounds	Planning Manager Senior Planner

Resource Management Act 1991		
Section	Description	Delegated to
91A	Receipt of request for suspension of processing a notified application	Planning Manager Planner
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	Planning Manager Planner
92 92A	Authority to request further information to be provided, or to commission a report	Planning Manager Planner
95 95A/B/D/E	Authority to determine whether the adverse effects on the environment of an application will be minor. Requirement for notification or limited notification of the application where applicable.	Planner Group Manager Planning and Environment Planning Manager
95E	Duty to determine which persons may be adversely affected by an application and to serve notice of the application on them if required	Group Manager Planning and Environment Planning Manager
97F(4)	Power to shorten notification date if all parties in a limited notification have submitted prior to closing date.	Group Manager Planning and Environment Planning Manager Hearings Panel
99	Power to call pre-hearing meetings and invite or require parties to attend and the duty to prepare a report of the meeting.	Group Manager Planning and Environment Planning Manager Hearings Panel
99A	Power to refer parties who have made a resource consent application or submissions on the application to mediation.	Group Manager Planning and Environment Planning Manager Hearings Panel
100	Authority to determine whether a hearing should be held in respect of any application for a resource consent.	Group Manager Planning and Environment Planning Manager Hearings Panel
101	Authority to decide when and where a hearing is to be held within the constraints of section 37	Group Manager Planning and Environment Planning Manager Hearings Panel
101	Authority to decide when and where a hearing is to be held within the constraints of section 37	Group Manager Planning and Environment Planning Manager Hearings Panel

Resource Management Act 1991		
Section	Description	Delegated to
102	Authority to determine issues concerning joint considerations by two or more consent applications in relation to the same proposal.	Hearings Panel
103	Authority to determine issues concerning two or more consent authorities.	Group Manager Planning and Environment Planning Manager Hearings Panel
104	Duty to take matters into consideration and to exclude other matters when considering an application.	Group Manager Planning and Environment Planning Manager Hearings Panel
104A, 104B, 104C, 104D, 105, 106	Power to determine resource consent applications and impose conditions. Power to decline subdivision consent	Group Manager Planning and Environment Planning Manager Hearings Panel
108, 108A, 108AA	Power to impose conditions on resource consent. Power to impose a bond as one of the conditions. Requirements for conditions of resource consents.	Group Manager Planning and Environment Planning Manager Hearings Panel
108, 108A	Power to execute documents to register a bond (whether cash or by registered guarantee) or covenant together with all ancillary administrative tasks	Group Manager Planning and Environment Planning Manager Planner Must be exercised in conjunction with any relevant 3 rd tier infrastructure manager.
109	Conditions relating to bonds; power to enter on to land to ensure work for which bond is given is being completed	Group Manager Planning and Environment Planning Manager Planner Planning Certification Officer Must be exercised in conjunction with any relevant 3 rd tier infrastructure manager.
109	Power to execute documents to discharge, cancel or vary bonds in part or whole), together with all ancillary	Group Manager Planning and Environment

Resource Management Act 1991		
Section	Description	Delegated to
	<p>administrative tasks including certification and online registration of certificates as authorised officer.</p> <p>Power to register a land charge (or remove a land charge) on the land for costs of performing works where costs exceed funds secured.</p>	<p>Planning Manager Planning Certification Officer Planner</p> <p>Must be exercised in conjunction with any relevant 3rd tier infrastructure manager.</p> <p>Group Manager Planning and Environment Planning Manager</p>
109(4)	Power to make directions to enter land and undertake works where the bonded work has not been completed	<p>Group Manager Planning and Environment Planning Manager</p> <p>Must be exercised in conjunction with any relevant 3rd tier infrastructure manager.</p>
110	Power to refund financial contribution to consent holder where consent has lapsed	<p>Group Manager Planning and Environment Planning Manager</p> <p>Must be exercised in conjunction with any relevant 3rd tier infrastructure manager and 2 tier manager responsible for finance.</p>
113	Recording reasons for decisions on resource consent applications in writing.	<p>Group Manager Planning and Environment Planning Manager Planner Hearings Panel</p>
114	Authority to serve consent applicant and submitters with notice of the decision on an application	<p>Planning Manager Planner Certifications officer Planning Administrator</p>
116	Authority to consent to commencement of consent which is subject to Environment Court appeal	<p>Group Manager Planning and Environment Planning Manager</p>
120	Authority to lodge appeal on Council's behalf in Environment Court	<p>Group Manager Planning and Environment Planning and Regulatory Committee</p>

Resource Management Act 1991		
Section	Description	Delegated to
123(b)	Specify a duration of a land use consent	Group Manager Planning and Environment Planning Manager Hearings Panel
124(2)	Power to allow a consent holder to continue to operate while applicant is seeking a new resource consent.	Planning Manager
125	Power to grant extension of period after which a consent will lapse	Group Manager Planning and Environment Planning Manager Hearings Panel
126	Power to cancel a resource consent by written notice.	Group Manager Planning and Environment Planning Manager
127	Power to change or cancel conditions imposed on a resource consent.	Group Manager Planning and Environment Planning Manager Hearings Panel
128, 129	Power to review a resource consent and to give notice of review	Group Manager Planning and Environment Planning Manager Hearings Panel
132	Power to change the conditions of a resource consent on a review under s128, or to cancel resource consent.	Group Manager Planning and Environment Planning Manager Hearings Panel
133A	Power to make minor changes or corrections to resource consent (within 20 working days of grant)	Planning Manager Planner Hearing Panel Chair
138	Authority to issue a notice of acceptance of surrender of consent	Planning Manager Planner
139, 139A	Authority to issue certificate of compliance, other powers and existing use certificates	Group Manager Planning and Environment Planning Manager
142	Authority to request minister call in of matter of national significance	Group Manager Planning and Environment
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)	Group Manager Planning and Environment Planning Manager
149G	Duty to prepare a report commissioned by the EPA	Group Manager Planning and Environment Planning Manager

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

Resource Management Act 1991		
Section	Description	Delegated to
		Planning Manager Hearings Panel
189A	Power to make decision on Council's notice of requirement for a heritage order	Group Manager Planning and Environment Planning Manager Hearings Panel
190	Power to request further information and determine notification of notice of requirement for heritage order	Planning Manager Planner
191	Power to make recommendations on notice of requirement for heritage order	Planning Manager Planner Hearings Panel
193	Authority to give written consent in relation to land protected by Council's heritage order	Group Manager Planning and Environment
195	Power to appeal to Environment Court against heritage protection authority's decisions under sections 193 or 194	Group Manager Planning and Environment
195A	Power to receive application for alterations to heritage order. Power to determine applications for alteration of heritage order	Planning Administrator Planning Manager Hearings Panel
195B(5)	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.	Group Manager Planning and Environment Planning Manager
195C	To amend the District Plan by noting a transfer of responsibility for a heritage order	Group Manager Planning and Environment Planning Manager
196	Power to receive withdrawals of heritage orders and to amend the District Plan accordingly	Planning Manager
220	Power to impose conditions on subdivision consents	Group Manager Planning and Environment Planning Manager Hearings Panel
220(1) and 2(b)	Authority to undertake registration of certificates as authorised officer	Planning Manager Planning Certification Officer Planner
221(2)	Authority to issue and sign a consent notice	Group Manager, Planning and Environment Planning Manager Senior Planner Certifications Officer
221(3)	Authority to vary or cancel a condition specified in a consent notice	Planning Manager Senior Planner

