

QUEENSTOWN LAKES DISTRICT COUNCIL REGISTER OF DELEGATIONS



LAST UPDATE DECEMBER 2018

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Terms of Reference for Committees

Name	Purpose	Constitution
Infrastructure Committee	To review strategy and policy for the Council's Infrastructure	Councillors Forbes (Chair), Ferguson, Clark, MacDonald and McRobie
Planning & Strategy Committee	To recommend strategies, plans and policies that advance the Council's vision and goals for the district and ensure integrated and sustainable management of the natural and physical resources of the District in accordance with the Resource Management Act 1991	Councillors Hill (Chair), McLeod, McRobie, Miller, MacDonald and Smith
Community & Services Committee	To review strategy and policy essential to the development of resilient, successful, healthy and safe communities	Councillors Stevens (Chair), Ferguson, Clark, Miller and Smith
Audit, Finance & Risk Committee	To assist the Council to discharge its responsibilities for a. the robustness of the internal control framework and financial management practices b. the integrity and appropriateness of internal and external reporting and accountability arrangements c. the robustness of risk management systems, processes and practices d. compliance with applicable laws, regulations, standards and best practice guidelines e. the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets	Councillors McRobie (Chair), Hill and 2 external members; Mr Stuart McLauchlan and Mr Roger Wilson
Appeals Subcommittee	To guide the resolution of appeals and mediations under the Resource Management Act 1991	The Chairperson of the Planning & Strategy Committee and any two other members of that Committee
Chief Executive Performance Review Committee	To monitor, review and report back to the full Council on the CEO's Performance Objectives and Performance Review	Mayor Boulton, Councillors Forbes and McRobie

Dog Control Subcommittee	To hear appeals lodged under the Dog Control Act 1996	All Councillors of which any three may form a hearings panel
Elected Member Conduct Committee	<p>To monitor compliance with the Code of Conduct and the QLDC Standing Orders.</p> <p>To conduct an inquiry into any matters which may be referred to it by the CE or the Mayor</p> <p>Conduct an enquiry and determine whether or not any complaint is to be upheld and make recommendations to Council All elected members of the Council and an independent person to be appointed by Council. The quorum is three, one of whom must be the independent person</p>	<p>All elected members of the Council and Mr Mike Holm (an independent person appointed by Council). The quorum is three, one of whom must be Mr Holm.</p> <p>Mr Holm is the Chair</p>
Governance Subcommittee	To provide prompt authoritative recommendations on the recruitment and selection of directors to Council Controlled Organisations and Council Controlled Trading Organisations	The Mayor, The Chief Executive and Councillor Hill
Event Funding Panel	To determine allocations under Events Strategy funding framework, with amounts greater than \$30,000 recommended to Council	Councillors Stevens (Chair), Clark, Ferguson and Smith, and General Manager Corporate Services
QLDC/CODC Coronet Forest Joint Committee	To receive, consider and approve management and operating plans for the Coronet Forest in conjunction with other committee members appointed by the Central Otago District Council	Councillor Ferguson and Councillor Stevens
Otago Civil Defence Emergency Management Group Joint Committee	To ensure regional liaison on civil defence matters	Mayor Boulton Councillor MacLeod as alternate
Regional Land Transport Committee	Ensure regional integration of land transport activities throughout the region	Councillor Forbes Councillor MacLeod as alternate

Wanaka Community Board

Terms of Reference

Membership

The Wanaka Community Board shall have 4 elected members – Rachel Brown, Jude Battson, Ruth Harrison and Ed Taylor, and three appointed members – Councillors Quentin Smith, Calum MacLeod and Ross McRobie

Quorum

The quorum for every meeting shall be four members

Chair

Councillor Quentin Smith has been elected Chair and Ruth Harrison is Deputy

Frequency of Meetings

Every six weeks

Parent Body

The Wanaka Community Board reports to the Queenstown Lakes District Council

Objectives of the Wanaka Community Board

To carry out its role as set out in in section 52 of the Local Government Act 2002 to give effect to the purpose of local government in section 10 of the Local Government Act 2002.

Terms of Reference:

Responsibilities and Key Projects

- 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 Council, or any matters of interest or concern to the Wanaka Community Board; and
- c) Maintain an overview of services provided by the Council within the community; and
- d) Prepare an annual submission to the Council for expenditure within the community; and
- e) Communicate with community organisations and special interest groups within the community; and

- f) Encourage and integrated strategic approach to long term issues and opportunities to inform board decision-making and key Council processes and documents; and
- g) Undertake any other responsibilities that are delegated to it by the Council.

Delegated Authority

The Wanaka Community Board will have authority to carry out activities within its Terms of Reference (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

The Wanaka Community Board will:

- a) prepare submissions to the draft Ten Year Plan or Annual Plan relating to the Wanaka Ward (including the prioritisation of proposals from community groups);
- b) lodge and present submissions to external bodies on policies and legislation relevant to the Board's Terms of Reference;
- c) make decisions, subject to such general policies as are determined by the Council and having regard to the duties and powers set out in these Terms of Reference, on the following Council activities within the Wanaka Ward:
 - 1. Parking
 - 2. Cemetery
 - 3. Council owned buildings and property
 - 4. Footpaths, walkways and tracks
 - 5. Roads
 - 6. Temporary road closures for non-arterial roads, over 13 hours duration in the Wanaka Ward
 - 7. Legislation relating to –
 - street names, parades, collections and special issues;
 - waterways and waterfront special cases and concessions except for formal regulatory functions
 - 8. Public toilets
 - 9. Recreation and reserve areas
 - 10. Sports fields
 - 11. Swimming pool
 - 12. Public information signage
 - 13. Street lighting
 - 14. Trees on Council owned land
 - 15. Elderly persons housing; and

16. Other items not specified above that fall within the same general local interest category of Council activities within the Wanaka Ward

Power to Recommend

The Wanaka Community Board will recommend:

- a) Rates and charges to be levied in the Wanaka Ward (in particular, those related to water, sewerage, roading, tourism promotion and parking);
- b) Other revenues to be collected in the Wanaka Ward which relate to the areas listed in (a) above;
- c) Any bylaws required for the safety or good governance of the Wanaka Ward
- d) The use of borrowing to fund works or facilities in the Wanaka Ward;
- e) Any decision involving the use of the Public Works Act 1991 within the Wanaka Ward
- f) Setting policy on the leasing or licensing of use of Council property
- g) The development of the district plan, long term financial strategy, funding policy, treasury policy and borrowing policies.

Delegation Limitations

These delegations MUST BE read subject to the following qualifications. The WCB's jurisdiction and authority will be limited in regard to the following decisions:

- Any decision delegated to an officer or contractor under Council delegations including sub-delegations to an officer or contractor from the Chief Executive;
- Any services or facilities funded by any rate, charge or other revenue collected on a district wide basis;
- Any contract entered in by the Council for the good of the District as a whole;
- Any work, service, facility or payment that is not funded fully from revenue raised in the Ward;
- The power to employ staff;
- Any decision where the Mayor records concerns about the authority of the Wanaka Community Board to make that decision;
- Any decisions involving the development of the Proposed District Plan which shall be in the hands of the Planning & Strategy Committee;
- Any matter where any Board member, or members, considering the issue could be seen to have an interest or bias;
- Financial contributions set in the District Plan or Long Term Plan or imposed in any resource consent application;
- Any decision that is contrary to policy set by the Council. Where the Wanaka Community Board considers that a policy is wrong or requires amendment to provide for circumstances which are not catered for, the Board will submit a proposal for amendment to the policy to the Council

WCB Delegation Schedule

(This schedule is designed to clarify decision making power by subject matter. If there is any inconsistency between this schedule and the Terms of Reference and Delegations, the Terms of Reference and Delegations will prevail.

Ticks appear in each column where approval is required before the final decision is reached. The final decision is made by the body with the last tick (reading left to right along each row)

	Decision by: ²			
	Officer	WCB	Committee	Council
Artwork				
• locations		✓		
Buildings and Property				
• sale and purchase		✓	✓	✓
• service and operation		✓		✓
• maintenance	✓			
Bylaws		✓	✓	✓
Council Policy		✓	✓	✓
Cemetery Plan				
• development and approval		✓		
• implementation	✓			
District Plan				
• development and approval		✓	✓	✓
• implementation	✓			
Elderly persons housing				
• policy		✓	✓	✓
• design		✓		
• location		✓	✓	✓
• purchase and sale				✓
• maintenance	✓	✓		
Footpaths and walkways				
• locations/priorities		✓		
• specification / LoS		✓		✓
• maintenance	✓			
• trails trust		✓		

	Decision by: ²			
	Officer	WCB	Committee	Council
Infrastructure				
<i>Capital</i>				
• scoping		✓		
• funding		✓	✓	✓
• planning		✓	✓	✓
<i>Operational</i>				
• location		✓		✓
• specifications/LoS		✓		✓
• maintenance	✓			
• design and build	✓			
Land vesting as reserve		✓		✓
Lagarosiphon Control				
• management plan		✓		
• implementation	✓			
TYP				
• preparation		✓	✓	✓
• adoption				✓
• implementation	✓			
Memorials				
• design		✓		
• location		✓		
Operational matters				
• emergency works	✓			
Parking				
• strategic planning		✓		✓
• time restrictions		✓		✓
• no stopping areas		✓		

	Decision by: ²			
	Officer	WCB	Committee	Council
• location of areas		✓		
• enforcement	✓			
• implement payment		✓		
• fund payment option		✓		✓
Public information signage				
• location		✓		
• specification				✓
• installation	✓			
Public toilets				
• locations		✓		
• specification/LoS		✓		✓
• maintenance and cleaning	✓			
Reserve and recreation areas				
• management plans		✓		✓
• locations		✓		✓
• specification / LoS		✓		✓
• LoS trade-offs		✓		
• maintenance	✓			
• conditions of hire		✓		
• concessions	✓♦			
• decision to notify long term land leases (lease period greater than 5 years)	✓♦			
• Lease renewal where Council has discretion	✓♦			
• Granting of subleases	✓♦			
• Table and chair licenses	✓♦			
• Decision to notify the intention to grant any approvals for events in excess of 6 days	✓♦			
• Decision to notify right of way (ROW) easement	✓♦			
• Affected Party Approval for permanent private development encroaching on Council land	✓♦			

♦ Delegation to be exercised by officers following prior consultation with the Community Board Chairperson, or other nominated representative(s) of the Community Board where practicable

	Decision by: ²			
	Officer	WCB	Committee	Council
Rivers and Lakes				
• speed limits		✓		✓
• enforcement	✓			
• concessions		✓		
• charges		✓		
• navigation aids	✓			
• structure design and location		✓		
• commercial activity permit for activity from a jetty		✓		
Roads				
<i>Capital</i>				
• strategic planning		✓		✓
• funding		✓	✓	✓
• new seals		✓		
• re-seals	✓			
<i>Operational</i>				
• policy		✓		✓
• LoS trade-offs		✓		
• maintenance	✓			
• naming	✓			
• stopping		✓		✓
• temporary closure pursuant to policy		✓ ¹		
<i>Minor safety works</i>				
• implement projects	✓			
• change priority of projects		✓		
• approve new projects		✓		
Service Delivery				
• specification / LoS		✓		✓
• delivery	✓			
• monitoring		✓		

◆ For temporary road closures over 13 hours. Under 4 hours – CEO

	Decision by: ²			
	Officer	WCB	Committee	Council
Staff issues				
• Employment	✓			
• performance	✓			
• dismissal	✓			
Street furniture and paving				
• policy and palette		✓		✓
• location		✓		
• purchase	✓			
• installation/removal	✓			
Street lighting				
• policy		✓	✓	✓
• location		✓		
• style		✓		
• purchase	✓			
• installation/removal	✓			
• under-grounding priorities		✓		
Swimming Pool				
• location		✓		
• design		✓		
• operation	✓			
• funding		✓	✓	✓
Trees on Council Land				
• location		✓		
• species		✓		
• planting	✓			

Planning & Strategy Committee

Terms of Reference

Membership

The Planning & Strategy Committee will have six appointed members – Councillors Tony Hill, Calum McLeod, Ross McRobie, Valerie Miller, John MacDonald and Quentin Smith

Quorum

The quorum for every meeting shall be three members

Chair

Councillor Tony Hill will be the Chair and Councillor Calum McLeod will be Deputy

Frequency of Meetings

The Planning & Strategy Committee will meet six weekly.

Parent Body

The Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

To recommend strategies, plans and policies that advance the Council's vision and goals for the District and ensure integrated and sustainable management of the natural and physical resources of the District in accordance with the Resource Management Act 1991.

In fulfilling their role on the Planning & Strategy Committee, members shall be impartial and independent at all times.

Terms of Reference

Activity Areas

- District Plan
- District Plan review
- Private Plan changes

- RMA appeals
- Growth management
- Environmental sustainability
- Affordable housing
- Building control
- Monitoring of Resource Consents

Key Projects

1. Delivery of Annual Work Programme

Delegated Authority

The Planning & Strategy Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

1. The Planning & Strategy Committee will:
 - a. approve the adoption of strategies, policies and plans that relate to any activity area listed above where authorised by the Council;
 - b. exercise all of the Council's functions, powers and duties pursuant to section 34(1) of the Resource Management Act 1991 in relation to the consideration of Council-initiated Plan Changes and Variations. (Note: To avoid doubt, a Council-initiated Plan Change includes a private request for a Plan change under clause 22 of Schedule 1 of the Resource Management Act 1991 that has been adopted by the Council under clause 25(2) of that Schedule);
 - c. consider, make determinations and notify variations to the Queenstown Lakes Proposed District Plan, pursuant to the provisions of the Local Government Act 2002 and the Resource Management Act 1991.
 - d. maintain the Council strategic relationships with Government and non-Government agencies and funding bodies (excluding NZ Transport Agency) with respect to any of the activity areas listed above;
 - e. lodge and present submissions to external bodies on policies and legislation relevant to the Planning & Strategy Committee's Terms of Reference and any activity area listed above. (Note: Where timing constraints apply, the Chairperson (or in their absence, the Deputy Chairperson) has the authority to lodge submissions and seek retrospective approval);

- f. approve the review of bylaws under the Planning & Strategy Committee's jurisdiction and consider submissions;
- g. initiate commencement of a consultation process, excluding initiating the special consultative procedure under the Local Government Act 2002 related to any activity area listed above.

Power to Recommend

1. The Planning & Strategy Committee will:
 - a. recommend the adoptions of strategies, policies and plans that relate to any activity area listed above where the final decision must be made by the Council;
 - b. consider any proposal where public consultation is (or may be) required (including the use of the special consultative procedure) related to any activity area listed above, other than a consultative process pursuant to the Resource Management Act 1991 and to make recommendations to the Council as appropriate;
 - c. consider any strategic planning or development matter, including matters related to planning for and managing growth in the District and make recommendations to the Council as appropriate. (Note: this responsibility should be exercised in partnership with any other committee responsible for a particular activity area impacted by specific proposals.)
 - d. recommend adoption of any new or amended bylaw related to any activity area listed above.

Delegation Limitations

The Planning & Strategy Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Procedure

The Chairperson will report back to the Council with recommendations of the Planning & Strategy Committee at the next Council meeting following each committee meeting.

Infrastructure Committee

Terms of Reference

Membership

The Infrastructure Committee will have five appointed members – Councillors Alexa Forbes, Ross McRobie, Craig Ferguson, Penny Clark and John MacDonald

Quorum

The quorum for every meeting shall be three members

Chair

Councillor Alexa Forbes will be the Chair and Councillor Ross McRobie will be Deputy

Frequency of Meetings

The Infrastructure Committee will meet six weekly

Parent Body

The Committee reports to the Queenstown Lakes District Council

Objectives of the Committee

To review strategy and policy for the Council's infrastructure

In fulfilling their role on the Infrastructure Committee, members shall be impartial and independent at all times

Terms of Reference

Activity Areas

- Water, wastewater and storm water
- Road network
- Solid waste
- Transportation planning

- Public transport
- Road safety
- Parking
- Infrastructure planning
- Property

Responsibilities and Key Projects

1. Delivery of Annual Work Programme.
2. Overseeing provision of capital and maintenance programmes to deliver effective:
 - a. Water, wastewater and storm water networks (including collection, treatment, reticulation and disposal).
 - b. Road network (including streets, bridges, footpaths, landscaping and ancillary services and facilities, areas of public amenity and street lighting).
3. Overseeing provision of solid waste services (including kerbside solid waste and recycling collection services, landfills and transfer stations).
4. Overseeing provision of transportation planning, public transport and road safety.
5. Development and maintenance of policy for the effective management of the built form of streets in the CBD (Queenstown, Wanaka, Arrowtown and Frankton) including signs, furniture, areas of public amenity and street names.

Delegated Authority

The Infrastructure Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

1. The Infrastructure Committee will:
 - a. approve the adoption of strategies, policies and plans that relate to any activity area listed above where authorised by the Council;
 - b. maintain the Council strategic relationships with NZ Transport Agency;
 - c. lodge and present submissions to external bodies on policies and legislation relevant to the Infrastructure Committee's Terms of Reference and any activity area listed above. (Note: Where timing constraints apply, the Chairperson (or in their absence, the Deputy Chairperson) has the

- authority to lodge submissions and seek retrospective approval);
- d. approve the review of bylaws under the Infrastructure Committee's jurisdiction and consider submissions;
- e. initiate commencement of a consultation process, excluding initiating the special consultative procedure under the Local Government Act 2002 related to any activity area listed above.

