

Invercargill City Council

Delegations Register

Chief Executive
Version 1

2026

This document shall be known as Delegations Register – Chief Executive – Version 1 2026 and comes into force 1 April 2026. This document replaces any other previous version of the Delegations Register – Chief Executive.



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Michael Day
Chief Executive

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Delegations Register – Chief Executive

2025 - Version 1

1. Sub Delegations

The following tables detail all statutory sub delegations made by the Chief Executive. The Chief Executive can withdraw or replace delegates at any time. Any sub delegation made by the delegate is withdrawn at the same time.

These sub delegations expressly exclude any power, responsibility or duty that has been delegated to a Community Board, Committee or other subordinate decision-making body.

The delegated Officer shown is the lowest rank delegated to exercise the power. It is implicit that all direct lines of reporting above this can also exercise these powers.

1.1 Amusement Device Regulations 1978

Section	Summary of Function / Power Delegated	Delegated Officer
S. 11	Power to issue a local authority permit for Amusement devices	- Compliance Officer - Compliance Specialist
S. 23	Power of Entry	- Warranted Officer - Compliance Specialist

1.2 Building Act 2004

Section	Summary of Function / Power Delegated	Delegated Officer
	All powers, functions and duties under the Building Act 2004 (except those that are unable to be legislatively delegated)	Group Manager - Consenting and Environment
S. 33	To determine the adequacy of information received with an application for a PIM and require further information on an application	- Building Control Officer - Vetting Officer
S. 34(1)	To issue a PIM	- Building Control Officer - Customer Service Officer - Planning Technician
S. 34(4)	To determine if any PIM issued contains an error or omission, or determine if any information received affects that PIM, and re-issue the PIM	- Team Leader - Consenting and Applications - Manager - Customer Services - Planning Technician
S. 35	To determine the contents of a PIM	- Building Control Officer - Customer Services Officer - Planning Technician
S. 37	To permit issue of building consent with certificate attached that resource consent required and no work to commence until this has been obtained	Building Control Officer
S. 38	To provide PIM to operators or other authorities that have provided information in that PIM	- Team Leader - Consenting and Applications - Planning Technician

Building Act 2004 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 39	To advise New Zealand Historic Places Trust of certain applications	- Planner - Policy Planner - Vetting Officer - Building Control Officer
S.40	To initiate legal proceedings in respect of individuals who have undertaken building work without first having obtained a building consent	- Team Leader - Building Consent Inspections - Team Leader – Compliance and Enforcement
S. 45, 48	To determine the adequacy of information received with a building consent application or an application for an amended building consent, and require further information on the application	Building Control Officer
S. 46	To provide a copy of certain applications to Fire and Emergency New Zealand	Building Control Officer
S. 47	To determine an application without a memorandum provided from Fire and Emergency New Zealand	Team Leader - Consenting and Applications
S. 48	To process building consent applications	Building Control Officer
S. 49	The authority to grant a building consent subject to receipt of fees and any levy payable	Building Control Officer
S. 50	To determine whether to refuse any building consent and give written notice of the refusal and the reasons for the refusal	Building Control Officer
S. 51	The authority to issue a building consent	- Manager - Consenting and Applications - Customer Service Officer
S. 52	To extend the time permitted to activate building consent to prevent lapse of consent	Senior Building Control Officer
S. 54	To advise applicant of the amount of levy payable	Customer Service Officer
S. 58, 59	The duty to make payment and certify in respect of levies to the Ministry of Building, Innovation and Employment	Team Leader - Consenting and Applications
S. 62	The power to recover unpaid levies from an applicant	Team Leader - Consenting and Applications
S. 64	The duty to keep in safe custody all records and building consents issued including the estimated value of the building work	Customer Services Officer
S. 67	Authority to grant or refuse any applications for a waiver or modification of the Building Code, on matters of monitoring non-compliance	Senior Building Control Officer
S. 68	The duty to notify the Ministry of Building, Innovation and Employment	Team Leader - Consenting and Applications
S. 70	Determination an if application is for energy works	Team Leader - Consenting and Applications
S. 71	Authority to refuse any building consent in relation to land with natural hazards	Building Control Officer

Building Act 2004 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 72 – 74	To permit the issue of a building consent in circumstances where the site may be subject to natural hazards but the situation is not made worse by the construction of the building	▪ Building Control Officer
S. 75	Building on two or more allotment - issue and authenticate for entry of titles	▪ Chief Executive ▪ Group Manager – consenting and environment ▪ Manager – Consenting and Applications ▪ Manager – Customer Services ▪ Team Leader - Consenting and Applications ▪
S. 83	Authority to authenticate a certificate for the construction of a building on two or more allotments	▪ Chief Executive ▪ Group Manager – consenting and environment ▪ Manager – Consenting and Applications ▪ Manager – Customer Services ▪ Team Leader - Consenting and Applications
S. 90, 222	The powers to inspect any land and building work and enter any premises for the purpose of inspection and be an ‘‘authorised agent or Officer’’	▪ Warranted Officer ▪ Compliance Specialist - Building
S. 91	Authority to issue a Code Compliance Certificate	▪ Building Control Officer
S. 93 – 95	To determine all matters as a building consent authority in relation to whether a code compliance certificate will be issued including requiring further information, and the issuing of all code compliance certificates	▪ Building Control Officer
S. 96	To determine whether to grant or refuse an application for a certificate of acceptance	▪ Building Control Officer ▪ Compliance Officer - Building
S. 97, 98	Power to determine information required and to require further information on an application for a certificate of acceptance	▪ Building Control Officer ▪ Compliance Officer - Building
S. 99	To determine whether any qualifications should be made on any certificate of acceptance	▪ Building Control Officer ▪ Compliance Officer - Building
S. 100 - 103, 108	Authority to consider and implement all aspects relating to compliance schedules, building warrants of fitness and approval of independent qualified persons	▪ Building Control Officer ▪ Compliance Officer - Building
S. 103	Consent of compliance schedule (specified systems)	▪ Building Control Officer ▪ Compliance Specialist – Building

Building Act 2004 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 106, 107, 109	Power to amend a compliance schedule	▪ Building Control Officer ▪ Compliance Specialist - Building ▪ Compliance Officer - Building
S. 110	To require the owner of buildings to produce annual written reports on compliance schedules	▪ Building Control Officer ▪ Customer Service Officer ▪ Compliance Officer - Building
S. 111	Power to inspect buildings	▪ Warranted Officer ▪ Compliance Specialist - Building
S. 112, 118	To determine all matters in relation to alteration to an existing building, that will not comply fully with the relevant provisions of the building code	▪ Building Control Officer ▪ Compliance Specialist - Building
S. 113	Authority to determine conditions of a building consent in relation to buildings with specified intended lives	▪ Building Control Officer ▪ Compliance Specialist - Building
S. 115	The power and authority to determine the change of use of buildings	▪ Building Control Officer
S. 116	The power and authority with respect to code compliance requirements to determine an extension of life of a building and subdivisions (as warranted authorised Officers)	▪ Building Control Officer
S. 121	To determine whether a building is dangerous, including seeking advice from Fire and Emergency New Zealand	▪ Team Leader - Building Consent Inspections ▪ Team Leader – Compliance and Enforcement ▪ Compliance Specialist - Building
S. 123	To determine whether a building is insanitary	▪ Team Leader - Building Consent Inspections ▪ Team Leader – Compliance and Enforcement ▪ Compliance Specialist - Building
S. 124 – 129	Authority to take action in relation to dangerous and insanitary buildings	▪ Team Leader - Building Consent Inspections ▪ Team Leader – Compliance and Enforcement ▪ Compliance Specialist - Building
S. 126	Apply to the District Court for order to carry out building work	▪ Team Leader - Building Consent Inspections ▪ Compliance Specialist - Building
S. 129	Take action to avoid immediate danger or to fix insanitary conditions	▪ Team Leader - Building Consent Inspections ▪ Team Leader – Compliance and Enforcement

Building Act 2004 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
		Compliance Specialist - Building
S. 133AF	Role of territorial authority in identifying certain priority buildings	- Building Control Officer - Compliance Specialist - Building
S. 133AG	Territorial authority must identify potentially earthquake prone buildings	- Building Control Officer - Compliance Officer - Compliance Specialist - Building
S. 133AH	Request engineering assessment of potentially earthquake-prone buildings	- Building Control Officer - Compliance Specialist - Building - Compliance Officer
S. 133AI	Obligation of owner on receiving request for engineering assessment	- Building Control Officer - Compliance Specialist - Building - Compliance Officer
S. 133AJ	Gathering / refusing application for extension of time to provide engineering assessment	- Building Control Officer - Compliance Specialist - Building - Compliance Officer
S. 133AK	Determining if a building is earthquake- prone	- Building Control Officer - Compliance Specialist - Building - Compliance Officer
S. 133AL	Issue EPB notice for earthquake-prone buildings	- Building Control Officer - Compliance Specialist - Building - Compliance Officer
S. 133AN	Granting / refusing application for exemption from requirement to carry out seismic work	- Building Control Officer - Compliance Specialist - Building - Compliance Specialist
S. 133AO	Granting / refusing application for extension of time to complete seismic work on certain heritage buildings	- Building Control Officer - Compliance Specialist - Building - Compliance Officer
S. 133AP	Earthquake-prone building notices and Earthquake-prone building exemption notices to be attached to earthquake-prone buildings	- Building Control Officer - Compliance Specialist - Building - Compliance Officer
S. 133AQ	Assessing information relating to earthquake-prone building status at any time and deciding if a building is or is not an EPB	- Building Control Officer - Compliance Specialist - Building - Compliance Officer
S. 133AR	Impose safety requirements in relation to EPB	- Building Control Officer - Compliance Specialist - Building - Compliance Officer

Building Act 2004 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 133AS	Applying to the District Court to carry out seismic work	▪ Team Leader - Building Consent Inspections ▪ Team Leader – Compliance and Enforcement ▪ Compliance Specialist - Building
S. 133AT	Assess alterations of a building or part of a building that is subject to an EPB notice	▪ Building Control Officer ▪ Compliance Specialist – Building ▪ Compliance Officer
S. 133AY	What territorial authority must do if definition of ultimate capacity or moderate earthquake amended	▪ Team Leader – Compliance and Enforcement ▪ Building Control Officer ▪ Compliance Specialist - Building
S. 164 – 166	The power and authority to issue notices to fix, or to determine whether other authority should issue notice to fix	▪ Building Control Officer ▪ Compliance Specialist - Building ▪ Compliance Officer
S. 167	The power to inspect the building work to which any notice to fix relates, to confirm whether or not the notice to fix has been complied with, and to issue any notice with reasons	▪ Building Control Officer ▪ Compliance Specialist - Building ▪ Compliance Officer
S. 177	To apply to the Chief Executive of MBIE for a determination	▪ Building Control Officer ▪ Compliance Specialist - Building
S. 180	To withdraw any application for a determination	▪ Building Control Officer ▪ Compliance Specialist - Building
S. 189	To apply for the clarification of a determination	▪ Building Control Officer ▪ Compliance Specialist - Building
S. 215	Duty to obtain accreditation and be registered	▪ Manage – Consenting and Applications ▪ Manager – Compliance, Inspections and Enforcement
S. 216	The duty to keep all records relevant to the administration of the Building Act 2004	▪ Manage – Consenting and Applications ▪ Manager – Compliance, Inspections and Enforcement
S. 217	The power to determine if information is to be withhold	▪ Team Leader - Property Records
S. 222	To be an authorised Officer to inspect land on which building work is or is proposed, building, building work or residential pool or pool area	▪ Warranted Officer ▪ Compliance Specialist - Building ▪ Compliance Officer

