



Waitaki DISTRICT
COUNCIL

Register of Delegations to Elected Members – 2010-13

Updated to 23 August 2011

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PART I - INTRODUCTION

Purpose, Roles and Principles of Delegation

- 1.01 The purpose of local government 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” (Section 10, Local Government Act 2002).
- 1.02 Elected members fulfil their governance role by managing relationships with their communities and with the Chief Executive and the organisation.
- 1.03 The role of Council is “to give effect, in relation to its district..., to the purpose of local government stated in section 10; and perform the duties, and exercise the rights, conferred upon it by or under this Act or any other enactment.” (Section 11, Local Government Act 2002).
- 1.04 The performance of its role is guided by certain principles set out in Section 14 of the Act.
- (1) In performing its role, a local authority must act in accordance with the following principles:
- (a) a local authority should—
 - (i) conduct its business in an open, transparent, and democratically accountable manner; and
 - (ii) give effect to its identified priorities and desired outcomes in an efficient and effective manner:
 - (b) a local authority should make itself aware of, and should have regard to, the views of all of its communities; and
 - (c) when making a decision, a local authority should take account of—
 - (i) the diversity of the community, and the community's interests, within its district or region; and
 - (ii) the interests of future as well as current communities; and
 - (iii) the likely impact of any decision on each aspect of well-being referred to in section 10.
 - (d) a local authority should provide opportunities for Maori to contribute to its decision-making processes:
 - (e) a local authority should collaborate and co-operate with other local authorities and bodies as it considers appropriate to promote or achieve its priorities and desired outcomes, and make efficient use of resources; and
 - (f) a local authority should undertake any commercial transactions in accordance with sound business practices; and
 - (g) a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region; and
 - (h) in taking a sustainable development approach, a local authority should take into account—
 - (i) the social, economic, and cultural well-being of people and communities; and
 - (ii) the need to maintain and enhance the quality of the environment; and
 - (iii) the reasonably foreseeable needs of future generations.

- (2) *If any of these principles, or any aspects of well-being referred to in section 10, are in conflict in any particular case, the local authority should resolve the conflict in accordance with the principle in subsection (1)(a)(i).*

1.05 Councillors have a governance role. This consists of three elements:

1.05.01 Representing the community. This includes making decisions to promote community well-being; keeping in contact with the community and bringing their views to the Council table; advocating for the community with other bodies; and explaining Council decisions to affected parties.

1.05.02 Setting Policy. This involves deciding what Council should be doing, i.e. what activities Council should engage in and why; what regulations and bylaws the Council should make and why.

1.05.03 Monitoring and Review. Monitoring involves evaluating a policy performance during a particular project. Review is about evaluating performance at a predetermined time – i.e. the Annual Report.

1.06 Governance principles are set out in section 39 of the Act.

“A local authority must act in accordance with the following principles in relation to its governance:

- (a) 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; and*
- (b) a local authority should ensure that the governance structures and processes are effective, open, and transparent; and*
- (c) 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; and*
- (d) a local authority should be a good employer; and*
- (e) a local authority should ensure that the relationship between elected members and management of the local authority is effective and understood.”*

1.07 This Register of Delegations to Elected Members assists Council to perform its role in accordance with the principles set out in sections 14 and 39 by clearly explaining the governance role, and clearly defining the respective roles and relationships of Council, Committees, Subcommittees and Community Boards in governance processes. It also clarifies the respective roles of elected members and the Chief Executive.

1.08 Written delegations ensure that decision-making processes are effective, open and transparent and assists in the better achievement of the respective functions of elected members and officers.

1.09 The effectiveness of delegation must be monitored and the system amended where necessary. This is a key role of elected members.

1.10 Council’s role with the Chief Executive is one of appointing a suitable person; setting performance expectations; establishing powers and authorities to be delegated; monitoring achievement of performance targets and standards and being a good employer.

- 1.11 The role of the Chief Executive and the organisation is to give policy advice and implement the policies made by Council to achieve desired community outcomes and objectives.
- 1.12 Council and Committees monitor progress towards community outcomes and objectives. If progress is not satisfactory, then elected members must review and, if necessary, revise those outcomes and objectives.
- 1.13 With all these matters in mind, Council has adopted a philosophy of delegation to the lowest competent level. This will achieve the best use of the abilities of councillors and officers, minimise costs, develop effective managers and enable effective and efficient service to communities of the Waitaki District.

The Legal Situation

- 1.14 Council's authority to delegate to committees, subcommittees and other subordinate decision-making bodies derives from Section 48 and clauses 30, 31, 32, 32A, 32B of Part I of Schedule 7 of the Local Government Act 2002.
- 1.15 The provisions of clauses 32, 32A and 32B of Part I of Schedule 7 of the Act state that:

32 Delegations

- (1) *Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except—*
 - (a) *the power to make a rate; or*
 - (b) *the power to make a bylaw; or*
 - (c) *the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan; or*
 - (d) *the power to adopt a long-term council community plan, annual plan, or annual report; or*
 - (e) *the power to appoint a chief executive; or*
 - (f) *the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term council community plan or developed for the purpose of the local governance statement; or*
 - (g) *Repealed.*
- (2) *Nothing in this clause restricts the power of a local authority to delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority the power to do anything precedent to the exercise by the local authority (after consultation with the committee or body or person) of any power or duty specified in subclause (1).*
- (3) *A committee or other subordinate decision-making body, community board, or member or officer of the local authority may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the local authority or by the committee or body or person that makes the [original] delegation.*

- (4) *A committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers, or duties are delegated may, without confirmation by the local authority or committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.*
- (5) *A local authority may delegate to any other local authority, organisation, or person the enforcement, inspection, licensing, and administration related to bylaws and other regulatory matters.*
- (6) *A territorial authority must consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.*
- (7) *To avoid doubt, no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.*
- (8) *The delegation powers in this clause are in addition to any power of delegation a local authority has under any other enactment.*

32A Delegation of power to issue warrants to enforcement officers

- (1) *A local authority may delegate to a committee or member or officer of the local authority the power to issue warrants to enforcement officers.*
- (2) *A delegation under subclause (1) may-*
 - (a) *limit or restrict the exercise of the power; or*
 - (b) *impose conditions on the exercise of the power; or*
 - (c) *prohibit, in specified circumstances, the exercise of the power.*
- (3) *The local authority must determine the matters in subclause (2) before acting under subclause (1).*
- (4) *Clause 32(2) to (8), with all necessary modifications, applies to a delegation made under this clause.*

Clause 32B is contained in clause 2.07 of this Register.

PART 2 - GENERAL MATTERS OF DELEGATION

The Meaning of Delegation

- 2.01 Delegation in this Register means the assignment of a power, function or duty of action to a Committee, Subcommittee or Community Board together with the authority to carry out that duty or complete the action assigned with responsibility for the outcome.

Delegation by Exception

- 2.02 Council has adopted the principle of delegation by exception. This means that all the powers of Council are delegated to Committees, Subcommittees, Working Parties, Portfolios, Community Boards or the Chief Executive unless a specific exception applies.
- 2.03 The exceptions are:

Powers restricted by law

- 2.03.01 The powers restricted to the Council by Clause 32(1) of Schedule 7 of the Local Government Act 2002 (see clause 1.15);
- 2.03.02 Any other power which must by law be exercised by the full Council;

Powers restricted under policy

- 2.03.03 Matters which are outside the scope of a committee, subcommittee, community board or the Chief Executive;
- 2.03.04 Any decision which is inconsistent with any policy or strategy which has or may be adopted by Council. Committees, subcommittees, Community Boards and officers will at all times pursue the goals and objectives set by Council;

Powers relating to finance

- 2.03.05 Authorisation of variations to actual expense compared to budgets relating to material under-expenditure, material and recoverable over-expenditure, and material and unrecoverable over-expenditure. (Refer to clauses 2.15 to 2.18).
- 2.03.06 Approval of fees and charges. (These powers will ordinarily be exercised in association with the adoption of the Annual Plan.)
- 2.03.07 The following powers, functions and duties reserved to Council under its Liability Management and Investment Policy:
1. authority to open and close bank accounts;
 2. acquisition and disposition of investments other than financial investments;
 3. approval of borrowing programme;
 4. approval for charging assets as security over borrowing; and
 5. approval of interest rate risk management instruments.

Powers relating to governance

- 2.03.08 The consideration and adoption of proposals for a change to the political structure of Council including the nature and authority of Committees, delegations to the Chief Executive, the size of Council, the nature of wards and communities, and representation for wards and communities;

- 2.03.09 The appointment of the deputy mayor and members of committees, subcommittees and Council appointees to Community Boards;
- 2.03.10 The consideration and adoption of proposals to the Remuneration Authority for the remuneration of elected members;
- 2.03.11 The appointment and remuneration of paid directors appointed to Council-controlled Organisations and Council appointees to Council organisations.
- 2.03.12 The appointment or dismissal of the Chief Executive;

Powers relating to Council-controlled Organisations

- 2.03.13 The exercise of the powers of a shareholder under schedule 8 of the Act to comment on draft statements of intent, to resolve to modify statements of intent and to receive Annual Reports from Council-controlled Organisations.
- 2.03.14 The authority to create a new Council-controlled organisation or to disestablish an existing Council-controlled organisation.

Powers relating to Tenders and Contracts

- 2.03.15 The authority to decide that a contract for supply of goods and services will not be put to tender, where that contract is likely to involve Council in substantial expenditure or financial commitment.
- 2.03.16 The authority to award a contract for supply of goods and services where that contract exceeds approved budgets.
- 2.03.17 The authority to award any other contract where, in the opinion of the Chief Executive, the circumstances deem it appropriate for Council to make the decision.