Power to Recommend

1. The Infrastructure Committee will:
 - a. recommend the adoptions of strategies, policies and plans that relate to any activity area listed above where the final decision must be made by the Council;
 - b. consider any proposal where public consultation is (or may be) required (including the use of the special consultative procedure) related to any activity area listed above, and to make recommendations to the Council as appropriate;
 - c. recommend adoption of any new or amended bylaw related to any activity area listed above.
 - d. prepare a draft Infrastructure Strategy and recommend it for approval by the Council as part of the Long Term Plan.

Delegation Limitations

The Infrastructure Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Procedure

The Chairperson will report back to the Council with recommendations of the Infrastructure Committee at the next Council meeting following each committee meeting.

Community & Services Committee

Terms of Reference

Membership

The Community & Services Committee will have six appointed members – Councillors Scott Stevens, Craig Ferguson, Penny Clark, Valerie Miller, Ross McRobie and Quentin Smith

Quorum

The quorum for every meeting shall be three members

Chair

Councillor Scott Stevens will be the Chair and Councillor Craig Ferguson will be Deputy

Frequency of Meetings

The Community & Services Committee will meet six weekly

Parent Body

The Committee reports to the Queenstown Lakes District Council

Objectives of the Committee

To review strategy and policy essential to the development of resilient, successful and safe communities.

In fulfilling their role on the Community & Services Committee, members shall be impartial and independent at all times.

Terms of Reference

Activity Areas

- Venues and events
- Sporting facilities
- Emergency Management
- Economic development

- Community development
- Harbour master
- Regulatory services
- Forests
- Tracks, trails, cycle ways, walkways and bridleways
- Foreshores, lake edges and esplanades
- Parks and reserves (including reserve management planning)
- Sport and recreation planning
- Swimming pools
- Cemeteries
- Public toilets
- Community housing
- Libraries
- Communication and customer services

Responsibilities and Key Projects

1. Delivery of Annual Work Programme.
2. Overseeing provision of capital and maintenance programmes to deliver effective:
 - a. development and presentation of parks and reserves
 - b. sport and recreation planning, including the planning of new facilities included in the Council's Annual Plan/Long Term Plan
 - c. development and maintenance of services and facilities that contribute to community social and physical wellbeing, (including libraries, cemeteries, public toilets, community housing, gardens and parks, trails, cycle ways, walkways and bridleways, sporting and recreation facilities)
 - d. development and maintenance of foreshores, lake edges, esplanades (including marinas, jetties and navigation aids)
3. Facilitating communication between the Council and communities that make up the District.
4. Facilitating new economic development initiatives.
5. Oversee preparation of reserve management plans and other management plans and policies for Council's community facilities and services (including master plans and policies relating to arts and culture, sport and recreation (including swimming pools and stadia), facilities and services for

youth, the eradication of pests, weeds and wilding trees, heritage features and buildings).

Delegated Authority

The Community & Services Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

1. The Community & Services Committee will:
 - a. approve the adoption of strategies, policies and plans that relate to any activity area listed above where authorised by the Council;
 - b. lodge and present submissions to external bodies on policies and legislation relevant to the Community & Services Committee's Terms of Reference and any activity area listed above. (Note: Where timing constraints apply, the Chairperson (or in their absence, the Deputy Chairperson) has the authority to lodge submissions and seek retrospective approval);
 - c. approve the review of bylaws under the Community & Services Committee's jurisdiction and consider submissions;
 - d. initiate commencement of a consultation process, excluding initiating the special consultative procedure under the Local Government Act 2002 related to any activity area listed above;
 - d. hear and determine Gambling Venue applications.

Power to Recommend

1. The Community & Services Committee will:
 - a. recommend the adoptions of strategies, policies and plans that relate to any activity area listed above where the final decision must be made by the Council;
 - b. consider any proposal where public consultation is (or may be) required (including the use of the special consultative procedure) related to any activity area listed above, and to make recommendations to the Council as appropriate;
 - c. recommend adoption of any new or amended bylaw related to any activity area listed above.
 - d. recommend any reserve management plan for adoption by the Council under the Reserves Act 1977.

Delegation Limitations

The Community & Services Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Procedure

The Chairperson will report back to the Council with recommendations of the Community & Services Committee at the next Council meeting following each committee meeting.

Audit, Finance & Risk Committee

Terms of Reference

Membership

The Audit, Finance & Risk Committee will have four appointed members; Councillors Ross McRobie and Tony Hill and two independent members

Quorum

The quorum for every meeting shall be three members

Chair

Councillor Ross McRobie shall be the Chair and Councillor Tony Hill shall be the Deputy

Frequency of Meetings

The Audit, Finance & Risk Committee will meet on a quarterly basis

Parent Body

The Committee reports to the Queenstown Lakes District Council

Objectives of the Committee

The objectives of the Audit, Finance & Risk Committee are to assist the Council to discharge its responsibilities for:

- a. the robustness of the internal control framework and financial management practices;
- b. the integrity and appropriateness of internal and external reporting and accountability arrangements;
- c. the robustness of risk management systems, processes and practices;
- d. compliance with applicable laws, regulations,
- e. standards and best practice guidelines; and
- f. the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.

In fulfilling their role on the Audit and Risk Committee, members shall be impartial and independent at all times

Terms of Reference

Activity Areas

- Overall financial performance of the Council
- Financial performance of CCO's and other Council related activities
- Council investments
- Internal and external Audit
- Risk Management

Responsibilities and Key Projects

1. Delivery of Annual Work Programme

Delegated Authority

The Audit, Finance & Risk Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council)

Power to Act

1. The Audit, Finance & Risk Committee will:

Financial systems and performance

- a. Oversee and review the Council's financial and non-financial performance against the Long Term Plan and Annual Plan.
- b. Oversee and review financial mechanisms (including rates, financial contributions and fees/charges and evaluate development of funding tools).
- c. Oversee and review corporate (SOI) and contractual performance of subsidiary organisations and organisations obtaining financial support from the Council (including CCO's and Trusts).
- d. Oversee and review Council investments to ensure they achieve their stated objectives (including CCO's and CCTO's, trusts, incorporated societies, internal business units, subdivision, forestry, motor parks, commercial leases).

- e. Oversee and review Council financial statements and accounting policies and principals and recommend the adoption of completed financial statements.

Internal Control Framework

- a. Review whether management's approach to maintaining an effective internal control framework is sound and effective.
- b. Review whether management has taken steps to embed a culture that is committed to ethical and lawful behaviour.
- c. Review whether management has in place relevant policies and procedures and how these are reviewed and monitored.
- d. Review whether there are appropriate processes or systems in place to capture and effectively investigate bribery and/or fraud.

Internal Reporting

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

External Reporting and Accountability

- a. Consider the appropriateness of the Council's existing accounting policies and principles and any proposed changes.
- b. Satisfy itself that the financial statements are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal controls.
- c. Confirm that processes are in place to ensure that financial information included in the Council's annual report is consistent with the signed financial statements.

Risk Management

- a. Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Council's financial and business risks, including fraud.
- b. Review whether a sound and effective approach has been followed in developing risk management plans (including relevant insurance) for major projects, undertakings and other significant risks.
- c. At least annually assess the effectiveness of the implementation of the risk management framework/plans.

External Audit

- a. At the start of each audit, confirm the terms of the engagement, including the nature and scope of the audit, timetable and fees, with the external auditor.
- b. Oversee the coordination of audit programmes conducted by the external auditors.

Compliance with Legislation and Council's Policies

- a. Review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies) and Council's policies.

Insurance

- a. Review the level of insurance on an annual basis to ensure that it is appropriate and implement any changes.

Miscellaneous

- a. Lodge and present submissions to external bodies on policies and legislation relevant to the Committee's Terms of Reference and any activity area listed above (Note: Where timing constraints apply, the Chairperson (or in their absence, the Deputy Chairperson) has the authority to lodge submissions and seek retrospective approval).
- b. Approve the review of bylaws under the Audit, Finance & Risk Committee's jurisdiction and consider submissions.
- c. Approve risk management programmes
- d. Review insurance arrangements annually.

Power to Recommend

1. The Audit, Finance & Risk Committee will:

Financial systems and performance

- a. Recommend to the Council the adoption, or non-adoption of completed financial and non-financial performance statements.
- b. Report to the Council on the performance of subsidiary organisations and Council investments.

External Reporting and Accountability

- a. Review the Council's financial statements and provide advice to the Council (including whether appropriate action has been taken in response to the audit recommendations and adjustments) and recommend their signing.

- b. Report to the Council on the effectiveness of the Council's external accountability reporting (including non-financial performance)

External Audit

- a. Make recommendations to the Council on the appointment of auditors, and audit fees.
- b. Receive the external audit report(s) and review action to be taken by management on, and provide advice to the Council in relation to, significant issues and audit recommendations raised in the reports.

Delegation Limitations

The Audit, Finance & Risk Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002

Procedure

The Chairperson will report back to the Council with recommendations of the Audit, Finance Risk Committee at the next Council meeting following each committee meeting

Elected Member Conduct Committee

Terms of Reference

Membership

All elected members of the Council and an independent person to be appointed by Council

Quorum

Three, one of whom must be the independent person to be appointed by Council

Chair

The independent appointment will be the Chair

Frequency of Meetings

The Elected Member Conduct Committee will meet as required

Parent Body

The Elected Member Conduct Committee is a standing committee of the Queenstown Lakes District Council, which survives a triennial general election of members

Objectives of the Committee

1. To monitor compliance with:
 - a. the Queenstown Lakes District Council Code of Conduct for Elected Members ('Code of Conduct'); and
 - b. the Queenstown Lakes District Council Standing Orders ('Standing Orders').
2. Conduct an inquiry into any matters which may be referred to it by the Chief Executive or an elected member.
3. Conduct an inquiry and determine whether or not any complaint is to be upheld and to make recommendations to Council.
4. Consider, report and make any other recommendations to the Council concerning any matters arising from its inquiry in relation to or concerning any complaint alleging a breach of Standing Orders or the Code of Conduct.

Terms of Reference

1. To receive a complaint into any alleged breach of Standing orders or Code of Conduct referred by the Chief Executive or the Mayor.
2. To conduct an inquiry into any complaint alleging a breach of Standing orders or Code of Conduct and to hear evidence and submissions.
3. To determine whether or not the complaint is upheld on the balance of probabilities.
4. Where the Committee has determined that a breach of the Standing Orders or Code of Conduct has occurred, to make any or any combination of the following recommendations to Council:
 - a. Refer the determination of the Elected Member Conduct Committee to the Auditor General and/or the New Zealand Police or other appropriate public body;
 - b. Censure;
 - c. Reconstitution of a Committee or sub-committee of Council to effect removal of the elected member (either permanently or temporarily) from Council Committees;
 - d. Dismissal of the elected member from a position as Deputy Mayor or Chair of a committee;
 - e. Dismissal of the elected member from appointment to any other representative bodies (either permanently or temporarily); and
 - f. For breaches of the Code of Conduct in relation to electronic resources or communications, removal of Council owned computer/electronic equipment and termination (either permanently or temporarily) of access to any electronic resources of Council.

Public Excluded

Due to the privacy interests that arise in the exercise of the terms of reference, attendance at any meetings of the Elected Member Conduct Committee is restricted to members of this Committee, unless a hearing is to be conducted in public.

Delegated Authority

The Elected Member Conduct Committee has the delegated authority to carry out activities within its terms of reference. For the avoidance of doubt, the terms of reference for the Elected Member Conduct Committee do not include any powers concerning protected disclosures, the Protected Disclosures Act 2000, or the Queenstown Lakes District Council Protected Disclosures Policy.

Delegation Limitations

The Elected Member Conduct Committee may not delegate any of its responsibilities, duties or powers.

Procedure

1. The Elected Member Conduct Committee will convene on the delivery of a complaint to the Chairperson.
2. The Elected Member Conduct Committee will decide the nature and scope of the inquiry to be conducted.
3. The Elected Member Conduct Committee may resolve to conduct its enquiries and proceedings with the public excluded to the extent provided by s48 of the Local Government Official Information and Meetings Act 1987.
4. The Elected Member Conduct Committee may resolve that the publication of any information may be prohibited or restricted to the extent provided by s48 of the Local Government Official Information and Meetings Act 1987.
5. The Elected Member Conduct Committee will conduct its proceedings in accordance with usual judicial principles and may:
 - a. receive any evidence in any form that it considers appropriate to receive;
 - b. call for anything to be provided in evidence that it considers will assist it to make a decision or recommendation;
 - c. call before it a person to give evidence, who in its opinion, will assist in making a decision or recommendation;
 - d. the following provisions of the Commissions of Inquiry Act 1908 apply to every hearing conducted by the Elected Member Conduct Committee:
 - i. section 4, which gives powers to maintain order:
 - ii. section 4B, which relates to evidence:
 - iii. section 4D, which gives power to summon witnesses:
 - iv. section 5, which relates to the service of a summons:
 - v. section 6, which relates to the protection of witnesses:
6. On receipt of a complaint, the Chairperson of the Elected Member Conduct Committee must give the member(s) alleged to be in breach of the Code of Conduct or Standing Orders:
 - a. written notice of the complaint against him/her;
 - b. the opportunity to be represented by counsel or a support person;

- c. at least five working days' notice of the date and time of any hearing at which the member must appear;
 - d. written advice of the evidence against him/her;
 - e. adequate time in which to present submissions at any hearing.
7. The Chairperson will report all findings of the Elected Member Conduct Committee to the next meeting of Council.

Governance Subcommittee

Terms of Reference

Membership

The Governance Subcommittee will have three appointed members: The Mayor, one Councillor and the Chief Executive

Quorum

The quorum for every meeting shall be two members

Chair

The Mayor will be the Chair

Frequency of Meetings

The Governance Subcommittee will meet as required

Parent Body

The Committee reports to the Queenstown Lakes District Council

Objectives of the Committee

To provide prompt authoritative recommendations on the recruitment and selection of directors to Council Controlled Organisations and Council Controlled Trading Organisations

Terms of Reference

1. To identify the skills, knowledge and attributes required for director appointments to the board of a CCTO or CCO. (Explanatory note: To identify these requirements the Governance Subcommittee will consult with the Chairperson of the relevant CCTO or CCO, and any professional agency (if required) and will also have regard to the Institute of Directors' 'Four Pillars of Governance Best Practice').
2. To recommend to Council the appointment of directors to a CCO or CCTO.
3. To advertise any vacancy for a position as a director on a CCO or CCTO.

4. To authorise the Board to re-appoint a director.
5. To recommend to a Board the appointment of a director to the role of chairperson.
6. To recommend to Council the removal of a director.
7. To review and recommend to Council the remuneration of the board of directors.

Public Excluded

Due to the commercially sensitive nature of the matters considered by the Governance Subcommittee the public will be excluded under sections 7(2)(a), [protecting the privacy of natural persons] and 7(2)(h) [conducting commercial activities without commercial disadvantage or prejudice] and 7(2)(i) [carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)] of the Local Government Meetings and Official Information Act 1987.

Delegated Authority

The Governance Subcommittee will have delegated authority to carry out activities within its terms of reference.

Delegation Limitations

The Governance Subcommittee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Procedure

The Chairperson will report all decisions of the Governance Subcommittee to the next Council meeting.

Appeals Subcommittee

Terms of Reference

Membership

The Appeals Subcommittee will have three appointed members: The Chair of the Planning & Strategy Committee and any two members of the Planning & Strategy Committee

Quorum

The quorum for every meeting shall be three members

Chair

The Chair of the Planning & Strategy Committee will be the Chair

Frequency of Meetings

The Appeals Subcommittee will meet as required

Parent Body

The Committee reports to the Planning & Strategy Committee

Objectives of the Committee

To guide the resolution of appeals and mediations under the Resource Management Act 1991

In fulfilling their role on the Appeals Subcommittee, members shall be impartial and independent at all times

Terms of Reference

Activity Areas

- RMA appeals

Delegated Authority

The Appeals Subcommittee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

1. The Appeals Subcommittee will approve the resolution of Environment Court appeals and mediations under the Resource Management Act 1991, including resolving or withdrawing from any proceedings and providing guidelines and settlement parameters to officers responsible for participating in mediations.

Delegation Limitations

The Appeals Subcommittee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Procedure

The Chairperson will report back to the Planning & Strategy Subcommittee at the next Planning & Strategy Committee meeting following each subcommittee meeting.

Delegations from Council to the Chief Executive Officer

The Council delegates to the Chief Executive Officer:

1. Any and all of its responsibilities, duties and powers to act on any matter, subject to the limits and conditions below and excluding those matters in respect of which delegation is prohibited by any Act or Regulation. This power includes the authority to sub- delegate such powers as the Chief Executive determines necessary.

