

Southland District Council

Manual of Delegations

Adopted by Council 24 January 2024

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1 Introduction

Southland District Council ('Council') relies on a clear distinction between governance and management activities for effective operation. Council is comprised of:

- **elected members**, including councillors and community board members who have overall responsibility for Council decisions and activities
- **the chief executive**, who is the sole employee of the elected members, and
- **Council officers**, who are employed by the chief executive.

Governance activities are the remit of elected members. Management activities are the remit of the chief executive, which includes the provision of policy advice, as well as implementing the governance decisions made by elected members.

In order for a council to operate efficiently and effectively, the chief executive delegates provision of policy advice and decision implementation to council officers.

1.1 Purpose

The purpose of the delegations manual ('the manual') is to define and authorise the scope of:

- a) the division between governance and management activities
- b) Council's delegations of governance activities to Council committees and community boards
- c) Council's delegations of management activities, functions and powers to the chief executive and to Council officers, including the executive leadership team.

Other aspects of Council's work programme can be delegated by Council resolution. This includes the work programme detailed in the Long Term Plan and Annual Plan. Separate delegations are not required for Council officers to undertake any work included in these documents, which are adopted by Council.

The delegations manual also provides for specific delegations relating to finance, regulatory functions and carrying out of specific statutory responsibilities devolved to Council through legislation.

1.2 Structure of Manual

The delegations manual is structured as follows:

1. Delegations framework – this section outlines Council's guiding principles for delegating authority and establishes the legal power for making these delegations. It then establishes the framework through which the delegations are made and structured.
2. Governance delegations – this section sets out the delegation of governance and decision making powers from Council to committees and community boards.
3. Financial delegations – the delegation of financial powers enables the achievement of Council's objectives and work programme, as adopted in the Long Term Plan and Annual Plan. This section sets the limits of financial delegations to Council sub-committees and Council officers.
4. Statutory delegations - these sections sets out key statutes and regulations that devolve and delegate functions and powers, duties and responsibilities from Council to the chief executive and from Council to Council staff. These delegations are consistent with the Local Government Act

2002 ('the act'), which empowers Council to delegate the enforcement, inspection, licensing and administration related to bylaws and other regulatory matters to any other local authority, organisation, or person.

5. Non statutory delegations – this section sets out how the chief executive delegates management powers, functions and responsibilities to facilitate the effective operation and administration of Council business.

2 Delegations Philosophy

Delegations are the assignment of a duty, function or power of action to one or more named persons, together with the authority to carry out that duty or complete the action assigned with responsibility for the outcome.

The powers, functions and duties of Council are prescribed by central government either expressly or implicitly by statute and associated regulations. The legislative framework imparts various different powers, functions and duties to the elected Council, the chief executive and to specific Council officers.

Primary statutes that impact Council include but are not limited to:

- Local Government Act 2002 ('the act')
- Resource Management Act 1991 ('RMA')
- Building Act 2004
- Reserves Act 1977.

2.1 Philosophy

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

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

Delegations do not remove ultimate accountability of elected members, the chief executive and the executive leadership team for the affairs of Council.

2.2 Key Principles

In making decisions about delegated authority, Council and the chief executive will balance the following, to enable Council to:

- operate efficiently and effectively
- concentrate on its policy making role, empowering the chief executive and Council officers to implement and administer those policies
- carry out Council functions openly and fairly
- provide delegates with the necessary authority to effectively carry out delegated responsibilities
- properly observe all statutory obligations and requirements.

Other principles observed in the development of the manual are that delegations will:

- be made to positions, not people
- be recorded in the delegations manual
- have any updates recorded in an appendix of subsequent delegations
- commit Council to decisions made by staff with delegated authority
- be reviewed and amended as required, including a review in line with triennial elections.

2.3 Delegations to the Chief Executive

Council may delegate any function to the chief executive except those expressly precluded by legislation. Any further delegations by the chief executive made following the publication of this manual will be recorded in an appendix of subsequent delegations (Attachment C).

The chief executive may appoint an executive leadership team member in an acting role to assume delegated authority in the event of planned or unplanned leave, absence or unavailability. Such appointments should be for a limited time and be recorded in writing.

2.3.1 Temporary Delegations

Council officers who are charged with increased duties in a temporary or acting capacity also receive the delegated powers, duties and responsibilities relevant to that position. Any appointment in a temporary capacity shall be recorded in writing and be for a defined period.

2.3.2 Extension of Delegated Authority

The group manager and team leader/activity manager of any Council officer who has a specific delegated authority will share the same delegation as that Council officer, and shall be able to exercise that function and power as if it had been specifically delegated to them.

2.4 Legal Restrictions

Council cannot delegate any power which is required by law to require a resolution of Council, including under Schedule 7 Clause 32 of the Local Government Act 2002.

Council cannot delegate the power to:

- set a rate
- adopt a bylaw
- borrow money, purchase or dispose of assets, outside of the Long Term Plan
- adopt a Long Term Plan, Annual Plan, or Annual Report
- appoint the chief executive
- adopt policies with consultation requirements prescribed by the Local Government Act 2002, including those associated with the Long Term Plan
- approve, adopt, and set operative dates for changes and/or variations to resource management plans and policies under the Resource Management Act 1991

- approve and adopt the district plan and notices of requirement
- adopt a remuneration or employment policy
- make a final decision following an ombudsman's recommendation that rejects or modifies that recommendation
- appoint or discharge the deputy mayor
- approve or amend Council's standing orders
- approve or amend the code of conduct for elected members
- establish and determine the structure, terms of reference, and delegated authorities of committees
- appoint and discharge members of committees
- establish a joint committee with another local authority or public body.

2.5 Powers and Responsibilities Retained by Council

Council also retains the following additional powers and responsibilities:

- the powers and duties conferred or imposed on Council under Part 2 of the Public Works Act 1981 to allow for the compulsory acquisition of land
- approval of a draft Long Term Plan or draft Annual Plan prior to community consultation
- approval of a draft bylaw prior to community consultation
- resolutions required to be made by Council under the Local Electoral Act 2001, including the appointment of an electoral officer
- the power to institute any proceedings in the high court that are not injunctive proceedings
- the power to sell, dispose or purchase land, including parks, reserves and endowment properties where they are not being acquired as part of the approval of a resource consent for developments such as subdivisions or where the land is being acquired as part of a project included in the Long Term Plan where the value is less than \$50,000
- the power to cease any existing function or commence any new significant activity
- formulation or amendment of Council's corporate goals and objectives
- adoption of the local governance statement
- adoption of the triennial agreement
- preparation of Long Term Plan/Annual Plan documents
- power to set fees and charges
- adoption of the assessment of water and sanitary services.
- approve, adopt and review policies including any revisions and amendments
- approve by resolution all external Council borrowing outside of that noted in the Long Term Plan
- approve the external managed fund and the appointment of any fund managers
- approve amount of funds to be placed with external managed fund
- approve membership to Local Government Funding Agency (LGFA) including CCO/CCTOs.

3 The Statutory Framework

3.1 Council's Principal Responsibilities

The purpose of local government as per s.10 of the Local Government Act 2002 is:

- to enable democratic local decision-making and action by, and on behalf of, communities, and
- to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

The governance principles of local government as set out in s.39 of the Local Government Act 2002 are:

- a local authority should ensure that the role of democratic governance of the community, and the expected conduct of elected members, is clear and understood by elected members and the community
- a local authority should ensure that the governance structures and processes are effective, open, and transparent
- a local authority should ensure that, so far as is practicable, responsibility and processes for decision making in relation to regulatory responsibilities is separated from responsibility and processes for decision-making for non-regulatory responsibilities
- a local authority should be a good employer
- a local authority should ensure that the relationship between elected members and management of the local authority is effective and understood.

3.2 Responsibilities of the Chief Executive

The Local Government Act 2002 requires Council to delegate the management of the organisation to the chief executive in accordance with s.42 and Schedule 7 ss.33 – 36, on the terms and conditions that Council consider appropriate.

The chief executive is responsible to the elected Council for:

- a) implementing the decisions of the local authority
- b) providing advice to members of the local authority and to its community boards, if any
- c) ensuring that all responsibilities, duties, and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an act, regulation, or bylaw, are properly performed or exercised
- d) ensuring the effective and efficient management of the activities of the local authority
- e) maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- f) providing leadership for the staff of the local authority
- g) employing, on behalf of the local authority, the staff of the local authority (in accordance with any remuneration and employment policy) and

- h) negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration and employment policy).

Other matters that the chief executive is responsible for include:

- a) ensuring, as far as practicable, that the management structure of the local authority:
 - reflects and reinforces the separation of regulatory responsibilities and decision making processes from other responsibilities and decision making processes
 - is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.
- b) ensuring the policies adopted by Council are implemented by officers of Council and administered in accordance with their terms.
- c) changes and updates to staff delegations (as set out in sections 2.3)
- d) all other powers, functions and duties necessary for the management of the Council's activities and functions.

3.3 Delegation of Powers to any Other Officer

The delegations manual records all delegations from Council to the chief executive and to Council officers. Clause 32B of Schedule 7 of the Local Government Act 2002 provides (with some restrictions) powers for a Council officer to further delegate to any other officer.

4 Authority

The delegations made in the governance section of the manual and other delegations of statutory and financial powers to committees and subcommittees and all the delegations of functions and powers made to the chief executive and Council officers were adopted by Council at its meeting on 30 November 2022.

5 Amendments to this Manual

This manual shall be maintained by the governance and democracy team who shall amend it in accordance with:

- any instruction to that effect given by Council, and any other delegate authorised to amend this manual
- any need for typographical, grammatical or other minor amendment where the intention of Council in the matter of a delegation is not altered
- any amendments to address legislative or regulatory changes, excluding the powers and responsibilities that remain with Council, which shall go to Council for approval.

The manual will be reviewed in line with triennial elections.

6 Conduct of Affairs

All elected members, community boards, committees and subcommittees shall conduct their affairs in accordance with the Local Government Act 2002, Local Government Official Information and Meetings Act (LGOIMA) 1987, Local Authorities (Members' Interests) Act 1968, Council Code of Conduct (with respect to all elected members) and standing orders.

7 Ambiguity or Conflict

In the event of ambiguity or conflict as to which committee or subcommittee has the delegated authority to act in respect of a particular matter, then the mayor will decide in consultation with governance and democracy and having received advice from the chief executive.

8 Governance Delegations

8.1 Introduction

Council's delegation model is designed to enable committees of Council to undertake their roles consistent with their terms of reference. The use of delegated authority to the most appropriate level of the organisation enables Council to achieve the purpose of local government as prescribed in the Local Government Act 2002; which is:

- to enable democratic local decision-making and action by and on behalf of, communities; and
- to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

When a statute or regulation empowers Council to carry out a decision making function, that decision must be made by resolution of the full governing body, unless the statute or regulation permits delegation to a committee, subcommittee or Council officer.

Under s.41A of the Local Government Act 2002, the mayor has the power to establish the committees of Council and appoint the chairperson of each committee of Council before the other members of the committee are determined.

The business to be delivered and administered by Council is significant and wide-ranging, implementing the requirements of many statutes and associated regulations, Council plans, policies, bylaws and other services. Without delegation, Council's operations and administration would not be efficient, effective or timely in delivering services.

The body or person to whom powers are delegated will usually exercise the delegated power, but is not obliged to do so. Delegates may choose not to exercise authority when a matter becomes of high public interest, or the issues involved are contentious or high risk.

When urgency, public interest, or risk requires matters that would normally be delegated for decision to a standing committee may go to the full elected Council for decision. The decision to do so will be made by the mayor in conjunction with the chief executive.

8.2 Community Boards

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

Any decision by a community board must be consistent with policies or standards or resolutions adopted by Council (whether or not specifically referred to in the delegations below), the needs of their local communities and the approved budget for the activity.

It is Council's intention that community boards exercise their delegations in respect of local activities. For District activities that are the responsibility of Council, community boards will have the power to review and make recommendations to Council on the levels of service on the understanding that Council will be operating on a District wide minimum level of service.

The decision as to whether the exercise of a delegated power is for a local activity will be made by the group manager customer and community wellbeing and the assigned executive leadership team member on behalf of the chief executive. The group managers may consult with the chairperson of the relevant community board.

TYPE OF COMMITTEE	Community board (board)
RESPONSIBLE TO	Boards are responsible to Council Each board will also have relationships with Council committees (these committees are outlined in the delegations manual).
SUBCOMMITTEES	Some subcommittees will report to community boards – these are outlined in section 8.5 of the delegations manual.
MEMBERSHIP	Oreti and Waihopai Toetoe boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other boards have six members plus a member appointed by Council. The chairperson is elected by the board. Councillors who are not appointed to boards can only remain for the public section of the board meeting. They cannot stay for the public excluded section unless the board agrees.
FREQUENCY OF MEETINGS	Every second month, but up to 12 ordinary meetings a year with the approval of the chief executive.
QUORUM	Not less than four members
THE ROLE OF COMMUNITY BOARDS	Governance Elected members are responsible for providing leadership, setting direction and for overseeing performance (at a high level). The chief executive and staff are responsible for management activities including the allocation of resources, overseeing the day to day operations of the community board, providing policy advice and implementing governance decisions. Roles outlined in the Local Government Act 2002 <ul style="list-style-type: none">• appoint a chairperson and deputy chairperson

- represent, and act as an advocate for, the interests of its community
- consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the board
- maintain an overview of services provided by the territorial authority within the community
- prepare an annual submission to the territorial authority for expenditure within the community
- communicate with community organisations and special interest groups within the community
- undertake any other responsibilities that are delegated to it by the territorial authority.

Additional roles of boards

Community wellbeing

- a) promote the social, economic, environmental and cultural well-being of local communities
- b) monitor the overall well-being of local communities.

Community leadership

- a) to provide leadership to local communities on the strategic issues and opportunities that they face
- b) identify key issues and opportunities that will affect the future of the board's community and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities
- c) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomes
- d) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities
- e) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations.

Engagement and relationships

- a) to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community.

Advocacy

- a) as part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest
- b) as part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for

	<p>District Activities⁽ⁱ⁾ if a board seeks a higher level of service, they need to recommend that to Council, and the higher level of service will need to be funded in an appropriate way (locally).</p> <p>Local activities</p> <p>For local activities⁽ⁱⁱ⁾</p> <ul style="list-style-type: none"> a) recommend to Council levels of service⁽ⁱⁱⁱ⁾ and budgets for local activities, having regard to Council budgets in the long term plan or annual plan process b) recommend to Council rates, user charges and fees to fund local activities c) recommend to Council or a relevant committee the approval of project definitions or business cases and procurement plans for capital expenditure over \$300,000 d) recommend to Council or a relevant committee unbudgeted capital expenditure e) monitor the services Council delivers its communities and assess the extent these services meet community needs or the expected level of service f) support the development of local management plans where required by statute or in support of the district plan, or other plans (reserves, harbours, or other community facilities). <p>These plans should then be recommended to Council. There are times when local management plans^(iv) should not be developed</p> <p>Environmental management and spatial planning</p> <ul style="list-style-type: none"> a) provide comment on resource consent applications referred to the community board for comment b) to make recommendations to Council about bylaws and about enforcing bylaws within the community, having regard to the need to maintain consistency across the District c) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol, where statutory ability exists to seek such feedback d) provide input into regulatory activities not otherwise specified above, where process allows e) recommend to Council initiating an appeal to the environment court on decisions relating to resource consent applications that the board has made submissions on f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.
DELEGATIONS	<p>In exercising the delegated powers, boards will operate within:</p> <ul style="list-style-type: none"> a) policies, plans, standards or guidelines that have been established and approved by Council b) the needs of the local communities c) the approved budgets for the activity.

	<p>Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers^(v).</p> <p>Community wellbeing</p> <ul style="list-style-type: none"> a) develop local strategies to improve areas of wellbeing (where a need has been identified) b) to develop local community outcomes that reflect the desired goals for their community or place. <p>Community board plans</p> <ul style="list-style-type: none"> a) Regularly review and update the community board plan to keep the plan relevant. <p>Decisions on locally funded assets and services</p> <ul style="list-style-type: none"> a) accept donations of a local asset (e.g. a gas barbeque, park bench, etc) with a value of less than \$30,000 b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000. <p>Unbudgeted expenditure</p> <ul style="list-style-type: none"> a) approve unbudgeted operating expenditure for local activities of up to \$20,000 b) approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan or long term plan c) authority to delegate to the chief executive, when approving a project definition or business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the annual plan or long term plan. <p>Leases and licenses</p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, and subject to any relevant legislation and/or policy requirement, on behalf of Council;</p> <ul style="list-style-type: none"> a) accept the highest tenders for rentals more than \$10,000 b) approve the preferential allocation^(vi) of leases and licenses where the rental is \$10,000 or more per annum. <p>Community assistance</p> <ul style="list-style-type: none"> a) establish a system for prioritising allocations, based on criteria provided by Council b) grant funds from the Community Partnership Fund c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund. <p>Northern Southland development fund</p> <ul style="list-style-type: none"> a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.
LIMITS TO DELEGATIONS	Boards have no financial or decision-making delegations other than those specifically delegated by Council.

	<p>Boards shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its long term plan or annual plan.</p> <p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters that are not delegated</p> <p>Council has not delegated to boards the power to:</p> <ul style="list-style-type: none"> a) make a rate or bylaw b) acquire, hold or dispose of property c) direct, appoint, suspend or remove staff d) engage or enter into contracts and agreements and financial commitments e) institute an action for recovery of any amount f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; g) institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal to the environment court on decisions in respect to resource consent applications on which the board has made submissions.
CONTACT WITH MEDIA	<p>The board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The executive leadership team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Council.</p>
REPORTING	<p>Boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>Copies of board meeting minutes are retained by Council.</p>

- ⁽ⁱ⁾ District activities include:
- a) community leadership at a district level (including district community grants)
 - b) wastewater
 - c) waste services
 - d) water supply
 - e) district open spaces (parks and reserves)
 - f) roading

- g) district community services (library services, cemeteries, community housing and heritage/culture)
- h) district community facilities (public toilets, library buildings, offices and amenity buildings)
- i) environmental services (building services, resource management, environmental health, animal services, emergency management)
- j) stormwater
- k) corporate support services

(ii) Local activities include:

- a) community leadership at a local board level (including local community grants)
- b) local community facilities (halls and other amenity buildings within Council's overarching policy for community facilities)
- c) water facilities (boat ramps, wharves, jetties and harbour facilities)
- d) local open spaces (parks and reserves, playgrounds and streetscapes)
- e) parking limits, footpaths and streetlights
- f) Te Anau/Manapouri Airport (Fiordland board)
- g) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura board)
- h) for the above two local activities only
- i) recommend levels of service and annual budget to Council or a relevant committee
- j) monitor the performance and delivery of the service
- k) naming reserves, structures and commemorative places
- l) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
- m) naming roads
- n) authority to decide on the naming for public roads, private roads and rights of way
- o) assisting the chief executive by providing comment (through the board chairperson) to consider and determine temporary road closures applications where there are objections to the proposed road closure.

(iii) Levels of service is a term in asset management referring to the quality of a given service. Defining and measuring levels of service is a key activity in developing infrastructure asset management plans. Levels of service may be tied to physical performance of assets or be defined by customer expectation and satisfaction.

(iv) Local management plans should not be developed where powers:

- a) have been delegated to Council staff
- b) would have significance beyond the board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991)
- c) involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.

(v) Local Government Act 2002, s.53

(vi) A preferential allocation is when there is a preference that a lease or license is given to a particular person or group, rather than having an open process. For example, a neighbouring land owner or a community group that use a building may be asked if they want to lease the land/building, rather than giving the wider public the opportunity to tender or apply.

8.3 Expectations of Committees

Within its areas of jurisdiction, each committee is expected to:

- report minutes of all meetings to Council
- observe and pursue the goals, objectives and strategies in any strategic plan adopted by full Council
- maintain regular communications with other committees and full Council to ensure that the widest possible good is achieved for the community
- consider and/or approve expenditure that exceeds delegated authority of Council officers, within the financial parameters of the Long Term Plan and Annual Plan
- ensure appropriate consultation and communication is undertaken with iwi, the community and affected stakeholders
- monitor and respond to changes in legislation governing their jurisdiction
- support Council staff to achieve programmes and projects contained in the long term plan.

All committees will operate within:

- the policies, plans, standards or guidelines established and approved by Council
- the overall priorities of Council
- the needs of people in the district
- the approved budgets for the activity.

8.4 Committees

Council has established the following committees:

- Finance and Assurance committee
- Executive committee
- District Licensing committee
- Ohai Railway Fund committee

8.4.1 Finance and Assurance Committee

TYPE OF COMMITTEE	Council standing committee
RESPONSIBLE TO	Council
SUBCOMMITTEES	None
LEGISLATIVE BASIS	Committee constituted by Council as per schedule 7, clause 30 (1)(a), LGA 2002. Committee delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	The mayor, all councillors and one external appointee.
FREQUENCY OF MEETINGS	Quarterly or as required
QUORUM	Seven members
SCOPE OF ACTIVITIES	<p>The Finance and Assurance committee is responsible for:</p> <ul style="list-style-type: none"> ensuring that Council has appropriate financial, risk management and internal control systems in place that provide: <ul style="list-style-type: none"> an overview of the financial and non-financial performance of the organisation effective management of potential opportunities and adverse effects reasonable assurance as to the integrity and reliability of Council's financial and non-financial reporting. exercising active oversight of information technology systems exercising active oversight of Council's health and safety policies, processes, compliance, results and frameworks relationships with external, internal auditors, banking institutions and insurance brokers. <p>The Finance and Assurance committee will monitor and assess the following:</p> <ul style="list-style-type: none"> the financial and non-financial performance of Council against budgeted and forecasted outcomes consideration of forecasted changes to financial outcomes Council's compliance with legislative requirements Council's risk management framework Council's control framework Council's compliance with its treasury responsibilities Council's compliance with its Fraud Policy.
DELEGATIONS	<p>The Finance and Assurance committee shall have the following delegated powers and be accountable to Council for the exercising of these powers. In exercising the delegated powers, the Finance and Assurance committee will operate within:</p> <ul style="list-style-type: none"> policies, plans, standards or guidelines that have been established and approved by Council the overall priorities of Council the needs of the local communities

- the approved budgets for the activity.

The Finance and Assurance committee will have responsibility and delegated authority in the following areas:

Financial and performance monitoring

- a) monitoring financial performance to budgets
- b) monitoring service level performance to key performance indicators.

Internal control framework

- a) reviewing whether Council's approach to maintaining an effective internal control framework is sound and effective
- b) reviewing whether Council has taken steps to embed a culture that is committed to probity and ethical behaviour
- c) reviewing whether there are appropriate systems, processes and controls in place to prevent, detect and effectively investigate fraud.

Internal reporting

- a) to consider the processes for ensuring the completeness and quality of financial and operational information being provided to Council
- b) to seek advice periodically from internal and external auditors regarding the completeness and quality of financial and operational information that is provided to the Council.

External reporting and accountability

- a) agreeing the appropriateness of Council's existing accounting policies and principles and any proposed change
- b) enquiring of internal and external auditors for any information that affects the quality and clarity of Council's financial statements and statements of service performance, and assess whether appropriate action has been taken by management in response to the above
- c) satisfying itself that the financial statements and statements of service performance are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal control (ie letters of representation), and recommend signing of the financial statements by the chief executive/mayor and adoption of the Annual Report, Annual Plans, Long Term Plans

Risk management

- a) reviewing whether Council has in place a current, comprehensive and effective risk management framework and associated procedures for effective identification and management of the Council's significant risks
- b) considering whether appropriate action is being taken to mitigate Council's significant risks.