Building Act 2004 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 224, 371C	The duty of authorised and warranted Officers to carry and produce evidence when required	- Warranted Officer - Compliance Specialist - Building - Compliance Officer
S. 227	Apply to Court for warrant of entry	- Warranted Officer - Building Control Officer
S. 232	Power of delegation	Chief Executive
S. 363, 363A	To determine all matters in relation to occupation of public buildings or buildings intended to be open to the public on payment or otherwise prior to the issue of a code compliance certificate, including requesting further information, determine conditions and issuing certificates for public use	- Building Control Officer - Compliance Specialist - Building - Compliance Officer
S. 370 – 374	To issue infringement notices	- Warranted Officer - Building Control Officer - Compliance Specialist - Building - Compliance Officer
S. 377	The power to lay a charging document for an offence under Section 377	- Manager – Compliance, Inspections and Enforcement - Compliance Specialist - Building
Schedule 1, Cl. 1(k)	The power to consider exemptions from building consent	- Manager – Compliance, Inspections and Enforcement - Team Leader - Consenting and Applications - Compliance Officer
Schedule 1, Part 1, Cl. 2	Authority to exempt building work	- Team Leader - Building Services - Compliance Officer

1.3 Building Research Levy Act 1969

Section	Summary of Function / Power Delegated	Delegated Officer
S. 9	The duty to make payments and clarify in respect of levies to the Building Research Association of New Zealand	Team Leader - Consenting and Applications

1.4 Burial and Cremation Act 1964

Section	Summary of Function / Power Delegated	Delegated Officer
S. 9	Powers regarding vaults and monuments	- Team Leader - Parks Business Support - Team Leader - Cemetery
S. 10	Power to sell right to burial in parts of the cemetery and right to construct vaults	Team Leader - Parks Business Support Officer
S. 11	Power to set aside portions of a cemetery for different denominations	Manager - Parks and Recreation
S. 15	Power to set aside portions of a cemetery for servicemen	Manager - Parks and Recreation
S. 19	Power to appoint Officers and servants as necessary	Manager - Parks and Recreation
S. 50	Duty to keep a register of burials and that the register be maintained	- Team Leader - Parks Business Support Officer - Team Leader - Cemetery

1.5 Camping Grounds Regulations Act 1985

Section	Summary of Function / Power Delegated	Delegated Officer
S. 3, 14, 15	Issue, renew and transfer licences, permits or registration, grants and set conditions on certification, inspection	Team Leader - Environmental Health

1.6 Dog Control Act 1996

Section	Summary of Function / Power Delegated	Delegated Officer
	All powers, functions and duties under the Dog Control Act 1996 and any subsequent amendments, including the powers to authorise prosecutions (except those that are unable to be legislatively delegated)	Group Manager - Consenting and Environment
S. 9	Requirement to retain funds obtained under the act and apply for authorised purposes only under the Act	Manager - Environmental Services
S. 10, 10A, 10AA	Requirement to adopt a policy about dogs and annually report on the policy and other matters	Team Leader - Animal Control
S. 11	Appoint Dog Control Officers	Manager - Environmental Services
S. 12	Appoint Dog Rangers	Team Leader - Animal Control
S. 13	Issue warrants to Dog Control Officers and Dog Rangers	Chief Executive
S. 21	Power to classify a person as a probationary owner and give notice of that decision	Team Leader - Animal Control
S. 22	Hear and determine an objection to classification as a probationary owner	Group Manager - Consenting and Environment

Dog Control Act 1996 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 23A	Power to require a probationary owner to undergo training	Team Leader - Animal Control
S. 25	Power to disqualifying of owners and specification of period of disqualification. Determine whether the circumstances are such that disqualification is not warranted, or the person should instead be classified as a probationary owner and give notice of disqualification.	Team Leader - Animal Control
S.26	Hear and determine an objection to disqualification	Group Manager - Consenting and Environment
S. 28	Extend period of disqualification	Manager - Environmental Services
S. 30	Maintain records and provide information	Animal Control Officer
S. 31	Power to classify a dog as a dangerous dog. Hear and determine an objection to classification of any dog as a dangerous dog	- Manager - Environmental Services - Hearing Panel
S. 32	Consent to disposal of dangerous dog to any person	Team Leader - Animal Control
S. 33A	Power to classify a dog as a menacing dog and give notice of the classification	Manager - Environmental Services
S. 33B	Hear and determine an objection to classification of a dog as a menacing dog	Hearing Panel
S. 33C	Classify a dog as a menacing by belonging to breed or type listed in Schedule 4 and give notice of the classification	Manager - Environmental Services
S. 33D	Hear and determine an objection to classification of a dog as a menacing dog by belonging to breed or type	Hearing Panel
S. 33E	Require production of certification in accordance with Section 33E(1)(b) Determine under Section 33E(5) that a dog need not be muzzled	Animal Control Officer
S. 33EB	Required neutering of dog	Animal Control Officer
S. 33ED	Classification of certain dogs if no order for destruction made by Court	Team Leader - Animal Control
S. 35	Supply of register information	Team Leader - Animal Control
S. 35(5)(c)	To determine whether or not a dog should be delivered into custody of a Dog Control Officer or Dog Ranger	Animal Control Officer
S. 36A	Request verification that a dog has been implanted with a functioning microchip transponder	Animal Control Officer

Dog Control Act 1996 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 39	Power to remit, reduce or refund the dog control fee or part of the fee in any particular case or class of cases by reason of the financial circumstances of the owner or where satisfied that there are special grounds for doing so	Team Leader - Animal Control
S.40	Require the production of written statement or veterinarian's certificate as proof of class of dog	Animal Control Officer
S. 42	Determine that there are reasonable grounds for believing there has been a breach of Section 42(1)	Animal Control Officer
S. 46	To issue a replacement label or disc	Customer Service Officer
S. 55	Power to consider and determine an objection to a notice to abate a barking dog nuisance	Hearing Panel
S. 66	Issue infringement notices Make any decision on any matter relating to those proceedings	Animal Control Officer
S. 68	Require pound fee set is paid before release of dog	Animal Control Officer
S. 69	Give written notice to the owner that a dog has been impounded and dispose of a dog pursuant to Section 69(2) Where the owner of a dog is not known and cannot be identified from the dog registration label or disc, seize the dog, sell, destroy or otherwise dispose of the dog pursuant to Section 69(3) Apply proceeds from sale of dog against fees of the owner	- Team Leader - Animal Control - Animal Control Officer
S. 69A	Verify that a dog has been fitted with a functioning microchip transponder Recover the costs of microchip transponder	Animal Control Officer
S. 70 (3)	Determine an application for the return of a dog	Hearing Panel
S. 70 (7)	Sustenance fees require payment before the return of dog	Team Leader - Animal Control
S. 71 (4)	Power to authorise retention of a dog threatening public safety	Hearing Panel
S. 71 (8)	Sustenance fees require payment before the return of dog	Team Leader - Animal Control

Dog Control Act 1996 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 71A	Sell, destroy or otherwise dispose of dogs seized under Section 15 and Section 33EC in a manner though fit Apply fees from disposal towards fees Apply fees to sustenance of dog and require payment before return of dog	Team Leader - Animal Control

1.7 Drainage and Plumbing Regulations 1978

Section	Summary of Function / Power Delegated	Delegated Officer
	Authority to exercise the powers of "Engineer" under the Drainage and Plumbing Regulations	- Manager - 3 Waters Operations - Manager - Engineering Services

1.8 Food Act 2014

Section	Summary of Function / Power Delegated	Delegated Officer
S. 54	Power to refuse to process application for registration	Team Leader - Environmental Health
S. 55	Power to require further information for registration application	Team Leader - Environmental Health
S. 56	Power to decide to register a Food Control Plan	Team Leader - Environmental Health
S. 57	Power to decide to refuse to register a Food Control Plan	Team Leader - Environmental Health
S. 60	Power to impose conditions on registration of a Food Control Plan	Team Leader - Environmental Health
S. 63	Power to extend mandatory suspension	Manager - Environmental Services
S. 67	Power to determine to cancel registration of Food Control Plan	Team Leader - Environmental Health
S. 69	Power to decide whether food should be sold after cancellation of registration	Team Leader - Environmental Health
S. 70	Power to decide to remove food business from coverage of Food Control Plan	Environmental Support Officer
S. 84	Power to refuse to process application for registration (National Programme)	Team Leader - Environmental Health
S. 85	Power to request further information for registration (National Programme)	Environmental Support Officer
S. 87	Power to refuse to register food business (National Programme)	Team Leader - Environmental Health
S. 89	Power to impose conditions on registration of food business (National Programme)	Team Leader - Environmental Health

Food Act 2014 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 90	Power to suspend operations of business (National Programme)	▪ Team Leader - Environmental Health
S. 91	Power to extend a suspension (National Programme)	▪ Team Leader - Environmental Health
S. 95	Power to cancel registration of business (National Programme)	▪ Team Leader - Environmental Health
S. 165	Power to surrender recognition (agency and person)	▪ Environmental Health Officer
S. 173	Power to carry out functions of a Territorial Authority	▪ Team Leader - Environmental Health
S. 176	Power to transfer Territorial Authority functions	▪ Group Manager - Consenting and Environment
S. 182	Power to change, revoke or relinquish transfer of functions	▪ Group Manager - Consenting and Environment
S. 218	Power to lay charging document	▪ Team Leader - Environmental Health
S. 219	Infringement Notice (Food Safety Officers)	▪ Warranted Food Safety Officer
S. 280	Power to give directions under Section 281 to 286	▪ Environmental Health Officer
S. 294	Verifier's right of access and certain powers	▪ Environmental Health Officer
S. 296	Power of Food Safety Officers	▪ Warranted Food Safety Officer
S. 297	Food Safety Officer's power to ask for assistance	▪ Warranted Food Safety Officer
S. 298	Purpose of powers in Section 296, 299 to 308, and 310 to 312 (Food Safety Officer may exercise a power)	▪ Warranted Food Safety Officer
S. 299	Power to facilitate entry, search and seizure (Food Safety Officer must take all reasonable steps)	▪ Warranted Food Safety Officer
S. 301	Power of examination, identification and rectification and associated detention powers for Food Safety Officer	▪ Warranted Food Safety Officer
S. 302	Food Safety Officer's power to issue improvement notice	▪ Warranted Food Safety Officer
S. 304	Food Safety Officer's power to take, purchase and sample	▪ Warranted Food Safety Officer
S. 305	Food Safety Officer's power to interrupt operation and give certain directions	▪ Warranted Food Safety Officer
S. 306	Food Safety Officer's power to seize, condemn and require disposal	▪ Warranted Food Safety Officer

Food Act 2014 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 307	Food Safety Officer's power to restrict use of or close place	▪ Warranted Food Safety Officer
S. 308	Other powers of Food Safety Officer	▪ Warranted Food Safety Officer
S. 310, 311	Powers to enter and powers to enter without search warrant	▪ Warranted Food Safety Officer
S. 312	Food Safety Officer's power to test samples of food or examples of food related accessories	▪ Warranted Food Safety Officer
S. 331	Power to apply for a compliance order	▪ Environmental Health Officer
S. 355	Power to decide to determine application for review	▪ Environmental Health Officer
S. 358	Procedure for and power to decide of review of decision	▪ Team Leader - Environmental Health