Limits and Conditions

- a. The power of the Chief Executive Officer alone to commit the Council to borrowing which has been approved in the Ten Year Plan or Annual Plan is limited to instruments for a maximum of \$30,000,000 of principal plus the associated interest payments and where the borrowing complies with the Treasury Management Policy.
- b. In the case of other transactions the power of the Chief Executive Officer together with the Mayor or Deputy Mayor to commit the Council to a transaction (or to terminate or vary any transaction) is limited to a maximum of \$7,500,000 for capital expenditure and a maximum of \$5,000,000 for operational expenditure.
- c. In the case of other transactions the power of the Chief Executive Officer alone to commit the Council to a transaction (or to terminate or vary any transaction) is limited to:
 - i. a maximum of \$4,000,000 for capital expenditure; and
 - ii. a maximum of \$1,000,000 for operating expenditure; and
 - iii. a maximum of \$4,000,000 for grants to Destination Queenstown which are approved by Council in an Annual Plan or Ten Year Plan.
- d. A transaction (including termination or variation of any transaction) must be for the efficient conduct of Council affairs, and be consistent with the Ten Year Plan and/or Annual Plan.
- e. The rules set out in the General rules applying to all delegations – Queenstown Lakes District Council, attached as Schedule 2 must be complied with.
- f. The value of a series of repeat, related or ancillary transactions must be aggregated for the purpose of determining if they exceed the capital expenditure or operational expenditure limit specified in this delegation.

- g. The value of a transaction must be calculated as the total value of the transaction over the full term of the contract and shall include any rights of renewal unless such rights of renewal are at the absolute discretion of the Council.
 - h. In regard to the borrowing of money or the acquisition and disposal of assets, the transaction being in accordance with the Ten Year Plan.
2. The power to sub-delegate any of the Chief Executive's responsibilities, duties and powers on any matter, including:
 - a. Section 43, Local Government (Official Information and Meetings) Act 1987;
 - b. Section 125, Privacy Act 1993.
 - c. Section 198, Sale and Supply of Alcohol Act 2012.
 3. The Council's power to bring or withdraw prosecution or infringement proceedings for any offence, including but not limited to:
 - a. Resource Management Act 1991;
 - b. Building Act 2004;
 - c. Local Government Act 2002;
 - d. any Queenstown Lakes District Council Bylaw.
 4. The Council's power, pursuant to Part 6 of the Criminal Procedure Act 2011, to decide to appeal against any sentence passed upon the conviction of any person for proceedings by the Council. Such appeals only to be lodged on solicitor's recommendation.

Reporting

A quarterly report on the Chief Executive's exercise of delegated powers on material matters will be provided for the information of the Audit, Finance & Risk Committee.

Failure to report the exercise of powers under this delegation shall not invalidate the exercise of the delegation.

Explanatory Notes:

The specified expenditure limits do not include GST.

These delegations do not preclude the Chief Executive Officer from referring any matter to the Council or a committee (including a subcommittee) of the Council or to the Wanaka Community Board, as appropriate, for a decision for any reason.

Delegations from Council to Officers under the Resource Management Act 1991

Resource Management Act 1991		
Section	Description	Delegated to
10	Extension of existing use rights	Manager Planning Practice Manager Resource Consents
10A	Authority to allow certain existing activities (now made unlawful/not permitted) to continue while application for resource consent is pending	Manager Planning Practice Manager Resource Consents
10B	Authority to allow certain building work to continue where it has been subsequently made unlawful by a district plan	Manager Planning Practice Manager Resource Consents
32	Duty to meet requirements for preparing s 32 reports and evaluations.	Planning Policy Manager
36(5)	Authority to make decisions about additional administrative charges	Manager Planning Practice Manager Resource Consents
36(6)	To provide a fee estimate	
36AAB	Remit the whole or part of a charge	Manager Planning Practice Manager Resource Consents
37	Power to extend time periods as provided in this section	Manager Planning Practice Manager Resource Consents Hearings Commissioner(s)
37A	Requirement to consider matters before extending a time limit.	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Hearings Commissioner(s)

39B	Selection of commissioners for specific hearings from pool of commissioners appointed by the Council	General Manager, Planning & Development
41B 41C	Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings	Manager Planning Practice Planning Policy Manager Manager Resource Consents Hearings Commissioner(s)
41D	Power to make a direction striking out a submission before, at, or after a hearing	Hearing Commissioner(s) Manager Resource Consents
42	Power to make directions to protect sensitive information.	Hearing Commissioner(s) Manager Resource Consents
42A	Powers regarding the preparation, commissioning and provision of reports	Manager Planning Practice Manager Resource Consents Planning Policy Manager Team Leader, Resource Consents Senior Planner
44A	Power to amend plans to address national environmental standards	Planning Policy Manager
55(2)	Duty to amend plan or proposed plan if directed by national policy statement	Planning Policy Manager
55I(2)	Duty to amend the plan or proposed plan if directed by national planning standard	Planning Policy Manager
58I(4)	Power to exercise the Council's powers under this section in relation to discretionary directions	Planning Policy Manager
80C	Power to decide to apply to the Minister to use the streamlined planning process	Full Council
86D	Ability to apply to Environment Court for a rule to have legal effect	General Manager, Planning & Development
87BA(2)(a)	To issue a written notice confirming that an activity is a permitted boundary activity	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner

87BA(2)(b)	To return an application for a boundary activity to the applicant if it is not a permitted activity, with written reasons	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Planner Planning Officer
87BB(1)(d)	To determine that an activity is a permitted activity where a non-compliance is marginal or temporary	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner
87BB(2) and (3)	Provision of a permitted activity notice including reasons	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Planner Planning Officer
87E 87F 87G	Power to determine Council position on a request for direct referral (87E), prepare reports (87F) and provide information to Environment Court (87G)	87E – Planning & Strategy Committee or if insufficient time, a group of Councilors comprising the Mayor, Chairperson and Deputy Chairperson of the Planning & Strategy Committee 87F and 87G – General Manager Planning & Development
88	Making an application for resource consent	General Manager Property & Infrastructure General Manager Community Services General Manager Planning & Development General Manager Corporate Services
88(1)	Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Planner

88(3) & 3A	Power to determine an application is incomplete	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Planner
91	Power to determine not to proceed with a resource consent application on certain grounds	Manager Planning Practice Manager Resource Consents
91A	Receipt of request for suspension of processing a notified application	Senior Planner Planner
91B	Duty to give written notice of when a suspension ceased	Planning Support
91C	Decision on whether to return or continue to process the application	Senior Planner
92 92A	Authority to request further information to be provided, or to commission a report	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Planner
95 95A-95G	Requirement to comply with time limit on notification Authority to determine whether the adverse effects on the environment of an application will be minor Requirement for notification or limited notification of the application where applicable.	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Planner Hearings Commissioner(s)
95E	Duty to determine which persons may be adversely affected by an application and to serve notice of the application on them if required.	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Planner
99	Power to call pre-hearing meetings and invite or require parties to attend and the duty to prepare a report of the meeting.	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents

99A	Power to refer parties who have made a resource consent application or submissions on the application to mediation	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents
100	Authority to determine whether a hearing should be held in respect of any application for a resource consent	Manager Planning Practice Manager Resource Consents
101	Authority to decide when and where a hearing is to be held within the constraints of section 37	Manager Planning Practice Manager Resource Consents
102	Authority to determine issues concerning joint considerations by two or more consent applications in relation to the same proposal.	Manager Planning Practice Manager Resource Consents
103	Authority to determine issues concerning two or more consent authorities.	Manager Planning Practice Manager Resource Consents
104	Duty to take matters into consideration and to exclude other matters when considering an application	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Planner Hearings Commissioner(s)
104A 104B 104C 104D 105 106	Power to determine resource consent applications and impose conditions Power to decline subdivision consent	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Hearings Commissioner(s)
108 108A 108AA	Power to impose conditions on resource consent Power to impose a bond as one of the conditions Requirements for conditions of resource consents	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Hearings Commissioner(s)

108 108A	Power to execute documents to register a bond (whether cash or by registered guarantee) or covenant together with all ancillary administrative tasks	Manager Planning Practice Manager Resource Consents Team Leader, Subdivision & Property Team Leader, Resource Consents Senior Planner Hearings Commissioner(s)
109	Conditions relating to bonds; power to enter on to land to ensure work for which bond is given is being completed	Manager Planning Practice Manager Resource Consents Team Leader, Subdivision & Property Team Leader, Resource Consents Senior Planner Planner Hearings Commissioner(s)
109	Power to execute documents to discharge, cancel or vary bonds (in part or whole), together with all ancillary administrative tasks including certification and online registration of certificates as authorised officer Power to register a land charge (or remove a land charge) on the land for costs of performing works where costs exceed funds secured	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner
110	Power to refund financial contribution to consent holder where consent has lapsed	Manager Planning Practice Manager Resource Consents
113	Recording reasons for decisions on resource consent applications in writing	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Hearings Commissioner(s)
114	Authority to serve consent applicant and submitters with notice of the decision on an application	Team Leader, Resource Consents Planning Support
116	Authority to consent to commencement of consent which is subject to Environment Court appeal	Manager Planning Practice

120	Authority to lodge appeal on Council's behalf in Environment Court	Planning & Strategy Committee or if insufficient time, a group of Councillors comprising the Mayor, Chairperson and Deputy Chairperson of the Planning & Strategy Committee.
124(2)	Power to allow a consent holder to continue to operate while applicant is seeking a new resource consent	Manager Planning Practice Manager Resource Consents
125	Power to grant extension of period after which a consent will lapse	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Hearings Commissioner(s)
126	Power to cancel a resource consent by written notice	Manager Planning Practice Manager Resource Consents
127	Power to change or cancel conditions imposed on a resource consent	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Hearings Commissioner(s)
128 129	Power to review a resource consent and to give notice of review	Manager Planning Practice Manager Resource Consents
132	Power to change the conditions of a resource consent on a review under s128, or to cancel resource consent	Manager Planning Practice Manager Resource Consents Hearings Commissioner(s)
133A	Power to make minor changes or corrections to resource consent (within 20 working days of grant)	Manager Resource Consents Team Leader, Resource Consents Senior Planner

138	Authority to issue a notice of acceptance of surrender of consent	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner
139 139A	Authority to issue certificate of compliance, other powers and existing use certificates	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner
149B	Duty of local authority to provide EPA with all related information to a matter (where the Minister has called in a matter and the local authority has been served with a direction under s149A)	General Manager, Planning & Development
149E	Power to make a submission on behalf of Council on a matter of national importance.	Planning & Strategy Committee or if insufficient time, a group of Councillors comprising the Mayor, Chairperson and Deputy Chairperson of the Planning & Strategy Committee
149G	Duty to prepare a report commissioned by the EPA	General Manager, Planning & Development
149Q	Authority to receive report from EPA and to make comments on it	General Manager, Planning & Development
149T	Power to give notice on Council's behalf under s274 of matter referred directly to the Environment Court.	General Manager, Planning & Development
149V	Power to lodge appeal to the High Court on question of law on Council's behalf	Planning & Strategy Committee or if insufficient time, a group of Councillors comprising the Mayor, Chairperson and Deputy Chairperson of the Planning & Strategy Committee
149ZD	Power to recover costs incurred by the Council from the applicant	General Manager, Planning & Development

149W(2) (a) and (4)	Power to implement decision of Board or Court about proposed plan or change or variation	General Manager, Planning & Development
168 168A	Duty to receive notice of requirement	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner
168A	Authority to lodge notice of requirement on behalf of Council	Chief Executive Officer General Manager Planning & Development General Manager Community Services General Manager Property & Infrastructure
168A	Power to determine whether to publicly notify Council's notice of requirement for a designation	Hearings Commissioner(s) Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents
168A	Power to make decision on Council's notice of requirement for a designation	Manager Planning Practice Manager Resource Consents Manager Planning Policy Team Leader, Resource Consents Hearings Commissioner(s)
169	Power to request further information and determine whether to publicly notify notice of requirement for a designation	Manager Planning Practice Manager Resource Consents Manager Planning Policy Team Leader, Resource Consents Senior Planner
171	Power to consider and make recommendations on requirements for a designation	Manager Planning Practice Manager Resource Consents Manager Planning Policy Team Leader, Resource Consents Senior Planner Hearings Commissioner(s)

173	Power to give notice of requiring authority's decision on designation	Team Leader, Planning Support Planning Support
174	Power to appeal to Environment Court against requiring authority's decision on designation	General Manager, Planning & Development
175	Authority to include a designation in district plan	Policy Planning Manager
176	Power to give written consent in relation to land subject to Council designation NOTE: This is where Council has designated the land, and another party seeks to undertake an activity within Council's designation	General Manager Property & Infrastructure General Manager Planning & Development Parks and Reserves Planning Manager
176A	Power to lodge an outline plan Power to request changes & to waive requirement for an outline plan	General Manager Property & Infrastructure General Manager Community Services Parks and Reserves Planning Manager Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner (<i>to request changes or waive requirement only</i>) Hearings Commissioner(s)
181	Power to receive application for alterations to designations Power to determine applications for alteration of designations	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Hearings Commissioner(s)
182	Authority to receive withdrawals of designations, decide whether to accept them and to amend the District Plan accordingly	Planning Policy Manager

184	Power to extend designation which has not been given effect to	Planning Policy Manager
189	Duty to receive notice of requirement for heritage order	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner
189A	Authority to lodge notice of requirement for a heritage order on behalf of Council	General Manager, Planning & Development
189A	Power to determine whether to publicly notify Council's notice of requirement for a heritage order	Hearings Commissioner(s)
189A	Power to make decision on Council's notice of requirement for a heritage order	Hearings Commissioner(s)
190	Power to request further information and determine notification of notice of requirement for heritage order	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner
191	Power to make recommendations on notice of requirement for heritage order	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Hearings Commissioner(s)
193	Authority to give written consent in relation to land protected by Council's heritage order	General Manager, Planning & Development
195	Power to appeal to Environment Court against heritage protection authority's decisions under sections 193 or 194	General Manager, Planning & Development
195A	Power to receive application for alterations to heritage order Power to determine applications for alteration of heritage order	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Hearings Commissioner(s)

195B(5)	To make a written objection to the Minister on the Minister's proposal to transfer responsibility for an existing heritage order to another heritage protection authority	Manager Planning Policy Manager Planning Practice Manger Resource Consents
195C	To amend the District Plan by noting a transfer of responsibility for a heritage order	Manager Planning Policy Manager Planning Practice Manger Resource Consents
196	Power to receive withdrawals of heritage orders and to amend the District Plan accordingly	Manager Planning Practice Manager Planning Policy Manager Resource Consents Team Leader, Resource Consents
220	Power to impose conditions on subdivision consents	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Team Leader, Subdivision & Property Hearings Commissioner(s)
220(1)(a) and(2)(b)	Authority to undertake registration of certificates as authorised officer	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Team Leader, Subdivision & Property
221(2)	Authority to issue and sign a consent notice	Manager Planning Practice Manager Resource Management Engineering Team Leader, Subdivision & Property

221(3)	Authority to vary or cancel a condition specified in a consent notice	Manager Planning Practice Manager Resource Consents Team Leader, Resource Consents Senior Planner Team Leader, Subdivision & Property Hearings Commissioner(s)
221(5)	Authority to execute, as authorized person instrument(s) creating, varying, cancelling or recording expiry of consent notice	Manager Planning Practice Team Leader, Subdivision & Property
222	Powers related to the issues of completion certificates enabling the deposit of survey plan	Manager Planning Practice Team Leader, Subdivision & Property
223	Powers related to approval of survey plan as authorised officer	Manager Planning Practice Team Leader, Subdivision & Property
224 (c), (f)	Authority to certify compliance of survey plan as authorised officer (includes circumstances where a bond is registered) Authority to issue certificate of approval as authorised officer, and all ancillary tasks including the execution of documents for consent notices, bonds and completion certificates	Manager Planning Practice Team Leader, Subdivision & Property
226(1)(e)	Authority to certify any plans of subdivision or copy thereof, which has not had a previous statutory approval. Authority to issue a certificate for cancellation of an amalgamation condition Authority to confirm compliance with relevant district plan rules. Authority to execute all documents (as authorised officer) for registration	Manager Planning Practice Team Leader, Subdivision & Property

234	Power to vary or cancel esplanade strips on application	Manager Planning Practice Team Leader, Subdivision & Property NOTE: Decisions will be considered on a case-by-case basis and will be escalated to full Council where appropriate.
235	Power to agree on Council's behalf to creation of esplanade strip	Manager Planning Practice Team Leader, Subdivision & Property NOTE: Decisions will be considered on a case-by-case basis and will be escalated to full Council where appropriate.
237	Power to approve a survey plan where esplanade reserves or strips are required	Manager Planning Practice Team Leader, Subdivision & Property
237B	Power to acquire an easement for access strip	Manager Planning Practice Team Leader, Subdivision & Property
237C	Authority to close access strips and give notice of closure	Manager Planning Practice Team Leader, Subdivision & Property
237D	Authority to agree to transfer of access strip to Crown or regional council	Manager Planning Practice Team Leader, Subdivision & Property
237H	Authority to object to compensation valuation determination	Manager Planning Practice Team Leader, Subdivision & Property