Health and safety

- a) review, monitor and make recommendations to Council on the organisations health and safety risk management framework and policies to ensure that the organisation has clearly set out its commitments to manage health and safety matters effectively.
- b) review and make recommendations for Council approval on strategies for achieving health and safety objectives

	<ul style="list-style-type: none"> c) review and recommend for Council approval targets for health and safety performance and assess performance against those targets d) monitor the organisation's compliance with health and safety policies and relevant applicable law e) ensure that the systems used to identify and manage health and safety risks are fit for purpose, being effectively implemented, regularly reviewed and continuously improved. This includes ensuring that Council is properly and regularly informed and updated on matters relating to health and safety risks f) seek assurance that the organisation is effectively structured to manage health and safety risks, including having competent workers, adequate communication procedures and proper documentation g) review health and safety related incidents and consider appropriate actions to minimise the risk of recurrence h) make recommendations to Council regarding the appropriateness of resources available for operating the health and safety management systems and programmes i) any other duties and responsibilities which have been assigned to it from time to time by Council. <p>Internal audit</p> <ul style="list-style-type: none"> a) approve appointment of the internal auditor, internal audit engagement letter and letter of understanding b) reviewing and approving the internal audit coverage and annual work plans, ensuring these plans are based on Council's risk profile c) reviewing the adequacy of management's implementation of internal audit recommendations d) reviewing the internal audit charter to ensure appropriate organisational structures, authority, access, independence, resourcing and reporting arrangements are in place. <p>External audit</p> <ul style="list-style-type: none"> a) confirming the terms of the engagement, including the nature and scope of the audit, timetable and fees, with the external auditor at the start of each audit b) receiving the external audit report(s) and review action(s) to be taken by management on significant issues and audit recommendations raised within c) enquiring of management and the independent auditor about significant business, political, financial and control risks or exposure to such risks. <p>Compliance with legislation, standards and best practice guidelines</p> <ul style="list-style-type: none"> a) reviewing the effectiveness of the system for monitoring Council's compliance with laws (including governance legislation, regulations and associated government policies), with Council's own standards, and best practice guidelines as applicable b) conducting and monitoring special investigations, in accordance with Council policy, and reporting the findings to Council
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	<p>c) monitoring the performance of Council organisations, in accordance with the Local Government Act.</p> <p>Business case review</p> <p>a) review of the business case of work, services, supplies, where the value of these or the project exceeds \$2 million (GST exclusive) or the value over the term of the contract exceeds \$2 million (GST exclusive).</p> <p>Insurance</p> <p>a) consider Council's insurance requirements, considering its risk profile</p> <p>b) approving the annual insurance renewal requirements</p> <p>Treasury</p> <p>a) oversee the treasury function of Council ensuring compliance with the relevant Council policies and plans</p> <p>b) ensuring compliance with the requirements of Council's trust deeds are met</p> <p>c) recommend to Council treasury policies at least every three years.</p> <p>d) approve debt, interest rate and external investment management strategy.</p> <p>Fraud Policy</p> <p>l) receive and consider reports relating to the investigation of suspected fraud</p> <p>m) monitor the implementation of the Fraud Policy.</p> <p>Power to recommend</p> <p>The Finance and Assurance committee is responsible for considering and making recommendations to Council regarding:</p> <p>a) policies relating to risk management, rating, loans, funding and purchasing</p> <p>b) accounting treatments, changes in generally accepted accounting practice, and new accounting and reporting requirements</p> <p>c) the approval of financial and non-financial performance statements including adoption of the Annual Report, Annual Plans and Long Term Plans.</p> <p>The Finance and Assurance committee is responsible for considering and making recommendations to Council on business cases completed under the 'Power to act' section above.</p>
FINANCIAL DELEGATIONS	<p>Council authorises the following delegated authority of financial powers to Council committees in regard to matters within each committee's jurisdiction.</p> <p>Contract acceptance:</p> <ul style="list-style-type: none"> accept or decline any contract for the purchase of goods, services, capital works or other assets where the total value of the lump sum contract does not exceed the sum allocated in the Long Term Plan/Annual Plan and the contract relates to an activity that is within the scope of activities relating to the work of the Finance and Assurance committee

	<ul style="list-style-type: none"> accept or decline any contract for the disposal of goods, plant or other assets other than property or land that is provided for in the Long Term Plan <p>Budget reallocation.</p> <p>The committee is authorised to reallocate funds from one existing budget item to another. Reallocation of this kind must not impact on current or future levels of service and must be:</p> <ul style="list-style-type: none"> funded by way of savings on existing budget items within the jurisdiction of the committee consistent with the Revenue and Financing Policy.
LIMITS TO DELEGATIONS	<p>Matters that must be processed by way of recommendation to Council include:</p> <ul style="list-style-type: none"> amendment to fees and charges relating to all activities powers that cannot be delegated to committees as per the Local Government Act 2002 and sections 2.4 and 2.5 of this manual. <p>Delegated authority is within the financial limits in section 9 of this manual.</p>
RELATIONSHIPS WITH OTHER PARTIES	<p>The committee shall maintain relationships with each of the nine community boards.</p> <p>Professional advisors to the committee shall be invited to attend all meetings of the committee including:</p> <ul style="list-style-type: none"> external auditor internal auditor/risk advisor (if appointed) group manager finance and assurance. <p>At each meeting, the chairperson will provide the external auditor and the internal auditor/risk advisor (if appointed) with an opportunity to discuss any matters with the committee without management being present. The chairperson shall request the chief executive and staff in attendance to leave the meeting for the duration of the discussion. The chairperson will provide minutes for that part of the meeting.</p> <p>The chief executive and the group manager finance and assurance shall be responsible for drawing to the committee's immediate attention any material matter that relates to the financial condition of Council, material breakdown in internal controls and any material event of fraud.</p> <p>The committee shall provide guidance and feedback to Council on financial performance, risk and compliance issues.</p> <p>The committee will report to Council as it deems appropriate but no less than twice a year.</p>
CONTACT WITH MEDIA	<p>The committee chairperson is the authorised spokesperson for the committee in all matters where the committee has authority or a particular interest.</p> <p>Committee members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the committee's delegations.</p> <p>The group manager finance and assurance will manage the formal communications between the committee and its constituents and for the committee in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will</p>

	only take place through Council staff and will be undertaken under the name of Southland District Council.
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8.4.2 Executive Committee

TYPE OF COMMITTEE	Council committee
RESPONSIBLE TO	Council
SUBCOMMITTEES	None
LEGISLATIVE BASIS	Committee constituted by Council as per schedule 7, clause 30 (1)(a), LGA 2002 Committee delegated powers by Council as per schedule 7, clause 32, LGA 2002
MEMBERSHIP	Mayor (chairperson), deputy mayor, chairperson Finance and Assurance Committee.
FREQUENCY OF MEETINGS	As required
QUORUM	Two members
SCOPE OF ACTIVITIES	The Executive Committee is responsible for: <ul style="list-style-type: none"> • overseeing the employment of the chief executive • managing code of conduct issues relating to elected members • making decisions on urgent matters arising between scheduled Council meetings • making decisions on specific matters referred to it by Council.
DELEGATIONS	Council delegates to the Executive Committee the following powers: <ul style="list-style-type: none"> (a) oversee the employment of the chief executive in accordance with the provisions of the Local Government Act 2002 (not to appoint a chief executive) (b) development of the chief executive's performance agreement for review and approval by Council (c) monitoring the chief executive's performance against the approved performance agreement (d) commissioning any market data required to assess appropriate remuneration for the chief executive for their annual review (e) developing a remuneration arrangement for the chief executive and making recommendations to Council (f) authority to investigate any complaints or issues about the actions of an elected member under the code of conduct (g) authority to make decisions on urgent matters between Council meetings (h) authority to make decisions on matters specifically referred to it by Council including the approval of unbudgeted expenditure requests that do not include the purchase of an asset not provided for in the Long Term Plan.

FINANCIAL DELEGATIONS	<p>Council authorises the following delegated authority of financial powers to Council committees in regard to matters within each committee's jurisdiction.</p> <p>Contract Acceptance:</p> <ul style="list-style-type: none"> accept or decline any contract for the purchase of goods, services, capital works or other assets where the total value of the lump sum contract does not exceed the sum allocated in the Long Term Plan/Annual Plan and the contract relates to an activity that is within the scope of activities relating to the work of the Executive Committee accept or decline any contract for the disposal of goods, plant or other assets other than property or land that is provided for in the Long Term Plan. <p>Budget Reallocation</p> <p>Committee is authorised to reallocate funds from one existing budget item to another. Reallocation of this kind must not impact on current or future levels of service and must be:</p> <ul style="list-style-type: none"> funded by way of savings on existing budget items within the jurisdiction of the committee consistent with the Revenue and Financing Policy.
CONTACT WITH MEDIA	<p>The mayor is the authorised spokesperson for the committee in all matters where the committee has authority or a particular interest. Committee members do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the committee's delegations unless expressly given.</p>

8.4.3 District Licensing Committee

TYPE OF COMMITTEE	Committee
SUBORDINATE TO	Council
LEGISLATIVE BASIS	Sale and Supply of Alcohol Act 2012, s.186.
MEMBERSHIP	Membership of the committee shall follow the requirements set out in s.189 of the Sale and Supply of Alcohol Act 2012. Committee members are appointed for a period of three years coinciding with triennial elections.
QUORUM	Quorum shall follow the requirements set out in s.191 of the Sale and Supply of Alcohol Act 2012
FUNCTIONS	<p>Functions are set out in s.187 of the Sale and Supply of Alcohol Act 2012. These include that the District Licensing committee consider and determine applications for:</p> <ul style="list-style-type: none"> licences and managers certificates renewal of licences and managers certificates temporary authorities variation, suspension or cancellation of special licences

	<ul style="list-style-type: none"> variation of licences (other than special licences) <p>The District Licensing committee is also responsible for conducting inquiries and making reports to the Alcohol Regulatory and Licensing Authority</p>
DELEGATIONS	To consider and determine applications made in accordance with the Sale and Supply of Alcohol Act 2012

8.4.4 Ohai Railway Fund Committee

TYPE OF COMMITTEE	Committee
SUBORDINATE TO	Relationship with Wallace Takitimu community board
LEGISLATIVE BASIS	Subcommittees delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	<p>The Ohai Railway Fund committee comprises the following members:</p> <ul style="list-style-type: none"> three representatives who are appointed by Council four local representatives whom are elected at the committee's triennial meeting.
QUORUM	Four
FREQUENCY OF MEETINGS	The triennial meeting of the subcommittee is held within the first three months of the year following the triennial elections of Southland District Council.
SCOPE OF ACTIVITIES	The purpose of the fund is to provide grant(s) for the benefit of the "residents" of the former "Ohai Railway Board Area" as legally described in the New Zealand Gazette Notice, page 1671 of 11 May 1916. A "resident" being a person or a descendant of a person whose name appeared on the Parliamentary electoral roll for a nine year period during the years 1960 to 1999, both years inclusive, and whose address at this time or times was within the area of the district of the former board.
DELEGATIONS	<p>Power to act</p> <p>The Ohai Railway Fund committee shall have the following delegated powers:</p> <ul style="list-style-type: none"> making decisions regarding funding applications to the Ohai Railway Fund.

8.5 Subcommittees

8.5.1 Introduction

Council and its committees may appoint such subcommittees and other subordinate decision making bodies as it considers appropriate. Council's delegation model is designed to enable the subcommittees of Council to fully and completely undertake their role, consistent with their terms of reference.

Council has established the following subcommittees:

SUBCOMMITTEE	SUBCOMMITTEE OF
Riverton Harbour subcommittee	Oraka Aparima community board

SUBCOMMITTEE	SUBCOMMITTEE OF
Water supply subcommittees - Te Anau Basin, Five Rivers, Matuku	Fiordland community board and Northern community board respectively
Stewart Island/Rakiura Visitor Levy Allocation subcommittee	Stewart Island community board

8.5.2 Delegations to Subcommittees

A subcommittee shall exercise only such delegated authority as is granted to it from time to time by Council or the relevant standing committee. The primary purposes of subcommittees are:

- a) to dispose of matters which have been delegated to it
- b) to investigate and report, with recommendations if appropriate, on matters referred from Council or the relevant standing committee
- c) to act as a forum for communication between elected representatives, officers, and interested parties.

8.5.3 Riverton Harbour Subcommittee

TYPE OF COMMITTEE	Subcommittee
SUBORDINATE TO	Oraka Aparima community board
LEGISLATIVE BASIS	Subcommittees delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	<p>The Riverton Harbour subcommittee will comprise as follows:</p> <ul style="list-style-type: none"> • one councillor from the Waiau-Aparima ward • four members nominated by Oraka Aparima community board (community board to nominate a representative from the community board, two representatives from berth owners and one representative from either Riverton Rowing club or Riverton Coastguard) • one member nominated by Aparima Oraka Runaka • one representative from Southland Regional Council (with no voting rights).
QUORUM	Four
FREQUENCY OF MEETINGS	Quarterly
SCOPE OF ACTIVITIES	<p>The Riverton Harbour subcommittee is delegated the following responsibilities by Council:</p> <p>(a) the management and control of all Riverton harbour assets vested in Council being:</p> <ul style="list-style-type: none"> • the use and maintenance of the boat ramp adjacent Koi park • the use and maintenance of the “unloading wharf” and crane at Lees Point operated by Council so that no vessel anchors, moors, secures or is placed at the unloading wharf unless actively loading or unloading fuel, provisions, fishing equipment or fish (1972 Bylaw No. 3) • the use and maintenance of the “common walkway” on the jetty leading to the privately owned berth numbered L36. • the use and maintenance of the “common walkway” on the jetty leading to the privately owned berths numbered L22, L23, L24, L25, L26, L27, L28, L29 and L30 • the provision and maintenance of the ‘lead lights’ markers the white light at Howells Point and red flashing light at Pearl Rock and any other navigational aids required to assist those vessels leaving and entering the Riverton harbour • the use and maintenance of berth L35 currently subject to a lease. <p>(b) the administration, management and control of all Riverton harbour endowment lands now vested in Southland District Council in consultation with and subject to approval by Southland District Council being those lands comprised in Certificates of Title 5C/914, 5C/917, 5C/918, 5C/919, 5C/920, 5C/921, 5B/825, 9D/859, 10C/615, 10C/616 and all such other Riverton harbour endowment lands so vested.</p>
DELEGATIONS	<p>Power to act</p> <p>The Riverton Harbour subcommittee shall be responsible for the following:</p>

	<p>1 The exercise of the following powers (and enforcement of same):</p> <ul style="list-style-type: none"> • to determine whether any person shall be authorised as necessary to carry out work on any vessel or fishing equipment or any other work or lease any equipment used in fishing or any other gear on Council harbour endowment land and any such authorisation may be given by the Harbourmaster (1972 Bylaw No. 3) • to determine whether any vessel may be left on Council harbour endowment land (1972 Bylaw No. 3) • to determine by resolution that any particular area on Council harbour endowment land be a parking area for restricted periods (1972 Bylaw No. 3) • to ensure as necessary that no person stops, stands or parks any vessel, vehicle, trailer, boat trailer or any other equipment in any area of Council harbour endowment land unless authorised by the committee or the Harbourmaster (1972 Bylaw No. 3) • to take such steps as are necessary to arrange for the removal of any vessel, gear, equipment, vehicle, trailer, or boat trailer left on Council harbour endowment land without the approval of the Riverton Harbour committee provided that if the goods are not removed or remain unclaimed by the owner the matter shall be referred to Council for further action in consultation with the Riverton Harbour committee (1972 Bylaw No. 3) • to ensure as necessary that no person drives any vehicle over Council harbour endowment land at a speed greater than 20 kilometres per hour (1972 Bylaw No. 3). • to arrange for and provide such signs as deemed necessary from time to time to assist in the best use of the wharves and Council harbour endowment lands and for any other reason (1972 Bylaw No. 3). <p>2. The Riverton Harbour subcommittee shall be responsible for ensuring that the income from assets and income derived from harbour activities and endowment lands is applied to the maintenance and development of Riverton Harbour, to the maintenance and improvement of endowment lands vested in Council and for such other purposes to benefit the Riverton community</p> <p>3. The Riverton Harbour subcommittee shall be responsible for preparing an annual budget in every financial year in consultation and with the assistance of Council</p> <p>4. The Riverton Harbour subcommittee shall be responsible for preparing an Asset Management Plan in and with the assistance of Council.</p> <p>5. The Riverton Harbour subcommittee shall under delegated authority from Council perform those functions, powers and duties which have now been transferred by Environment Southland as under the Riverton Harbour Board Bylaws (No. 2) 1970 Clauses 1-14, 22 and 35-37. Accordingly, the subcommittee is responsible as under:</p> <p>Control of vessels</p> <p>(a) to ensure as necessary that vessels only anchor, moor at a berth or wharf/mooring site for which that vessel has been licensed</p>
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	<p>unless the licensee of that berth, wharf has given approval for same. [1970 Bylaw No. 1(a)]</p> <p>(b) to ensure as necessary that any vessel not having a licensed site or wharf/berth is moored, anchored, secured or placed within the Riverton Harbour as directed by the harbourmaster. [1970 Bylaw No. 1(b)]</p> <p>(c) to ensure as necessary that vessels are not anchored in the fairway or stopped in such a way that the approach to any wharf is obstructed. [1970 Bylaw No. 2]</p> <p>(d) to ensure as necessary that all vessels anchored or moored or secured to any wharf within the harbour are adequately secured. [1970 Bylaw No. 3]</p> <p>(e) to order the removal of any vessel, timber or other obstacle to any part of the Riverton harbour as deemed necessary by the harbourmaster for the better working of shipping, cargo or wharves. [1970 Bylaw No. 4]</p> <p>(f) in pursuance of the responsibilities under (a), (b), (c), (d) and (e) the harbourmaster may arrange to secure, moor, unmoor, place or remove any vessel and where necessary recommend to Environment Southland that it consider a prosecution for a breach of these bylaws. [1970 Bylaw Nos. 5(a), 5(b), 5(c) and 5(d)]</p> <p>(g) to grant permission in appropriate situations for a master of any vessel to haul a vessel on shore for the purpose of inspection or repairs. [1970 Bylaw No. 6]</p> <p>(h) to require, where appropriate by order of the harbourmaster the removal from a wharf of any vessel having on board cargo or other matter injurious to health or offensive or dangerous in any respect or other action deemed to be necessary for the safety and interest of all vessels. [1970 Bylaw No. 7]</p> <p>(i) to control as determined by the harbourmaster the place, times and manner of bringing vessels to or in taking them from any wharf and the securing of any vessel. [1970 Bylaw No. 10]</p> <p>(j) to take such steps as are necessary for the suppression of any fire happening on any vessel or on any wharf. [1970 Bylaw No. 13]</p> <p>(k) to ensure as necessary that all motor-launches operating within the Riverton Harbour have a silencing device in good repair to prevent undue noise from the engine and that the master/driver of the motor-launch is over 15 years of age. [1970 Bylaw Nos. 14(2), 14(3), 14(4), 14(5), 14(6), 14(7), 14(8)]</p> <p>(l) to ensure as necessary that the speed, use or management of a motor launch or of a seaplane on the harbour surface or of a water ski aquaplane or other object towed by any motor-launch or seaplane does not create a nuisance or continue to be a nuisance. [1970 Bylaw No. 14(9)]</p> <p>(m) to ensure as necessary that the speed of a motor-launch or seaplane on the surface of the water does not exceed ten kilometres an hour in those situations prescribed by 1970 Bylaw No. 14(10)(a), (b), (c) and (d)</p>
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	<p>(n) to ensure as necessary that the speed of any water ski, aquaplane or other similar object or person towed by any motor launch or seaplane does not exceed ten kilometres an hour or ride on any water ski aquaplane or other object so towed in those situations prescribed by 1970 Bylaw No. 14(11)(a), (b), (c) and (d)</p> <p>(o) to ensure as necessary that any motor launch or seaplane being used to tow any water-ski aquaplane or other similar object or person has two persons on board so that one person can warn of any mishap occurring or the possibility of any mishap occurring to the person being towed or riding upon the water ski, aquaplane or other object. [1970 Bylaw No. 14(12)(a) and (b)]</p> <p>(p) to determine from time to time what part of the Riverton Harbour is to be reserved as an access lane or lanes for any particular purpose in accordance with 1970 Bylaw No. 14(13)(a), (b) and (c)</p> <p>(q) to determine in any particular case where special circumstances so justify by resolution that any of the Riverton Harbour board Bylaws No. 2 (1970) or any specified provisions thereof shall not apply in respect of any area or areas of the Riverton Harbour. [1970 Bylaw No. 14(14)]</p> <p>(r) to deal with any applications on the occasion of any yacht, launch or boat race or speed trial for the suspension of the Riverton Harbour Board Bylaws No. 2 (1970) or any specified provisions thereof in accordance with 1970 Bylaw No. 14(15)(a) and (b)</p> <p>(s) to obtain where possible the name and address of any person who appears to have committed any offence against the Bylaws and where appropriate the registered number of any vessel involved in the alleged offence.</p> <p>Mooring and anchoring</p> <p>To enforce the General Harbour Regulations for harbours of New Zealand as may be applicable (1970 Bylaw No. 22).</p> <p>Control</p> <p>To appoint a harbourmaster for the purposes of control in terms of the Riverton Harbour Board Bylaws (No. 2) 1970 and to supervise the observance and enforcement of the provisions of these bylaws and to appoint in consultation with the Southland District Council such other officers as may be deemed necessary from time to time [1970 Bylaw No. 35].</p> <p>Offences and penalties</p> <ul style="list-style-type: none"> - to order any person or persons who may be in breach of the provisions of the Riverton Harbour Board Bylaws (No. 2) 1970 to leave the foreshore forthwith. [1970 Bylaw No. 36] - to recommend commencement of summary proceedings in appropriate cases against any person in breach of the bylaw. <p>(6) The Riverton Harbour subcommittee shall have the power to make submissions to Environment Southland in respect of all resource</p>
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	<p>consent applications received by Environment Southland that deal with matters involving the Riverton Harbour.</p> <p>(7) The Riverton Harbour subcommittee will report at three monthly intervals to Environment Southland on any actions taken pursuant to the powers transferred by Environment Southland and any issues or concerns identified by users of the harbour.</p> <p>5.2 Power to recommend</p> <p>The Riverton Harbour subcommittee will:</p> <p>(a) make recommendations to Environment Southland on matters of concern that pertain to Environment Southland's RMA functions</p> <p>(b) make recommendations to the Council or a relevant committee on all matters of policy not delegated to the Riverton Harbour subcommittee</p> <p>(c) recommend to Council the granting of any leases or licenses for any Riverton Harbour endowment lands</p> <p>(d) recommend to Council the user charges and fees to fund the harbour activities.</p>
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8.5.4 Water Supply Subcommittees – Te Anau Basin, Five Rivers, Matuku

TYPE OF COMMITTEE	Subcommittee
SUBORDINATE TO	Fiordland and Northern community board
LEGISLATIVE BASIS	Subcommittees delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	<p>Te Anau Basin Water Supply subcommittee (Fiordland community board)</p> <p>The total membership of the Te Anau Basin Water Supply subcommittee will be nine. Membership of the subcommittee shall be determined by an election at a triennial public meeting.</p> <p>The subcommittee representation shall comprise:</p> <ul style="list-style-type: none"> • a water supply consumer from each of the following areas: <ul style="list-style-type: none"> – Duncraigen – Homestead – Kakapo – Mt York – Princhester – Ramparts – Takitimu • two representatives appointed by Landcorp. <p>Matuku Water Supply Subcommittee (Northern community board)</p> <p>The total membership of the Matuku Water Supply Subcommittee will be six plus a councillor.</p> <p>The chairperson shall be elected by the vote of the subcommittee.</p> <p>Five Rivers Water Supply Subcommittee (Northern community board)</p>

	<p>The total membership of the Five Rivers Water Supply Subcommittee will be six members plus a councillor.</p> <p>The chairperson shall be elected by the vote of the subcommittee.</p>
QUORUM	<p>Te Anau Basin Water Supply Subcommittee – 5</p> <p>Matuku Water Supply Subcommittee – 4</p> <p>Five Rivers Water Supply Subcommittee – 4</p>
FREQUENCY OF MEETINGS	<p>Te Anau Basin Water Supply Subcommittee</p> <p>Three meetings per annum or as required.</p> <p>Matuku Water Supply and Five Rivers Water Supply Subcommittee</p> <p>One meeting per annum or as required.</p>
SCOPE OF ACTIVITIES	<p>The activity of Southland District Council's Water Supply Subcommittees is framed by Council policies and plans. The responsibilities of these water supply subcommittees include:</p> <ul style="list-style-type: none"> • providing feedback to Council officers on relevant plans and strategies (including asset management plans) • receiving operational and financial reports • community engagement and representing community views to Council.
DELEGATIONS	<p>Power to Act</p> <p>The Te Anau Basin, Matuku and Five Rivers Water Supply Subcommittees shall have the following delegated powers and be accountable to the relevant community board for the exercising of these powers:</p> <ul style="list-style-type: none"> (a) power to recommend the annual budget relating to the relevant water supply scheme (b) power to approve expenditure outside Council's authorised officer levels but within the budget of the water supply schemes. All decisions to approve expenditure outside Council's authorised officer levels must be made by way of a resolution at a meeting of the water supply subcommittees. Any such decisions must be reflected in the minutes of the meeting (c) power to approve new connections to the relevant water supply scheme (d) power to approve expenditure outside of the relevant annual budget for emergency works (e) policies relating to water schemes. <p>In addition to the power to approve expenditure outside of the relevant annual budget for emergency works, this committee can also recommend unbudgeted expenditure to the relevant Community board and Council for approval.</p>

8.5.5 Stewart Island/Rakiura Visitor Levy Allocation Subcommittee

TYPE OF COMMITTEE	Subcommittee
SUBORDINATE TO	Stewart Island/Rakiura Community board
LEGISLATIVE BASIS	Subcommittees delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	<p>The subcommittee consists of the following members appointed by Council:</p> <p>Chairperson:</p> <p>The chair of the subcommittee for the 2022 to 2025 triennium will be Councillor Julie Keast.</p> <p>Members:</p> <ul style="list-style-type: none"> • a representative from or recommended by each of the approved operators named under the Stewart Island/Rakiura Visitor Levy Policy • one community board representative • the chair of the Finance and Assurance Committee • a member from Stewart Island/Rakiura • a member to represent iwi • the councillor for Stewart Island/Rakiura Ward
QUORUM	Majority of members
FREQUENCY OF MEETINGS	One meeting per annum or as required
SCOPE OF ACTIVITIES	The Stewart Island/Rakiura Visitor Levy Allocation Subcommittee is responsible for governance of the Stewart Island/Rakiura visitor levy fund and setting strategic objectives to act as the basis for assessing applications for funding.
DELEGATIONS	<p>The Stewart Island/Rakiura Visitor Levy Allocation subcommittee shall have the following delegated powers and be accountable to Council for the exercising of these powers:</p> <ul style="list-style-type: none"> (a) determining strategic outcomes for the Stewart Island/Rakiura visitor levy fund (b) making decisions regarding funding applications to the Stewart Island/ Rakiura visitor levy fund. (c) setting policy in relation to the collection and enforcement of the Stewart Island/Rakiura visitor levy.

8.6 Local Authority Joint Committees

Council may unite with any one or more local authorities or other public bodies in appointing a joint committee in accordance with Schedule 7 clause 30A of the Local Government Act 2002. Southland District Council and other local authorities within the region have formed a number of joint committees, with terms of reference to address specific subject matters.

Any committee appointed will be considered to be both a committee of Council and a committee of the other local authority or public body, unless otherwise specified by legislation. In forming any such committee Council must reach agreement with the other local authorities or public bodies involved which

must specify the number of members, how the chairperson and deputy are to be appointed, the terms of reference of the committee, what responsibilities are to be delegated to the committee and how the agreement may be varied.

The powers to discharge any individual member and appoint another will be exercisable by the local authority or public body that made the appointment.

JOINT COMMITTEE
Wastenet (Waste Advisory Group)
Southland Regional Heritage Joint Committee
Civil Defence Emergency Management Group
Regional Transport Committee (Formerly Southland Regional Transport Committee)
Joint Shareholders Committee for Great South
Connected Murihiku Joint Committee

8.6.1 Wastenet (Waste Advisory Group)

TYPE OF COMMITTEE	Joint committee
SUBORDINATE TO	Council
LEGISLATIVE BASIS	Joint committees delegated powers by Council as per schedule 7, clause 30A, LGA 2002.
MEMBERSHIP	Membership of the joint committee shall comprise of the following: <ul style="list-style-type: none"> • mayor and one councillor, Southland District Council • two councillors, Invercargill City Council • two councillors, Gore District Council
QUORUM	A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member of a local authority from each.
MEETINGS	The joint committee will meet on an as required basis
STANDING ORDERS	The current standing orders of the administering authority shall govern the conduct of the meetings.
ADMINISTERING AUTHORITY	The administering authority will be Invercargill City Council and will provide administrative support and leadership of the Joint committee.
REPORTING	The committee will report to each member authority.
DELEGATIONS	The functions and responsibilities of the Waste Management Advisory Group are to: <ol style="list-style-type: none"> 1. be the high level decision making committee for the implementation and carrying out of the WasteNet activities within the delegations from each of the WasteNet Councils 2. receive and approve financial monitoring reports as to the accounting between the WasteNet Councils in relation to the WasteNet activities 3. report to each constituent WasteNet Council as to the WasteNet activities outcomes 4. develop policies to ensure the smooth implementation and operation

	<p>of the WasteNet activities</p> <ol style="list-style-type: none"> 5. provide a forum for: <ol style="list-style-type: none"> a) the exchange of views and information relevant to the management of waste for each of the WasteNet Council territories; b) discussion as to the effectiveness of the services contracts including ways in which value can be added to the parties through the services contracts and the implementation of the WasteNet Southland Business Plan c) the identification of opportunities for joint waste management and minimisation initiatives d) identification and resolution of points of tension or difficulties between the WasteNet Councils as to their respective roles under the services contracts and this agreement. 6. receive reports and recommendations from the WMG and approve recommendations as permitted by each separate WasteNet Council's delegations 7. formulate recommendations in relation to the services contracts, waste disposal and minimisation strategies and the implementation of the WasteNet Southland business plan for consideration by the joint committee and each of the WasteNet Councils as appropriate 8. make recommendations to the WasteNet Councils in relation to the following: <ol style="list-style-type: none"> a) the exit by a WasteNet Council from any or all of the services contracts b) the inclusion of other territorial authorities into any of the services contracts or into WasteNet Southland 9. make decisions generally (in accordance with each Council's delegations) in relation to the implementation of the WasteNet Southland business plan 10. make recommendations to the WasteNet Councils and/or decisions (in accordance with each WasteNet Council's delegations) in relation to the regional landfill contract as to the following: <ol style="list-style-type: none"> a) the portion of funding of general waste management and waste minimisation costs to be recovered through landfill charges b) landfill pricing for authorised users c) and requests from the landfill operator for approval of major industrial users. 11. make recommendations to the WasteNet Councils and/or decisions (in accordance with each WasteNet Council's delegations) in relation to the recyclables acceptance contract as to the following: <ol style="list-style-type: none"> a) the exercise of the WasteNet extension right pursuant to clause 2.5 b) the modification of the contract conditions in connection with exercise of the WasteNet extension right pursuant to clause 2.5 c) the allocation of the contract price payable under the contract as
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	<p>between the WasteNet Councils</p> <p>d) the apportionment of the revenue share payment received by the WasteNet Councils under the contract.</p> <p>12. make recommendations to the WasteNet Councils and/or decisions (in accordance with each WasteNet Council's delegations) in relation to the collection and transfer stations contract as to the following:</p> <p>a) the exercise of the WasteNet Extension Right pursuant to clause 2.3</p> <p>b) the modification of the contract conditions in connection with exercise of the WasteNet extension right pursuant to clause 2.3</p> <p>13. exercise such powers or functions as shall be delegated to the WAG by the WasteNet Councils (either together or separately)</p> <p>14. carry out such other functions and responsibilities as the WasteNet Councils shall agree shall be functions and responsibilities of the WAG.</p>
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8.6.2 Southland Regional Heritage Joint Committee

TYPE OF COMMITTEE	Joint committee
SUBORDINATE TO	Council
LEGISLATIVE BASIS	Joint committees delegated powers by Council as per schedule 7, clause 30A, LGA 2002.
MEMBERSHIP	<p>Membership of the joint committee shall comprise of the following:</p> <ul style="list-style-type: none"> • two councillors, Southland District Council • two councillors, Invercargill City Council • two councillors, Gore District Council • one iwi representative may be appointed by the committee <p>Other committee members may be appointed by the committee being persons who have the skills, attributes or knowledge that may assist the work of the committee</p>
QUORUM	A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member of a local authority from each.
MEETINGS	The joint committee will meet on an as required basis
STANDING ORDERS	The current standing orders of the administering authority shall govern the conduct of the meetings.
ADMINISTERING AUTHORITY	The administering authority will be Invercargill City Council and will provide administrative support and leadership of the joint committee.
REPORTING	The committee will report to each member authority.
DELEGATIONS	The committee shall have such powers, functions and duties as are necessary to carry out the objects and goals set out in the Southland Regional Heritage Joint Committee Heads of Agreement 2017-24.