Resource Management Act 1991		
Section	Description	Delegated to
		Certification Officer Hearings Panel
221(5)	Authority to execute, as authorized person instrument(s) creating, varying, cancelling or recording expiry of consent notice	Planning Manager Planner Certifications Officer
222	Powers related to the issues of completion certificates enabling the deposit of survey plan	Planning Manager Planner Certification Officer
223	Powers related to approval of survey plan as authorised officer	Planning Manager Planner Certifications Officer
224 c,f	Authority to certify compliance of survey plan as authorised officer (includes circumstances where a bond is registered). 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	Planning Manager Planner Certification Officer
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.	Planning Manager Planner Certification Officer
232	Approval of content of instrument	Group Manager Planning and Environment
234	Power to vary or cancel esplanade strips on application	Planning Manager Certification Officer <i>Note: Decisions will be considered on a case-by-case basis and will be escalated to the Planning and Regulatory Committee where appropriate.</i>
235	Power to agree on Council's behalf to creation of esplanade strip	Planning Manager Planning Certification Officer <i>Note: Decisions will be considered on a case-by-case basis and will be escalated to the Planning and Regulatory Committee where appropriate.</i>
237	Power to approve a survey plan where esplanade reserves or strips are required	Planning Manager Planner Certification Officer

Resource Management Act 1991		
Section	Description	Delegated to
237B	Power to acquire an easement for access strip	Planning Manager and the relevant Tier 3 manager responsible for parks and reserves.
237C	Authority to close access strips and give notice of closure	Group Manager Planning and Environment Planning Manager Planning and Regulatory Committee for permanent or long term closures to access
237D	Authority to agree to transfer of access strip to Crown or regional council	Chief Executive Planning and Regulatory Committee
237H	Authority to object to compensation valuation determination	Planning Manager
239	Authority to certify survey plans subject to specified interests and undertake online registration of certificates as authorised officer	Planning Manager Planner Certification Officer
240	Authority to cancel an existing amalgamation condition (in whole or part) and undertake online de-registration of certificates as authorised officer	Planning Manager Planner Certification Officer
240(3) and (4)	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).	Planning Manager Planning Planner Certification Officer
241(1) and (3)	Authority to deal with amalgamation conditions and undertake online registration of certificates as authorised officer.	Planning Manager Planner Certification Officer
	Authority to issue a certificate for cancellation of an amalgamation condition and execute all necessary documents (including online deregistration of certificates) as authorised officer.	Planning Manager Planner Certification Officer
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)	Planning Manager Planner Certification Officer
245	Authority to approve survey plan of reclamation	Planning Manager
267	To participate in a conference and make decisions on behalf of the Council	Planning Manager Group Manager Planning and Environment
268A	To participate in a mandatory alternative dispute resolution process and make decisions on behalf of Council	Planning Manager Group Manager Planning and Environment

Resource Management Act 1991		
Section	Description	Delegated to
269-291	Authority to determine and direct Council involvement in Environment Court proceedings	Group Manager Planning and Environment
292	Authority to seek that Environment Court remedy defect in plan	Group Manager Planning and Environment
294	Authority to seek that Environment Court review a decision or rehear proceedings	Group Manager Planning and Environment
299-308	Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings	Group Manager Planning and Environment
311-312	Authority to initiate declaration proceedings and take other necessary steps	Group Manager Planning and Environment
314-321	Authority to initiate enforcement order and interim enforcement order proceedings and take other necessary steps	Group Manager Planning and Environment
322	Service of an abatement notice	Planning Manager Group Manager Planning and Environment
325	Authority to consent to a stay of abatement notice	Group Manager Planning and Environment
325A	Power to cancel abatement notice	Group Manager Planning and Environment
330	Power to take preventative or remedial action in emergency circumstances	Group Manager Planning and Environment
331	Power to seek reimbursement of Council's costs for emergency works	Group Manager Planning and Environment Chief Financial Officer
343B and 343C	Serve an Infringement notice	Planning Manager Group Manager Planning and Environment
338	Authority to commence prosecution for breach of the Act	Group Manager Planning and Environment
357D 357CA	Powers to consider and determine objections	Hearings Panel Group Manager or Planning Manager, alongside any tier 3 infrastructure manager, if applicable, where all parties agree.
Sch 1 Cl 4	Duty to invite requiring authorities by written request on designations in proposed plans	Planning Manager
Sch 1 Cl 5	Authority to prepare s32 report and publicly notify proposed plan	Group Manager Planning and Environment or Planning Manager subject to agreement of the Planning, Regulatory Committee

Resource Management Act 1991		
Section	Description	Delegated to
Sch 1 C 6(2) and 6A(3)	Authority to make submissions on Council's behalf	Planning and Regulatory Committee, or if insufficient time, a group of councillors comprising the Mayor, chairperson and one other member of the Committee
Sch 1 CI 7	Duty to give public notice of submissions on proposed plan	Group Manager Planning and Environment Planning Manager Senior Planner
Sch 1 CI 8, 8A	Authority to make further submissions on Council's behalf	Group Manager Planning and Environment
Sch 1 CI 8AA	Authority to invite submitters to meetings or refer matters to mediation	Planning Manager
Sch 1 CI 8B	Duty to give notice of hearings	Planning manager Planning Administrator Committee Advisor
Sch 1 CI 8C	Authority to determine whether hearing is required	Group Manager Planning and Environment Planning Manager
Sch 1 CI 8D	Authority to withdraw proposed plan	Group Manager Planning and Environment
Sch 1 CI 9	Power to hear and make recommendations and decisions on requirements	Hearings Panel
Sch 1 CI 10	Power to hear and make recommendations on provisions and matters raised in submissions	Hearings Panel
Sch 1 CI 11	Duty to give notice of decisions	Planning Administrator Planner
Sch 1 CI 14	Authority to lodge appeal with Environment Court	Group Manager Planning and Environment
Sch 1 CI 16(1)	Duty to amend proposed plan if directed by Court	Planning Manager
Sch 1 CI 16(2)	Authority to amend proposed plan to correct minor errors	Planning Manager
Sch 1 CI 20	Duty to give notice of plan becoming operative	Planning Manager
Sch 1 CI 20A	Authority to amend operative plan to correct minor errors	Planning Manager
Sch 1 CI 21	Authority to request change to regional plan or regional policy statement	Group Manager Planning and Environment
Sch 1 CI 23	Power to seek further information relating to private plan change requests	Planner Planning Manager Hearings Panel
Sch 1 CI 24	Power to modify plan change request	Group Manager Planning and Environment

Resource Management Act 1991		
Section	Description	Delegated to
Sch 1 Cl 25	Power to determine how to proceed with plan change request, including power to reject request	Group Manager Planning and Environment subject to resolution from Planning, and Regulatory Committee.
Sch 1 Cl 26	Authority to prepare and notify plan change request	Planning Manager
Sch 1 Cl 28	Power to withdraw plan change request	Planning and Regulatory Committee
Sch 1 Cl 29(4)	Power to hear and make recommendations on plan change request	Hearings Panel
Sch 1 Cl 29(2) and (5)	Duty to send submissions to person who made plan change request and serve copy of its decision	Planner Planning Administrator
Sch 1 Cl 29(9)	Power to vary plan change request	Planning Manager
Sch 1 Cl 32	Authority to certify material incorporated by reference	Planning Manager
Sch 1 Cl 34	Duty to consult on incorporation of material by reference	Planning Manager
Sch 1 Cl 35	Duty to make information available and give public notice regarding material incorporated by reference	Planner Planning Administrator
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	Planning Manager
Sch 1 Cl 43 (5)	To approve the commissioning of a report	Planning Manager
Sch 1 Cl 50(1)	To make submissions on Council's behalf	Group Manager Planning and Environment subject to authority of the Planning and Regulatory Committee.
Sch 1 Cl 51	To prepare a report under this clause	Planner Planning Manager
Alternative dispute resolution	Authority to enter into and participate in mediation for appeals under the Resource Management Act 1991 and to reach a mediated agreement within guidelines and parameters set by the Hearings Panel	Planner Planning Manager Group Manager Planning and Environment
Proposed District Plan Appeals	Authority to represent and participate on behalf of South Wairarapa District Council 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.	Planning Manager Group Manager Planning and Environment