239	Authority to certify survey plans subject to specified interests and undertake online registration of certificates as authorised officer.	Manager Planning Practice Team Leader, Subdivision & Property
240	Authority to cancel an existing amalgamation condition (in whole or part) and undertake online de-registration of certificates as authorised officer	Manager Planning Practice Team Leader, Subdivision & Property
240(3) and (4)	Authority to certify survey plans subject to an amalgamation covenant against transfer of allotments and execute as authorised officer all documents (includes online de-registration of certificates).	Manager Planning Practice Team Leader, Subdivision & Property
241(1) and (3)	Authority to deal with amalgamation conditions and undertake online registration of certificates as authorised officer. Authority to issue a certificate for cancellation of an amalgamation condition and execute all necessary documents (including online deregistration of certificates) as authorised officer.	Manager Planning Practice Team Leader, Subdivision & Property Hearings Commissioner(s)
243	Authority to deal with survey plans subject to grant or reservation of easements and undertake online registration of certificates as authorised officer, (includes variation and cancellation of easement instruments).	Manager Planning Practice Team Leader, Subdivision & Property
245	Authority to approve survey plan of reclamation	Manager Planning Practice Team Leader, Subdivision & Property
267	To participate in a conference and make decisions on behalf of the Council	Manager Planning Practice Manager Planning Policy Manager Resource Consents
268A	To participate in a mandatory alternative dispute resolution process and make decisions on behalf of Council	Manager Planning Practice Manager Planning Policy Manager Resource Consents

269 – 291	Authority to determine and direct Council involvement in Environment Court proceedings	Manager Planning Practice Manager Planning Policy
292	Authority to seek that Environment Court remedy defect in plan	Manager Planning Policy
294	Authority to seek that Environment Court review a decision or rehear proceedings	General Manager, Planning & Development
299 – 308	Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings	General Manager, Planning & Development
311 – 312	Authority to initiate declaration proceedings and take other necessary steps	General Manager, Planning & Development
314 – 321	Authority to initiate enforcement order and interim enforcement order proceedings and take other necessary steps	Chief Financial Officer Regulatory Manager
325	Authority to consent to a stay of abatement notice	Regulatory Manager
325A	Power to cancel abatement notice	Regulatory Manager
330	Power to take preventative or remedial action in emergency circumstances	General Manager, Property & Infrastructure General Manager Community Services General Manager Regulatory & Finance
331	Power to seek reimbursement of Council's costs for emergency works	General Manager, Property & Infrastructure General Manager Regulatory & Finance
336	Duty to return property seized under warrant or otherwise dispose of property if not claimed	Principal Enforcement Officer
338	Authority to commence prosecution for breach of the Act	Chief Financial Officer Regulatory Manager

357D 357CA	Powers to consider and determine objections	Hearings Commissioner
Sch 1 CI 3, 3B	Duty to consult on proposed plan, including consultation with local iwi	Planning Policy Manager
Sch 1 CI 3C	Authority to determine whether consultation has already occurred under other enactments	Planning Policy Manager
Sch 1 CI 4	Duty to invite requiring authorities by written request on designations in proposed plans.	Planning Policy Manager
Sch 1 CI 5	Authority to prepare s32 report and publicly notify proposed plan	Planning Policy Manager – but subject to authority of the Planning & Strategy Committee
Sch 1 CI 6(2) & 6A(3)	Authority to make submissions on Council's behalf	Planning & Strategy Committee or if insufficient time, a group of Councillors comprising the Mayor, Chairperson and Deputy Chairperson of the Planning & Strategy Committee
Sch 1 CI 7	Duty to give public notice of submissions on proposed plan	Planning Policy Manager
Sch 1 CI 8, 8A	Authority to make further submissions on Council's behalf	General Manager, Planning & Development
Sch 1 CI 8AA	Authority to invite submitters to meetings or refer matters to mediation	Planning Policy Manager
Sch 1 CI 8B	Duty to give notice of hearings	District Plan Administrator

Sch 1 CI 8C	Authority to determine whether hearing is required	Planning Policy Manager
Sch 1 CI 8D	Authority to withdraw proposed plan	General Manager, Planning & Development
Sch 1 CI 9	Power to hear and make recommendations and decisions on requirements	Hearings Commissioner(s)
Sch 1 CI 10	Power to hear and make recommendations on provisions and matters raised in submissions	Hearings Commissioner(s)
Sch 1 CI 11	Duty to give notice of decisions	District Plan Administrator
Sch 1 CI 14	Authority to lodge appeal with Environment Court	General Manager, Planning & Development
Sch 1 CI 16(1)	Duty to amend proposed plan if directed by Court	Planning Policy Manager
Sch 1 CI 16(2)	Authority to amend proposed plan to correct minor errors	Planning Policy Manager
Sch 1 CI 16A(2)	Authority to initiate variation to proposed plan	General Manager, Planning & Development
Sch 1 CI 20	Duty to give notice of plan becoming operative	Planning Policy Manager
Sch 1 CI 20A	Authority to amend operative plan to correct minor errors	Planning Policy Manager
Sch 1 CI 21	Authority to request change to regional plan or regional policy statement	General Manager, Planning & Development

Sch 1 CI 23	Power to seek further information relating to private plan change requests	Planning Policy Manager Senior Policy Planner Policy Planner Hearings Commissioner(s)
Sch 1 CI 24	Power to modify plan change request	General Manager, Planning & Development
Sch 1 CI 25	Power to determine how to proceed with plan change request, including power to reject request	General Manager, Planning & Development, subject to authority of Planning & Strategy Committee or if insufficient time, a group of Councillors comprising the Mayor, Chairperson and Deputy Chairperson of the Planning & Strategy Committee
Sch 1 CI 26	Authority to prepare and notify plan change request	Planning Policy Manager
Sch 1 CI 28	Power to withdraw plan change request	Planning & Strategy Committee or if insufficient time, a group of Councillors comprising the Mayor, Chairperson and Deputy Chairperson of the Planning & Strategy Committee
Sch 1 CI 29(4)	Power to hear and make recommendations on plan change request	Hearings Commissioner(s)
Sch 1 CI 29(2) and (5)	Duty to send submissions to person who made plan change request and serve copy of its decision	District Plan Administrator
Sch 1 CI 29(9)	Power to vary plan change request	Planning Policy Manager

Sch 1 CI 32	Authority to certify material incorporated by reference	Planning Policy Manager
Sch 1 CI 34	Duty to consult on incorporation of material by reference	Planning Policy Manager
Sch 1 CI 35	Duty to make information available and give public notice regarding material incorporated by reference	District Plan Administrator
Sch 1 CI 42	To agree to a notice of requirement proceeding through the collaborative process and to nominate a representative for the collaborative groups	Planning Policy Manager
Sch 1 CI 43(5)	To approve the commissioning of a report	Planning Policy Manager
Sch 1 CI 50(1)	To make submissions on Council's behalf	General Manager, Planning & Development, subject to authority of the Planning & Strategy Committee or if insufficient time, a group of Councillors comprising the Mayor, Chairperson and Deputy Chairperson of the Planning & Strategy Committee
Sch 1 CI 51	To prepare a report under this clause	Senior Policy Planner
MISCELLANEOUS		
Alternative dispute resolution	Authority to enter into and participate in mediation for appeals under the Resource Management Act 1991 and to reach a mediated agreement within guidelines and parameters set by the Appeals Subcommittee	Manager, Planning Practice Manager Resource Consents Team Leader, Resource Consents
Proposed District Plan Appeals	Authority to represent and participate on behalf of Queenstown Lakes District Council in mediation and/or alternative dispute resolution for appeals to the Council's decisions on Stage 1 of the PDP and reach an agreement within the guidelines and parameters set by the Appeals Subcommittee.	General Manager Planning & Development Manager, Planning Policy Principal Planner, Planning Policy

Sub-Delegations Financial

Taking effect on and from 20 November 2018 the Chief Executive Officer determined:

1. That financial delegations and sub-delegations in effect prior to 20 November 2018 are revoked and of no effect from that date.
2. To sub-delegate to the officers specified in Table 1, the powers, functions and duties held by the Chief Executive to enter into, vary and exit from transactions up to the value specified in the “limits” columns.
3. Every exercise of this sub-delegation must:
 - a. comply with Schedule 2 “General Rules Applying to all Delegations – Queenstown Lakes District Council”; and
 - b. where a purchase is completed with a P-Card, comply with the terms and conditions of use of that P-Card.

	Limits	
	Value Operational Transaction	Value Capital Transaction
CATEGORY A	\$1,000,000	\$4,000,000 \$20,000,000 for transactions with the Local Government Funding Agency
CATEGORY B	\$500,000	\$1,000,000
CATEGORY B1	\$250,000	\$500,000
CATEGORY C	\$100,000	\$400,000
CATEGORY D	\$20,000	\$100,000
CATEGORY E	\$5,000	\$1,000
CATEGORY F	\$1,000	\$1,000

Table 1: Officers who are authorised to enter into (and exit from) transactions up to a specified value. (Specified Officer Categories are outlined in Schedule 1 page 129)

4. An officer (other than the Chief Executive) may not delegate their financial delegations to another officer.
5. Transactions must not be segregated into separate, repeat, related or ancillary transactions for the purpose of avoiding a breach of a financial delegation limit.
6. When determining whether a transaction exceeds the capital expenditure or operational expenditure limits, repeat, related or ancillary transactions must be aggregated:
 - a. If in doubt over whether separate, repeat, related or ancillary transactions are to be aggregated (especially transactions outside the ordinary course of business) an officer is required to consult their reporting manager.
 - b. Aggregation of transactions is not necessary where the transaction concerns:
 - i. tax obligations incurred or paid in the ordinary course of business; or
 - ii. employee remuneration (payroll);
 - iii. execution of borrowing instruments where borrowing has been approved under the Ten Year Plan, and the instrument is consistent with the Treasury Management Policy.
 - iv. instalment payment of grants where a targeted rate is the funding source.
7. The value of a contract or deed must be calculated as the total value over the full term of the contract or deed including any rights of renewal unless such rights are at the absolute discretion of Council.
8. A transaction (including any termination or variation) must be for the efficient conduct of Council affairs and be consistent with the Ten Year Plan and/or Annual Plan.
9. In relation to the borrowing of money or the acquisition and disposal of assets, the transaction must be in accordance with the Ten Year Plan.

Explanatory Note:

A transaction for the purpose of this sub-delegation comprises any (or any combination of) assignments, deeds, goods, services, real estate, gifts, grants, guarantees, indemnities, settlements, borrowing, waivers, acquisition or disposal of other assets

Sub-Delegations Statutory

The officers specified in “Delegate” column of tables in this section are delegated to perform the powers, functions and duties in the “Description” column. Every exercise of this sub-delegation must comply with Schedule 2 “General rules Applying to all Delegations – Queenstown Lakes District Council” found on page 130 of these delegations.

A

Amusement Devices Regulations 1978		
Section	Description	Delegate
8	To grant a certificate of registration which is subject to conditions or decline an application for registration	Enforcement Officer
11	To grant a permit which is subject to conditions or decline an application for a permit	Enforcement Officer
16	Power to require improvements to be made, and to require further engineering inspection	Enforcement Officer
17	Power to cancel or suspend an amusement devices registration certificate	Enforcement Officer

Animal Welfare Act 1999		
Section(s)	Description	Delegate
139	Obligation to destroy sick, diseased or injured animals	Principal Enforcement Officer
173	Power to recover costs from owner or person in charge of animal	Principal Enforcement Officer

Arts Council of New Zealand Toi Aotearoa Act 2014

Section(s)	Description	Delegate
14	Application to be a community provider	Arts and Events Facilitator
15	Determine or recommend funding to community arts projects	Arts and Events Facilitator

B

Biosecurity Act 1993

Section	Description	Delegate
14	Power to take the actions prescribed (except for paragraph (db))	General Manager, Property & Infrastructure General Manager, Community Services Regulatory Manager

Births, Deaths, Marriages, and Relationships Registration Act 1995

Section	Description	Delegate
75E	The power to request the Registrar-General to provide a copy of all entries made in the access register in relation to any person	Principal Enforcement Officer Senior Solicitor

Building Act 2004

Section	Description	Delegate
31	Authority to apply for project information memorandum (PIM) and provide a copy of a PIM to the owner of a property	Building Control Support Team Leader Building Control Officers
33	Authority to determine information required for an application for a PIM	Building Control Support Team Leader Building Control Officers
34	Authority to issue a PIM	Building Control Support Team Leader Building Control Officers
35	Authority to determine the content of a PIM in accordance with this section	Building Control Support Team Leader Building Control Officers
37	Authority to attach and issue certificates regarding requirement for resource consent	Building Control Support Team Leader
38	Authority to provide a PIM to a network utility operator or statutory authority	Building Control Support Team Leader Building Control Officers
45	The authority to determine plans, specifications and other information required in an application for a building consent	Building Control Support Team Leader Building Control Officers
45A	Authority to record a minor variation to a building consent	Building Control Officers
46	The duty to provide copies of applications to the Fire and Emergency New Zealand (FENZ) as required	Building Control Officers
48	The authority to grant or refuse an application within the time limits specified, and the power to require further information	Building Control Officers
49	The authority to grant or refuse an application within the time limits specified, and the power to require further information	Building Control Officers

Building Act 2004

Section	Description	Delegate
50	The authority to give notice and reasons of a refusal to grant a building consent	Building Control Support Team Leader Building Control Officers
51	The authority to grant a building consent without the information specified in section 51(1)(b) or (ba)	Building Control Officers
54	The duty to advise applicants the amount of levy for which they are liable	Building Control Officers
62	The power to recover unpaid levies from applicants	Building Control Support Team Leader Building Control Officers
64	The duty to keep in safe custody all records and Building Consents issued including the estimated value of the building work	Building Control Officers Building Control Support Team Leader
67	Power to grant a consent subject to a waiver or modification of the building code	Building Control Officers
68	Authority to notify the Chief Executive of the Ministry of Business, Innovation and Employment if a consent is granted subject to a waiver or modification of the building code	Building Control Support Team Leader Building Control Officers
70	Ability to refer applications for energy work to the Chief Executive of the Ministry of Business, Innovation and Employment	Building Control Support Team Leader Building Control Officers
71	Authority to refuse any building consent in relation to land with natural hazards	Building Control Inspections Team Leader Building Control Processing Team Leader
72	Authority to grant any building consent in certain situations involving natural hazards	Building Control Inspections Team Leader Building Control Processing Team Leader

Building Act 2004

Section	Description	Delegate
73	Authority to carry out the notification obligations for building consent where it is issued under section 72, natural hazards	Building Control Support Team Leader Building Control Inspections Team Leader Building Control Processing Team Leader
74	Authority to carry out the further notification obligations under subsection (4)	Building Services Manager
75 and 77	Authority to issue a certificate in relation to a building on 2 or more allotments of 1 or more existing subdivisions	Building Services Manager
83	Authority to authenticate a certificate for the construction of a building on two or more allotments	Building Control Support Team Leader Building Control Inspections Team Leader Building Control Processing Team Leader
93	Authority to determine whether to issue a code compliance certificate within a certain time	Building Control Officers
94 and 95	Authority to issue a code compliance certificate if satisfied of certain matters	Building Control Officers
95A	Authority to notify the applicant when refusing to issue code compliance certificate and to provide reasons	Building Control Inspections Team Leader Building Control Processing Team Leader Building Control Officers
96	Power to issue or decline to issue a certificate of acceptance	Building Control Inspections Team Leader Building Control Processing Team Leader Building Control Officers

Building Act 2004

Section	Description	Delegate
97	Power to determine other information required for an application for a certificate of acceptance	Building Control Support Team Leader Building Control Processing Team Leader Building Control Inspections Team Leader
98	Authority to determine whether to issue certificate of acceptance and whether to require further reasonable information	Building Control Inspections Team Leader Building Control Processing Team Leader Building Control Officers
99	Authority to issue a certificate of acceptance in relation to part of a building work	Building Control Inspections Team Leader Building Control Processing Team Leader Building Control Officers
99A	Give applicant written notice where withholding a certificate of acceptance under s 208 of the Local Government Act 2002	Building Control Inspections Team Leader Building Control Processing Team Leader Building Control Officers
99A	Give application written notice where refusing to issue certificate of acceptance	Building Control Inspections Team Leader Building Control Processing Team Leader
102	Authority to issue a compliance schedule	Building Control Support Team Leader Building Control Inspections Team Leader Building Control Processing Team Leader Compliance Officer

Building Act 2004

Section	Description	Delegate
106, 107 and 109	Power to amend a compliance schedule, and carry out other administrative tasks under these sections	Building Control Support Team Leader Building Control Inspections Team Leader Building Control Processing Team Leader Compliance Officer
111	Authorise any agents of the Council to carry out inspections under this section	Building Control Support Team Leader Building Control Inspections Team Leader Building Control Processing Team Leader Building Services Manager
112	Authority to grant building consent for the alteration of an existing building if satisfied of certain matters	Building Control Processing Team Leader Building Control Officers
113	Authority to grant building consent and determine conditions of a building consent in relation to buildings with specified intended lives	Building Control Support Team Leader Building Control Officers
115	Authority to determine the change of use of buildings, and give the necessary written notice	Building Control Support Team Leader Building Control Inspections Team Leader Building Control Processing Team Leader
116	Authority to determine consent to an extension of life of a building, and give the necessary written consent	Building Control Support Team Leader Building Control Inspections Team Leader Building Control Processing Team Leader