1.9 Food Regulations 2015

Section	Summary of Function / Power Delegated	Delegated Officer
Regulation 103	Power to issue corrective actions and verifications	▪ Environmental Health Officer
Regulation 106	Power to decide on verification decision	▪ Environmental Health Officer
Regulation 145	Infringement offences	▪ Environmental Health Officer
Schedule 2	Infringement offences and fees	▪ Environmental Health Officer

1.10 Freedom Camping Act 2011

Section	Summary of Function / Power Delegated	Delegated Officer
S. 25	Power to issue proceedings for an offence other than an infringement notice	▪ Team Leader - Environmental and Parking Compliance
S. 27	Issue infringement notices. Make any decisions on any matter relating to those proceedings	▪ Environmental Health Officer ▪ Team Leader - Environmental and Parking Compliance
S. 28	Power to issue reminder notice	▪ Customer Service Officer
S. 32	Appointment of Enforcement Officer	▪ Group Manager - Consenting and Environment
S. 39	Power to return property seized or impounded	▪ Team Leader - Environmental and Parking Compliance
S. 40	Power to dispose of seized or impounded property	▪ Manager - Environmental Services

1.11 Gambling Act 2003

Section	Summary of Function / Power Delegated	Delegated Officer
S. 100	Determining application for consent to establish gambling premises	▪ Hearing Panel

1.12 Gas Act 1992

Section	Summary of Function / Power Delegated	Delegated Officer
S. 25	Power to set reasonable condition on the opening up of any road and recover reasonable costs	▪ Group Manager - Infrastructure Services ▪ Manager - Strategic Asset Planning
S. 33	Power to require fittings to have their position changed	▪ Group Manager - Infrastructure Services ▪ Manager - Strategic Asset Planning

1.13 Hazardous Substances and New Organisms Act 1996

Section	Summary of Function / Power Delegated	Delegated Officer
S. 100	Power to warrant Officers	▪ Chief Executive
S. 103A	Power of entry for inspection for hazardous substance	▪ Warranted Environmental Health Officer
S. 104	Power to issue a compliance order	▪ Environmental Health Officer
S. 108	Confirm, change or cancel compliance order	▪ Team Leader - Environmental Health
S. 109A	Laying a charging document	▪ Manager - Environmental Services
S. 112	Power to issue infringement fine	▪ Environmental Health Officer

1.14 Health Act 1956

Section	Summary of Function / Power Delegated	Delegated Officer
	Initiating prosecutions and injunctions	▪ Manager - Environmental Services
S. 28	Appoint Environment Health Officers	▪ Manager - Environmental Services
S. 33	Bring proceedings for nuisance	▪ Manager - Environmental Services
S. 34	Determine that immediate action for the abatement of the nuisance is necessary by reason of the existence of a nuisance on any premises and without notice to the occupier, enter on the premises and abate the nuisance	▪ Environmental Health Officer

Health Act 1956 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 41(1)	Decide and cause services of cleansing order	▪ Team Leader - Environmental Health
S. 41(2)	Cause cleansing	▪ Environmental Health Officer
S. 42	Power to issue insanitary condition	▪ Team Leader - Environmental Health
S. 42(2)	Power to issue repair notice	▪ Environmental Health Officer
S. 42(3)	Power to issue a closing order	▪ Manager - Environmental Services
S. 45	Cancel a closing order	▪ Manager - Environmental Services
S. 54	Determine any application to carry on an offensive trade, register or renew the registration of any premises used for an offensive trade	▪ Team Leader - Environmental Health
S. 58	Determine any application to establish a stockyard, register or renew the registration of any premises used for a stock sale yard	▪ Team Leader - Environmental Health
S. 66	Apply for injunction where continuing breach of bylaw following conviction	▪ Manager - Environmental Services
S. 81	Power to require Environmental Health Officer to arrange cleansing or disinfection	▪ Team Leader - Environmental Health
S. 83	Power to destroy articles that cannot be effectively disinfected	▪ Environmental Health Officer
S. 128	Power to enter and inspect	▪ Warranted Environmental Health Officer

1.15 Health (Burial) Regulations 1946

Section	Summary of Function / Power Delegated	Delegated Officer
S. 16	Consent, register, renew, refuse, impose conditions for registration or consent	▪ Environmental Health Officer

1.16 Health (Drinking Water) Amendment Act 2007

Section	Summary of Function / Power Delegated	Delegated Officer
S. 69S	Duty to take all practicable steps to ensure that an adequate supply of drinking water is provided to each point of water supply to which drinking water is supplied	▪ Manager - 3 Waters Operations
S. 69T	Duty to take action where risk to water is actual or foreseeable	▪ Manager - Water ▪ Manager - 3 Waters Operations

Health (Drinking Water) Amendment Act 2007 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 69U	Duty to take reasonable steps to contribute to the protection of a drinking water source	▪ Manager - 3 Waters Operations
S. 69V	Duty to take all practicable steps to comply with drinking water standards	▪ Manager - 3 Waters Operations
S. 69W	Duty to take reasonable steps to supply wholesome drinking water	▪ Manager - 3 Waters Operations
S. 69X	Duty to check water quality before connecting to a new water source	▪ Manager - 3 Waters Operations
S. 69Y	Duty to monitor drinking water to ensure compliance with drinking water standards and assess public health risk	▪ Manager - 3 Waters Operations
S. 69ZA – 69ZF	Duty to prepare and implement a public health risk management plan in relation to the drinking water supply, to review/renew plans, keep and make available records of plans, to investigate complains, to take remedial action if standards breached	▪ Manager - 3 Waters Operations
S. 69ZZZ	Duty to protect water supplies from risk of backflow	▪ Manager - 3 Waters Operations

1.17 Health (Hairdressers) Regulations 1980

Section	Summary of Function / Power Delegated	Delegated Officer
Regulation 4	Grant, extend, set conditions on certificate of exemption	▪ Environmental Health Officer

1.18 Health (Registration of Premises) Regulations 1966

Section	Summary of Function / Power Delegated	Delegated Officer
Regulation 5	Authority to issue certificate of registration	▪ Environmental Health Officer
Regulation 9	Cause first notice to request remedial action and further notice to be served to revoke registration. Exercise the powers and functions of a local authority	▪ Team Leader - Environmental Health ▪ Environmental Health Officer

1.19 House Improvements Regulations 1947

Section	Summary of Function / Power Delegated	Delegated Officer
	Authority to issue certificate of registration	▪ Compliance Specialist ▪ Environmental Health Officer

1.20 Impounding Act 1955

Section	Summary of Function / Power Delegated	Delegated Officer
	Authority to authorise any Officers to carry out all or any functions of a ranger under the Impounding Act 1955	Manager - Environmental Services
S. 8, 9	Appointment of a Pound Keeper (a statutory appointment) and appointment of a deputy of any Pound Keeper	Team Leader - Animal Control
S. 10	Remove or suspend Pound Keeper or deputy Pound Keeper or any other person appointed for the purpose of this Act	Team Leader - Animal Control
S. 11	Authority to publicly notify every appointment, or suspension, or removal from office of any Pound Keeper or Deputy Pound Keeper	Team Leader - Animal Control
S. 14	Recover actual costs of sustenance of impounding stocks	Animal Control Officer
S. 32	Authority to declare a temporary Pound	Animal Control Officer
S. 42	Disposal of wild stock straying on road	Team Leader - Animal Control
S. 50	Authorise person to act as auctioneer for sale of impound stock	Team Leader - Animal Control
S. 52	Destroy worthless or suffering stock	Team Leader - Animal Control
S. 53	Disposal of unsold stock	Team Leader - Animal Control
S. 56	Recover any deficiency in costs from owner of stock	Animal Control Officer

1.21 Infrastructure (Amendments Relating to Utilities Access) Act 2010

Section	Summary of Function / Power Delegated	Delegated Officer
S. 14	Power to set reasonable conditions over the opening up of any road and recover reasonable costs	Manager - Strategic Asset Planning

1.22 Land Drainage Act 1908

Section	Summary of Function / Power Delegated	Delegated Officer
S. 6	Obligation to provide information on ratepayers in respect of property within the district liable to be rated	- Manager - 3 Waters Operations - Manager - Engineering Services
S. 20	Power to object to the Drainage Board's interfering with road or footpath	- Manager - 3 Waters Operations - Manager - Strategic Asset Planning

Land Drainage Act 1908 continued

Summary of Function / Power Delegated		Delegated Officer
S. 61, 63	Power to cleanse, repair or maintain a watercourse or drain	▪ Manager - 3 Waters Operations ▪ Manager - Engineering Services

1.23 Land Transfer Act 2017

Section	Summary of Function / Power Delegated	Delegated Officer
	Consenting to dealing with land where that land is subject to a caveat or encumbrance that requires the consent of Council before registration of any instrument under the Act	▪ All Group Managers
S. 34	The authority to certify paper documents on Council's behalf pursuant to section 34 of the Act	▪ All Group Managers ▪ Property Portfolio Manager
S. 202	Authority to consent as adjoining owner to the approval of plan defining legal boundaries	▪ Property Portfolio Manager ▪ Team Leader - Planning ▪ Manager - Strategic Asset Planning
	The authority to execute A & I forms and any associated documentation required by Land Information New Zealand or other regulatory body which under any act the documents are to be registered in accordance with the Land Transfer Act 2017 for the completion of any authorised transaction	▪ All Group Managers ▪ Property Portfolio Manager

1.24 Land Transport Act 1998

Section	Summary of Function / Power Delegated	Delegated Officer
S. 16A	Powers regarding restrictions of heavy traffic on roads	▪ Manager - Strategic Asset Planning
S. 22AB, 22AD, 22AE	Powers regarding transport related bylaws	▪ Manager - Strategic Asset Planning
S. 128D	Appointment of Parking Wardens	▪ Manager - Environmental Services
S. 128E	Powers of Parking Wardens	▪ Compliance Officer - Parking
S. 139	Power to issue infringement notice	▪ Compliance Officer - Parking
S. 157(e) and (f)	Power and road controlling authority to control, restrict and prohibit traffic	▪ Manager - Strategic Asset Planning

1.25 Land Transport (Infringement and Reminder Notices) Regulations 2012

Section	Summary of Function / Power Delegated	Delegated Officer
Schedule 4	Power to review or waive stationary vehicle infringement	- Customer Service Officer - Environmental Support Officer

1.26 Litter Act 1979

Section	Summary of Function / Power Delegated	Delegated Officer
S. 5	Appoint Litter Control Officer	Manager - Environmental Services
S. 8	Appoint and revoke appointment of Litter Wardens	Manager - Environmental Services
S. 10	Serve notices to clear litter	Environmental Compliance Officer
S. 14	Issue infringement notices and make any decisions on any matter relating to those proceedings	Environmental Compliance Officer
S. 15	Initiating prosecutions and injunctions	Manager - Environmental Services