5. Part D: Chief Executive sub-delegations

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

5.1. Subpart 1: Statutory delegations

A

Amusement Devices Regulations 1978		
Section	Description	Delegated to
8	To grant a certificate of registration which is subject to conditions or decline an application for registration	Environmental Services Manager
11	To grant a permit which is subject to conditions or decline an application for a permit	Environmental Services Manager
16	Power to require improvements to be made, and to require further engineering inspection	Environmental Services Manager
17	Power to revoke an amusement devices registration certificate	Environmental Services Manager

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

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	General Manager Policy and Governance
15	Determine or recommend funding to community arts projects as a designated community arts provider	Grants Subcommittee

B

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

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	Environmental Services Manager

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	Building Control Officer Building Administrator
33	Authority to determine information required for an application for a PIM	Building Administrator Building Control Officer Building Control Manager
34	Authority to issue a PIM	Building Administrator Building Control Officer
35	Authority to determine the content of a PIM in accordance with this section	Building Administrator Building Control Officer
37	Authority to attach and issue certificates regarding requirement for resource consent	Building Administrator
38	Authority to provide a PIM to a network utility operator or statutory authority	Building Administrator Building Control Officer
45	The authority to determine plans, specifications and other information required in an application for a building consent	Building Administrator Building Control Officer
45A	Authority to record a minor variation to a building consent	Building Control Officer
46	The duty to provide copies of applications to the Fire and Emergency NZ (FENZ) as requirements	Building Administrator Building Control Officer
48	The authority to grant or refuse an application within the time limits specified, and the power to require further information.	Building Control Officer
49	The authority to grant or refuse an application within the time limits specified, and the power to require further information	Building Control Officer
50	The authority to give notice and reasons of a refusal to grant a building consent	Building Administrator Building Control Officer
51	The authority to grant a building consent without the information specified in section 51(1)(b) or (ba)	Building Control Officer

Building Act 2004		
Section	Description	Delegated to
52	The authority to lapse a building consent 12 months after date of issue.	Building Administrator Building Control Officer
54	The duty to advise applicants the amount of levy for which they are liable	Building Control Officer
62	The power to recover unpaid levies from applicants	Building Administrator Building Control Officer
64	The duty to keep in safe custody all records and Building Consents issued including the estimated value of the building work	Building Administrator Building Control Officer
67	Power to grant a consent subject to a waiver or modification of the building code	Building Control Manager
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	Building Control Manager
70	Ability to refer applications for energy work to the Chief Executive of the Ministry of Business, Innovation and Employment	Building Control Manager
71	Authority to refuse any building consent in relation to land with natural hazards	Building Control Manager
72	Authority to grant any building consent in certain situations involving natural hazards	Building Control Manager
73	Authority to carry out the notification obligations for building consent where it is issued under section 72, natural hazards	Building Control Manager
74	Authority to carry out the further notification obligations under subsection (4)	Building Control Manager
75, 77	Authority to issue a certificate in relation to a building on 2 or more allotments of 1 or more existing subdivisions	Building Control Manager
83	Authority to authenticate a certificate for the construction of a building on two or more allotments	Building Control Manager
91	Authority to issue code compliance certificates	Building Control Officer
93	Authority to determine whether to issue a code compliance certificate within a certain time	Building Control Officer
94, 95	Authority to issue a code compliance certificate if satisfied of certain matters	Building Control Officer
95A	Authority to notify the applicant when refusing to issue code compliance certificate and to provide reasons	Building Control Officer Building Control Manager
96	Power to issue or decline to issue a certificate of acceptance	Building Control Officer Building Control Manager
97	Power to determine other information required for an application for a certificate of acceptance	Building Control Officer

Building Act 2004		
Section	Description	Delegated to
98	Authority to determine whether to issue certificate of acceptance and whether to require further reasonable information	Building Control Officer Building Control Manager
99	Authority to issue a certificate of acceptance in relation to part of a building work	Building Control Officer Building Control Manager
99A	Give applicant written notice where withholding a certificate of acceptance under s 208 of the Local Government Act 2002	Building Control Officer Building Control Manager
99A	Give application written notice where refusing to issue certificate of acceptance	Building Control Officer Building Control Manager
102	Authority to issue a compliance schedule	Building Control Officer
106, 107, 109	Power to amend a compliance schedule, and carry out other administrative tasks under these sections	Building Control Officer
111	Authorise any agents of the Council to carry out inspections under this section	Building Administrator Building Control Manager
112	Authority to grant building consent for the alteration of an existing building if satisfied of certain matters	Building Administrator Building Control Officer
113	Authority to grant building consent and determine conditions of a building consent in relation to buildings with specified intended lives	Building Control Officer
115	Authority to grant building consent and determine conditions of a building consent in relation to buildings with specified intended lives	Building Control Officer
116	Authority to determine consent to an extension of life of a building, and give the necessary written consent	Building Control Manager
124	Authority to determine that a building is dangerous, affected, earthquake-prone or insanitary, and take any of the specified actions	Building Control Officer
126	Power to make an application to the District Court for an order authorising works to be carried out by the Council	Building Control Manager
164	Authority to issue notices to fix	Building Control Officer Building Control Manager
165	Authority to issue notice to fix with relevant content in the prescribed form	Building Control Officer Building Control Manager
166	Authority to issue notice to fix under special provisions as building consent authority	Building Control Officer Building Control Manager
167	Authority to confirm or refuse notice to fix has been complied with and to provide notice	Building Control Manager
177,178	Power to apply to the chief Executive of the Ministry of Business, Innovation and Employment for a determination	Building Control Officer
180	Power to withdraw an application for a determination	Building Control Officer

Building Act 2004		
Section	Description	Delegated to
208, 209	Power to decide whether to appeal a determination and to commence proceedings	Building Control Manager
212	Power to act as the building consent authority	Building Control Manager
215	Apply for and gain accreditation as a building consent authority	Building Control Manager
216	Keep all records relevant to the administration of the Building Act	Building Administrator Building Control Manager
217	Provide access to information held under section 216 to the public	Building Administrator Building Control Officer Building Control Manager
218	The duty to provide information to the Chief Executive of the Ministry of Business, Innovation and Employment	Building Control Manager
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	Building Administrator Building Control Officer
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	Building Control Manager
221	To exercise the powers to recover costs under this section	Building Control Manager
222	The authority to authorise officers of the Council to carry inspections and therefore be authorised officers under this Act	Building Control Manager
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	Building Administrator Building Control Officer
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	Group Manager Planning and Environment
377, 378	Authority to file a charging document for an offence against the Building Act 2004	Building Control Manager
381	Authority to seek an injunction	Building Control Manager

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	Building Control Manager

Burial and Cremation Act 1964		
Section	Description	Delegated to
18	Requirement to separately account for cemetery revenue	General Manager Finance

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

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	Environmental Health Officer
14	Power to grant certificates of exemption, and renew certificates of exemption as the case may be	Environmental Health Officer
15	Power to enforce the provisions	Environmental Health Officer

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>	Executive Leadership Team

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

Covid-19 Public Health Response Act 2020		
Section	Description	Delegated to
17B	Duty to keep vaccination records	General Manager Human Resources and Corporate Services
17C	Duty to prevent affected worker from carrying out specified work unless vaccinated	General Manager Human Resources and Corporate Services