Building Act 2004

Section	Description	Delegate
124	Authority to determine that a building is dangerous, affected, earthquake-prone or insanitary, and take any of the specified actions	Building Control Inspections Team Leader Building Control Processing Team Leader
126	Power to make an application to the District Court for an order authorizing works to be carried out by the Council	Building Services Manager
164	Authority to issue notices to fix	Building Services Manager Building Control Inspections Team Leader Building Control Processing Team Leader
167	Authority to confirm or refuse notice to fix has been complied with and to provide notice	Building Services Manager
177 and 178	Power to apply to the Chief Executive of the Ministry of Business, Innovation and Employment for a determination	Building Services Manager
180	Power to withdraw an application for a determination	Building Services Manager
208 and 209	Power to decide whether to appeal a determination and to commence proceedings	Building Services Manager
212	Power to act as the building consent authority	Building Services Manager
215	Apply for and gain accreditation as a building consent authority	Building Services Manager
216	Keep all records relevant to the administration of the Building Act	Building Control Support Team Leader Building Control Inspections Team Leader Building Control Processing Team Leader

Building Act 2004

Section	Description	Delegate
217	Provide access to information held under section 216 to the public	Building Control Support Team Leader Building Control Inspections Team Leader Building Control Processing Team Leader Building Services Manager
218	The duty to provide information to the Chief Executive of the Ministry of Business, Innovation and Employment	Building Services Manager
219	Authority to impose fees or charges as provided by Council and collect the levy under S53 and to refuse service where the fees or charges are not paid	Building Control Support Team Leader Building Control Officers
220	Authority to give notice under section 220(3) and then to apply to the District Court for an Order to carry out building work	Building Services Manager
221	To exercise the powers to recover costs under this section	Building Services Manager
222	The power to authorise officers of the Council to carry inspections and therefore be authorised officers under this Act	Building Services Manager
363A	The power to issue certificates of public use, and specify conditions in those certificates. Authority to require further reasonable information from the applicant, and the time period for providing that information from the applicant	Building Control Support Team Leader Building Control Officers
371B	The power to appoint enforcement officers and authorise any of the Council's officers to issue infringement notices under this and provide for warrants of appointment to be issued	Building Services Manager
377 and 378	Authority to file a charging document for an offence against the Building Act 2004	Building Services Manager
381	Authority to seek an injunction.	Building Services Manager

Building Research Levy Act 1969

Section	Description	Delegate
9	If the Council has been appointed an agent under section 9, receiving any levies payable.	Manager, Building Services

Burial and Cremation Act 1964

Section	Description	Delegate
18	Requirement to separately account for cemetery revenue	Chief Financial Officer

Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967

Section	Description	Delegate
3	Power to serve notices	Parks and Reserves Planning Manager Parks and Reserves Officer
4	Power to give notices	Parks and Reserves Planning Manager Parks and Reserves Officer
5	Power to remove dilapidated or neglected monuments or tablets	Parks and Reserves Planning Manager Parks and Reserves Officer

C

Camping Ground Regulations 1985		
Section	Description	Delegate
3	Power to decide whether or not to register camping grounds in accordance with these regulations and the Health (Registration of Premises) Regulations 1966	Team Leader Environmental Health
14	Power to grant certificates of exemption, and renew certificates of exemption as the case may be	Team Leader Environmental Health
15	Power to enforce the provisions of these regulations and cause regular inspections to be made	Team Leader Environmental Health

Civil Defence Emergency Management Act 2002		
Section(s)	Description	Delegate
64	Obligation to plan and provide for Civil Defence Emergency Management in the district	General Manager Corporate Services

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

D

Dog Control Act 1996		
Section	Description	Delegate
10A	To report annually on the dog control policy, practices and other matters	Regulatory Manager
10AA	To review Council's Policy on dogs and recommend to Council amendments to, or retention of, current provisions	Regulatory Manager
11	Power to appoint dog control officers	Regulatory Manager
12	Power to appoint dog rangers	Regulatory Manager
13	To issue warrants of appointment to dog control officers and dog rangers	Regulatory Manager
14	Powers of entry (including power to authorise application for search and seizure warrant under sections 56 or 57)	Regulatory Manager
20	To review Council's Dog Control Bylaw and recommend to Council amendments to, or retention of, current provisions.	Regulatory Manager
21	Power to classify probationary owners	Regulatory Manager
23A	Power to require owner to undertake training	Regulatory Manager
25	Power to disqualify owners	Regulatory Manager
30	Requirement to maintain records and provide information	Regulatory Support Co-ordinator
31	Power to classify dangerous dogs	Regulatory Manager
32 and 33	Provide written consent to the disposal of a dangerous dog to any person, and make a determination under section 32(5)(b)	Regulatory Manager
33A	Power to classify menacing dogs	Regulatory Manager

Dog Control Act 1996

Section	Description	Delegate
33C	Determination of certain breeds as menacing dogs	Regulatory Manager
33EB	Power to require neutering of menacing or dangerous dog classified by another territorial authority when subsequently registered by this Council	Principal Enforcement Officer
33E and 33EB	Power to require an owner to produce a veterinarian's certificate	Parking/Animal Control Officer
33ED	Determination not to classify dog as dangerous or menacing	Regulatory Manager
34	Power to keep and maintain a register of dogs	Regulatory Support Co-ordinator
35	Power to supply or refuse to supply certain information	Principal Enforcement Officer Senior Solicitor
36	Power to supply information to owners	Regulatory Support Co-ordinator
36A	Power to instruct owner of dangerous or menacing dog to make dog available for verification of microchip	Parking/Animal Control Officer
38 and 39	Refunds and reductions of fees	Customer Services Officer Regulatory Support Co-ordinator
40	Power to require statement regarding working dogs and neutered dogs	Customer Services Officer Regulatory Support Co-ordinator
55	To consider an objection to barking dog notice, and to confirm, modify or cancel the notice	Regulatory Manager
64(5)	To require the owner of a dog to pay for the destruction of a dog	Regulatory Manager

Dog Control Act 1996

Section	Description	Delegate
N/A	To waive the requirement for the owner of a dog to pay for the voluntary destruction of a dog Limits on exercise of delegation: 1. transaction must be within the officer's financial delegation	Principal Enforcement Officer
65	The execution and filing of a charging document in respect of infringement offences	Regulatory Support Co-ordinator
66	To authorise persons other than dog control officers to issue infringement notices	Regulatory Manager
67	Power to enter into an agreement with any person for the custody, care and exercise of impounded, seized or committed dogs	Regulatory Manager
69 and 69A	Give notice under section 69(2) and subsequently dispose of a dog, and undertake all other administrative requirements including cost recovery	Principal Enforcement Officer
70	Determine application by owner for return of barking dog, and that requirements of s70(5) are met	Principal Enforcement Officer
70	Dispose of a dog, and undertake all other administrative requirements including cost recovery	Principal Enforcement Officer
71	To carry out any duties relating to custody of dogs	Principal Enforcement Officer
71	To make decisions about the retention of dog threatening public safety	Principal Enforcement Officer
71(3)	To give written notice to the person claiming the dog	Principal Enforcement Officer
71(5)	To determine applications for release of the dog	Principal Enforcement Officer
71(8)	Dispose of a dog in manner authorised by section 69(3), and undertake all other administrative requirements including cost recovery (including debt recovery proceedings)	Principal Enforcement Officer
71A	Give notice under section 71A(1) and (2), and subsequently dispose of a dog, and undertake other administrative requirements including cost recovery	Principal Enforcement Officer

Dog Control (Prescribed Forms) Regulations 1996

Section	Description	Delegate
3	Power to alter forms prescribed by regulations	Regulatory Support Co-ordinator

Domestic Violence Act 1995 and the Domestic Violence (Public Registers) Regulations 1998

Section	Description	Delegate
Part 6	All of the Council's responsibilities, duties and powers under this part and the associated regulations	Senior Rates Officer Records Advisor

E

Electricity Act 1992

Section(s)	Description	Delegate
24, 24A	Power to set reasonable conditions over the opening up of any road and recover reasonable costs	General Manager Property & Infrastructure
25	Power to receive notices of intention to open any road	General Manager Property & Infrastructure
32	Power to require works to be moved	General Manager Property & Infrastructure

F

Fencing Act 1978

Section	Description	Delegate
5	Power to execute and register fencing covenants on title where land is contiguous to reserve vested in or administered by Council	Parks and Reserves Planning Manager
6	Power to request removal of fencing covenants from title where land is vested in or administered by Council	Parks and Reserves Officer Parks and Reserves Planning Manager

Fencing of Swimming Pools Act 1987

Section	Description	Delegate
10	Duty to ensure the Act is complied with	Manager, Building Services
11	Power to issue warrants of authority to Council officers	Manager, Building Services

Food Act 2014

Section	Description	Delegate
54	Authority to refuse to process application for registration of Food Control Plan	Environmental Health Officer
55	Authority to require further information in support of application for registration of Food Control Plan	Environmental Health Officer
57	Authority to refuse to register Food Control Plan	Environmental Health Officer

Food Act 2014

Section	Description	Delegate
60	Authority to impose reasonable conditions on registration of Food Control Plan	Environmental Health Officer
62	Authority to suspend, at any time, any or all of the operations conducted under a registered Food Control Plan	Environmental Health Officer
63	Authority to extend period of suspension of Food Control Plan	Chief Executive Environmental Health Officer
67	Authority to cancel registration of a Food Control Plan	Chief Executive Environmental Health Officer
82	Authority to process applications for registration of appropriate National Programmes	Chief Executive Environmental Health Officer
84	Authority to refuse to process application for registration of National Programme	Chief Executive Environmental Health Officer
85	Authority to require further information in support of application for registration of National Programme	Chief Executive Environmental Health Officer
87	Authority to refuse to register National Programme	Chief Executive Environmental Health Officer
89	Authority to impose reasonable conditions on registration of National Programme	Chief Executive Environmental Health Officer
90	Authority to suspend, at any time, any or all of the operations conducted under a National Programme	Chief Executive Environmental Health Officer
91	Authority to extend period of suspension of National Programme	Chief Executive Environmental Health Officer

Food Act 2014

Section	Description	Delegate
95	Authority to cancel registration of National Programme	Chief Executive Environmental Health Officer
134	Authority to act as a recognized agency, person and class of person	Chief Executive Environmental Health Officer
137	Authority to conduct verification functions and activities	Chief Executive Environmental Health Officer
140	Authority to conduct specified functions and activities as directed under s.155 and s.156	Chief Executive Environmental Health Officer
173	Authority to combine functions with other territorial authorities	Full Council
176	Transfer of functions to other territorial authorities or regional councils	Full Council
179	Transfer of function to Chief Executive of Ministry of Primary Industries	Full Council
182	Authority to change revocations etc of any transfer under Section 179	Full Council
205	Power to fix fees	Full Council
219	Authority to issue and cancel infringement notices	Chief Executive Environmental Health Officer
294-295	Powers of Verifiers	Chief Executive Environmental Health Officer
296-321	Powers of Food Safety Officers	Chief Executive Environmental Health Officer
322-326	Power to apply for, execute and act under search warrant	Chief Executive Environmental Health Officer

Food Hygiene Regulations 1974

Section	Description	Delegate
83	Carry out the powers functions and duties of a local authority inspector	Environmental Health Officer
47(5) & 82	Carry out the powers, functions and duties of an officer appointed under section 7 of the Food Act 1981	Food Act Officer, appointed under warrant issued by Ministry of Primary Industries

Forest and Rural Fires Act 1977

Section	Description	Delegate
60	Power to take measures on land owned by the Council to avoid, remove, reduce fire hazards which endanger vegetation	Parks & Reserves Planning Manager Parks & Reserves Officer Parks Service Delivery Manager
60	Power to take measures on private land to avoid, remove, reduce fire hazards which endanger vegetation where landowner provides written consent	Parks & Reserves Planning Manager Parks & Reserves Officer Enforcement Officer Parks Service Delivery Manager

Freedom Camping Act 2011

Section	Description	Delegate
32	Power to appoint enforcement officers under this Act, and to arrange for the issue of warrants of appointment	Regulatory Manager
39	Power to decide whether or not to return seized and impounded property	Regulatory Manager
40	Authority to dispose of seized and impounded property in accordance with this section	Regulatory Manager

G

Gambling Act 2003		
Section	Description	Delegate
98-100	Power to determine territorial authority consent applications pursuant to the class 4 venue policy	Community & Services Committee

Gas Act 1992		
Section(s)	Description	Delegate
25, 25A	Power to set reasonable conditions over the opening up of any road and recover reasonable costs	General Manager Property & Infrastructure
26	Power to receive notices of intention to open any road	General Manager Property & Infrastructure
33	Power to require fittings to have their position changed	General Manager Property & Infrastructure

Government Roding Powers Act 1989		
Section(s)	Description	Delegate
62	Consent to a delegations made by the New Zealand Transport Agency under section 62(1)	General Manager Property & Infrastructure
64	Decision to surrender delegated powers and duties, and give required notice	General Manager Property & Infrastructure
75	Power to agree on compensation	General Manager Property & Infrastructure

H

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

Health Act 1956		
Section(s)	Description	Delegate
23	Duty and powers to improve, promote and protect public health within the district	Environmental Health Officer
28	Power to appoint suitably qualified environmental health officers	Regulatory Manager
33	Power to cause the abatement of nuisance and recover the cost of the abatement from the owner/occupier	Team Leader Environmental Health

Health Act 1956

Section(s)	Description	Delegate
34	Power to cause the immediate Abatement of Nuisance	Team Leader Environmental Health Environmental Health Officer
41	Power to issue cleansing order to require owners or occupiers to cleanse property	Chief Engineer Property Director Environmental Health Officer
42(1)	Power to certify that a dwelling house is unfit for human habitation	Chief Engineer Property Director Environmental Health Officer
42(2)	Power to certify that a dwelling house does not comply with any regulations made under section 120C of the Health Act 1956	Chief Engineer Property Director Environmental Health Officer Building Services Manager
42(3)	Power to issue a repair notice or closing order on receipt of certificate from Chief Engineer or any other officer of a local authority duly authorised	Chief Engineer Property Director Environmental Health Officer Building Services Manager
45	Power to cancel a closing order	Regulatory Manager
53C	Power to make an advance to any owner served with a notice under section(s) 41, 42	Regulatory Manager Financial Services Manager
54	Power to grant consent for offensive trade with or without conditions Power to issue registration Power to refuse to register or to renew registration or to impose conditions	Environmental Health Officer
58	Grant consent for stock sale-yards with or without conditions	Environmental Health Officer
69J, 69K, 69L, 69M,	Apply for registration as a drinking water supplier, water carrier, and to provide information about any associated changes as required under section 69M	Chief Engineer Property Director

Health Act 1956

Section(s)	Description	Delegate
69Y	Duty to Monitor drinking water to ensure compliance with drinking water standards and assess public health risk	Chief Engineer
69Z – 69ZF	Duty to prepare and implement a public health risk management plan in relation to the drinking water supply, to review/renew plans, keep and make available records of plans, to investigate complaints, to take remedial action if standards breached	Chief Engineer
81	Power to authorise an environmental health officer to enter premises and carry out disinfection and cleansing	Regulatory Manager
82	Obligation to disinfect and cleanse when ordered to do so by the Medical Officer of Health	Team Leader Environmental Health
83	Power to destroy articles that cannot be effectively disinfected	Team Leader Environmental Health
84	Power to establish mortuary, cleansing stations, provide vehicles and disinfectant	Parks & Reserves Planning Manager Regulatory Manager
86	Duty to Cause bodies to be buried or moved to a Mortuary when required by Medical Officer of Health	Parks & Reserves Planning Manager Regulatory Manager
87	Receive and determine an application for injurious affection	Regulatory Manager
121	Duty and power to appoint suitably qualified environmental health officers	Regulatory Manager
128	Power to authorise entry and inspection of specified facilities, and execution of works under this Act	Regulatory Manager
69S	Duty to take all practicable steps to ensure that an adequate supply of drinking water is provided to each point of water supply to which drinking water is supplied, and to make decisions about when to restrict or interrupt the provision of drinking water to any point of supply under section 69S.	Chief Engineer
69T	Determine if the Council's ability to maintain an adequate supply of drinking water is or may be at imminent risk for any reason, and to take steps as referred to in section 69T	Chief Engineer
69U	Take reasonable steps to contribute to the protection of a drinking water source	Chief Engineer

Health Act 1956		
Section(s)	Description	Delegate
69V	Take all practicable steps to comply with drinking water standards	Chief Engineer
69W	Take reasonable steps to supply wholesome drinking water	Chief Engineer
69X	Check water quality before connecting to a new water source	Chief Engineer
69ZZP	Make assessments and warn users of self-supplied building water supplies about contamination	Chief Engineer
69ZZZ	As a network supplier take actions with respect to backflow prevention	Chief Engineer

Health (Burial) Regulations 1946		
Clause	Description	Delegate
14 and 15	To maintain a register of funeral directors in accordance with these regulations	Parks & Reserves Planning Manager Parks & Reserves Officer
16 and 17	Power to issue certificates of registration	Environmental Health Officer
20	Power to issue Certificate of Fitness in respect of Mortuary	Environmental Health Officer

Health (Hairdressers) Regulations 1980		
Clause	Description	Delegate
3	Power to decide whether or not to register hairdressers in accordance with these regulations and the Health (Registration of Premises) Regulations 1966	Environmental Health Officer
4	Power to issue certificates of exemption	Environmental Health Officer