Delegations to Committees

- 2.04 Subject to the exceptions in clause 2.03, Council delegates to the Committees and Subcommittees described in this Register the powers, functions and duties relating to the scope of activity allocated to them. Each committee and subcommittee is discussed in detail in Part III of this Register and listed in chart form in Schedule III.

Delegations to Community Boards

- 2.05 Subject to the exceptions in clause 2.03, Council delegates to the Community Boards described in this Register the powers, functions and duties relating to the scope of activity allocated to them. Each Community Board is discussed in detail in Part III of this Register and Listed in Chart Form in Schedule III.

Delegations to Subcommittees

- 2.06 Subcommittees will have only the powers, functions and duties specifically given to them by Council.

Term of Delegation

- 2.07 Unless any delegation is stated to be for a defined term, it will continue until revoked by Council or withdrawn by operation of law.

Delegation to Office

- 2.08 Unless stated otherwise every delegation in this Register is to a Committee, Subcommittee, or Community Board and will be unaffected by changes in the membership of those bodies.

Reporting Decisions

- 2.09 Every Committee, Subcommittee and Community Board will report decisions taken under delegated authority in the manner required by Standing Orders to a designated reporting body within an agreed timeline, i.e. in minutes submitted to the next available meeting of Council or the Committee to which a Subcommittee reports, as the case may be.

Delegation from the Committees and Subcommittees

- 2.10 Committees may recommend that Council delegate powers and functions to new or existing Committees or Subcommittees. Committees may not sub-delegate the powers and functions delegated to them.
- 2.11 Subcommittees may not sub-delegate powers and functions delegated to them.

Sub-delegations to be in Writing and Recorded

- 2.12 Every delegation under clause 2.10 will be in writing and will clearly define the nature, purpose and limitation of the power, function or duty delegated.
- 2.12 Every delegation under clause 2.10 will be recorded in a Register kept for that purpose by the Chief Executive.

Policy and Fact

- 2.14 In making a decision every elected member, Committee, Subcommittee or Community Board will consider:
- 2.14.01 statutory requirements;
 - 2.14.02 any policy established by the Council; and
 - 2.14.03 the facts relevant to a matter.

- 2.15 If the facts relevant to any matter do not support a decision consistent with a Council policy, the elected member, Committee, Subcommittee or Community Board should submit the matter to Council with a suitable explanation and recommendation.

Appeals

- 2.16 Except where decisions are made under the Resource Management Act 1991 or other enactment or policy with explicit appeal provisions, every person affected by the decision of an Elected Member, Committee, Subcommittee or Community Board may appeal that decision in writing to Council within five working days.
- 2.17 Council will not generally overrule a decision made under delegated authority unless:
- 2.17.01 it breaches some policy set by Council; or,
 - 2.17.02 some material fact was overlooked or misinterpreted; or,
 - 2.17.03 it contains serious implications for the Council of which the Elected Member, Committee, Subcommittee or Community Board was unaware; or,
 - 2.17.04 it is manifestly wrong or manifestly inconsistent with goals and objectives set by Council.

Community Plan and Annual Plan

- 2.18 Budgets are one of the key safeguards over delegation. As such Council reserves to itself any decision relating to material variations of actual expense in total compared to budgets.
- 2.19 Council approval in advance is required for every variation of actual expense in total compared to budgets relating to:
- 2.19.01 material under-expenditure;
 - 2.19.02 material and unrecoverable over-expenditure; and
 - 2.19.03 material and recoverable over-expenditure.
- 2.20 Council approval in terms of clause 2.19 shall be sought after the event where it is not possible to seek approval in advance.

Reporting against the Community Plan and Annual Plan

- 2.21 The Chief Executive shall report to Council:
- 2.21.01 each three months a review of performance against the Annual Plan financial and non-financial performance measures.
 - 2.21.02 Each three months on proposed variations to actual expense compared to budgets for material under-expenditure or material and unrecoverable over-expenditure.
 - 2.21.03 Each year an Annual Report in accordance with Section 98 of the Act.

Definitions of Terms relating to the Annual Plan

2.22 For the purposes of clauses 2.19 and 2.21, the following definitions shall apply:

2.22.01 “unrecoverable over-expenditure” is defined as expenditure which cannot be recovered within the total expenditure from that group of activities for the financial year.

2.22.02 “material” is defined as a variance of not less than 5% of the budgeted expenditure for the significant activity.

PART 3 – DELEGATIONS TO COMMITTEES AND SUBCOMMITTEES

Introduction

- 3.01 This part covers Council's governance structure insofar as it relates to the powers and functions of Committees and Subcommittees of Council.
- 3.02 The general delegations to Committees and Subcommittees can be found in clauses 2.04 and 2.06 to 2.17 of this Register.
- 3.03 Delegation of “Powers to Act” to Standing Committees are made on the understanding that it is normal practice for committees to make recommendations to a Council meeting, unless there is some reason of urgency or practicability, for exercising the Power to Act. The customary practice allows opportunity for public feedback and reflection before Council decides on a recommendation.
- 3.04 The constitution, membership, scope of activities and delegated authority of specific Committees and Subcommittees, can be found on the following pages. A chart of Committees, Subcommittees and Community Boards can be found in Schedule I.

27.10.10 DELEGATIONS TO COMMITTEE OF THE WHOLE

REPORTING TO: Council

CONSTITUTION: All Councillors

MEETING FREQUENCY: Six weekly

OBJECTIVES

1. To achieve community wellbeing and community outcomes while ensuring prudent stewardship and the effective and efficient use of community resources.
2. To monitor, evaluate and report on the effectiveness and efficiency of service.

SCOPE OF ACTIVITY

The Committee has authority to address policy matters and to monitor performance.

POWER TO ACT:

The Committee shall have Power to Act to:

General Powers

- (a) Determine any matter within existing policy.
- (b) Approve minutes of the Committee of the Whole.
- (c) Authorise submissions to Government, local authorities and other bodies.
- (d) Approve monitoring reports on behalf of Council.

Finance

- (e) Approve waiver of fees and charges in excess of \$1,000 by making of a grant in the sum of the waiver.

POWER TO RECOMMEND:

The Committee shall have Power to Recommend:

- (a) New policy.
- (b) Review of existing policy.
- (c) Adoption of Community Plan, Annual Plan, Activity and Asset Management Plans.
- (d) Programmes of public consultation.
- (e) The level of fees and charges for goods and services not adopted within the Annual Plan.
- (f) Any matter within the Scope of Activities described above.

27.10.10 DELEGATIONS TO EXECUTIVE COMMITTEE

REPORTING TO: Council

CONSTITUTION: Mayor, Deputy Mayor and three members as resolved by Council (Crs Garvan, Malcolm & Dennison)

MEETING FREQUENCY: Six weekly.

OBJECTIVE:

1. To enable Council to carry out its statutory and contractual responsibilities as employer of the Chief Executive.
2. To implement Council policies and processes for the selection, appointment and remuneration of directors to Council-controlled organisations and trustees to Council organisations.
3. To maintain an on-going liaison with Boards of Directors of Council-Controlled Organisations in regard to Council's interest as a shareholder.
4. To determine matters within the authority of Council where the urgency of those matters precludes a full meeting of Council.

SCOPE OF ACTIVITY:

Employment of Chief Executive

1. All matters arising under Section 42 and Clauses 33, 34, 35 and 36 of Schedule 7 of the Local Government Act 2002.
2. All matters arising from Council's employment agreement with the Chief Executive, including but not limited to the conduct of performance reviews and remuneration reviews.

Appointment of Directors and Trustees

3. All matters pertaining to the selection, appointment and remuneration of directors to Council-controlled organisations and trustees to Council organisations.

Emergency Powers

4. All matters within the authority of Council, other than those reserved to Council under Section 48 and Schedule 7 of the Local Government Act 2002.

POWER TO ACT:

Employment of Chief Executive

- (a) To decide all matters arising under Section 42 and Clauses 33, 34, 35 and 36 of Schedule 7 of the Local Government Act 2002 and all matters arising from Council's employment agreement with the Chief Executive, except for:
 - (i) The appointment of a Chief Executive; and
 - (ii) The re-appointment of a Chief Executive for a second term under Clause 34 of Schedule 7 of the Local Government Act 2002; and
 - (iii) The termination of employment of the Chief Executive

Appointment of Directors and Trustees

- (b) All matters pertaining to the selection, appointment and remuneration of directors to Council-controlled organisations and trustees to Council organisations except for appointments of directors and trustees.

Emergency Powers

- (c) To decide all matters within the authority of Council where urgency precludes convening a full meeting of Council, except for those matters reserved to Council under Section 48 and Schedule 7 of the Local Government Act 2002.

Other

- (d) Approve Executive Committee meeting minutes.

POWER TO RECOMMEND

Employment of Chief Executive

- (a) The appointment of the Chief Executive;
- (b) The re-appointment of a Chief Executive for a second term under Clause 34 of Schedule 7 of the Local Government Act 2002.
- (c) The termination of employment of the Chief Executive.

Appointment of Directors and Trustees

- (d) Appointment of directors to Council-controlled organisations and trustees to Council organisations.

Council Controlled Organisations

- (e) Any matters pertaining to Council's interest as a shareholder in Council-Controlled Organisations

27.10.10 DELEGATIONS TO HEARINGS COMMITTEE

REPORTING TO: Council

CONSTITUTION: Quorum of three members drawn from elected members (Crs Garvan, Hopkins, Malcolm & Perkins) or commissioners who have completed an approved course of training

MEETING FREQUENCY: As required

OBJECTIVE:

To hear matters of a quasi-judicial nature.