1.27 Local Government Act 1974

Section	Summary of Function / Power Delegated	Delegated Officer
S. 319	General powers in respect of roads	- Manager - Strategic Asset Planning - Road Corridor Engineer - Asset Manager - Transport - Manager - Infrastructure Operations - Contracts Manager - Roading - Manager - Engineering Services
S. 319 (a)	General powers of Councils in respect to roads except: 319 (a) where an application is received to form a road and the additional new formation is proposed to be maintained by Council as this is required to be referred to Council	Manager - Strategic Asset Planning
S. 319B	Allocating of property numbers	Property Database Support Officer
S. 319 (h)	S. 319 (h) where a permanent road stopping is proposed as this is required to be referred to Council	Manager - Strategic Asset Planning
S. 327A	Power to uplift a building line restriction	Manager - Strategic Asset Planning

Local Government Act 1974 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 342	Power to stop or close roads	Manager - Strategic Asset Planning (unless Schedule 10 of the Act required otherwise)
S. 344	Authority to approve and authorise the installation of gates and cattle stops on legal roads	- Manager - Strategic Asset Planning - Manager - Engineering Services
S. 346D	Authority to approve new vehicle entrances on to limited access roads and/or alter the location of existing approved entranceways	Manager - Engineering Services
S. 348	Creation and cancellation of right of ways	Manager - Strategic Asset Planning
S. 353	Require fencing	- Manager - Strategic Asset Planning - Manager - Engineering Services - Manager - Infrastructure Operations
S. 355	Council's powers relating to the removal and/or trimming or overhanging trees etc., and recovery of costs	- Road Corridor Engineer - Manager - Engineering Services - Manager - Infrastructure Operations - Contracts Manager - Roading
S. 356, 356A	The power to authorise any person to remove and dispose of motor vehicles found on a road or in a public place which may be abandoned	- Manager - Strategic Asset Planning - Manager - Engineering Services - Manager - Infrastructure Operations - Contracts Manager - Roading - Compliance Officer - Parking - Manager - Parks and Recreation
S. 357	The power to penalise a person who commits an offence which encroaches on a road	- Manager - Strategic Asset Planning - Manager - Infrastructure Operations
S. 459	Power to require connection to public drains and other drainage powers	- Manager - 3 Waters Operations - Environmental Compliance Officer - RMA Monitoring and Plan Effectiveness Officer - All warranted LGA Officers - Compliance Specialist
S. 461	Private Drains - The power to sign the certificate to register and remove Private drains (drains in Common) from records of title.	- Manager - Strategic Asset Planning - Manager - 3 Waters Operations

Local Government Act 1974 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 468	Power to require removal of tree roots obstructing public drains	- Contract Technician - Three Waters - Manager - Infrastructure Operations
S. 511	Power to order clean up of drainage channel or watercourse	Manager - 3 Waters Operations
Schedule 10 Clause 11 (a) (b) and (d)	The temporary prohibition of traffic for the purpose of: Construction or repair of the road or any drain, water race, pipe or apparatus under, upon or over the road Diversions of traffic in order to resolve problems associated with traffic operations When, for any reason it is considered desirable that traffic should be diverted to other roads	Road Corridor Engineer

1.28 Local Government Act 2002

Section	Summary of Function / Power Delegated	Delegated Officer
S. 140, 141	Power to sell or exchange endowment property	Property Portfolio Manager
S. 162	Apply for injunction restraining a person from committing a breach of a bylaw or an offence against this Act	- Team Leader - Environmental and Parking - Team Leader - Animal Control - Team Leader - Environmental Health - RMA Monitoring and Plan Effectiveness Officer - Stormwater Technical Officer
S. 163	Remove or alter a work or thing that is, or has been, constructed in breach of a bylaw, and recover the costs of removal or alteration	- Team Leader - Environmental and Parking - Team Leader - Animal Control - Team Leader - Environmental Health - RMA Monitoring and Plan Effectiveness Officer - Stormwater Technical Officer - Environmental Compliance Officer - Manager - Parks and Recreation
S. 167	Return of property seized or impounding	- Group Manager - Infrastructure - Environmental Compliance Officer

Local Government Act 2002 continued

Section	Summary of Function / Power Delegated	Delegated Officer
S. 168	Dispose of property that has not been returned within six months after it was seized and impounded	▪ Environmental Compliance Officer
S. 171, 172	Enter any land or building other than a dwelling house. Determine how to exercise the power to enter occupied land or buildings. Give notice of intended entry.	▪ Group Manager - Infrastructure ▪ Building Control Officer ▪ Environmental Compliance Officer ▪ Animal Control Officer ▪ Environmental Health Officer ▪ Compliance Officer - Parking ▪ Planner ▪ RMA Monitoring and Plan Effectiveness Officer ▪ Stormwater Technical Officer ▪ Stormwater Officer ▪ Contract Technician - Three Waters ▪ Parks Ranger ▪ Senior / Parks Planning Officer
S. 173	Enter occupied lands or buildings without giving prior notice Inform occupier and owner of entry (sudden emergency)	▪ Group Manager – Infrastructure ▪ Environmental Compliance Officer ▪ Animal Control Officer ▪ Environmental Health Officer ▪ Compliance Officer – Parking ▪ Planner ▪ RMA Monitoring and Plan Effectiveness Officer ▪ Stormwater Technical Officer ▪ Stormwater Officer ▪ Contract Technician – Three Waters ▪ Parks Ranger ▪ Senior / Parks Planning Officer

Local Government Act 2002 continued

Section	Summary of Function / Power Delegated	Delegated Officer
S. 174	Authorised Officer to act and enter private land	▪ Group Manager - Infrastructure ▪ Environmental Compliance Officer ▪ Animal Control Officer ▪ Environmental Health Officer ▪ Compliance Officer – Parking ▪ Planner ▪ RMA Monitoring and Plan Effectiveness Officer ▪ Stormwater Technical Officer ▪ Stormwater Officer ▪ Contract Technician – Three Waters ▪ Parks Ranger ▪ Senior / Parks Planning Officer
S. 175	Power to recover for damage	▪ Manager – Parks and Recreation ▪ Manager - Infrastructure Operations
S. 177	Appoint Enforcement Officer	▪ Group Manager - Consenting and Environment ▪ Group Manager - Community Spaces and Places
S. 179	Contract out administration of regulatory functions	▪ Group Manager - Consenting and Environment
S. 181	Construction of works on private land	▪ Manager - 3 Waters Operations ▪ Manager - Infrastructure Operations
S. 185	Approve the carrying out of works by an occupier	▪ Manager - 3 Waters Operations ▪ Manager - Environmental Services
S. 186(2)	Execute, provide or do the works materials and things as required and recover costs from person in default	▪ Manager - 3 Waters Operations ▪ Manager - Environmental Services ▪ Manager - Infrastructure Operations
S. 187	Act in default of owner and recover costs from person in default	▪ Group Manager - Consenting and Environment ▪ Group Manager - Infrastructure

Local Government Act 2002 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 215	Application for removal order for fence, structure or vegetation	▪ Manager - Strategic Asset Planning ▪ Manager - 3 Waters Operations ▪ Environmental Compliance Officer ▪ Manager - Parks and Recreation
S. 227, 228, 229, 230, 231, 232, 238, 239	Initiating prosecutions and injunctions under Acts or Bylaws	▪ Group Manager - Infrastructure ▪ Team Leader - Environmental and Parking ▪ Team Leader - Animal Control ▪ Team Leader - Environmental Health ▪ Manager - Parks and Recreation

1.29 Local Government Official Information and Meetings Act 1987

Section	Summary of Function / Power Delegated	Delegated Officer
S. 5	Power to determine availability of information	▪ All Tier 3 Managers ▪ Legal Counsel
S. 6	Power to determine withholding of information	▪ All Group Managers ▪ Manager - Governance and Legal ▪ Manager - Communications and Marketing ▪ Manager - Information Management
S. 10	Power to request certification for official information	▪ All Managers
S. 11	Duty to provide assistance with requesting information	▪ All Staff
S. 12	Transfer of requests	▪ Team Leader - Executive Support
S. 13	Decision on requests	▪ All Group Managers ▪ Manager - Governance and Legal ▪ Manager - Communications and Marketing ▪ Manager - Information Management
S. 14	Extension of time to provide official information	▪ All Group Managers
S. 15	Power to determine the manner of presenting information	▪ All Group Managers ▪ Team Leader - Executive Support

Local Government Official Information and Meetings Act 1987 continued

Section	Summary of Function / Power Delegated	Delegated Officer
S. 16	Power to determine deletions of some information from documents	▪ All Group Managers ▪ Manager - Governance and Legal ▪ Manager - Communications and Marketing ▪ Manager - Information Management
S. 17, 17A, 17B, 18	Refusal of requests for information	▪ All Group Managers ▪ Manager - Governance and Legal ▪ Manager - Communications and Marketing ▪ Manager - Information Management
S. 24	Obligations to take precautions regarding access to personal information	▪ All Group Managers ▪ Manager - Governance and Legal ▪ Manager - Communications and Marketing ▪ Manager - Information Management
S. 25	Correction of information	▪ All Team Leaders
S. 26	Refusal to supply personal information	▪ All Group Managers ▪ Manager - Governance and Legal ▪ Manager - Communications and Marketing ▪ Manager - Information Management ▪ Privacy Officers
S. 33	Requirement to notify decision of Ombudsman	▪ Manager - Governance and Legal ▪ Manager - Communications and Marketing
S. 44A	Authority to prepare and approve Land Information Memorandum	▪ Team Leader - Property Records ▪ Property Records Officer
S. 46	Public notification of meetings	▪ Manager - Governance and Legal
S. 46A, 49, 51	Availability of agendas, reports and minutes	▪ Manager - Governance and Legal
S. 51A	Public notification of resolution at emergency meetings	▪ Team Leader - Executive Support

1.30 New Zealand Library Association Act 1939

Section	Summary of Function / Power Delegated	Delegated Officer
S. 5	Power to become a member of the association	▪ Manager - Libraries

1.31 Overseas Investments Act 2005

Section	Summary of Function / Power Delegated	Delegated Officer
	Issue certificate relating to land	▪ Property Portfolio Manager

1.32 Public Bodies Leases Act 1969

Section	Summary of Function / Power Delegated	Delegated Officer
S. 7, 17, 18, 22, 23A	To sign on behalf of Council, lease, tenancy, service and other miscellaneous agreements where the use of the corporate seal is not required	▪ Property Portfolio Manager
S. 7, 17, 18, 22, 23A	To sign leases on behalf of Council, including renewal, transfer, rent reviews that are in accord with legislation and Council policy	▪ Property Portfolio Manager
S. 8-9	Lease to be sold by public tender or auction to certain conditions	▪ Property Portfolio Manager
S. 23	To authorise process for surrender or lease	▪ Property Portfolio Manager

1.33 Public Records Act 2005

Section	Summary of Function / Power Delegated	Delegated Officer
S. 17	To create and maintain full and accurate records of its affairs in accordance with normal, prudent business practice. Protected records are maintained in an accessible form for subsequent reference.	▪ All Staff ▪ Manager - Information Management
S. 26	Authority to approve receipt of public records as an approved repository	▪ Manager - Information Management
S. 27	To manage standards and instructions issued by the Chief Archivist	▪ Manager - Information Management
S. 30	Power to request exemption from compliance with a standard or instruction issued by the Chief Archivist	▪ Group Manager - Finance and Assurance
S. 40	To comply with the requirements in relation to protected records	▪ All Managers ▪ Manager - Information Management
S. 45	To classify the access status of the Council's local authority records	▪ All Managers ▪ Manager - Information Management