8.6.3 Civil Defence Emergency Management Group (CDEM)

DESCRIPTION	The Southland CDEM group is a partnership of local authorities, emergency services and other organisations tasked with providing effective and comprehensive management of major hazards and their consequences anywhere in Southland. Civil Defence is a major function of Council and the availability of resources from outside the district in the case of a major incident is important. In addition, the Civil Defence and Emergency Management Act 2002 intensified the relationships within the region on these issues.
SUBORDINATE TO	Council
MEMBERSHIP	Membership from the Southland District Council includes <ul style="list-style-type: none"> • mayor, Southland District Council • one councillor (alternate)
FUNCTIONS	Liaise on regional civil defence plans
MEETINGS	The joint committee will meet on an as required basis
QUORUM	A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member of a local authority from each.
STANDING ORDERS	The current standing orders of the administering authority shall govern the conduct of the meetings.
ADMINISTERING AUTHORITY	The administering authority will be Southland Regional Council and will provide administrative support and leadership of the joint committee.
REPORTING	The committee will report to each member authority.
DELEGATIONS	Recommend to Council any changes to the district civil emergency plan as a consequence of regional plans.

8.6.4 Regional Transport Committee – formerly Southland Regional Land Transport Committee

DESCRIPTION	The Regional Transport Committee (RTC) is established under the auspices of the Land Transport Act 2003 (as amended). It is responsible for preparing the Regional Land Transport Plan that incorporates the programme of work to be considered for funding from the National Land Transport Fund, and for advising the Regional Council on strategic land transport planning and funding matters. The Land Transport Management Act requires that Council has one appointee (plus an alternate) on the body. Other Councils in the region have a similar entitlement.
SUBORDINATE TO	Council
MEMBERSHIP	The committee comprises of: <ul style="list-style-type: none"> • an elected member from each of the following councils: <ul style="list-style-type: none"> - Southland District Council - Invercargill City Council - Gore District Council • two Environment Southland elected members • a representative from the New Zealand Transport Agency

QUORUM	A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member of a local authority from each.
MEETINGS	The joint committee will meet on an as required basis
STANDING ORDERS	The current standing orders of the administering authority shall govern the conduct of the meetings.
ADMINISTERING AUTHORITY	The administering authority will be Southland Regional Council and will provide administrative support and leadership of the joint committee.
REPORTING	The committee will report to each member authority.
FUNCTIONS	To make sure that arrangements for land transport throughout the region are integrated. Participation in this committee should contribute to this objective.
DELEGATIONS	<ul style="list-style-type: none"> • to report to Council on discussions and resolutions of RTC meetings • recommend changes to Council on matters arising from the RTC

8.6.5 Joint Shareholders Committee for Great South

DESCRIPTION	<p>The Joint Shareholders Committee for Great South is established under the Southland Regional Development Agency Limited Constitution and the Southland Regional Development Agency Limited Shareholders Agreement 2020.</p> <p>The committee is to operate in accordance with these documents that outline:</p> <ul style="list-style-type: none"> • committee membership • quorum requirements • functions/roles of the committee • the method to elect the chairperson • when meetings will take place • voting practices.
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8.6.6 Connected Murihiku Joint Committee

TYPE OF COMMITTEE	Joint committee
SUBORDINATE TO	Council
LEGISLATIVE BASIS	Joint committees delegated powers by Council as per schedule 7, clause 30A, LGA 2002.
MEMBERSHIP	<p>The committee comprises of:</p> <ul style="list-style-type: none"> • Iwi representative from the four Murihiku Papatipu Runanga – Te Runanga o Awarua, Te Runaka o Oraka/Aparima, Te Runanga o Hokonui, Te Runaka o Waihopai (as determined by themselves) • One councilor and one alternate from Southland District Council • One councilor and one alternate from Invercargill City Council • One councilor and one alternate from Gore District Council • At least three community representatives selected to represent the interests of the diverse Murihiku community bringing relevant skills experience and mana, with the final number and selection to be determined by the selection committee.

TERM OF MEMBERSHIP	Eighteen (18) months
TERM OF THE PROJECT	The Joint Committee shall operate for a period no less than 18 months and agree continuation beyond this point with the three Territorial Local Authorities if required.
QUORUM	A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member from each of the territorial local authorities.
MEETINGS	The Joint Committee shall meet as and when necessary to carry out its functions, and the meetings shall take place no less than three times annually
REPORTING	The committee will report to each member authority via the minutes of the Joint Committee.
ADMINISTERING AUTHORITY	The administering authority will be Invercargill City Council and will provide administrative and governance support of the Joint committee.
STANDING ORDERS	The current Invercargill City Council Standing Orders of the administering authority shall govern the conduct of the meetings.
DELEGATIONS	<p>The functions and responsibilities of the Connected Murihiku Joint Committee are:</p> <ol style="list-style-type: none"> 1. Recruitment and selection of the project coordinator 2. Monitor and support the delivery of the project milestones for the core Ministry of Business, Innovation and Employment (MBIE) contract noting ICC's responsibility in this area. 3. Support the coordinator in seeking external funding 4. Noting the transitional nature of the Joint Committee, support the coordinator to develop an ongoing governance structure to guide the project 5. Be the high-level decision-making committee for the implementation and carrying out of the activities 6. Receive reports and recommendations from the coordinator 7. Receive and approve financial monitoring reports as to the accounting in relation to the activities 8. Provide a forum for: the exchange of views and information relevant to the goal of the project, discussion as to the effectiveness of the activities including ways in which value can be added through partnership and by building social connections across the region, the identification of opportunities for joint initiatives, identification and resolution of points of tension or difficulties 9. Review terms of reference and make recommendations to the administering authority in relation to the following: the exit by a territorial local authority from any or all of the activities, the inclusion of other territorial authorities into any of the activities, vacancy in membership arising from vacating of post 10. Make decisions generally in relation to the implementation of the Connected Murihiku Project

9.0 Financial Delegations

9.1 Introduction

This section outlines the delegated financial authority to committees and Council officers. The roles and responsibilities of elected members and officials within the financial management system are quite different. Elected members set the overarching policy setting, while Council officers implement the policy. The different roles are more specifically set out below.

9.2 Council's Role in Financial Management

The responsibility of Council in financial management is to:

- ensure Council remains financially stable while giving focus to financing key Council priorities
- promote the prudent use of ratepayer's money together with other funding available to deliver agreed levels of service, cater for growth and maintain a sound asset management approach
- ensure Council rates and fees are kept to a level commensurate with its levels of service obligation
- provide financial parameters within which Council's work programmes are to be achieved.

9.3 The Chief Executive's Role in Financial Management

The responsibility of the chief executive in financial management includes:

- overall responsibility of the sound financial management of Council
- delivery of the financial outcomes of Council's Long Term Plan
- responsibility for the performance of staff with delegated financial powers
- arbitrating any conflict relating to finance which may arise from time to time, in which the chief executive's decision is final
- ensuring compliance with Council's funding and financial policies
- compliance with the Local Government Act 2002, the Local Government (Rating) Act 2002, Rates Rebate Act 1973, Financial Reporting Act 1993 and other statutory provisions.

9.4 Committees' Role in Financial Management

The role of Council committees in financial management is to:

- consider issues and make recommendations to Council on how best to achieve goals and objectives for activities that fall within the scope of each committees responsibilities
- consider issues and make recommendations on how best to reflect this in the Long Term Plan, Annual Plan and Annual Report
- take responsibility for the finances of activities within the committee jurisdiction
- recommend changes to full Council when required

- approve the transfer of funding between projects or programmes within the same categories, when the transfer is beyond the delegated authority of the chief executive and within the scope of the Long Term Plan
- consider and approve contracts or expenditure if recommended by a manager.

9.5 Managers' Role in Financial Management

Council group and activity managers' role in financial management is to:

- deliver the work programme outlined in the long term plan within the agreed budget
- take responsibility for the performance and management of specified activity budgets
- monitor and control activity finances
- keep the chief executive and appropriate Council committee informed of financial matters and the overall status of activity finances
- liaise with their business support partner on all financial matters
- produce an Annual Plan and Long Term Plan activity budgets in a form specified by the finance department
- obtain and provide services within delegated limits and Council policy
- take responsibility and accountability for activity expenditure.

In all cases, financial delegations are made only to enable the commitment or authorising of financial expenditure of funds provided for in the annual plan or long term plan. Financial delegations are made relative to the specified sum as outlined further below.

9.6 The Transactional Project Lead's Role

The transactional project lead (in consultation with the group manager finance and assurance/financial controller) has responsibility for carrying out the day to day cash and short term debt management activities. This will include, but is not limited to, the following:

- calculating and maintaining comprehensive cash flow projections on a daily (two weeks forward), weekly (four weeks forward), monthly (12 months forward) and annual (five years) basis. These cash flow forecasts determine Council's borrowing requirements and surpluses for investment
- electronically downloading all Council bank account information daily
- co-ordinating Council's operating units to determine daily cash inflows and outflows, to manage Council's ongoing cash position within approved parameters
- carrying out short term borrowing as required, minimising overdraft costs
- using spreadsheet modelling to provide accurate forecasting that promotes efficient cash management
- minimising fees and bank/government charges by optimising bank account/facility structures
- monitoring Council's use of overdraft or cash advance facilities
- matching future cash flows to smooth the overall cash flow timeline
- providing detailed reports comparing actual and budgeted monthly cash flows

- maximising the return from available funds by not making vendor payments earlier than required, unless there is a financial benefit in doing so.

9.7 Financial Delegations to Council Committees

Council authorises the following delegated authority of financial powers to Council committees in regard to matters within each committee's jurisdiction, also detailed in the terms of reference section of this manual.

9.7.1 Contract acceptance

Council committees are authorised, within the ambit of their specific delegations and/or jurisdiction, to:

- accept or decline any contract for the purchase of goods, services, capital works or other assets where the total value of the lump sum contract or the annual value of the term contract does not exceed the sum allocated in the Long Term Plan/Annual Plan and the contract relates to an activity that is within the scope of activities for the relevant committee.
- accept or decline any contract for the disposal of goods, plant or other assets other than property and land that is provided for in the Long Term Plan.

9.7.2 Budget Reallocation

Committees are authorised, within the ambit of their specific delegations and/or jurisdiction, to reallocate funds from one existing budget item to another. Reallocation of this kind must not impact on current or future levels of service and must be:

- funded by way of savings on existing budget items
- within the jurisdiction of the committee
- consistent with the Revenue and Financing Policy.

9.8 General Delegations from Council to the Chief Executive

Except for those powers or functions reserved to the Council or a committee under this manual, the chief executive has delegated authority for:

- all arrangements and contracts for the supply of goods, services, plant and labour
- the management of operations and maintenance
- capital expenditure to the limit approved in the Annual Plan and or Long Term Plan.
- changes and updates to staff delegations recorded in this manual.
- all other powers, functions and duties necessary for the management of the Council's activities and functions.

9.8.1 Emergency Delegations

During a declared state of emergency, the chief executive may enter into any contract on behalf of Council of up to \$1 million in excess of budgeted amounts.

In the time between the last Council meeting of the term, and the inaugural Council meeting, the chief executive may enter into any contract on behalf of Council, subject to the budgeted limits approved in the Long Term Plan/Annual Plan.

9.9 Expenditure Delegations

Applies to Southland District Council and the Southland flood relief fund.

9.9.1 Contract and expenditure authorisation

Council delegates to its officers the power to incur expenditure and enter into contracts as per the following table, subject to Council's approved:

- Procurement Policy and buyers guide
- Sensitive Expenditure Policy
- Long Term Plan/Annual Plan budget.

All purchase orders are subject to approval by a group manager, or any person who is in a more senior role to the staff member who created the purchase order. Where the expenditure relates to the individual (training, accommodation, mileage, expenses reimbursement) the purchase order must be approved by the individual's manager or higher.

Authority to authorise purchases of capital items or goods and services within relevant Council approved budgets

Position	Limit
Chief executive	No Limit
Group manager customer and community wellbeing	100,000 500,000 ¹
Strategic manager communications and engagement	10,000
Governance /legal manager	10,000
Mayoral/chief executive support	10,000
Community leadership manager	10,000
Group manager strategy and partnerships	100,000
Strategic policy manger	10,000
Strategic projects lead	10,000
Customer delivery manager	10,000
Customer services manager (contact centre)	10,000
Library/customer support operations manager	10,000
Group manager infrastructure and capital delivery	1,000,000
Commercial infrastructure manager	100,000
Manager environmental health and licensing	50,000
Team leader consent processing	50,000
Manager building solutions	50,000

¹ Chief executive delegation dated 24 January 2024 not yet adopted by Council – see Attachment C

Manager legal and compliance	50,000
Manager environmental planning	50,000
Quality assurance lead	10,000
Manager information services	50,000
Strategic manager water and waste	200,000
Strategic manager transport	200,000
Senior roading engineer	50,000
Roading asset manager	50,000
Roading engineer	20,000
Roading contract manager	20,000
Manager operations and programming	200,000
Contract manager	50,000
Senior project manager	50,000
Asset manager water	50,000
Asset manager stormwater	50,000
Group manager people and culture	100,000
Senior people and culture advisor	1,000
Group manager finance and assurance	200,000
Financial controller	50,000
Transactional project lead	20,000
Group manager regulatory services	100,000
Open spaces lead	20,000
Contracts and program lead	20,000
Community facilities manager	100,000
Manager property services	100,000
Projects delivery manager	200,000
Organisational Health & Safety Manager	20,000
Work schemes supervisor	20,000

Authority to enter into contracts (full value of contract) within approved budgets and accept tenders for asset disposal

POSITION	LIMIT \$
Chief executive	200,000
Group manager customer and community wellbeing	100,000 200,000 ²
Group manager infrastructure and capital delivery	200,000
Group manager people and culture	100,000
Group manager finance and assurance	200,000

² Chief executive delegation dated 24 January 2024 not yet adopted by Council – see Attachment C

POSITION	LIMIT \$
Group manager regulatory services	100,000
Group manager strategy and partnerships	100,000

Authority to authorise awarded contracts (1) or approved loan payments (2), tax and payroll payments (3) or GST and FBT payments (4)

POSITION	LIMIT \$
Chief executive	No limit (all)
Group manager customer and community wellbeing	100,000 500,000 ³ (1)
Group manager infrastructure and capital delivery	No limit (1)
Group manager regulatory services	100,000 (1)
Strategic manager water and waste services	200,000 (1)
Strategic manager transport	200,000 (1)
Group manager people and culture	100,000 (1) 600,000 (3)
Senior people and culture advisor	600,000 (3)
Group manager finance and assurance	No limit (1,2,4) 600,000 (3)
Financial controller	No limit (2, 4) 600,000 (3)
Transactional project lead	No limit (2)
Senior management accountant	No limit (2,4)
Financial accountant	No limit 2,4 600,000 (3)
Senior finance business partner	No limit (2, 4)
Finance business partnering lead	No limit (2, 4)

Authority to operate Council bank accounts including making electronic bank payments, direct debits and inter account transfers (including arranged debt facility); subject to an invoice or payment being duly authorised. Any two of the following officers:

POSITION	LIMIT \$
Chief executive	No limit
Group manager people and culture	No limit
Group manager finance and assurance	No limit
Financial controller	No limit
Transactional project lead	No limit
Financial accountant	No limit

³ Chief executive delegation dated 24 January 2024 not yet adopted by Council – see Attachment C

POSITION	LIMIT \$
Senior finance business partner	No limit
Senior accountant	No limit
Finance business partnering lead	No limit

Authority to purchase plant, capital items and goods and services NOT within current Council approved budgets but subject to suitable funding source being available (district budgets only)

POSITION	LIMIT \$
Chief executive	10,000

Authority to purchase plant, capital items and goods and services NOT within current Council approved budgets due to extreme weather and/or other emergency event

POSITION	LIMIT \$
Chief executive	500,000

Authority to authorise credit notes in debtor system

POSITION	LIMIT \$
Chief executive	No limit
Group manager customer and community wellbeing	100,000
Group manager infrastructure and capital delivery	100,000
Group manager people and culture	100,000
Group manager finance and assurance	200,000
Financial controller	100,000
Transactional project lead	20,000
Group manager strategy and partnerships	100,000
Group manager regulatory services	100,000

9.9.2 Council credit cards

The following positions are delegated authority to use Council credit cards to the specified limit:

POSITION	LIMIT \$
Mayor	10,000
Chief executive	20,000
Group managers	10,000

The chief executive may approve the issue of additional credit cards to staff (other than those listed in 9.9.2) where appropriate, subject to the following:

- the chief executive must be satisfied that the credit card is necessary to cover regular travel or administrative efficiencies, such as payment of properly authorised purchases from overseas
- a credit limit of no more than \$10,000.

9.10 Schedule of Financial Delegations

Council makes the following additional delegations of financial powers:

9.10.1 Authorised to 'own' Council bank accounts

DESCRIPTION	DELEGATE
Authorised to operate and administer Southland District Council accounts.	Chief executive and Group manager finance and assurance

9.10.2 Bonds

DESCRIPTION	DELEGATE
Forfeiture of bonds (partial or total).	Group manager finance and assurance Financial controller
Refund of bonds (partial or total).	Group manager finance and assurance Financial controller Transactional project lead

9.10.3 Credit cards

DESCRIPTION	DELEGATE
Issue of credit cards subject to 9.9.2.	Chief executive

9.10.4 Debt

DESCRIPTION	DELEGATE
Approve the write-off of rates, water rates, SIESA tariffs and other revenue, and associated charges (such as legal/collection fees, interest/penalties etc)	Chief executive (up to \$25,000 per request) Group manager finance and assurance (up to \$25,000 per request) Financial controller (up to \$15,000) Transactional project lead (up to \$10,000 per request)
Approve/authorise legal proceedings in relation to collection of all arrears, other than rating sales/leases and abandoned land sales/leases	Chief executive General manager finance and assurance Financial controller Transactional project lead
Approve the write-off of other revenue associated with their activity, and associated charges (such as legal/collection fees, interest/penalties etc) up to \$10,000 per request	Group managers
Approve payment arrangements outside normal Council terms	Chief executive Group managers Financial controller (up to \$10,000 and/or 730 days)

DESCRIPTION	DELEGATE
	Transactional project lead (up to \$10,000 and/or 365 days)
Authorise disconnection of supply	SIESA activity manager
Approve the write-off of SIESA tariffs, and associated charges (such as legal/collection fees, interest/penalties etc) up to \$10,000 per request	SIESA activity manager
Approve payment arrangements for SIESA arrears outside normal Council terms	SIESA activity manager
Make demand on the mortgagee for unpaid rates and water rates	Finance officer
Issue disconnection notices in accordance with the Debt Recovery Policy	Finance officer
Apply penalty charges in accordance with the Debt Recovery Policy	Finance officer
Lodge debts with recovery agencies as required	Finance officer
Advise debt recovery agency or legal representative to proceed to legal recovery (once approved)	Finance officer

9.10.5 Deposit of Funds

DESCRIPTION	DELEGATE
Authorise the deposit of funds into Council's operational bank accounts (ie non-investment).	All customer support staff All finance staff

9.10.6 Investments (placing/withdrawing/changing terms)

*see appendix 1 of the manual for the Investment and Liability Management Policy

DESCRIPTION	DELEGATE
Authority in accordance with Council's Investment and Liability Management Policy is granted to invest Council monies. A regular report is to be prepared for the Finance and Assurance Committee stating what investments are made, with whom, term, and interest rate.	Group manager finance and assurance Financial controller Transactional project lead Financial accountant

9.10.7 Discontinue service

DESCRIPTION	DELEGATE
Authority to discontinue any service for non payment and authorise resumption of service where appropriate.	Financial controller/Transactional project lead in consultation with group manager infrastructure and capital delivery

9.10.8 Donations

DESCRIPTION	DELEGATE
Authority to make donations/koha.	Group managers or their delegated authorities

9.10.9 Early Payment of Rates

DESCRIPTION	DELEGATE
Accept notifications/requests for early repayment of rates on behalf of council. Calculate and update the schedule of specified rates on an annual basis.	Finance officer
Accept notifications/requests for early repayment of rates on behalf of council. Oversee the early payment of specified rates.	Group manager finance and assurance Financial controller Transactional project lead

9.10.10 Interest

DESCRIPTION	DELEGATE
Authority to negotiate loan interest rates and terms with brokers and/or lending institutions for loans raised by Council.	Group manager finance and assurance Financial controller Transactional project lead Financial accountant

9.10.11 Overdraft (establishing/cancelling/modifying)

*see attachment 1 of the manual for the Investment and Liability Management Policy

DESCRIPTION	DELEGATE
Authority to arrange overdraft facilities in accordance with Council's Investment and Liability Management Policy.	Group manager finance and assurance Financial controller Transactional project lead Financial accountant

9.10.12 Borrowing (establishing/cancelling/modifying)

*see attachment 1 of the manual for the Investment and Liability Management Policy

DESCRIPTION	DELEGATE
Authority to arrange debt facilities in accordance with Council's Investment and Liability Management Policy.	Chief executive Group manager finance and assurance Financial controller

9.10.13 Oath/declaration

DESCRIPTION	DELEGATE
Make any oath or declaration in regard to Council's financial affairs.	Chief Executive Group manager finance and assurance Financial controller Transactional project lead

9.10.14 Rates Penalties

DESCRIPTION	DELEGATE
Remission of penalties in accordance with Council's Remission and Postponement of Rates Policy.	Group manager finance and assurance Financial controller \$10,000 Transactional project lead up to \$5,000 per request Finance officer up to \$100 per request

9.10.15 Rates remission and postponement

DESCRIPTION	DELEGATE
Authority to postpone rates or remit rates in accordance with Council's Remission and Postponement of Rates Policy.	Group manager finance and assurance Financial controller Transactional project lead
Authority to request any further information and documentation required to make a decision regarding the remission or postponement of rates or penalties.	Group manager finance and assurance Financial controller Transactional project lead Finance officer

9.10.16 Rates remission and postponement on Maori freehold land

DESCRIPTION	DELEGATE
Authority to accept or decline applications for remission of rates on Māori freehold land. Authority to review applications, if applicable, for remission of rates on Māori freehold land.	Group manager finance and assurance Financial controller
Authority to receive applications and make recommendations to group manager finance and assurance or financial controller for remission of rates on Māori freehold land.	Transactional project lead Finance officer

DESCRIPTION	DELEGATE
<p>Authority to request financial statements regarding the property if there is evidence that the land is occupied or being used for economic benefit.</p> <p>Authority to write off rates if the application is accepted.</p>	

9.10.17 Refunding overpayments

DESCRIPTION	DELEGATE
Authority to refund customer/ratepayer overpayments/payment errors.	<p>Group manager finance and assurance</p> <p>Financial controller</p> <p>Transactional project lead</p>

9.10.18 Reserve contributions

DESCRIPTION	DELEGATE
Authority to consider and decide upon any application for remission or reduction of reserve contributions.	<p>Group manager infrastructure and capital delivery</p> <p>Group manager customer and community wellbeing</p> <p>Community facilities manager</p> <p>Manager property services</p>

9.10.19 Development and financial contributions

DESCRIPTION	DELEGATE
Authority to refund, development and/or financial contributions.	Group manager finance and assurance

9.10.20 Small claims

DESCRIPTION	DELEGATE
Authority to settle small claims against Council up to \$25,000	<p>Chief executive</p> <p>Group manager finance and assurance</p>

9.10.21 Valuations

DESCRIPTION	DELEGATE
Amend any entries in the valuation roll or Council's rating records which are the result of an error or which are no longer correct as a result of changed circumstances.	<p>Group manager finance and assurance</p> <p>Financial controller</p> <p>Finance officer</p> <p>Transactional project lead</p> <p>Where appropriate, information management/business solutions</p>

DESCRIPTION	DELEGATE
Vary or waive any fee within jurisdiction and only if permitted by law and not inconsistent with Council policy.	Chief executive Group managers
Authority to apply to the valuer general for valuation equalisation certificates for ratings purposes.	Group manager finance and assurance Financial controller Transactional project lead

10 Statutory Delegations

10.1 Introduction

Local authorities have a wide range of legislative responsibilities. Some of these are general, in that they apply to all organisations in New Zealand. These include the Employment Relations Act 2000, Health and Safety at Work Act 2015 and Goods and Services Tax Act 1985. However, many statutes contain provisions specific to local government, setting out specific powers and responsibilities.

Most of Council's regulatory powers, along with the rules around their implementation, are contained in statute. These include the Resource Management Act 1991 and Building Act 2004.

This section of the delegations manual sets out the delegations of these statutory responsibilities to committees, Council officers and external service providers.