SCOPE OF ACTIVITY:

1. Resource Management Act proceedings including district plan hearings.
2. Applications for notified resource consents and any applications for reviews of conditions of notified resource consents (Sections 127(i)(b) and 128).
3. Other issues where a full formal hearing is required by law or considered desirable by Council.

POWER TO ACT:

Resource Management Act

- (a) To approve Hearing Committee meeting minutes.
- (b) To hold a hearing and make decisions on submissions on District Plan changes and variations (excluding private plan changes) pursuant to Schedule I of the Resource Management Act 1991.
- (c) To hold a hearing on private plan change requests pursuant to Schedule I of the Resource Management Act 1991.
- (d) To make recommendations to the requiring authority on a notice of requirement for designation that has been notified.¹
- (e) To make recommendations to the heritage protection authority on a notice of requirement for heritage orders that have been notified.²

¹ The Planning Manager also has the authority to decide on a notified consent application and/or notice of requirement that has attracted no submissions, in consultation with the Hearings Committee Chairperson.

² The Planning Manager also has the authority to decide on a notified consent application and/or notice of requirement that has attracted no submissions, in consultation with the Hearings Committee Chairperson.

- (f) To hear and decide upon any notified application for resource consent.³
- (g) To hear and decide upon a review of any resource consent.
- (h) To hear and decide upon an application to change any condition of a resource consent.
- (i) To hear and decide upon an objection and/or conditions on a non-notified consent.
- (j) To hear and decide upon objections to decisions of Council officers.
- (k) To reject a private plan change request if it considers there is insufficient information to enable it to consider the request.
- (l) To decide if a joint hearing is required pursuant to Section 102 of the Resource Management Act 1991.
- (m) To decide if a combined hearing is required pursuant to Section 103 of the Resource Management Act 1991.
- (n) To give directions and make requests before or at hearings pursuant to Section 41C of the Resource Management Act 1991.
- (o) To issue a consent notice pursuant to Section 221 of the Resource Management Act 1991.
- (p) To vary or cancel an esplanade strip pursuant to Section 234 of the Resource Management Act 1991.
- (q) To decide if a hearing is required pursuant to Schedule 1 Clause 8C of the Resource Management Act 1991.
- (r) To approve Independent Accredited Hearing Commissioners in accordance with Section 34A of the Resource Management Act 1991 to delegate the powers and duties in respect of (a), (b), (c), (d), (e), (f), (g) and (h).⁴

Dog Control Act

- (s) To hear and decide upon objections to the classification of a dog owner as a probationary owner.
- (t) To hear and decide upon objections to the disqualification of a dog owner.
- (u) To hear and decide upon objections to the classification of a dog as a dangerous dog.
- (v) To hear and decide upon objections to abatement notices issued for barking dogs.

³ The Planning Manager also has the authority to decide on a notified consent application and/or notice of requirement that has attracted no submissions, in consultation with the Hearings Committee Chairperson.

⁴ The power to appoint a Hearings Commissioner approved by Council lies with the Planning Manager, in consultation with the Chairperson of the Hearings Committee.

Sale of Liquor Act

- (w) To hear and decide upon Opposed Special Licence or Temporary Authority applications and other unopposed liquor applications that fall outside the parameters of Council's Sale of Liquor Act Implementation Policy.

Local Government Rating Act

- (x) To hear and decide upon appeals to Office decisions on amendments to the rating information database.

POWER TO RECOMMEND:

Resource Management Act

- (a) A decision on private plan change requests.

27.10.10 DELEGATIONS TO COMMUNITY CENTRE AND HALL SUBCOMMITTEES

REPORTING TO: Committee of the Whole

CONSTITUTION: Minimum of three people elected at a public meeting in each Community Centre Area.

Quorum comprises half the number of members or a majority if there is an odd number of elected consumers.

MEETING FREQUENCY: Meetings shall be held at least annually to recommend to Council annual budget and Public Hall Rate. Recommendations are to be received prior to 31 January each year.

OBJECTIVE:

Each Committee is to undertake management and administration of any one or more community centres.

SCOPE OF ACTIVITY

1. To review draft annual budgets and recommends budgets and public hall rates to Council.
2. To make submissions on Council policy with regards community centres and make recommendations to Council.
3. To review maintenance, development and major capital works projects.
4. To represent community concerns for the community centres.
5. To act as a link between Council and community centre user groups.
6. To assist Council by providing information for establishment, maintenance and improvement of community centre.

POWER TO ACT

- (a) To manage the Community Centre.
- (b) To control the Public Hall Rate funds.

POWER TO RECOMMEND

- (a) Annual budget and Public Hall Rates. By 31 January of each year the Committee shall recommend a Public Hall Rate at an appropriate level to meet the Community Centre's operating expenses.
- (b) A three-year programme of maintenance, operation and development with annual review.
- (c) Policy with regard to community centres.
- (d) A preferred/contractor/caretaker to operate and maintain the community centre.

FUNDING ACCOUNTABILITY

Each Community Centre and Hall Committee shall submit an annual report that outlines the hall management and maintenance issues during the previous year. The Committee shall also annually submit a Statement of Financial Performance that accounts for revenues from fees and charges and any other external revenues.

The Public Hall Rate is public funding, derived through Council's rating powers. Therefore Community Centre and Hall Committees shall ensure:

1. Expenditure funded from Hall Rates is only related to the operation of a Community Centre.
2. The Community supports changes to the Community Centre that are funded from the Rate. A change is an alteration to a community centre. It includes an extension, demolition or addition or acquisition of property. Where projects to change the Community Centre exceed a value of \$20,000 such projects shall be subject to Council approval. Council may require a change to be subject to a public consultation in the Community Centre Area.

POWER OF COUNCIL TO DISBAND COMMITTEE:

Council may withdraw the delegation and, thereby, disband a Committee in either of the following ways:

1. By mutual agreement.
2. By Council giving one month's notice in writing, provided that one or more of the following events has occurred:
 1. The inability of the Committee to hold meetings.
 2. Deviation by the Committee from the Delegation.
 3. A vote of no confidence in the Committee passed at a public meeting of the community encompassed within the Community Centre Area.

27.10.10 DELEGATIONS TO GRANTS AND AWARDS SUB COMMITTEE

REPORTING TO: Committee of the Whole

CONSTITUTION: Five Councillors as resolved by Council
(Crs Dawson, Dennison, Garvan, Hope & Stead)

QUORUM The quorum shall be the minimum number of Council and community representatives necessary to satisfy the conditions of externally funded grants schemes.

In the case of Council-funded grants and awards, the quorum shall be two members.

MEETING FREQUENCY: Annually and as required.

OBJECTIVES:

1. To evaluate nominations and confer Citizens' Awards on nominated citizens in accordance with the Award criteria.
2. To support and encourage community participation in sport, physical activity and physical leisure by allocation of funding from the SPARC Rural Travel Fund.
3. To support arts and cultural activities taking place within the Waitaki District by allocation of funding from the Creative Communities New Zealand Scheme, or deal with any other body or any other event as required.
4. To encourage the retention, preservation, conservation and maintenance of historic buildings and sites in the Waitaki district by advancing monies or making other financial assistance available to the owners of any building in the region of national or regional or local historic interest for the purpose of management, maintenance or preservation of the building.
5. To promote the economic, environmental, social and cultural well-being of the people of the Waitaki District by allocation of community grants.

SCOPE OF ACTIVITY:

1. All matters pertaining to conferring of Citizens' Awards and the allocation of funding from SPARC Rural Travel Fund, the Creative Communities NZ Scheme, the Waitaki Heritage Fund and Council Grants funding, or deal with any other body or any other event as required..

POWER TO ACT:

- (a) To approve Grants and Awards Committee meeting minutes.
- (b) To determine all matters necessary for the presentation of the Waitaki Citizens' Awards, including the final selection of awardees.
- (c) To determine all matters pertaining to the allocation of funding from the SPARC Rural Travel Fund, the Creative Communities NZ Scheme, the Waitaki Heritage Fund and Council Grants funding.
- (d) To co-opt up to two other Councillors in accordance with Council resolution 04/231 and community representatives as necessary to ensure compliance with the terms of externally funded schemes.
- (e) Where a maximum of three members is required for compliance with funding criteria, the Chairperson shall have authority to consult and determine who shall attend.
- (f) To determine all matters necessary for the Trustpower Awards.

REPORTING TO	Committee of the Whole
ACCOUNTABILITY	Quarterly reports to the Council
CONSTITUTION	Four Councillors, Waitaki District Council (Crs Garvan, Hopkins, Young & Perkins)
QUORUM	Two members
MEETING FREQUENCY	As required

OBJECTIVES

1. To implement the Harbourside Plan, ensuring balance between conservation, restoration and development.
2. To approve asset management plans within Council budgets for Harbour assets.
3. To oversee property activities in the Harbourside area.

SCOPE OF ACTIVITY

1. All matters pertaining to the Harbourside Plan, other than District Plan aspects and including day-to-day asset management and operation of Council services in the Harbourside area (excluding Oamaru Blue Penguin Colony).
2. The Harbourside area is defined as shown on the attached map.

POWER TO ACT

1. To co-opt extra members to the Committee as required.
2. To approve Harbour Committee meeting minutes.
3. To consult stakeholders on matters pertaining to the implementation of the Harbourside Plan, Harbour asset management and Harbour operations.
4. To apply resources provided by or via Council for the implementation of the Harbourside Plan.
5. To communicate publicly on implementation matters relating to the Harbour.

POWER TO RECOMMEND


1. To advise and make recommendations to Council on matters in connection with the implementation of the Harbourside Plan, Harbour asset management and Harbour operation.
2. To advise and make recommendations to Council on the disposal of property or entering of leases on commercial terms, for properties within the Harbourside area.