D

Dog Control Act 1996		
Section	Description	Delegated to
10A	To report annually on the dog control policy, practices and other matters	Environmental Services Manager
10AA	To review Council's Policy on dogs if bylaw implementing policy requires review and recommend to Council amendments to, or retention of, current provisions	Environmental Services Manager General Manager Policy and Governance
11	Power to appoint dog control officers	Chief Executive Officer
12	Power to appoint dog rangers	Chief Executive Officer
13	To issue warrants of appointment to dog control officers and dog rangers	Chief Executive Officer
14	Powers of entry (including power to authorise application for search and seizure warrant under sections 56 or 57)	Animal Control Officer

Dog Control Act 1996		
Section	Description	Delegated to
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.	Environmental Services Manager
21	Power to classify probationary owners	Environmental Services Manager
23A	Power to require probationary owner to undertake training	Environmental Services Manager
25	Power to disqualify person from being an owner of a dog	Environmental Services Manager
30	Requirement to maintain records and provide information	Environmental Services Administrator Animal Control Officer
31	Power to classify dangerous dogs	Environmental Services Manager
32, 33	Provide written consent to the disposal of a dangerous dog to any person, and make a determination under section 32(5)(b)	Environmental Services Manager
33A	Power to classify menacing dogs	Environmental Services Manager
33C	Determination of certain breeds or types to be classified as menacing dogs	Environmental Services Manager
33EB	Power to require neutering of menacing dog classified by another territorial authority when subsequently registered by this Council	Environmental Services Manager
33ED	Determination not to classify dog as dangerous or menacing	Environmental Services Manager
34	Power to keep and maintain a register of dogs	Animal Control Officer Environmental Services Administrator
35	Power to supply or refuse to supply certain information	Environmental Services Manager
36	Power to supply information to owners	Animal Control Officer
36A	Power to instruct owner of dangerous or menacing dog to make dog available for verification of microchip	Animal Control Officer
38 and 39	Refunds and reductions of fees	Environmental Services Manager
40	Power to require statement regarding working dogs and neutered dogs	Animal Control Officer
55	To consider an objection to barking dog notice, and to confirm, modify or cancel the notice	Environmental Services Manager
64(5)	To require the owner of a dog to pay for the destruction of a dog	Environmental Services Manager

Dog Control Act 1996		
Section	Description	Delegated to
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	Environmental Services Manager
65	The execution and filing of a charging document in respect of infringement offences	Animal Control Officer,
66	To authorise persons other than dog control officers to issue infringement notices	Environmental Services Manager
67	Power to enter into an agreement with any person for the custody, care and exercise of impounded, seized or committed dogs	Environmental Services Manager
69 and 69A	Give notice under section 69(2) and subsequently dispose of a dog, and undertake all other administrative requirements including cost recovery	Animal Control Officer
70	Determine application by owner for return of barking dog, and that requirements of s70(5) are met	Animal Control Officer
71	To carry out any duties relating to custody of dogs	Animal Control Officer
71	To make decisions about the retention of dog threatening public safety	Animal Control Officer
71(3)	To give written notice to the person claiming the dog	Animal Control Officer
71(5)	To determine applications for release of the dog	Animal Control Officer
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)	Animal Control Officer
71A	Give notice under section 71A(1) and (2), and subsequently dispose of a dog, and undertake other administrative requirements including cost recovery	Animal Control Officer

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

Domestic Violence Act 1995 and the Domestic Violence (Public Registers) Regulations 1998		
Section	Description	Delegated to
Part 6	All of the Council's responsibilities, duties and powers under this part and the associated regulations	Accounts Receivable Officer, Information Officer

E

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

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.	Executive Leadership Team

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	Partnerships and Operations Manager (Amenities)
6	Power to request removal of fencing covenants from title where land is vested in or administered by Council	Partnerships and Operations Manager (Amenities)

Fencing of Swimming Pools Act 1987		
Section	Description	Delegated to
10	Duty to ensure the Act is complied with	Building Control Manager
11	Power to issue warrants of authority to Council officers	Building Control Manager

Food Act 2014		
Section	Description	Delegated to
54	Authority to refuse to process application for registration of Food control Plan	Environmental Health Officer

Food Act 2014		
Section	Description	Delegated to
55	Authority to require further information in support of application for registration of Food Control plan	Environmental Health Officer
57	Authority to refuse to register Food Control Plan	Environmental Health Officer
60	Authority to impose reasonable conditions on registration of Food Control Plan	Environmental Health Officer
62	Authority to suspend, at any time, any or all of the operations conducted under a registered Food Control Plan	Manager Environmental Services
63	Authority to extend period of suspension of Food Control Plan	Manager Environmental Services
67	Authority to cancel registration of a Food Control Plan	Group Manager Planning and Environment
82	Authority to process applications for registration of appropriate National Programme	Environmental Health Officer
84	Authority to refuse to process application for registration of National Programme	Environmental Health Officer
85	Authority to require further information in support of application for registration of National Programme	Environmental Health Officer
87	Authority to refuse to register National Programme	Environmental Health Officer
89	Authority to impose reasonable conditions on registration of National Programme	Environmental Health Officer
90	Authority to suspend, at any time, any or all of the operations conducted under a National Programme	Manager Environmental Services
91	Authority to extend period of suspension of National Programme	Manager Environmental Services
95	Authority to cancel registration of National Programme	Group Manager Planning and Environment
135	Authority to act as a recognized agency, person and class of person	Chief Executive Officer
137	Authority to conduct verification functions and activities	Environmental Health Officer
219	Authority to issue and cancel infringement notices	Environmental Health Officer, who has been appointed by the Ministry for Primary Industries as a Food Safety Officer
276	Appoint Food safety officers	Appointed by Ministry of Primary Industries
294-295	Powers of Verifiers	Environmental Health Officer

Food Act 2014		
Section	Description	Delegated to
296-321	Powers of Food Safety Officers	Environmental Health Officer, who has been appointed by the Ministry for Primary Industries as a Food Safety Officer
322-326	Power to apply for, execute and act under search warrant	Environmental Health Officer, who has been appointed by the Ministry for Primary Industries as a Food Safety Officer

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	Chief Executive Officer
39	Power to decide whether or not to return seized and impounded property	Environmental Services Manager
40	Authority to dispose of seized and impounded property in accordance with this section	Environmental Services Manager

G

Gambling Act 2003		
Section	Description	Delegated to
98-100	Power to determine territorial authority consent applications pursuant to the class 4 venue policy	Environmental Services Manager

Government Rounding Powers Act 1989		
Section	Description	Delegated to
62	Consent to a delegation made by the NZ Transport Agency under section 62(1)	Group Manager Partnerships and Operations
64	Decision to surrender delegated powers and duties, and give required notice	Group Manager Partnerships and Operations
75	Power to agree on compensation	Group Manager Partnerships and Operations

H

Hazardous Substances and New Organisms Act 1996		
Section	Description	Delegated to
12	Carry out the powers functions and duties of an enforcement officer (limited to matters specified in the warrant of appointment)	Environmental Health Officer
97(1)(h)	Appoint enforcement officers to enforce the provisions of the Act as set out in section 97(1)(h)	Chief Executive Officer
98(1)(a)	Coordination of inspection (excluding the transfer of functions)	Chief Executive Officer
100	Power to appoint suitably qualified enforcement officer together with power to designate officer as a district hazardous substances officer	Chief Executive Officer
109B	Authorise an application for an extension of time for a person to file a charging document under section 109A(1)	Group Manager Planning and Environmental
119	Authorise an enforcement officer to obtain and execute a search warrant (on approval of CEO)	Group Manager Planning and Environmental