Public Records Act 2005 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 47	To provide for the public inspection of open access records	Information Management Advisor
S. 49	Power to prohibit the public from accessing or copying a local authority archive in (a) the interest of preserving the archive or (b) pending classification, repair or other treatment of the archive	Group Manager - Finance and Assurance
S. 51 – S. 52	Power to appeal to the Minister against a decision of the Chief Archivist regarding an exemption request	Group Manager - Finance and Assurance

1.34 Public Works Act 1981

Section	Summary of Function / Power Delegated	Delegated Officer
S. 26	Power to sign requests to take land by proclamation and power to make statutory declaration to a company requested to take land by proclamation	Group Manager - Infrastructure
S. 27	Power to acquire natural material	- Group Manager - Infrastructure - Manager - 3 Waters Operations - Manager - Strategic Asset Planning
S. 40-42 and 43	Power to sell land no longer required for public works	- Group Manager - Infrastructure - Manager - Parks and Recreation
S. 45	Power to lease etc., land that is held for public works	- Manager - Parks and Recreation - Property Portfolio Manager
S. 47	Power to request issue of record of title to land held for public works	- Property Portfolio Manager - Manager - Parks and Recreation - Manager - Strategy Parks and Recreation
S. 48	Power to grant easement over land held for public works	Property - Portfolio Manager
S. 50	Power to transfer existing public work to the Minister or other Local Authority	Group Manager - Infrastructure
S. 52	Power to sign requests to Minister to declare that land already held for another public work and the power to make a statutory declaration that the Council is authorised by law to undertake the work for which it is proposed to set crown land aside	- Group Manager - Community Spaces and Places - Group Manager - Infrastructure

Public Works Act 1981 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 103	Power to grant easement in lieu of compensation	- Group Manager - Infrastructure - Group Manager - Community Spaces and Places - Manager - Parks and Recreation
S. 109	Power to execute certificates of grants for lands	- Chief Executive - Manager - Parks and Recreation
S. 110 - 111A	Power of entry for survey (warrant also required)	- All Infrastructure Managers - All Parks and Recreation Managers
S. 115	Power to sign certificate or notice of discharge	Chief Executive
S. 116	Power to give written consent for the stopping of road	Manager - Strategic Asset Planning
S. 133 - 134	Provide for removal of trees and hedges that interfere with public works as per the ICC Tree Plan	- Manager - Strategic Asset Planning - Manager - 3 Waters Operations - Manager - Parks and Recreation
S. 233 - 234	Obligation to provide notice before entry onto private land	All Infrastructure Managers
S. 237	Power to approve excavations near public works	- Manager - 3 Waters Operations - Manager - Infrastructure Operations - Road Corridor Engineer
S. 238	Power to bring action for damage to public works	Group Manager - Infrastructure
S. 239	Power to remove and/or dispose of abandoned property from public works land	- Group Manager - Infrastructure - Manager - Infrastructure Operations - Manager - Parks and Recreation
S. 240	Removal of land from persons holding illegal possessions	- Group Manager - Infrastructure - Group Manager - Community Spaces and Places
Value of Land to be taken	Property acquisition and actions for a public work up to \$ 50,000 plus GST, provide the acquisition can be funded within the budget of an approved LTP project, but excluding any actions which are required by the Act to be specifically undertaken by the Chief Executive	Group Manager - Infrastructure

1.35 Racing Act 2003

Racing Act 2003		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 65C	Receiving, considering and determining application for territorial authority consent	Hearing Panel

1.36 Reserves Act 1977

Section	Summary of Function / Power Delegated	Delegated Officer
S. 8	Power of administering body to appoint Rangers	Chief Executive
S. 14	Power to declare land vested in it a reserve	Council
S. 15	Power to authorise or decline the exchange of land in any reserve and to do all things necessary to effect any authorised exchange	Council
S. 16	Power to classify reserves into different categories	Council
S. 40	Duties and functions of the local authority as administrative body	- Group Manager-Community Spaces and Places - Manager - Parks and Recreation
S. 41	Requirement to prepare management plans	Manager - Strategy Parks and Recreation Manager - Parks and Recreation
S. 42	Duty to preserve trees and bush, and power to determine that the cutting or destruction is necessary for the proper management or maintenance of the reserve, or for the management or preservation of other trees or bush, or in the interests of the safety of persons on or near the reserve or of the safety of property adjoining the reserve, or that the cutting is necessary to harvest trees planted for revenue producing purposes	Manager - Strategy Parks and Recreation Manager - Parks Operations
S. 45	Erect or authorise the erection of shelters, huts, cabins, lodges etc. in accordance with section 45	Manager - Parks and Recreation
S. 48	Power to grant rights of way or other easements over reserves	Manager - Parks and Recreation
S. 48A	Power to grant or refuse to grant a licence for a Communications Station on a reserve	Council
S. 50	Power to authorise the taking and killing of any specified kind of fauna, excluding indigenous fauna	- Manager - Parks and Recreation - Manager - Parks Operations
S. 52	Power to give consent to the union of reserves	Manager - Parks and Recreation

Reserves Act 1977 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 53 - 61, S. 63 - 64, S. 66 - 69, S. 71 - 75, and S. 77	Particular powers regarding each different classification of reserve	- Manager - Strategy Parks and Recreation - Manager - Parks Operations
S. 71-74	Power to farm	Manager - Parks Operations
S. 78 - 80, S. 84 - 85A, 88 and S. 89 - 92	Financial powers and duties regarding reserves	Manager - Parks and Recreation
S. 93	Power to interfere to prevent any actual attempted breach of the Act and to require disclosure of name and place of abode	- Manager - Parks Operations - Manager - Strategy Parks and Recreation - Senior / Parks Ranger - Senior / Parks Planning Officer
S. 101	Power to lay charging document	Chief Executive
S. 105A-105O	Infringement fines	Warranted Parks Ranger
S. 113	Powers and duties as to form of leases and licences on reserves	Manager - Parks and Recreation
S. 115	Power to refuse any application for consent to transfer, sublease or mortgage or grant application subject to conditions thought fit	Manager - Parks and Recreation

1.37 Sales and Supply of Alcohol Act 2012

Section	Summary of Function / Power Delegated	Delegated Officer
	That Council authorises the Chief Executive to delegate to any Council Officer either generally or particularly any of Chief Executive's powers, functions and duties under the Sale and Supply of Alcohol Act 2012 including those delegated to the Chief Executive by Council	Group Manager - Consenting and Environment
	To give consent of Council as landowner (including reserves) for the purpose of the Act	District Licensing Support Officer
	Authorising prosecutions and injunction proceedings	Manager - Environmental Services
S. 100(f)	Certificates that proposed use of premises meets the requirements of the Resource Management Act 1991 and Building Code	Team Leader - Planning

Sales and Supply of Alcohol Act 2012 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 189(6)	The appointment from time to time of two members from the list of persons approved to be members of the District Licensing Committee for the purpose of Section 191. The appointment may be for such period not exceeding four weeks as is considered necessary for the purpose of a quorum for any meeting of the Committee	- Chair to District Licensing Committee - Secretary to District Licensing Committee
S. 197	Appointment of Licensing Inspectors	Manager - Environmental Services
S. 198	Delegations of functions, duties or powers of Chief Executive	Chief Executive
S. 204	Authorising any person to appear on behalf of Council in any proceedings described in Section 204(1)	Group Manager - Consenting and Environment
S. 205	Authorising any person to appear on behalf of Council at any appeal to the Licensing Authority regarding a local alcohol policy	Group Manager - Consenting and Environment

Sales and Supply of Alcohol Act 2012 delegations that are affected by limitations at the bottom of chart:

Sales and Supply of Alcohol Act 2012 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 137(2)	Accept late application for special licence	- Chair to District Licensing Committee - Secretary to District Licensing Committee
S. 187(a)	To consider and determine applications for Manager's certificates and special licensees	District Licensing Committee
S. 187(b)	To consider and determine applications for renewal of licences	District Licensing Committee
S. 187(b)	To consider and determine applications for renewal of Manager's licences	District Licensing Committee
S. 187(c)	To consider and determine applications for temporary authority	District Licensing Committee
S. 208	To waive certain omissions	District Licensing Committee

1.38 Sales and Supply of Alcohol (Fees) Regulations 2013

Section	Summary of Function / Power Delegated	Delegated Officer
Regulation 4	Classification of premises	District Licensing Support Officer
Regulation 5(1)	Assigning cost/risk ratings	District Licensing Support Officer

Sales and Supply of Alcohol (Fees) Regulations 2013 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
Regulation 6(1)	Assigning fees categories	District Licensing Support Officer
Regulation 6(4)	Assigning fees categories to 1 level lower	Team Leader - Environmental Health
Regulation 9(2)	Determining event types	District Licensing Support Officer
Regulation 10(1)	Settings of Fees for special licence	District Licensing Support Officer
Regulation 10(2)	Power to lower the fee by 1 level	Team Leader - Environmental Health

1.39 Smoke Free Environments Act 1990

Section	Summary of Function / Power Delegated	Delegated Officer
S. 5	Duty to employers to have a policy on smoking	Manager - People and Capability

1.40 Summary Proceedings Act 1957

Section	Summary of Function / Power Delegated	Delegated Officer
	Power to determination of a hearing in Court is to be requested	- Team Leader – Environmental Compliance and Parking - Team Leader - Animal Control - Team Leader - Environmental Health - Team Leader – Consenting and Applications - Team Leader - Inspections - Team Leader - Compliance

1.41 Telecommunications Act 2001

Section	Summary of Function / Power Delegated	Delegated Officer
S. 119	Sets out the matters that may be considered in setting conditions for access to Council roads	- Road Corridor Engineer - Asset Manager -Transport
S. 128	Powers to deal with trees on road verges interfering with telecommunications networks	- Manager - Strategic Asset Planning - Road Corridor Engineer - Roading Asset Engineer - Asset Manager -Transport
S. 135	Duty to provide telecommunications networks access to Council roads	- Manager - Strategic Asset Planning - Asset Manager -Transport

Telecommunications Act 2001 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 137, 143	Duty to notify network operator of conditions imposed under Section 135 or Section 142	- Manager - Strategic Asset Planning - Road Corridor Engineer - Asset Manager -Transport
S. 142	Duty to provide telecommunications networks rights to place cabinets on public roads	- Manager - Strategic Asset Planning - Road Corridor Engineer - Asset Manager -Transport

1.42 Transport (Vehicular Traffic Road Closure) Regulations 1965

Section	Summary of Function / Power Delegated	Delegated Officer
	The power conferred on Council by the Transport (Road Closure) Regulations	Road Corridor Engineer

1.43 Utilities Access Act 2010

Section	Summary of Function / Power Delegated	Delegated Officer
S.6	Obligation to comply with the national code of practice to co-ordinate work done in transport corridors	All Infrastructure Managers