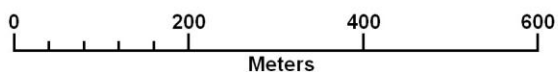
Harbour Committee Area

Harbour Committee Area



Aerial 2010

 Harbour Committee Area



27.10.10

DELEGATIONS TO RURAL WATER SCHEME CONSUMER COMMITTEES

(Excerpt from the Rural Water Scheme Bylaw – to be reviewed in 2010/11))

REPORT TO:

Committee of the Whole

MEMBERSHIP:

Minimum of four consumers. Scheme consumers elected at a Triennial General Meeting with the number of Committee Members to be determined prior to the election.

Quorum comprises three or half the elected number of consumers whichever is the greater.

Council to be advised of Committee membership.

Maximum of two Councillor Representatives and/or Community Board representatives appointed by Council.

CHAIRPERSON AND SECRETARY:

Elected at Triennial General Meeting by consumers who have been elected to the Committee.

MEETING FREQUENCY:

A Triennial General Meeting will be held every three years, no more than two months following Local Government elections. Such meeting is to be publicly notified inviting relevant water scheme consumers to attend.

At least annually to recommend to Council annual budget and unit charges. Recommendations to be received by Council prior to the end of December in the year preceding, and one month after receipt of a current financial statement for the scheme from Council.

POWER OF COUNCIL TO DISBAND COMMITTEE

Council may disband a committee in the following ways:

1. By mutual agreement.
2. By Council giving one month's notice in writing provided that one or more of the following events have occurred:
 - 2.1 The inability of the consumers of the water scheme to elect or otherwise form a Water Committee.

- 2.2 Deviation by the committee from the approved Terms of Reference for that Committee.
- 2.3 A vote of no confidence in the Committee passed at a public meeting of consumers.

OBJECTIVE:

To represent the needs and aspirations of the consumers in the provision of an adequate and wholesome water supply.

SCOPE OF ACTIVITY:

Each committee shall have such of the following roles as may from time to time be delegated by Council. These shall be recorded in the Information Schedule for each scheme.

1. To set annual estimates and recommend budgets and unit charges to Council.
2. To review Council policy, with regard to rural water schemes and make recommendations to Council.
3. To plan scheme maintenance, oversee and / or manage development and major capital works projects in consultation with Council.
4. To approve operation and maintenance charges on a monthly basis prior to payment by Council
5. To represent consumers' concerns.
6. To act as a link between Council and scheme consumers.
7. Be aware of Bylaw requirements.
8. Assist Council providing information for Bylaw enforcement.

POWER TO ACT:

- (a) Approve a new consumer to join the scheme.
- (b) Oversee day to day maintenance of a routine nature including, where agreed, supervision of caretaker(s) and/or contractors.

POWER TO RECOMMEND:

- (a) Annual budget and unit charges.
- (b) Three year programme of maintenance, operation and development with annual review.
- (c) Policy with regard to Rural Water Schemes.
- (d) A preferred contractor/caretaker to operate and maintain the scheme.
- (e) Rural Water Supply Operation/Maintenance Specifications.

COUNCIL DELEGATED OFFICER:

- (a) Obtain necessary consents and approval under the Resource Management Act and Local Government Act.
- (b) Water quality monitoring.

COMMUNICATION:

- (a) A written report from the authorised agent to the Consumer Committee and a summary sheet of work charged for and a financial update be provided to the Consumer Committee on a minimum two monthly basis.
- (b) Annual balance sheet to be provided by Council to each Consumer Committee by 1 October each year

REPORTING TO: Committee of the Whole

CONSTITUTION: Two elected members, including one permanent appointee (Cr Keeling) and one of three other elected members attending on rotation (Crs Hope, Stead and Malcolm).

Minimum of 2 and maximum of 4 members from each of the district's High Schools, from Years 12 and 13.

Other representatives from youth organisations up to age 24 years.

Not more than 20 members.

QUORUM The quorum shall be 5 members

MEETING FREQUENCY: As required

OBJECTIVES:

1. To give young people of the Waitaki district a voice on issues affecting them.
2. To inform and advise Council on issues concerning young people within the district.
3. To identify local youth needs and resources.
4. To provide young people with experience and education on local government processes.
5. To provide a mechanism in which Council can communicate and consult with young people.

SCOPE OF ACTIVITY:

1. All matters pertaining to issues affecting young people within the Waitaki district.

POWER TO ACT:

- (a) To appoint young people to the role of Youth Councillor.
- (b) To approve Youth Council meeting minutes.
- (c) To co-opt others onto the Youth Council who can help with achieving its aims and objectives.
- (d) To apply for external funding to advance projects.
- (e) To allocate budget provided by Council.
- (f) To form project teams to work on specific issues, that report to the Youth Council

POWER TO RECOMMEND:

- (a) To advise and make recommendations to Council on matters in connection with issues relating to young people in the district.

27.10.10 DELEGATIONS TO WAITAKI RUGBY WORLD CUP 2011 COORDINATING SUBCOMMITTEE

REPORTING TO:	Committee of the Whole
CONSTITUTION:	Two Councillors, Waitaki District Council Community Services Group Manager
QUORUM	Two members
MEETING FREQUENCY:	As required

OBJECTIVES:

1. To coordinate activities during the Rugby World Cup 2011 period to the benefit of the Communities in the district.
2. To develop a strategy for the coordination of the Rugby World Cup 2011 (RWC2011) activities for the District.

SCOPE OF ACTIVITY:

1. All matters related to the coordination before, during and after the RWC2011.
2. To coordinate the RWC festival and assist with the Golden Oldies rugby tournament.

POWER TO ACT:

- (a) To approve the Waitaki RWC Coordinating Committee 2011 meeting minutes.
- (b) To co-opt other Councillors and community representatives on an on-going or temporary basis as necessary for the achievement of specific tasks.
- (c) To provide feedback to officers to assist them in the discharge of delegated authorities.
- (d) To approve the lodging of grant applications with funding bodies on behalf of Council.
- (e) To communicate publicly on coordination of RWC2011 activities.

POWER TO RECOMMEND:

- (a) To advise and make recommendations to Council on all matters relating to the coordination of activities for the RWC2011.

27.10.10 DELEGATIONS TO COMMUNITY BUILDING SUBCOMMITTEE

REPORT TO: Committee of the Whole or Council

CONSTITUTION: Four Councillors, Waitaki District Council
Representative from the Friends of the Forrester
Representative from the North Otago Museum Advisory Group
Representative from the Friends of the Library
Community Services Group Manager

QUORUM: Five members (must include three Councillors)

MEETING FREQUENCY: As required

OBJECTIVES:

1. To submit Community Building proposals to the 2012-22 Long Term Plan addressing the scope, prioritisation, and funding for the redevelopment of the Forrester Gallery, the Oamaru Public Library and the North Otago Museum. Mayor is ex-officio.
2. To monitor the scope of redevelopment projects and progress of fundraising and recommend scope changes to ensure approved projects are completed within budget and timeframes.
3. To promote and encourage support in the community for the approved redevelopment projects.

SCOPE OF ACTIVITY:

1. All governance matters related to the proposed and approved redevelopment projects for the Forrester Gallery, the Oamaru Public Library and the North Otago Museum and Archive. Other community buildings are not within the scope of this committee.
2. Any other governance matter referred to the Subcommittee by Council.

POWER TO ACT:

- (a) To approve Community Building Subcommittee minutes.
- (b) To co-opt community representatives on an on-going or temporary basis as necessary for the achievement of specific tasks.
- (c) To provide feedback to Officers to assist them in the discharge of delegated authorities related to the redevelopment proposals and approved projects.
- (d) To approve the lodging of grant applications for approved projects with funding bodies on behalf of Council.

POWER TO RECOMMEND:

- (a) Redevelopment proposals for inclusion in the draft 2012-22 Long Term Plan.
- (b) Changes in the scope of approved redevelopment projects.
- (c) Any other governance matter within the scope of activities.

27.10.10 DELEGATIONS TO OTAGO MAYORAL FORUM

REPORTING TO: Council

CONSTITUTION: The Mayors of Otago and the Chairperson of the Otago Regional Council, with the power to co-opt other members

MEETING FREQUENCY: As required

OBJECTIVE:

1. To prepare an economic strategy for the region.
2. To oversee preparation of an appropriate structure for on-going economic development in the Otago region.
3. To co-ordinate and prioritise economic development projects in order to promote growth in the Otago region.

DELEGATIONS TO ASSETS WORKING PARTY

REPORTING TO: Committee of the Whole
Waitaki District Council

CONSTITUTION: Four (4) members (Crs Dennison (Chair), Keeling, Malcolm and Perkins) plus the Mayor and Deputy Mayor (ex officio)

QUORUM: Three (3) members

MEETING FREQUENCY: As required

OBJECTIVES:

- I. To provide policy input as needed in regard to the following matters:
 - a. Waste minimisation strategy and policy
 - b. Roading policy and roading levels of service
 - c. Water and wastewater upgrades
 - d. Review of policy relating to depreciation of infrastructural assets, including annuity funding and revision of asset lives
 - e. Water Bylaw
 - f. Rural Water Scheme Governance Policy
 - g. Such other matters referred to the Working Party by resolution of Council

SCOPE OF ACTIVITY:

- I. The matters stated in the Objectives.

POWER TO RECOMMEND:

- I. Policy in relation to the matters set out in the Objectives.