Section 145 of the Local Government Act 2002 empowers Council to develop bylaws. The purpose of any bylaw must be one or more of the following:

- protect the public from nuisance
- protect, promote and maintain public health and safety
- minimise the potential for offensive behaviour in public places.

Bylaw development and adoption cannot be delegated, although the powers created by bylaws and their enforcement of bylaws can be.

The delegation of these powers, duties and functions is also specified in this section of the delegations manual.

10.2 Delegations to the Chief Executive

10.2.1 Legislation and regulations

The chief executive has delegated authority for all powers, duties and responsibilities conferred on Council by statute and regulations. This includes, **but is not limited to**, the list below. This authority specifically excludes the power to adopt plans, strategies, policies or bylaws.

Amusement Devices Regulations 1978	Heritage NZ Pouhere Taonga Act 2014	Rates Rebate Act 1973
Airport Authorities Act 1966	Human Rights Act 1993	Rating Valuation Act 1998
Building Act 2004	Impounding Act 1955	Rating Valuations Act 1998

Building Research Levy Act 1969	Infrastructure (Amendments Relating to Utilities Access) Act 2010	Reserves Act 1977
Burial and Cremation Act 1964	Land Act 1948	Residential Tenancies Act 1986
Camping-Grounds Regulations 1985	Land Drainage Act 1908	Resource Management Act 1991
Civil Defence Emergency Management Act 2002	Land Transfer Act 2017	Sale and Supply of Alcohol Act 2012
Dog Control Act 1996	Land Transport (Infringement and Reminder Notices) Regulations 2012	Smoke-free Environments Act 1990
Drainage and Plumbing Regulations 1978	Land Transport Act 1998	Soil Conservation and Rivers Control Act 1941
Electricity Act 1992	Land Transport Management Act 2003	Southland District Council (Stewart Island/Rakiura Visitor Levy) Empowering Act 2012
Fencing Act 1978	Litter Act 1979	Southland Harbour Board Act 1958
Food Act 2014	Local Government (Rating) Act 2002	Southland Land Drainage Act 1935
Food Regulations 2015	Local Government Act 1974	Summary Proceedings Act 1957
Freedom Camping Act 2011	Local Government Act 2002	Telecommunications Act 2001
Gambling Act 2003	Local Government Official Information and Meetings Act 1987	Transport (Vehicular Traffic Road Closure) Regulations 1965
Gas Act 1992	New Zealand Geographic Board Act 2008	Transport Act 1962
Government Roothing Powers Act 1989	New Zealand Library Association Act 1939	Trespass Act 1980
Hazardous Substances and New Organisms Act 1996	Privacy Act 1993	Unit titles Act 1972
Health (Burial) Regulations 1946	Property Law Act 2007	Utilities Access Act 2010
Health (Drinking Water) Amendment Act 2007	Prostitution Reform Act 2003	Walking Access Act 2008
Health (Registration of Premises) Regulations 1966	Public Bodies Leases Act 1969	Waste Minimisation Act 2008
Health (Hairdressers) Regulations 1980	Public Works Act 1981	
Health Act 1956	Racing Act 2003	

10.2.2 Bylaws

The chief executive has delegated authority for all powers, duties and functions of all Council adopted bylaws. This includes, but is not limited to, the following.

Alcohol Control Bylaw 2015	Solid Waste Bylaw 2008
Alcohol Licensing Fee Setting Bylaw	Speed Limits Bylaw
Ashton Flats Roothing Bylaw 2016	Stewart Island Rakiura Visitor Levy Bylaw 2012
Cemetery Bylaw 2016	Stormwater Drainage Bylaw 2017
Dog Control Bylaw 2015	Subdivision Land Use and Development Bylaw 2012
Fire Prevention Vegetation Bylaw 2010	Trade Waste Bylaw 2018
Freedom Camping Bylaw 2015	Trading in Public Places Bylaw 2013
The Keeping of Animals, Poultry & Bees Bylaw 2010	Wastewater Drainage Bylaw 2017
Roothing Bylaw 2008 (2015 revision)	Water Supply Bylaw 2017
Signs and Objects on Roads and Footpaths Bylaw 2016	

10.2.3 Warrants

The chief executive has delegated authority to issue warrants to Council officers under all relevant legislation, as per Schedule 7 Clause 32A of the Local Government Act 2002.

11 Statutory Delegations to Council Officers

The following schedule details all statutory delegations made by Council to Council officers.

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

These delegations exclude any power, responsibility or duty that has been expressly reserved to be exercised by Council, a community board, committee, or subcommittee.

11.1 Airport Authorities Act 1966

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.6	Leasing powers of airport authorities	Group manager customer and community wellbeing Group manager infrastructure and capital delivery Manager property services Strategic manager transport

11.2 Amusement Devices Regulations 1978

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.11	Receive and process applications for a permit, including to inspect and issue a permit for amusement devices	Group manager regulatory services Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer Building control co-ordinator Customer support partner
S13	Give notice of cancellation of permit to Inspector	Group manager regulatory services Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer Building control co-ordinator
S.18, 19	To make inquiries into accidents or incidents	Group manager regulatory services Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Building solutions duty officer Building control co-ordinator
S.22	Offences	Group manager regulatory services Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer Building control co-ordinator

11.3 Building Act 2004

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
	All powers, functions and duties under the Building Act 2004, including all roles specified in s12	Group manager regulatory services
s.7	To accept, reject or withdraw acceptance of an independent qualified person on behalf of the territorial authority.	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior Compliance officer Signatory building control officer
s.14	Role of building consent authority and territorial authority in relation to dams	Group manager regulatory services Manager Building Solutions Technical Lead Building Solutions Building Control Team Leader Building Compliance Team Leader Senior Building Control Officer Senior Building Compliance officer Signatory Building Control Officer Building Control Officer Building Compliance officer Cadet Building Control Officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building control co-ordinator Building Solutions Duty Officer
s.31	To apply for and provide PIM to owner on application of a building consent	Manager building solutions Technical lead building solutions Building control team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer Building solutions duty officer
s.32, 33, 34, 35	To receive applications for PIM's, determine the adequacy of content of application, and issue PIM, and determine content of PIM	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s.36	Territorial authority may issue development contribution notice	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s.37	To issue a certificate if resource consent required.	Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Graduate resource management planner
s.38	To give copy of PIM to network utility operator or statutory authority in certain circumstances	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s.39	To advise Heritage New Zealand Pouhere Taonga of certain applications	Building control team leader Senior building control officer Senior building Compliance officer Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner Graduate resource management planner
ss.14F, 40, 41, 42A	To assess whether building work has been carried out without a building consent, or carried out not in accordance with a building consent, or whether a building consent was not required	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Signatory building control officer Senior building Compliance officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer
ss.45, 45B	To receive applications, determine the adequacy of information received with a building consent application or application for amended building consent, and require further information on the application in appropriate circumstances	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s45A	To receive and grant applications for minor variations to building consents	Manager building solutions Technical lead building solutions Building control team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer Building solutions duty officer
s.46	To provide a copy of certain applications to Fire and Emergency New Zealand	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
S47	To receive advice from Fire and Emergency New Zealand, or where appropriate determine an application without a memorandum provided from Fire and Emergency New Zealand.	Manager building solutions Technical lead building solutions Building control team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer Building solutions duty officer
s.48, 49, 50	To process building consent applications, and to grant building consent or refuse application for building consent.	Manager building solutions Technical lead building solutions Building control team leader Senior building control officer Signatory building control officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building control officer Cadet building control officer Building Compliance officer Building solutions duty officer
s.51	To issue a building consent	Manager building solutions Technical lead building solutions Building control team leader Building co-ordinator team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer Building control co-ordinator Building Compliance officer Building solutions duty officer
s.52	To assess whether a building consent has lapsed, and extend the time period of a building consent.	Manager building solutions Technical lead building solutions Building control team leader
ss.53, 54, 55, 56, 57	To advise applicant of the amount of levy payable. To receive a levy from the applicant for building consent, ensure the levy is correctly calculated, and discretion to refund all or part if building consent lapses.	Manager building solutions Technical lead building solutions Building control team leader Building co-ordinator team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer Building control co-ordinator Building solutions duty officer
ss.58, 59, 60 and 63	The duty to make payments and certify in respect of levies to the Ministry of Building, Innovation and Employment	Manager building solutions Finance officer
s.62	The power to recover unpaid levies from applicant	Manager building solutions Finance officer
s.64	The duty to keep in safe custody all records and building consents issued including the estimated value of the building work.	Manager building solutions
s.67	Authority to grant or refuse any applications for a waiver or modification of the building code.	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Cadet building control officer Building solutions duty officer
s.67A	Territorial authority may grant waivers or modifications in relation to means of restricting access to residential pools	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building Compliance officer Building control co-ordinator Senior building control officer Signatory building control officer Senior building Compliance officer Building control officer Cadet building control officer Building solutions duty officer
s.68	The duty to notify the chief executive of the Ministry of Building, Innovation and Employment if waiver or modification granted	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Building Compliance officer Building control co-ordinator Senior building control officer Signatory building control officer Senior building Compliance officer Building control officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s.70	The duty to receive and refer application (or any part of an application) for energy work to the chief executive of the Ministry of Business, Innovation and Employment	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s.71	Authority to refuse any building consent in relation to land subject to 1 or more natural hazards	Manager building solutions Technical lead building solutions Building control team leader Building co-ordinator team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer Building control co-ordinator Building solutions duty officer
ss.72-74	To issue a building consent for building on land subject to 1 or more natural hazards, and completion of the notification process required for any such consent.	Manager building solutions Building control team leader Building co-ordinator team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer Building solutions duty officer Manager environmental planning Team leader consent processing Senior resource management planner
ss.75-77	Issue certificate in relation to construction of building on two or more allotments, assessment of any exemption, withholding building consent subject to issue of section 75 certificate, and lodging certificate with Registrar General of Land	Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner Manager building solutions Technical lead building solutions Building co-ordinator team leader Building control co-ordinator Building control team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer Building solutions duty officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
s.83	Receive, assess, and decline or approve any application for removal of a section 75 certificate, or application for removal of a certificate issued under section 643 of the Local Government 1974, and lodging any certification of that decision with the Registrar General of Land.	Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner Manager building solutions Technical lead building solutions Building co-ordinator team leader Building control co-ordinator Building control team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer Building solutions duty officer
s84, 85, 86, 87, 87A, 88, 89	To assess whether a licensed building practitioner is carrying out or supervising restricted building work	Manager building solutions Technical lead building solutions Building co-ordinator team leader Building control co-ordinator Building control team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer Building solutions duty officer
ss.90	The power to inspect any land, building and building work	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
ss.91-95A	To receive applications for, consider all relevant matters, and to issue or refuse to issue a code compliance certificate	Manager building solutions Technical lead building solutions Building control team leader Building co-ordinator team leader

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Senior building control officer Signatory building control officer Building control officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s.96-98, s42	To receive, determine information required and to require further information, and process an application for a certificate of acceptance	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer
ss. 99, 99AA, 99A,s42	To issue, withhold, or refuse to issue a certificate of acceptance	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s.100, 101	To assess whether a compliance schedule is required	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader
ss.100, 101, 102, 102A, 106	To receive applications for, process and issue a compliance schedule	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s.103	Ensure complete and correct content of compliance schedule (specified systems)	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer
s. 104, 104A	Notification and issue of statement associated with issue of compliance schedule	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s105	To assess whether obligations of owner in respect of compliance schedule are being complied with	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer
s.108	To receive annual building warrant of fitness and to assess whether requirements applicable	Manager building solutions Technical lead building solutions

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
	to building warrants of fitness are being complied with	Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
ss.106, 107, 109	To receive any application or recommendation for amendment to a compliance schedule, process and make any decisions concerning the amendment of a compliance schedule	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer
s.110	To require owner of building to produce, and to review reports on compliance schedules	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer Monitoring and enforcement officer
s.111	Power to inspect buildings for which a compliance schedule has been issued and to inspect the specified systems in the building.	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer Monitoring and enforcement officer
s.112	To assess all matters in relation to alterations to an existing building, including to decide to issue or not to issue any written notice in respect of an alteration.	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer
s.113	To assess, and decline or grant a building consent, and impose any conditions, in relation to buildings with specified intended lives	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer
s. 114	To receive notice, and make any assessments of a change of use, extension of life or subdivision of buildings	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
s.115	To assess a change of use of buildings, and give any written notice, or decline to give written notice, that the building complies with the requirements of the section	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer
s.116	To assess an extension of life of a building and consent, or decline to consent, to an extension of building life.	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer
s.116A	To assess a subdivision of a building and issue a certificate, or decline to issue a certificate, under s224(f) Resource Management Act 1991	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer
s. 116B	To assess if a building is not safe, or not sanitary or if it has inadequate means of escape from fire	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer
s118, 120	To assess access to facilities for persons with disabilities to and within buildings, and to assess whether symbols of access are being displayed	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building Compliance officer Cadet building control officer Building solutions duty officer
s.121	To determine whether a building is dangerous, including seeking advice from Fire and Emergency New Zealand.	Manager building solutions Technical lead building solutions Building control team leader Senior building control officer Building compliance team leader Senior building Compliance officer Signatory building control officer Building Compliance officer
ss.121-124, 128A	To assess whether a building or part of a building is dangerous, affected and/or insanitary	Manager building solutions Technical lead building solutions Building control team leader Senior building control officer Building compliance team leader Senior building Compliance officer Signatory building control officer Building Compliance officer
s.124-125, 126, 128	To assess and take action in relation to dangerous, affected and/or insanitary buildings	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Manager environmental health and licensing
s.126	To apply to the district court, to carry out building work on dangerous, affected and/or insanitary building in certain circumstances, and to recover costs of work.	Manager building solutions
s129(1)	To assess if there is immediate danger to the safety of people and/or if immediate action is necessary to fix insanitary conditions.	Manager building solutions Building compliance team leader Building control team leader Technical lead building solutions Senior building control officer Signatory building control officer Senior building Compliance officer Building control officer Building Compliance officer
s.129(2)	Take action to avoid immediate danger or to fix insanitary conditions	Chief executive of territorial authority

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
s129(3), s.130	To take all steps to recover the costs of any action taken under s129(2) from the owner of the building, and to apply to district court for confirmation of warrant	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader
s. 133AG	To identify-potentially earthquake prone buildings and associated reporting	Manager building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building control co-ordinator
s.133AH	Request engineering assessment of potentially earthquake-prone buildings	Manager building solutions Building compliance team leader Building co-ordinator team leader Senior building Compliance officer Building Compliance officer Building control co-ordinator Building solutions duty officer
s.133AI(2)	To cancel in whole or in part, or decline to cancel, the request for an engineering assessment if building incorrectly identified as earthquake prone.	Manager building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building control co-ordinator
s.133AI(3)	Where an engineering assessment is not provided, to issue any EPB notice for building or part of a building, obtain an engineering assessment and recover the costs of doing so from the building owner	Manager building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building control co-ordinator
ss.133AJ	Granting /refusing application for extension of time to provide engineering assessment	Manager building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building control co-ordinator
ss.133AK	To determine if a building is earthquake prone	Manager building solutions Technical lead building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer
s.133AL	To issue an EPB notice for earthquake prone buildings or for part of an earthquake prone building	Manager building solutions Technical lead building solutions

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building compliance team leader Senior building Compliance officer Building Compliance officer Building control co-ordinator
s133AM	To assess whether seismic work completed	Manager building solutions Technical lead building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building control co-ordinator
s.133AN	To receive and process applications for exemptions, to grant/refuse an exemption; to issue or reissue an exemption notice; to review or revoke any exemption; and to administer the EPB register	Manager building solutions Technical lead building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building control co-ordinator
s.133AO	To receive and process applications for extension of time to complete seismic work on certain heritage buildings, and to grant, refuse or revoke an extension; and to administer the EPB register	Manager building solutions Technical lead building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building control co-ordinator
s.133AP	To attach, remove and/or replace EPB notices and EPB exemption notices to earthquake prone buildings	Manager building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building control co-ordinator
s.133AQ, 133AY	To assess an engineering assessment or other information relating to earthquake prone building status at any time, determine if a building is or is not an EPB, and notify the owner of this determination; and to administer the EPB register	Manager building solutions Technical lead building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building control co-ordinator
s.133AR	Impose safety requirements in relation to EPB	Manager building solutions Technical lead building solutions Building compliance team leader Senior building Compliance officer
s133AS(1)	To assess whether work on an EPB building has been completed on time, or is not proceeding with reasonable speed	Manager building solutions Technical lead building solutions

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building compliance team leader Senior building Compliance officer Building Compliance officer
s.133AS	To apply to the district court, to carry out seismic work, and to recover the costs of work from building owner	Manager building solutions
s.133AT	Assess alterations, including substantial alterations, of a building or part of a building that is subject to an EPB notice, and issue any associated notices	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer
s.133 AU	To assess non-compliance with any requirements applicable to earthquake prone buildings	Manager building solutions Building compliance team leader Building control team leader Technical lead building solutions Senior building Compliance officer Building Compliance officer
ss.162C, 162D	To assess means of restricting access to residential pools and to carry out periodic inspections of residential pools	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer Building control co-ordinator Compliance officer Monitoring and enforcement officer
s.164-166	The power and authority to issue notices to fix, or to determine whether another authority should issue notices to fix	Manager building solutions Technical lead building solutions Building control team leader

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer Building control co-ordinator
s.167	To inspect the building work to which any notice to fix relates, to confirm or refuse to confirm whether or not the notice to fix has been complied with, to issue written notice of that decision with reasons, and/or to issue a further notice to fix	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer
s.168	To assess compliance with any notice to fix.	Manager building solutions Technical lead building solutions Building compliance team leader Building control team leader
s.177-190	To participate in any building determination process including apply to the chief executive of the Ministry for a determination	Manager building solutions Technical lead building solutions Building compliance team leader Building control team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s200-203	To participate in any investigation process commenced by the chief executive of the Ministry	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s.215	Duty to obtain and maintain accreditation and be registered	Manager building solutions Technical lead building solutions
s.216	The duty to keep all records relevant to the administration of the Building Act 2004	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s.217	The duty to provide access to that information to the public	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s.219	To impose a fee or charge, to collect a levy, and/or refuse to perform function until a fee, charge or levy is paid	Manager building solutions Technical lead building solutions Building control team leader

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s220(1)	To give notice of a requirement to carry out building work on, or in connection with any building, and/or issue a certificate that building work is of an urgent nature, and/or to assess whether any such work is being progressed, including at a reasonable speed	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer
s.220	To give notice of an intention to apply to the district court for orders, to apply to the district court for orders, and to carry out building work on authority of orders	Manager building solutions
s.221	Recovery of costs when territorial authority carries out work on authority of orders	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader
s.222, 224	To be an authorised officer and to carry out inspections, including to inspect land, building work, buildings, any residential pool or pool area, and including to enter premises for purposes specified in the Building Act 2004	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building solutions duty officer Building control co-ordinator Manager environmental health and licensing Compliance officer Environmental health officer Monitoring and enforcement officer (limited to barriers for swimming pools)
ss.227, 228,	To give notice of, and apply to the district court for orders authorising entry to household unit	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader
s. 238, 239	Duties of Building consent authority and providing information to chief executive	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s. 240, ss.281A-281D	Building consent authority may impose fee or charge and must collect levy	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
s.281C	Discretionary waive or refund in whole or in part any fee or charged	Manager building solutions

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
s362V	To assess whether commercial on-seller has transferred unit without code compliance certificate	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer
ss.363, 363A-363C	To assess and determine all matters in relation to protecting safety of members of public using premises or premises intended to be open to the public, including prior to the issue of a code compliance certificate, and including requesting further information, determining conditions and issuing Certificates for Public Use and cancelling a certificate for public use.	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer
s. 371	To file a charging document	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader
ss.371-374	To issue infringement notices	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building control co-ordinator Building solutions duty officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
ss 371-374	To issue proceedings for an infringement offence	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader
s375	To prosecute offences against the Building Act 2004	Chief executive Group manager regulatory services
s377	To lay an information and file a charging document for an offence under the Building Act	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader
s381	To apply for and pursue an injunction for certain continuing breaches	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader

11.4 Building Research Levy Act 1969

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s. 9	The duty to make payments and certify in respect of levies to the Building Research Association of New Zealand	Group manager regulatory services Manager building solutions

11.5 Burial and Cremation Act 1964

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	All powers, functions and duties under the Burial and Cremation Act 1964 excluding s.49	Group manager customer and community wellbeing Manager property services
s.49	Remission of burial charges	Manager property services in consultation with Group manager customer and community wellbeing

11.6 Camping-Grounds Regulations 1985

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss. 3, 14, 15	Issue, renew and transfer licences, permits or registrations, grant and set conditions on certificate of exemption, inspection	Group manager regulatory services Manager environmental health and licensing Environmental health officer Environmental Services Coordinator

11.7 Civil Defence Emergency Management Act 2002

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss.12, 13	Obligation to form, and for the mayor or the mayor's nominee to be a member of a Civil Defence Emergency Management Group	Mayor or nominee
s.25	Power to declare a state of local emergency	Mayor
s.27	Appointment of local controllers	Civil defence emergency group
s.64	Obligation to plan and provide for civil defence emergency management in the district	Emergency management officer
ss.68, 71, 72	Power to declare, extend and terminate a state of local emergency	Mayor

11.8 Dog Control Act 1996

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	All powers, functions and duties under the Dog Control Act 1996 and any subsequent amendments, including the power to authorise prosecutions (except those that are unable to be legislatively delegated)	Group manager regulatory services
s.9	Requirement to retain funds obtained under the act and apply for authorised purposes only under the act	Manager legal and compliance
s.10, 10A, 10AA	Requirement to adopt a policy about dogs and annually report on the policy and other matters	Group manager regulatory services Manager legal and compliance
s.11	Appoint animal control officers	Chief executive
s.12	Appoint Compliance officers	Group manager regulatory services
s.13	Issue warrant to animal control officers and Compliance officers	Chief executive
s.21	Classify a person as a probationary owner and give notice of that decision	Group manager regulatory services Manager legal and compliance
s.22	Hear and determine an objection to classification as a probationary owner	Chief executive Group manager regulatory services
s.23A	Require a probationary owner to undergo training	Group manager regulatory services Manager legal and compliance
s.25	Disqualification of owners and specification of period of disqualification. Determine whether the circumstances are such that disqualification is not warranted, or the person should instead be classified as a probationary owner and give notice of disqualification	Group manager regulatory services Manager legal and compliance

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.26	Hear and determine an objection to disqualification	Chief executive Group manager regulatory services
s.28	Extend period of disqualification	Group manager regulatory services Manager legal and compliance
s.30	Maintain records and provide information	Group manager regulatory services Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer Customer services officer Environmental services co-ordinator
s.31	Classify any dog as a dangerous dog. Hear and determine an objection to classification of any dog as a dangerous dog	Group manager regulatory services Manager legal and compliance
s.32	Consent to disposal of dangerous dog to any person	Group manager regulatory services Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.33A	Classify a dog as a menacing dog and give notice of the classification	Group manager regulatory services Manager legal and compliance
s.33B	Hear and determine an objection to classification of a dog as a menacing dog	Chief executive Group manager regulatory services
s.33C	Classify a dog as a menacing dog by belonging to breed or type listed in Schedule 4 and give notice of the classification	Group manager regulatory services Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.33D	Hear and determine an objection to classification of a dog as a menacing dog by belonging to breed or type	Chief executive Group manager regulatory services Manager legal and compliance
s.33E	Require production of a certificate in accordance with s.33E(1)(b). Determine under s.33E(5) that a dog need not be muzzled	Group manager regulatory services Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.33EB	Require neutering of dog	Group manager regulatory services Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.33ED	Classification of certain dogs	Group manager regulatory services Manager legal and compliance
s.35	Supply information in accordance with the provisions of this section	Group manager regulatory services Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer Customer services officer Environmental services co-ordinator
s.35(5)(c)	To determine whether or not a dog should be delivered into custody of an animal control officer or Compliance officer	Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.36A	Request verification that a dog has been implanted with a functioning microchip transponder	Manager legal and compliance Freedom camping ambassador Animal control officer Group manager regulatory services Customer services officer Dog control ranger Compliance officer Environmental services co-ordinator
s.39	Remit, reduce or refund the dog control fee or part of the fee as per s.39	Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer Customer services officer Environmental services co-ordinator
s.40	Require the production of a written statement or veterinarian's certificate as proof of class of dog	Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Compliance officer Customer services officer Environmental services co-ordinator
s.42	Determine that there are reasonable grounds for believing there has been a breach of s.42(1)	Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.46	To issue a replacement label or disc	Freedom camping ambassador Animal control officer Dog control ranger Compliance officer Customer services officer Environmental services co-ordinator
s.55	Enter land or premises (other than a dwellinghouse) to inspect conditions under which a dog is kept; assess a dog's status and issue a barking abatement notice; remove the dog from the land or premises	Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.55	Consider and determine an objection to a notice to abate a barking dog nuisance	Group manager regulatory services
s.66	Issue infringement notices Make any decision on any matter relating to those proceedings	Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.68	Require pound fee set is paid before release of dog	Group manager regulatory services Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.69	Give written notice to the owner that a dog has been impounded and dispose of a dog pursuant to s.69(2) Where the owner of a dog is not known and cannot be identified from the dog registration label or disc, seize the dog, sell, destroy, or otherwise dispose of the dog pursuant to s.69(3) Apply proceeds from sale of dog against fees of the owner	Manager legal and compliance Animal control officer Customer services officer Freedom camping ambassador Dog control ranger Compliance officer Environmental services co-ordinator

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.69A	Verify that a dog has been fitted with a functioning microchip transponder, Recover the costs of microchip transponder	Group manager regulatory services Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.70	Determine an application for return of a dog Apply fees to sustenance of dog and require payment before return of dog	Group manager regulatory services Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.71	Determine an application for return of a dog Apply fees to sustenance of dog and require payment before return of dog	Group manager regulatory services Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.71A	Sell, destroy or otherwise dispose of dogs seized under s.15 and s.33EC in a manner thought fit Apply fees from disposal towards fees Apply fees to sustenance of dog and require payment before return of dog	Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer

11.9 Drainage and Plumbing Regulations 1978

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Authority to exercise the powers of “Engineer” under the Drainage and Plumbing Regulations	General manager infrastructure and capital delivery

11.10 Fencing Act 1978

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	All powers and duties under the Fencing Act 1978	Manager Property Services Community Facilities Manager

11.11 Food Act 2014

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
54	Power to refuse to process application for registration	Manager environmental health and licensing Environmental services coordinator

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
55	Power to require further information for registration application	Environmental services coordinator
56	Power to decide to register a Food Control Plan	Environmental services coordinator
57	Power to decide to refuse to register a Food Control Plan	Manager environmental health and licensing
60	Power to impose conditions on registration of a Food Control Plan	Manager environmental health and licensing
63	Power to extend mandatory suspension	Manager environmental health and licensing Environmental health officer Food verifier
67	Power to determine to cancel registration of Food Control Plan	Manager environmental health and licensing Environmental health officer Food verifier
69	Power to decide whether food should be sold after cancellation of registration	Manager environmental health and licensing Environmental health officer Food verifier
70	Power to decide to remove food business from coverage of Food Control Plan	Manager environmental health and licensing Environmental health officer Food verifier
84	Power to refuse to process application for registration (National Programme)	Manager environmental health and licensing Environmental services coordinator
85	Power to request further information for registration (National Programme)	Environmental services coordinator
87	Power to refuse to register food business (National Programme)	Manager environmental health and licensing
89	Power to impose conditions on registration of food business (National Programme)	Manager environmental health and licensing
90	Power to suspend operations of business (National Programme)	Environmental services coordinator
91	Power to extend a suspension (National Programme)	Environmental services coordinator
95	Power to cancel registration of business (National Programme)	Environmental services coordinator
165	Power to surrender recognition (agency and person)	Manager environmental health and licensing