1.44 Waste Minimisation Act 2008

Section	Summary of Function / Power Delegated	Delegated Officer
S. 26, 27	Duty to impose levy on waste disposed of at disposal facility at prescribed rate	Group Manager - Infrastructure
S. 28	Duty of operator of disposal facility to pay levy to levy collector	Group Manager - Infrastructure
S. 32	Duty to spend levy money received on waste minimisation initiatives or in accordance with a Waste Management and Minimisation Plan	Group Manager - Infrastructure
S. 51	Mandatory requirements for waste assessment	Group Manager - Infrastructure
S. 53	Duty to use any proceeds from a service undertaken under S. 52 in implementing the Waste Management and Minimisation Plan	Group Manager - Infrastructure
S. 54	Duty for territorial authority to provide a service that collects waste promptly, efficiently and at regular intervals	Group Manager - Infrastructure
S. 66	Authority to enforce provisions of bylaw	Warranted Officer
S. 73, 74	Authority to initiate proceedings for infringement offences and to issue and serve infringement notices	Warranted Officer

Waste Minimisation Act 2008 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 75	Authority to retain infringement fees	▪ Group Manager - Infrastructure
S. 76	Authority to authorise any Officer to be an Enforcement Officer	▪ Group Manager - Infrastructure
S. 79, 80-82, 84, 85	Powers of Enforcement Officers	▪ Warranted Officer
S. 86 - 87	Duty to keep records and provide details if required	▪ Group Manager - Infrastructure

2. Delegations by Bylaw

2.1 Keeping of Animals, Poultry and Bees Bylaw 2022

Section	Summary of Function / Power Delegated	Delegated Officer
	Authority to determine on behalf of the Council that the criteria established in Clauses 7, 8, 9, 10, 11, 12 and 13 of the Bylaw have been met or breached Authority to enforce the Bylaw	- Animal Control Officer - Environmental Compliance Officer

2.2 Dog Control Bylaw 2022

Section	Summary of Function / Power Delegated	Delegated Officer
	Authority to enforce the Bylaw. Authority to grant a licence to keep more than two dogs	- Animal Control Officer - Team Leader - Animal Control

2.3 Roading and Traffic Bylaw 2022

Section	Summary of Function / Power Delegated	Delegated Officer
	Authority to grant or refuse permits or application for written permission of Council and to undertake activities specified in the Bylaw	- Road Corridor Engineer - Asset Manager - Transport
	Authority to investigate applications under the Bylaw and matters of non-compliance	Road Corridor Engineer

2.4 Stormwater Bylaw 2022

Section	Summary of Function / Power Delegated	Delegated Officer
Clause 5.2	Power to authorise works in accordance with clause 5.2 of the Stormwater Bylaw 2022	Manager - 3 Waters Operations
Clause 5.5	Authority to approve or decline Erosion and Sediment Control Plan	- Stormwater Officer - RMA Monitoring and Plan Effectiveness Officer
Clause 6.1	Ability to approve or decline regulated actions under Clause 6.1 of the Stormwater Bylaw 2022	Stormwater Officer
Clause 6.2	Ability to make decisions for prohibited actions under Clause 6.2 of the Stormwater Bylaw 2022	Stormwater Officer
Clause 6.3	Ability to approve or decline Stormwater Management Plans under Clause 6.3 of the Stormwater Bylaw 2022	Stormwater Officer
Clause 6.4	Ability to make decisions for Treatment or Works to be Undertaken under Clause 6.4 of the Stormwater Bylaw 2022	Stormwater Officer
Clause 6.5	Ability to monitor discharges under Clause 6.5 of the Stormwater Bylaw 2022	Stormwater Officer

2.5 Cemeteries and Crematorium Bylaw 2022

Section	Summary of Function / Power Delegated	Delegated Officer
	Authority to authorise people to operate under the Bylaw, authorise the construction of vaults, approve the erection of clear and frosted glass memorials; issue burial warrants; confirm that all necessary certificates for cremation have been provided; authorise the opening of a casket at the crematorium grounds;	Manager - Parks and Recreation
	Authorise to issue burial warrants; confirm that all necessary certificates for cremation have been provided; authorise the opening of a casket at the crematorium; bury, scatter or otherwise dispose of ashes in the crematorium grounds; approve plantings by individuals and to enforce the Bylaw	Team Leader - Cemetery

2.6 Parking Control Bylaw 2022

Section	Summary of Function / Power Delegated	Delegated Officer
	Authority to grant or refuse permits or applications for written permission of Council and to undertake activities specified in the Bylaw	- Manager - Strategic Asset Planning - Road Corridor Engineer - Team Leader - Environmental and Parking Compliance - Team Leader - Environmental Health - Asset Manager - Transport
	Authority to investigate applications under the Bylaw and matters of non-compliance	- Manager - Strategic Asset Planning - Road Corridor Engineer - Compliance Officer - Parking

2.7 Health and Hygiene Bylaw 2019

Section	Summary of Function / Power Delegated	Delegated Officer
	Authority to enforce Bylaw	Environmental Health Officer
1.5.2	Power to inspect and take samples or objects for analysis	Environmental Health Officer
5.4.2	Power to inspect records	Environmental Health Officer
13.2	Power to determine appeals	Environmental Health Officer

2.8 Water Supply Bylaw 2017

Section	Summary of Function / Power Delegated	Delegated Officer
	Authority to impose restrictions (including garden watering) to manage water demand, approve and refuse applications for water supply and access to the water supply system. Authority to enforce the Bylaw	Manager - 3 Waters Operations
	Authority to approve and refuse applications for water supply and access to the water supply system. Authority to enforce the Bylaw	Manager - 3 Waters Operations

2.9 Environmental Health Bylaw 2017

Section	Summary of Function / Power Delegated	Delegated Officer
	Authorised to sign, on behalf of Council, and consent to issue, enforce and revoke Mobile Trading Licenses. Authority to determine if a Notice is to be issued under Part 5 of the Bylaw	- Team Leader - Environmental and Parking Compliance - Team Leader - Environmental Health

2.10 Trade Waste Bylaw 2017

Section	Summary of Function / Power Delegated	Delegated Officer
	The authority to sign, on behalf of Council, Trade Waste Consents	- Three Waters Technical Supervisor - Senior Environmental Science Technical

2.11 Significant Event Bylaw 2011

Section	Summary of Function / Power Delegated	Delegated Officer
	Authority to enforce the Bylaw	Local Government Warranted Officers
	Authority to determine the number of staff to be warranted under the Bylaw for any Significant Event. Authority to approve commercial activities to operate within the Clean Area in accordance with Clause 5	Group Manager - Consenting and Environment

3. Non Statutory Delegations

3.1 Advertising

Description	Delegated Officer
To authorise general advertising	All Team Leaders
Authority to issue Public Notices as required	- All Team Leaders - Property Database Support Officer
Authority to issue Works Notices to property owners and residents in areas where works are to be carried out, subject to any other statutory provisions	Team Leader - Planning
To authorise resource consent application public	Team Leader - Planning
To authorise advertising related to property matters	Property Portfolio Manager
To authorise advertising related to employment opportunities	Manager - People and Capability

3.2 Animal Control

Description	Delegated Officer
Authority to approve dog rehoming providers in relation to "approving rehoming providers" in Council's fees and charges	Manager - Environmental Services

3.3 Appointment and Termination

Description	Delegated Officer
Appointment of salaried staff within the establishment limits	Manager - People and Capability
Appointment of hourly rate staff within the established limits	Manager - People and Capability
Appointment of Group Managers	Chief Executive
Termination of staff	Group Managers

3.4 Public Tender

Description	Delegated Officer
Authority to call for tenders and authorise the requests for tenders documents in accordance with the approved procurement plan	All Group Managers
Authority to open public tenders received	Manager - Procurement
Prepare recommendations for contract award	All Managers

3.5 Asset Disposal

Description	Delegated Officer
Sale or trade-in of equipment or plant surplus to requirements	All Group Managers
Sale or trade-in of or vehicles or plant surplus to requirements	All Group Managers
Transferring vehicles between Groups	All Group Managers

3.6 Civic Ceremonies and Civic Functions

Description	Delegated Officer
Arrangements for civic or mayoral functions	Manager - Governance and Legal

3.7 Closed Circuit Television (CCTV)

Description	Delegated Officer
Release of all recorded CCTV images	- All Infrastructure Managers - Manager - Parks and Recreation - Manager - 3 Waters Operations - Manager - Environmental Services - Manager - Customer Services - Director - Te Unua Museum of Southland - Manager - Invercargill Venues and Events - Manager - Aquatic Services - Manager - Libraries

3.8 Council Common Seal

Description	Delegated Officer
Affix the Invercargill City Council Common Seal	Manager - Governance and Legal

3.9 Insurance

Description	Delegated Officer
Authority to sign release documents on insurance claims made by Council and to contribute any excess payable in accordance with policy	Chief Financial Officer
Authority to settle any claim for compensation where the amount proposed does not exceed: (where provisions are made in council's estimates) the amount provided in the estimates; or (where no provisions is made in the estimates) an amount not exceeding \$5,000 All such settlements to be reported to the Risk and Assurance Committee	All Group Managers

3.10 Media Statements

Description	Delegated Officer
To authorise media statements	- All Group Managers - Manager - Communications and Marketing
Note: Sensitive media statements must be notified to Chief Executive, and this is not an authority to incur costs (as per the financial delegations).	

3.11 Non- Local Authority Archives Management

Description	Delegated Officer
Authority to accept items in to the community archive collections, including the signing of the Community Archive Donation Agreement on behalf of Council	Information Management Advisor
Authority to sign atypical donation or deposit agreements for addition to the community archive collections	Manager - Information Management
Authority to enter in to a Memorandum of Understanding with the Chief Archivist with regard to Approved Repository accreditation	Group Manager - Finance and Assurance
Provision of access to community/approved repository archives in accordance with access agreements	Information Management Advisor
Approval of temporary loan of collection items	Manager - Information Management

3.12 Planning

Description	Delegated Officer
To lodge submissions and future submissions on behalf of Council on: Any proposed District Plan or variation to a proposed District Plan administered by Council or by any other Council Any Council initiated or privately initiated change to a District Plan administered by Council or by any other Council	- Group Manager - Consenting and Environment - Group Manager - Consenting and Environment - Manager - Planning and Building Services
Any notice of requirement for a heritage order Any notice of requirement for a designation Any proposed Regional Plan or variation to a proposed Regional Plan, or on any change to a Regional Plan Any proposed Policy Statement administered by any other Council Any matter lodged with the Environmental Protection Authority This delegation is to be reported to Council at the next available opportunity to allow for the Council to review and endorse the submission	- Team Leader - Planning - Team Leader - Planning - Team Leader - Planning - Team Leader - Planning - Team Leader - Planning
Authority to require payment of financial contributions in accordance with Council's adopted schedule of fees	Group Manager - Consenting and Environment
Authority to authorise recovery of reasonable costs in relation to the monitoring of Resource Consent, District Plan, Resource Management Act and National Environmental Standard compliance	Team Leader - Planning
Authority to resolve proceedings at Environmental Court mediation under the Resource Management Act	Manager - Consenting and Applications
Authority to reduce the application fee for resource management administration as shown in Council's Schedule of Fees and Charges	Team Leader – Consenting and Applications
Authority to sign on behalf of Council an Affected Party Approval Form under the RMA.	- Property Portfolio Manager - Team Leader – Consenting and Applications

3.13 Property

Description	Delegated Officer
Authority to enter into new lease for Council properties on the following basis; that the length of the lease not be more than five years that the value of the property not be more than \$200,000	Property Portfolio Manager
Termination of tenancies, lease or licence of Council property for non-compliance with tenancy agreements	Property Portfolio Manager
Authority to approve leases, licences or other occupation agreements (other than residential tenancies)	Property Portfolio Manager
Authority to enter into residential property tenancies and to end the same as landlord	- Property Portfolio Manager - Housing Support Officer