DELEGATIONS TO FINANCE AND AUDIT WORKING PARTY

REPORTING TO: Committee of the Whole
Waitaki District Council

CONSTITUTION: Four (4) members (Crs Malcolm (Chair), Garvan, Stead and Young) plus the Mayor and Deputy Mayor (ex officio)

QUORUM: Three (3) members

MEETING FREQUENCY: As required

OBJECTIVES:

1. To provide policy input as needed in regard to the following matters:
 - a. Revenue and financing policy
 - b. Review of financial strategy
 - c. Liability management policy
 - d. Investment policy
 - e. Policy on the remission and postponement of rates on Maori freehold land
 - f. Rates remission policy
 - g. Rates postponement policy
 - h. Such other matters referred to the Working Party by resolution of Council
2. To perform the role of an Audit committee in relation to the audit of the draft Long Term Plan, the final long term Plan and the audit of Annual Reports by Council's Auditor.

SCOPE OF ACTIVITY:

1. The matters stated in the Objectives.

POWER TO RECOMMEND:

1. Policy in relation to the matters set out in the Objectives.

DELEGATIONS TO PROPERTY AND DEVELOPMENT WORKING PARTY

REPORTING TO: Committee of the Whole
Waitaki District Council

CONSTITUTION: Four (4) members (Crs Garvan (Chair), Dawson, Hope and Stead) plus the Mayor and Deputy Mayor (ex officio)

QUORUM: Three (3) members

MEETING FREQUENCY: As required

OBJECTIVES:

- I. To provide policy input as needed in regard to the following matters:
 - a. Promoting business investment and a business-friendly Council
 - b. Supporting the Holcim project
 - c. North Oamaru Business Park
 - d. Policy on Council's involvement in property development
 - e. Review of Camping area management
 - f. Such other matters referred to the Working Party by resolution of Council

SCOPE OF ACTIVITY:

- I. The matters stated in the Objectives.

POWER TO RECOMMEND:

- I. Policy in relation to the matters set out in the Objectives.

PART 4 – DELEGATIONS TO COMMUNITY BOARDS

Introduction

- 4.01 The Order in Council establishing the Waitaki District provided for the creation of two Community Boards, to be known as the Ahuriri Community Board and the Waihemo Community Board. The most recent determination of the Local Government Commission reaffirmed these Boards.
- 4.02 The Ahuriri Community Board serves communities in the Ahuriri Ward, including the townships of Kurow, Otematata, Omarama and Lake Ohau.
- 4.03 The Waihemo Community Board serves the communities of the Waihemo Ward, including the townships of Hampden, Moeraki, Palmerston, Shag Point, Dunback and Macraes Flat.
- 4.04 Community Boards are not Committees of Council. They are separate legal entities.

Purposes and powers of delegations to Community Boards

- 4.05 The role and powers of community boards are described in Sections 52 and 53 of the Local Government Act 2002.

52. *Role of community boards—*

The role of a community board is to—

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

53. *Powers of community boards—*

- (1) A community board has the powers that are—*
 - (a) delegated to it by the relevant territorial authority in accordance with clause 32 of Schedule 7; or*
 - (b) prescribed by the Order in Council constituting its community.*
- (2) The powers of a community board prescribed by Order in Council expire at the close of 6 years after the order comes into force.*
- (3) Despite subsection (1), a community board may not—*
 - (a) acquire, hold or dispose of surplus property*
 - (b) appoint, suspend, or remove staff.*

4.06 The powers of territorial authorities to delegate functions and duties to community boards are described in Clause 32 of Part I of Schedule 7 of the Local Government Act 2002. (see clause 15). It is relevant to repeat Clause 32(6) here.

(6) *A territorial authority must consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.*

Delegations to Community Boards

4.07 Council recognises that delegated authority to Boards should focus on local matters. Local matters are those that affect communities in the respective Board area and for which Council activity is wholly or predominantly funded within that area.

4.08 Wherever practicable, Committees of Council should refer matters of local importance to the respective community board. District issues, including Oamaru and Corriedale Ward issues, are to be considered by Council or its Standing Committees.

4.09 Community Boards should exercise the delegations to the fullest extent within the constraints imposed by the Waitaki Community Plan/Annual Plan and any existing Council policy.

4.10 Community Boards will have only the delegated powers, functions and duties specifically given to them by Council.

4.11 The constitution, membership, scope of activities and delegated authority of Community Boards can be found on the following pages.

Sub-delegation from Community Boards

4.12. Community Boards' authority to delegate derives from Section 54 and Clauses 32, 32A and 32B of Schedule 7 of the Local Government Act 2002, which, in overview, provides for Boards to have the same powers of delegation as Councils.

Reporting Decisions

4.13. Every Community Board and Subcommittee of a Community Board will report decisions taken under delegated authority in the manner required by Standing Orders, i.e. in minutes submitted to the next available meeting of the Council or the Community Board to which a subcommittee reports, as the case may be.

27.10.10 DELEGATIONS TO AHURIRI COMMUNITY BOARD

REPORTING TO:	Council
CONSTITUTION:	Five elected community representatives One Councillor appointed from the Ahuriri Ward (Cr Dawson)
QUORUM	Three members
MEETING FREQUENCY:	Six weekly or as required
OBJECTIVE:	

The good governance of the Waitaki District by the resolution of Ahuriri community issues within the community.

SCOPE OF ACTIVITY:

1. Representation, and acting as advocate for, the interests of the Ahuriri community; and
2. The consideration of and reporting on all matters referred to it by Council, or any matter of interest or concern to the Community Board; and
3. The overview of all services provided by Council within the community; and
4. Establishing priorities and programmes for operational and capital expenditure on works and services funded wholly and principally within the Ahuriri Ward. Those works and services, and their rates sources are:

Works and Services	Rates
Ahuriri Community Board	Ahuriri Ward Services Rate; Ahuriri Ward Community Board Rate
Open Space	Ahuriri Ward Services Rate
Beautification and playgrounds	Ahuriri Ward Services Rate
Omarama Airfield	Ahuriri Ward Services Rate
Township Works in the ward	Ahuriri Ward Services Rate
Local Amenity (streetlights, Stormwater, kerb and channel) in Kurow, Lake Ohau, Omarama and Otematata	Local Amenity Rates
Sewerage treatment and disposal in Kurow, Lake Ohau, Omarama and Otematata	Sewerage rates
Urban Water supply in Kurow, Lake Ohau, Omarama and Otematata	Water rates

5. The preparation of an annual submission to Council for expenditure within the community; and
6. Communication with community organisations and special interest groups within the community; and

7. Undertaking any other responsibilities that are delegated to it by Council.
8. Any other matter referred to the Board by Council.

POWER TO ACT:

- (a) To establish priorities and programmes, consistent with Council adopted asset and activity management plans, for operational expenditure on works and services funded wholly or principally within the community board area, provided that overall funding levels are consistent with the Waitaki Community Plan/Annual Plan or otherwise approved by Council.
- (b) To approve projects funded wholly or principally within the community board area,⁵ provided that overall funding levels are consistent with the Waitaki Community Plan/Annual Plan or otherwise approved by Council.
- (c) To make submissions to Council on the Waitaki Community Plan, any other policy, plan or statement required under the Local Government Act 2002 or any other enactment, or any other matter.
- (d) To operate a discretionary fund for local community purposes in the community board area in accordance with Board resolution AB02/33.
- (e) To provide feedback to officers to assist them in the discharge of delegated authorities.

POWER TO RECOMMEND:

- (a) Annual Plan Service levels and budgets for the activities funded wholly or principally from the community board area.
- (b) Changes to priorities and programmes, consistent with Council approved asset and activity management plans, for operational expenditure on any other works and services delivered, but not funded wholly or principally within the community board area, provided that overall funding levels are consistent with the Waitaki Community Plan/Annual Plan or otherwise approved by Council.
- (c) Increased operational expenditure on works and services delivered within the community board area, provided that:
 - (i) The Board shall recommend the means to fund increased expenditure; and
 - (ii) The funding recommendation shall be consistent with Council's financing and revenue policy.
- (d) Changes to design and implementation parameters of projects delivered, but not funded, wholly or principally within the community board area provided that:
 - (i) Overall funding levels are approved by Council; and
 - (ii) Proposed projects conform to Council approved activity and asset management plans.

- (e) Increased expenditure on projects delivered within the community board area, provided that:
 - (i) The Board shall recommend the means to fund increased expenditure; and
 - (ii) The funding recommendation shall be consistent with Council's financing and revenue policy.
- (f) Policies affecting services delivered, but not wholly or principally funded, in the ward. (These recommendations shall be submitted to Council via the appropriate Committee).
- (g) Any other matter within the scope of activities above.

27.10.10 DELEGATION TO WAIHEMO COMMUNITY BOARD

REPORTING TO:	Council
CONSTITUTION:	Five elected community representatives One Councillor appointed from the Waihemo Ward (Cr Dennison)
QUORUM	Three members
MEETING FREQUENCY:	Six weekly or as required

OBJECTIVE:

The good governance of the Waitaki District by the resolution of Waihemo community issues within the community.

SCOPE OF ACTIVITY:

1. Representation, and acting as advocate for, the interests of the Waihemo community; and
2. The consideration of and reporting on all matters referred to it by Council, or any matter of interest or concern to the community board; and
3. The overview of all services provided by Council within the community; and
4. Establishing priorities and programmes for operational and capital expenditure on works and services funded wholly and principally within the Waihemo Ward. Those works and services, and their rates sources are:

Works and Services	Rates
Waihemo Community Board	Waihemo Ward Services Rate; Waihemo Ward Community Board Rate
Open Space	Waihemo Ward Services Rate
Beautification and playgrounds	Waihemo Ward Services Rate
Township Works in the ward	Waihemo Ward Services Rate
Local Amenity (streetlights, Stormwater, kerb and channel) in Hampden, Moeraki, Shag Point and Palmerston.	Local Amenity Rates
Sewerage treatment and disposal in Palmerston and Moeraki.	Sewerage rates
Urban Water supply in Palmerston.	Water rates

5. The preparation of an annual submission to Council for expenditure within the community; and
6. Communication with community organisations and special interest groups within the community; and

7. Undertaking any other responsibilities that are delegated to it by Council.
8. Any other matter referred to the Board by Council.