Health (Registration of Premises) Regulations 1966

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

Health and Safety in Employment Act 1992*

Section(s)	Description	Delegate
7	Identification of hazards	All Employees
8, 9, 10	Elimination, isolation or minimisation of significant hazards	All Tier 2 and Tier 3 people managers Health & Safety Representatives
11	Employees to be given results of monitoring	All Tier 2 and Tier 3 people managers
12	Provision of information to employees	All Tier 2 and Tier 3 people managers
13	Training and supervision of employees	All Tier 2 and Tier 3 people managers
16	Duty to ensure that places of work are controlled	All Tier 2 and Tier 3 people managers
25	Recording and notification of accidents and serious harm	All Tier 2 and Tier 3 people managers

* Tier 2 Managers are all direct reports to the Chief Executive; Tier 3 Managers are all direct reports to the Chief Financial Officer, General Managers, or Directors

Heritage New Zealand Pouhere Taonga Act 2014

Section(s)	Description	Delegate
14	Power to enter into agreement with Heritage New Zealand Pouhere Taonga Act 2014	General Manager Property & Infrastructure General Manager, Community Services General Manager Planning & Development
74	Duty to have regard to recommendations of Heritage New Zealand Pouhere Taonga or Maori Heritage Council	General Manager Property & Infrastructure General Manager, Community Services General Manager Planning & Development

Impounding Act 1955

Section	Description	Delegate
3	Duty to provide and maintain a public pound and provide for separate holding of infected stock	Regulatory Manager
4	Provision for joint pound administration	Regulatory Manager
5	Requirement to give public notice of location of pound	Regulatory Manager
6	Requirement to erect and maintain a notice board providing particulars	Regulatory Manager
8	Obligation to appoint pound-keeper and power to appoint rangers and other persons.	Regulatory Manager
9, 10, 11	Power to appoint a deputy and remove or suspend the pound-keeper and publicly notify these actions	Regulatory Manager
12	Duty to keep stock infected with contagious disease separate	Regulatory Manager

Impounding Act 1955

Section	Description	Delegate
12	Pounds to be kept clean and in good order and stock to be provided sufficient food, water, care and attention	Regulatory Manager
13	Pound book and impounding register to be maintained and open to inspection	Animal Control Officer Regulatory Support Co-ordinator Principal Enforcement Officer
14	Power to recover actual costs of providing sustenance	Regulatory Support Co-ordinator Principal Enforcement Officer
15	Power to recover driving charges for stock trespassing, straying or wandering on or near a road.	Animal Control Officer Regulatory Support Co-ordinator
16	Power to require owner of trespassing stock to pay trespass rates to Council	Animal Control Officer Regulatory Support Co-ordinator
23	Power to withhold delivery of stock impounded until trespass rates paid by owner	Animal Control Officer
26	Power to release stock to its owner where land occupier notifies of intention to claim damages	Regulatory Manager
32	Declare any fenced paddock a temporary pound with the consent of the occupier and appoint a keeper and fix a notice setting out specified information	Principal Enforcement Officer
38	Power to issue notice regarding wild stock trespassing on land and sell the stock if not removed	Regulatory Manager
42	Power to dispose of wild stock straying on roads and dispose of carcass and retain proceeds	Animal Control Officer

Impounding Act 1955		
Section	Description	Delegate
44	Power to expand pound temporarily	Regulatory Manager
46	Obligation to give notice under subsections (1) and (2) of stock impounded	Animal Control Officer
47	Power to detain stock impounded until all fees, rates, charges and expenses paid by owner	Regulatory Manager
50	Power to authorise person to act as auctioneer for sale of impounded stock	Principal Enforcement Officer
52	power to destroy diseased, injured, sick animal and arrange for destruction of animal and disposal of carcass	Principal Enforcement Officer
52	Authority to destroy worthless or suffering animals on notice	Principal Enforcement Officer
53	Power to dispose of unsold stock	Regulatory Manager
56	Power to recover any deficiency in costs from the owner of stock	Animal Control Officer

L

Land Drainage Act 1908		
Section(s)	Description	Delegate
20	Power to object to Drainage Board interfering with road or footpath	Chief Engineer
61	Power to cleanse, repair or maintain a watercourse or drain	Chief Engineer
62	Power to order removal of obstructions from watercourse or drain	Chief Engineer
63A	Power to make an advance (on agreed terms) to landowner to comply with section 62 order	Chief Engineer Property Director

Land Transfer Act 1952

Section(s)	Description	Delegate
20	Power to bring alienated land under the Act	Chief Engineer Property Director
70 and 71	Power to request removal of easements, covenants and profits a prendre from certificate of title for land owned or administered by Council or where Council holds such interests over private land	Parks and Reserves Planning Manager General Manager Property & Infrastructure Chief Engineer
89A	Power to make application to the Registrar General of Lands to have access strip and/ or marginal strips and/or esplanade reserve brought on subdivision of land	Property Director Parks and Reserves Planning Manager Subdivision Officer
90	Power to request and/or execute a transfer instrument for: <ul style="list-style-type: none"> a. Transfer of any land, estate or interest in land b. creation or surrender of any or estate or interest in land; c. creation or surrender of any easement; d. creation or surrender of any profit a prendre 	Chief Engineer Property Director Parks and Reserves Planning Manager Subdivision Officer Manager Planning Practice
90A	Power to request creation and surrender of easements by easement instrument	Chief Engineer Property Director Parks and Reserves Planning Manager
90B and 90C	Power as registered proprietor or grantee to consent to the creation and surrender of easements or to execute an easement variation instrument	Chief Engineer Property Director Parks and Reserves Planning Manager
90F	Power to execute deeds inter partes creating and noting land covenants	General Manager Property & Infrastructure

Land Transfer Act 1952

Section	Description	Delegate
101	<p>Power to execute mortgage instruments or encumbrance instruments</p> <p>Limits on Exercise of Delegation</p> <ol style="list-style-type: none"> 1. borrowing must be approved pursuant to a Ten Year Plan, Annual Plan or Council resolution; 2. transaction must be within the officer's financial delegation; 3. transaction must be reported to next meeting of the Audit, Finance & Risk Committee. 	General Manager Property & Infrastructure
102	<p>Power to execute variation of mortgage terms instruments</p> <p>Limits on Exercise of Delegation</p> <ol style="list-style-type: none"> 1. borrowing must be approved pursuant to a Ten Year Plan, Annual Plan or Council resolution; 2. transaction must be within the officer's financial delegation; 3. transaction must be reported to next meeting of the Audit, Finance & Risk Committee. 	General Manager Property & Infrastructure
103	<p>Power to execute variation of priority of mortgages instruments</p> <p>Limits on Exercise of Delegation</p> <ol style="list-style-type: none"> 1. borrowing must be approved pursuant to a Ten Year Plan, Annual Plan or Council resolution; 2. transaction must be within the officer's financial delegation; 3. transaction must be reported to next meeting of the Audit, Finance & Risk Committee 	General Manager Property & Infrastructure
118	Power to execute a covenant for right of purchase	General Manager Property & Infrastructure
136 and 137	Power to register a caveat against bringing land or dealings with land where Council has a registrable interest (including any equitable interest)	General Manager Property & Infrastructure
145A	Power to apply for caveat against dealings to lapse	Chief Engineer Property Director
147	Power to certify and execute and submit withdrawal of caveat	General Manager Property & Infrastructure

Land Transfer Act 1952		
Section	Description	Delegate
147A	Power as caveator to consent to and execute electronic registration	General Manager Property & Infrastructure
164(2)	Power to certify and execute instruments	Senior Planner Subdivision Officer Chief Engineer Property Director
164B	Power to certify and execute electronic instruments and paper instruments of a class specified for the purpose by regulations made under the Land Transfer Act 1952	Senior Planner Subdivision Officer Chief Engineer Property Director
189	Duty to surrender instruments affecting title to the Registrar	Property Director

Land Transport Act 1998, together with rules or regulations made under this Act		
Section(s)	Description	Delegate
128D	Power to appoint parking wardens and provide for warrants of appointment to be issued	Regulatory Manager
N/A	Power to take enforcement action under this Act or rules or regulations	Chief Engineer Principal Enforcement Officer Parking Officers, severally
128E	Authority to engage towing contractor where bylaw or this Act or rules or regulations made under this Act are breached	Chief Engineer Principal Enforcement Officer Parking Officers Regulatory Support
N/A	Authority to waive payment of any infringement fine where waiver criteria are met	Principal Enforcement Officer Regulatory Support

Litter Act 1979

Section	Description	Delegate
55	Power to appoint litter control officers and provide for warrants of appointment to be issued	Regulatory Manager
8	Power to appoint litter wardens	Regulatory Manager
10	Power to require owners of private property to clear litter from their property (excluding the power to hear objections under this section)	Regulatory Manager

Local Government Act 1974

Section(s)	Description	Delegate
319A	Send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General concerning the naming of roads	General Manager Planning & Development
319B	To allocate property numbers and comply with procedural requirements	General Manager Planning & Development
327A	Consider and determine applications for the cancellation of building-line restrictions	Manager Planning Practice

Local Government Act 1974

Section(s)	Description	Delegate
339	<p>Transport Shelters:</p> <p>Consideration of objections pursuant to parts (2) to (7)</p> <p>(2) Council to issue notice of shelter location to which objections may be made;</p> <p>(3) Objections to be made within 14 days of notice;</p> <p>(4) Council obliged to hold a hearing of objections;</p> <p>(5) Hearing to take place with Council to consider the objection and either dismiss it; decide not to proceed with a proposal; or make modifications to the proposal;</p> <p>(6) Council to make every effort to hear objectors together when there is more than one objection;</p> <p>(7) Council unable to decide on an objection until all objectors heard.</p>	<p>Public Transport Infrastructure Hearings Panel: Councillor McRobie (Chair) Councillor Clark Councillor Forbes Councillor MacDonald Councillor Stevens</p> <p>Any three to make a hearings panel (including the Chair).</p> <p>Power to hear and make decisions on objections to the location of new public transport infrastructure, without further recourse to Council</p>
348	Power to grant or decline an application to lay out or form any private road or private way, or grant or reserve a right of way over any private way, in the district	Senior Planner Subdivision Planner
459	Require owners of land or buildings to do certain drainage works, give the required notice, and carry out the works in accordance with this section	General Manager, Property & Infrastructure
467	Replace or repair or remove property and recover costs of such works	General Manager, Property & Infrastructure
Schedule 10	To impose conditions as to stopping of roads and the temporary prohibition of traffic on roads	General Manager, Property & Infrastructure

Local Government Act 2002

Section(s)	Description	Delegate
162	To apply for an injunction restraining a person from committing a breach of a bylaw or an offence against the Local Government Act 2002	Regulatory Manager
164	Power to seize and impound property	Principal Enforcement Officer
165	Power to apply for warrant to seize and impound property from private land	Principal Enforcement Officer
167	Authority to decide whether or not to return seized and impounded property.	Regulatory Manager
168	Authority to dispose of seized property in accordance with this section	Regulatory Manager
177	Power to appoint enforcement officer	Regulatory Manager
183	Power to issue notice to remove fire hazard	Enforcement Officer
184	Cost recovery from owner or occupier and ability to put charges on the land regarding non-compliance with a notice given under section 183(1)	Enforcement Officer
186	Power to execute works when owner is in default	Principal Enforcement Officer
187	Power to recover costs of works	Principal Enforcement Officer
189	Power to acquire any land that may be necessary or convenient for the purposes of, or in connection with, any public work Limits on Exercise of Delegation 1. Transaction must be within the officer's financial delegation	General Manager, Property & Infrastructure
193	To determine whether or not to restrict water supply under this section	General Manager, Property & Infrastructure Chief Engineer

Local Government Act 2002

Section(s)	Description	Delegate
196	To consent to the discharge of trade wastes	General Manager, Property & Infrastructure
198	Power to require contributions for developments pursuant to any Council policy	Subdivision Planner
208	Take one or more of the actions listed if development contributions not paid or made	General Manager, Property & Infrastructure
209, 210	Refunds of money and return of land if development does not proceed	General Manager, Property & Infrastructure
	Power to issue and serve an infringement notice for any infringement offence	Regulatory Manager

Local Government Official Information and Meetings Act 1987

Section(s)	Description	Delegate
11	To give reasonable assistance to those persons requesting information	Governance Advisor General Manager, Corporate Services
12	To transfer requests and attend to subsequent notification	Governance Advisor General Manager, Corporate Services
13	Power to make decisions on requests	Senior Solicitor General Manager, Corporate Services Communications & Engagement Manager
13	Determine whether or not to charge for responding to information requests	Senior Solicitor General Manager, Corporate Services Communications & Engagement Manager
14	Power to extend time limits and to attend to subsequent notification	Governance Advisor Senior Solicitor

Local Government Official Information and Meetings Act 1987

Section(s)	Description	Delegate
15	Power to determine the manner of presenting information and attend to subsequent notification	Governance Advisor Senior Solicitor
16	Power to determine deletions or redactions of information and attend to subsequent notification	Governance Advisor Senior Solicitor
17, 17A, 17B, 18	Determining whether or not to refuse a request for information, and providing reason(s) for refusal	Senior Solicitor General Manager, Corporate Services Communications & Engagement Manager
21	Determining access to internal rules affecting decisions, and providing reasons for refusing to provide information	Senior Solicitor Communications & Engagement Manager
22	Providing a written statement under this section	Senior Solicitor General Manager, Corporate Services Communications & Engagement Manager
24	Taking precautions regarding access to personal information	General Manager, Corporate Services
25	Correction of information	Governance Advisor
26	Refusal to supply personal information	Senior Solicitor General Manager, Corporate Services Communications & Engagement Manager
33	Requirements to notify decision of Ombudsman	Senior Solicitor General Manager, Corporate Services Communications & Engagement Manager

Local Government Official Information and Meetings Act 1987

Section(s)	Description	Delegate
44A	Making decisions on information to be included in Land Information Memoranda	Building Services Manager
46	Provide for the public notification of meetings	General Manager, Corporate Services
46A, 49, 51	Provide for the availability of agendas, reports and minutes	General Manager, Corporate Services
51A	Provide for the public notification of resolution at emergency meeting	General Manager, Corporate Services

M

Machinery Act 1950

Section	Description	Delegate
N/A	Power to appoint a district inspector	Regulatory Manager
21A	Power to inspect and issue a permit for amusement devices	Enforcement Officer

N

New Zealand Geographic Board (Nga Pou Taunaha o Aotearoa) Act 2008

Section	Description	Delegate
17	Make submissions on a proposal	Parks and Reserves Planning Manager

New Zealand Library Association Act 1939

Section	Description	Delegate
5	Power to become a member of the Association	Manager Libraries Services

O

Ombudsmen Act 1975

Section	Description	Delegate
18	Respond to requests from the Office of the Ombudsman	Senior Solicitor

P

Privacy Act 1993

Section	Description	Delegate
23	Authority to act as privacy officer	Senior Solicitor

Property Law Act 2007

Section(s)	Description	Delegate
9	Power to execute or terminate any deed Limits on Exercise of Delegation 1. transaction must be within the officer's financial delegation	Chief Engineer Property Director Manager Planning Practice Financial Services Manager Parks and Reserves Planning Manager Senior Planner Subdivision Planner Legal Manager
25	Power to sign dispositions of interests in land and other property	Chief Engineer Property Director Manager Planning Practice Parks and Reserves Planning Manager Financial Services Manager Senior Planner Subdivision Planner Legal Manager
27	Power to execute contracts of guarantee	Regulatory Manager General Manager, Property & Infrastructure Chief Financial Officer
50	Power to assign things in action	Chief Financial Officer
322	Power to apply to a court for relief for wrongly placed structure	Parks and Reserves Planning Manager Chief Engineer Property Director

Property Law Act 2007

Section(s)	Description	Delegate
28	Power as vendor to cancel an agreement after certain conditions have been complied with Limits on Exercise of Delegation 1. transaction must be within the officer's financial delegation	Parks and Reserves Planning Manager Chief Engineer Property Director
28(4)	Power to re-enter land (excludes use of force)	Parks and Reserves Planning Manager Chief Engineer Property Director
33	Power as purchaser to apply for relief against cancellation	Parks and Reserves Planning Manager Chief Engineer Property Director
37	Power as purchaser to apply for order requiring refund of deposit	Parks and Reserves Planning Manager Chief Engineer Property Director
42	Power as vendor to bid at auction sales of property (other than goods) Limits on Exercise of Delegation 1. transaction must be within the officer's financial delegation	Parks and Reserves Planning Manager Chief Engineer Property Director
208	Power to make a short term lease of Council land (not being land vested or administered as reserve) Limits on Exercise of Delegation 1. transaction must achieve value for ratepayers 2. transaction must be within the officer's financial delegation	Parks and Reserves Planning Manager Chief Engineer Property Director
210 and 236	Power to terminate lease	Parks and Reserves Planning Manager Chief Engineer Property Director

