

# Whangarei District Council Meeting

## Agenda

**Date:** Thursday, 29 November, 2018

**Time:** 10:30 am

**Location:** Council Chamber  
Forum North, Rust Avenue  
Whangarei

**Elected Members:** Her Worship the Mayor Sheryl Mai  
(Chairperson)  
Cr Stu Bell  
Cr Gavin Benney  
Cr Crichton Christie  
Cr Vince Cocurullo  
Cr Tricia Cutforth  
Cr Shelley Deeming  
Cr Sue Glen  
Cr Phil Halse  
Cr Cherry Hermon  
Cr Greg Innes  
Cr Greg Martin  
Cr Sharon Morgan  
Cr Anna Murphy

For any queries regarding this meeting please contact  
the Whangarei District Council on (09) 430-4200.

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## 8. Closure of Meeting



## 4 Public Forum

**Meeting:** Whangarei District Council  
**Date of meeting:** 29 November 2018  
**Reporting officer:** C Brindle (Senior Democracy Adviser)

### 1 Purpose

To afford members of the community an opportunity to speak to Council and to report on matters raised at previous public forums when appropriate.

### 2 Summary

#### Public Forum

Standing Orders allow for a period of up to 30 minutes to be set aside for a public forum at the commencement of each monthly council meeting.

The time allowed for each speaker is 5 minutes.

Members of the public who wish to participate should send a written application setting out the subject matter and the names of the speakers to the Chief Executive at least 2 working days before the day of the meeting.

#### Speaker:

At the time of the agenda closure no applications to speak at public forum had been received.

#### Report on previous Public Forum

Time	Speaker	Topic
10.30am	Tim Howard	Whangarei District Council's Procurement Policy
<b>Report</b>  In his submission to Council Mr Howard was asking council to take a sustainable approach to procurement and also suggested a section on the value of Te Ao Maori be included in the policy. Mr Howard provided an extract from Auckland Council's procurement policy specifically the section on Value Te Ao Maori and Sustainability as an example. Mr Howard also suggested a 'weighting table' would be a good tool to ensure transparency, he specifically referred to the weighting table appended to the Far North District Council's Procurement Policy.		

Council resolved to adopt the Procurement Policy at the 25 October meeting. Council's commitment to sustainability was reflected in the policy adopted. With regard to the use of a weighting table this is something that Whangarei District Council actively uses in all procurement processes and reference to this is included in the policy. The weightings are adapted to ensure there is fit for purpose with the procurement taking place.

Council are aware of their obligations to Maori under the Local Government Act and did not consider it necessary to include specific reference to the relationships with hapu/iwi in the policy document.

## Whangarei District Council Meeting Minutes

**Date:** Thursday, 25 October, 2018  
**Time:** 10:30 a.m.  
**Location:** Council Chamber  
 Forum North, Rust Avenue  
 Whangarei

**In Attendance**
  
 Her Worship the Mayor Sheryl Mai  
 (Chairperson)  
 Cr Stu Bell  
 Cr Crichton Christie  
 Cr Vince Cocurullo  
 Cr Tricia Cutforth  
 Cr Shelley Deeming  
 Cr Sue Glen  
 Cr Phil Halse  
 Cr Cherry Hermon  
 Cr Greg Innes  
 Cr Greg Martin  
 Cr Sharon Morgan  
 Cr Anna Murphy  
**Not in Attendance** Cr Gavin Benney

**Scribe** C Brindle (Senior Democracy Adviser)

### 1. Karakia/Prayer

Chief Executive Rob Forlong opened the meeting with a karakia/prayer.

### 2. Declarations of Interest

There were no declarations of interest made at this meeting.

### 3. Apology

Cr Gavin Benney

**Moved By** Cr Greg Innes

**Seconded By** Cr Vince Cocurullo

That the apology be sustained.

**Carried**

#### 4. Public Forum

Tim Howard - Whangarei District Council's Procurement Policy

*Secretarial note: The previous month's speaker was noted as Kim Robinson. Kim acknowledged Council funding a 10 week New Zealand Sign Language Course.*

#### 5. Confirmation of Minutes of Previous Meeting of the Whangarei District Council

##### 5.1 Minutes Whangarei District Council meeting held 27 September 2018

**Moved By** Cr Sue Glen

**Seconded By** Cr Shelley Deeming

That the open minutes of the Whangarei District Council meeting held on Thursday 27 September, having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting subject to a correction to the name of the public forum speaker on page 5 of the agenda. Kim Robinson was incorrectly recorded as Tim Robinson.

**Carried**

#### 6. Decision Reports

##### 6.1 Whangarei District Council Smoke Free Policy

**Moved By** Cr Cherry Hermon

**Seconded By** Cr Shelley Deeming

That Council adopt the Whangarei District Council Smoke Free Policy contained in Attachment 1.

**Carried**

##### 6.2 Proposed Easter Sunday Shop Trading Policy

**Moved By** Cr Phil Halse

**Seconded By** Cr Vince Cocurullo

That Council:

- a) Adopts the Statement of Proposal in Attachment 1 for consultation.
- b) Authorises the Chief Executive to make any necessary minor drafting or presentation amendments to the Statement of Proposal and to approve the final design and layout of the documents prior to final printing and publication.

**Carried**

*Cr Glen requested her vote against be recorded.*



### 6.3 Recommendation from the Audit and Risk Committee - Procurement Policy

**Moved By** Cr Vince Cocurullo

**Seconded By** Cr Shelley Deeming

That having considered the recommendation of the Audit and Risk Committee meeting 26 September 2018 Council:

1. Adopt the Procurement Policy 2018.

#### Amendment

The recommendations were voted on in parts.

**Moved By** Cr Anna Murphy

**Seconded By** Cr Cherry Hermon

That Council adopt the Procurement Policy 2018 incorporating:

Council will assess sustainable procurement outcomes related to all procurement activity considering:

- Value-for-money over the whole of life, rather than just the initial cost;
- Minimising environmental impacts over the whole of life of the goods/services/works;
- Strategies that manage demand and minimise waste and avoid unnecessary consumption;
- Our supplier's social responsibility practices, including compliance with legislative obligations to its employees;
- That where value and functionality are similar, preference should be given to the more sustainable option;
- Demonstration of supplier activities that reduce greenhouse emissions;

*On the amendment being put Cr Glen called for a division:*

<b>Recorded</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Her Worship the Mayor	X		
Cr Stu Bell	X		
Cr Crichton Christie		X	
Cr Vince Cocurullo		X	
Cr Tricia Cutforth	X		
Cr Shelley Deeming		X	
Cr Sue Glen		X	
Cr Phil Halse		X	
Cr Cherry Hermon	X		
Cr Greg Innes	X		
Cr Greg Martin		X	
Cr Sharon Morgan	X		
Cr Anna Murphy	X		
<b>Results</b>	<b>7</b>	<b>6</b>	<b>0</b>

**The amendment was Carried (7 to 6)  
and subsequently Carried  
as the substantive Motion**

- Our obligations under the Treaty of Waitangi and our relationships with hapu/iwi.

*Cr Innes gave notice of a further amendment.*

*On the amendment being put Cr Glen called for a division:*

<b>Recorded</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Her Worship the Mayor	X		
Cr Stu Bell		X	
Cr Crichton Christie		X	
Cr Vince Cocurullo		X	
Cr Tricia Cutforth	X		
Cr Shelley Deeming		X	

Cr Sue Glen		X	
Cr Phil Halse		X	
Cr Cherry Hermon	X		
Cr Greg Innes		X	
Cr Greg Martin		X	
Cr Sharon Morgan		X	
Cr Anna Murphy	X		
<b>Results</b>	<b>4</b>	<b>9</b>	<b>0</b>
		<b>Lost (9 to 4)</b>	

Further amendment

**Moved By** Cr Greg Innes

**Seconded By** Cr Tricia Cutforth

That the following wording be included under section 6.8 Value of Relationships '*Our recognition of our relationships with hapu and iwi*'.

*On the motion being put Cr Martin called for a division:*

<b>Recorded</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Her Worship the Mayor	X		
Cr Stu Bell		X	
Cr Crichton Christie		X	
Cr Vince Cocurullo		X	
Cr Tricia Cutforth	X		
Cr Shelley Deeming		X	
Cr Sue Glen		X	
Cr Phil Halse		X	
Cr Cherry Hermon		X	
Cr Greg Innes	X		
Cr Greg Martin		X	
Cr Sharon Morgan	X		
Cr Anna Murphy	X		
<b>Results</b>	<b>5</b>	<b>8</b>	<b>0</b>
		<b>Lost (8 to 5)</b>	

#### 6.4 Infrastructure Capital Projects Brought Forward and Carry Forwards Forecast as at 30 September 2018

An updated Capital Projects list, including Parakao Public Toilets, was circulated prior to the meeting.

**Moved By** Cr Phil Halse

**Seconded By** Cr Stu Bell

That the Whangarei District Council

- a) Notes the carry forwards forecast as at 30 September 2018; and
- b) Approves bringing forward budget from future Long Term Plan years for the projects listed below.

Project Description	LTP Indicator	Amount Brought Forward	Comment
Whangarei Wastewater Treatment Plant Odour Control	Whangarei WWTP Odour Control budget (LTP Yr 2019-20)	\$0.20m	Investigation and design work for upgrade necessary to meet resource consent requirements in 20/21. Physical works commence next year.
Takahe Street Wastewater Overflow Pipes	Sewer Network Upgrades budget \$1.2m (Yr 2019-20)	\$0.43m	Construction work for Sewer line to trunk line and on to Hatea PS.
Otaika Sports Field Stage 2	Budget \$0.558m (LTP Yr 2019-20)	\$0.467m	Stage 2 tender received, majority of project can be completed this financial year.
Pohe Island Master Plan Carpark	Skate park upgrade budget \$0.756m (LTP Yr 2021-22)	\$0.756m	Council previously approved this budget change for construction work on the central car park.
Pohe Island Skate Park Upgrade	Skate park upgrade (LTP Yr 2021-22)	\$0.10m	Design work can be progressed at same time as playground.
Whangarei Heads Wastewater Upgrade	Sewer Network Upgrades budget \$1.2m (Yr 2019-20)	\$0.04m	Preliminary investigation and design work for Parua Bay duplicate main.
Renewals Neighbourhood Parks Assets	Neighbourhood & Public Parks (LTP Yr 2019-20)	\$0.08m	Demolish old childcare building at Dent St and reinstate grass to match the park environment.
Walking & Cycling Improvements	Budget \$3.182m (LTP Yr 2019/20) Budget \$2.144m	\$5.327m	Kamo Cycleway construction. Bring forward next 2 years budget to

	(LTP Yr 2020/21)		match available NZTA subsidy and potential enhanced subsidy.
Urban Intersection Upgrades	Budget \$2.084m (LTP Yr 2019/20)	\$2.084m	Porowini-Maunu Intersection construction. Bring forward next year's budget to match available NZTA subsidy and potential enhanced subsidy.
Parakao Public Toilets	Public Toilets Budget \$0.405m (LTP Yr 2020/21)	\$0.15m	Replacement of Public Toilets at Parakao required earlier than planned due to existing structure failure.
<b>TOTAL</b>		<b>\$9.643m</b>	

**Carried**

#### **6.5 CON17056 - Kamo Shared Path Stage 3 – Kamo Road to Fisher Terrace – Recommendation for Contract Award**

**Moved By** Cr Anna Murphy

**Seconded By** Cr Tricia Cutforth

That the Whangarei District Council approves that the Tender for contract CON17056 for the construction works of Kamo Shared Path Stage 3 from Kamo Road to Fisher Terrace, be awarded to Broadspectrum NZ Ltd for the sum of 'Four million, five hundred and nine thousand, and seventy dollars and ninety-two cents' excluding GST (\$4,509,070.92+ GST).

**Carried**

#### **6.6 Delegations - Council to Staff Delegations**

**Moved By** Her Worship the Mayor

**Seconded By** Cr Shelley Deeming

That Council;

1. Makes the delegations under the Resource Management Act 1991 and the Local Government (Rating) Act 2002 as provided in Attachment 1.
2. Notes the progress and next steps for the full delegations register and policy.

**Carried**

## 6.7 Draft Walking and Cycling Strategy

**Moved By** Cr Stu Bell

**Seconded By** Cr Greg Innes

That the Whangarei District Council

1. notes the recommendations in the report attached, Walking and Cycling Strategy 2018 Recommendations.
2. adopts the "Walking and Cycling Strategy 2018".
3. authorises the Chief Executive to make any amendments, including typographical / formatting / editing changes to the Walking and Cycling Strategy 2018, if required.

**Carried**

*Cr Murphy was absent from the meeting between 12.26pm and 12.29pm during discussions on Item 6.7.*

## 6.8 Temporary Road Closure - Kamo Christmas Parade

**Moved By** Cr Vince Cocurullo

**Seconded By** Cr Crichton Christie

That the Whangarei District Council

- a) approves the temporary closure of the following roads to ordinary traffic for the Kamo Christmas Parade in accordance with section 342 (1)(b) and Schedule 10 Clause 11 of the Local Government Act 1974.

### **Saturday 24 November 2018**

**Kamo Road**, from the intersection of Kamo Road and Station Road to Wilkinson Avenue, from 8.00am to 2.00pm

**Boswell Street**, from Wilkinson Avenue to Station Roads restricted one way 30 kmp zone, from 8.00am to 2.00pm.

**Station Road**, from Boswell Street to Kamo Road, from 9.30am to 12.30pm.

**Kamo Road**, from Wilkinson Avenue to Wakelin Street, from 11.00am to 12.15pm.

- b) approves the temporary closure of the side roads off the roads to be closed for up to 100 meters from the intersection for safety

purposes.

- c) delegates to the Chair of the Infrastructure Committee and General Manager Infrastructure the power to give public notice of these proposed temporary road closures, to consider any objections and to either approve, cancel or amend any or all of the temporary road closures if applicable.

**Carried**

## **6.9 Temporary Road Closure - NorthFest 2018**

**Moved By** Cr Vince Cocurullo

**Seconded By** Cr Shelley Deeming

That the Whangarei District Council

- a) approves the temporary closure of the following road to ordinary traffic for the NorthFest 2018 Concert in accordance with section 342(1)(b) and Schedule 10 Clause 11 of the Local Government Act 1974.

**Okara Drive** from Porowini Avenue to Port Road

Period of closure 2pm – 11.00pm Saturday 24 November.

- b) approves the temporary closure of the side roads off the road to be closed for up to 100 metres from the intersection for safety purposes.
- c) delegates to the Chair of the Infrastructure Committee and General Manager Infrastructure the power to give public notice of these proposed temporary road closures, to consider any objections and to either approve, cancel or amend any or all of the temporary road closures if applicable.

**Carried**

## **Extra ordinary business**

Standing Orders provide that business may be transacted at a meeting of Council even though due notice of the business has not been given to Councillors if a motion is passed to have the business transacted at the meeting.

### **Item 1.4 – Civic Centre Project**

Subsequent to the agenda being circulated confidential Item 1.4 – Civic Centre Project was distributed separately but not within the timeframe specified in LGOIMA.

The report was not on the agenda for the reason that due to timing the outcome of the initial phase of the project was only able to be workshopped with Councillors after the agenda closure date.