3.14 Refuse and Recycling

Description	Delegated Officer
Authority to close refuse areas due to adverse weather conditions	Group Manager - Infrastructure

3.15 Roads

Description	Delegated Officer
Authority to set fees and charges for inspection and repair of service authority trenches	Manager - Strategic Asset Planning
Authority to approve the imposition of temporary no-parking restrictions of up to 25m length for where these are necessary for road safety reasons or because of restricted carriageway or traffic-lane widths	Manager - Strategic Asset Planning

3.16 Signage

Description	Delegated Officer
Authority to take appropriate action to control the display of advertising signs in a public place, not including roads and footpaths (see the ICC signs and objects on roads and Roading and Traffic Bylaw 2015	Warranted Officer
Authority to approve the erection of hoardings for election campaigns and public meetings	- Deputy Electoral Officer - Road Corridor Engineer - Team Leader – Consenting and Applications

3.17 Street Appeals

Description	Delegated Officer
To authorise appeals to the public for financial assistance where that appeal is conducted from a public place by a charitable or community service organisation	Road Corridor Engineer

3.18 Street Furniture and Signage

Description	Delegated Officer
Authority to approve the design and positioning of street furniture, including bus shelters	▪ Manager - Strategic Asset Planning
Authority to approve erection of directional signs	▪ Manager - Strategic Asset Planning

3.19 Street Parades

Description	Delegated Officer
Authority to permit street parades and rallies on public places, not including roads	▪ Manager - Parks and Recreation ▪ Road Corridor Engineer

3.20 Water Services

Description	Delegated Officer
Authority to impose restrictions on the use of water on those public supplies operated and administered by Council	▪ Manager - 3 Waters Operations

3.21 Kiwi Bank

Description	Delegated Officer
Nominated Director for Kiwi Bank	▪ Manager - Bluff Service Centre

4. Specific Delegations to Staff Positions

This section sets out the delegations made to and by the Chief Executive and Executive Leadership Team of the management powers to facilitate the Council administration. Any sub-delegations of powers will be recorded in writing.

Pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002, the Invercargill City Council delegated to the below mentioned Officers to carry out the following:

4.1 Chief Executive

- Delegate any of these powers (except the power to sub delegate) to any Officer of the Council.
- Power to initiate a review of any policy, strategy or plan (for which there is funding if required).
- Power to monitor and assess the performance of all service delivery contractors, to vary or modify the contract to the extent provided for in the contract and to issue warnings for performance where necessary.
- Authorise prosecutions in regard to any breach of the Council's Bylaws, regulations or plans.
- Authorise the issue of trespass notices.
- Exercise any of the powers granted to any Council Officer.
- Temporarily curtail any authority delegated to any Council Officer or apply any term or condition to its use.
- Make minor amendments to any Council document where that change does not adversely affect any Council policy.
- Use the Common Seal of Council when required and to sign documents as Principal Administration Officer, including but not limited to, mortgages and leases.
- Grant or decline permits / consents for all minor activities not otherwise delegated.
- Warrant the appointment of Officers, pursuant to the Local Government Act 2002
 - All warrants are to be signed by both the Chief Executive and the Group Manager accountable, except that such warrants as the Group Manager holds shall be signed by the Mayor and the Chief Executive.
- Make and take any statutory declaration or oath required in relation to the Council.
- Exercise all powers which may be delegated to any Officer under the Local Government Official Information and Meetings Act 1987.
- Instruct the City Solicitors on any matter necessary to protect the Council's interests.
- In consultation with the owner department where necessary, grant temporary use of Council owned facilities for public or private functions where this power is not otherwise delegated.
- Authorise the use of the City's coat-of-arms, seal and logo and other heraldry.
- Advise Local Government New Zealand (or other Local Government representative bodies) of the Council's viewpoint where known, or in other cases the viewpoint of the Officer, in regard to any matter affecting the Council.
- Supervise, manage and control the activities, resources and facilities (including staff) of the People and Capability section.
- Make and take any oath or declaration in regard to Council's industrial relations and personnel affairs.
- Determine that special circumstances for which an exemption may be granted, under the Parking Exemptions Policy, exist and grant the parking exemption subject to any conditions they deem necessary.
- Pursuant to section 42 of the Local Government Act 2002:
 - a) employ the staff of the Council and negotiate the terms of employment; and
 - b) ensure, so far as is practicable, that the management structure of the Council:

- reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes; and
- is capable of delivering adequate advice to the Council to facilitate the explicit resolution of conflicting objectives.

Pursuant to the above authority, the Chief Executive has made the delegations specified in this Delegation Register.

Title	Abbreviation
Chief Executive	CE
Group Manager (Tier 2)	GM
Manager – People and Culture	MPC
Manager Tier 3	T3MGR
Team Leader / Line Manager	TL

Note: Where a delegation action has multiple delegated positions ticked, approval is only required from one of these positions not all.

REF.	Delegation	CE	GM	MPC	T3MGR	TL
Collective Bargaining						
1 (a)	To approve the parameters for bargaining a Collective Employment Agreement, in conjunction with the Manager – People and Culture.	✓	X	X	X	X
1 (b)	To represent the Council in bargaining with a Union in respect of a Collective Employment Agreement. *Approval required from Manager – People and Culture.	✓	✓	✓	✓*	✓*
1 (c)	To sign a Collective Employment Agreement or a variation to a Collective Employment Agreement. *Delegated by the Chief Executive	✓	✓*	✓*	X	X
Resignation of Employment						
2 (a)	To accept a resignation.	✓	✓	✓	✓	✓
2 (b)	To accept a period of notice on resignation less than period stated in employment agreement. *In consultation with one up Manager	✓	✓	✓	✓	✓*
2 (c)	To approve the payment of a retirement grant (grand parented). *In consultation with relevant Group Manager	✓	✓	✓*	X	X

REF.	Delegation	CE	GM	MPC	T3MGR	TL
Recruitment and Selection						
3 (a)	To approve recruitment for an existing vacant position in consultation with one up line manager.	✓	✓	✓	✓	✓
3 (b)	To approve the appointment of a preferred candidate into a vacant position. *In consultation with Line Manager.	✓	✓	✓	✓	✓*
3 (c)	To sign employment offer documentation. *In consultation with Line Manager.	✓	✓	✓	✓	✓*
3 (d)	To approve advertising via external recruitment agency in consultation with People and Culture. *Final approval required from Manager – People and Culture.	✓	✓*	✓	X	X
Variation to Employment Terms and Conditions						
4 (a)	To approve a variation to employment terms and conditions in consultation with the Business Partner – People and Culture including (but not limited to): • Position title • Position description with pay increase • Reporting line • Remuneration • Additional benefits • Increase hours (outside of salary budget)	✓	X	X	X	X
4 (b)	To approve the following variation to employment terms and conditions in consultation with the employee and Business Partner – People and Culture: • Decrease of hours (with regular review) • Increased hours within budgeted FTE (with no impact on structure) • Minor Position Description change with no impact to pay rate	✓	✓	X	✓	✓
4 (c)	To approve a flexible working request within salary budget i.e. variation of hours, work location in consultation with the Business Partner – People and Culture * and line manager.	✓	✓	X	✓	✓*
Remuneration and Benefits						
5 (a)	To approve a pay rate up to 100.0% of mid-point of applicable remuneration range in consultation with Remuneration Specialist. *In consultation with the budget holder	✓	✓	✓	✓	✓
5 (b)	To approve a pay rate between 100.1% and 105.0% of mid-point of applicable remuneration range in consultation with Remuneration Specialist.	✓	✓	X	X	X

REF.	Delegation	CE	GM	MPC	T3MGR	TL
Remuneration and Benefits						
5 (c)	To approve a pay rate between 105.1% and 110% of mid-point of applicable remuneration range in consultation with Remuneration Specialist.	✓	X	X	X	X
5 (d)	To approve an acting assignment, higher/additional duties where an allowance is payable in consultation with the Remuneration Specialist.	✓	X	X	X	X
5 (e)	To approve the following benefits: relocation contribution, temporary accommodation in consultation with Remuneration Specialist.	✓	✓	X	X	X
5 (f)	To approve remuneration ranges.	✓	X	X	X	X
5 (g)	To approve overall outcome of annual remuneration reviews for employees.	✓	X	X	X	X
5 (h)	To approve changes to remuneration and/or benefits, outside the annual review process.	✓	X	X	X	X
5 (i)	To approve and execute remuneration review documentation issued to employees.	✓	X	X	X	X
Timesheets						
6 (a)	To authorise an employee's timesheet for payment.	✓	✓	✓	✓	✓
Leave						
7 (a)	To approve the cashing up of annual leave that exceeds the statutory four-week minimum e.g. the fifth week where it has been granted.	✓	✓	X	X	X
7 (b)	To approve one week's additional annual leave on the basis of a salary sacrifice.	✓	X	X	X	X
7 (c)	To approve sick leave within entitlement.	✓	✓	X	✓	✓
7 (d)	To approve discretionary leave in consultation with Business Partner – People and Culture and budget holder.	✓	✓	X	✓	✓
7 (e)	To approve bereavement / tangihanga leave within entitlement.	✓	✓	X	✓	✓
7 (f)	To approve bereavement / tangihanga leave exceeding entitlement in consultation with Business Partner – People and Culture and budget holder.	✓	✓	X	✓	✓
7 (g)	To approve leave without pay for a period less than one week.	✓	✓	X	✓	✓
7 (h)	To approve leave without pay for a period of two to five weeks in consultation with Business Partner – People and Culture and budget holder.	✓	✓	X	✓	✓
7 (i)	To approve up to three hours position related study leave per week.	✓	✓	X	✓	✓

REF.	Delegation	CE	GM	MPC	T3MGR	TL
Leave						
7 (j)	To approve parental leave within legal entitlement, in consultation with P&C Business Partner.	✓	✓	X	✓	✓
7 (k)	To approve time in lieu (approval to accrue time).	✓	✓	X	✓	✓
7 (l)	To approve any additional leave outside of contractual and/or legal entitlements i.e. to represent Southland or New Zealand.	✓	X	X	X	X
Changes to Organisational Structure						
8 (a)	To approve creating a new position or additional FTE for an existing position (including approval to recruit) in consultation with Group Manager and Remuneration Specialist.	✓	X	X	X	X
8 (b)	To propose changes in organisational structure, lead consultation process, consider feedback with advice from Business Partner – People and Culture and one up manager. <i>*Recommendation must be made to the Group Manager and Chief Executive who will decide whether the proposal is approved.</i>	✓	✓	✓*	✓*	X
8 (c)	To approve proposal on changes to organisational structure requiring formal consultation process with advice from Business Partner – People and Culture.	✓	✓	X	X	X
8 (d)	To approve final decision on changes to organisational structure requiring formal consultation process with advice from Business Partner – People and Culture.	✓	X	X	X	X
8 (e)	To disestablish positions, approve redundancies, make final decisions on terminating employment.	✓	X	X	X	X
Employment Disputes						
9 (a)	To respond to a personal grievance claim (in consultation with Business Partner – People and Culture).	✓	✓	✓	X	X
9 (b)	To settle a negotiated or mediated claim, as defined by the Employment Relations Act (in consultation with Business Partner – People and Culture).	✓	X	X	X	X