POWER TO ACT:

- (a) To establish priorities and programmes, consistent with Council adopted asset and activity management plans, for operational expenditure on works and services funded wholly or principally within the community board area, provided that overall funding levels are consistent with the Waitaki Community Plan/Annual Plan or otherwise approved by Council.
- (b) To approve projects funded wholly or principally within the community board area, ⁶ provided that overall funding levels are consistent with the Waitaki Community Plan/Annual Plan or otherwise approved by Council.
- (c) To make submissions to Council on the Waitaki Community Plan, any other policy, plan or statement required under the Local Government Act 2002 or any other enactment, or any other matter.
- (d) To operate a discretionary fund for local community purposes in the community board area in accordance with Board resolution AB02/33.
- (e) To provide feedback to officers to assist them in the discharge of delegated authorities.

POWER TO RECOMMEND:

- (a) Annual Plan Service levels and budgets for the activities funded wholly or principally from the community board area.
- (b) Changes to priorities and programmes, consistent with Council approved asset and activity management plans, for operational expenditure on any other works and services delivered, but not funded wholly or principally within the community board area, provided that overall funding levels are consistent with the Waitaki Community Plan/Annual Plan or otherwise approved by Council.
- (c) Increased operational expenditure on works and services delivered within the community board area, provided that:
 - (i) The Board shall recommend the means to fund increased expenditure; and
 - (ii) The funding recommendation shall be consistent with Council's financing and revenue policy.
- (d) Changes to design and implementation parameters of projects delivered, but not funded, wholly or principally within the community board area provided that:
 - (i) Overall funding levels are approved by Council; and
 - (ii) Proposed projects conform to Council approved activity and asset management plans.

- (e) Increased expenditure on projects delivered within the community board area, provided that:
 - (i) The Board shall recommend the means to fund increased expenditure; and
 - (ii) The funding recommendation shall be consistent with Council's financing and revenue policy.
- (f) Policies affecting services delivered, but not wholly or principally funded, in the ward. (These recommendations shall be submitted to Council via the appropriate Committee.)
- (g) Any other matter within the scope of activities above.

PART 5 – DELEGATIONS TO INDIVIDUAL ELECTED MEMBERS

Delegations to the Mayor:

- 5.01 The Mayor is delegated authority to expend the Mayoral Discretionary Fund, subject to budget constraints.

Schedule I – Legislation⁷ Which Confers Obligations Or Responsibilities On Local Authorities

Airport Authorities 1966
Animals Act 1967
Animals Law Reform 1989
Arts Council of New Zealand Toi Aotearoa Act 1994
Auctioneers Act 1928
Bio-security Act 1993
Building Act 2004
Building Research Levy Act 1969
Burial and Cremation Act 1964
Bylaws Act 1910
Children’s Health Camp Act 1972
Citizenship Act 1977
Civil Aviation Act 1990
Civil Defence Emergency Management Act 2002
Civil List Act 1979
Commerce Act 1986
Companies Act 1993
Conservation Act 1987
Consumer Guarantees Act 1993
Copyright Act 1994
Counties Insurance Empowering Act 1941
Dangerous Good Act 1974
Disabled Persons Community Welfare Act 1975
District Courts Act 1947
Dog Control and Hydatids 1982
Earthquake Commissions Acts 1993
Electricity Act 1992
Electronic Transactions Act 2002
Employment Relations Act 2000
Energy Companies Act 1992
Engineers Registration Act 1924
Environment Canterbury (Temporary Commissioners and Improved Water Management) Act 2010
Environmental Protection Authority Act 2011
Fair Trading Act 1986
Fencing of Swimming Pools Act 1987
Financial Reporting Act 1993
Fire Services Act 1975
Food Act 1981
Foreshore and Seabed Act 2004
Forest and Rural Fires Act 1977
Gambling Act 1992
Gas Act 1992
Goods and Services Tax Act 1985
Harbours Act 1950

⁷ This list is not exhaustive. The obligations, powers and duties of local authorities also include those established under any amendments to these statutes and regulations made under these statutes, as well as those established under other Acts not listed here.

Health Act 1956
Health and Safety in Employment Act 1992
Higher Salaries Commission Act 1977
Historic Places Act 1993
Housing Act 1955
Housing Corporation Act 1974
Human Rights Act 1993
Income Tax Act 1994
Impounding Act 1955
Insolvency Act 1967
Interpretation Act 1999
Land Act 1948
Land Drainage Act 1908
Land Settlement Promotion and Land Acquisition Act 1952
Land Transfer Act 1952
Land Transport Act 1998
Land Transport Management Act 2003
Libraries and Mechanics' Institute Act 1908
Litter Act 1979
Local Authorities (Members' Interests) Act 1968
Local Electoral Act 2001
Local Government (Rating) Act 2002
Local Government Act 1974
Local Government Act 2002
Local Government Official Information and Meetings Act 1987
Machinery Act 1950
Meat Act 1981
Minimum Wage Act 1983
Motor Vehicle Sales Act 2003
Municipal Insurance Act 1960
National Provident Fund Restructuring Act 1990
New Zealand Bill of Rights Act 1990
New Zealand Geographic Board Act 1946
New Zealand Library Association Act 1939
New Zealand Walkways Act 1990
Noxious Plants Act 1978
Oaths and Declarations Act 1957
Ombudsman Act 1975
Pawnbrokers Act 1905
Parental Leave and Employment Protection Act 1987
Petroleum Act 1937
Plumbers, Gasfitters and Drainlayer's Act 2006
Privacy Act 1993
Property Law Act 1952
Prostitution Reform Act 2003
Public Bodies Contracts Act 1959
Public Bodies Leases Act 1969
Public Records Act 2005
Public Works Act 1981
Queen Elizabeth the Second National Trust Act 1977
Railway Safety and Corridor Management Act 1992

Rating Valuations Act 1998
Rates Rebate Act 1973
Reserves Act 1977
Residential Tenancies Act 1986
Resources Management Act 1991
Rugby World Cup 2011 (Empowering) Act 2010
Sale of Liquor Act 1989
Secret Commissions Act 1910
Securities Act 1978
Securities Transfer Act 1991
Smoke-Free Environments Act 1990
Soil Conservation and Rivers Control Act 1941
Sovereign's Birthday Observance Act 1952
Standards Act 1988
Statutory Land Charges Registration Act 1928
Summary Offences Act 1981
Survey Act 1936
Te Ture Whenua Maori Act 1993
Telecommunications Act 1987
Transit New Zealand Act 1989
Treaty of Waitangi Act 1975
Trespass Act 1980
Trustee Act 1956
Unit Titles Act 1956
Waste Minimisation Act 2008
Weathertight Homes Resolution Services Act 2006
Wild Animal Control Act 1977
Wildlife Act 1953

Schedule II: Resource Management Act Delegations

- APPENDIX VI

Section of RMA	Purpose of Section	Delegation
10	Certain existing uses in relation to land protected	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
10A	Certain existing activities allowed	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
10B	Certain existing building works allowed	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
22	Duty to give certain information	Warranted Officer
32	Consideration of alternatives, benefits and costs	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
34A	Approve Hearing Commissioners	Hearings Committee (appointment is by Planning Manager in consultation with the Chairperson of the Hearings Committee)
36(3)	Pay additional charges	Chief Executive Officer, Strategy Group Manager, Planning Manager
36(3A)	Provide estimate of any additional charges	Chief Executive Officer, Strategy Group Manager, Planning Manager
36(5)	Remit the whole or any part of any charge	Chief Executive Officer, Strategy Group Manager
36AA (1)	Power to provide a discount	Chief Executive Officer, Strategy Group Manager, Planning Manager
36AA (3)	Adopt a policy on discounting administrative charges	Council
37	Power of waiver and extension of time limits	Chief Executive Officer, Strategy Group Manager, Planning Manager
37A(6)	Notify people affected by extensions of time limits or waivers	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
38(5)	Supply enforcement officer with warrant	Chief Executive Officer, Strategy Group Manager
41B	Direction to provide evidence within time limits	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
41C	Directions and requests before or at hearing	Hearings Committee
42A	Reports to Local Authority	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
44A	Make amendments to the Plan if directed by a national environment standard, without using the Schedule 1 process	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
55	Make amendments to the Plan if directed by a national policy statement, without using the Schedule 1 process	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
86D	Apply to Environment Court to make rule to have effect	Chief Executive Officer
86E	Identify any rule that has legal effect	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
87E	Consent Authority's process on receiving a request to have the Environment Court determine a resource consent	Council
87F	Prepare a report on application for the Environment Court to	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer

	consider	
87G	Provide the Environment Court with documents relating to the application	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
88	Determine application is incomplete and return	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
89A	Refer applications affecting navigation to Maritime new Zealand for comment	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
91	Deferral pending application for additional consents	Chief Executive Officer, Strategy Group Manager, Planning Manager
92	Request for further information	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
92A	Response to request	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
95A-F	Determination of processing of consent applications e.g. notified or non-notified	Chief Executive Officer, Strategy Group Manager, Planning Manager
98	Advice of submissions to applicant	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
99	Pre-hearing meetings	Chief Executive Officer, Strategy Group Manager, Planning Manager
99A	Mediation	Chief Executive Officer, Strategy Group Manager, Planning Manager
100	Obligation to hold a hearing	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager
101	Hearing date and notice	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
102	Joint hearings	Hearings committee
103	Combined hearings	Hearings Committee
104	Consideration of applications	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
104A	Determine an application for a controlled activity	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager
104B	Determine an application for a discretionary or non-complying activity	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager
104C	Determine an application for a restricted discretionary activity	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager
104D	Determine an application for a non-complying activity	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager
106	Refuse subdivision consent in certain circumstances	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager
108	Conditions on resource consents	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager
108A	Bonds	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager
109	Special provisions in respect of bonds and covenants	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager
110	Refunds of money and return of land where an activity does not proceed.	Chief Executive Officer, Strategy Group Manager, Planning Manager
113	Decision to be in writing	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
114	Notification of decision and appeal process	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer

I20	Right to appeal	Council
I26	Cancellation of consent	Chief Executive Officer, Strategy Group Manager, Planning Manager
I27	Change or cancellation of consent condition	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager
I28	Circumstances when consent conditions can be reviewed	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager
I32	Decision on review of consent conditions	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager
I33A	Minor correction of resource consents	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager
I38	Surrender of consent	Chief Executive Officer, Strategy Group Manager, Planning Manager
I39	Certificate of compliance	Chief Executive Officer, Strategy Group Manager, Planning Manager
I39A	Existing use certificates	Chief Executive Officer, Strategy Group Manager, Planning Manager
I42	Express view to Minister about whether a matter should be called in, or request the Minister to call a matter in	Council
I49B	To provide EPA any information or any submissions received the Local Authority has on a matter that has been called in`	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
I49E	Make submission to a matter that has been called in	Council
I49F	Make a further submission to a matter that has been called in	Council
I49G	Prepare a report for EPA for matter that has been called in	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
I49K	Suggestions to the Minister on appointing members of boards of inquiry	Council
I49M(3)	Consultation with board of inquiry of local authority view whether to reject or accept private plan change request	Council
I49N	Prepare a proposed plan or change if board of inquiry accepts a request under s149M(3) and inform EPA if rule has legal effect.	Chief Executive Officer, Strategy Group Manager, Planning Policy Manager, Planning Officer
I49Q	Provide comments on minor or technical aspects of a board of enquiry's draft report	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
I49V	Appeal to High Court on question of law arising from board of inquiry's decision	Council
I49W	Implement a decision of a board or court about a proposed change or variation	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
I49ZD	To recover from the applicant the costs of complying with Part 6AA of the Resource Management Act 1991	Chief Executive Officer, Strategy Group Manager, Planning Manager,
<u>I68(5) and I89(5)</u>	<u>Withdrawal of notice of requirement</u>	<u>Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer.</u>

168A	Whether to notify a notice of requirement made by the territorial authority	Chief Executive Officer, Strategy Group Manager, Planning Manager
169	Whether to notify a notice of requirement made by requiring authority	Chief Executive Officer, Strategy Group Manager, Planning Manager
<u>170</u>	<u>Requirement included in proposed district plan</u>	<u>Chief Executive Officer, Strategy Group Management, Planning Manager, Planning Officer</u>
171, 181 & 191	Recommendation on notice of requirement	Hearings Committee, <u>If not notified or no submissions the Planning Manager has authority to make the recommendation.</u>
173	Notification of decision on designation	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
174	Appeals	Council
175	Confirm designation in the District Plan	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
176A	Outline Plan	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
182	Removal of designation	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
184	Determining if effect has been given to a designation	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
189A	Whether to notify a notice of requirement for heritage order made by the territorial authority	Chief Executive Officer, Strategy Group Manager, Planning Manager
190	Request further information	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
195A	Alteration of heritage order	Chief Executive Officer, Strategy Group Manager, Planning Manager
198C(1)	Return request to have matter heard by Environment Court	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
198C(2)&(3)	Decide whether to defer request for the requirement	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
198C(4)&(5)	Decision on request to have a requirement heard by the Environment court	Council
198D	Processing the requirement	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
198E(3)	Respond to the Environment Court requirements	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
198J	Prepare report for Environment Court on requirement	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
198K	Provide the Environment Court with information required	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
220	Conditions on subdivisions	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager
220(3)	Consult with the Registrar-General of Land as to the practicality of that condition	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
221	Authority to issue a consent notice	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager
222	Completion certificates	Chief Executive Officer, Strategy Group Manager, Planning Manager
223	Approval of survey plan	Chief Executive Officer, Strategy Group Manager, Planning Manager
224	Deposit of survey plan	Chief Executive Officer, Strategy Group Manager,

		Planning Manager
226(1)(e)	Issue of certificates of title for subdivision	Chief Executive Officer, Strategy Group Manager, Planning Manager
234	Vary or cancel esplanade strips	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager
235	Creation of esplanade strips by agreement	Chief Executive Officer, Strategy Group Manager, Planning Manager
237	Approve survey plans where esplanade reserves or esplanade strips are required	Chief Executive Officer, Strategy Group Manager, Planning Manager
237B	Access Strips	Chief Executive Officer, Strategy Group Manager, Planning Manager
237C	Closure of strip to public	Chief Executive Officer, Civil Defence Controller
237D	Transfer to the crown or regional council	Council
237E-H	Compensation for taking of esplanade reserves or strips	Council
240	Cancelling Covenants	Chief Executive Officer, Strategy Group Manager, Planning Manager
241	Covenant against transfer of allotments	Chief Executive Officer, Strategy Group Manager, Planning Manager
243	Survey plan approved subject to grant or reservation of easements	Chief Executive Officer, Strategy Group Manager, Planning Manager
S274(1)(b)	<u>Become a party to a proceedings</u> (redundant wording removed)	<u>Council</u>
300	Notice of Appeal	Council
301	Right to appear and be heard on appeal	Council
305	Additional appeals on questions of law	Council
311	Application for declaration	Council
S316	Power to apply for enforcement order	Chief Executive Officer, Strategy Group Manager, Planning Manager, Regulatory Services Manager
317	Notification of application	Chief Executive Officer, Strategy Group Manager, Planning Manager, Regulatory Services Manager
S320	Power to apply for interim enforcement order.	Chief Executive Officer, Strategy Group Manager, Planning Manager, Regulatory Services Manager in consultation with the Chairperson of Strategy Committee
S322	Abatement notice served by an enforcement officer	Warranted Officer
S323(2)	To take appropriate action to reduce noise to a reasonable level or seize equipment to ensure compliance with an abatement notice	Warranted Officer
S325A	Cancel an abatement notice or approve a request for change or cancellation of an abatement notice.	Chief Executive Officer, Strategy Group Manager, Planning Manager, Regulatory Services Manager
S327 S328	To give a directive to reduce excessive noise and take action to control the excessive noise	Warranted Officer

S330	Emergency work, power to take preventative or remedial action	Warranted Officer
S332 S333	Power of entry for inspection survey, collect samples	Warranted Officer
S334	Authority to make application to the District Court for a warrant for entry and search.	Chief Executive Officer, Strategy Group Manager, Planning Manager, Regulatory Services Manager
S336(2)	Power to decide the return of seized property	Warranted Officer
S336(5)&(6)	Dispose of equipment seized under section 323 and 328 of the Act.	Chief Executive Officer, Strategy Group Manager, Regulatory Services Manager, Senior Environment Health Officer
S343B	Commission of infringement offence	Chief Executive Officer, Strategy Group Manager, Planning Manager, Regulatory Services Manager
S343C	Serving of infringement notices	Warranted Officer
S357C & D	Power to make decisions on objections	Hearings Committee
S388	Power to require information to be supplied about an activity	Warranted Officer
S405A	Power to reduce the width of or waive the requirement to provide an esplanade reserve or strip	Chief Executive Officer, Strategy Group Manager, Planning Manager, Hearings Committee
	Decide upon all non-notified consent applications and all notified consent applications that attract no submissions	Chief Executive Officer, Strategy Group Manager, Planning Manager
	Recommendation on a non-notified notice of requirement or notified notice that attracted no submission.	Chief Executive Officer, Strategy Group Manager, Planning Manager
	To appoint Hearings Commissioner approved by Council in consultation with the Chairperson of the Hearings Committee	Chief Executive Officer, Strategy Group Manager, Planning Manager
	Form 4 Building Act	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
Schedule 1 Clause 1(2)	Power to grant extension of time in terms of Section 37	Chief Executive Officer, Strategy Group Manager, Planning Manager
3(2)	Power to determine who is to be consulted	Chief Executive Officer, Strategy Group Manager, Planning Manager
4(1) and 4 (10)	Notice to Requiring Authority	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
4(2) and (5)	Public notification – placement of notice and distribution	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
5(1A) & (1B)	Power to determine affected parties to be notified	Chief Executive Officer, Strategy Group Manager, Planning Manager

5(2) and 5(5)	Public notification – placement of notice and distribution	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
6 and 8	Making submissions on variations or plan changes	Council
7	Summary of submissions and notification of submissions	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
8AA	Resolution of disputes and mediation	Chief Executive Officer, Strategy Group Manager, Planning Manager
8B	Power to set hearing date and notice (including reports)	Hearings Committee, Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
8C	Hearing not needed	Hearings Committee
8D(1)	Decision to withdraw a proposed plan	Council
8D(2)	Notification of withdrawal and providing reasons	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
9(1)	Recommendation on requirement	Hearings Committee
9(2)	Decision on requirement	Council
10(1) and 2	Decision of local authorities	Hearings Committee
10(4)	Public notification of decisions	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
11(1) and (2)	Notification of decision to submitters, and owners and affected parties	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
13(3)	Amend the District Plan in respect of the designations	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
13(4)	Notification of decision of Requiring Authority to submitters, and owners and affected parties	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
13 (6)	Summary of decisions to be made available	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
14(1) and (3)(b)	Making an appeal to the Environment Court	Council
14(4)&(5)	Administration of appeals	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
16 (1) and (3)	Amend District Plan to give effect to national environmental standards or national policy statements	Council
16(1)	Amend District Plan according to Court's directions	Council