Council are asked to consider this matter at today's meeting as to delay decision making on this matter until the next scheduled council meeting would unnecessarily delay the progress of the project.

**Moved By** Cr Vince Cocurullo

**Seconded By** Cr Sharon Morgan

That the matter of the Civic Centre Project be considered by Council as a matter for urgent consideration as provided for in Section 46A(7) of the Local Government Official Information and Meetings Act 1987, to enable the project to progress without undue delay.

**Carried**

## 7. Public Excluded Business

**Moved By** Cr Sue Glen

**Seconded By** Cr Vince Cocurullo

That the public be excluded from the following parts of proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
1.1	Closed Minutes Whangarei District Council Meeting 27 September 2018	Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
1.2	Pukahakaha East No 3 Block – Pataua South Road – Settlement Agreement		
1.3	Electricity Supply – Variation to Contract CON15081		



1.4	Civic Centre Project		
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This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public, are as follows:

Item	Grounds	Section
1.1	For the reasons as stated in the open minutes	
1.2	To enable Council to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations)	Section 7(2)(g)
1.3	To protect information where the making available of the information would be likely to unreasonably prejudice the commercial position of the person who supplied or is the subject of the information	Section S7(2)(b)(ii)
1.4	To enable Council to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations)	Section 7(2)(g)

**Carried**

## 8. Closure of Meeting

The meeting concluded at 1.28pm

Confirmed this 29<sup>th</sup> day of November 2018

Her Worship the Mayor Sheryl Mai (Chairperson)



## Item 5.2

### Whangarei District Council Meeting Minutes

**Date:** Tuesday, 13 November, 2018  
**Time:** 9:00 a.m.  
**Location:** Council Chamber  
 Forum North, Rust Avenue  
 Whangarei

<b>In Attendance</b>	Her Worship the Mayor Sheryl Mai (Chairperson) Cr Stu Bell Cr Gavin Benney Cr Crichton Christie Cr Vince Cocurullo Cr Tricia Cutforth Cr Shelley Deeming Cr Sue Glen Cr Phil Halse Cr Greg Martin Cr Anna Murphy
<b>Not in Attendance</b>	Cr Cherry Hermon Cr Greg Innes Cr Sharon Morgan

<b>Scribe</b>	<b>C Brindle (Senior Democracy Adviser)</b>
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**1. Karakia**

**2. Declarations of Interest**

There were no declarations of interest made at this meeting.

**3. Apologies**

Crs Cherry Hermon, Greg Innes and Sharon Morgan

**Moved By** Cr Tricia Cutforth

**Seconded By** Cr Phil Halse

That the apologies be sustained.

**Carried**

**4. Confirmation of Minutes of Previous Meeting of the Whangarei District Council**

There were no minutes presented for confirmation.

**5. Decision Reports**

**5.1 Deliberations - proposed Alcohol Control Bylaw**

**Moved By** Cr Vince Cocurullo

**Seconded By** Cr Sue Glen

That Council;

1. Receives the submissions in attachment 1.
2. Approves that all proposed individual alcohol control areas to be retained as consulted on for a final resolution at the December Council meeting.
3. Confirms that the Bylaw can be presented to Council for a final resolution at the December Council meeting.

**Carried**

**6. Public Excluded Business**

There was no business conducted in public excluded.

**7. Closure of Meeting**

The meeting concluded at 9.12am.

Confirmed this 29<sup>th</sup> day of November 2018

Her Worship the Mayor Sheryl Mai (Chairperson)

## 6.1 Rurumoki Street – gift of land from Pickmere family

**Meeting:** Council  
**Date of meeting:** 29 November 2018  
**Reporting officer:** Sue Hodge (Parks and Recreation Manager)

### 1 Purpose

To formally accept a generous gift of land from the Pickmere family, to classify as scenic reserve and name as Pickmere Park.

### 2 Recommendations

That the Whangarei District Council;

1. Accepts the land described in the schedule as a gift from the Pickmere family to hold in perpetuity upon trust for the use, benefit and enjoyment of the people of Whangarei District;
2. Hereby classifies the land as a scenic reserve, for the purposes specified in s.19 (a) of the Reserves Act and;
3. Declares that the scenic reserve shall be known as Pickmere Park pursuant to section 16 (10) of the Reserves Act 1977

Schedule

Area

9252m<sup>2</sup>

Description

Lot 2 DP 513328, Lot 8 and parts Lot 9 DP 20669.

### 3 Background

Janet Watkins and David Pickmere have been in discussions with Council staff over the last two years about protection of land that they own adjoining Mair Park, and have now agreed to gift this land to Council. The land adjoins the edge of Mair Park, and currently has the appearance of being a park. It is forested and includes stonewalls, and provides a vegetated buffer to existing areas of Mair Park. It also includes a small island in the Hatea River accessible at low tide.

This report concludes the final step in the process. Members of the Pickmere family will be attending the Council meeting.

### 4 Discussion

The Pickmere family have been associated with land adjoining Mair Park since 1912 when Arthur Pickmere bought a house and fields on Hatea 'Street'. Since this time, the property to

the south of what is now Rurumoki Street has been subdivided, however a section of land adjoining Mair Park was retained.

Janet Watkins (nee Pickmere) approached Council staff in 2016 to consider options for protecting the last piece of land in their ownership, and she and her brother David have agreed to gift the land to Council. A deed of gift has been executed by Council and the Pickmeres, and it includes the following conditions:

### **ACCEPTANCE OF GIFT AND AGREEMENT TO HOLD ON TRUST**

- 3.1 *WDC accepts the gift.*
- 3.2 *WDC agrees:*
  - (a) *to hold the Property in perpetuity upon trust for the use, benefit and enjoyment of the people of the Whangarei District as a scenic reserve pursuant to the provisions of the Reserves Act 1977; and*
  - (b) *not to sell or subdivide the Property.*
- 3.3 *The Property will be called Pickmere Park.*
- 3.4 *Subject to the restrictions in clause 3.2, WDC will have the fullest powers in relation to the Property and may do all things in its absolute discretion which it considers necessary, desirable or expedient in relation to the Property for the purposes specified in clause 3.2(a). WDC's powers as owner of the Property will not be limited or restricted by any principle of construction or rule of law or statutory power or provision except to the extent that it is obligatory.*
- 3.5 *WDC will hold the Property as a scenic reserve.*
- 3.6 *While WDC is not the regulatory authority for the waterway between the islands which form part of the Property it will, to the extent it is able, permit the navigable waterways between the islands which form part of the Property to remain accessible to small watercraft when tidal conditions permit.*



Pickmere Park, the gifted land, is shown above coloured yellow. It includes a small island in the Hatea River. The land shaded green is the adjoining Mair Park. The photos show the Rurumoki Road frontage.

#### 4.1 Financial/budget considerations

The land is covered in forest and would be managed as part of the larger area of Parihaka and Hatea River Reserves, and therefore maintenance costs will be minimal.

#### 4.2 Policy and planning implications

Accepting this gift is consistent with the 'Parihaka and Hatea River Reserve Management Plan' as it states the following:

*It is the intention of the WDC that where land comes up for sale on the boundaries of the Parihaka and Hatea River reserves and it would enhance the values of these reserves, that consideration will be given to purchasing or acquiring that land and including it within the Parihaka and Hatea River reserves network'.*

*Policy 3: Justification for purchasing or acquiring land to add to the Parihaka and Hatea River reserves will be based on one or more of the following general criteria:*

- *Protect important natural scenic and cultural heritage values of the existing reserves*
- *Enhance the public use and enjoyment of the reserves*
- *Improve public access to or use of the reserves in an area where this would be desirable*
- *Enhance or add to existing recreational opportunities*
- *Help to rationalise the geographic boundaries of the reserve*
- *Benefit future protection and management of the reserves*

#### 4.3 Options

Council has signed the Deed of Gift and now must implement the agreed actions being classify the land as a scenic reserve and formally name it.

#### 4.4 Risks

There are minimal risks to this process.

### 5 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.





## 6.2 Delegations Register 2018

**Meeting:** Whangarei District Council  
**Date of meeting:** 29 November 2018  
**Reporting officer:** Emily Thompson / Kathryn Candy

### 1 Purpose

To adopt the reviewed and revised Delegations Policy and associated Register.

### 2 Recommendations

That Council:

1. Rescind all previous delegations contained within the previous Delegations Manual adopted on 26 March 2014.
2. Rescind any subsequent amendments and additions to the March 2014 Delegations Manual made by resolution of Council, except Committee and Sub-Committee delegations.
3. Adopts the revised Delegations Policy as provided in attachment 1.
4. Delegates the following functions, duties and powers as provided in attachment 2;
  - a. Part 1 – Delegations from Council to Elected Members, Committees of Council and Hearings Commissioners
  - b. Part 2 – Delegations from Council to the Chief Executive
  - c. Part 3 – Delegations from Council to staff
  - d. Part 4 – Financial Delegations from Council to staff
5. Notes the associated delegations from the Chief Executive to staff as provided in part 5 of Attachment 2.

### 3 Background

Council's delegations are reviewed on a tri-annual basis. The current Delegations Manual (the Manual) was adopted by Council in March 2014.

A review of the current Manual was started in 2017. The Manual has now been split into a Delegations Policy (the Policy) and associated Delegations Register (the Register). The Register has been moved into Kete, Council's SharePoint platform. This platform will allow more efficient record searching and administration of the Register.

Council was advised of the review project in June 2017, and further updates have been provided to the Audit & Risk Committee on 26 September 2018, Council on 25 October 2018 through a briefing held on 6 November 2018.

The delegations review process is about confirming appropriate roles have the required authority to make decisions within their operational duties. The Chief Executive is responsible for ensuring that all staff have the adequate skills and knowledge to perform these duties to the required level, and that these are properly performed or exercised.

## 4 Discussion

The key outcomes of the review process are:

1. The removal of the policy content of the Manual into a stand-alone Delegations Policy.
2. All delegations have been updated and revised to reflect and provide for:
  - a. changes in legislation since the previous delegations were adopted in 2014
  - b. Council's 2017 staff restructure and associated changes to responsibilities and position titles
  - c. more clarity in the wording of some individual delegated powers
3. A proposed change in the approach for delegations from Council. The previous approach was that all relevant delegations were made directly from Council to individual staff positions. It is now proposed that, where possible and appropriate, Council will delegate relevant functions, powers and duties to the Chief Executive and that the Chief Executive will have the responsibility to further delegate individual powers to specific staff positions.
4. Changes to the tool used to manage the delegations from a word document to the SharePoint platform 'Kete'. This allows the delegations to be managed more efficiently, including easier searching and viewing of delegations by all staff.
5. Administration of changes to the Register will be managed by the Democracy and Assurance Department, supported by a formal process and change log.

Other than general updates as outlined above, the delegations within the Register remain unchanged from the Manual, except for some additional low level operational delegations following the gap analysis undertaken.

The proposed changes are largely mechanical, providing for the operational management of delegations from Council. They do not transfer any additional powers to staff at an organisational level.

Where possible, Council delegates appropriate functions, duties and responsibilities to the Chief Executive. This aligns with best practice delegation approaches by other councils across the country, as an efficient and effective way to manage delegations.

In some instances, the legislation precludes this and therefore Council must still delegate to specific individual staff positions. The delegations under the Resource Management Act 1991 and the Local Government (Rating) Act 1998 fall into this category.

In practice these changes mean that where a change to a delegation is required for primarily administrative functions, the Chief Executive can authorise these in a timely and efficient manner.

This would include instances where a new position title is created for an existing role with delegations, or a minor change in legislation requires the wording of a delegation to be updated to accurately reflect the change.

The statutory delegations from Council to the Chief Executive in the Register clearly outline exceptions, where decision-making powers are retained by Council.

While the Terms of Reference for all Committees of Council detail some general delegated powers, there are additional specific powers that require formal delegation. These are included in the Register, which also contains a small number of delegations to Her Worship the Mayor, the Deputy Mayor and Hearings Commissioners. Staff will be reviewing the general delegations contained within the various Terms of Reference as part of the 2019 election and subsequent new Committee establishment processes. This will further support alignment and clarity for all Committee delegations.

## **5 Significance and engagement**

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

## **6 Attachments**

1. Delegations Policy
2. Delegations Register



Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Part 1 - Delegations from Council to Elected Members, Committees of Council and Hearings Commissioners								
Dog Control Act 1996			33B	Power to consider objection to classification under Section 33A as a menacing dog.	Responsibility - Exemptions and Objections Committee	Role - Manager - Health and Bylaws	committee/elected member delegation	Health and Bylaws
Dog Control Act 1996			33D	To hear and determine objections to any notice requiring abatement of a barking dog nuisance.	Responsibility - Exemptions and Objections Committee	Role - Manager - Health and Bylaws	committee/elected member delegation	Health and Bylaws
Dog Control Act 1996			22	To hear and determine objections to the classification of a person as a probationary owner.	Responsibility - Exemptions and Objections Committee	Role - Manager - Health and Bylaws	committee/elected member delegation	Health and Bylaws
Dog Control Act 1996			26	To hear and determine objections to the classification of a person disqualified from owning a dog.	Responsibility - Exemptions and Objections Committee	Role - Manager - Health and Bylaws	committee/elected member delegation	Health and Bylaws
Gambling Act 2003			100	Determination and granting of consents (class 4 gambling venues).	Responsibility - Exemptions and Objections Committee	Role - Manager - Health and Bylaws	committee/elected member delegation	Health and Bylaws
Local Government Act 2002		Food Businesses Grading Bylaw 2016	4.2	Power to hear an appeal and confirm, reverse or modify the grading determined.	Responsibility - Exemptions and Objections Committee	Role - Manager - Health and Bylaws	committee/elected member delegation	Health and Bylaws
Resource Management Act 1991			55(2) & (2A)	Amending the District Plan in accordance with a National Policy Statement (NPS) using Schedule 1.	Responsibility - Planning and Development Committee Responsibility - Relevant Committee Chair plus any 2 members (only when time constraints)	Melissa Mcgrath	committee/elected member delegation	District Plan
Resource Management Act 1991			44A(3),(4)(5) & (6)	Amending the District Plan where plan changes or conflicts with National Environmental Standard (NES).	Responsibility - Planning and Development Committee Responsibility - Relevant Committee Chair plus any 2 members (only when time constraints)	Melissa Mcgrath	committee/elected member delegation	District Plan
Resource Management Act 1991			Related processes	Authority to hear, deliberate and make a recommendation on any application lodged under Schedule 1 of the Resource Management Act and be authorised to make such recommendations required in terms of Schedule 1 of the Resource Management Act 1991, in conjunction with at least one other externally approved Hearings Commissioner.	Responsibility - Accredited RMA Hearings Commissioner – WDC Alison Geddes		Committee/Elected member delegation	Planning and Development
Resource Management Act 1991			Related processes	Authority to hear, deliberate, and decide on any non-notified or notified resource consent applications and to hear, deliberate and make a recommendation on any Notice of Requirement/s, in accordance with Councils delegations.	Responsibility - Accredited RMA and WDC appointed Hearings C Alison Geddes		Hearings Commissioners	
Resource Management Act 1991			Related processes	Authority to hear, deliberate, and make a recommendation on any application lodged under Schedule 1 of the Resource Management Act, and be authorised to make such recommendations required in terms of Schedule 1 of the Resource Management Act 1991.	Responsibility - Accredited RMA and WDC appointed Hearings C Alison Geddes		Hearings Commissioners	
Resource Management Act 1991			58I, & 58J	Giving effect to National Planning Standards	Responsibility - Planning and Development Committee Responsibility - Relevant Committee Chair plus any 2 members (only when time constraints)	Melissa Mcgrath	committee/elected member delegation	District Plan
Resource Management Act 1991			55(2B) & (2C)	Giving effect to NPS using Schedule 1.	Responsibility - Planning and Development Committee Responsibility - Relevant Committee Chair plus any 2 members (only when time constraints)	Melissa Mcgrath	committee/elected member delegation	District Plan
Resource Management Act 1991			357D	Power to decline objections.	Responsibility - Exemptions and Objections Committee	Murray McDonald	committee/elected member delegation	RMA Consents
Resource Management Act 1991			86B(4)	Rescinding of decision regarding legal effect of rules.	Responsibility - Planning and Development Committee	Melissa Mcgrath	committee/elected member delegation	District Plan
Resource Management Act 1991			86B(1)	To resolve that rules have immediate legal effect.	Responsibility - Planning and Development Committee	Melissa Mcgrath	committee/elected member delegation	District Plan
Te Ture Whenua Maori Act 1993			325	Application to vest stopped road as Maori freehold land.	Responsibility - Infrastructure Committee	Jeffrey Devine	committee/elected member delegation	Roading
Te Ture Whenua Maori Act 1993			320	Consent for roadway to be declared a road or street.	Responsibility - Infrastructure Committee	Jeffrey Devine	committee/elected member delegation	Roading
Te Ture Whenua Maori Act 1993			317	Consent to laying out roadways.	Responsibility - Infrastructure Committee	Jeffrey Devine	committee/elected member delegation	Roading
					Responsibility - Mayor plus any one Councillor Responsibility - Deputy Mayor plus any one Councillor (in Mayor's absence only)	Rob Forlong	committee/elected member delegation	CE's Office
				Power to execute a Deed.				
				Submissions on national policy statements or national environmental standards.	Responsibility - Planning and Development Committee Responsibility - Infrastructure Committee	Rob Forlong	committee/elected member delegation	CE's Office
				The authority to approve submissions and further submissions on resource consents, plan changes and policy statements of other local authorities.	Responsibility - Relevant Standing Committee Responsibility - Relevant Committee Chair plus any 2 members (only when time constraints)	Rob Forlong	committee/elected member delegation	CE's Office
				The authority to approve submissions on any documents or plans of other organisations.	Responsibility - Relevant Standing Committee Responsibility - Relevant Committee Chair plus any 2 members (only when time constraints)	Rob Forlong	committee/elected member delegation	CE's Office
				The authority to approve submissions on legislation that affects Council functions, powers or responsibilities.	Responsibility - Relevant Standing Committee Responsibility - Relevant Committee Chair plus any 2 members (only when time constraints)	Rob Forlong	committee/elected member delegation	CE's Office