Health Act 1956		
Section	Description	Delegated to
23	Duty and powers to improve, promote and protect public health within the district	Environmental Health Officer
28	Power to appoint suitably qualified environmental health officers	Chief Executive Officer
33	Power to cause the abatement of nuisance and recover the cost of the abatement from the owner/occupier	Environmental Services Manager
34	Power to cause the immediate Abatement of Nuisance	Environmental Health Officer
41	Power to issue cleansing order to require owners or occupiers to cleanse property	Environmental Services Manager
42(1)	Power to certify that a dwelling house is unfit for human habitation	Environmental Services Manager
42(2)	Power to certify that a dwelling house does not comply with an regulations made under section 120C of the Health Act 1956	Environmental Services Manager Building Services Manager
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	Environmental Services Manager Building Services Manager
45	Power to cancel a closing order	Environmental Services Manager
53C	Power to make an advance to any owner served with a notice under section(s) 41, 42	Environmental Services Manager

Health Act 1956		
Section	Description	Delegated to
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	Environmental Services Manager
58	Grant consent for stock sale-yards with or without conditions	Environmental Services Manager
81	Power to authorise an environmental health officer to enter premises and carry out disinfection and cleansing	Environmental Services Manager
82	Obligation to disinfect and cleanse when ordered to do so by the Medical Officer of Health	Environmental Health Officer
83	Power to destroy articles that cannot be effectively disinfected	Environmental Health Officer
84	Power to establish mortuary, cleansing stations, provide vehicles and disinfectant	Partnerships and Operations Manager (Amenities) Environmental Services Manager
86	Duty to cause bodies to be buried or moved to a mortuary when required by Medical Officer of Health	Amenities Administrator Partnerships and Operations Manager (Amenities) Environmental Services Manager
87	Receive and determine an application for injurious affection	Chief Executive Officer
121	Duty and power to appoint suitably qualified environmental health	Chief Executive Officer
128	Power to authorise entry and inspection of specified facilities, and execution of works under this Act	Environmental Services Manager

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	Executive Leadership Team

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	Environmental Services Manager

Health (Hairdressers) Regulations 1980		
Section	Description	Delegated to
4	Power to issue certificates of exemption	Environmental Services Manager

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

Heritage New Zealand Pouhere Taonga Act 2014		
Section	Description	Delegated to
14	Power to enter into agreement with Heritage New Zealand Taonga Act 2014	Group Manager Partnerships and Operations Group Manager Planning and Environment
74	Duty to have regard to recommendations of Heritage New Zealand Pouhere Taonga or Māori Heritage Council	Group Manager Partnerships and Operations Group Manager Planning and Environment

I

Impounding Act 1955		
Section	Description	Delegated to
3	Duty to provide and maintain a public pound and provide for separate holding of infected stock	Chief Executive Officer
4	Provision for joint pound administration	Chief Executive Officer
5	Requirement to give public notice of location of pound	Environmental Services Manager
6	Requirement to erect and maintain a notice board providing particulars	Environmental Services Manager
8	Obligation to appoint pound-keeper and power to appoint rangers and other persons	Chief Executive Officer

Impounding Act 1955		
Section	Description	Delegated to
9, 10, 11	Power to appoint a deputy and remove or suspend the pound-keeper and publicly notify these actions	Chief Executive Officer
12	Duty to keep stock infected with contagious disease separate	Environmental Services Manager
12	Pounds to be kept clean and in good order and stock to be provided sufficient food, water, care and attention	Animal Control Officer
13	Pound book and impounding register to be maintained and open to inspection	Animal Control Officer
14	Power to recover actual costs of providing sustenance	Environmental Services Manager
15	Power to recover driving charges for stock trespassing, straying or wandering on or near a road	Animal Control Officer
16	Power to require owner of trespassing stock to pay trespass rates to council	Animal Control Officer
23	Power to withhold delivery of stock impounded until trespass rates paid by owner	Environmental Services Manager
26	Power to release stock to its owner where land occupier notifies of intention to claim damages	Environmental Services Manager
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	Environmental Services Manager
38	Power to issue notice regarding wild stock trespassing on land and sell the stock if not removed	Environmental Services Manager
42	Power to dispose of wild stock straying on roads and dispose of carcass and retain proceeds	Environmental Services Manager
44	Power to expand pound temporarily	Environmental Services Manager
46	Obligation to give notice under subsections (1) and (2) of stock impounded	Animal Control Officer
47	Power to detain stock impounded until all fees, rates, charges and expenses paid by owner	Environmental Services Manager
50	Power to authorise person to act as auctioneer for sale of impounded stock	Environmental Services Manager
52	Power to destroy diseased, injured, sick animal and arrange for destruction of animal and disposal of carcass	Environmental Services Manager
53	Power to dispose of unsold stock	Environmental Services Manager
56	Power to recover any deficiency in costs from the owner of stock	Environmental Services Manager

L

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

Land Transfer Act 1952		
Section	Description	Delegated to
20	Power to bring alienated land under the Act	Roading Manager Partnerships and Operations Manager (Amenities)
70, 71	Power to request removal of easements, covenants and profits a prendre from certificate of title for land owned or administered by Council or where Council holds such interests over private land	Roading Manager Partnerships and Operations Manager (Amenities) Group Manager Partnerships and Operations
89A	Power to make application to the Registrar General of Lands to have access strip and/or marginal strips and/or esplanade reserve brought on subdivision of land	Partnerships and Operations Manager (Amenities) Planning Manager
90	Power to request and/or execute a transfer instrument for: -transfer of any land, estate or interest in land/ -creation or surrender of any or estate or interest in land -creation or surrender of any easement; and -creation or surrender of any profit a prendre	Roading Manager Planning Manager Senior Planner Partnerships and Operations Manager (Amenities) Group Manager Partnerships and Operations
90A	Power to request creation and surrender of easements by easement instrument	Roading Manager Partnerships and Operations Manager (Amenities)
90B, 90C	Power as registered proprietor or grantee to consent to the creation and surrender of easements or to execute an easement variation instrument	Roading Manager Partnerships and Operations Manager (Amenities)
90F	Power to execute deeds inter partes creating and noting land covenants	Group Manager Partnerships and Operations

Land Transfer Act 1952		
Section	Description	Delegated to
101	<p>Power to execute mortgage instruments or encumbrance instruments</p> <p><i>Limits on Exercise of Delegation</i></p> <ul style="list-style-type: none"> -creation or surrender of any or estate or interest in land -creation or surrender of any easement; and -creation or surrender of any profit a prendre 	General Manager Finance
102	<p>Power to execute variation of mortgage terms instruments</p> <p><i>Limits on Exercise of Delegation</i></p> <ul style="list-style-type: none"> -Borrowing must be approved pursuant to a Ten Year Plan, Annual Plan or Council resolution; -transaction must be within the officer's financial delegation; and -transaction must be reported to next meeting of the Finance, Audit, and Risk Committee 	General Manager Finance
103	<p>Power to execute variation of priority of mortgages instruments</p> <p><i>Limits on Exercise of Delegation</i></p> <ul style="list-style-type: none"> -Borrowing must be approved pursuant to a Ten Year Plan, Annual Plan or Council resolution; -transaction must be within the officer's financial delegation; and -transaction must be reported to next meeting of the Finance, Audit, and Risk Committee 	General Manager Finance
118	Power to execute a covenant for right of purchase	Group Manager Partnerships and Operations
136, 137	Power to register a caveat against bringing land or dealings with land where Council has a registrable interest (including any equitable interest)	Group Manager Partnerships and Operations
145A	Power to apply for caveat against dealings to lapse	Roading Manager Partnerships and Operations Manager (Amenities)
147	Power to certify and execute and submit withdrawal of caveat	Group Manager Partnerships and Operations
147A	Power as caveator to consent to and execute electronic registration	Group Manager Partnerships and Operations
164(2)	Power to certify and execute instruments	Senior Planner Roading Manager Partnerships and Operations Manager (Amenities)
164B	Power to certify and execute electronic instruments and paper instruments of a class specified for the purpose by regulations made under the Land Transfer Act 1952	Senior Planner Roading Manager Partnerships and Operations Manager (Amenities)