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
173(1)	Power to carry out functions of a Territorial Authority	Manager environmental health and licensing Environmental health officer Food verifier
173(2)	Power to combine with other territorial authority for function 173(1)(a)	Group manager regulatory services
176	Power to transfer Territorial Authority functions	Group manager regulatory services
182	Power to change, revoke or relinquish transfer of functions	Group manager regulatory services
218	Power to lay charging document	Environmental health officer Food verifier
219	Infringement Notice (Food Safety Officers)	Environmental health officer Food verifier
280	Power to give directions under Section 281 to 286	Environmental health officer Food verifier Warranted food safety officer
294	Verifier's right of access and certain powers	Environmental health officer Food verifier Warranted food safety officer
296	Power of Food Safety Officers	Warranted food safety officer
297	Food Safety Officer's power to ask for assistance	Warranted food safety officer
298	Purpose of powers in Section 296, 299 to 308, and 310 to 312 (Food Safety Officer may exercise a power)	Warranted food safety officer
299	Power to facilitate entry, search and seizure (Food Safety Officer must take all reasonable steps)	Warranted food safety officer
301	Power of examination, identification and rectification and associated detention powers for Food Safety Officer	Warranted food safety officer
302	Food Safety Officer's power to issue improvement notice	Warranted food safety officer
304	Food Safety Officer's power to take, purchase and sample	Warranted food safety officer
305	Food Safety Officer's power to interrupt operation and give certain directions	Warranted food safety officer
306	Food Safety Officer's power to seize, condemn and require disposal	Warranted food safety officer
307	Food Safety Officer's power to restrict use of or close place	Warranted food safety officer

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
308	Other powers of Food Safety Officer	Warranted food safety officer
310.311	Powers to enter and powers to enter without search warrant	Warranted food safety officer
312	Food Safety Officer's power to test samples of food or examples of food related accessories	Warranted food safety officer
331	Power to apply for a compliance order	Environmental health officer Food verifier
355	Power to decide to determine application for review	Group manager regulatory services Manager environmental health and licensing
358	Procedure for and power to decide of review of decision	Group manager regulatory services Manager environmental health and licensing

11.12 Food Regulations 2015

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
103	Power to issue corrective actions and verifications	Environmental health officer Food verifier
106	Power to decide on verification decision	Environmental health officer Food verifier
145	Infringement offense	Environmental health officer Food verifier
SCH 2	Infringement offences and fees	Environmental health officer Food verifier

11.13 Freedom Camping Act 2011

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.25	Power to issue proceedings for an offence other than an infringement notice	Group manager regulatory services Manager legal and compliance
s.27	Issue infringement notices Make any decision on any matter relating to those proceedings	Manager legal and compliance Environmental health officer Freedom camping ambassadors Compliance officer Monitoring and enforcement officer
s.28	Power to issue reminder notice	Customer services officer Environmental services co-ordinator Freedom camping ambassadors Compliance officer
s.32	Appointment of an enforcement officer	Chief executive

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.39	Power to return property seized or impounded	Manager legal and compliance Environmental health officer Freedom camping ambassadors Compliance officer
s.40	Power to dispose of seized and impounded property	Manager legal and compliance Environmental health officer Freedom camping ambassadors Compliance officer

11.14 Gambling Act 2003

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss.98-100	Considering and determining application for territorial authority consent	Group manager regulatory services

11.15 Gas Act 1992

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.25	Power to set reasonable conditions on the opening up of any road and recover reasonable costs	Roading asset manager Strategic manager transport
S.33	Power to require fittings to have their position changed	Roading asset manager Strategic manager transport

11.16 Government Roothing Powers Act 1989

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.43(1) “road” (d) and (e)	Authority to decide whether to proceed with an application to the Minister of Transport to legalise land as road, execute all relevant documents and determine any conditions attached to any request for Council to take actions under these provisions.	Group manager infrastructure and capital delivery Group manager customer and community wellbeing

11.17 Hazardous Substances and New Organisms Act 1996

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Initiating prosecutions and injunctions under Act or Regulations	Group manager regulatory services

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s. 108	Confirm, change or cancel compliance order	Manager environmental health and licensing Environmental health officer

11.18 Health Act 1956

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Initiating prosecutions and injunctions	Group manager regulatory services
s.28	Appoint environmental health officers	Chief executive
s.33	Bring proceedings for nuisance	Manager environmental health and licensing Environmental health officer
s.34	Determine that immediate action for the abatement of the nuisance is necessary by reason of the existence of a nuisance on any premises and without notice to the occupier, enter on the premises and abate the nuisance	Manager environmental health and licensing Environmental health officer
s.41(1)	Decide and cause service of a cleansing order	Manager environmental health and licensing Environmental health officer
s.41(2)	Cause cleansing	Manager environmental health and licensing Environmental health officer
s.42	Duly authorised to issue certificate	Manager environmental health and licensing Environmental health officer
s.42(2)	Cause service of a repair notice	Manager environmental health and licensing Environmental health officer
s.42(3)	Issue a closing order	Manager environmental health and licensing Environmental health officer
s.45	Cancel a closing order	Manager environmental health and licensing Environmental health officer
s.54	Determine any application to carry on an offensive trade, register or renew the registration of any premises used for an offensive trade	Manager environmental health and licensing Environmental health officer Environmental Services Coordinator

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.58	Determine any application to establish a stockyard, register or renew the registration of any premises used for a stockyard	Manager environmental health and licensing Environmental health officer Environmental Services Coordinator
s.66	Apply for injunction where continuing breach of bylaw following conviction	Group manager regulatory services
s.81	Decide and authorise environmental health officer to enter and carry out cleansing	Group manager regulatory services Manager environmental health and licensing
s.83	Destroy articles that cannot be effectively disinfected	Manager environmental health and licensing Environmental health officer
s.128	Power to enter and inspect	Manager environmental health and licensing Environmental health officer
s.132	The decision to register or remove from registration any charges on land created under the Health Act.	Manager environmental health and licensing Manager property services

11.19 Health (Burial) Regulations 1946

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.16	Consent, register, renew, refuse, impose conditions for registration or consent	Manager environmental health and licensing Environmental health officer Environmental Services Coordinator

11.20 Health (Drinking Water) Amendment Act 2007

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.69S	Duty to take all practicable steps to ensure that an adequate supply of drinking water is provided to each point of water supply to which drinking water is supplied	Strategic manager water and waste
s.69T	Duty to take action where risk to water is actual or foreseeable	Strategic manager water and waste
s. 69U	Duty to take reasonable steps to contribute to the protection of a drinking water source	Strategic manager water and waste
S.69V	Duty to take all practicable steps to comply with drinking water standards	Strategic manager water and waste

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s. 69W	Duty to take reasonable steps to supply wholesome drinking water	Strategic manager water and waste
s.69X	Duty to check water quality before connecting to a new water source	Strategic manager water and waste
s.69Y	Duty to monitor drinking water to ensure compliance with drinking water standards and assess public health risk	Strategic manager water and waste
ss. 69ZA – 69ZF	Duty to prepare and implement a public health risk management plan in relation to the drinking water supply, to review/renew plans, keep and make available records of plans, to investigate complaints, to take remedial action if standards breached	Strategic manager water and waste
s. 69ZZZ	Duty to protect water supplies from risk of backflow	Strategic manager water and waste

11.21 Health (Hairdressers) Regulations 1980

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.4	Grant, extend, set conditions on certificate of exemption	Group manager regulatory services Manager environmental health and licensing Environmental health officer

11.22 Health (Registration of Premises) Regulations 1966

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.5	Consent, amend, register, renew, impose conditions for registration, and cancel registrations	Manager environmental health and licensing Environmental health officer
s.9	Cause first notice and further notice to be served	Manager environmental health and licensing Environmental health officer

11.23 Housing Improvement Regulations 1947

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Exercise the powers and functions of a local authority	Manager environmental health and licensing Group manager regulatory services

11.24 Impounding Act 1955

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Authority to authorise any officer to carry out all or any functions of a ranger under the Impounding Act 1955	Group manager regulatory services
ss.8, 9	Appointment of a pound keeper (a statutory appointment) and appointment of a deputy (statutory appointment)	Chief executive
s.10	Remove or suspend pound keeper or deputy	Chief executive
s.11	Authority to publicly notify every appointment, or suspension, or removal from office of any pound keeper or deputy pound keeper, as required by Section 11 of the Impounding Act 1955	Chief executive
s.14	Recover actual costs of sustenance of impounded stock	Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.32	Declare fenced paddock a temporary pound	Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.42	Disposal of wild stock straying on roads	Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.50	Authorise person to act as auctioneer for sale of impounded stock	Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.52	Destroy worthless or suffering stock	Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.53	Dispose of unsold stock	Freedom camping ambassador Animal control officer Dog control ranger Compliance officer

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.56	Recover any deficiency in costs from owner of stock	Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer

11.25 Infrastructure (Amendments Relating to Utilities Access) Act 2010

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.14	Power to set reasonable conditions over the opening up of any road and recover reasonable costs	Group manager infrastructure and capital delivery Strategic manager transport

11.26 Land Drainage Act 1908

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.6	Obligation to provide information on ratepayers in respect of property within the district liable to be rated	Group manager finance and assurance Transactional project lead Finance officer
S.20	Power to object to Drainage Board (ES) interfering with road or footpath	Strategic manager water and waste
SS. 61,63	Power to cleanse, repair or maintain a watercourse or drain	Strategic manager water and waste

11.27 Land Transfer Act 2017

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Consenting to dealing with land where that land is subject to a caveat or encumbrance that requires the consent of Council before registration of any instrument under the Land Transfer Act 2017	Manager property services in consultation with group manager infrastructure and capital delivery or group manager customer and community wellbeing
S.34	Authority to certify documents on Council's behalf pursuant to section 34 of the Land Transfer Act 2017	Chief executive Group manager infrastructure and capital delivery Group manager customer and community wellbeing
	The authority to execute A & I forms and any associated documentation required by Land Information New Zealand or other regulatory body which under any act the documents are	Group manager infrastructure and capital delivery Group manager customer and community wellbeing

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	to be registered in accordance with the Land Transfer Act 2017 for the completion of any authorised transaction	Group manager regulatory services Manager property services Manager environmental planning Team leader consents Senior resource management planner
	The authority to approve boundary definitions for the uplifting of limited title status	Group manager customer and community wellbeing Manager property services Senior property advisor

11.28 Land and Transport Act 1998

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.16A	Powers regarding restriction of heavy traffic on roads	Group manager infrastructure and capital delivery Strategic manager transport
ss.22AB, 22AD and 22AE	Powers regarding transport related bylaws	Group manager infrastructure and capital delivery Strategic manager transport
s.128D	Appointment of parking wardens	Group manager regulatory service Manager legal and compliance Parking officer
s.128E	Powers of parking wardens	Group manager regulatory service Manager legal and compliance
s.139	Power to issue infringement notices	Group manager regulatory service Manager legal and compliance Parking officer
s.157	Power as road controlling authority to control, restrict and prohibit traffic	Group manager infrastructure and capital delivery Strategic manager transport

11.29 Land Transport (Infringement and Reminder Notices) Regulations 2012

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
Schedule 4	Power to review or waive stationary vehicle infringements	Group manager regulatory service

11.30 Litter Act 1979

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.5	Appoint litter control officers	Chief executive
s.8	Appoint and revoke appointment of litter wardens	Chief executive
s.10 (1)-(3)	Serve notices to clear litter	Manager environmental health and licensing Environmental health officer Warranted officer
s.10 (1)-(11)	To hear and determine any objection	Manager environmental health and licensing Manager building solutions
s.14	Issue infringement notices and make any decision on any matter relating to those proceedings	Manager environmental health and licensing Environmental health officer Warranted officer Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer Building control co-ordinator Monitoring and enforcement officer Compliance officer Senior environmental health officer
s.15	Initiating prosecutions and injunctions	Group manager regulatory services

11.31 Local Government Act 1974

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s. 319	General powers of councils in respect to roads except: - where an application is received to form a road and the additional new	Group manager infrastructure and capital delivery Group manager customer and community wellbeing

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	<p>formation is proposed to be maintained by Council as this is required to be referred to Council; and</p> <ul style="list-style-type: none"> - where a permanent road stopping is proposed as this is required to be referred to Council under section 319(h) 	<p>Strategic manager transport</p> <p>Manager property services</p>
s. 319B	Allocation of property numbers	<p>Group manager infrastructure and capital delivery</p> <p>Manager environmental planning</p> <p>Strategic manager transport</p>
S.344	Authority to approve and authorise the installation of gates and cattle stops on legal roads	<p>Group manager infrastructure and capital delivery</p> <p>Strategic manager transport</p>
s.346D	Authority to approve new vehicle entrances on to roads and limited access roads and/or alter the location of existing approved entranceways	<p>Group manager infrastructure and capital delivery</p> <p>Strategic manager transport</p>
s.348	Creation and cancellation of right of ways	<p>General manager strategy and partnerships</p> <p>Group manager regulatory services</p> <p>Manager environmental planning</p> <p>Team leader environmental policy</p> <p>Resource management planner</p> <p>Senior planner</p>
s.353	Require fencing	<p>Group manager infrastructure and capital delivery</p>
s.355	Council's powers relating to the removal and/or trimming or overhanging trees etc., and recovery of costs	<p>Group manager infrastructure and capital delivery</p> <p>Strategic manager transport</p>
ss.356, 356A	The power to authorise any person to remove and dispose of motor vehicles found on a road or in a public place which may be abandoned	<p>Group manager infrastructure and capital delivery</p>
s.357	The power to penalise a person who commits an offence which encroaches on a road	<p>Group manager infrastructure and capital delivery</p>
Schedule 10 clauses 11 (a) and (b)	<p>The temporary prohibition of traffic for the purpose of:</p> <p>Construction or repair of the road or any drain, water race, pipe or apparatus under, upon, or over the road</p>	<p>Group manager infrastructure and capital delivery</p> <p>Strategic manager transport</p>

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	<p>Diversions of traffic in order to resolve problems associated with traffic operations</p> <p>When, for any reason it is considered desirable that traffic should be diverted to other roads</p>	
s.319	General powers in respect of roads	<p>Group manager infrastructure and capital delivery</p> <p>Strategic manager transport</p> <p>Roading asset manager</p>

11.32 Local Government Act 2002

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.54G	Ability to appoint a pecuniary interest registrar	Chief executive
s.162	Apply for injunction restraining a person from committing a breach of a bylaw or an offence against this Act	Group managers
s.163	Remove or alter a work or thing that is, or has been, constructed in breach of a bylaw, and recover the costs of removal or alteration	<p>Manager legal and compliance</p> <p>Monitoring and enforcement officer</p>
s.167	Return of property seized or impounded	<p>Manager legal and compliance</p> <p>Manager environmental health and licensing</p> <p>Senior environmental health officer</p> <p>Monitoring and enforcement officer</p> <p>Freedom camping ambassador</p> <p>Animal control officer</p> <p>Dog control ranger</p> <p>Compliance officer</p>
s.168	Dispose of property that has not been returned within six months after it was seized and impounded	<p>Manager legal and compliance</p> <p>Manager environmental health and licensing</p> <p>Senior environmental health officer</p> <p>Monitoring and enforcement officer</p> <p>Freedom camping ambassador</p> <p>Animal control officer</p> <p>Dog control ranger</p> <p>Compliance officer</p>

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.171	General power of entry Give notice of intended entry	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer Building control co-ordinator Manager legal and compliance Manager environmental health and licensing Senior environmental health officer Freedom camping ambassador Animal control officer Dog control ranger Compliance officer Monitoring and enforcement officer Manager environmental planning Strategic Policy Manager Team leader consent processing Senior resource management planner - consents Resource Management Planner Resource management planner – consents Graduate Resource Planner Team leader environmental policy Senior resource management policy planner Graduate Environmental Planner - Policy Monitoring and enforcement officer Team leader ecology
s.172	Power of entry for enforcement purposes	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer Building control co-ordinator Manager environmental health and licensing Manager legal and compliance Monitoring and enforcement officer Senior environmental health officer Freedom camping ambassador Animal control officer Dog control ranger Compliance officer Manager environmental planning Team leader consent processing Senior resource management planner - consents Resource management planner - consents Monitoring and enforcement officer Team leader ecology
s.173	Power of entry in cases of emergency Inform occupier and owner of entry	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer Building control co-ordinator Manager environmental health and licensing Manager legal and compliance Monitoring and enforcement officer Senior environmental health officer Freedom camping ambassador

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Animal control officer Dog control ranger Compliance officer Manager environmental planning Team leader consent processing Senior resource management planner - consents Resource management planner - consents Monitoring and enforcement officer Team leader ecology
S.174	Authority to appoint an authorised person and issue warrants	Chief executive
S.174	Authority to act: To be an authorised officer to act and enter private land	Group manager regulatory services Group manager infrastructure and capital delivery Group manager customer and community wellbeing Warranted officer Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer Building control co-ordinator Manager environmental planning Team leader consent processing Senior resource management planner - consents Resource management planner - consents Monitoring and enforcement officer Compliance officer Team leader ecology Manager legal and compliance Senior environmental health officer Alcohol Licensing inspector and verifier

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Animal control officer Dog control ranger Freedom camping ambassador Strategic manager transport Assets management engineer Roothing contract manager Roothing asset manager Roothing engineer Roothing enginner Technical support officer – roading Development engineer Technical support officer – applications Stategic manager water and waste Solid waste manager Solid waste engineer Consents/compliance manager Manager operations and programming Contract manager Contract engineer Development and solid waste engineer Asset manager water
s.177	Appoint enforcement officer	Chief executive
s.179	Contract out administration of regulatory functions	Group manager regulatory services
s.181	Construction of works on private land	Group manager infrastructure and capital delivery Group manager customer and community wellbeing Manager property services Strategic manager water and waste services
s.182	Power of entry to check utility services	Group manager regulatory services Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Cadet building control officer Building solutions duty officer
s.185	Approve the carrying out of works by an occupier	Manager environmental health and licensing Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader
s.186	Issue notice, execute, provide or do works, materials or things and recover costs from person in default	Group manager regulatory services Manager legal and compliance Manager environmental health and licensing Manager building solutions
s.186(2)	Execute, provide or do works, materials or things and recover costs from person in default	Group manager regulatory services Manager environmental health and licensing Manager legal and compliance Senior environmental health officer Monitoring and enforcement officer Manager building solutions
s.187	Recovery of cost of works by local authority	Group manager regulatory services Manager environmental health and licensing Senior environmental health officer Monitoring and enforcement officer Manager building solutions Manager environmental health and licensing Manager legal and compliance Senior environmental health officer Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.215	Application for removal order for fence, structure or vegetation	Group manager regulatory services Manager environmental health and licensing Senior environmental health officer Monitoring and enforcement officer Manager building solutions Technical lead building solutions

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Building control team leader Building compliance team leader Manager environmental health
ss.227, 228, 229, 230, 231, 232, 238, 239,	Initiating prosecutions and injunctions under acts or bylaws	Group manager regulatory services Manager environmental health and licensing Senior environmental health officer Monitoring and enforcement officer
cl 32(5) Schedule 7	Delegation of powers and functions for processing building consent applications, and to grant, refuse and/or issue an application for building consent. (refer also ss 48-51, 232 Building Act 2004)	Group manager regulatory services Manager building solutions

11.33 Local Government Official Information and Meetings Act 1987 -

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.5	Power to determine availability of information	Chief executive Group managers
S.6	Power to determine withholding of information	Chief executive Group managers Strategic manager communications and engagement
S.7	Other reasons for withholding official information	Chief executive Group managers Strategic manager communications and engagement
S.10	Requests for official information	Chief executive Group managers Strategic manager communications and engagement
S.11	Assistance with requesting information	Chief executive Group managers Strategic manager communications and engagement
S.12	Transfer of requests	Chief executive Group managers Strategic manager communications and engagement
S.13	Decisions on requests	Chief executive Group managers

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Strategic manager communications and engagement
S.14	Extension of time to provide official information	Chief executive Group managers Strategic manager communications and engagement
S.15	Power to determine the manner of presenting information	Chief executive Group managers Strategic manager communications and engagement
S.16	Power to determine deletions of some information from documents	Chief executive Group managers Strategic manager communications and engagement
SS.17, 18	Refusal of requests for information	Chief executive Group managers Strategic manager communications and engagement
S.24	Precautions regarding access to personal information	Chief executive Group managers Strategic manager communications and engagement
S.25	Correction of information	Chief executive Group managers Strategic manager communications and engagement
S.26	Refusal to supply personal information	Chief executive Group managers Strategic manager communications and engagement
S.33	Requirement to notify decision of ombudsman	Chief executive Group managers Strategic manager communications and engagement
S.44A	Authority to prepare and approve Land Information Memoranda	Team leader information services Property information officer Knowledge officer
S.46	Public notification of meetings	Chief executive Group manager strategy and partnerships Governance legal manager Committee advisor

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Democracy advisor
SS.46A, 49, 51	Availability of agendas, reports and minutes	Group manager strategy and partnerships Governance legal manager Strategic manager communications and engagement Committee advisor Democracy advisor
S.51A	Public notification of resolution at emergency meeting	Group manager strategy and partnerships Governance legal manager Strategic manager communications and engagement Committee advisor Democracy advisor

11.34 Local Government (Rating) Act 2002

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.27	Keep and maintain rating information data base	Group manager finance and assurance Financial controller Transactional project lead
S.37	Keep and maintain rates records	Financial controller Transactional project lead Finance officer
S.40	Power to correct errors in rating information database and rates records	Financial controller Transactional project lead Finance officer
S.41	Power to issue an amended rates assessment if an error is corrected	Financial controller Transactional project lead Finance officer
SS.44-51	Obligations to deliver rates assessments and rates invoices to ratepayers setting out the information required by the act	Financial controller Transactional project lead Finance officer
S.53	Power to appoint a rates collector s.67. Appointment of principal administrative officer with power to have judgments of the court enforced by the court	Financial controller Transactional project lead Finance officer
S.54	Power not to collect rates that are uneconomic to collect	Financial controller Transactional project lead Finance officer

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
SS.57, 58	Power to add penalties for rates not paid by the due date	Financial controller Transactional project lead Finance officer
S.62, 63	Powers for recovery of rates if owner in default	Financial controller Transactional project lead Finance officer
S.67	Appointment of principal administrative officer with power to have judgments of the court enforced by the court	Financial controller Transactional project lead Finance officer
S.77	Obtain a court ruling that abandoned land can be disposed of by Council and then to dispose of such land.	Chief executive Group manager finance and assurance
S.79	To set the reserve price of abandoned land which is to be offered for sale, or to be leased.	Chief executive Group manager customer and community wellbeing Group manager finance and assurance
SS.85-90; 114-115	Power to remit or postpone rates pursuant to Council rates remission and postponement policy	Financial controller Transactional project lead Finance officer
S.108	Appointment of principal administrative officer with power to have judgments of the court enforced by the court	Financial controller Transactional project lead Finance officer

11.35 New Zealand Library Association Act 1939

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.5	Power to become a member of the association	Customer delivery manager Library/customer support operations manager

11.36 Overseas Investments Act 2005

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Issue certificates relating to land	Group manager regulatory services Team leader consents processing Manager environmental planning

11.37 Public Bodies Leases Act 1969

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss. 7, 17, 18, 22, 23A	To sign on behalf of Council, lease, tenancy, service and other miscellaneous agreements where the use of the corporate seal is not required	Manager property services Senior property advisor
ss.7, 17, 18, 22, 23A	To sign leases on behalf of Council, including renewal, transfers, rent reviews that are in accord with legislation and Council policy	Manager property services Senior property advisor
SS. 8-9	Leases to be sold by public tender or auction subject to certain conditions	Manager property services Senior property advisor
S.23	To authorise process for surrender of leases	Manager property services Senior property advisor

11.38 Public Works Act 1981

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss. 110-111A	Provides certain powers of entry onto private land.	Group manager infrastructure and capital delivery
SS.133-134	Provide for removal of trees and hedges that interfere with public works	Group manager infrastructure and capital delivery Strategic Manager Transport
SS.233-234	Obligation to provide notice before entry onto private land	Group manager infrastructure and capital delivery
S.237	Power to approve excavations near public works	Group manager infrastructure and capital delivery
S.238	Power to bring action for damage to public work	Group manager infrastructure and capital delivery
S.239	Power to remove and/or dispose of abandoned property from public works land	Group manager infrastructure and capital delivery
S.240	Removal of land from persons holding illegal possessions	Group manager infrastructure and capital delivery
Parts 2 – 8	Property acquisition and actions for a public work up to \$50,000 plus GST, provided the acquisition can be funded within the budget of an approved LTP project, but excluding any actions which are required by the act to be specifically undertaken by the chief executive.	Chief executive Group manager infrastructure and capital delivery Group manager customer and community wellbeing Strategic manager transport Strategic manager water and waste Manager property services
	The issue of any lease, licence or occupancy agreement for land held by Council subject to the	Group manager infrastructure and capital delivery

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Public Works Act 1981 or any action being undertaken pursuant to the Act.	Group manager customer and community wellbeing Manager property services

11.39 Racing Act 2003

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
SS.65A-65E	Receiving, considering and determining application for territorial authority consent	Group manager regulatory services

11.40 Rates Rebate Act 1973

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
SS.5-7	Provide for application of rebate of rates to be considered by chief executive	Group manager finance and assurance Financial controller Transactional project lead
S.9	Provides for application to secretary for local government for refund of rebates granted	Group manager finance and assurance Financial controller Transactional project lead
S.13	Power to receive declarations	Group manager finance and assurance Financial controller Transactional project lead

11.41 Rating Valuations Act 1998

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.10	Duty to prepare and maintain district valuation roles	Group manager finance and assurance Financial controller Transactional project lead
SS.11-13	Powers regarding general revaluations	Group manager finance and assurance Financial controller Transactional project lead
SS.14-17	Powers regarding specific revaluations during the currency of a general revaluation	Group manager finance and assurance Financial controller Transactional project lead
SS.32-40	Objections to valuations	Group manager finance and assurance Financial controller Transactional project lead
SS.41-42	Powers for information to be disclosed	Group manager finance and assurance

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Financial controller Transactional project lead
S.43	Power to obtain contribution to the cost of preparing and maintaining the valuation role from the regional Council	Group manager finance and assurance Financial controller Transactional project lead
S.45	Provides authorisation for entry onto private property to carry out valuations	Group manager finance and assurance Financial controller Transactional project lead

11.42 Residential Tenancies Act 1986

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	To undertake the role and obligations of the landlord as required by the act.	Group manager customer and community wellbeing Manager property services Community facilities manager

11.43 Reserves Act 1977

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	All powers, functions and duties under the Reserves Act 1977 except: <ol style="list-style-type: none"> those sections outlined below; and those delegated by the Minister of Conservation on 12 June 2013 that must be exercised by Council. Refer to document 2013/07/5502 	Communities facilities manager Manager property services
SS.78-80, 84-85A, 89-92	Financial powers and duties regarding reserves	Group Manager Finance and Assurance Financial controller Transactional project lead Community facilities manager Manager property services

11.44 Resource Management Act 1991

All RMA delegations are made directly from Council, and in accordance with section 34 and 34A of the RMA, so that no RMA powers or functions in this manual or otherwise have been or will be sub-delegated.