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Part 2 - Delegations from Council to the Chief Executive								
Animal Welfare Act 1999			all	All of its responsibilities, duties and powers under this Act except - the power to nominate a member of an animal ethics committee under section 101	Role - Chief Executive	Rob Forlong	CE	CE's Office
Arts Council of New Zealand Toi Aotearoa Act 2014			all	All of its responsibilities, duties and powers under this Act except - a) the allocation of funds to community arts projects b) consenting to a representative of the local authority to be a member of the community arts council under section 18(2) c) making a grant under section 18(2)(b)	Role - Chief Executive	Rob Forlong	CE	CE's Office
Biosecurity Act 1993	Regulations made under this Act		all	All of its responsibilities, duties and powers under this Act and Regulations except - a) the power to set and assess rates b) the power to transfer the performance of an operation under this Act to another local authority	Role - Chief Executive	Rob Forlong	CE	CE's Office
Births, Deaths, Marriages, and Relationships Registration Act 1995			75E	The power to request the Registrar-General to provide a copy of all entries made in the access register in relation to any person.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Building Act 2004			all	All of its responsibilities, duties and powers under the Act except - (a) Sections 131 and 132 - The power to adopt, amend or replace Councils policy on dangerous, earthquake prone an insanitary buildings; (b) Sections 233 - 236 - the power to transfer the functions, duties and powers of a Territorial Authority to another Territorial Authority; and (c) Section 219 - the setting of fees	Role - Chief Executive	Rob Forlong	CE	CE's Office
Building Act 2004			All	All of its responsibilities, duties and powers under this Act, except - a) Its powers under sections 131 and 132 relating to the adoption or review of policies on dangerous, earthquake prone and insanitary buildings b) Its power under section 213 to make arrangements for any other building consent authority to perform the Council's functions of a building consent authority c) Its power under sections 219(1)(a) and 281A to set any fee or charge in relation to a building consent and for the performance of any other function or service under the Act d) Its powers under sections 233 to 236 to transfer any of its functions, duties or powers under the Act to another territorial authority e) Its power under sections 233 to 236 to agree to undertake any function, duty or power of any other territorial authority under the Act f) Its power under section 281B in relation to increasing fees and charges, and section 281C in relation to refunds or waivers of fees and charges.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Building Act 2004			377	The power to file a charging document for an offence under the Building Act 2004	Role - Chief Executive	Paul Cook	Planning and Development	Building Control
Building Research Levy Act 1969			all	All of its responsibilities, duties and powers under this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
Burial and Cremation Act 1964	Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967		all	All of its responsibilities, duties and powers under these Regulations	Role - Chief Executive	Rob Forlong	CE	CE's Office
Burial and Cremation Act 1964			all	All of its responsibilities, duties and powers under this Act except - a) naming of cemeteries under section 7 b) making of bylaws under section 16 c) erecting a crematorium under sections 38 and 39 d) making of bylaws under section 40	Role - Chief Executive	Rob Forlong	CE	CE's Office
Civil Aviation Act 1990		Public Places Bylaw 2014	101	The power to issue consent to operate Remotely Piloted Aircraft Systems (RPAS) over/on land owned or controlled by Council	Role - Chief Executive	Rob Forlong	CE	CE's Office
Civil Defence Emergency Management Act 2002			64	All the duties of a local authority under section 64.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Criminal Procedure Act 2011	Regulations made under this Act		all	All of its responsibilities, duties and powers under this Act and Regulations	Role - Chief Executive	Rob Forlong	CE	CE's Office

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Dog Control Act 1996	Regulations made under this Act		all	All of its responsibilities, duties and powers under this Act and Regulations except - a) making grants under section 6(2)(b) b) appointing a joint committee under section 7 c) adopting a dog control policy under section 10, and reviewing the dog control policy under section 10AA d) entering into a written agreement under section 16(2) with another territorial authority in respect of dog control services e) making dog control bylaws under section 20 f) hearing and determining an objection to a probationary owner classification under section 22 g) terminating a probationary owner classification under section 23 h) hearing and determining an objection to a disqualified owner classification under section 26 i) hearing and determining an objection to a dangerous dog classification under section 31 (4) j) determining an objection to a menacing dog classification under sections 33B or 33D k) setting dog control fees under section 37 l) hearing and determining an objection to a barking dog notice under section 55 m) entering into an agreement with another territorial authority for the provision of pound facilities under section 67 n) setting pound fees under section 68	Role - Chief Executive	Rob Forlong	CE	CE's Office
Dog Control Act 1996		Dog Management Bylaw 2013	all	All of its responsibilities, duties and powers under this bylaw, except - (a) the power to set fees (b) the power to make a decision for which a Council resolution is required (c ) the power to hear and decided on any appeal process	Role - Chief Executive	Rob Forlong	CE	CE's Office
Domestic Violence Act 1955			all	All of its responsibilities, duties and powers under Part 6 of this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
Domestic Violence Act 1955	Domestic Violence (Public Registers) Regulations 1998		all	All of its responsibilities, duties and powers under these Regulations	Role - Chief Executive	Rob Forlong	CE	CE's Office
Electricity Act 1992			all	All of its responsibilities, duties and powers under this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
Fencing Act 1978			all	All of its responsibilities, duties and powers under this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
Food Act 1981			all	All responsibilities, duties, and powers under this Act, and any regulations under this Act except – (a) considering written submissions under section 8P (b) transferring the Council's responsibilities, duties, and powers under section 8ZA.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Food Act 2014	Food Regulation 2015		all	All of its responsibilities, duties and powers under these Regulations	Role - Chief Executive	Rob Forlong	CE	CE's Office
Food Act 2014		Food Businesses Grading Bylaw 2016	all	All of its responsibilities, duties and powers under this Bylaw except - (a) the power to set fees (b) the power to make a decision for which a Council resolution is required (c ) the power to hear and decided on any appeal process	Role - Chief Executive	Rob Forlong	CE	CE's Office
Food Act 2014			all	All of its responsibilities, duties, and powers under this Act, and these regulations except – (a) the decision to combine with 1 or more territorial authorities for the purpose of performing the function of a registration authority under section 173(2) (b) transferring the Council's functions, duties, and powers under section 176 (c) transferring the Council's functions, duties, and powers under section 179 (d) changing or revoking a transfer under section 182 (e) setting fees under section 205.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Freedom Camping Act 2011			all	All of its responsibilities, duties and powers under this Act except - a) making bylaws under section 11 b) reviewing bylaws under section 13	Role - Chief Executive	Rob Forlong	CE	CE's Office
Freedom Camping Act 2011		Camping in Public Places Bylaw 2017	all	All of its responsibilities, duties and powers under this bylaw, except - (a) the power to set fees (b) the power to make a decision for which a Council resolution is required (c ) the power to hear and decided on any appeal process	Role - Chief Executive	Rob Forlong	CE	CE's Office

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Gambling Act 2003			all	All of its responsibilities, duties and powers under this Act, except: a) granting consent under section 100 (otherwise than in accordance with the Council's policy on class 4 venues) b) adopting a policy on class 4 venues under sections 101 and 102	Role - Chief Executive	Rob Forlong	CE	CE's Office
Gas Act 1992			all	All of its responsibilities, duties and powers under this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
Government Roading Powers Act 1989			all	All of its responsibilities, duties and powers under this Act except - a) consenting to a delegation made by the New Zealand Transport Agency under section 62(1) b) surrendering delegated powers and duties under section 63 c) requests to New Zealand Transport Agency under section 81 in respect of motorways	Role - Chief Executive	Rob Forlong	CE	CE's Office
Hazardous Substances and New Organisms Act 1996	All Regulations made under this Act		all	All of its responsibilities, duties and powers under this Act and Regulations	Role - Chief Executive	Rob Forlong	CE	CE's Office
Health Act 1956	Health (Registration of Premises) Regulations 1966		all	All of its responsibilities, duties and powers under these Regulations, except: setting fees under Regulation 7.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Health Act 1956	Health (Burial) Regulations 1946		all	All of its responsibilities, duties and powers under this regulation except: setting fees under regulation 13	Role - Chief Executive	Rob Forlong	CE	CE's Office
Health Act 1956	Food Hygiene Regulations 1974		all	All of its responsibilities, duties, and powers under these Regulation	Role - Chief Executive	Rob Forlong	CE	CE's Office
Health Act 1956	Health (Hairdressers) Regulations 1980		all	All of its responsibilities, duties, and powers under these Regulations	Role - Chief Executive	Rob Forlong	CE	CE's Office
Health Act 1956	Camping Ground Regulations 1986		all	All of its responsibilities, duties, and powers under these Regulations	Role - Chief Executive	Rob Forlong	CE	CE's Office
Health Act 1956			all	All of its responsibilities, duties, and powers under this Act except (a) borrowing money under section 27 otherwise than in accordance with the LTP (b) making bylaws under section 64	Role - Chief Executive	Rob Forlong	CE	CE's Office
Heritage New Zealand Pouhere Taonga Act 2014			all	All of its responsibilities, duties and powers under this Act except - a) making written comments on a draft statement under section 17 b) making a written submission on an application under section 69 c) making contributions to funds of Heritage New Zealand Pouhere Taonga under section 97 d) transferring land to Heritage New Zealand Pouhere Taonga under section 98	Role - Chief Executive	Rob Forlong	CE	CE's Office
Housing Improvement Act 1945	Housing Improvement Regulations 1947		all	All of its responsibilities, duties and powers under this regulation in accordance with clause 22.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Impounding Act 1955			all	All of its responsibilities, duties and powers under this Act and Regulations except - a) setting poundage fees and sustenance charges under section 14 b) declaring, under section 34, that section 33 does not apply to a specified road in the district	Role - Chief Executive	Rob Forlong	CE	CE's Office
Impounding Act 1955	Impounding Regulations 1981		all	All of its responsibilities, duties, and powers under these Regulations	Role - Chief Executive	Rob Forlong	CE	CE's Office
Land Drainage Act 1908			all	All of its responsibilities, duties and powers under this Act except - a) the power to subdivide drainage districts under section 16	Role - Chief Executive	Rob Forlong	CE	CE's Office
Land Transport Act 1998	Regulations made under this Act		all	All of its responsibilities, duties and powers under this Act and Regulations and Rules except - a) the power to direct that any heavy traffic, or any specified kind of heavy traffic may not proceed between any 2 places in accordance with section 16A b) making bylaws under sections 22AB to 22AD c) making bylaws setting speed limits and designating urban traffic areas under the Land Transport Rule Setting of Speed Limits 2003	Role - Chief Executive	Rob Forlong	CE	CE's Office
Land Transport Act 1998		Parking and Traffic Bylaw 2017	all	All of its responsibilities, duties and powers under this bylaw, except - (a) the power to set fees (b) the power to make a decision for which a Council resolution is required (c ) the power to hear and decided on any appeal process	Role - Chief Executive	Rob Forlong	CE	CE's Office
Land Transport Act 1998		Speed Limits Bylaw 2005	all	All of its responsibilities, duties and powers under this bylaw, except - (a) the power to set fees (b) the power to make a decision for which a Council resolution is required (c ) the power to hear and decided on any appeal process	Role - Chief Executive	Rob Forlong	CE	CE's Office



Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Land Transport Management Act 2003			all	All of its responsibilities, duties and powers under this Act except - a) making submissions when consulted on the regional land transport programme under section 18 b) making submissions when consulted on the declaration of state highways under section 103 c) appointing a person to represent the Council on the regional transport committee under section 105	Role - Chief Executive	Rob Forlong	CE	CE's Office
Litter Act 1979			all	All of its responsibilities, duties and powers under this Act except - a) hearing objections under section 10 b) making grants under section 11 c) making bylaws under section 12 d) adopting an infringement notice regime under section 13	Role - Chief Executive	Rob Forlong	CE	CE's Office
Local Government Act 1974			all	All of its responsibilities, duties and powers under this Act except - a) vesting property in a road in the New Zealand Transport Agency under section 316 b) declaring a specified road or part of a specified road to be a pedestrian mall under section 336 and revoking any such declaration c) making bylaws under section 344(9) relating to swing gates and cattle stops under that section d) declaring a limited access road under section 346 e) declaring land to be single parcels of land under section 346D f) declaring any private road or right of way to be a public road under section 349 g) granting consent under section 354 in relation to a cellar or other excavation h) establishing toll gates and collecting tolls under section 361 i) resolving to construct a private drain through adjoining premises under section 460 j) declaring a private drain to be a public drain under section 462 k) making bylaws under section 517 relating to land drainage works	Role - Chief Executive	Rob Forlong	CE	CE's Office
Local Government Act 2002			all	All of its responsibilities, duties and powers under this Act except - a) those set out in clause 32(1)(a) to (f) of Schedule 7 b) exempting a small organisation under section 7 c) entering into a triennial agreement under section 15 d) transferring responsibilities under section 17 e) reviewing the delivery of services under section 17A f) establishing a community board under section 49 g) establishing a council controlled organisation under section 56 h) appointing directors to council organisations under section 57 i) agreeing to any statement of intent of a council organisation under Schedule 8 j) adopting assessments of water and other sanitary services under section 125 k) prescribing fees under section 150 l) adopting assessments of water and other sanitary services under section 125 m) reviewing a bylaw under section 160 n) transferring a bylaw-making power under section 161 o) appointing a member under section 249(2) p) making a reorganisation proposal under clause 3 of Schedule 3	Role - Chief Executive	Rob Forlong	CE	CE's Office
Local Government Act 2002		Control of Vehicles on Beaches Bylaw 2009	all	All of its responsibilities, duties and powers under this bylaw, except - (a) the power to set fees (b) the power to make a decision for which a Council resolution is required (c ) the power to hear and decided on any appeal process	Role - Chief Executive	Rob Forlong	CE	CE's Office
Local Government Act 2002		1 Control of Advertising Signs Bylaw 2014	all	All of its responsibilities, duties and powers under this bylaw, except - (a) the power to set fees (b) the power to make a decision for which a Council resolution is required (c ) the power to hear and decided on any appeal process	Role - Chief Executive	Rob Forlong	CE	CE's Office

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Local Government Act 2002		1 Liquor Management Bylaw 2011	all	All of its responsibilities, duties and powers under this bylaw, except - (a) the power to set fees (b) the power to make a decision for which a Council resolution is required (c ) the power to hear and decided on any appeal process	Role - Chief Executive	Rob Forlong	CE	CE's Office
Local Government Act 2002		Public Places Bylaw 2014	all	All of its responsibilities, duties and powers under this bylaw, except - (a) the power to set fees (b) the power to make a decision for which a Council resolution is required (c ) the power to hear and decided on any appeal process	Role - Chief Executive	Rob Forlong	CE	CE's Office
Local Government Act 2002		1 Animals Bylaw 2017	all	All of its responsibilities, duties and powers under this bylaw, except - (a) the power to set fees (b) the power to make a decision for which a Council resolution is required (c ) the power to hear and decided on any appeal process	Role - Chief Executive	Rob Forlong	CE	CE's Office
Local Government Act 2002		1 Control of Advertising Signs Bylaw 2014	all	All of its responsibilities, duties and powers under this bylaw, except - (a) the power to set fees (b) the power to make a decision for which a Council resolution is required (c ) the power to hear and decided on any appeal process	Role - Chief Executive	Rob Forlong	CE	CE's Office
Local Government Act 2002		1 Stormwater Management Bylaw 2014	all	All of its responsibilities, duties and powers under this bylaw, except - (a) the power to set fees (b) the power to make a decision for which a Council resolution is required (c ) the power to hear and decided on any appeal process	Role - Chief Executive	Rob Forlong	CE	CE's Office
Local Government Act 2002		1 Trade Waste Bylaw 2012	all	All of its responsibilities, duties and powers under this bylaw, except - (a) the power to set fees (b) the power to make a decision for which a Council resolution is required (c ) the power to hear and decided on any appeal process	Role - Chief Executive	Rob Forlong	CE	CE's Office
Local Government Act 2002		1 Wastewater Bylaw 2014	all	All of its responsibilities, duties and powers under this bylaw, except - (a) the power to set fees (b) the power to make a decision for which a Council resolution is required (c ) the power to hear and decided on any appeal process	Role - Chief Executive	Rob Forlong	CE	CE's Office
Local Government Act 2002		Water Supply Bylaw 2012	all	All of its responsibilities, duties and powers under this bylaw, except - (a) the power to set fees (b) the power to make a decision for which a Council resolution is required (c ) the power to hear and decided on any appeal process	Role - Chief Executive	Rob Forlong	CE	CE's Office
Local Government Act 2002		Control of Vehicles on Beaches Bylaw 2009	6.2	Authorise operational policy for provision of keys for approved keyholders to access Ruakaka Beach through the gate adjacent to the Ruakaka Beach Surf Life Saving Patrol Building	Role - General Manager - Planning and Development	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Official Information and Meetings Act 1987			All	As set out in section 42, all of its powers under Parts 2 to 5 and s 44A of this Act except any power specified in section 32. Under section 43(1), the Chief Executive is specifically authorised to sub-delegate all or any of these powers.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Machinery Act 1950	Amusement Devices Regulations 1978		all	All of its responsibilities, duties and powers under these Regulations	Role - Chief Executive	Rob Forlong	CE	CE's Office
Machinery Act 1950			all	All of its responsibilities, duties and powers under this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
New Zealand Library Association Act 1939			all	All of its responsibilities, duties and powers under this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
Ombudsmen Act 1975			all	All of its responsibilities, duties and powers under this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
Plumbers, Gasfitters, and Drainlayers Act 2006			91	All of its powers under section 91.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Postal Services Act 1998			all	All of its responsibilities, duties and powers under this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
Privacy Act 1993			all	As set out in section 124, all of its powers under this Act. Under section 125, the Chief Executive is specifically authorised to sub-delegate all or any of these powers.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Protected Disclosures Act 2000			all	All of its responsibilities, duties and powers under this Act.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Bodies Lease Act 1969			all	All of its responsibilities, duties and powers under this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Records Act 2005			all	All of its responsibilities, duties and powers under this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Works Act 1981			116	Authority to provide consent to the Minister to stop a road.	Role - Chief Executive	Rob Forlong	CE	CE's Office

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Public Works Act 1981			237	Power to approve excavations near public works.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Works Act 1981			238	Power to bring action for damage to public work.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Works Act 1981			224	Power to merge works with the Crown.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Works Act 1981			239	Power to remove and/or dispose of abandoned property from public works land.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Works Act 1981			60 –102	Provide for compensation.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Works Act 1981			133, 135 –134	Provide for removal of trees and hedges that interfere with public works.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Works Act 1981			110 –111A	Provides certain powers of entry onto private land.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Works Act 1981			40 - 44	Provides for land no longer required to be resold.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Works Act 1981			240	Removal Power to commence legal proceedings for the recovery of land from persons holding illegal possessions.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Works Act 1981			50	To dispose of a public work to the Minister or another local authority	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Works Act 1981			45	To grant a lease, tenancy or licence to occupy on land held for a public work	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Works Act 1981			48	To grant an easement in regard to land held for a public work	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Works Act 1981			103	To grant easements.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Works Act 1981			47	To request a certificate of title for the land held for public work to be in the name of Council	Role - Chief Executive	Rob Forlong	CE	CE's Office
Rates Rebate Act 1973			all	All of its responsibilities, duties and powers under this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
Rating Valuations Act 1998	Rating Valuation Regulations 1998		all	All of its responsibilities, duties and powers under these Regulations	Role - Chief Executive	Rob Forlong	CE	CE's Office
Rating Valuations Act 1998	Rating Valuations (Local Authority Charges) Regulations 1999		all	All of its responsibilities, duties and powers under these Regulations	Role - Chief Executive	Rob Forlong	CE	CE's Office
Rating Valuations Act 1998	Rating Valuations Rules 2008 (Oct 2010 version)		all	All of its responsibilities, duties and powers under these Regulations	Role - Chief Executive	Rob Forlong	CE	CE's Office
Rating Valuations Act 1998			all	All of its responsibilities, duties and powers under this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
Reserves Act 1977			114	Authority to vary, negative, or add to by a memorandum of variation covenants, terms, conditions, and restrictions expressed or implied in any agreement, concession, lease, or licence under this Act.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Reserves Act 1977			8	Power to appoint ranger.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Sale and Supply of Alcohol Act 2012	Sale and Supply of Alcohol (Fees) Regulations 2013		all	All of its responsibilities, duties and powers under these Regulations, except - Reporting on income received under clause 19 of the Regulations.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Sale and Supply of Alcohol Act 2012			all	All of its responsibilities, duties and powers under this Act and Council's general authority to to sub delegate under section 198. Except - a) appointing a district licensing committee under section 186 and section 189 (1 - 5). b) establishing a list of persons approved to be members of the licensing committee under section 192 c) all of Council's responsibilities, duties and powers in Subpart 2.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Statutory Land Charges Registration Act 1928			All	All of its responsibilities, duties and powers under this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
Summary Proceedings Act 1957	All Regulations made under this Act		all	All of its responsibilities, duties and powers under this Act and Regulations	Role - Chief Executive	Rob Forlong	CE	CE's Office
Te Ture Whenua Maori Act 1993			All	All of its responsibilities, duties and powers under this Act, except - (a) s317 consent for roadway (b) s 320 roadway declared a road or street (b) s321 payment of compensation (c ) s325 application to vest stopped road	Role - Chief Executive	Rob Forlong	CE	CE's Office
Telecommunications Act 2001			all	All of its responsibilities, duties and powers under this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
Trespass Act 1980			all	All of its responsibilities, duties and powers under this Act. The Chief Executive is the person in lawful occupation of land owned, occupied or controlled by the Council.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Unit Titles Act 2010			all	All of its responsibilities, duties and powers under this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
Utilities Access Act 2010			all	All of its responsibilities, duties and powers under this Act	Role - Chief Executive	Rob Forlong	CE	CE's Office
Walking Access Act 2008			all	All of its responsibilities, duties and powers under this Act except - a) the decision to give written consent as an administering authority under section 21 b) the decision to agree to be a controlling authority (or not as the case may be) under section 36 c) setting and imposing charges under section 37 d) the decision to agree with the Commission's decision to revoke a walkway e) making bylaws under section 68	Role - Chief Executive	Rob Forlong	CE	CE's Office

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Waste Minimisation Act 2008			all	All of its responsibilities, duties and powers under this Act except - a) making decisions under section 32 with respect to the spending of the levy b) adopting a waste management and minimisation plan under section 43 c) setting fees in accordance with section 46 d) making grants under section 47 e) reviewing the waste management and minimisation plan under section 50 f) making bylaws under section 56 g) reviewing bylaws under section 58	Role - Chief Executive	Rob Forlong	CE	CE's Office
Waste Minimisation Act 2008		Solid Waste Management Bylaw 2013	all	All of its responsibilities, duties and powers under this bylaw, except - (a) the power to set fees (b) the power to make a decision for which a Council resolution is required (c ) the power to hear and decided on any appeal process	Role - Chief Executive	Rob Forlong	CE	CE's Office
				All of it's responsibilities, duties and powers under any council adopted Policy or Strategy except - a) the power to set fees, b) the power to make a decision for which Council resolution is required, c) the power to hear and decide on any appeal process.	Role - Chief Executive		CE	Democracy and Assurance
				The power to authorise enforcement officers under any statute other than the Local Government Act 2002, the Building Act 2004, the Resource Management Act 1991 and the Dog Control Act 1996 that	Role - Chief Executive	Rob Forlong	CE	CE's Office

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Part 3 - Delegations from Council to Staff								
Local Government (Rating) Act 2002			63	Ability to commence legal proceedings for the recovery of rates that are in default.	Role - Chief Executive Role - General Manager - Corporate Role - Manager - Revenue	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			54	Authority not to collect small amounts, up to \$20.00 per annum	Role - Manager - Revenue Role - Senior Rates Administrator Role - Senior Rates Adviser Role - General Manager - Corporate Role - Senior Collections Officer	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			85-90	Authority to administer rate remission and postponement policies.	Role - General Manager - Corporate Role - Manager - Revenue Role - Senior Collections Officer Role - Senior Rates Administrator Role - Senior Rates Adviser Role - Rates Administrator Role - Water Rates Administrator	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			99-107	Authority to apply to the Maori Land Court for charging ordersfor unpaid rates	Role - Manager - Revenue Role - Senior Rates Administrator Role - Senior Rates Adviser Role - General Manager - Corporate Role - Senior Collections Officer	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			62	Authority to collect unpaid rates from persons other than the owner.	Role - Manager - Revenue Role - Senior Collections Officer Role - Collections Officer Role - General Manager - Corporate	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			61	Authority to collect unpaid rates from the owner if ratepayer other than the owner defaults	Role - Manager - Revenue Role - Senior Collections Officer Role - Collections Officer Role - General Manager - Corporate	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			77-83	Authority to sell abandoned land.	Role - Chief Executive Role - General Manager - Corporate Role - Manager - Revenue	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			135	Authority to sign documents for Court proceedings.	Role - General Manager - Corporate Role - Manager - Revenue	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			67-76	Commencement of rating sales or lease provisions.	Role - Chief Executive Role - General Manager - Corporate Role - Manager - Revenue	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			108	Power to apply to the Maori Land Court to enforce charging order	Role - General Manager - Corporate Role - Manager - Revenue	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			111	The power to apply to the Maori Land Court for payment of unpaid rates	Role - Manager - Revenue Role - General Manager - Corporate	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			52	To accept agreed methods of payments for rates	Role - Manager - Revenue Role - Senior Revenue Administrator - Payment Processing Role - Senior Rates Administrator Role - Senior Rates Adviser Role - General Manager - Corporate Role - Revenue Support Role - CSR - Forum North Role - CSR - Ruakaka Role - Senior Collections Officer	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			41A	To amend rates assessment to give effect to objection to valuation under the Rating Valuations Act 1988	Role - Manager - Revenue Role - Senior Rates Administrator Role - Senior Rates Adviser Role - General Manager - Corporate	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			40	To correct errors in the rating information database and/or the rates records.	Role - Manager - Revenue Role - Senior Rates Administrator Role - Senior Rates Adviser Role - General Manager - Corporate	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			29, 38 and 39	To decide whether a ratepayers' objection to the information contained in the rating information database and/or the rates records is valid, to correct the information if necessary and to advise the ratepayer of the decision and correction if one has been made.	Role - Manager - Revenue Role - Senior Rates Administrator Role - Senior Rates Adviser Role - General Manager - Corporate	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			41	To issue an amended rates assessment. To refund rates if required	Role - Manager - Revenue Role - Senior Collections Officer Role - Senior Rates Adviser Role - General Manager - Corporate Role - Senior Rates Administrator	Alison Puchaux	Corporate	Revenue