REF.	Delegation	CE	GM	MPC	T3MGR	TL
Disciplinary Process						
10 (a)	To initiate a disciplinary process (in consultation with Business Partner – People and Culture and one up manager *and GM).	✓	✓	✓	✓	✓*
10 (b)	To issue a warning to an employee (in consultation with Business Partner – People and Culture Business Partner, one up manager *and GM).	✓	✓	✓	✓	✓*
10 (c)	To suspend an employee (in consultation with Chief Executive and Business Partner – People and Culture).	✓	✓	X	X	X
10 (d)	To terminate an employee (in consultation with Chief Executive and Business Partner – People and Culture).	✓	✓	X	X	X
Engagement of Agency Temps and Contractors/Consultants						
11 (a)	Engagement of agency temp within existing staff salary budget.	✓	✓	✓	✓	X
11 (b)	To engage an independent contractor to fill an existing position vacancy. <i>*As per Delegations Register – Council and Finance. In consultation with People and Culture Business Partner.</i>	✓*	✓*	X	✓*	X
11 (c)	To engage a former employee as a contractor within 12 months of leaving.	✓	X	X	X	X
Learning and Development						
12 (a)	To approve to attend training, study conferences including related travel and accommodation within New Zealand (funded from corporate training budget). <i>*Final approval required from Manager – People and Culture.</i>	✓	✓*	✓	✓*	✓*
12 (b)	To approve to attend training / conferences relevant to position outside New Zealand. <i>*Final approval required from Manager – People and Culture.</i>	✓*	X	X	X	X
Other Matters						
13 (a)	To approve an employee working from overseas rather than at a Council workplace in consultation with Information Services. <i>*Decision must be made jointly by the Chief Executive and the Group Manager.</i>	✓	✓*	X	X	X
13 (b)	To approve an employee being seconded to an external organisation in consultation with Business Partner – People and Culture. <i>*Final approval required from Chief Executive.</i>	✓	✓*	X	X	X

4.2 Group Manager - Community Spaces and Places

- Delegate any of these powers (except the power to sub delegate) to any Officer of the Council.
- Exercise any powers granted to the Council in regard to public health, including but not limited to those under the Local Government Act 1974, the Local Government Act 2002, the Burial and Cremation Act 1964, Reserves Act 1977 and regulations made under those Acts
- Certify all matters requiring certification in regard to works of the Council.
- Exercise any power of entry, investigation or seizure granted in regard to a matter under the jurisdiction of the Group Manager.
- Waive or refund any fees charged by the Community Spaces and Places Group for the supply of any service or the issue of any licence or permit in appropriate cases.
- Exercise the powers granted under Parts II, III, and V of the Reserves Act 1977.
- Temporarily prohibit the use of any reserve or other property under the Group Manager's control.
- Determine the operating hours of any facility under the Group Manager's control.
- Require bonds for any use of Council property under the Group Manager's control.
- In consultation with any other Group Manager, where necessary administer and exercise any powers granted under those parts of the Invercargill City Council bylaws relating to the Community Spaces and Places Group.
- Set, vary and waive fees and charges in consultation with the Chief Financial Officer and conditions of use in regard to the facilities and services under the Group Manager's control.
- Authorise the issue of trespass notices.
- Grant or decline permits for activities on reserves.
- Purchase and dispose of books, videos, art works and any other material within the library.
- Remit burial and cremation charges in appropriate cases.
- In consultation with any divisions affected, authorise the planting or removal of trees from any reserve, street or other Council property under the Group Manager's control.
- The power to enter into an MOU (Memorandum of Understanding) with parties relating to any land under the control of GM – Community Spaces and Places.

4.3 Group Manager - Consenting and Environment

- Delegate any of these powers (except the power to sub delegate) to any Officer of the Council.
- Authorise the issue of trespass notices.
- In consultation with other Group Managers where required, administer and exercise all powers granted under those parts of the Invercargill City Council bylaws which relate to the activities within the Group Manager's jurisdiction.
- Exercise any power of entry, investigation or seizure granted in regard to a matter under the jurisdiction of the Group Manager.
- Set, vary or waive fees and charges and conditions of use in regard to the facilities and services under the Group Manager's control (including the issue of licences or permits), apart from those specifically excluded by legislation.
- Authorise prosecutions in regard to any breach of the Council's bylaws or any enactments or regulations affecting the Customer and Environment Group
- Determine that special circumstances for which an exemption may be granted, under the Parking Exemptions Policy, exist and grant the parking exemption subject to any conditions they deem necessary.
- Waive or refund any charges charged by any division under the Group Manager's control.

- Exercise any powers granted to Officers under the Litter Act 1979.
- Exercise any powers granted to the Council in regard to public health, including but not limited to those under the Local Government Act 1974, the Local Government Act 2002, the Health Act 1956, the Food Act 2014, the Burial and Cremation Act 1964 and regulations made there under and authorise prosecutions where appropriate.
- Exercise any power able to be granted to Council Officers under the Local Government Act 1974, the Local Government Act 2002, the Resource Management Act 1991, the Building Act 2004, the Plumbers, Gasfitters and Drainlayers Act 2006 and the Hazardous Substances and New Organisms Act 1996 and regulations made there under.
- Exercise any power granted to the Council relating to the impounding of motor vehicles, including those relating to the disposal of unclaimed vehicles, and set fees in relation to impounded vehicles.

4.4 Group Manager – Community Engagement and Corporate Service

- Delegate any of these powers (except the power to sub delegate) to any Officer of the Council.
- Authorise the issue of trespass notices
- Determine the operating hours of any facility under the Group Manager's control.
- In consultation with any other Group Manager, where necessary administer and exercise any powers granted under those parts of the Invercargill City Council bylaws relating to the Community Engagement and Corporate Services Group.
- Set, vary and waive fees and charges in consultation with the Chief Financial Officer and conditions of use in regard to the facilities and services under the Group Manager's control.

4.5 Group Manager - Finance and Assurance

- Delegate any of these powers (except the power to sub delegate) to any Officer of the Council.
- Authorise actions, up to the maximum set by law, for recovery of debts owed to the Council.
- Exercise any power of entry, investigation or seizure granted in relation to financial matters.
- Make and take any oath or declaration in regard to the Council's financial affairs.
- Authorise or decline any waiver of any charge made for a Council service (other than a rate) where the sum does not exceed \$10,000.
- Approve or decline application for waiver of rates penalty.
- Arrange overdraft facilities without financial limit.
- Invest and retrieve temporarily surplus funds without financial limit.
- In consultation with the relevant business area discontinue any service for non-payment and authorise resumption of service where appropriate.
- Enter any arrangement for payment of a debt owed to the Council over a period.
- Secure the underwriting of loans authorised by the Council and authorise interest rates, maturity dates and other terms in regard to loan issues.
- In cases of extreme financial hardship, remit rates (in whole or in part) in accordance with section 85 of the Local Government (Rating) Act 2002 and to postpone rates in accordance with section 87 of the Local Government (Rating) Act 2002. (Regular reporting of decisions is to be made to the Finance and Policy Committee. When deciding that extreme financial hardship applies consideration must be taken of any guidelines approved by Council).

- Grant other discretionary waivers of rates in regard to those occupiers permitted to receive such waivers under the Local Government (Rating) Act 2002.
- Amend any entries in the valuation roll or the Council's rating records which are the result of any error or which are no longer correct as a result of changed circumstances.
- Provide, discontinue, and decline financial, accounting and / or information services to any organisation having objectives which are consistent with those of the Council.
- Refrain from collecting any debt where the cost of collection would be likely to exceed the value of the debt and in such circumstances write off the amount involved in the Council's accounts.
- Issue or decline, subject to any reasonable term or condition, any licence, permit or authority of any kind relating to matters under Group Manager - Finance and Assurance's jurisdiction.
- In consultation with other Group Managers where required, administer and exercise all powers granted under those parts of the Invercargill City Council bylaws which relate to the activities within the Group Manager - Finance and Assurance's jurisdiction.

4.6 Group Manager - Infrastructure

- Delegate any of these powers (except the power to sub delegate) to any Officer of the Council.
- Exercise any power able to be granted to Officers under the Local Government Act 1974 and 2002 as well as Regulations made under those Acts.
- .
- Certify all matters requiring certification in regard to works of the Council.
- Exercise any power of entry, investigation or seizure granted in regard to a matter under the jurisdiction of the Group Manager.
- Authorise prosecutions in regard to any breach of the Council's bylaws or Acts and Regulations affecting the Infrastructure Group.
- Exercise any power to impose temporary restrictions in regard to traffic and restrict vehicular access of any kind to roads within the City granted under the Local Government Act 1974 and the Land Transport Act 1998 and all regulations made thereunder.
- Waive or refund any fees charged by the Infrastructure Services Group for the supply of any service or the issue of any licence or permit in appropriate cases.
- Approve the design and positioning of street furniture, including bus shelters.
- Determine the operating hours of any facility under the Group Manager's control.
- Require bonds for any use of Council property under the Group Manager's control.
- In consultation with any other Group Manager, where necessary administer and exercise any powers granted under those parts of the Invercargill City Council bylaws relating the Infrastructure Group.
- Set, vary and waive fees and charges in consultation with the Group Manager -Finance and Assurance and conditions of use in regard to the facilities and services under the Group Manager's control.
- Authorise the issue of trespass notices.
- In consultation with any divisions affected, authorise the planting or removal of trees from any reserve, street or other Council property under the Group Manager's control.

5. Financial delegations to staff

Financial delegations are set out in the Delegations Register – Council and Finance.

This section provides further detail on the scope and limits on the exercise of financial delegations by Officers other than the Chief Executive. Officers (other than the Chief Executive) may not delegate their financial delegations to another Officer at a lower tier without the Chief Executive's approval.

5.1 General Rules for Exercising Financial Delegations

Every exercise of a financial delegation must be for the efficient conduct of Council affairs, be consistent with the Long-term Plan and/or Annual Plan, and be in compliance with Council's operational policies including but not limited to the Procurement Policy and the Financial Risk Management Policy.

All Officers must operate within the constraints of their approved budget, and must be prepared to account for and explain any expenditure incurred.

5.2 Limits on Expenditure Authority by Officer Tiers

Officers are assigned to a Tier for the purposes of managing delegations and administration. Authority for spending and the associated restrictions are based on these Tiers.

Refer to the Delegations Register – Council and Finance for general limits on expenditure at each Tier, and refer to the table at 4.1.1 above for information relating to the employment of staff. In addition, the following limits and limitations on expenditure apply:

ITEM	TIER 1	TIER 2	TIER 3	TIER 4
Employee expense claims	Unlimited within the annual budget	Up to \$5,000. Employees may not authorise their own expense claims.	Up to \$1,000. Employees may not authorise their own expense claims.	Up to \$500. Employees may not authorise their own expense claims.
Domestic travel	Unlimited within the annual budget	Within budget limits. Employees may not authorise their own domestic travel. Training related travel must be authorised by the Manager - People and Culture.	No authority.	No authority.
International travel	Unlimited within the annual budget	No authority.	No authority.	No authority.

Appendix 1 - Organisational Structure

Follow this link to the Council Organisation Charts to see all roles in Council and how they link together.

<http://iccws3/orgchart/orgchart.html>

Please note that while these charts are updated regularly, they may not always reflect recent changes, and you should talk to your Team Leader/Manager or People and Capability team.