Note: for some RMA provisions there are also equivalent provisions of the Natural and Built Environments Act 2023 (NBEA) in force. In these cases the equivalent NBEA provision is referenced in the same row and can be relied on in the same manner as if it is a RMA delegation.

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
S.10, 10A, 10B, 139A	Determination of whether existing rights in terms of Section 10 of the RMA apply	Group manager regulatory services Hearings commissioner(s) Manager environmental planning Manager environmental health and licensing Team leader consent processing Senior resource management planner
S.27	To provide information to the Minister for Environment	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Manager environmental health and licensing Team leader consent processing Team leader environmental policy Senior resource management planner
S. 34, 34A	Appointment of Hearing commissioner(s) for notified resource consent and plan change processes. (When Hearing commissioners are appointed to form a panel this may include elected members)	Mayor jointly with Chief executive
S.34, 34A	Appointment of Hearing commissioner(s) except for notified resource consent and plan change processes. (When Hearing commissioners are appointed to form a panel this may include elected members)	Group manager regulatory services Group manager strategy and partnerships
S.34A	To consult with tangata whenua regarding appointment of commissioners to conduct a hearing	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader consent processing Team leader environmental policy
S.35A	Duty to keep records about iwi and hapū	Group manager regulatory services Group manager strategy and partnerships Manager environmental planning Strategic policy manager Manager environmental health and licensing Team leader consent processing Senior resource management planner

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Resource management planner Team leader environmental policy GIS team leader
S.36, 36AAA, 36AAB	To make decisions about administrative charges	Group manager regulatory services Group manager strategy and partnerships Hearings commissioner(s) Manager environmental planning Strategic policy manager Manager environmental health and licensing Team leader consent processing Senior resource management planner Resource management planner Team leader environmental policy Manager legal and compliance Monitoring and enforcement officer Compliance officer
S.36(6)	To provide on request an estimate of additional charges over and above the processing deposits	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner
S.36AAB (1)	To remit the whole or any part of the charge under s36 that would otherwise be payable.	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Manager environmental health and licensing Team leader consent processing Manager legal and compliance
SS.37, 37A	To waive and/or extend time limits for functions under the act.	Group manager regulatory services Hearings commissioner(s) Group manager strategy and partnerships Manager strategic policy Manager environmental planning Manager environmental health and licensing Team leader consent processing

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Senior resource management planner Resource management planner Graduate resource management planner Manager legal and compliance
S.38	Appoint enforcement officers	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Manager legal and compliance
39AA, 41A, 41B, 41C, 41D, 42	Control and direction of hearings	Hearings commissioner(s) Group manager regulatory services Group manager strategy and partnerships Manager strategic policy Manager environmental planning Manager environmental health and licensing Team leader consent processing Team leader environmental policy Manager legal and compliance
S.41B	Direction to provide evidence with time limits	Group manager regulatory services Group manager strategy and partnerships Manager strategic policy Team leader environmental policy Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner Manager legal and compliance Monitoring and enforcement officer Compliance officer
S.42	Protection of sensitive information	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader consent processing Team leader environmental policy GIS team leader Manager legal and compliance
S.42A	Require the preparation of a report on information provided	Hearings commissioner(s) Group manager regulatory services

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Group manager strategy and partnerships Manager strategic policy Manager environmental planning Team leader consent processing Senior resource management planner Team leader environmental policy Manager legal and compliance
S.42A (5)	Waiving compliance regarding timeframes for distributing reports, where there is no material prejudice	Hearings commissioner(s) Group manager regulatory services Group manager strategy and partnerships Manager strategic policy Manager environmental planning Team leader consent processing Team leader environmental policy Senior resource management planner Manager legal and compliance Monitoring and enforcement officer
S.87BA	To issue notices relating to boundary activities	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Senior resource management planner Resource management planner Graduate resource management planner Manager legal and compliance Monitoring and enforcement officer
S.87BB	To issue a notice confirming a marginal or temporary activity is permitted	Hearings commissioner(s) Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Senior resource management planner Manager legal and compliance Monitoring and enforcement officer
S.87E, 87F, 87G, 87H, 87I	Decision on request for application to go directly to environment court, and other involvement in streamlined decision-making on resource consents	Hearings commissioner(s) Group manager regulatory services Manager environmental planning Team leader consent processing

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
S.87F	Preparation of report on application referred directly to environment court	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner
S.88(1)	Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner Graduate resource management planner
S.88(3) & (3A)	Power to determine an application is incomplete	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner Graduate resource management planner
S.91	Deferral pending application for additional consents	Group manager – infrastructure and environmental services Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner
S.91A, 91B, 91C, 91D, 91E, 91F	Processing of, and decisions on, suspended consent application	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner Graduate resource management planner
S.92, 92A, 92B	Request further information or agreement to commissioning of a report on resource consent application, and managing responses to request	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner Graduate resource management planner
SS.95, 95A, 95B, 95C, 95D, 95E, 95F, 95G, 127(4)	Determination of public notification, limited notification and all related decisions and processes	Hearings commissioner(s) Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
S.97	Time limit for submissions	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner
S.99	Organise and convene prehearing meetings and prepare reports on these under Section 99 (5)	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner
S.99A	Referral of resource consent matters to mediation	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner
S.100	Determine whether a formal hearing is necessary	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner
S.101	Hearing date and notice	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader consent processing Senior resource management planner Hearings Commissioner(s)
S.102	To determine whether applications are required to be heard by joint hearings committee and all other associated decisions	Group manager regulatory services Group Manager environmental planning Team leader consent processing Senior resource management planner Hearings commissioner(s)
S.103	To determine whether combined hearing to be held or not and all other associated decisions.	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Hearings commissioner(s)
S.103B	Requirement to provide advice and other evidence before hearing	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Graduate resource management planner
SS. 104, 104A, 104B, 104C, 104D, 104G, 105, 106, 108, 108AA, 113, 127, 220, 221(3)	Consider, make and issue decisions on resource consents and applications under s127 and s221(3), including the power to impose conditions	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Hearings Commissioner(s)
S.108A, 109	Determination of requirement for a bond	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Manager legal and compliance Hearings commissioner(s)
S. 110	Refund of money and return of land where activity does not proceed	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner
S.114	Notification of decisions	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner Graduate resource management planner Hearings commissioner(s)
S.116B	Notification of completion of reserves procedures	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner Graduate resource management planner
S.120, 121	Environment Court appeal of resource consent	Group manager regulatory services Manager environmental planning Team leader consent processing
S.123	Duration of consent	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Hearings commissioner(s)
S.124	Exercise of resource consent while applying for new consent	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner
S.125 (1A)	Fix longer period for lapsing of resource consents than is the norm under Section 125(1)	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Hearings commissioner(s)
S.126	Cancel consent if not exercised	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Senior resource management planner
S.128, 129, 130, 131, 132, 133	Service of notice of intention to review conditions of a resource consent	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Senior resource management planner Monitoring and enforcement officer Hearing commissioner(s)
S.133A	Minor corrections of resource consents	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Senior resource management planner
S.134(4)	Approval of transfer of resource consents – receipt of written notice	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Senior resource management planner
S.138	Surrender of consent	Group manager regulatory services Manager environmental planning

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Manager environmental health and licensing Team leader consent processing Senior resource management planner
S.139	Consider and issue Certificates of Compliance	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Senior resource management planner Hearing commissioner(s)
S.139A	Consider and issue existing use certificates.	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Senior resource management planner Hearing commissioner(s)
S. 168, 168A, 169, 170, 171, 172, 173, 174, 175, 176, 176A, 177, 178, 179, 180, 180A, 181, 182, 184A, SCHEDULE 1, PART 1, CLAUSE 13	Notice of Requirement by Council and all associated designation processes including appeal, outline plan, alteration and removal	Group manager infrastructure and capital delivery Group manager regulatory services
S.168, 168A, 169	Process notice of requirement	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Hearing commissioner(s)
S.170, 175, 181(3), 192, 195A(3), 195C	Include notice of requirement/designation/notice of requirement for heritage order/heritage order in proposed plan and minor alterations	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader consent processing
S.171, 173	Recommendation on notice of requirement and notification	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Team leader consent processing Senior resource management planner Hearing commissioner(s)
S.174	Appeal and/or involvement in appeal against decision of a requiring authority (as territorial authority).	Group manager regulatory services Team leader consent processing Senior resource management planner
S 176A(1)	Power to lodge an outline plan	Group manager infrastructure and capital delivery
S.176A	Outline plans	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Hearing commissioner(s)
S176A(5)	Power to appeal to the Environment Court against a requiring authority's decision not to accept requested changes	Group manager regulatory services Manager environmental planning
S.182	Removal of designation at request of requiring authority	Group manager regulatory services Group Manager Strategy & Partnerships Strategic policy manager Manager environmental planning Team leader consent processing Senior resource management planner
S.184, 184A	Lapsing of designations	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader consent processing Senior resource management planner
S.189, 189A, 190	Process notice of requirement for heritage order	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Hearing commissioner(s)
S. 191, 192	Recommendation by territorial authority on notice of requirement for heritage order	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader consent processing Senior resource management planner Hearing commissioner(s)

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
S.195	Appeal and/or involvement in appeal against decision of a heritage protection authority (as territorial authority).	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Manager environmental health and licensing Team leader consent processing Senior resource management planner
195B	Transfer of heritage order and any objection	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Manager environmental health and licensing
S.196	Removal of heritage order	Group manager regulatory services Group Manager Strategy & Partnerships Strategic policy manager Manager environmental planning Team leader consent processing Senior resource management planner
S.220	Issue certificates relating to requirements to comply on ongoing basis with consent conditions and endorsements on titles	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Senior resource management planner Team leader monitoring and enforcement
S.221	Issuing consent notices	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner
S.222	Completion certificates	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner
S.223	Approval of survey plan	Group manager regulatory services Manager environmental planning Team leader consent processing

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Senior resource management planner Resource management planner
S.224	Issue certificates indicating all or any of conditions of a subdivision consent have been complied with	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner
S.226	Certifications of plans of subdivision that allotments on the plan meet the requirements of the District Plan	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner
SS.229, 230, 231, 232, 233, 234, 235, 236, 237, 237A, 237B, 237C, 237D, 237E, 237F, 237G, 237H	Creation of esplanade reserves and strips, conditions, approval of survey plans, vesting, closure and compensation.	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner
SS.240, 241	Imposition and cancellation of amalgamation conditions and restrictive covenants	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner
S.243	Grant or reservation of easements - approve plan, revoke condition, cancel condition and/or certify	Group manager regulatory services Manager environmental planning Team leader consent processing Senior resource management planner Resource management planner
SS.310, 311, 312, 313 NBEA SS. 637, 638, 639, 640	Application to Environment Court for a declaration	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Manager environmental health and licensing

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Team leader consent processing Team leader environmental policy Manager legal and compliance
SS.314, 316, 317, 319 NBEA SS. 641, 643, 644, 646	Seek and/or respond to an enforcement order	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Manager legal and compliance Monitoring and enforcement officer Compliance officer
S.320, 316, 317, 319 NBEA SS 647, 643, 644, 646	Seek and/or respond to an interim enforcement order	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Manager legal and compliance Monitoring and enforcement officer Compliance officer
S.315 NBEA S.642	Require compliance with an enforcement order, including through application to Environment Court for orders	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Manager legal and compliance Monitoring and enforcement officer Compliance officer
S.321 NBEA S.648	Change or cancellation of enforcement order	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Manager legal and compliance
S.322, 325A NBEA SS.649, 654	Issue, serve, change or cancel abatement notice	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Monitoring and enforcement officer Manager legal and compliance

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
S.325 NBEA S.652	Appeal and/or involvement in appeal of abatement notice	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Manager legal and compliance Monitoring and enforcement officer
SS. 327, 328 NBEA SS. 656, 657	Issue and require compliance with an excessive noise direction	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Manager legal and compliance Monitoring and enforcement officer Compliance officer
SS. 330, 330AAA, 330A, 330AA, 330B, 330C, 331 NBEA 692, 694, 695, 696, 697	Emergency works and all associated steps, including any application for enforcement orders	Group manager regulatory services Manager environmental planning Team leader consent processing Manager legal and compliance Monitoring and enforcement officer Compliance officer
S.332 NBEA S. 727	Power of entry for inspection	Group manager regulatory services Manager environmental planning Manager environmental health and licensing Team leader consent processing Senior resource management planner Resource management planner Graduate resource management planner Manager legal and compliance Monitoring and enforcement officer Compliance officer Team leader ecology Ecologist Graduate ecologist Team leader environmental policy Resource management planner – policy

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
S.333 NBEA S. 728	Power of entry for survey	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Manager environmental health and licensing Team leader consent processing Team leader environmental policy Senior resource management planner Resource management planner Graduate resource management planner Senior resource management policy planner Graduate environmental planner - policy Manager legal and compliance Monitoring and enforcement officer Compliance officer Team leader ecology Ecologist Graduate ecologist
S.334 NBEA S.729	Application for warrant for entry for search	Group manager regulatory services Manager legal and compliance
S.336	Return of property seized under ss.323 and 328	Group manager regulatory services Manager environmental health and licensing Environmental health officer Manager legal and compliance Monitoring and enforcement officer Compliance officer
SS.338, 339, 339B, 340, 341, 342 NBEA SS. 701, 702, 703, 706, 707	Decide to prosecute, and pursue prosecution in District Court, including all associated litigation.	Group manager regulatory services Group manager strategy and partnerships
S.342	The power to collect fines for an offence under s.338	Group manager regulatory services Manager environmental planning

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
NBEA S. 707		Team leader consent processing Manager environmental health and licensing Manager legal and compliance Monitoring and enforcement officer Compliance officer
SS.343B, 343C NBEA SS.709, 710, 711, 712	Infringement notices	Group manager regulatory services Manager legal and compliance Manager Environmental Health & Licensing Manager environmental planning Monitoring and enforcement officer Compliance officer Environmental health officer Freedom camping ambassadors
S.343B, 343C NBEA SS.709, 710, 711, 712	To file a notice of hearing in respect of an infringement notice (either on request or as an initial step in relation to an infringement offence), and pursue in the District Court, including all associated litigation	Group manager regulatory services Group manager strategy and partnerships Manager legal and compliance Team Leader Consent Processing
SS.357, 357A, 357B, 357C, 357CA, 357D	Receive consider and determine objection against certain decisions	Group manager regulatory services Hearing commissioner(s)
S.357C	To decide whether an objection requires a hearing	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Manager environmental health and licensing Team leader consent processing Team leader environmental policy Manager legal and compliance
S.357, 357A, 357AB, 357B, 357C, 357CA, 357D	The power to consider and make decisions on application for objections for an application which does not require a hearing, except where the decision would result in a net payment of reserve contributions by Council less credits for land to vest exceeding the delegation for the role.	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Manager environmental health and licensing Team leader consent processing Team leader environmental policy Manager environmental health and licensing

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Hearing commissioner(s)
S. 357, 357A, 357AB, 357B, 357C, 357CA, 357D	The power to determine objections to additional charges which are less than \$5,000.00	Group manager regulatory services Hearing commissioner(s)
SS.357, 357A, 357AB, 357B, 357C, 357CA, 357D	To consider, dismiss or uphold (in whole or in part) any objection under sections 357, 357A or 357B of the Act PROVIDED that this delegation shall NOT be exercised in respect of objections on resource consent applications which have been the subject of a hearing under section 100 of the Act	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Manager environmental health and licensing Team leader consent processing Team leader environmental policy Manager legal and compliance Hearing commissioner(s)
S. 358	Environment Court appeal of objection decision	Group manager regulatory services Manager environmental planning Team leader consent processing Manager legal and compliance
S.360F	To set overall charges payable by the applicant for a plan change or resource consent	Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader consent processing Team leader environmental policy
SCHEDULE 1, CLAUSE 4	Notices relating to designations and requirements	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy
SCHEDULE 1, CLAUSE 4A	Pre-notification requirements for iwi authorities	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy
SCHEDULE 1, CLAUSE 4A	Public notice and provision of documents to public bodies	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy Senior resource management policy planner

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
SCHEDULE 1, PART 1, CLAUSE 5A	Option to give limited notification of a plan change or variation	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy
SCHEDULE 1, PART 1, CLAUSES 6, 6A, 8	Making of submissions and further submissions on plan for Council	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy Senior resource management policy planner
SCHEDULE 1, PART 1, CLAUSE 7	Public notice of submissions	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy Senior resource management policy planner
SCHEDULE 1 PART 1, CLAUSE 8AA	Resolution of disputes	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy Hearing commissioner(s)
SCHEDULE 1, PART 1, CLAUSES 8B, 8C	Determine if hearing required	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy Hearing commissioner(s)
SCHEDULE 1, PART 1, CLAUSE 8D	Withdrawal of proposed policy statements and plans	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Hearing commissioner(s)
SCHEDULE 1, PART 1, CLAUSE 9	Recommendations and decisions on requirements (with or without hearing)	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Hearing commissioner(s)
SCHEDULE 1, PART 1, CLAUSE 10	Decisions on provisions and matters raised in submissions	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Hearing commissioner(s)
SCHEDULE 1, PART 1,	Application to minister for extension of time	Group manager strategy and partnerships Strategic policy manager

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
CLAUSE 10A		Hearing commissioner(s)
SCHEDULE 1, PART 1, CLAUSE 11	Notification of decision	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy Senior resource management policy planner
SCHEDULE 1, PART 1, CLAUSE 13	Steps to be taken following decision of requiring authority or heritage protection authority	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy Senior resource management policy planner
SCHEDULE 1, PART 1, CLAUSES 14, 15	Appeals to Environment Court	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy
SCHEDULE 1, PART 1, CLAUSE 16	Amendment to proposed policy statement or plan in certain circumstances	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy Senior resource management policy planner
SCHEDULE 1, PART 1, CLAUSE 16A	Variation to proposed policy statement or plan	Group manager strategy and partnerships Strategic policy manager Manager environmental planning
SCHEDULE 1, PART 1, CLAUSE 16A	Notification of operative date and provision of copies of plan	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy Senior resource management policy planner
SCHEDULE 1, PART 1, CLAUSE 20A	Correction of operative policy statement or plan (minor errors)	Group manager strategy and partnerships Strategic policy manager Manager environmental planning
SCHEDULE 1, PART 2, CLAUSES 21, 22, 23	Receive and determine if request for change to policy statement or plan is complete and/or require further information	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Senior resource management policy planner
SCHEDULE 1, PART 2, CLAUSE 23	Reject request for change to policy statement or plan under clause 23(6)	Group manager strategy and partnerships Strategic policy manager Manager environmental planning
SCHEDULE 1, PART 2, CLAUSE 24	Modification of request for change to policy statement or plan	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy
SCHEDULE 1, PART 2, CLAUSE 25	Local authority to consider request and decide way that the request shall be dealt with	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Hearing commissioner(s)
SCHEDULE 1, PART 2, CLAUSES 25(5), 26	Notification of decision on way that request shall be dealt with	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy Senior resource management policy planner
SCHEDULE 1, PART 2, CLAUSE 27	Appeal to Environment Court of decisions on rejection of request or decision on way request shall be dealt with	Group manager strategy and partnerships
SCHEDULE 1, PART 2, CLAUSE 28	Withdrawal of requests	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy
SCHEDULE 1, PART 2, CLAUSE 29 (AND SCHEDULE 1, PART 1 WITH ALL NECESSARY MODIFICATIONS)	Hear, consider and decide plan or change request	Group manager strategy and partnerships Strategic policy manager Hearings commissioner(s)
SCHEDULE 1, PART 2, CLAUSE 29(5) & (8A)	Serve copies of decision under on plan or change request and associated administrative steps	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
(AND SCHEDULE 1, PART 1 WITH ALL NECESSARY MODIFICATIONS)		Senior resource management planner
SCHEDULE 1, PART 2, CLAUSE 29(9)	With the agreement of the person who made the request decide to initiate a variation under schedule 1, part 1, clause 16A	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Hearing commissioner(s)
SCHEDULE 1, PART 3, CLAUSE 32	Proof of material incorporated by reference	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy
SCHEDULE 1, PART 3, CLAUSE 34	Consultation on proposal to incorporate material by reference	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy Senior resource management policy planner
SCHEDULE 1, PART 3, CLAUSE 34	Access to material incorporated by reference	Group manager strategy and partnerships Strategic policy manager Manager environmental planning Team leader environmental policy Senior resource management policy planner

11.45 Sale and Supply of Alcohol Act 2012

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
	To give consent of Council as landowner (including reserves) for the purpose of the act	Manager property services
	Authorising prosecutions and injunction proceedings.	Group manager regulatory services
s.100(f)	Certificates that proposed use of premises meets the requirements of the Resource Management Act 1991 and Building Code	Group manager regulatory services
s.189(6)	The appointment from time to time of two members from the list of persons approved to be members of the District Licensing Committee for the purposes of s.191. The	Chief executive

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
	appointment may be for such period not exceeding four weeks as is considered necessary for the purposes of a quorum for any meeting of the committee	
s.197	Appointment of Licensing inspectors	Chief executive
s.198	Delegation of functions, duties, or powers of chief executive	Chief executive
s.204	Authorising any person to appear on behalf of Council in any proceedings described in s.204(1).	Chief executive Group manager regulatory services
s.205	Authorising any person to appear on behalf of Council at any appeal to the Licensing Authority under s.81.	Chief executive Group manager regulatory services

11.46 Sale and Supply of Alcohol (Fees) Regulations 2013

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.4	Classification of premises	Chief Licensing inspector Licensing inspector District licensing secretary
s.5(1)	Assigning cost/risk ratings	Chief Licensing inspector Licensing inspector District licensing secretary
s.5(6)	Opinions with regard to premises types	Chief Licensing inspector Licensing inspector District licensing secretary
s.6(1)	Assigning fees categories	Chief Licensing inspector Licensing inspector District licensing secretary
s.6(4)	Assigning fees categories reduction	Manager environmental health and licensing Chief Licensing inspector
s. 9(2)	Determining event types (Specials)	Manager environmental health and licensing Chief Licensing inspector Licensing inspector
s.10(2)	Power to lower the fee by 1 level (Specials)	Group manager regulatory services Manager environmental health and licensing

11.47 Smoke Free Environments Act 1990

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.5	Duty of employers to have a policy on smoking	Group Manager people and culture

11.48 Summary Proceedings Act 1957

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Functions and duties related to vehicle parking and other stationery vehicle offence enforcement	Group manager infrastructure and capital delivery Group manager regulatory services

11.49 Telecommunications Act 2001

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.119	Sets out the matters that may be considered in setting conditions for access to Council roads	Roading asset manager Strategic manager transport
S.128	Powers to deal with trees on road verges interfering with telecommunications networks	Roading asset manager Strategic manager transport
S.135	Duty to provide telecommunications networks access to Council roads	Roading asset manager Strategic manager transport
SS.137, 143	Duty to notify network operator of conditions imposed under section 135 or section 142	Roading asset manager Strategic manager transport
S.142	Duty to provide telecommunications networks rights to place cabinets on public roads	Roading asset manager Strategic manager transport

11.50 Transport (Vehicular Traffic Road Closure) Regulations 1965

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	The powers conferred on Council by the transport (road closure) regulations	Chief Executive Group manager infrastructure and capital delivery Group manager regulatory services

11.51 Utilities Access Act 2010

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.6	Obligation to comply with the national code of practice to co-ordinate work done in transport corridors	Group manager infrastructure and capital delivery Strategic manager transport Roading asset manager

11.52 Waste Minimisation Act 2008

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
SS.26, 27	Duty to impose levy on waste disposed of at disposal facility at prescribed rate	Group manager infrastructure and capital delivery
S.28	Duty of operator of disposal facility to pay levy to levy collector	Group manager infrastructure and capital delivery
S.32	Duty to spend levy money received on waste minimisation initiatives or in accordance with a Waste Management and Minimisation Plan	Group manager infrastructure and capital delivery
S.51	Mandatory requirements for waste assessment	Group manager infrastructure and capital delivery
S.53	Duty to use any proceeds from a service undertaken under s.52 in implementing the Waste Management and Minimisation Plan	Group manager infrastructure and capital delivery
S.54	Duty for territorial authority to provide a service that collects waste promptly, efficiently and at regular intervals	Group manager infrastructure and capital delivery
S.66	Authority to enforce provisions of bylaw	Group manager infrastructure and capital delivery
SS.73,74	Authority to initiate proceedings for infringement offences and to issue and serve infringement notices	Group manager infrastructure and capital delivery
S.75	Authority to retain infringement fees	Group manager infrastructure and capital delivery
S.76	Authority to authorise any officer to be an enforcement officer	Group manager infrastructure and capital delivery
SS.79, 80-82, 84, 85	Powers of enforcement officers	Group manager infrastructure and capital delivery
SS.86-87	Duty to keep records and provide details if required	Group manager infrastructure and capital delivery

11.53 Dog Control Bylaw 2015

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss.10(a) and (b)	Changes to dog access by public notice	Chief executive Group manager regulatory services
s.13	Granting of multiple dog licences	Chief executive Group manager regulatory services Manager legal and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer Customer services officer
s.14	Requirement to neuter uncontrolled dog	Chief executive Group manager regulatory services Manager legal and compliance

11.54 Freedom Camping Bylaw 2015

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.7	Consent to freedom camping	Chief executive Group manager regulatory services Manager legal and compliance

11.55 Alcohol Control Bylaw 2015

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.6	Granting of dispensations with or without conditions	Chief executive Group manager regulatory services Manager environmental health and licensing

11.56 Keeping of Animals, Poultry and Bees Bylaw 2020

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.5	Prescribe conditions	Chief executive Group manager regulatory services Manager legal and compliance

11.57 Roading Bylaw 2008 – Revision 2 2018

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Functions and duties related to vehicle parking and other stationery vehicle offence enforcement	Group manager infrastructure and capital delivery Strategic manager transport

11.57 Trading in Public Places Bylaw 2013

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
SS.5, 6	Receiving, considering and determining application for licence	Chief executive Group manager regulatory services Manager environmental health and licensing Environmental services coordinator

11.58 Trade Waste Bylaw 2008

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	All of the powers of council under the trade waste bylaw 2008 in respect of trade premises as defined in the bylaw and the discharges from them	Manager environmental health and licensing Environmental health officer

12 Non Statutory Delegations

12.1 Advertising

DESCRIPTION	DELEGATED OFFICER
To authorise general advertising	Group managers Strategic manager communications and engagement
Authority to issue public notices as required	Chief executive or nominee Group managers Strategic manager communications and engagement Communications specialist Team leader communications
Authority to issue works notices to property owners and residents in areas where works are to be carried out, subject to any other statutory provisions	Chief executive Group manager infrastructure and capital delivery Group manager regulatory services

DESCRIPTION	DELEGATED OFFICER
	Roading asset manager Strategic manager transport
To authorise resource consent application public notices	Group manager regulatory services
To authorise advertising related to property matters	Group manager infrastructure and capital delivery Group manager regulatory services Group manager customer and community wellbeing Manager property services
To authorise advertising related to employment opportunities	Chief executive Group manager people and culture

12.2 Animal control

DESCRIPTION	DELEGATED OFFICER
Authority to approve dog rehoming providers in relation to “approved rehoming providers” in Council’s fees and charges	Group manager regulatory services

12.3 Appointment and termination

DESCRIPTION	DELEGATED OFFICER
Appointment of salaried staff within the established limits	General manager people and culture in consultation with the relevant group manager
Appointment of hourly rate staff within the established limits	General manager people and culture People and capability advisor
Appointment of group managers	Chief executive
Termination of staff	Chief executive or nominee in consultation with General manager people and culture and relevant group manager

12.4 Asset disposal

DESCRIPTION	DELEGATED OFFICER
Sale or trade-in of equipment or vehicles or plant surplus to requirements	General manager finance and assurance Financial controller Financial accountant

12.5 Civic ceremonies and civic functions

DESCRIPTION	DELEGATED OFFICER
Arrangements for civic or mayoral functions	Chief executive General manager finance and assurance Group manager strategy and partnerships Strategic manager communications and engagement Governance legal manager Committee advisor Democracy advisor Mayor/CE support

12.6 Closed circuit television ("CCTV")

DESCRIPTION	DELEGATED OFFICER
Release of all recorded CCTV images	Group manager customer and community wellbeing Group manager people and culture Manager information services

12.7 Council common seal

DESCRIPTION	DELEGATED OFFICER
Affix the Southland District Council common seal	Mayor and chief executive. In the absence of the mayor, any other councillor. In the absence of the chief executive, any group manager.