Property Law Act 2007		
Section(s)	Description	Delegate
228	Power to recover damages from lessor Limits on Exercise of Delegation 1. transaction must achieve value for ratepayers 2. transaction must be within the officer's financial delegation	Parks and Reserves Planning Manager Chief Engineer Property Director
234	Power to exercise rights arising from covenants	Parks and Reserves Planning Manager Chief Engineer Property Director
245 and 246	Power as lessor to cancel lease for breach of covenants including to pay rent	Parks and Reserves Planning Manager Chief Engineer Property Director
Schedule3, Part 1, cl 10	Power as lessee to terminate lease if unable to use premises	Parks and Reserves Planning Manager Chief Engineer Property Director
Schedule3, Part 1, cl 11	Power as lessor to inspect premises	Parks and Reserves Planning Manager Chief Engineer Property Director

Plumbers, Gasfitters, and Drainlayers Act 2006		
Section(s)	Description	Delegate
15, 16	To consult with the Minister in relation to certain sanitary plumbing exemptions	General Manager Property & Infrastructure

Public Bodies Leases Act 1969

Section(s)	Description	Delegate
7	Power to grant tenancies or leases within sub-delegated financial limit	General Manager Property & Infrastructure
8, 9	Leases to be sold by public tender or auction subject to certain conditions requirements of these sections and within sub-delegated financial limit	General Manager Property & Infrastructure

Public Works Act 1981

Section(s)	Description	Delegate
4(6)(b)(ii)	Power to sign notices under this Act	General Manager Property & Infrastructure
17(1)	Power to enter into an agreement to purchase land for any public work for which the local authority is responsible	General Manager Property & Infrastructure
18(1)	Duty to serve notice of desire to acquire land and to invite owner of land to sell	General Manager Property & Infrastructure
18(2)	Power to proceed to take land for public work	General Manager Property & Infrastructure
18(3) and 18(4)	Power to withdraw notice issued under section 18(1) of this Act	General Manager Property & Infrastructure
18(7)	Proceed to take land under certain circumstances	General Manager Property & Infrastructure

Public Works Act 1981

Section(s)	Description	Delegate
21	<p>Power to purchase or improve land for granting as compensation</p> <p>Limits on Exercise of Delegation transaction must achieve value for ratepayers; Commencement of public work must be approved by Council resolution or be for the purpose of giving effect to an approved Annual Plan or Ten Year Plan. transaction must be within the officer's financial delegation</p>	General Manager Property & Infrastructure
23(1)(c)	<p>Power to give notice of intention to take land from owner</p> <p>Limits on Exercise of Delegation Commencement of public work must be approved by Council resolution or be for the purpose of giving effect to an approved Annual Plan or Ten Year Plan Chief Executive must sign notice</p>	General Manager Property & Infrastructure
27	<p>Power to enter or to authorise person to enter land for the purposes of section 27(2) of this Act (including taking or removing any natural material for public work)</p>	General Manager Property & Infrastructure
40(1), (2) and (4)	<p>Power to dispose or not dispose of land declared surplus</p>	General Manager Property & Infrastructure
42	<p>Power of disposal of land not required for public work when section 40 of this Act does not apply</p>	General Manager Property & Infrastructure
42(2)	<p>Power to give notice of decision on public sales of land under section 42</p>	General Manager Property & Infrastructure
49	<p>Power to deal with land held for public work in strata</p>	General Manager Property & Infrastructure
52(4)	<p>Power to request that land held for one public work be set apart for another public work by notice in the Gazette</p>	General Manager Property & Infrastructure

Public Works Act 1981

Section(s)	Description	Delegate
63	Power to assess compensation for injurious affection where no land taken	General Manager Property & Infrastructure
65	Power to assess compensation for land for which no general demand exists	General Manager Property & Infrastructure
70(1)	Power to offer compensation for estate or interest in land taken Limits on Exercise of Delegation 1. Chief Executive must sign offer documentation	General Manager Property & Infrastructure
71(7)	Power to decline an application from an owner or occupier to do something on land under section 71(5) of this Act.	General Manager Property & Infrastructure
73(4) and 74(4)	Power to consent as notifying authority to registration of a dealing	General Manager Property & Infrastructure
75	Power to pay compensation to tenants of residential and business premises	General Manager Property & Infrastructure
103	Power to grant easements in lieu of compensation	General Manager Property & Infrastructure
105	Power to grant land as compensation where equivalent land not readily available	General Manager Property & Infrastructure
107(6)	Power to sign notice of any charge under subsection 4 and any certificate releasing any such charge	General Manager Property & Infrastructure
107A	Power to grant lease or licence as compensation to lessee or licensee of land taken	General Manager Property & Infrastructure

Public Works Act 1981

Section(s)	Description	Delegate
114	Power to give written consent for land to be declared road	General Manager Property & Infrastructure
115(9)	Power to sign certificate of consent or notice of discharge of certificate of consent	General Manager Property & Infrastructure
133 and 134	Power to require the removal of trees and hedges that interfere with roads or public works and to sign and serve notice of requirement	General Manager Property & Infrastructure
135	Power to enter onto land to do emergency work on trees and other vegetation to recover costs and expenses of carrying out work	General Manager Property & Infrastructure Chief Engineer Parks and Reserves Planning Manager
224	Power to enter into and carry out agreements to combine with Government in any undertaking of both national and local importance. Limits on Exercise of Delegation 1. must be approved in principle by Council resolution or be for the purpose of giving effect to an approved Annual Plan or Ten Year Plan	General Manager Property & Infrastructure
234	Powers of emergency entry on land to prevent interference or damage to any public work or to carry out public duty	Chief Engineer
237	Power to consent in writing to excavations near public works	Chief Engineer
239	Power to remove and dispose of abandoned property from public works land and to give notice of intention to sell or destroy or otherwise dispose of abandoned property	Chief Engineer

Q

Queenstown Lakes District Brothel Control Bylaw 2011		
Section	Description	Delegate
	All enforcement powers	Regulatory Manager

Queenstown Lakes District Cemetery Bylaw 2010		
Clause(s)	Description	Delegate
5.1(d)	Power to determine and allocate burial plot	Parks and Reserves Planning Manager Parks and Reserves Officer
5.2(b)	Power to determine application for exclusive right of burial	Parks and Reserves Planning Manager Parks and Reserves Officer
5.4(b)	Power to determine application for burial warrant and duty to issue warrant	Parks and Reserves Planning Manager Parks and Reserves Officer
6	Power to partially remit burial charges or other fees for Council administered cemeteries	Parks and Reserves Planning Manager Parks and Reserves Officer
6.4	Power to determine if an "Out of District" fee is to be applied.	Parks and Reserves Planning Manager Parks and Reserves Officer

Queenstown Lakes District Cemetery Bylaw 2010

Clause(s)	Description	Delegate
7	Power to determine application and/or plans to erect monuments, headstones or plaques	Parks and Reserves Planning Manager Parks and Reserves Officer
7.4(a)	Power to approve the removal of any kerb, headstone, monument or tablet	Parks and Reserves Planning Manager Parks and Reserves Officer
8	Power to approve the planting, removal or maintenance of plants or shrubs	Parks and Reserves Planning Manager Parks and Reserves Officer
9.2	Power to serve notice to remove items and/or materials	Parks and Reserves Planning Manager Parks and Reserves Officer
13	Power to grant exemption to bylaw for use of vehicles in any Council administered cemetery	Parks and Reserves Planning Manager Parks and Reserves Officer
15	Power to grant photographic licence	Parks and Reserves Planning Manager Parks and Reserves Officer
16	Power to determine application for full fees remission	General Manager Property & Infrastructure together with Mayor
18.3	Power to authorise a person to fill in any grave	Parks and Reserves Planning Manager Parks and Reserves Officer

Queenstown Lakes District Control of Liquor in Public Places Bylaw 2009

Section	Description	Delegate
N/A	All enforcement powers	Regulatory Manager

Queenstown Lakes District Council Dog Control Bylaw 2014

Section	Description	Delegate
8	Determine application for keeping of more than 2 on premises	Principal Enforcement Officer
9	Determine an application for a temporary exemption	Principal Enforcement Officer

Queenstown Lakes District Food Safety Bylaw 2016

Clause	Description	Delegate
1-12	Carry out the functions, powers and duties of an Authorised Officer under the Bylaw	Environmental Health Officer

Queenstown Lakes District Freedom Camping Bylaw 2012

Section	Description	Delegate
6	Power to consider and determine an application for exemption	Regulatory Manager
6	Power to impose or not impose conditions on an exemption	Regulatory Manager
8	Power to direct person to leave site	Regulatory Manager

Queenstown Lakes District Council Navigation Safety Bylaw

	Description	Delegate
	Determine an application for a temporary exemption	Regulatory Manager
	Determine application for a special event	Harbourmaster
	Determine application for a speed uplifting	Harbourmaster
	Declare a reserved area and set appropriate conditions	Harbourmaster
	Determine an application for a commercial vessel licence	Harbourmaster

Queenstown Lakes District Speed Limits Bylaw 2009

Clause	Description	Delegate
9	Install speed limit signage	Senior Engineer

Queenstown Lakes District Traffic and Parking Bylaw 2012

Clause(s)	Description	Delegate
16.2	As authorised officer issue direction to fit snow chains	Contracts Manager Maintenance and Operations Manager Principal Enforcement Officer

Queenstown Lakes District Traffic and Parking Bylaw 2012

Clause(s)	Description	Delegate
18.8	<p>Determine application for permit where parking is for construction purposes and when permit assessment criteria is met. Includes the power to impose conditions on the permit</p> <p>Limits on Exercise of Delegation Grant when permit assessment criteria is met only.</p>	<p>Customer Services Officer Regulatory Support Officer Principal Enforcement Officer</p>
18.9	<p>Determine application for permit where parking is for event purposes. Includes the power to impose conditions on the permit</p> <p>Limits on Exercise of Delegation Delegation to grant may be exercised severally when permit assessment criteria is met. Delegation to grant must be exercised jointly with the Principal Enforcement Officer if the assessment criteria are not met</p>	<p>Customer Services Officer Regulatory Support Officer Principal Enforcement Officer</p>
	Install parking control signage	Senior Engineer

Queenstown Lakes District Water Supply Bylaw 2008

Clause(s)	Description	Delegate
7	Determine applications for supply	Chief Engineer
7.10	Determine applications for supply of water for fire protection	Chief Engineer
7.15	Determine applications for supply of water for non-consumptive purposes	Chief Engineer

Queenstown Lakes District Waterways and Ramp Fees Bylaw 2014

Clause(s)	Description	Delegate
9	Determine application for a mooring permit	Chief Executive
11	Power to set guidelines	Harbourmaster Regulatory Manager
14	Power to determine application for transfer of a mooring permit	Property Director Regulatory Manager
16	Determine application for occupation and use of maritime structures	Chief Executive
18	Determine application for Commercial Activity Permit	Chief Executive
20	Authority to issue any permit and charge the applicable fees (including the power to impose any conditions)	Property Director Regulatory Manager
22	Power to issue written warnings	Property Director Regulatory Manager
22	Power to review any permit	Property Director Regulatory Manager
22	Power to amend, suspend, withdraw or cancel any permit	Property Director Regulatory Manager
22	Power determine written application for waiver (in whole or part) any fee payable	Property Director Regulatory Manager

R

Rates Rebate Act 1973

Section(s)	Description	Delegate
5 – 8	Consider applications for rates rebates and refunds, determine whether to grant the applications in accordance with sections 5-7 and apply the rebate/refund if granted	Senior Rates Officer
9	Apply to secretary of local government for refund of rebates granted	Senior Rates Officer
11A	Seek advice from the Secretary of local government	Chief Financial Officer
13	Take any declarations required for the purposes of this Act.	General Manager, Corporate Services

Rating Valuations Act 1998

Section(s)	Description	Delegate
7	To prepare and maintain district valuation roll	Senior Rates Officer
8	Appoint person or body to undertake valuation services and notify Valuer-General of person or body undertaking valuations services for the Council	Chief Financial Officer
9	Undertake general revaluation in accordance with this section	Chief Financial Officer
10	Provide specified information to the Valuer-General	Chief Financial Officer
12	Give public notice in accordance with section 12 and provide for public inspection of the district valuation roll	Chief Financial Officer
13	Give notice of general revaluation in accordance with this section	Chief Financial Officer

Rating Valuations Act 1998

Section(s)	Description	Delegate
14 – 17	Exercise powers regarding alterations and new valuations, giving notice, during the currency of a general revaluation	Chief Financial Officer
34	Referring objections to a registered valuer, deciding to alter the valuation or declining to alter the valuation (includes altering the district valuation roll)	Chief Financial Officer
35	Giving notice as required	Chief Financial Officer
39	Alter the district valuation roll to give effect to the decision of the Land Valuation Tribunal	Chief Financial Officer
41	Provide certified copies of entries in the district valuation roll	Chief Financial Officer
42	Keep and maintain information and documents, and provide to Valuer-General when required	Rates Officer
43	Enter into agreement with the regional council as to the regional council's annual share of costs.	Chief Financial Officer
45	Provide written authorisation to persons for entry onto private property to carry out valuations	Chief Financial Officer

Reserves Act 1977

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

Section	Description	Delegate
8(9)	Power of administering body to appoint rangers	Parks and Reserves Planning Manager

Reserves Act 1977
Where Council is acting as an administering body or where reserves are vested in Council

Section	Description	Delegate
38	Power to control, administer and manage any land that is not a reserve	Parks and Reserves Planning Manager
40	To carry out the functions of an administering body as set out in this section	Parks and Reserves Planning Manager
48(1)	Power to grant easements (including for rights of way and telecommunications purposes) where contemplated in an approved reserve management plan	Parks and Reserves Planning Manager
48(1)	Power to vary easements (including for rights of way and telecommunications purposes) where contemplated in an approved reserve management plan and the varied easement will be the same or similar in character, intensity and scale	Parks and Reserves Planning Manager
50	Power to authorise the taking and killing of any specified kind of fauna (excluding indigenous fauna)	Parks and Reserves Planning Manager
53 – 59, 61,63 64, 66 – 68, 71 – 75 and 77	<p>Exercise any of the powers of the Council as an administering body under these sections including (without limitation) the power to grant, renew or terminate leases and licences in accordance with the requirements of each section.</p> <p>Limits on Exercise of Delegation</p> <ul style="list-style-type: none"> • Excludes circumstances where the Council as an administering body is required to obtain the consent or approval of the Minister • The exercise of this power must be reported in the Chief Executive report to Council as soon as practicable 	General Manager Property & Infrastructure General Manager Community Services
78-80, 84-85A, 88 and 89-92	Exercise any of the powers of the Council as an administering body under these sections	Parks and Reserves Planning Manager
69	Duty (in respect of recreation reserve set apart for racecourse purposes) to prepare and submit the statements and report specified in section 88 of the Act, to the Auditor- General	General Manager Property & Infrastructure

Reserves Act 1977
Where Council is acting as an administering body or where reserves are vested in Council

Section	Description	Delegate
113 and 114	Power to determine the terms and conditions of leases and licenses on reserves, where such terms and conditions are not inconsistent with the Act	General Manager Property & Infrastructure General Manager Community Services Property Director Parks and Reserves Planning Manager
115	Power to grant or refuse any application for consent to transfer, sublease mortgage or otherwise dispose of any interest in a lease or licence under this Act. This includes the power to impose such conditions considered appropriate to achieve the purpose of the Act. Limits on Exercise of Delegation Excludes power to grant consent to a lease or licence issued under sections 54(1)(b) or 54(1)(c) <u>unless</u> the transferee or sub lessee is a voluntary organisation whose aims and objectives are similar to those of the lessee or licensee	General Manager Property & Infrastructure General Manager Community Services
119	Duty to give public notice	Parks and Reserves Planning Manager

Resource Management Act 1991

For delegations under this Act please refer to the Delegations from Council to Officers under the Resource Management Act 1991 found on page 38 of the delegations register

S

Sale and Supply of Alcohol Act 2012		
Section	Description	Delegate
13-22	Power to apply for on-licences, off-licences or special licences for Council owned venues	Venues Co-ordinator/Team Leader
64	To issue licences, certificates and authorities (endorsed where appropriate)	Regulatory Support Regulatory Support Co-ordinator Alcohol Licensing Inspectors
64	Confirming that all the requirements imposed by the authority or committee as a condition are met.	Alcohol Licensing Inspectors
66	To keep records of every application filed with the DLC(s) and the decision on the application.	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors
66	To keep a register of licencees to whom special licences have been issued by the committee, recording all prescribed particulars relating to those licences	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors
66	To provide extracts from any record or register	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors
67	To certify extracts of registers or records	Regulatory Manager Senior Solicitor Solicitor
72	To issue duplicate licences or certificates to holders	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors

Sale and Supply of Alcohol Act 2012

Section	Description	Delegate
73	To receive notifications of surrender of licences and certificates	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors
73	To notify the secretary of ARLA of the surrender and record the specified information	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors
102	To give copies of objections to applicants	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors
103	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and Inspectors	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors
103	To give copies of any filed reports to applicants	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors
120	To give copies of objections to applicants	Alcohol Licensing Inspectors and Support
120	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors
120	To give copies of any filed reports to applicants	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors
128	To give copies of objections to applicants	Alcohol Licensing Inspectors and Support