Land Transfer Act 1952		
Section	Description	Delegated to
189	Duty to surrender instruments affecting title to the Registrar	Partnerships and Operations Manager (Amenities)

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	Chief Executive Officer
N/A	Power to take enforcement action under this Act or rules or regulations	Roading Manager Bylaws Officer Environmental Services Manager
128E	Authority to engage towing contractor where bylaw or this Act or rules or regulations made under this Act are breached	Roading Manager Environmental Services Manager
N/A	Authority to waive payment of any infringement fine where waiver criteria are met	Environmental Services Manager

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

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	Group Manager Planning and Environment
319B	To allocate property numbers and comply with procedural requirements	Group Manager Planning and Environment
327A	Consider and determine applications for the cancellation of building-line restrictions	Senior Planner

Local Government Act 1974		
Section	Description	Delegated to
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	Senior Planner
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	Group Manager Partnerships and Operations
467	Replace or repair or remove property and recover costs of such works	Group Manager Partnerships and Operations
Schedule 10	To impose conditions as to stopping of roads and the temporary prohibition of traffic on roads	Group Manager Partnerships and Operations

Local Government Act 2002		
Section	Description	Delegated to
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	Group Manager Planning and Environment
164	Power to seize and impound property	Bylaws Officers
165	Power to apply for warrant to seize and impound property from private land	Environmental Services Manager
167	Authority to decide whether or not to return seized and impounded property	Environmental Services Manager
168	Authority to dispose of seized property in accordance with this section	Environmental Services Manager
177	Power to appoint enforcement officer	Chief Executive Officer
186	Power to execute works when owner is in default	Managers
187	Power to recover costs of works	Managers
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	Chief Executive Officer
193	To determine whether or not to restrict water supply under this section	Group Manager Partnerships and Operations
196	To consent to the discharge of trade wastes	Group Manager Planning and Environment
198	Power to require contributions for developments pursuant to any Council policy	Planner
208	Take one or more of the actions listed if development contributions not paid or made	Group Manager Planning and Environment

Local Government Act 2002		
Section	Description	Delegated to
209,210	Refunds of money and return of land if development does not proceed	Group Manager Planning and Environment
245	Power to issue and serve an infringement notice for any infringement offence	Enforcement Officers

Local Government Official Information and Meetings Act 1987		
Section	Description	Delegated to
11	To give reasonable assistance to those persons requesting information	Information Officer Executive Assistant to CEO and Mayor General Manager Policy and Governance
12	To transfer requests and attend to subsequent notification	Information Officer Executive Assistant to CEO and Mayor General Manager Policy and Governance
13	Power to make decisions on requests	General Manager Policy and Governance
14	Power to extend time limits and to attend to subsequent notification	Information Officer Executive Assistant to CEO and Mayor General Manager Policy and Governance
15	Power to determine the manner of presenting information and attend to subsequent notification	Information Officer Executive Assistant to CEO and Mayor General Manager Policy and Governance
16	Power to determine deletions or redactions of information and attend to subsequent notification	Information Officer Executive Assistant to CEO and Mayor General Manager Policy and Governance
17, 17A, 17B, 18	Determining whether or not to refuse a request for information, and providing reasons(s) for refusal	General Manager Policy and Governance
21	Determining access to internal rules affecting decisions, and providing reasons for refusing to provide information	General Manager Policy and Governance
22	Providing a written statement under this section	General Manager Policy and Governance
24	Taking precautions regarding access to personal information	Information Officer

Local Government Official Information and Meetings Act 1987		
Section	Description	Delegated to
		General Manager Policy and Governance
25	Correction of information	Information Officer Executive Assistant to CEO and Mayor
26	Refusal to supply personal information	Information Officer General Manager Policy and Governance
33	Requirements to notify decision of Ombudsman	General Manager Policy and Governance
44A	Making decisions on information to be included in Land information Memoranda	Building Control Manager Planning Manager
46	Provide for the public notification of meetings	General Manager Policy and Governance
46A, 49, 51	Provide for the availability of agenda, reports and minutes	General Manager Policy and Governance
51A	Provide for the public notification of resolution at emergency meeting	General Manager Communications and Engagement General Manager Policy and Governance

N

New Zealand Geographic Board (Nga Pou Taunaha o Aotearoa) Act 2008		
Section	Description	Delegated to
17	Make submissions on a proposal	Group Manager Partnerships and Operations

New Zealand Library Association Act 1939		
Section	Description	Delegated to
5	Power to become a member of the Association	Library Services Manager

O

Ombudsmen Act 1975		
Section	Description	Delegated to
18	Respond to requests from the Office of the Ombudsman	General Manager Policy and Governance

P

Privacy Act 2020		
Section	Description	Delegated to
201	Authority to act as privacy officer	Information Officer General Manager Policy and Governance

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	Group Manager Partnerships and Operations Group Manager Planning and Environment General Manager Finance
25	Power to sign dispositions of interests in land and other property	Group Manager Partnerships and Operations Group Manager Planning and Environment
27	Power to execute contracts of guarantee	Group Manager Planning and Environment Group Manager Partnerships and Operations General Manager Finance
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	Partnerships and Operations Manager (Amenities) Roading Manager Property Advisor
28(4)	Power to re-enter land (excludes use of force)	Partnerships and Operations Manager (Amenities) Roading Manager
33	Power as purchaser to apply for relief against cancellation	Partnerships and Operations Manager (Amenities)

Property Law Act 2007		
Section	Description	Delegated to
		Roading Manager
37	Power as purchase to apply for order requiring refund of deposit	Partnerships and Operations Manager (Amenities) Roading Manager
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	Partnerships and Operations Manager (Amenities) Roading Manager
50	Power to assign things in action	General Manager Finance
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	Partnerships and Operations Manager (Amenities) Property Advisor
210, 236	Power to terminate lease	Partnerships and Operations Manager (Amenities)
228	Power to recover damages from lessor <i>Limits on Exercise of Delegation</i> -Transaction must achieve value for ratepayers; and -Transaction must be within the officer's financial delegation	Partnerships and Operations Manager (Amenities)
234	Power to exercise rights arising from covenants	Partnerships and Operations Manager (Amenities)
245, 246	Power as lessor to cancel lease for breach of covenants including to pay rent	Partnerships and Operations Manager (Amenities)
322	Power to apply to a court for relief for wrongly placed structure	Partnerships and Operations Manager (Amenities) Roading Manager
Schedule 3, Part 1, cl 10	Power as lessee to terminate lease if unable to use premises	Partnerships and Operations Manager (Amenities)
Schedule 3, Part 1, cl 11	Power as lessor to inspect premises	Property Advisor

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

Public Bodies Leases Act 1969		
Section	Description	Delegated to
7	Power to grant tenancies or leases within sub-delegated financial limit	Partnerships and Operations Manager (Amenities)
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	Partnerships and Operations Manager (Amenities)

Public Works Act 1981		
Section	Description	Delegated to
4(6)(b)(ii)	Power to sign notices under this Act	Chief Executive Officer
17(1)	Power to enter into an agreement to purchase land for any public work for which the local authority is responsible	Chief Executive Officer
18(1)	Duty to serve notice of desire to acquire land and to invite owner of land to sell	Chief Executive Officer
18(2)	Power to proceed to take land for public work	Chief Executive Officer
18(3), 18(4)	Power to withdraw notice issued under section 18(1) of this Act	Chief Executive Officer
18(7)	Proceed to take land under certain circumstances	Chief Executive Officer
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	Chief Executive Officer
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	Chief Executive Officer
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)	Chief Executive Officer
40(1), (2) and (4)	Power to dispose or not dispose of land declared surplus	Chief Executive Officer
42	Power of disposal of land not required for public work when section 40 of this Act does not apply	Chief Executive Officer
42(2)	Power to give notice of decision on public sales of land under section 42	Chief Executive Officer
49	Power to deal with land held for public work in strata	Chief Executive Officer