12.8 Document execution

DESCRIPTION	DELEGATED OFFICER
Authority to execute documents on Council's behalf for documents related to the infrastructure and environmental services group and the programme delivery group as appropriate when the chief executive is absent and no acting chief executive has been appointed by Council and there is necessity for such documents to be signed as a matter of urgency.	Group manager infrastructure and capital delivery Group manager regulatory services

12.9 Insurance

DESCRIPTION	DELEGATED OFFICER
Authority to sign release documents on insurance claims made by Council and to contribute any excess payable in accordance with policy	Group manager finance and assurance Financial controller Financial accountant
Authority to settle any claim for compensation where the amount proposed does not exceed: (where provision is made in council's budgets) the amount provided in the budgets; or (where no provision is made in the budgets) an amount not exceeding \$5,000. All such settlements to be reported to the Finance and Assurance Committee.	Group manager finance and assurance Financial controller Financial accountant

12.10 Media statements

See governance delegations section for specific committees and subcommittees.

DESCRIPTION	DELEGATED OFFICER
To authorise media statements	Chief executive Group managers Strategic manager communications and engagement Team leader communications

12.11 Planning

DESCRIPTION	DELEGATED OFFICER
To lodge submissions and further submissions on behalf of Council on: Any matter lodged with the Environmental Protection Authority. This delegation is to be reported to Council at the next available opportunity to allow for the Council to review and endorse the submission	Group manager infrastructure and environmental services Group manager infrastructure and capital delivery Group manager strategy and partnerships Strategic policy manager Manager environmental planning
Authority to require payment of financial contributions in accordance with Council's adopted schedule of fees	Group manager infrastructure and environmental services Group Manager Regulatory Services Group manager Strategy and Partnerships Strategic policy manager Manager environmental planning

DESCRIPTION	DELEGATED OFFICER
Authority to authorise the recovery of reasonable costs in relation to the monitoring of resource consent, District Plan, Resource Management Act and national environmental standard compliance	Group manager infrastructure and environmental services Group manager regulatory services Group manager strategy and partnerships Strategic policy manager Manager environmental planning

12.12 Public tenders

DESCRIPTION	DELEGATE
Authority to call for tenders and authorise the request for tenders document in accordance with the approved procurement policy and buyers guide	Chief executive Group manager infrastructure and capital delivery Group manager customer and community wellbeing Strategic manager transport Strategic manager water and waste Projects delivery manager Commercial infrastructure manager Community facilities manager
Authority to open public tenders received	Chief executive Group manager finance and assurance Group manager infrastructure and capital delivery Group manager strategy and partnerships Group manager customer and community wellbeing Activity managers Financial controller Transactional project lead Strategic manager transport Community facilities manager Manager Property services Projects and contracts coordinator Health and safety and projects administrator Finance officers Project delivery manager
Prepare recommendations for tenders above personal limit.	Group managers Activity managers

DESCRIPTION	DELEGATE
Prepare recommendations for acceptance by appropriate committee.	Group managers

12.13 Property

DESCRIPTION	DELEGATED OFFICER
<p>Authority to enter into new leases, licences or other occupation agreements under any authority to or by Council on the following basis:</p> <p>(1) that the value of the rental to be paid or received is less than \$100,000 plus GST per annum.</p>	<p>Chief executive</p> <p>Group manager infrastructure and capital delivery</p> <p>Group manager customer and community wellbeing</p> <p>Manager property services</p>
Termination of tenancies, lease, licence or other occupancy agreement of Council property issued under any authority for non-compliance	<p>Chief executive</p> <p>Group managers</p>
Authority to approve rent reviews, renewals and/or amendments to existing leases, licences or other occupation agreements (other than residential tenancies) whether granted by or to Council.	<p>Chief executive</p> <p>Group manager customer and community wellbeing</p> <p>Manager property services</p>
Authority to execute potentially affected party documents as determined by the Resource Management Act 1991 for council owned property.	<p>Group manager customer and community wellbeing</p> <p>Manager property services</p>

12.14 Refuse and recycling

DESCRIPTION	DELEGATED OFFICER
Authority to close refuse areas due to adverse weather conditions	Group manager regulatory services

12.15 Roads

DESCRIPTION	DELEGATED OFFICER
Authority to set fees and charges for inspection and repair of service authority trenches	<p>Group manager infrastructure and capital delivery</p> <p>Strategic manager transport</p>
Authority to approve the imposition of no-parking restrictions of up to 25m length for where these are necessary for road safety reasons or because of restricted carriageway or traffic-lane widths	<p>Group manager infrastructure and capital delivery</p> <p>Strategic manager transport</p>

12.16 Signage

DESCRIPTION	DELEGATED OFFICER
Authority to take appropriate action to control the display of advertising signs in a public place, not including roads and footpaths (see 'The SDC signs and objects on roads and footpaths bylaw 2016)	Group manager regulatory services Manager environmental health and licensing Environmental health officer
Authority to approve the erection of hoardings for election campaigns and public meetings	Group manager regulatory services Manager environmental health and licensing Customer services manager

12.17 Street appeals

DESCRIPTION	DELEGATED OFFICER
To authorise appeals to the public for financial assistance where that appeal is conducted from a public place by a charitable or community service organisation.	Manager environmental health and licensing Customer services manager

12.18 Street furniture and signage

DESCRIPTION	DELEGATED OFFICER
Authority to approve the design and positioning of street furniture, including bus shelters	Group manager infrastructure and capital delivery Strategic manager transport
Authority to approve erection of directional signs	Group manager infrastructure and capital delivery Strategic manager transport

12.19 Street parades

DESCRIPTION	DELEGATED OFFICER
Authority to permit street parades and rallies on public places, not including roads	Group manager infrastructure and capital delivery Strategic manager transport

12.20 Water services

DESCRIPTION	DELEGATED OFFICER
Authority to impose restrictions on the use of water on those public supplies operated and administered by Council	Group manager infrastructure and capital delivery Strategic manager water and waste

DESCRIPTION	DELEGATED OFFICER
	Water assets manager

Attachment A - Investment and Liability Management Policy

Investment and Liability Management Policy

Group Responsible: chief financial officer

Date Approved: 14/4/21

Date Amended:

File No: 19/4/6521

1.0 Overview

The Local Government Act 2002 requires local authorities to adopt an Investment Policy and a Liability Management Policy.

The Investment Policy is designed to ensure that the financial resources of the Council are managed in an efficient and effective way. It sets out how Council can utilise funds from the sale of assets, what should be done with the investment income and so on.

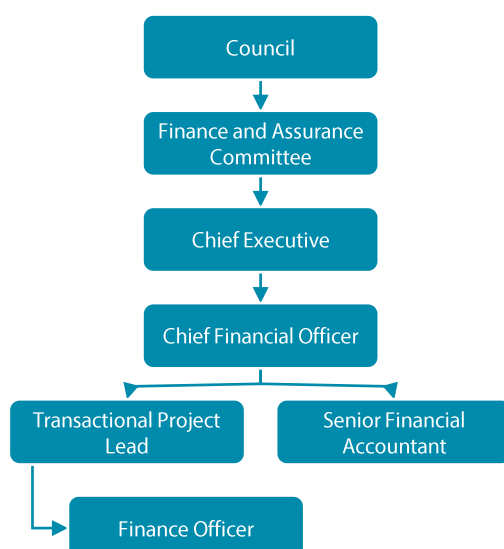
The Liability Management Policy is designed to provide a framework for prudent debt management and sets out how Council may wish to use debt as a funding mechanism.

Council has a structure of responsibilities and reporting lines to ensure the appropriate management and accountability of the liability and investing activities.

2.0 Structure

Organisational structure

The organisational chart for the finance activity is as follows:



Responsibilities

The key responsibilities of the above positions are as follows:

Council

- approve, adopt and review the policies including any revisions and amendments
- approve by resolution all external Council borrowing outside of that noted in the long term plan
- approve the external managed fund and the appointment of any fund managers
- approve amount of funds to be placed with external managed fund
- approve membership to Local Government Funding Agency (LGFA) including CCO/CCTOs.

Finance and Assurance Committee

- oversee the treasury function of Council ensuring compliance with the relevant Council policies and plans
- ensuring compliance with the requirements of Council's trust deeds
- recommend to Council treasury policies at least every three years
- approving debt, interest rate and external investment management strategy.

Chief Executive (CE)

- ultimately responsible for ensuring the Policies adopted by Council are implemented by officers of Council and administered in accordance with their terms.

Chief Financial Officer (CFO)

- responsible for recommending investment, borrowing and risk management strategy in conjunction with relevant staff
- ensure compliance with any relevant strategies
- responsible for determining the level of cash available for investment and that held for working capital purposes
- execute the external investment management and interest rate strategy
- approve amounts to be placed with an external fund manager for investment purposes within that set within the Annual Plan or Long Term plan or by way of separate Council resolution
- recommend to Finance and Assurance Committee and Council amendments to the Policies as required
- recommend to Finance and Assurance Committee the debt, interest rate and external investment management strategy for approval
- review internal audit reports and ensure any recommendations agreed by the Finance and Assurance Committee are made
- approve new treasury investments ensuring the proposed investment complies with these policy documents
- receive managed fund reports and annually monitor performance and present the necessary reports to the Finance and Assurance Committee.

Transactional Project Lead

- responsible for confirming adherence to the policies, through internal reviews, to be performed on a regular basis and present a summarised report of compliance to the CFO
- responsible for recommending to the CFO the level of cash available for investment and that held for working capital purposes
- negotiate and undertake treasury investment and borrowing/funding transactions
- assist in identifying amendments to the investment, borrowing and risk management strategy, which may require amendment of the Policies

- responsible for all activities relating to the daily implementation and maintenance of the Policies
- assist in determining the most appropriate sources and terms for borrowing and investing
- responsible for keeping the CFO informed of significant activity and market trends
- responsible for reviewing/approving the weekly cashflow and cash management transaction requirements completed by the Senior accounts payable officer (or equivalent).

Senior Financial Accountant

- check all treasury deal confirmations against the treasury spreadsheet and report any irregularities immediately to the CFO
- responsible for settling treasury transactions.

Finance Officer

- prepare and manage Council's cashflow and cash requirements
- report to the finance manager on the weekly cashflow position and resulting cash management transactions required.

3.0 Investment

Introduction

This Investment Policy has been prepared pursuant to Section 102(1) of the Local Government Act 2002 (the "Act"), which requires the Council to adopt an Investment Policy and a Liability Management Policy. Section 105 of the act sets out what must be included in an Investment Policy.

Council generally holds investments for strategic reasons where there is some community, social, physical or economic benefit accruing from the investment activity.

Council's rationale for retaining investments is:

- strategic assets are to be held by the Council, for public good
- to earn from strategic investments a cash flow for investment in community wellbeing
- to prudently manage cash flows within annual budget parameters.

Council is a risk conscious entity and does not wish to incur additional risk from its treasury activities.

Accordingly, Council's primary objective when investing is the protection of its initial investment and generating a commercial return on strategic investments is considered a secondary objective.

Objectives

The key investment policy objectives are to:

- provide a framework for the prudent and effective management of investments
- ensure that investments are managed in accordance with current governing legislation and Council's strategic and commercial objectives
- manage investments in a sustainable and equitable way, having regard to current and future generations
- recognise the community ownership of these assets and the need for a balanced investment/risk profile.
- ensure Council assets are managed prudently and adequately safeguarded
- safeguard Council's financial market investments by establishing and regularly reviewing investment parameters and ensuring all investment activities are carried out within these parameters
- maximise interest income on treasury investments, within a prudent level of investment risk. Council recognises that as a responsible public authority any treasury investments that it does hold should be of relatively low risk. It also recognises that lower risk generally means lower returns

- maintain and increase the real capital value of the external managed funds
- ensure funds are available to meet Council's needs
- maintain professional relationships with the Council's bankers, financial market participants, fund managers, trustees and other stakeholders
- regularly review the performance and creditworthiness of all investments
- maintain procedures and controls and provide timely and accurate financial and management information.

These objectives will be achieved by having regard to:

- the mix of investments that Council will utilise
- the process for the acquisition and divestment of new investments
- the management and assessment of risk
- the need for appropriate management and reporting procedures.

Investment Mix

Council has a portfolio of investments; at any time, these could comprise:

- treasury investments
- direct equity investments
- property
- other property investments – community housing
- forestry
- loans, advances for community development purposes
- internal loans
- external managed funds that could include equities.

The decision on which mix of investments Council will hold at any time will be based on the purpose for which the funds were acquired and the market conditions at the time.

Acquisition of New Investments

With the exception of treasury investments, internal loans and equity investments, new investments are acquired if an opportunity arises and approved by Council resolution, based on advice and recommendations from management. Before approving any new investments, Council gives due consideration to the contribution the investment will make in fulfilling Council's strategic objectives and the financial risks of owning the investment.

The authority to acquire treasury investments is delegated to the chief financial officer.

Application of Returns from Investments

Some returns are earmarked for specific purposes, but generally returns on Council investments are applied to give equal benefit to the District ratepayers by application in a pro-rata basis to offset the costs of District services.

Direct Equity Investments

Nature of Investment

Direct equity investments are held for strategic purposes only and include interests in:

- **Civic Assurance Corporation** (13,715 shares)
Civic Assurance is a specialist Local Government insurance company

- **Milford Sound Tourism Limited** (2,000 shares)

The role of Council is to facilitate and co-ordinate development and operations at Milford Sound/Piopiotahi and Council's intention is to retain its shareholding in the company.

Rationale for Holding Investment

The Council may hold equity for non-investment purposes, provided that the holding is in furtherance of its purpose under the Local Government Act 2002.

To have the ability to utilise equity investments where necessary to:

- achieve the desired level of returns; and/or
- to provide a diversified investment portfolio.

Disposition of Revenue

These investments are held for strategic reasons only and not for investment purposes.

As such these investments do not derive revenue to Council in the form of dividends. If they do, revenue or dividends will be used to offset general rates.

Risk Management

Investments in the Civic Assurance Corporation and the Milford Sound Tourism Limited are held for strategic purposes. For any other equity investments, Council reviews the performance of the trading enterprises at least annually to ensure that strategic and financial objectives are being achieved.

Dispositions and acquisitions require Council approval.

Property

Nature of Investment

The Council's first objective is to only own property that is strategically necessary for the economic, physical and social development of the Southland District and secondly, to achieve an acceptable rate of return. Property investments do not include properties for operational purposes.

Rationale for Holding Investment

Council holds investment properties in order to generate income to offset general rates.

The Council reviews the performance of its property investments on an annual basis and ensures that the benefits of continued ownership are consistent with its stated objectives. Any disposition of these investments requires the Council's approval.

Disposition of Revenue

Income generated is used to offset operational expenditure. Surplus funds will be used to fund future property projects.

Risk Management

The risk in respect of holding investment property is evaluated as low given the location of the properties and their current and long-term use.

Rental income is considered low risk, due to the fixed and long-term nature of the lease agreements. Lease rental is negotiated at the time the lease expires.

Other property investments – community housing

Nature of Investment

Council has 69 community housing units available for rental. These houses are located in various townships across Southland District.

Rationale for Holding Investment

Council retains community housing to allow people to continue to live in its local community. The elderly or people with disabilities are given preference.

Council's philosophies include ensuring that rental charges cover costs (excluding depreciation) and to continue to maintain the housing at its current high standard. There is no required rate of return on this investment.

Disposition of Revenue

Revenue earned from the investment in community housing is retained in the community housing investment.

Risk Management

The risk in respect of holding other property investments is evaluated as low given the location of the properties and their current and long term use.

Council's community housing activities are managed by staff in the Property department. They regularly review Council's involvement in community housing, including assessment of the need for this asset within the community.

Dispositions and acquisitions require Council approval.

Forestry

Nature of Investment

The Council and its predecessor organisations have been involved in forestry for many years. Council's current forestry policy is that it will operate and maintain up to 3,000 planted hectares. The Council currently maintains 1,800 hectares of land.

Rationale for Holding Investment

Forestry assets are held as a long-term investment. The overall investment policy of the Council with regard to forestry is to maximise profit, with harvesting on a sustainable yield basis and without any demand on rates.

Disposition of Revenue

Any surplus revenue is used to offset rates. Any surplus not used in the year it was earned is accumulated into a forestry reserve and used to offset future rates. The use of the reserve in future years, will often be based on an even spread over a number of years to minimise rates fluctuations. Approximately \$100,000 is retained for operating working capital at any time.

Risk Management

Forests are currently managed by a specialist external party. Forestry activities are reviewed by the Services and Assets Committee.

Significant risk management strategies include diversity of forest age classes, insurance against fire and access to a rural fire fighting force, a mix of species, geographic spread of forests and controlled access. Retention of the forest is reviewed periodically.

Dispositions and acquisitions require Council approval.

Loans and Advances for community development purposes

Nature of Investment

The Council is not a lender and therefore is not generally involved in providing loans or advances.

Rationale for Holding Investment

Council provides loans for community development purposes. From time to time, Council has provided a loan or advance to a community organisation to facilitate the ongoing provision of community services or recreational opportunities. The loans/investments are not made for financial investment purposes.

Council sets the terms and conditions for any loans or advances as they are granted. Council will require security as deemed appropriate for each loan or advance. The security will be the assets or revenue of the organisation.

Disposition of Revenue

Generally, these loans are to the benefit of the local community and not for financial investment purposes. Interest will be charged at a rate that is consistent with Council's interest rate on internal loans. Any revenue would be applied to reserves, reduce external debt or offsetting general rates.

Risk Management

Council will review the performance of its loan advances on a regular basis to ensure the planned strategic and economic objectives are being achieved.

Council monitors the compliance of the borrower with the terms and conditions agreed upon.

All loans and advances documentation are subject to independent legal review prior to finalisation.

Internal Loans

Nature of Investment

Council may utilise its general reserves and surplus funds for internal borrowing/lending purposes to reduce external debt, thus effectively reducing borrowing costs.

Rationale for Holding Investment

To facilitate the development of Council activities within Council and the community to minimise the costs associated with borrowing externally.

Disposition of Revenue

Income derived from internal loans is generally used to generate a return to reserves. Any surplus income is used to reduce external debt and/or offset against general rates.

Risk Management

Internal loans shall be managed as a treasury investment. Interest rates will be set having regard for Council's opportunity cost forgone.

Council may not achieve the opportunity cost due to actual external interest rates being different to the interest rate set for any given year as part of the LTP/Annual Plan process. In this case the return to Council may be more or less and will impact on the return to reserves.

Treasury Investments

Nature of Investment

To provide the ability to utilise a range of financial investments not already specified in this policy.

Approved treasury investments include;

Category	Instrument
Treasury Investments	Call and term bank deposits
	Bank certificates of deposit (RCDs)
	Treasury Bills and Government Bonds
	LGFA bonds/Floating Rate Notes (FRN)/Commercial Paper (CP)
	LGFA borrower notes

With the exception of LGFA borrower notes, the term of the treasury instruments is no greater than one year.

Rationale for Holding Investment

Council's philosophy in the management of treasury investments is to optimise its capital protection and liquidity objectives while balancing risk and return considerations. Council recognises that as a responsible public authority any treasury investments that it does hold should be low risk. It also recognises that lower risk generally means lower returns.

The Council maintains treasury investments to:

- invest surplus cash and working capital funds
- achieve the desired level of returns within acceptable risk parameters
- invest amounts allocated to general reserves, trust funds and special funds.

Council's primary objective when investing is the protection and liquidity of its investment. Accordingly, only credit-worthy counterparties are acceptable. Credit-worthy counterparties are selected on the basis of their current Standard and Poor's (S&P) or equivalent rating, which must be strong or better.

To avoid undue concentration of exposures, treasury investments should be used with as wide a range of counterparties as practicable. Transaction principal amounts and maturities should be well spread where possible.

Within the above constraints, Council also seeks to:

- ensure investments are liquid
- maximise investment return
- manage potential capital losses due to interest rate movements.

Liquidity risk is minimised by ensuring that all negotiable treasury investments must be capable of being liquidated in a readily available secondary market.

Disposition of Revenue

Income derived from Council's treasury activities will be used to fund Council activities including the allocation of interest on reserves, offsetting rates and repaying external debt.

Externally Managed Funds

Nature of Investment

Council may invest its general reserves in externally managed funds. Council has a medium to long-term investment horizon as it seeks to manage investments in a sustainable and equitable way, having regard to both current and future generations of ratepayers.

Council would purchase units in a NZD managed fund or funds.

Rationale for Holding Investment

Council maintains externally managed funds to:

- maintain, protect and increase the real capital value of the principal amount invested. Real capital value is the value that has been adjusted for the effect of inflation
- diversify the investment of Council's general reserves
- maintain liquidity and access to cash if needed
- obtain annual cash income to subsidise rates revenue.

Where practical, investments will be made considering the ethical practices of the investment entity. Council's intention for the Funds is to avoid direct involvement with industries that have a negative impact on society and the environment. This includes:

- alcohol
- tobacco
- military/weapons
- labour practices.

Disposition of Revenue

The managed funds are expected to return (before fees and taxes) at least 5% per annum. Council will consider as part of its planning process what is appropriate to subsidise rates revenue and what should be accrued back to its reserves, having regard to its rationale noted above. The actual disposition may differ from that planned as a result of the actual returns being more or less than budgeted again having regard to the rationale above.

Income derived from managed funds in the form of interest and dividends, is generally used to offset general rates with any surplus income used to provide a return on reserves. Surplus income can be re-invested in the managed fund(s).

Annually, Council evaluates whether to realise any capital gains that have been accumulated by the managed funds over the period. Overall the objective is to hold the managed funds for the medium to long term.

Risk Management

Council has a preference to invest indirectly in externally managed funds that are managed by a suitably qualified fund manager(s) and be managed within the below criteria.

Council's risk profile is considered moderate for financial investment purposes and therefore seeks to invest in a 'balanced' managed fund where there is a mix of capital growth and income asset types. Council will buy units in an established externally managed fund but could appoint its own investment manager.

The strategic asset allocation and tactical ranges are provided in the following table:

Allocation	Benchmark %	Ranges %
Total growth assets	50%	40-60%
Total income assets	50%	40-60%

Growth assets include approved asset types; listed domestic and international equities and listed property shares. Income assets include asset types such as; cash, term deposits, domestic and international floating and fixed rate debt securities. Any other asset types must be approved by Council before any investment is made.

Investments may be hedged back to NZD.

The counterparty risk policy set out in section 4 does not apply to externally managed funds. The investment guidelines are set out in Appendix 1.

At least quarterly reporting is provided on the performance of the managed fund(s). Annually the fund performance is benchmarked to other similar funds.

Local Government Funding Agency Limited (LGFA)

Despite anything earlier in this Investment Policy, Council may invest in shares and other financial instruments of the New Zealand LGFA and may borrow to fund that investment. The Council's objective in making any such investment will be to:

- obtain a return on the investment; and
- ensure that the LGFA has sufficient capital to remain viable, meaning that it continues as a source of debt funding for the Council.

Because of this dual objective, Council may invest in LGFA shares in circumstances in which the return on that investment is potentially lower than the return it could achieve with alternative investments.

If required in connection with the investment, Council may also subscribe for uncalled capital in the LGFA.

4.0 Liability Management

Introduction

This Liability Management Policy has been prepared pursuant to the Local Government Act 2002; section 102(1) which requires the Council to adopt a Liability Management Policy and section 104 which outlines the contents of the policy.

Generally, Council borrows to provide funding for the following activities:

- fund Council capital expenditure requirements
- manage timing differences between cash inflows and outflows
- cover special 'one-off' projects
- fund assets with intergenerational qualities
- manage timing differences in the rebalancing of its internal loan portfolio into externally managed funds.

Total debt levels are determined through Council's Long-Term Plan (LTP) and Annual Plans. Council approves this borrowing requirement for each financial year in the Annual Plan or LTP or by resolution during the year.

Objectives

- ensure Council has appropriate working capital funds available to carry out its plans as outlined in its LTP and Annual Plan
- ensure that Council has an on-going ability to meet its debts in an orderly manner as and when they fall due in both the short and long term, through appropriate liquidity and funding risk management
- arrange appropriate funding facilities for Council, ensuring they are at market related margins utilising bank debt facilities and/or capital markets as appropriate
- maintain lender and LGFA relationships and Council general borrowing profile in the local debt and, if applicable, capital markets, so that Council is able to fund its activities appropriately at all times
- control Council's cost of borrowing through the effective management of its interest rate risks, within the interest rate risk management limits established by this policy
- ensure compliance with any financing/borrowing covenants and ratios
- maintain adequate internal controls to mitigate operational risks
- produce accurate and timely reports that can be relied on by senior management and Council for control and exposure monitoring purposes in relation to the debt raising activities of Council.

Council will manage its borrowing activities prudently to ensure the best interests of the District are maintained. To undertake this, the following will be considered in conjunction with every transaction undertaken:

- cost minimisation
- cost stabilisation/risk management.