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Local Government (Rating) Act 2002			37	To keep and maintain the rates records	Role - Manager - Revenue Role - Senior Revenue Administrator - Payment Processing Role - General Manager - Corporate Role - Senior Rates Administrator Role - Senior Rates Adviser Role - Senior Collections Officer Role - Collections Officer Role - Cashier - Revenue Support Role - Rates Administrator	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			27, 31 - 36	To keep and maintain the rating information database.	Role - Manager - Revenue Role - CSR - Forum North Role - Senior Revenue Administrator - Payment Processing Role - Senior Rates Administrator Role - Senior Rates Adviser Role - CSR - Ruakaka Role - Collections Officer Role - Rates Administrator Role - Water Rates Administrator Role - Cashier - Revenue Support Role - Accounts Receivable Administrator Role - Manager - Customer Services Role - General Manager - Corporate	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			28	To make available for inspection the rating information database, withholding and removing information as per the owner's request. To charge a reasonable fee for a copy of particulars. To inform owners of the right to withhold certain information.	Role - Manager - Revenue Role - General Manager - Corporate	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			44 - 51	To provide for the delivery of rates assessment and rates invoices in accordance with these sections	Role - Manager - Revenue Role - Senior Rates Administrator Role - Senior Rates Adviser Role - General Manager - Corporate Role - Rates Administrator Role - Water Rates Administrator	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			42	To recover additional rates from a ratepayer. To set the interest rate in accordance with this section	Role - Manager - Revenue Role - Senior Rates Administrator Role - Senior Rates Adviser Role - General Manager - Corporate	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			114-115	To remit or postpone rates pursuant to Council rates remission and postponement policies	Role - Manager - Revenue Role - Senior Rates Administrator Role - Senior Rates Adviser Role - General Manager - Corporate	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			28C	To remove particulars from the rating information database upon request. To notify the owner that particulars have been removed. To restore particulars to the rating information database upon request.	Role - Manager - Revenue Role - Senior Rates Administrator Role - Rates Administrator; Role - Senior Rates Adviser Role - General Manager - Corporate		Corporate	
Local Government (Rating) Act 2002			92 and 94	To update rating information database for Maori freehold land: owners, agents, court appointee or person actually using the land	Role - Manager - Revenue Role - Senior Collections Officer Role - Senior Rates Administrator Role - Senior Rates Adviser Role - General Manager - Corporate	Alison Puchaux	Corporate	Revenue
Racing Act 2003			65C	Determination and granting of consents (board venues).	Responsibility - Exemptions and Objections Committee	Role - Manager - Health and Bylaws	committee/elected member delegation	Health and Bylaws
Resource Management Act 1991			36(7)	Ability to not perform an action to which a charge relates, until the charge has been paid in full.	Role - General Manager - Planning and Development; Role - Manager - District Plan Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			36AA	Ability to provide a discount on an administrative charge imposed under S36.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			292(2)	Amendment or correction of the District Plan as instructed by the Environment Court.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Planner Role - District Plan Planner Role - District Plan Senior Planner Role - District Plan Specialist Role - Senior Specialist	Melissa Mcgrath	Planning and Development	District Plan

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
					Role - General Manager - Planning and Development; Role - Manager - District Plan Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents Role - Senior Planner Role - District Plan Planner Role - District Plan Senior Planner Role - District Plan Specialist Role - Senior Specialist			
Resource Management Act 1991			42A	Authorisation of staff to require the preparation of reports.	Role - Senior Specialist	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			Related processes	Authority to adjust or write off any outstanding fees relating to District Plan or Resource consent processes where it is determined that the fee requires adjustment or it is unreasonable or not possible to try and collect.	Role - General Manager - Planning and Development; Role - Manager - District Plan Role - Manager - RMA Consents Role - RMA Planning Specialist	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			92B(2)	Authority to decline an application in the circumstances outlined in the Act, i.e. refusal to supply information.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Team Leader - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			92A(3)	Authority to decline an application in the circumstances outlined in the Act, i.e. refused to supply information.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Team Leader - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			36AA	Authority to determine appeals against decisions on objections.	Role - General Manager - Planning and Development Role - Manager - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			36AA	Authority to determine outcome of objections against discounts imposed (or not imposed).	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			Related processes	Authority to make a submission on and/or sign an affected party form in relation to a resource consent application where a WDC Department, of the infrastructure group, has been identified as an affected party.	Role - Manager - Roading Role - Manager - Waste and Drainage Role - Manager - Water Services Role - Manager - Parks and Recreation Role - General Manager - Infrastructure Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Infrastructure Development Role - Chief Executive		Infrastructure	
Resource Management Act 1991			Related processes	Authority to negotiate and approve consent orders to settle appeals on resource consents.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			Related processes	Authority to negotiate and approve consent orders to settle appeals on the District Plan and defend appeals that cannot be settled and reach agreement.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - District Plan Senior Planner Role - District Plan Specialist	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			176(1)(b)	Authority to provide written consent as requiring authority.	Role - General Manager - Infrastructure		Infrastructure	
Resource Management Act 1991			Related processes	Authority to request the rollover of designations, minor corrections, alterations, uplifts and new notices of requirement as a 'requiring authority' under the Resource Management Act 1991.	Role - General Manager - Infrastructure Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Waste and Drainage Role - Manager - Water Services Role - Manager - Roading Role - Manager - Parks and Recreation	Simon Weston	Infrastructure	
Resource Management Act 1991			92A(2)	Authority to set time limits on applications in circumstances outlined in the Act, i.e. refusal to supply information.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents Role - RMA Planner	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			36AA	Authority to undertake initial review of objections against discounts imposed (or not imposed).	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			325A	Cancel an abatement notice or approve a request for change or cancellation of an abatement notice.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Team Leader - RMA Approvals and Compliance	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			184	Decision on lapsing of designations.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Manager - District Plan	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			198C	Decision on request for direct referral of designations and heritage orders to Environment Court.	Role - General Manager - Planning and Development; Role - Manager - District Plan Role - Manager - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			87C, 87D & 87E	Decision on request for direct referral of resource consent application to Environment Court (including determination under S88(3) that application is incomplete.	Role - General Manager - Planning and Development Role - Manager - RMA Consents	Murray McDonald	Planning and Development	RMA Consents



Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Resource Management Act 1991			95D	Determination if adverse effects likely to be more than minor.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents Responsibility - Hearings Commissioner	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			95E	Determination if person is an affected person.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents Responsibility - Hearings Commissioner	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			95F, 95G	Determination if person is Customary Rights Group.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents Responsibility - Hearings Commissioner	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			149E	Determination to lodge a submission to the EPA on a matter of national importance that has been called in and publicly notified.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Manager - District Plan	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			142	Determination to request that the Minister make a direction that a matter is or is part of a proposal of national significance.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			91	Determine not to proceed with processing an application pending application for additional consents.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents Role - RMA Senior Planner	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			95B	Determining if application is a limited notification.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents Responsibility - Hearings Commissioner	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			95A	Determining if application is publicly notified	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents Responsibility - Hearings Commissioner	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			168A	Determining notice of requirement by territorial authority.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents Role - RMA Planning Specialist	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			170	Direction to include requirement in Proposed Plan.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - District Plan Role - Manager - RMA Consents	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			330	Emergency work, power to take preventative or remedial action.	Role - General Manager - Planning and Development Role - General Manager - Infrastructure Role - General Manager - Community Role - General Manager - Corporate Role - Manager - District Development	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			32	Evaluation of alternatives; benefits and costs.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Planner Role - District Plan Planner Role - District Plan Senior Planner Role - District Plan Specialist Role - Senior Specialist	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			357C (3)(b)	Give appropriate notice to parties.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents Role - Manager - Health and Bylaws	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			58O, 58P, 58Q and 58S	Implementation of Mana Whakahono O Rohe	Role - Chief Executive Role - General Manager - Planning and Development; Role - Manager - District Plan Role - Manager - RMA Consents	Melissa Mcgrath	Planning and Development	District Plan



Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Resource Management Act 1991			149W	Implementing Decisions of Board of Enquiry or Environment Court.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Team Leader - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents Role - Manager - District Plan	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			175(2), [181(2), 182(2]	Incorporation of approved designation into District Plan.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - District Plan; Role - Senior Planner Role - District Plan Planner Role - District Plan Senior Planner Role - District Plan Specialist Role - Senior Specialist	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			34A (1A)	Iwi consultation on appointment of hearing commissioners.	Role - General Manager - Planning and Development; Role - Manager - District Plan Role - Manager - RMA Consents	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			145	Lodgement of matters with Environmental Protection Agency (EPA).	Role - Chief Executive	Rob Forlong	CE	CE's Office
Resource Management Act 1991			Related processes	Non-exclusive authority to lodge a staff submission and further submission on the District Plan, proposed plan change or variation.	Role - General Manager - Community Role - General Manager - Corporate; Role - General Manager - Infrastructure Role - General Manager - Planning and Development Role - General Manager - Strategy and Democracy	Rob Forlong	CE	
Resource Management Act 1991			86B(4) (a)&(b)	Notification of a rescinded decision.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Planner Role - District Plan Planner Role - District Plan Senior Planner Role - District Plan Specialist Role - Senior Specialist	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			86C(2)	Notification of decisions to rescind rules relating to immediate legal effect.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Planner Role - District Plan Planner Role - District Plan Senior Planner Role - District Plan Specialist Role - Senior Specialist	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			332 & 333	Power of entry for inspection survey, collect samples.	Responsibility - Warranted LGA Officer	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			138	Power to accept surrender or part surrender of a resource consent.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents Role - RMA Planner	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			224(c)	Power to act as authorised officer to certify compliance as with specified conditions prior to deposit of survey plan.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Approvals and Compliance Role - Post Approval Officer	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			174	Power to appeal decision of a requiring authority.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - District Plan Role - Manager - RMA Consents	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			316	Power to apply for enforcement order.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Team Leader - RMA Approvals and Compliance	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			320	Power to apply for interim enforcement order.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Team Leader - RMA Approvals and Compliance	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			181(3)	Power to approve alteration to designation.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Team Leader - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			99	Power to approve convening of pre-hearings and appoint chairperson.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			357D	Power to approve objections	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents	Murray McDonald	Planning and Development	RMA Consents

Act	Regulation	Bylaw	Section/Clause/Ru Delegation		Delegated To	Business Owner	Group	Department
Resource Management Act 1991			38	Power to authorise officers as warranted enforcement officers.	Role - General Manager - Planning and Development Role - Chief Executive		Planning and Development	
					Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Approvals and Compliance			
Resource Management Act 1991			227, 240 & 241	Power to cancel prior approvals including amalgamation conditions.	Role - Post Approval Officer	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			126(1)	Power to cancel unexercised consent.	Role - General Manager - Planning and Development Role - Manager - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
					Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents			
Resource Management Act 1991			127(1)	Power to change or cancel a consent condition.	Role - Team Leader - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
					Role - Manager - RMA Consents Role - Team Leader - RMA Approvals and Compliance			
Resource Management Act 1991			343B(a)	Power to commence proceedings by filing a charging document where a person is alleged to have committed an infringement offence.	Role - Manager - Health and Bylaws	Murray McDonald	Planning and Development	RMA Consents
					Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist			
Resource Management Act 1991			103	Power to decide and arrange the holding of combined hearings where two or more applications are made to Council.	Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
					Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents			
Resource Management Act 1991			109	Power to decide whether any work the subject of a bond or covenant is completed satisfactorily.	Role - Senior Development Engineering Officer Role - Post Approval Officer	Murray McDonald	Planning and Development	RMA Consents
					Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents			
Resource Management Act 1991			223	Power to decline or approve a survey plan.	Role - Senior Specialist - Resource Consents Role - Post Approval Officer	Murray McDonald	Planning and Development	RMA Consents
					Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - RMA Consents			
Resource Management Act 1991			182 (5)	Power to decline to remove a designation.	Role - Manager - District Plan	Murray McDonald	Planning and Development	RMA Consents
					Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents			
Resource Management Act 1991			104A, 104B, 104C, 106	Power to determine applications for resource consents.	Responsibility - Hearings Commissioner Role - RMA Senior Planner	Murray McDonald	Planning and Development	RMA Consents
					Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist			
Resource Management Act 1991			100	Power to determine that a hearing is, or is not required.	Role - Senior Specialist - Resource Consents	Murray McDonald	Planning and Development	RMA Consents
					Role - General Manager - Planning and Development Role - Manager - RMA Consents			
Resource Management Act 1991			94C(2)	Power to determine that special circumstances exist, requiring notification of an application.	Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents	Murray McDonald	Planning and Development	RMA Consents
					Role - General Manager - Planning and Development; Role - Manager - District Plan Role - Manager - RMA Consents Role - RMA Planning Specialist			
Resource Management Act 1991			10(2)	Power to extend existing use rights.	Role - Senior Specialist - Resource Consents	Murray McDonald	Planning and Development	RMA Consents
					Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Team Leader - RMA Consents Responsibility - Hearings Commissioner Role - RMA Planning Specialist			
Resource Management Act 1991			125	Power to extend the period in which a resource consent lapses.	Role - Senior Specialist - Resource Consents	Murray McDonald	Planning and Development	RMA Consents
					Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents Role - RMA Planner			
Resource Management Act 1991			101	Power to fix hearing date.	Role - Planning Assistant - Consents	Murray McDonald	Planning and Development	RMA Consents

Act	Regulation	Bylaw	Section/Clause/Ru Delegation		Delegated To	Business Owner	Group	Department
Resource Management Act 1991			243	Power to grant, surrender, transfer, vary or cancel easements.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Approvals and Compliance Role - Post Approval Officer	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			128 to 132	Power to initiate review of condition of resource consent and make a decision on the review.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			226(1) (e)	Power to issue a certificate confirming allotments are in accordance with the provisions of the relevant district plans and statutory documents.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Approvals and Compliance Role - Post Approval Officer Role - RMA Senior Planner	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			224(f)	Power to issue a completion certificate confirming that every building or part of a building complies with S116A of the Building Act 2004.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Manager - Building Control Role - Post Approval Officer	Paul Cook	Planning and Development	Building Control
Resource Management Act 1991			222	Power to issue a completion certificate.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents Role - Post Approval Officer Role - Team Leader - RMA Approvals and Compliance	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			221	Power to issue a consent notice.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Team Leader - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents Role - Post Approval Officer Role - Team Leader - RMA Approvals and Compliance	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991	National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health 2011		31,43,44, 4 (NES)	Power to issue a contaminated site search (potential)	Role - Team Leader - Building Support Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing;	Paul Cook	Planning and Development	Building Control
Resource Management Act 1991			139(5)	Power to issue certificate of compliance.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			102	Power to make a decision to establish a joint hearing.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			171, 181(3)	Power to make recommendation on a requirement for designation or heritage order.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents Role - RMA Planning Specialist	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			139(8)	Power to refuse to issue certificate of compliance.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			234	Power to vary or cancel an esplanade strip.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			221(3)	Power to vary or cancel condition.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents Role - Post Approval Officer	Murray McDonald	Planning and Development	RMA Consents

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Resource Management Act 1991			176A(2)	Power to waive requirement of an outline plan.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			37(1), 37(2) (a) & 37A	Power to waiver and to extend time limits as provided for in the Act.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents Role - Post Approval Officer	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			42(1)(b)	Protection of sensitive information.	Role - Chief Executive Role - General Manager - Planning and Development Responsibility - Hearings Commissioner Role - Manager - District Plan Role - Manager - RMA Consents	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			42(1)(a)	Protection of sensitive information.	Role - Manager - District Plan Role - Manager - RMA Consents Role - Team Leader - Information Management	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			36(5)	Remission of charges on application.	Role - General Manager - Planning and Development; Role - Manager - District Plan Role - Manager - RMA Consents Role - Team Leader - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			86E(3)	Removal of identification on District Plan rules that have early or delayed effect.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - District Plan	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			92	Require an applicant to provide further information or to commission a report.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents Role - RMA Senior Planner Role - RMA Planner	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			388	Require information to be supplied about an activity.	Role - Chief Executive Role - General Manager - Planning and Development Responsibility - Hearings Commissioner Role - Manager - District Plan Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Team Leader - RMA Approvals and Compliance	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			79	Review of District Plan provisions.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - District Plan	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			149B	Supply of information to EPA.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - District Plan Role - Manager - RMA Consents Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			99(8)	The authority for staff to decline the processing of an application or consideration of a submission, subject to criteria in the Act.	Role - General Manager - Planning and Development Role - Manager - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			41B	The authority for staff to direct that evidence be provided before the hearing.	Role - General Manager - Planning and Development; Role - Manager - District Plan Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			99A	The authority to appoint a staff member as a mediator where the Council is the consent applicant.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			133A	The authority to correct minor mistakes or defects in resource consent.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			99(4)	The authority to decide if staff who have the power to make a decision on an application may attend and participate in a pre-hearing meeting. This is subject to all parties agreeing.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			41C(1)	The authority to direct certain procedural aspects of the hearing before or at the hearing.	Role - General Manager - Planning and Development Responsibility - Hearings Commissioner Role - Manager - District Plan Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents	Melissa Mcgrath	Planning and Development	District Plan