Public Works Act 1981		
Section	Description	Delegated to
52(4)	Power to request that land held for one public work be set apart for another public work by notice in the Gazette	Chief Executive Officer
63	Power to assess compensation for injurious affection where no land taken	Chief Executive Officer
65	Power to assess compensation for land for which no general demand exists	Chief Executive Officer
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.	Chief Executive Officer
71(7)	Power to decline an application from an owner or occupier to do something on land under section 71(5) of this Act	Chief Executive Officer
73(4), 74(4)	Power to consent as notifying authority to registration of a dealing	Chief Executive Officer
75	Power to pay compensation to tenants of residential and business premises	Chief Executive Officer
103	Power to grant easements in lieu of compensation	Chief Executive Officer
105	Power to grant land as compensation where equivalent land not readily available	Chief Executive Officer
107(6)	Power to sign notice of any charge under subsection 4 and any certificate releasing any such charge	Chief Executive Officer
107A	Power to grant lease or license as compensation to lessee or licensee of land taken	Chief Executive Officer
114	Power to give written consent for land to be declared road	Group Manager Planning and Environment
115(9)	Power to sign certificate of consent or notice of discharge of certificate of consent	Group Manager Planning and Environment
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	Group Manager Partnerships and Operations Group Manager Planning and Environment
135	Power to enter onto land to do emergency work on trees and other vegetation to recover costs and expenses of carrying out work	Group Manager Partnerships and Operations Roading Manager Partnerships and Operations Manager (Amenities)
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>	Executive Leadership Team

Public Works Act 1981		
Section	Description	Delegated to
	- 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	
234	Powers of emergency entry on land to prevent interference or damage to any public work or to carry out public duty	Roading Manager
237	Power to consent in writing to excavations near public works	Roading Manager
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	Partnerships and Operations Manager (Amenities)

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	Accounts Receivable
9	Apply to secretary of local government for refund of rebates granted	Accounts Receivable
11A	Seek advice from the Secretary of Local Government	General Manager Finance
13	Take any declarations required for the purposes of this Act	Senior Financial Accountant

Rating Valuations Act 1998		
Section	Description	Delegated to
7	To prepare and maintain district valuation roll	Accounts Receivable
8	Appoint person or body to undertake valuation services and notify Valuer-General of person or body undertaking valuation services for the Council	General Manager Finance
9	Undertake general revaluation in accordance with this section	General Manager Finance
10	Provide specified information to the Valuer-General	General Manager Finance
12	Give public notice in accordance with section 12 and provide for public inspection of the district valuation roll	General Manager Finance
13	Give notice of general revaluation in accordance with this section	General Manager Finance
14-17	Exercise powers regarding alterations and new valuations, giving notice, during the currency of a general revaluation	General Manager Finance

Rating Valuations Act 1998		
Section	Description	Delegated to
34	Referring objections to a registered valuer, deciding to alter the valuation or declining to alter the valuation (includes altering the district valuation roll)	General Manager Finance
35	Giving notice as required	General Manager Finance
39	Alter the district valuation roll to give effect to the decision of the Land Valuation Tribunal	General Manager Finance
41	Provide certified copies of entries in the district valuation roll	General Manager Finance
42	Keep and maintain information and documents, and provide to Valuer-General when required	Accounts Receivable
43	Enter into agreement with the regional council as to the regional council's annual share of costs.	General Manager Finance
45	Provide written authorisation to persons for entry onto private property to carry out valuations	General Manager Finance

Reserves Act 1977		
<i>Where Council is acting as an administering body or where reserves are vested in Council</i>		
Section	Description	Delegated to
8(9)	Power of administering body to appoint rangers	Chief Executive Officer
38	Power to control, administer and manage any land that is not a reserve	Partnerships and Operations Manager (Amenities)
40	To carry out the functions of an administering body as set out in this section	Partnerships and Operations Manager (Amenities)
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.	Partnerships and Operations Manager (Amenities)
48(1)	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.	Partnerships and Operations Manager (Amenities)
50	Power to authorise the taking and killing of any specified kind of fauna (excluding indigenous fauna)	Partnerships and Operations Manager (Amenities)
53-59, 61-63, 64, 66-68, 71-75, 77	Exercise any of the powers of the Council as an administering body under these sections including (without limitation) the	Group Manager Partnerships and Operations

Reserves Act 1977		
Where Council is acting as an administering body or where reserves are vested in Council		
Section	Description	Delegated to
	power to grant, renew or terminate leases and licences in accordance with the requirements of each section. <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	Group Manager Planning and Environment General Manager Finance
78-80, 84-85A, 88 and 89-92	Exercise any of the powers of the Council as an administering body under these sections	Partnerships and Operations Manager (Amenities) General Manager Finance
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	Group Manager Partnerships and Operations
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	Partnerships and Operations Manager (Amenities)
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.	Group Manager Partnerships and Operations
119	Duty to give public notice	Partnerships and Operations Manager (Amenities)

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	Venue Coordinator Executive Assistant to the Mayor and CEO
64	To issue licences, certificates and authorities (endorsed where appropriate)	Environmental Services Administrator Alcohol Licensing Inspector
66	To keep records of every application filed with the DLC(s) and the decision on the application	Environmental Services Administrator

Sale and Supply of Alcohol Act 2012		
Section	Description	Delegated to
		Alcohol Licensing Inspector
66	To keep a register of licencees to whom special licences have been issued by the committee, recording all prescribed particulars relating to those licences	Environmental Services Administrator Alcohol Licensing Inspector
72	To issue duplicate licences or certificates to holders	Environmental Services Administrator Alcohol Licensing Inspector
73	To receive notifications of surrender of licences and certificates	Environmental Services Administrator Alcohol Licensing Inspector
102	To give copies of objections to applicants	Environmental Services Administrator Alcohol Licensing Inspector
103	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and Inspectors	Environmental Services Administrator Alcohol Licensing Inspector
103	To give copies of any filed reports to applicants	Environmental Services Administrator Alcohol Licensing Inspector
120	To give copies of objections to applicants	Environmental Services Administrator Alcohol Licensing Inspector
120	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Environmental Services Administrator Alcohol Licensing Inspector
120	To give copies of any filed reports to applicants	Environmental Services Administrator Alcohol Licensing Inspector
128	To give copies of objections to applicants	Environmental Services Administrator Alcohol Licensing Inspector
129	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Environmental Services Administrator Alcohol Licensing Inspector
139	To require applicants to attach notices of applications to conspicuous sites etc.	Alcohol Licensing Inspector
140(2)	To set the time for the lodging of objections	Secretary of Licensing Committee
140(4)	To give copies of objections to applicants	Secretary of Licensing Committee
141	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Environmental Services Administrator

Sale and Supply of Alcohol Act 2012		
Section	Description	Delegated to
		Alcohol Licensing Inspector
141	To give copies of any filed reports to applicants	Environmental Services Administrator Alcohol Licensing Inspector
155	To receive copies of appeals of licensing committee decisions	Environmental Services Manager
155	To send copies of all required documentation related to an appeal to the Secretary of ARLA	Environmental Services Administrator Alcohol Licensing Inspector
196	Power to exercise all functions of the Secretary of the South Wairarapa District Licensing Committee	Chief Executive Officer
220	To give copies of applications and accompanying documents to the Police and the inspectors	Environmental Services Administrator Alcohol Licensing Inspector
220	To give copies of any filed reports to applicants	Environmental Services Administrator Alcohol Licensing Inspector
225	To give copies of applications and accompanying documents to the Police and inspectors	Environmental Services Administrator Alcohol Licensing Inspector
283	To give copies of applications to licensees	Environmental Services Administrator Alcohol Licensing Inspector
283	To fix dates for public hearings	Secretary of Licensing Committee
283	To give notice of hearings	Secretary of Licensing Committee
284	To send copies or orders to the secretary of ARLA	Environmental Services Administrator