Sale and Supply of Alcohol Act 2012

Section	Description	Delegate
129	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors
129	To give copies of any filed reports to applicants	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors
139	To require applicants to attach notices of applications to conspicuous sites etc.	Alcohol Licensing Inspectors
140(2)	To set the time for the lodging of objections	Regulatory Manager Senior Solicitor Solicitor
140(4)	To give copies of objections to applicants	Regulatory Support Co-ordinator Alcohol Licensing Inspectors
141	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Regulatory Support Co-ordinator Legal and Regulatory Support Alcohol Licensing Inspectors
141	To give copies of any filed reports to applicants	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors
155	To receive copies of appeals of licensing committee decisions	Regulatory Manager Senior Solicitor Solicitor
155	To send copies of all required documentation related to an appeal to the Secretary of ARLA.	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors

Sale and Supply of Alcohol Act 2012

Section	Description	Delegate
196	Power to exercise all functions of the Secretary of the Queenstown Lakes District Licensing Committee(s)	Regulatory Manager
220	To give copies of applications and accompanying documents to the Police and the inspectors	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors
220	To give copies of any filed reports to applicants	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors
225	To give copies of applications and accompanying documents to the Police and inspectors	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors
283	To give copies of applications to licensees	Regulatory Support Co-ordinator Alcohol Licensing Inspectors
283	To fix dates for public hearings	Manager Regulatory Senior Solicitor Solicitor
283	To give notice of hearings	Senior Governance Advisor Regulatory Support Co-ordinator
284	To send copies or orders to the secretary of ARLA	Regulatory Support Co-ordinator Regulatory Support Alcohol Licensing Inspectors

Sale and Supply of Alcohol (Fees) Regulations 2013

Section	Description	Delegate
10(2)	Power to charge a fee for a licence that is one class below the class of licence issued Limits on Exercise of Delegation Delegation may not be exercised where criteria for reductions is not met	Regulatory Manager

Soil Conservation and Rivers Control Act 1941

Section	Description	Delegate
30	Authority to make application to the Minister for grants or loans for soil conservation Limits on Exercise of Delegation 1. No application for borrowing may be made unless the Council has made a resolution to that effect 2. The exercise of this delegation must not exceed the transaction limits in the officer's financial delegation	Parks and Reserves Planning Manager Regulatory Manager Principal Enforcement Officer Parks and Reserves Officer

T

Telecommunications Act 2011

Section(s)	Description	Delegate
119	Consider the matters that may be considered in setting reasonable conditions for access to Council roads	General Manager Property & Infrastructure
128 – 131	Exercise powers to deal with trees on road verges interfering with telecommunications networks	General Manager Property & Infrastructure

Telecommunications Act 2011

Section(s)	Description	Delegate
135 – 139	Provide network operators with access to roads for lines or wireless networks, set reasonable conditions for access to roads and notify the network operator of those conditions	General Manager Property & Infrastructure
142 - 145	Provide network operators with access to roads for public telephone cabinets, distribution cabinets, or any other similar appliances, set reasonable conditions and notify the network operator of those conditions (2)	General Manager Property & Infrastructure

Trespass Act 1980

Section(s)	Description	Delegate
3	Power to warn a trespasser to leave any land or building owned or administered by Council	Property Director Regulatory Manager Principal Enforcement Officer Parks and Reserves Officer Library Assistant
4(1)	Power to warn the trespasser to stay off land or building owned or administered by Council either at the time of the trespass or within a reasonable time after the trespass	Property Director Regulatory Manager Principal Enforcement Officer Parks and Reserves Officer Library Assistant
4(2)	Power to warn any person to stay off land owned or administered by Council where there is reasonable cause to suspect that the person is likely to trespass on the property	Property Director Regulatory Manager Principal Enforcement Officer Parks and Reserves Officer Library Assistant
5	Power to deliver written warning to person to stay off specific land or building owned or administered by Council	Property Director Regulatory Manager Principal Enforcement Officer Parks and Reserves Officer

U

Unit Titles Act 2010		
Section	Description	Delegate
25, 32	Authority to issue statement of compliance and to give a certificate in respect of any unit plan under section 32(2)(a).	Building Support Coordinator Building Control Supervisor

W

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

Waste Minimisation Act 2008

Section(s)	Description	Delegate
26, 27	Impose levy on waste disposed of at disposal facility at prescribed rate	Chief Engineer
28	Requirement for operator of disposal facility to pay levy to levy collector	Chief Engineer
51	Gather information required for waste assessment	Chief Engineer
52	Authority for territorial authority to undertake or contract for any waste management and minimisation service, facility or activity and to charge fees associated, in accordance with this section	Chief Engineer
53	Authority to sell any marketable product resulting from any activity or service of the Council carried out under Part 4 of the Act (with proceeds to be applied to implementation of waste minimisation and management plan)	Chief Engineer
54	Provide a service that collects waste promptly, efficiently and at regular intervals.	Chief Engineer
55	Comply with any notice issued by a Health Protection Officer or give notice / directions to person providing waste collection service.	Chief Engineer
66, 71	Authority to enforce provisions of bylaw and bring proceedings	Regulatory Manager
73, 74	Authority to initiate proceedings for infringement offences and to issue and serve infringement notices	Regulatory Manager
77-85	Powers of enforcement officers	Regulatory Manager
76	Appoint any person to be an enforcement officer.	Chief Engineer
84	Authority to decide whether or not to return seized and impounded property.	Regulatory Manager
85	Authority to dispose of seized and impounded property in accordance with this section	Regulatory Manager

Wild Animal Control Act 1977

Section	Description	Delegate
12	Power to respond to Director-General on consultation on the farming of specified wild animals	Parks and Reserves Planning Manager
30	Apply funds to destroy wild animals	Parks and Reserves Planning Manager Parks and Reserves Officer Principal Enforcement Officer
30	Exercise of powers to destroy wild animals with prior consent of Minister of Conservation	Parks and Reserves Planning Manager Parks and Reserves Officer
31	Submit plan to Minister of Conservation for approval of destruction of wild animals	Parks and Reserves Planning Manager

Wildlife Act 1953

Section	Description	Delegate
47	Power to prepare and submit plans for destruction of injurious birds for approval to the Director General of Conservation	Parks and Reserves Planning Manager Parks Service Delivery Manager Parks and Reserves Officer
48	Power to appoint inspectors under the Act	Parks and Reserves Planning Manager Parks Service Delivery Manager Parks and Reserves Officer

Wildlife Act 1953

Section	Description	Delegate
49	Power to appoint a delegate to attend a conference called by the Governor-General on the destruction of injurious birds	Parks and Reserves Planning Manager Parks Service Delivery Manager Parks and Reserves Officer
61	Power to authorise a person to demand person on council controlled land to produce hunting license or provide details	Parks and Reserves Planning Manager Parks Service Delivery Manager Parks and Reserves Officer

Sub-Delegations Non-Statutory

Miscellaneous or Administrative Delegations	
Description	Delegate
<p>Execute employment documentation including vacancy authorisations; making and confirming employment offer, execution of contracts of employment</p> <p>Limits May only be exercised for roles at or below Tier 3</p>	<p>General Manager, Corporate Services General Manager, Property & Infrastructure General Manager Community Services General Manager Regulatory & Finance General Manager, Planning & Development</p>
<p>Execute employment documentation including vacancy authorisations; making and confirming employment offer, execution of contracts of employment</p> <p>Limits May only be exercised for roles at or below Tier 5</p>	<p>Manager Sports and Recreation</p>
<p>Power to make or authorise the making of any corrections of typographical errors in any document, record, register or instrument of Council (includes the power to correct errors of omission)</p>	<p>Senior Solicitor Records Advisor Senior Rates Officer</p>
<p>Power to make minor amendments to any document, record register or instrument of Council (includes the power to correct errors of omission)</p> <p>Limits on Exercise of Delegation This delegation may only be exercised where necessary to give effect to resolutions of Council</p>	<p>General Manager, Corporate Services</p>
<p>Authority to request criminal conviction record of a defendant</p>	<p>Senior Solicitor</p>

Miscellaneous Sub-Delegations

The following outlines the sub delegation of CE delegations to Council officers or external contractors.

The job titles of the positions outlined below may change. As such the delegation is being given to the person with responsibilities normally attributable to a person in the position outlined. For example, if a decision is delegated to GM Property and Infrastructure and that position changes to GM Parks and Infrastructure (or another person is acting in that role) the delegations will not require amendment as the responsibilities of the person in the new job title remain the same in relation to Infrastructure related matters.

Terminology:

GM – General Manager

* – Denotes a decision that will be rarely required

#	Subject of a Decision / Power being exercised	When Affecting Parks or Reserves	When Affecting Roads Reserves or Infrastructure	When Affecting Council Freehold Land
1	EVENTS LESS THAN 6 DAYS Eg. Fundraising BBQ, Marathon, School Sports Day	GM Community Services or Parks & Reserves Planning Manager	GM Property & Infrastructure or Road Corridor Engineer	GM Property & Infrastructure or Property Director
2	AFFECTED PARTY APPROVAL (APA) - PRIVATE DEVELOPMENT ENCROACHING ON COUNCIL LAND (TEMPORARY ENCROACHMENT)	GM Community Services or Parks & Reserves Planning Manager	GM Property & Infrastructure or Road Corridor Engineer or Chief Engineer	GM Property & Infrastructure or Property Director

#	Subject of a Decision / Power being exercised	When Affecting Parks or Reserves	When Affecting Roads Reserves or Infrastructure	When Affecting Council Freehold Land
3	AFFECTED PARTY APPROVAL (APA) - PRIVATE DEVELOPMENT ADJOINING COUNCIL RESERVE LAND Eg. Setback Breach adjoining Rose Douglas Park, Recession plane breach adjoining a Council Reserve	GM Community Services or Parks & Reserves Planning Manager	* GM Property & Infrastructure or Chief Engineer	GM Property & Infrastructure or Property Director
4	ASSIGNMENT OF LEASES - NO CHANGE TO PERMITTED LEASE ACTIVITY Eg. Wanaka Kayaks	GM Community Services or Parks & Reserves Planning Manager	* GM Property & Infrastructure or Property Director	* GM Property & Infrastructure or Property Director
5	LESSORS APPROVAL FOR WORKS WITHIN LEASED AREA Eg. Skyline Glass Box, Queenstown Golf Course Earthworks	GM Community Services or Parks & Reserves Planning Manager	* GM Property & Infrastructure or Chief Engineer	GM Property & Infrastructure or Property Director
6	LEASE RENEWAL WHERE COUNCIL HAS NO DISCRETION Eg. Arrowtown Scouts	GM Community Services or Parks & Reserves Planning Manager	* GM Property & Infrastructure	GM Property & Infrastructure or Property Director

#	Subject of a Decision / Power being exercised	When Affecting Parks or Reserves	When Affecting Roads Reserves or Infrastructure	When Affecting Council Freehold Land
7	GRANTING OF FILM PERMITS (48hr standard decision timeframe for straight forward activities) Eg. Marathon, Car Adverts, Clothing Adverts	GM Community Services or Parks & Reserves Planning Manager or Senior Parks Planer or Chief Engineer (if fast turnaround required and others are not available)	GM Property & Infrastructure or Chief Engineer or Manager – Parks Planning & Projects or Senior Planner – Parks and Reserves (if fast turnaround required and others are not available)	GM Property & Infrastructure or Property Director
8	AFFECTED PARTY APPROVAL FOR FIREWORKS Eg. New Year's Eve, Winter festival	GM Community Services or Parks & Reserves Planning Manager	* GM Property & Infrastructure	GM Property & Infrastructure or Property Director
9	VESTING OF LAND IN LIEU OF DEVELOPMENT CONTRIBUTIONS CASH PRE-APPROVED BY RESOURCE CONSENT Kirimoko, Lakes Edge, Shotover Country	GM Community Services or Parks & Reserves Planning Manager	N/A	N/A

#	Subject of a Decision / Power being exercised	When Affecting Parks or Reserves	When Affecting Roads Reserves or Infrastructure	When Affecting Council Freehold Land
10	JETTY OR MOORING PERMITS	GM Community Services or Resource Consents Manager or Parks & Reserves Planning Manager	GM Property & Infrastructure	GM Property & Infrastructure
11	AFFECTED PARTY/ LAND OWNER APPROVAL NOT RELATED TO RESOURCE CONSENT Eg. 50 Reece Crescent re Building Consent Issue (Firewall against a driveway)	GM Community Services or Parks & Reserves Planning Manager	GM Property & Infrastructure or Chief Engineer	GM Property & Infrastructure or Property Director
12	RENT REVIEWS WHERE THEY DO COMPLY WITH POLICY	GM Community Services or Parks & Reserves Planning Manager	* GM Property & Infrastructure or Chief Engineer	GM Property & Infrastructure or Property Director

Schedule 1

Specified Officer Categories

Category A
Regulatory & Finance General Manager
Category B Officers
Property & Infrastructure General Manager
Community Services General Manager
Category B1 Officers
Corporate Services General Manager
People & Capability Director (<i>remuneration per employee contracts</i>)
Planning & Development General Manager
Category C Officers
Chief Engineer
Maintenance Contracts Manager
Procurement & Commercial Manager
Programme Director
Parks Manager
Category D Officers
Accountant
Asset Planning Manager
Building Services Manager
Chief Information Officer
Communications & Engagement Manager
Financial Controller
ICT Systems Manager
Legal Manager
Acting Parks & Reserves Planning Manager

Category D Officers continued
People & Capability Director (<i>purchases</i>)
Planning Policy Manager
Planning Practice Manager
Planning Support Manager
Program Manager
Property Director
Quality Building Services Manager
Regulatory Manager
Resource Consenting Team Leader, Queenstown
Resource Consenting Team Leader, Wanaka
Resource Consents Manager
Resource Management Engineering Manager
Roading Operations & Contract Manager
Senior Project Manager
Sport & Recreation Manager
Strategic Projects Manager
Strategy & Development Manager, Corporate Services
Strategy & Performance Manager
Transport Strategy Manager
Category E Officers
Alcohol Licensing Inspector Team Leader
Arts and Events Facilitator
Asset Engineer
Asset & Investment Officer
Acting Aquatics Manager
Building Support Team Leader
Community & Events Facilitator
Community Venues Team Leader

Category E Officers continued
Contract Manager
Category E Officers continued
Contracts Administrator
Contracts Officer
Customer Services Manager
District Librarian
District Plan Administrator
Environmental Health Officer Team Leader
Executive Assistant to Chief Executive
Executive Assistant to Mayor
Financial Accounting Manager
Golf Team Leader
Health & Fitness Team Leader
Parks Service Delivery Manager
Personal Assistant to General Manager
Planning Support/Executive Assistant
Principal Monitory & Enforcement Officer
Property Strategy Advisor
Recreation Programmes Coordinator
Regulatory Support Coordinator
Roading Contracts Tech
Sales & Services Manager
Senior Civil Engineer
Senior Construction Engineer
Senior Rates Officer
Swim School Coordinator
Category F Officers
Officers authorised to hold and use a P-Card

Schedule 2

General rules applying to all delegations – Queenstown Lakes District Council

1. A responsibility, duty or power (other than a financial delegation) delegated to an officer holding a named position or level of authority is also delegated to all officers in a direct line of authority above that officer.
2. A responsibility, duty or power delegated to an officer holding a named position is also delegated to any officer who performs or exercises the same or a substantially similar role or function, whatever the name of his or her position.
3. An officer who is delegated a responsibility, duty or power is also delegated any ancillary responsibilities, duties or powers necessary to give effect to that delegation.
4. Where the description of a delegated legislative function is ambiguous or appears to conflict with the wording of the legislation, the wording of the legislation will prevail.
5. Where a delegation refers to repealed legislation, the reference is to be read as a reference to the legislation that, with or without modification, replaces or corresponds to the repealed legislation.
6. Responsibilities, duties or powers delegated to officers by the Chief Executive may not be sub-delegated. Nor may responsibilities, duties or powers delegated to officers (including the Chief Executive) by the Council under the Resource Management Act 1991 or the Local Government (Rating) Act 2002 be sub-delegated.
7. Unless specifically time-limited, a delegation continues in force until revoked, altered or varied by the delegator or the Council.
8. When an officer is exercising a delegation in an acting capacity, this should be expressly stated.
9. An officer must comply with any conditions (such as financial limits and reporting or other procedural requirements) relevant to the exercise of a delegated authority, and should also comply where required with all applicable Council policies.

10. The following matters cannot be delegated to an officer:
- (a) the following powers:
 - (i) the power to make a rate;
 - (ii) the power to make a bylaw;
 - (iii) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
 - (iv) the power to adopt a long-term plan, annual plan, or annual report; or
 - (v) the power to appoint a chief executive;
 - (b) the power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement; and
 - (c) any matter not permitted to be delegated by any other Act (for example the approval of a policy statement or plan under the Resource Management Act 1991 or the granting of special exemptions under s.6 of the Fencing of Swimming Pools Act 1987); and
 - (d) any matter that can only be given effect to by a Council resolution.

Note: The conferring of delegated authority means that the officer may exercise the responsibility, duty or power, but not that he or she should do so (either at all, or in a particular case). Whether or not it is appropriate for an officer to exercise a delegated authority which they have will depend on their job description and instructions in particular circumstances etc. Further, where a delegated responsibility, duty or power may be exercised by an officer in more than one department, those officers will be under the direction of the appropriate departmental managers who will work to minimise any potential conflicts in the exercise of that responsibility, power or duty.