Act	Regulation	Bylaw	Section/Clause/Ru Delegation		Delegated To	Business Owner	Group	Department
Resource Management Act 1991			41C(2)	The authority to request a party who made a submission to provide further evidence before or at a hearing.	Role - General Manager - Planning and Development Responsibility - Hearings Commissioner Role - Manager - District Plan Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			41D	The authority to strike out submissions.	Role - General Manager - Planning and Development Responsibility - Hearings Commissioner	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991			336	The power to return or dispose of seized property.	Role - Manager - RMA Consents Role - Manager - Health and Bylaws	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			139A	To allow staff to issue an existing use certificate.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents Role - RMA Planner	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			87BB	To determine that activities meeting certain requirements are permitted activities.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents Role - RMA Planning Specialist	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			88(3)	To determine that an application for a resource consent is incomplete and the reasons for that determination.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Role - Senior Specialist - Resource Consents Role - RMA Senior Planner	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			87BA	To determine that an application for boundary activity approved by neighbours on infringed boundary are permitted activities.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents Role - RMA Planning Specialist	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			114(2) (b)	To determine what other authorities and persons are considered appropriate to be notified of a decision on a resource consent application.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents Role - Team Leader - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			124	To permit on application to continue to operate pending determination of an application for a replacement consent as provided for in S124(b).	Role - General Manager - Planning and Development Role - Manager - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991			36(3)	To require additional charges to those fixed in line with Council’s cost recovery policy.	Role - General Manager - Planning and Development; Role - Manager - District Plan Role - Manager - RMA Consents Role - Team Leader - RMA Consents	Murray McDonald	Planning and Development	RMA Consents
Resource Management Act 1991 – Schedule 1			35	Access of material by reference and notification as to where it is available.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Planner Role - District Plan Planner Role - District Plan Senior Planner Role - District Plan Specialist Role - Senior Specialist	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			17(3)	Affixing the local authority seal to the final plan.	Role - Chief Executive Responsibility - Council Secretary	Role - Manager - Democracy and Assurance	Strategy and Democracy	Democracy and Assurance
Resource Management Act 1991 – Schedule 1			16(1)	Amend Proposed District Plan.	Responsibility - Planning and Development Committee Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Specialist	Melissa Mcgrath	committee/elected member delegation	District Plan
Resource Management Act 1991 – Schedule 1			13(3)	Amend the District Plan in respect of the designations.	Role - District Plan Senior Planner	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			16A(1)	Approve Variations.	Responsibility - Planning and Development Committee	Melissa Mcgrath	committee/elected member delegation	District Plan
Resource Management Act 1991 – Schedule 1			8AA	Authority to resolve disputes.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Specialist Role - District Plan Senior Planner	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			32	Certification of inclusion of material into the District Plan.	Role - General Manager - Planning and Development Role - Manager - District Plan	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			25(1), (2)(a) & (b),(3) & (4)	Decision to ‘adopt’, ‘accept’, ‘reject’ a plan change or change to resource consent.	Responsibility - Planning and Development Committee	Melissa Mcgrath	committee/elected member delegation	District Plan
Resource Management Act 1991 – Schedule 1			29(9)	Decision to initiate a variation under Clause 16A.	Responsibility - Planning and Development Committee	Melissa Mcgrath	committee/elected member delegation	District Plan
Resource Management Act 1991 – Schedule 1			8D(1)	Decision to withdraw a proposal.	Responsibility - Planning and Development Committee	Melissa Mcgrath	committee/elected member delegation	District Plan
Resource Management Act 1991 – Schedule 1			29(4)	Decline, approve or modify plan change.	Responsibility - Planning and Development Committee	Melissa Mcgrath	committee/elected member delegation	District Plan
Resource Management Act 1991 – Schedule 1			23(6)	Declining of plan change due to lack of information.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Specialist Role - District Plan Senior Planner	Melissa Mcgrath	Planning and Development	District Plan

Act	Regulation	Bylaw	Section/Clause/Ru Delegation		Delegated To	Business Owner	Group	Department
Resource Management Act 1991 – Schedule 1			34 (3)	Distribution of referenced material.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Planner Role - District Plan Planner Role - District Plan Senior Planner Role - District Plan Specialist Role - Senior Specialist	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			28 (2), (4), (5) & (6)	Exercise notification of decisions with regard to withdrawals.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Planner Role - District Plan Planner Role - District Plan Senior Planner Role - District Plan Specialist Role - Senior Specialist	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			17(1) & (1A)	Final consideration of District Plan, changes and also variations.	Responsibility - Planning and Development Committee	Melissa Mcgrath	committee/elected member delegation	District Plan
Resource Management Act 1991 – Schedule 1			17	Final consideration of District Plan.	Responsibility - Planning and Development Committee	Melissa Mcgrath	committee/elected member delegation	District Plan
Resource Management Act 1991 – Schedule 1			8C	Hearing not needed.	Role - General Manager - Planning and Development Role - Manager - District Plan	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			16(2)	Make minor amendments to correct minor errors.	Role - General Manager - Planning and Development Role - Manager - District Plan	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			14(1) & (3)(b)	Making an appeal to the Environment Court.	Responsibility - Relevant Standing Committee Responsibility - Relevant Committee Chair plus any 2 members (only when time constraints)	Melissa Mcgrath	committee/elected member delegation	District Plan
Resource Management Act 1991 – Schedule 1			20A	Making minor amendments to correct the Operative District Plan.	Role - General Manager - Planning and Development Role - Manager - District Plan	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			16B	Merging Variations With District Plan.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Specialist Role - District Plan Senior Planner	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			24	Modification of request for plan change.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Specialist Role - District Plan Senior Planner	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			4(1) & 4(10)	Notice to Requiring Authority and amendment of the District Plan.	Role - General Manager - Planning and Development Role - Manager - District Plan	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			13(4)	Notification of decision of Requiring Authority to submitters, and owners and affected parties.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Specialist Role - District Plan Senior Planner Role - Senior Planner Role - District Plan Planner Role - District Plan Specialist	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			11(1) & (2)	Notification of decision to submitters, and owners and affected parties.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Specialist Role - District Plan Senior Planner Role - Senior Planner Role - District Plan Planner Role - District Plan Specialist	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			25(5)	Notification of Decision.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Planner Role - District Plan Planner Role - District Plan Senior Planner Role - District Plan Specialist Role - Senior Specialist	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			23(4)	Notification of information.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Planner Role - District Plan Planner Role - District Plan Senior Planner Role - District Plan Specialist Role - Senior Specialist	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			20	Notification of Operative District Plan.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Specialist Role - District Plan Planner Role - District Plan Senior Planner Role - District Plan Specialist	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			8D(2)	Notification of withdrawal and providing reasons.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Specialist Role - District Plan Senior Planner	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			5(1A) & (1B)	Power to determine affected parties to be notified.	Role - General Manager - Planning and Development Role - Manager - District Plan	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			3(2)	Power to determine who is to be consulted or which previous consultation will be accepted.	Role - General Manager - Planning and Development Role - Manager - District Plan	Melissa Mcgrath	Planning and Development	District Plan



Act	Regulation	Bylaw	Section/Clause/Ru Delegation		Delegated To	Business Owner	Group	Department
Resource Management Act 1991 – Schedule 1			1(2)	Power to grant extension of time in terms of Section 37.	Role - General Manager - Planning and Development Role - Manager - District Plan	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			8B	Power to set hearing date and notice (including reports).	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Specialist Role - District Plan Senior Planner	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			5(2) & 5(5)	Public notification – placement of notice and distribution.	Role - General Manager - Planning and Development Role - Manager - District Plan	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			4(2) & (5)	Public notification – placement of notice and distribution.	Role - General Manager - Planning and Development Role - Manager - District Plan	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			10(3)	Public notification of decisions.	Role - General Manager - Planning and Development Role - Manager - District Plan	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			25(2)(a)(i)	Public notification of plan change adopted.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Planner Role - District Plan Planner Role - District Plan Senior Planner Role - District Plan Specialist Role - Senior Specialist	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			9	Recommendations and decisions on requirements (designations).	Responsibility - Planning and Development Committee	Melissa Mcgrath	committee/elected member delegation	District Plan
Resource Management Act 1991 – Schedule 1			23(1) & (2)	Request of further information on a plan change.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Specialist Role - District Plan Senior Planner	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			23(3)	Require report.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Specialist Role - District Plan Senior Planner	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			13 (6)	Summary of decisions to be made available.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Specialist Role - District Plan Senior Planner Role - Senior Planner Role - District Plan Planner Role - District Plan Specialist	Melissa Mcgrath	Planning and Development	District Plan
Resource Management Act 1991 – Schedule 1			7(1)	Summary of submissions and notification of submissions.	Role - General Manager - Planning and Development Role - Manager - District Plan Role - Senior Planner Role - District Plan Planner Role - District Plan Senior Planner Role - District Plan Specialist Role - Senior Specialist	Melissa Mcgrath	Planning and Development	District Plan
				Each officer has a daily limit on the amount of borrowing, investing, interest rate risk management and cash management (excludes rollovers on debt and interest rate swaps)	Role - Chief Executive		Corporate	
				Each officer has a daily limit on the amount of borrowing, investing, interest rate risk management and cash management (excludes rollovers on debt and interest rate swaps)	Role - Chief Executive Role - General Manager - Corporate Role - Manager - Finance		Corporate	
				Each officer has a daily limit on the amount of borrowing, investing, interest rate risk management and cash management (excludes rollovers on debt and interest rate swaps)	Role - General Manager - Corporate		Corporate	
				Each officer has a daily limit on the amount of borrowing, investing, interest rate risk management and cash management (excludes rollovers on debt and interest rate swaps)	Role - PPE Accountant Role - Senior Financial Accountant Role - Manager - Finance Role - General Manager - Corporate		Corporate	
				Make and take any statutory declaration or oath required in relation to Council.	Role - Chief Executive	Rob Forlong	CE	CE's Office
				Power to affix the council seal to execute or authenticate council documents pursuant to a decision of Council, Committee or Sub-Committee.	Role - Chief Executive Responsibility - Council Secretary	Rob Forlong	CE	CE's Office
				Power to affix the Council Seal to overseas pension documents.	Role - Chief Executive Responsibility - Council Secretary	Rob Forlong	CE	CE's Office
				Power to affix the Council Seal to property/land transfer documents which require execution by way of Council Seal.	Role - Chief Executive Responsibility - Council Secretary Role - General Manager - Corporate Role - General Manager - Community Role - General Manager - Infrastructure Role - General Manager - Planning and Development Role - General Manager - Strategy and Democracy	Rob Forlong	CE	CE's Office

Act	Regulation	Bylaw	Section/Clause/Ru Delegation	Delegated To	Business Owner	Group	Department
Part 4 - Financial Delegations from Council to Staff							
			Delegated authority to spend up to \$2,000,000	Role - Chief Executive Role - Deputy Chief Executive	Delyse Henwood	Corporate	Finance
			Delegated authority to spend up to \$250,000	Role - General Manager - Community; Role - General Manager - Corporate; Role - General Manager - Infrastructure; Role - Councillor Deputy Mayor; Role - General Manager - Planning and Development; Role - General Manager - Strategy and Democracy; Role - Northland Transportation Alliance Manager; Role - Deputy Chief Executive;	Delyse Henwood	Corporate	Finance
			Delegated authority to spend up to \$50,000	Role - Manager - Libraries; Role - Manager - Venues and Events WHANGAREI; Role - Manager - Finance; Role - Manager - ICT Role - Manager - Infrastructure Development; Role - Manager - Roading; Role - Manager - Waste and Drainage Role - Manager - Water Services; Role - Manager - Building Control; Role - Manager - Parks and Recreation; Role - Manager - Business Support; Role - Manager - Community Development; Role - Manager - Business Improvement; Role - Manager - Communications; Role - Manager - Revenue; Role - Manager - Infrastructure Planning and Capital Works; Role - Manager - District Development	Delyse Henwood	Corporate	Finance
			Delegated authority to spend up to \$25,000	Role - Manager - Customer Services Role - Manager - People and Capability; Role - Commercial Portfolio Manager; Role - Manager - District Plan Role - Manager - Health and Bylaws; Role - Manager - RMA Consents; Role - Manager - Democracy and Assurance; Role - Manager - Strategy; Role - Manager - Maori Relationships; Role - Cemetery and Botanica Manager	Delyse Henwood	Corporate	Finance
			Delegated authority to spend up to \$10,000	Team Leader, Role - Team Leader - Marketing and Events; Role - Senior Systems Accountant Role - Team Leader - Information Management Role - Team Leader - Property Assets; Role - Team Leader - Communications Operations; Role - Senior Financial Accountant; Role - Senior Management Accountant Role - Senior Project Manager - Systems Analyst Role - Team Leader - ICT Operations; Role - Team Leader - Infrastructure Assets Role - Team Leader - Infrastructure Planning; Role - Landscape Architect; Role - Team Leader - Project Management Role - Strategic Asset Co-ordinator - Parks; Role - Laboratory Manager Role - Operations Engineer - Water Role - Health and Safety Manager Role - Senior Legal Adviser Role - Solid Waste Engineer Role - Distribution Engineer Role - Waste and Drainage Engineer Role - Team Leader - Business Systems Role - Team Leader - Major Event Planning and Administration Role - Economic Development Facilitator Role - Technical Officer Role - Senior Technical Officer	Delyse Henwood	Corporate	Finance