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 <i>Limits on Exercise of Delegation</i> - Delegation may not be exercised where criteria for reductions is not met	Environmental Services Manager

Soil Conservation and Rivers Control Act 1941		
Section	Description	Delegated to
30	<p>Authority to make application to the Minister for grants or loans for soil conservation</p> <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 	Group Manager Partnerships and Operations

T

Telecommunications Act 2011		
Section	Description	Delegated to
119	Consider the matters that may be considered in setting reasonable conditions for access to Council roads	Group Manager Partnerships and Operations
128-131	Exercise powers to deal with trees on road verges interfering with telecommunications networks	Group Manager Partnerships and Operations
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	Group Manager Partnerships and Operations
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)	Group Manager Partnerships and Operations

Trespass Act 1980		
Section	Description	Delegated to
3	Power to warn a trespasser to leave any land or building owned or administered by Council	Partnerships and Operations Manager (Amenities) Property Advisor Amenities Coordinator (Senior Housing) Librarian Bylaws Officer
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	Partnerships and Operations Manager (Amenities) Property Advisor Amenities Coordinator (Senior Housing) Librarian

Trespass Act 1980		
Section	Description	Delegated to
		Bylaws Officer
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	Partnerships and Operations Manager (Amenities) Property Advisor Amenities Coordinator (Senior Housing) Venues Coordinator Librarian Bylaws Officer
5	Power to deliver written warning to person to stay off specific land or building owned or administered by Council	Partnerships and Operations Manager (Amenities) Property Advisor Library Service Manager Bylaws Officer

U

Unit Titles Act 2010		
Section	Description	Delegated to
25, 32	Authority to issue statement of compliance and to give a certificate in respect of any unit plan under section 32(2)(a)	Building Administrator Building Control Officer

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	Group Manager Partnerships and Operations
23,30	Power to make a submission to the New Zealand Walking Access Commission for the purpose of naming a walkway	Group Manager Partnerships and Operations
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)	Partnerships and Operations Manager (Amenities) Property Advisor
38	Close walkways in accordance with this section, and give the required notice	Partnerships and Operations Manager (Amenities) Property Advisor

Walking Access Act 2008		
Section	Description	Delegated to
39	Give public notice of closed walkway	Partnerships and Operations Manager (Amenities) Property Advisor
43	Recommend the appointment of council officers as enforcement officers to the Commission	Partnerships and Operations Manager (Amenities) Property Advisor

Waste Minimisation Act 2008		
Section	Description	Delegated to
26,27	Impose levy on waste disposed of at disposal facility at prescribed rate	General Manager Finance
28	Requirement for operator of disposal facility to pay levy to levy collector	Partnerships and Operations Manager (Amenities)
51	Gather information required for waste assessment	Partnerships and Operations Manager (Amenities)
52	Authority for territorial authority to undertake or contract for any waste management	Partnerships and Operations Manager (Amenities)
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)	Partnerships and Operations Manager (Amenities)
54	Provide a service that collects waste promptly, efficiently and at regular intervals	Partnerships and Operations Manager (Amenities)
55	Comply with any notice issued by a Health Protection Officer or give notice/directions to person providing waste collection service	Partnerships and Operations Manager (Amenities)
66,71	Authority to enforce provisions of bylaw and bring proceedings	Chief Executive Officer
73, 74	Authority to initiate proceedings for infringement offences and to issue and serve infringement notices	Partnerships and Operations Manager (Amenities)
77-85	Powers of enforcement officers	Partnerships and Operations Manager (Amenities)
76	Appoint any person to be an enforcement officer	Chief Executive Officer
84	Authority to decide whether or not to return seized and impounded property	Partnerships and Operations Manager (Amenities) Environmental Services Manager
85	Authority to dispose of seized and impounded property in accordance with this section	Partnerships and Operations Manager (Amenities) Environmental Services Manager

Water Services Act 2021		
Section	Description	Delegated to
21	Duty to ensure drinking water supplied is safe	Group Manager Partnerships and Operations
22	Duty to comply with drinking water standards	Group Manager Partnerships and Operations
23	Duty to register drinking water supply	Group Manager Partnerships and Operations

Water Services Act 2021		
Section	Description	Delegated to
24	Duty to take reasonable steps to supply aesthetically acceptable drinking water	Group Manager Partnerships and Operations
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)	Group Manager Partnerships and Operations
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	Group Manager Partnerships and Operations
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	Group Manager Partnerships and Operations
28	Duties relating to end-point treatment	Group Manager Partnerships and Operations
30	Duty to prepare and implement a drinking water safety plan and ensure drinking water supply is operated in accordance with the plan	Group Manager Partnerships and Operations

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	Group Manager Partnerships and Operations
30	Apply funds to destroy wild animals	Partnerships and Operations Manager (Amenities)
30	Exercise of powers to destroy wild animals with prior consent of Minister of Conservation	Group Manager Partnerships and Operations
31	Submit plan to Minister of Conservation for approval of destruction of wild animals	Group Manager Partnerships and Operations

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	Partnerships and Operations Manager (Amenities) Environmental Services Manager

5.2. 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	Partnerships and Operations Manager (Amenities)	Roading Manager	Partnerships and Operations Manager (Amenities)
2	Affected Party Approval (APA) -private development encroaching on Council Land (temporary encroachment) or -private development adjoining Council Reserve Land	Chief Executive Officer	Chief Executive Officer	Chief Executive Officer
3	New Leases less than \$10,000 per year	Partnerships and Operations Manager (Amenities) Property Advisor	Group Manager Partnerships and Operations Roading Manager	Partnerships and Operations Manager (Amenities) Property Advisor
4	New Leases more than \$10,000 per year	Chief Executive Officer	Chief Executive Officer	Chief Executive Officer
5	Assignment, sublease, variation or surrender of leases – no change to permitted lease activity and less than \$10,000 per year.	Partnerships and Operations Manager (Amenities) Property Advisor	Group Manager Partnerships and Operations Roading Manager	Partnerships and Operations Manager (Amenities) Property Advisor
6	Assignment, sublease, variation or surrender of leases – change of permitted lease activity of more than \$10,000 per year.	Chief Executive Officer	Chief Executive Officer	Chief Executive Officer
7	Lessors approval for works within leased area	Partnerships and Operations Manager (Amenities)	Group Manager Partnerships and Operations Roading Manager	Chief Executive Officer
8	Granting of Film Permits (48hr standard decision timeframe for straight forward activities)	Partnerships and Operations Manager (Amenities)	Partnerships and Operations Manager (Amenities)	Partnerships and Operations Manager (Amenities)
9	Rent reviews where they do comply with policy	Partnerships and Operations Manager (Amenities)	Roading Manager	Partnerships and Operations Manager (Amenities)

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
10	Non-compliant lease matters	Partnerships and Operations Manager (Amenities)	Roading Manager	Partnerships and Operations Manager (Amenities)

Miscellaneous or Administrative Delegations		
#	Description	Delegated to
11	Ability to execute employment documentation including vacancy authorisations and execution of contracts of employment	Executive Leadership Team
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)	Information Officer Accounts Receivable
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	General Manager Policy and Governance General Manager Finance
14	Vesting of land in lieu of development contributions cash pre-approved by resource consent e.g. Greytown Development Area	Chief Executive Officer
15	Authority to request criminal conviction record of a defendant	Chief Executive Officer
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	Chief Executive Officer
17	Authority to act on the advice of the Group Manager Planning and Environment 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	Chief Executive Officer