Specific Borrowing Limits

Total debt levels are maintained at a prudent level and will be managed within the following limits:

Item	Borrowing Limit
Net debt as a percentage of total revenue	<175%
Net interest as a percentage of total revenue	<10%
Net interest as a percentage of rates revenue	<7%
Liquidity (external, borrowing + available committed loan facilities + available liquid investments as a percentage of existing external debt)	>110%

- total revenue is defined as cash earnings from rates, government grants and subsidies, user charges, interest, dividends, financial and other revenue and excludes non-government capital contributions (e.g. developer contributions and vested assets)
- net debt is defined as total debt less treasury investments. External debt that is specifically borrowed for on-lending to a CCO/CCTO is netted with the corresponding loan asset for the LGFA covenant calculation
- liquid investments are unencumbered assets defined as being:
 - overnight bank cash deposits
 - wholesale/retail bank term deposits no greater than 31 days.
 - bank issued registered certificates of deposit less than 181 days
- external debt funding and associated investment activity relating to pre-funding is excluded from the liquidity ratio calculation

- net interest is defined as the amount equal to all interest and financing costs less interest income for the relevant period
- annual rates revenue is defined as the amount equal to the total revenue from any funding mechanism authorised by the Local Government (Rating) Act 2002 together with any revenue received from other local authorities for services provided (and for which the other local authorities rate)
- financial covenants are measured on Council only
- disaster recovery requirements are to be met through the liquidity ratio.

Debt Repayment

Total debt levels are indicated through Council's LTP or Annual Plans. Council's Annual Report will contain information to allow actual debt levels to be compared with those forecasted.

Loans raised for specific projects will generally be repaid through user charges or rates. Loans raised for local purposes will generally be repaid by the ratepayers in the relevant local area. Surplus Council funds and proceeds from the sale of investments and assets will be reviewed periodically by Council with a view to repaying debt, or for funding capital projects.

The Council may repay debt before maturity in special cases where the circumstances suggest that this would be in the best interests of the District.

Debt will be repaid as it falls due in accordance with the applicable borrowing arrangement. Subject to the appropriate approval and debt limits, a loan may be rolled over or re-negotiated as and when appropriate.

Guarantees/contingent liabilities and other financial arrangements

Council may act as guarantor to CCOs, financial institutions on loans when the purposes of the loan are in line with Council's strategic objectives.

For any outstanding guarantees, Council will ensure that sufficient financial capacity exists relative to LGFA lending covenants. Unless approved by Council, guarantees or financial arrangements given will not exceed NZ\$1 million in aggregate.

Council is not permitted to provide any guarantee of indebtedness in favour of any loans to CCTOs under Section 62 of the Local Government Act.

For any guarantee for indebtedness provided by Council to a CCO that borrows directly from the LGFA or bank lender, Council will approve the specific borrowing and guarantee arrangement.

Borrowing mechanisms for council-controlled organisations and council-controlled trading organisations

To better achieve its strategic and commercial objectives, Council may provide financial support in the form of debt funding directly or indirectly to CCO/CCTOs.

Guarantees of financial indebtedness to CCTOs are prohibited, but financial support may be provided by subscribing for shares as called or uncalled capital.

Any lending arrangement to a CCO/CCTO must be approved by Council. In recommending an arrangement for approval the Chief Financial Officer considers the following:

- credit risk profile of the borrowing entity, and the ability to repay interest and principal amount outstanding on due date
- impact on Council's credit standing, debt cap amount (where applied), borrowing limits with the LGFA and other lenders and Council's future borrowing capacity

- the form and quality of security arrangements provided
- the lending rate given factors such as; CCO/CCTO credit profile, external Council borrowing rates, borrower note and liquidity buffer requirements, term etc
- lending arrangements must be documented on a commercial arm's length basis. A term sheet, including matters such as borrowing costs, interest payment dates, principal payment dates, security and expiry date is agreed between the parties
- accounting and taxation impact on-lending arrangement.

All lending arrangements must be executed under legal documentation (e.g. loan, guarantee) reviewed and approved by Council's independent legal counsel.

LGFA

Despite anything earlier in this Liability Management Policy, Council may borrow from LGFA and, in connection with that borrowing, may enter into the following related transactions to the extent it considers necessary or desirable:

- contribute a portion of its borrowing back to the LGFA as an equity contribution to the LGFA
- provide guarantees of the indebtedness of other local authorities to the LGFA and of the indebtedness of the LGFA itself
- commit to contributing additional equity (or subordinated debt) to the LGFA if required
- subscribe for shares and uncalled capital in the LGFA
- secure its borrowing from the LGFA and the performance of other obligations to the LGFA or its creditors with a charge over the Council's rates and rates revenue.

Internal Loans

All Council investments may be used as a source for internal loans in relation to expenditure of a capital (or one off) nature related to any activity that would otherwise be funded by external loan.

The term of any internal loan shall not be more than 30 years and will be set after taking into account the ability of ratepayers affected to pay, alternative uses of the funds and the life of the assets to be funded. The term set will be subject to review during the course of the loan.

The interest rate to be applied to internal loans for any given year will be developed as part of Council's Long-Term Plan or Annual Plan. To remove any doubt, the interest rate calculated will be the interest rate used for that year for budgeting and end of year actual results.

The method of calculation and the resulting interest rate will be resolved by Council as part of this annual process. In developing the method of calculation, Council will consider its investment policy objective, which is to obtain the net opportunity cost of not having the funds invested externally. Council will also consider its present and future financial position as well as market conditions.

After taking into account fairness and equity, Council can resolve to apply a lesser interest rate than the interest rate calculated where it agrees the circumstances are such that it is warranted.

Security

It is Council's general policy to offer security for its borrowing and risk management activities by way of negative pledge or a charge over its rates offered through a Debenture Trust Deed. Under a Debenture Trust Deed, Council's borrowing is secured by a floating charge over all Council rates levied under the Local Government Rating Act. The security offered by Council ranks equally or *pari passu* with other lenders.

In the normal course, the Council's policy is not to offer a guarantee or security over any of the other assets of the Council. However, the Council may decide to offer security over the asset:

- where borrowing is by way of finance lease, or some other form of trade credit under which it is normal practice to provide security over the asset concerned, or
- where the Council considers doing so would help further its community goals and objectives.

Any lending to a CCO or CCTO will be on a secured basis and be approved by Council.

Interest Rate Exposure

Interest rate risk management refers to managing the impact that movements in interest rates can have on Council's cash flows. This can have both a positive and/or negative impact. A 1% change in interest rate will have a 0.4% impact on rates (on rates of \$50 million).

The primary objective of interest rate risk management is to reduce uncertainty relating to interest rate movements through fixing/hedging of wholesale interest costs. Certainty around interest costs is to be achieved through the proactive management of underlying interest rate exposures.

When actual debt amounts are at \$20 million or above it is mandatory that the interest rate exposures of Council are managed according to the limits detailed in the following table. Council's gross external core debt forecasts (less any pre-funded debt amounts) must be within the following fixed/floating interest rate risk control limits:

Fixed Rate Hedging Percentages

Term	Minimum Fixed Rate Amount	Maximum Fixed Rate Amount
Current	40%	90%
Year 1	40%	90%
Year 2	35%	85%
Year 3	30%	80%
Year 4	25%	75%
Year 5	20%	70%
Year 6	0%	65%
Year 7	0%	60%
Year 8	0%	50%
Year 9	0%	50%
Year 10	0%	50%
Year 11	0%	25%
Year 12	0%	25%
Year 13	0%	25%
Year 14	0%	25%
Year 15	0%	25%

“Fixed rate” is defined as all known interest rate obligations on forecast external core debt, including where hedging instruments have converted floating rate obligations into firm commitments.

“Floating rate” is defined as any interest rate obligation subject to movements in the applicable reset rate.

Gross forecast external core debt is the amount of total external debt for a given period. This allows for pre-hedging in advance of projected physical drawdowns of new debt. When approved forecasts are changed, the amount of fixed rate cover in place may have to be adjusted to ensure compliance with the Policy minimums and maximums. Pre-funded debt amounts are excluded from the gross debt forecast.

Core debt is defined as debt that is expected to remain for a period of greater than one year.

A fixed rate maturity profile that is outside the above limits, but self corrects within 90-days is not in breach of this Policy. However, maintaining a maturity profile that is outside the above limits beyond 90-days requires specific approval by Council.

Any fixed rate hedge with a maturity beyond 15 years must be approved by Council. The exception to this will be if Council raises LGFA funding as fixed rate or as a swapped floating rate and this maturity is beyond 15 years.

Hedging outside the above risk parameters must be approved by Council.

Approved interest rate instruments are as follows:

Category	Instrument
Interest rate risk management	Forward rate agreements (“FRAs”) on: <ul style="list-style-type: none">• bank bills Interest rate swaps/collars including: <ul style="list-style-type: none">• swap extensions, deferrals and shortenings Interest rate options on: <ul style="list-style-type: none">• bank bills (purchased caps and one for one collars)• interest rate swaptions (purchased swaptions and one for one collars only)
	<ul style="list-style-type: none">• One for one collar option structures are allowable, whereby the sold option is matched precisely by amount and maturity to the simultaneously purchased option. During the term of the option, only the sold side of the collar can be closed out (i.e. repurchased) otherwise, both sides must be closed simultaneously. The sold option leg of the collar structure must not have a strike rate ‘in-the-money’;• Selling interest rate options for the primary purpose of generating premium income is not permitted because of its speculative nature;• Purchased borrower swaptions must mature within 12 months;• Interest rate options with a maturity date beyond 12 months that have a strike rate (exercise rate) higher than 2.00% above the appropriate swap rate, cannot be counted as part of the fixed rate cover percentage calculation;• Forward start period on swaps and collars to be no more than 36 months from deal date except where the forward start swap/collar starts on the expiry date of an existing swap/collar and has a notional amount which is no more than that of the existing swap/collar.

Any other interest rate instrument must be specifically approved by Council on a case-by-case basis and only be applied to the one singular transaction being approved. Credit exposure on these financial instruments is restricted by specified counterparty credit limits.

Prudent selection of interest rate instruments and mix will help the Council achieve its low debt servicing costs and risk minimisation objectives.

Liquidity and Funding Risk Management

Liquidity management refers to the timely availability of funds to Council when needed, without incurring penalty costs. This takes into account the ability to refinance or raise new debt at a future time at the same or more favourable pricing and terms of existing facilities.

Council's ability to readily attract cost effective borrowing is largely driven by its ability to rate, maintain a strong credit rating and manage its relationships with the LGFA and financial institutions. To this end it is the Council's intention to seek and maintain a strong balance sheet position.

Council may use a mixture of short-term facilities (which generally have lower credit margins) as well as longer term facilities to achieve an effective borrowing mix, balancing the requirements of liquidity and cost.

Council's objective for funding risk management is to minimise the risk of large concentrations of debt being reissued or raised at a time of adverse movements in borrowing margins beyond the Council's control.

The Council's policy for liquidity and funding risk management is:

- ensuring that Council's committed debt facilities and term loans mature over a wide time period
- external debt plus available committed debt facilities, plus liquid assets must be maintained at an amount of at least 110% over existing external debt
- through the LGFA and bank lenders, diversify borrowing over a range of wholesale investors and lenders
- ensuring that bank borrowings are only sought from approved strongly rated New Zealand registered banks
- matching expenditure closely to its revenue streams and managing cash flow timing differences
- maintaining its treasury investments in cash/cash equivalent liquid investments
- Council has the ability to pre-fund up to 18 months of the forecast debt requirements including re-financings.

When actual debt amounts are at \$20 million or above it is mandatory that the following limits apply for managing funding risk. The maturity profile of the total committed funding in respect to all external debt and committed debt facilities is to be controlled by the following system:

Period	Minimum %	Maximum %
1 to 3 years	15	60
3 to 7 years	25	85
7 years plus	0	60

A funding maturity profile that is outside the above limits, but self corrects within 90-days is not in breach of this Policy. However, maintaining a maturity profile outside of policy limits beyond 90-days requires specific approval by Council.

To minimise concentration risk, the LGFA requires that no more than the greater of NZD 100 million or 33% of a Council's borrowings from the LGFA will mature in any 12-month period.

Approved debt and liquidity instruments include;

Category	Instrument
Cash management, liquidity and borrowing	Bank overdraft
	Committed cash advance and bank accepted bill facilities (short term and long-term loan facilities)
	Floating Rate Note (FRN)
	Fixed Rate Note (MTN)
	Commercial paper (CP)/Promissory notes

Credit Risk Management

Counterparty credit risk is the risk of losses, realised or unrealised, arising from a counterparty defaulting on a financial instrument where the Council is a party. Treasury investments, interest rate and foreign currency instruments are captured within the policy. The credit risk to the Council in a default event will be weighted differently depending on the type of instrument entered into.

Amounts should be spread amongst a number of counterparties to avoid concentrations of credit exposure.

Credit risk is minimised by placing maximum prescribed limits for each broad class of non-Government issuer and by limiting investments and risk management instruments to registered banks that have a credit rating from a recognised international credit rating agency. The limit system is as follows;

Counterparty/Issuer	Minimum S&P long term/short term credit rating	Total maximum combined limit per counterparty (\$million)*
NZ Government	AA+/A-1+	Unlimited
NZ Local Government Funding Agency	AA/A-1	Unlimited
NZ Registered Bank (per bank)	AA /AA-/A-1	10.0
NZ Registered Bank (per bank)	A+/A/A-1	5.0

* This combined total maximum limit includes exposure to the counterparties including treasury investments and risk management instruments and excludes externally managed fund(s).

In determining the usage of the above gross limits, the following weightings will be used:

- treasury investments (e.g. bank term deposits) – transaction principal amount
- interest rate risk management (e.g. swaps, FRAs) – transaction notional x maturity (years) x 3%
- foreign exchange risk (e.g. forward exchange contract) – transaction face value amount x ((square root of the maturity (years)) x 15%).

Each transaction should be entered into a treasury spreadsheet and a quarterly report prepared to show assessed counterparty actual exposure versus limits. Credit ratings are reviewed on an ongoing basis and in the event of material credit downgrades should be immediately reported to the Chief Financial Officer and assessed against exposure limits. If any counterparty's credit rating falls below the minimum specified in the above table, then all practical steps are taken to eliminate the credit exposure to that counterparty as soon as practicable.

Counterparties exceeding limits should be reported to Council.

Foreign currency

Council has foreign exchange exposure through the occasional foreign exchange transactions that Council may undertake such as plant and equipment.

Significant commitments for foreign exchange can be hedged using foreign exchange contracts, once expenditure is approved. Forward exchange contracts can be used by the Council. The majority of these transactions would be small and would carry no significant foreign exchange risk.

Council does not borrow or enter into incidental arrangements within or outside New Zealand in currency other than New Zealand currency.

5.0 Procedures for Management and Reporting

Cash Management

The finance function is responsible for managing the Council's cash surpluses and/or deficits.

The Council maintains rolling daily, monthly and annual cash flow projections which form the basis of its cash management activity. The Council maintains one main bank account for its operating cash flows as well as other bank accounts for specialist activities such as investment and borrowing requirements. Individual business units within the Council do not maintain separate bank accounts.

The Council manages its working capital balances by matching expenditure closely to its revenue streams and managing cash flow timing differences to its favour. Daily bank balances are extracted by the Finance Officer.

Generally, cash flow surpluses from timing differences are available for periods less than 90 days.

Cash management activities must be undertaken within the following parameters:

- an optimal daily range of \$10,000 is targeted for in the Council's main bank account, with investments adjusted to balance the current account if required
- cash flow surpluses are placed in call deposits, term deposits, registered certificates of deposits and promissory notes
- amounts invested must be in approved instruments and within approved credit limits
- the Council has a committed bank facility with a limit of \$5,000,000 for working capital purposes which is used on an operational basis
- the use of interest rate risk management on cash management balances is not permitted.

Internal Controls

The Council's systems of internal controls over cash management and treasury activity includes adequate segregation of duties among the core treasury functions of deal execution, confirmation, settling and accounting/reporting.

Key internal cash management controls are as follows:

- cheque/electronic banking signatories – dual signatures are required for all cheques and electronic transfers
- authorised personnel – all counterparties are provided with a list of personnel approved to undertake transactions, standard settlement instructions and details of personnel able to receive confirmations
- reconciliations – general bank reconciliation is performed daily and monthly by the Finance officer (or equivalent) and reviewed by a senior finance staff member.

There are a small number of people involved in treasury activity. Accordingly, strict segregation of duties is not always achievable. The risk from this is minimised by the following processes:

- a documented discretionary approval process for treasury activity
- regular management reporting
- operational risk control reviews will be undertaken periodically
- appropriate organisational, systems, procedural and reconciliation controls exist to ensure:
 - (a) all treasury activity is bona fide and properly authorised;
 - (b) checks are in place to ensure the Council's accounts and records are updated promptly, accurately and completely.

The details of any exceptions, including remedial action taken or intended to be taken.

Legal risk

Legal risks relate to the unenforceability of a transaction due to an organisation not having the legal capacity or power to enter into the transaction usually because of prohibitions contained in legislation. While legal risks are more relevant for banks, Council may be exposed to such risks.

Council will seek to minimise this risk by adopting policy regarding:

- the use of standing dealing and settlement instructions (including bank accounts, authorised persons, standard deal confirmations, contacts for disputed transactions) to be sent to counterparties
- the matching of third-party confirmations and the immediate follow-up of anomalies
- the use of expert advice.

Financial instruments can only be entered into with banks that have in place an executed International Swaps and Derivatives Association (ISDA) Master Agreement with Council.

Council's internal/appointed legal counsel must sign off on all documentation.

Council must not enter into any transactions where it would cause a breach of financial covenants under existing contractual arrangements.

Council must comply with all obligations and reporting requirements under existing funding facilities and legislative requirements.

Reports

The following reports are produced to monitor treasury activity:

Report Name	Frequency	Prepared by	Recipient
Daily Cash Position	Daily	Finance Officer or equivalent	Senior Finance staff member
Treasury Spreadsheet	As required	Finance Officer or equivalent	Senior Finance staff member
Treasury Exceptions Report	As required	Finance Officer or equivalent	Senior Finance staff member/CFO
Treasury Report	Monthly	Finance Officer or equivalent	CFO

Policy limit compliance

Borrowing limits

Funding and Interest Risk
Position

Total debt funding facility
utilisation

New treasury transactions

Cost of funds vs budget

Cash flow forecast report

Liquidity risk position

Counterparty credit

Debt maturity profile

Renewal investment

Operating investment

Exceptions

Treasury Report	Quarterly	Finance Officer or equivalent	CFO and Finance and Audit Committee
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Include monthly report along
with;

External managed Funds
Report

A statement of policy
compliance.

Treasury and markets
commentary

Treasury performance

CCO/CCTO loans and
guarantees, financial
arrangements

Revaluation of financial
instruments

Trustee Report	As required by the Trustee	Finance Officer or equivalent	CFO/Trustee company
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LGFA Report	Annual	Finance Officer or equivalent	CFO/LGFA
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Benchmarking

In order to determine the success of Council's treasury management function, the following benchmarks and performance measures have been prescribed.

Those performance measures that provide a direct measure of the performance of treasury staff (operational performance and management of debt and interest rate risk) are to be reported to Council or an appropriate sub-committee of Council on a quarterly and YTD basis

- All treasury limits must be complied with including (but not limited to) counterparty credit limits, dealing limits and control limits
- All treasury deadlines are to be met, including reporting deadlines
- The actual borrowing cost for Council (taking into consideration costs of entering into interest rate risk management transactions) should be below the budgeted borrowing costs
- The actual investment return for Council on the external managed funds are above the budget investment return amounts
- Annually the actual total return on the externally managed funds is compared to average annual total return of peer 'balanced' managed funds.

Compliance with the benchmarking standard is not required if Council's nominal debt levels are less than \$10M.

Delegations

Pursuant to Clause 32 (2), Schedule 7, of the Local Government Act 2002, the Council may make delegations to officers of the Council to allow for the efficient conduct of Council business. Clause 32 (3), Schedule 7 of this Act allows officers to delegate those powers to other officers.

Notwithstanding Clause 32 (1) ©, Schedule 7 the power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan remains the sole responsibility of the Council. This responsibility cannot be delegated.

The Liability Management and Investment Policy related delegations are below.

Activity	Delegated to	Limits
Approve and amend policy document	Council	Unlimited
Approve external borrowing as set out in the Annual Plan or Long Term Plan	Chief Executive or Chief Financial Officer	As Per Annual Plan or Long Term Plan
Approve LGFA membership	Council	Unlimited subject to legislative limitations
Approve LGFA membership for CCO/CCTO	Council	Unlimited subject to legislative limitations
Approve giving of Council guarantee or uncalled capital	Council	Unlimited subject to legislative limitations
Approve selection of external managed Funds) and amount placed with Fund(s)	Council	Unlimited
Approve amount placed with approved managed fund	Chief Executive or Chief Financial Officer	As per Annual Plan or Long Term Plan
Acquisition and disposition of investments other than treasury investments	Council	Unlimited
Approval for charging assets as security over borrowing and risk management activity	Council	Unlimited

Negotiation and ongoing management of lending arrangements with CCO/CCTO	Chief Executive, Chief Financial Officer	
Approving new and re-financed debt amounts.	Chief Executive, Chief Financial Officer	Unlimited
Open/close bank accounts	Chief Financial Officer with advice given to Chief Executive	Unlimited
Approve signatories to Council's Bank Accounts	Chief Executive and Chief Financial Officer	Unlimited
Approve electronic banking amendment	Chief Financial Officer	
Liquidity, debt and investment management	Chief Executive, Chief Financial Officer	Subject to policy
Interest rate and foreign currency management	Chief Executive and Chief Financial Officer	Subject to policy
Cash management	Chief Executive, Chief Financial Officer, Finance Manager	Subject to policy
Approving transactions outside policy	Council	Unlimited
Approving allowable risk management instruments	Council	Unlimited subject to legislative limitations
Maximum daily transaction amount (approved investment, debt, cash management, interest rate risk and foreign currency management)	Council	Unlimited
	Chief Executive	\$10m
	Chief Financial Officer	\$5m
Approve debt, investment and interest rate strategies	Finance and Assurance Committee	
Ensuring compliance with policy	Chief Financial Officer	N/A
Triennial review of the Policy	Chief Financial Officer	N/A

Investment and Liability Management Policy

Appendix 1 – External Managed Funds – Investment Guidelines

The guidelines and constraints required by Council to be observed by the managed funds or Investment Manager, as applicable are set out below. For the purposes of these constraints, “Funds” shall relate to the portion of the investment assets under the management of the Investment Managers.

Where the Funds are invested into an external managed fund(s) or collective investment vehicle (“units”) or product Council recognises that the strict application of these guidelines and constraints may not be possible. The Manager(s) of the externally managed funds will inform Council of its pooled or collective investment guidelines. Council expect the Manager(s) to inform them of any investment or management practice that materially falls outside the guidelines and constraints so that Council can continually reassess the overall suitability of such an investment approach.

Cash and Term deposits

Council may invest cash in bank, call, term deposits or registered certificates of deposit. Where it does so it may invest in the following:

Bank, call, term deposits and registered certificates of deposit with New Zealand Registered Banks with a Standard and Poor’s or equivalent credit agency, short term credit rating of ‘A-1’ or stronger. Bank term deposits have a maturity date of no greater than 3-years.

To be classified as a cash investment, deposits must have a maturity date of 31 days or less. Both bank term deposits and registered bank bills must have a maturity date of no more than 12 months.

New Zealand and International Fixed Interest

Investment in an unsecured, senior or secured debt security and should have a minimum long-term credit rating of no less than BBB or short term credit rating of A-2, as measured by Standard & Poor’s, or equivalent credit agency.

Commercial Paper issued by a corporate borrower, with a Standard and Poor’s or equivalent credit agency, short term credit rating of ‘A-2’ or stronger. The maturity date can be no more than 12 months.

No investments in direct mortgages, subordinated debt, structured debt, high yield/junk bonds and leveraged loans should be made.

Equities

Investments must be confined to publicly listed widely held securities trading in recognised markets.

New Zealand and International Property Investments

Investment in property entities that are listed on the New Zealand or internationally recognised Stock Exchange.

Attachment B - Council Revisions

Council meeting date	Amendment/act	Report #
6 September 2023	Entire Manual	R/23/8/38259
20 September 2023	Resource Management Act 1991 & 12.11 Planning	R/23/9/43093
16 August 2023	Connected Murihiku Joint Committee 8.6.6	R/23/8/36568
8 November 2023	Executive Committee 8.4.2	R/23/10/48962
24 January 2024	Entire Manual	R/24/1/386

Attachment C - Chief Executive Delegations to Officers

Date approved by chief executive	Section	Delegation	Officers granted delegation	File Number
23 February 2023	New section: Fencing Act 1978 Section 10.4.1	All powers and duties under the Fencing Act 1978	Manager Property Services Community Facilities Manager	R/23/2/6211
23 February 2023	Health Act 1956	The decision to register or remove from registration any charges on land created under the Health Act.	Manager Environmental Health Manager Property Services	R23/2/6209
21 March 2023	Land Transfer Act 2017	The authority to approve boundary definitions for the uplifting of limited title status	Manager Property Services Senior Property Advisor	R23/04/13640
29 June 2023	Government Rooding Powers Act 1989	The authority to decide whether to proceed with an application to the Minister of Transport to legalise land as road, execute all relevant documents and determine any conditions attached to any request for Council to take actions under these provisions.	Group manager - Infrastructure and Environmental services	R/23/5/20081

29 June 2023	Public Works Act 1981	The issue of any lease, licence or occupancy agreement for land held by Council subject to the Public Works Act 1981 or any action being undertaken pursuant to the Act.	Group manager - Infrastructure and Environmental services Manager Property Services	R/23/5/20072
2 August 2023	Expenditure Delegations Section 9.9.1	Authority to authorise approved loan payments and GST or FBT payments – No limit Include in the list of officers of which two of have: Authority to operate Council bank accounts including making electronic bank payments, direct debits, inter account transfers (including arranged debt facility) and sign cheques subject invoice or payment being duly authorised. – No limit	Senior finance business partner	R/23/8/35389 R/23/8/35390
		Include in the list of officers of which two of have: Authority to operate Council bank accounts including making electronic bank payments, direct debits, inter account transfers (including arranged debt facility) and sign cheques subject invoice or payment being duly authorised. – No limit	Senior accountant	R/23/8/35389 R/23/8/35390

All delegations above were adopted by Council on 6 September 2023

Date approved by chief executive	Section	Delegation	Officers granted delegation	File Number
2 December 2022	9.9.1	Authority to authorize purchases of capital items or goods and services	Open spaces lead Contracts and program lead	R/23/27754

		within Council approved budgets		
13 December 2023	9.9.1	<p>Authority to approve loan repayments and GST & FBT payments (no limit)</p> <p>Authority to operate Council bank accounts including making electronic bank payments, direct debits, inter account transfers (including arranged debt facility) and sign cheques subject invoice or payment being duly authorised. Any two of the following officers (no limit)</p>	Finance business partnering lead	R/23/12/59575

All delegations above were adopted by Council on 24 January 2024

Date approved by chief executive	Section	Delegation	Officers granted delegation	File Number
24 January 2024	Financial delegations 9.9.1	<p>Authority to authorise purchases of capital items or goods and services within relevant Council approved budgets (change from \$100,000 to \$500,000)</p> <p>Authority to enter into contracts (full value of contract) within approved budgets and accept tenders for asset disposal (change from \$100,000 to \$200,000)</p> <p>Authority to authorise awarded contracts (1) (change from \$100,000 to \$500,000)</p>	Group manager customer and community wellbeing	r/24/1/3530