Act	Regulation	Bylaw	Section/Clause/Ru Delegation	Delegated To	Business Owner	Group	Department	
				SITEs and Claphams Clocks; Role - Team Leader - Service Centres; Role - Team Leader - Outreach Services Role - Audio Visual Co-ordinator; Role - Community Events Co-ordinator; Role - Senior Communications Adviser; Role - Team Leader - Infrastructure Support and Contract Pmts Role - Project Engineer Role - Project Engineer - Parks; Role - Senior Cemetery Operator Role - Road Maintenance Engineer; Role - Waste and Drainage Asset Engineer Role - Wastewater Projects Engineer; Role - Asset Engineer - Water Role - Wastewater and Stormwater Operations Manager Role - Water Treatment Operations Co-ordinator Role - Team Leader - People and Capability Administration Role - Team Leader - Building Consents Role - Team Leader - Building Approvals and Compliance; Role - Team Leader - Building Support Role - Team Leader - Environmental Health Role - RMA Planning Specialist Role - Team Leader - RMA Consents; Role - Team Leader - RMA Approvals and Compliance Role - Team Leader - RMA Support; Role - Team Leader - Democracy; Role - Senior Strategic Planner				
			Delegated authority to spend up to \$5,000		Delyse Henwood	Corporate	Finance	
				Role - EA to General Manager - Community Role - EA to General Manager - Corporate Role - EA to General Manager - Infrastructure Role - EA to General Manager - Planning and Development Role - EA to General Manager - Strategy and Democracy Role - EA to Mayor and Deputy Mayor Role - PA to Chief Executive				
			Delegated authority to spend up to \$2,000		Delyse Henwood	Corporate	Finance	
			Category A.(iii) delegation to Council Civil Defence Emergency Management duty controller in the event of civil defence emergencies for expenditure up to \$500,000	Role - CDEM Controller	Sandra Boardman	Corporate		

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Part 5 - Delegations from Chief Executive to Staff								
Births, Deaths, Marriages, and Relationships Registration Act 1995			75E	The power to request the Registrar-General to provide a copy of all entries made in the access register in relation to any person.	Role - General Manager - Strategy and Democracy Role - Senior Legal Adviser Role - Manager - Democracy and Assurance	Role - Manager - Democracy and Assurance	Strategy and Democracy	Democracy and Assurance
Building Act 2004			19	Establishing compliance with the Building Code	Role - Manager - Building Control Role - Team Leader - Building Approvals and Compliance Role - Team Leader - Inspections Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Building Approvals & Compliance Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			450B	Power to decide if a building consent is necessary	Role - Manager - Building Control Role - Team Leader - Building Approvals and Compliance Role - Team Leader - Inspections Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Senior Building Control Officer - Specialist Role - Building Approvals & Compliance Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			71 to 73	Power in respect of building on land subject to natural hazards.	Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Manager - Building Control Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Control Officer Role - Building Approvals & Compliance Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			38, 39	Power to advise network utility operators and Heritage New Zealand Pouere Taonga.	Role - Team Leader - Building Support Role - Property Assessment Officer - Residential Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Co-ordinator Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			215	Power to apply for accreditation.	Role - General Manager - Planning and Development Role - Manager - Building Control Role - Business Analyst Role - Team Leader - Building Support Role - Team Leader - Building Consents Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance	Paul Cook	Planning and Development	Building Control
Building Act 2004			130	Power to apply to District Court regarding warrants issued by CEO.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - Building Control Role - Team Leader - Building Approvals and Compliance Role - Team Leader - Building Consents Role - Team Leader - Building Support Role - Team Leader - Inspections Role - Senior Building Control Officer - Specialist Role - Senior Building Controls Officer Role - Building Control Officer Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			177, 180	Power to apply to the Chief Executive of the Ministry for a determination	Role - Manager - Building Control Role - Team Leader - Building Consents Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Controls Officer Role - Senior Building Control Officer - Specialist	Paul Cook	Planning and Development	Building Control

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Building Act 2004			126	Power to apply to the District Court for an order to carry out work and give notice to owner	Role - Manager - Building Control Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Team Leader - Building Support Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			220 & 221	Power to apply to the District Court for an order to carry out work and to recover costs.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - Building Control	Paul Cook	Planning and Development	Building Control
Building Act 2004			222(4)	Power to appoint officers as warranted authorised officers.	Role - Chief Executive Role - General Manager - Planning and Development		Planning and Development	
Building Act 2004			371B(2)	Power to appoint officers as warranted enforcement officers.	Role - Chief Executive Role - General Manager - Planning and Development	Paul Cook	Planning and Development	Building Control
Building Act 2004			45B	Power to approve changes to building consent when relying on plans and specifications with national multiple-use approval	Role - Manager - Building Control Role - Team Leader - Building Approvals and Compliance Role - Team Leader - Inspections Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Building Approvals & Compliance Officer Role - Trainee Building Controls Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			162C	Power to assess compliance with Fending of Swimming Pools Act 29187 or Building Act 2004	Role - Building Control Officer Role - Senior Building Controls Officer Role - Team Leader - Building Consents Role - Manager - Building Control Role - Team Leader - Building Approvals and Compliance Role - Team Leader - Building Support Role - Team Leader - Inspections Role - Senior Building Control Officer - Specialist Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			222	Power to carry out inspections and enter land	Role - Manager - Building Control Role - Team Leader - Building Support Role - Team Leader - Building Consents Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Senior Building Controls Officer Role - Building Control Officer Role - Building Approvals & Compliance Officer Role - Property Assessment Officer - Residential Role - Property Assessment Officer - Commercial and Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			450A	Power to decide transition	Role - Manager - Building Control Role - Team Leader - Building Approvals and Compliance Role - Team Leader - Inspections Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Senior Building Control Officer - Specialist Role - Building Approvals & Compliance Officer	Paul Cook	Planning and Development	Building Control

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Building Act 2004			133AA-133AT	Power to determine whether building is earthquake prone	Role - Manager - Building Control Role - Team Leader - Building Support; Role - Team Leader - Building Consents Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Controls Officer Role - Building Approvals & Compliance Officer Role - Property Assessment Officer - Residential Role - Property Assessment Officer - Commercial and Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			46	Power to give notice to NZ Fire Service Commission.	Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Manager - Building Control Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Approvals & Compliance Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			45A	Power to grant a minor variation	Role - Manager - Building Control Role - Team Leader - Building Approvals and Compliance Role - Team Leader - Inspections Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Building Approvals & Compliance Officer Role - Trainee Building Controls Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			Schedule 1(2)	Power to grant discretionary exemptions	Role - Manager - Building Control Role - Team Leader - Building Consents Role - Team Leader - Inspections Role - Senior Building Controls Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			Sched. 1, Clause (k)	Power to grant exemptions.	Role - Manager - Building Control Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Team Leader - Building Support Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Control Officer Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			67A	Power to grant waiver or modifications in relation to means of restricting access to residential pools	Role - Manager - Building Control Role - Team Leader - Building Approvals and Compliance Role - Team Leader - Inspections Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Senior Building Control Officer - Specialist Role - Building Approvals & Compliance Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			67, 67A, 68	Power to grant waivers or modifications.	Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Manager - Building Control Role - Team Leader - Building Support Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Control Officer Role - Building Approvals & Compliance Officer Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control

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Building Act 2004			162D	Power to inspect swimming pools	Role - Manager - Building Control Role - Team Leader - Building Approvals and Compliance Role - Team Leader - Inspections Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Senior Building Control Officer - Specialist Role - Building Approvals & Compliance Officer Role - Compliance Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			51	Power to issue a building consent.	Role - Team Leader - Building Support Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing Role - Building Control Officer Role - Manager - Building Control Role - Team Leader - Building Consents Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Control Officer Role - Building Approvals & Compliance Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			34	Power to issue a Project Information Memorandum.	Role - Team Leader - Building Support Role - Property Assessment Officer - Residential Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Co-ordinator Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			36	Power to issue and attach development contribution notice.	Role - Team Leader - Building Support Role - Property Assessment Officer - Residential Role - Property Assessment Officer - Commercial and Residential Role - BCA Quality Administrator Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing Role - Development Contributions Co-ordinator Role - Post Approval Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			37	Power to issue certificate if resource consent required.	Role - Team Leader - Building Support Role - Property Assessment Officer - Residential Role - Property Assessment Officer - Commercial and Residential Role - BCA Quality Administrator Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing Role - Development Contributions Co-ordinator Role - Post Approval Officer Role - Manager - RMA Consents Role - Team Leader - RMA Consents	Paul Cook	Planning and Development	Building Control
Building Act 2004			99	Power to issue Certificates of acceptance.	Role - Team Leader - Building Support Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing Role - Senior Building Controls Officer Role - Manager - Building Control Role - Team Leader - Building Approvals and Compliance Role - Team Leader - Building Consents Role - Team Leader - Inspections Role - Senior Building Control Officer - Specialist Role - Building Control Officer Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential	Paul Cook	Planning and Development	Building Control

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Building Act 2004			95	Power to issue Code Compliance Certificates.	Role - Team Leader - Building Support Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing Role - Manager - Building Control Role - Team Leader - Building Consents Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Senior Building Controls Officer; Role - Building Control Officer Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential	Paul Cook	Planning and Development	Building Control
Building Act 2004			102 & 104	Power to issue Compliance Schedules and notify TA.	Role - Team Leader - Building Support Role - BCA Quality Administrator Role - Support Assistant - Building Inspections; Role - Support Assistant - Building Processing Role - Senior Building Controls Officer Role - Manager - Building Control Role - Team Leader - Building Consents Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential Role - Building Control Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			52	Power to lapse a building consent.	Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Manager - Building Control Role - Team Leader - Building Support Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Control Officer Role - Building Approvals & Compliance Officer Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			315	Power to make complaint about Licensed Building Practitioner.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - Building Control	Paul Cook	Planning and Development	Building Control
Building Act 2004			74	Power to notify Surveyor-General, Registrar of the Maori Land Court or Registrar General of Land to remove notices relating to natural hazards.	Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Manager - Building Control Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Control Officer Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			59	Power to pay building consent levy to MBIE.	Role - General Manager - Planning and Development Role - Manager - Revenue Role - Manager - Building Control Role - General Manager - Corporate Role - Manager - Finance Role - Management Accountant	Delyse Henwood	Corporate	Finance
Building Act 2004			48 & 49	Power to process and grant applications for building consent. Power to request further information following receipt of application for building consent.	Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Manager - Building Control Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Control Officer Role - Building Approvals & Compliance Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			62	Power to recover unpaid levies.	Role - General Manager - Corporate Role - General Manager - Planning and Development Role - Manager - Building Control Role - Manager - Revenue Role - Manager - Finance	Delyse Henwood	Corporate	Finance

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Building Act 2004			70	Power to refer part of application for building consent that relates to energy work to the Chief Executive of the Ministry	Role - Manager - Building Control Role - Team Leader - Building Approvals and Compliance Role - Team Leader - Inspections Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Building Approvals & Compliance Officer Role - Trainee Building Controls Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			95A	Power to refusal to issue a code of compliance certificate	Role - Manager - Building Control Role - Team Leader - Building Consents Role - Team Leader - Building Approvals and Compliance Role - Senior Building Controls Officer Role - Building Control Officer Role - Building Approvals & Compliance Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			50	Power to refuse application for building consent.	Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Manager - Building Control Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Control Officer Role - Building Approvals & Compliance Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			99A	Power to refuse application for Certificate of acceptance.	Role - Team Leader - Building Support Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing Role - Senior Building Controls Officer Role - Manager - Building Control Role - Team Leader - Building Approvals and Compliance Role - Team Leader - Building Consents Role - Team Leader - Inspections Role - Senior Building Control Officer - Specialist Role - Building Control Officer Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential	Paul Cook	Planning and Development	Building Control
Building Act 2004			83	Power to remove notices imposed under S75-77.	Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Manager - Building Control Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Control Officer Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			111	Power to undertake inspection in relation to Building Warrants of Fitness.	Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Manager - Building Control Role - Team Leader - Building Support Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			90	Power to undertake inspections.	Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Manager - Building Control Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Control Officer Role - Building Approvals & Compliance Officer	Paul Cook	Planning and Development	Building Control

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Building Act 2004			99AA	Power to withhold certificate of acceptance	Role - Manager - Building Control Role - Team Leader - Building Consents Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Controls Officer Role - Building Control Officer Role - Trainee Building Controls Officer Role - Building Approvals & Compliance Officer	Paul Cook	Planning and Development	Building Control
Building Act 2004			112	Powers in relation to alterations to buildings.	Role - Manager - Building Control Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Team Leader - Building Support Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			113	Powers in relation to buildings with specified intended lives.	Role - Manager - Building Control Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Team Leader - Building Support Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			115, 116, 116A	Powers in relation to Code Compliance extension of life requirements for change of use and subdivision.	Role - Manager - Building Control Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Team Leader - Building Support Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			121, 123A, 124, 125	Powers in relation to dangerous, earthquake-prone and unsanitary buildings.	Role - Manager - Building Control Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Team Leader - Building Support Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			372	Powers in relation to Infringement Notices.	Role - Manager - Building Control Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Compliance Officer Role - Team Leader - Building Approvals and Compliance	Paul Cook	Planning and Development	Building Control



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Building Act 2004			Schedule 1AA	Powers in relation to notices given under section 124 before the commencement of the Amendment Act	Role - Manager - Building Control Role - Team Leader - Building Approvals and Compliance Role - Team Leader - Building Consents Role - Team Leader - Inspections Role - Team Leader - Building Support Role - Senior Building Control Officer - Specialist Role - Senior Building Controls Officer Role - Building Control Officer; Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			164 & 167	Powers in relation to Notices to Fix building works.	Role - Manager - Building Control Role - Team Leader - Building Consents Role - Team Leader - Building Approvals and Compliance Role - Team Leader - Inspections Role - Senior Building Controls Officer Role - Building Control Officer Role - Senior Building Control Officer - Specialist Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			75 to 77	Powers in respect of building over boundaries.	Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Manager - Building Control Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Control Officer Role - Building Approvals & Compliance Officer Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			106, 107 & 109	Powers in respect of compliance schedules.	Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Building Control Officer Role - Manager - Building Control Role - Team Leader - Building Support Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			91 to 94	Powers to process and approve code compliance certificates.	Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Manager - Building Control Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Control Officer Role - Building Approvals & Compliance Officer	Paul Cook	Planning and Development	Building Control

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Building Act 2004			96 to 98	Powers to process, refuse and approve certificates of acceptance.	Role - Team Leader - Building Consents Role - Senior Building Controls Officer Role - Manager - Building Control Role - Team Leader - Building Support Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Building Control Officer Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			33	Receive application for Project Information Memorandum	Role - Team Leader - Building Support Role - Property Assessment Officer - Residential Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Co-ordinator Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Building Act 2004			133AY	Whether to reassess or remake decisions when definition of ultimate capacity or moderate earthquake change	Role - Manager - Building Control Role - Team Leader - Building Approvals and Compliance Role - Team Leader - Building Consents Role - Team Leader - Building Support Role - Team Leader - Inspections Role - Senior Building Control Officer - Specialist Role - Senior Building Controls Officer Role - Building Approvals & Compliance Officer Role - Property Assessment Co-ordinator Role - Property Assessment Officer - Commercial and Residential Role - Property Assessment Officer - Residential Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
Burial and Cremation Act 1964			49	Burial and cremation of poor persons.	Role - General Manager - Infrastructure Role - Manager - Parks and Recreation Role - Cemetery and Botanica Manager Role - Senior Cemetery Operator Role - Cemetery Site Custodian	Role - Manager - Parks and Recreation	Infrastructure	Parks and Recreation
Burial and Cremation Act 1964			8 & 9	Cemetery Management including powers as to vaults, monuments etc.	Role - General Manager - Infrastructure Role - Manager - Parks and Recreation Role - Cemetery and Botanica Manager Role - Senior Cemetery Operator Role - Cemetery Site Custodian	Role - Manager - Parks and Recreation	Infrastructure	Parks and Recreation
Burial and Cremation Act 1964			20	Clearing, cleaning, repairing, and tidying any closed or otherwise disused or derelict cemetery or other place of burial.	Role - General Manager - Infrastructure Role - Manager - Parks and Recreation Role - Cemetery and Botanica Manager Role - Senior Cemetery Operator Role - Cemetery Site Custodian	Role - Manager - Parks and Recreation	Infrastructure	Parks and Recreation
Burial and Cremation Act 1964			10	Exclusive right of burial including sale of cemetery plots and associated administration.	Role - General Manager - Infrastructure Role - Manager - Parks and Recreation Role - Cemetery and Botanica Manager Role - Senior Cemetery Operator Role - Cemetery Site Custodian	Role - Manager - Parks and Recreation	Infrastructure	Parks and Recreation
Burial and Cremation Act 1964			21 (2)	Granting of leases for any unused portion of land comprised in a cemetery.	Role - General Manager - Infrastructure Role - Manager - Parks and Recreation	Role - Manager - Parks and Recreation	Infrastructure	Parks and Recreation