16(2)	Make minor amendments to correct minor errors	Chief Executive Officer, Strategy Group Manager, Planning Manager, Policy Planner
16A(1)	Approve Variations	Council
17	Final consideration of District Plan	Council
20	Notification of Operative District Plan	Chief Executive Officer, Strategy Group Manager, Planning Manager, Policy Planner
20A	Making minor amendments to correct the Operative District Plan	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
23(1) and (2)	Request of further information on a plan change	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
23(3)	Commission a report on a plan change	Chief Executive Officer, Strategy Group Manager, Planning Manager
23(3)	Notification of information	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
23 (6)	Declining of plan change due to lack of information	Hearings Committee
24	Modification of request for plan change	Council
25(1), (2) (a) & (b) (3) & (4)	Decision to 'adopt', 'accept', 'reject' a plan change or change to a resource consent	Council
25(2)(a)(i)	Public notification of plan change 'adopted' – see Clause 5	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
25(5)	Notification of Decision	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer, Planning Administration Officer
26(a)	Preparation of documents if plan change was 'accepted'	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
26(b)	Public notification of plan change was 'accepted' – see Clause 5	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
28 (2) (4), (5) and (6)	Exercise notification of decisions with regard to withdrawals	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
29(2) & (5)	Exercise notification of parties of submissions and decisions	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
29(4)	Decisions to decline, approve or modify plan change	Council
29(9)	Decision to initiate a variation	Council
32	Certification of inclusion of material into the District Plan	Council
34 (2) (a) – (d)	Notification of material to be referenced	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
34 (2) (e)	Consider public comments	Council
34 (3)	Distribution of referenced	Chief Executive Officer

	material	
35	Access of material by reference and notification as to where it is available	Chief Executive Officer, Strategy Group Manager, Planning Manager, Planning Officer
Various appeal sections	Manage and negotiate all appeals that arise under the RMA (Resolution by Council)	Chief Executive Officer, Strategy Group Management, Planning Manager.
Various appeal sections	Resolve by consent order, any appeal to the Environment Court	Council

Principles of Delegation

- Decisions should be made at the lowest possible competent level.
- Appropriate delegation is essential in achieving timeliness of actions.
- The level of responsibility must be commensurate with the level of authority that is delegated.
- All staff must be made aware of the delegations that are approved.
- Delegations must be directed back up to the next level if the lowest delegated officer is unavailable.

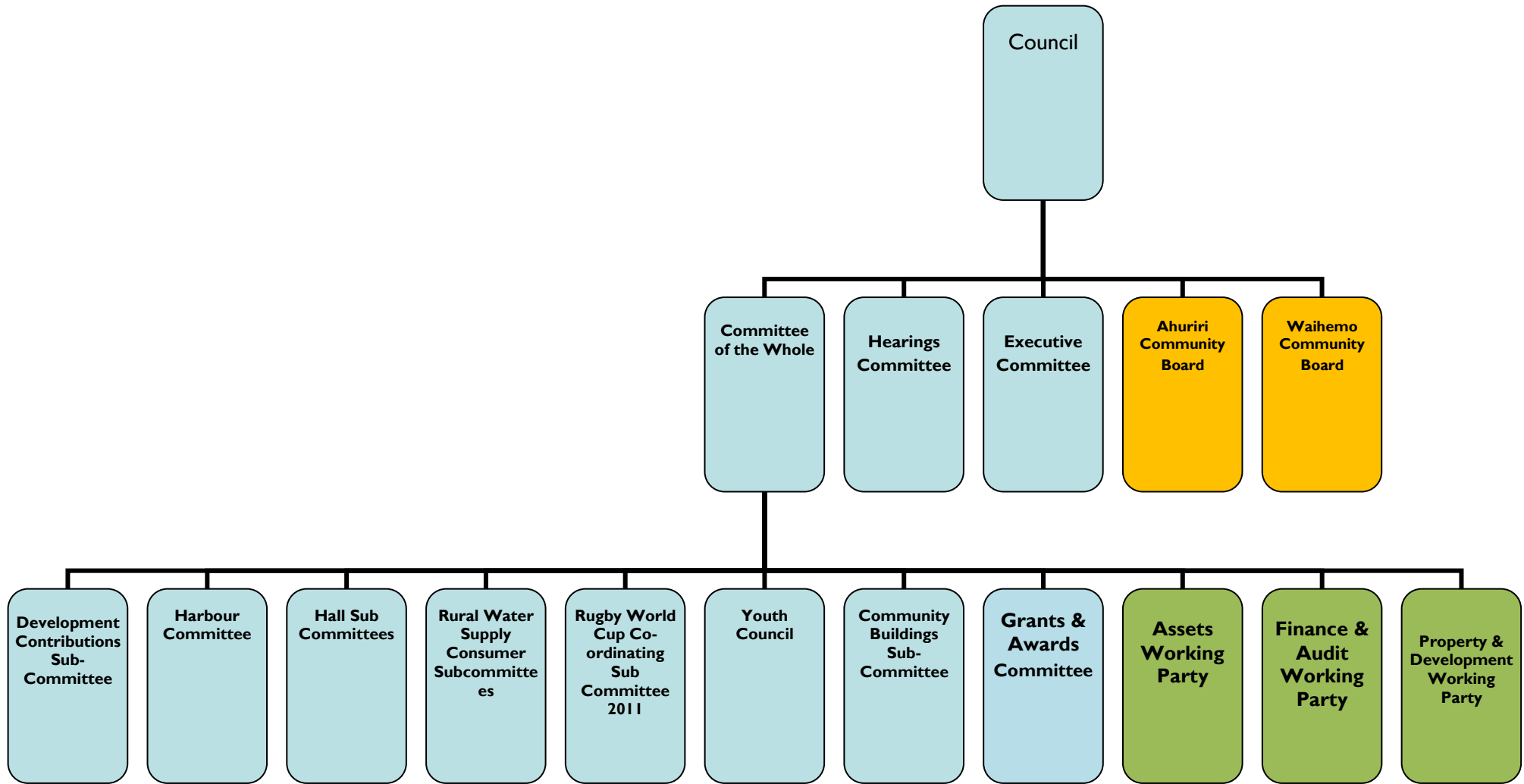
Strategy Group Manager Includes Strategy Group Manager and other group managers of Council

Planning Manager includes Planning Consents Manager, Planning Policy Manager, Planning Manager, District Planner or Approved Hearings Commissioners

Planning Officer includes Assistant Resource Consent Planner, Resource Consent Planner, Senior Resource Consent Planner, Assistant Policy Planner, Policy Planner, or Senior Policy Planner

Warranted Officer A person who Council has made an Enforcement Officer under Section 38 of the Resource Management Act 1991

Schedule III Committee Structure



Schedule IV – Register of Council Appointments

Appointment	Person(s) Appointed	Resolution No	Date
Deputy Mayor	Cr Hopkins	10/277	19.10.2010
Ahuriri Community Board	Cr Dawson	10/282	27.10.10
Executive Committee	Mayor FAMILTON, Crs Hopkins, Garvan, Malcolm & Dennison	10/286	27.10.10
WDC Representative – Lower Waitaki-South Coastal Canterbury Water Management Zone Committee	Cr Keeling	10/311	27.10.10
WDC Representative – Upper Waitaki Canterbury Water Management Zone Committee	Cr Dawson	10/312	27.10.10
Hearings Committee	Crs Garvan, Hopkins, Malcolm & Perkins	10/316	1.11.10
Grants and Awards Committee	Crs Dawson, Dennison, Garvan, Hope & Stead	10/316	1.11.10
Harbour Committee	Crs Garvan, Hopkins, Perkins & Young	10/316	1.11.10
Forrester Gallery Redevelopment Subcommittee	Crs Garvan, Hope, Hopkins & Stead	10/316	1.11.10
Rugby World Cup 2011 Co-ordinating Subcommittee	Crs Garvan & Young	10/316	1.11.10
Youth Council	Cr Keeling (with Crs Hope, Malcolm & Stead attending on rotation)	10/316	1.11.10
Emergency Management	Crs Dawson & Young	10/316	1.11.10
Regional Land Transport Committee	Cr Hopkins	10/316	1.11.10
Otago Mayoral Forum	Mayor FAMILTON	10/316	1.11.10
Development Contributions Committee	Crs Dawson, Garvan, Keeling & Malcolm	10/316	1.11.10
Otago Museum Trust Board (Joint appointment with Clutha & Central Otago District Councils)	Cr Gaynor Finch (Clutha District Council)	10/329	1.1.10
WDC Representative – Alps 2 Ocean Joint Committee	Cr Dawson	11/65	29.03.11

Appointment	Person(s) Appointed	Resolution No	Date
Appointments to Rural Water Scheme Consumer Subcommittees		11/80	19.04.11
Assets Working Party	Crs Dennison (Chair), Keeling, Malcolm & Perkins (plus Mayor & Deputy Mayor ex officio)	11/206	12.07.11
Finance Working Party	Crs Dennison (Chair), Keeling, Malcolm & Perkins (plus Mayor & Deputy Mayor ex officio)	11/206	12.07.11
Property and Development Working Party	Crs Dennison (Chair), Keeling, Malcolm & Perkins (plus Mayor & Deputy Mayor ex officio)	11/206	12.07.11