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					Role - General Manager - Corporate Role - General Manager - Infrastructure Role - General Manager - Planning and Development Role - General Manager - Strategy and Democracy Role - Manager - Building Control Role - Manager - Business Improvement Role - Manager - Business Support Role - Manager - Communications Role - Manager - Community Development Role - Manager - Customer Services Role - Manager - Democracy and Assurance Role - Manager - District Development Role - Manager - District Plan Role - Manager - Finance Role - Manager - Health and Bylaws Role - Manager - ICT Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Libraries Role - Manager - Maori Relationships Role - Manager - Parks and Recreation Role - Manager - People and Capability Role - Manager - Revenue Role - Manager - RMA Consents Role - Manager - Roading Role - Manager - Strategy Role - Manager - Waste and Drainage			
Civil Aviation Act 1990		Public Places Bylaw 2014	101	The power to issue consent to operate Remotely Piloted Aircraft Systems (RPAS) over/on land owned or controlled by Council	Role - Manager - Infrastructure Development	Role - Manager - Infrastructure Development	Infrastructure	Infrastructure Development
Dog Control Act 1996			31	All responsibilities, powers and duties of section 31 except hearing and determining an objection under s31(4).	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Dog Control Act 1996			71A	Authority to sell, destroy or dispose of dog	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Dog Control Act 1996			10	Cancellation of infringement in accordance with policy	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Dog Control Act 1996			33	Consent to dispose of a dangerous dog	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Dog Control Act 1996			70 (3)	Determine return of dog to owner	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Dog Control Act 1996			11	Power to authorise officers as warranted Dog Control Officers.	Role - Chief Executive Role - General Manager - Planning and Development		Planning and Development	
Dog Control Act 1996			12	Power to authorise officers dog rangers.	Role - Chief Executive Role - General Manager - Planning and Development		Planning and Development	
Dog Control Act 1996		Dog Management Bylaw 2013	5.4	Power to provide written consent for exemptions.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - Health and Bylaws	Reiner Mussle	Planning and Development	Health and Bylaws
Dog Control Act 1996		Dog Management Bylaw 2013	8	Power to require owner or occupier to take action by notice in writing.	Responsibility - Warranted Dog Control Officer	Reiner Mussle	Planning and Development	Health and Bylaws
Dog Control Act 1996			71	Power to retain or return a dog to its owner	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Dog Control Act 1996			69	Sell, destroy or dispose of dog where owner cannot be identified	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Dog Control Act 1996			32(1)(f)	To allow an owner to dispose of a dangerous dog to another person.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Dog Control Act 1996			33A & 33C	To classify a dog as menacing.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Dog Control Act 1996			21	To classify a person as a probationary owner.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator		Planning and Development	
Dog Control Act 1996			33ED	To classify certain dogs as dangerous.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Dog Control Act 1996			25	To disqualify a person from being the owner of a dog.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Dog Control Act 1996			39	To refund dog registration fees for deceased dogs	Role - Manager - Revenue Role - Senior Collections Officer		Corporate	Revenue

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Dog Control Act 1996			39	To refund dog registration fees.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator Role - Senior Collections Officer Role - Senior Revenue Administrator - Payment Processing	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Dog Control Act 1996			23A	To require a person classified as a probationary owner to undertake a dog owner education programme or a dog obedience course (or both).	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Dog Control Act 1996			33 EB	To require the neutering of a menacing dog	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Electricity Act 1992			24	Authority to set out reasonable conditions.	Role - General Manager - Infrastructure Role - Manager - Roading Role - Road Corridor Co-ordinator; Role - Road Maintenance Engineer Role - Senior Asset Engineer - Roading		Infrastructure	Roading
Food Act 2014				All of the responsibilities, powers and duties under this Act that have been delegated to the Chief Executive.	Role - Environmental Health Officer	Reiner Mussle	Planning and Development	Health and Bylaws
Food Act 2014	Food Regulations 2015			All powers and duties under the Regulation except: (a) the power to reconsider a verification decision under clause 106 of the Regulations.	Role - Environmental Health Officer	Reiner Mussle	Planning and Development	Health and Bylaws
Freedom Camping Act 2011		Camping in Public Places Bylaw 2017	11	Power to provide consent to allow for camping in prohibited or restricted areas or where camping is provided for in a Reserve Management Plan	Role - Technical Officer Role - Manager - Parks and Recreation Role - General Manager - Infrastructure	Reiner Mussle	Planning and Development	Health and Bylaws
Freedom Camping Act 2011		Camping in Public Places Bylaw 2017	12	Power to temporarily close an area	Role - Manager - Parks and Recreation Role - General Manager - Infrastructure	Reiner Mussle	Planning and Development	Health and Bylaws
Gas Act 1992			25	Authority to set out reasonable conditions.	Role - General Manager - Infrastructure Role - Manager - Roading Role - Road Corridor Co-ordinator Role - Road Maintenance Engineer Role - Senior Asset Engineer - Roading		Infrastructure	Roading
Health Act 1956			69ZZZ	Authority to take action to protect water supplies from risk of back-flow.	Role - General Manager - Infrastructure Role - Manager - Water Services Role - Distribution Engineer Role - Asset Engineer - Water Role - Engineering Officer - Water	Andrew Venmore	Infrastructure	Water Services
Health Act 1956			128	Power of entry and inspection	Role - Environmental Health Officer	Reiner Mussle	Planning and Development	Health and Bylaws
Health Act 1956			28(1)	Power to appoint officers as environmental health officers.	Role - General Manager - Planning and Development	Alison Geddes	Planning and Development	
Health Act 1956	Health (Registration of Premises) Regulations 1966		9	To allow staff to service notices and to hear submissions made by the recipient of such notices.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Role - Environmental Health Officer		Planning and Development	Health and Bylaws
Health Act 1956	Health (Registration of Premises) Regulations 1966		9	To allow staff to service notices, revoke registrations and to hear submissions made by the recipient of such notices.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Role - Environmental Health Officer	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Health Act 1956			69K, 69L, 69M	To apply for registration as a drinking water supplier, water carrier and to provide information about any associated changes as required under section 69M.	Role - Manager - Water Services	Andrew Venmore	Infrastructure	Water Services
Health Act 1956			45	To assess if repairs, alterations or works are carried out satisfactorily and to cancel a closing order.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Health Act 1956			69X	To check water quality before connecting to a new water source	Role - Manager - Water Services Role - Operations Engineer - Water	Andrew Venmore	Infrastructure	Water Services
Health Act 1956			54 (1)&(2)	To give consent to a person to establish etc.. any offensive trade and to give notice to another local authority of the consent.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Role - Environmental Health Officer	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Health Act 1956			58 (1)&(2)	To give consent to establish as stockyard and/or to register or refuse to register a stockyard.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Role - Environmental Health Officer	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Health Act 1956	Camping Ground Regulations 1985		14	To grant exemption from Compliance with certain provisions of the Regulations in respect of camping ground services.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Role - Environmental Health Officer	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Health Act 1956	Health (Hairdressers) Regulations 1980		4	To grant exemption from compliance with certain requirements relating to facilities in hairdressing premises.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Role - Environmental Health Officer	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Health Act 1956	Food Hygiene Regulations 1974		6	To grant exemption from compliance with provisions of Schedule 1 of the regulations relating to premises in case of financial hardship	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Role - Environmental Health Officer	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Health Act 1956			42(1)	To issue a certificate to the local authority to the effect that a dwelling house is unsanitary, etc.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Role - Environmental Health Officer	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Health Act 1956			41	To issue cleansing orders.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Role - Environmental Health Officer	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Health Act 1956			42 (2)	To issue repair notices and closing orders.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Health Act 1956			69ZZP	To make assessments and warn users of self- supplied building water supplies about contamination.	Role - Manager - Water Services Role - Operations Engineer - Water Role - Distribution Engineer Role - Asset Engineer - Water Role - Environmental Health Officer	Andrew Venmore	Infrastructure	Water Services
Health Act 1956			69Y	To monitor drinking water to ensure compliance with drinking water standards and assess public health risk.	Role - General Manager - Infrastructure Role - Manager - Water Services Role - Operations Engineer - Water Role - Distribution Engineer	Andrew Venmore	Infrastructure	Water Services
Health Act 1956			69ZA - 69ZS	To prepare and implement a water safety plan in relation to drinking water supply, to review/renew plans, keep and make available records of plans, to investigate complaints and to take remedial action if standards are breached.	Role - Manager - Water Services Role - Operations Engineer - Water Role - Distribution Engineer Role - Asset Engineer - Water	Andrew Venmore	Infrastructure	Water Services
Health Act 1956			42(1)	To receive and serve a certificate.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Role - Environmental Health Officer	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Health Act 1956			42(3)	To serve a repair notice or closing order.	Role - Environmental Health Officer Role - Team Leader - Environmental Health Role - General Manager - Planning and Development Role - Manager - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Health Act 1956			41	To serve cleansing orders.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Role - Environmental Health Officer	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Health Act 1956			69V	To take all practicable steps to comply with drinking water standards.	Role - Manager - Water Services Role - Operations Engineer - Water Role - Distribution Engineer	Andrew Venmore	Infrastructure	Water Services
Health Act 1956			69S	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, an dto make decisions about when to restrict or interrupt the provision of drinking water to any point of supply under this section	Role - Manager - Water Services Role - Operations Engineer - Water Role - Distribution Engineer Role - General Manager - Infrastructure	Andrew Venmore	Infrastructure	Water Services
Health Act 1956			69W	To take reaonsable steps to supply wholesome drinking water.	Role - Manager - Water Services Role - Operations Engineer - Water Role - Distribution Engineer	Andrew Venmore	Infrastructure	Water Services
Health Act 1956			69U	To take reasonable steps to contribute to the protection of a drinking water source.	Role - Manager - Water Services Role - Operations Engineer - Water	Andrew Venmore	Infrastructure	Water Services
Impounding Act 1955			9	To appoint a deputy pound-keeper.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Impounding Act 1955			8	To appoint a pound-keeper and rangers.	Role - Chief Executive Role - General Manager - Planning and Development		Planning and Development	
Land Transport Act 1998			54002	Authority to design, construct, install, operate and maintain traffic control devices.	Role - General Manager - Infrastructure Role - Manager - Roading		Infrastructure	Roading
Land Transport Act 1998			44.3	Authority to issue a disabled working parking permit	Role - General Manager - Community Role - Manager - Customer Services Role - Team Leader - Service Centres Role - Customer Relations Co-ordinator Role - CSR - Contact Centre Role - CSR - Forum North Role - CSR - Ruakaka		Infrastructure	Roading
Land Transport Act 1998			44.2	Authority to issue an over 70 parking meter exemption card.	Role - General Manager - Community Role - Manager - Customer Services Role - Team Leader - Service Centres Role - Customer Relations Co-ordinator Role - CSR - Contact Centre Role - CSR - Forum North Role - CSR - Ruakaka		Infrastructure	Roading

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Land Transport Act 1998		Parking and Traffic Bylaw 2017	22.1	Authority to issue parking permits.	Role - Team Leader - Service Centres Role - Customer Relations Co-ordinator Role - CSR - Forum North Role - CSR - Ruakaka	Jonny Gritt	Community	Community Development
Land Transport Act 1998		Parking and Traffic Bylaw 2017	23.1	Authority to issue parking permits.	Role - Team Leader - Service Centres Role - Customer Relations Co-ordinator Role - CSR - Forum North Role - CSR - Ruakaka	Jeffrey Devine	Infrastructure	Roading
Land Transport Act 1998			26	Authority to move parked vehicles from roads that are causing an obstruction or impeding road works.	Role - General Manager - Infrastructure Role - Manager - Roading		Infrastructure	Roading
Land Transport Act 1998			28	Authority to place a waste taker bin or container within a public road corridor.	Role - General Manager - Infrastructure Role - Manager - Roading Role - Road Corridor Co-ordinator Role - Road Maintenance Engineer Role - Senior Asset Engineer - Roading		Infrastructure	Roading
Land Transport Act 1998			38	Authority to provide consent for leaving a mechanically immobilised vehicle on a road.	Role - General Manager - Infrastructure Role - Manager - Roading		Infrastructure	Roading
Land Transport Act 1998			34	Authority to provide consent for the use of a crane etc on roads.	Role - General Manager - Infrastructure Role - Manager - Roading Role - Road Corridor Co-ordinator Role - Road Maintenance Engineer Role - Senior Asset Engineer - Roading		Infrastructure	Roading
Land Transport Act 1998			29	Authority to provide consent to place a shipping container on a road.	Role - General Manager - Infrastructure Role - Manager - Roading Role - Road Corridor Co-ordinator Role - Road Maintenance Engineer Role - Senior Asset Engineer - Roading		Infrastructure	Roading
Land Transport Act 1998	Heavy Motor Vehicle Regulations 1974		12	Authority to provide notice in writing to the New Zealand Transport Agency to declare a road or any specified part thereof to be a road construction zone.	Role - General Manager - Infrastructure Role - Manager - Roading Role - Road Corridor Co-ordinator Role - Road Maintenance Engineer Role - Senior Asset Engineer - Roading		Infrastructure	Roading
Land Transport Act 1998		Parking and Traffic Bylaw 2017	25	Authority to provide permission to place machinery or equipment on roads.	Role - Manager - Roading Role - Road Corridor Co-ordinator	Jeffrey Devine	Infrastructure	Roading
Land Transport Act 1998			31.6	Authority to remove a vehicle without a current permit from a residents parking scheme.	Role - General Manager - Infrastructure Role - Manager - Roading		Infrastructure	Roading
Land Transport Act 1998			24	Authority to remove abandoned vehicles.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator		Infrastructure	Roading
Litter Act 1979			5(1)	Power to appoint litter control officers.	Role - General Manager - Infrastructure		Infrastructure	
Litter Act 1979			10 (4)(5)(6)	To hear and determine objections pursuant to Subsection (4)-(6) of this section.	Responsibility - Exemptions and Objections Committee	Andrew Carvell	committee/elected member delegation	Waste and Drainage
Litter Act 1979			10(1)	To require owners of private property to clear litter from their property, and to issue notices.	Role - Manager - Waste and Drainage Role - General Manager - Infrastructure	Andrew Carvell	Infrastructure	Waste and Drainage
Local Government (Rating) Act 2002			58	Power to impose penalties not paid by the due date	Role - Manager - Revenue Role - Senior Collections Officer Role - Senior Rates Adviser Role - General Manager - Corporate Role - Collections Officer	Alison Puchaux	Corporate	Revenue
Local Government (Rating) Act 2002			112	To cancel or discharge enforcement order on Maori freehold land	Role - Manager - Revenue Role - Senior Collections Officer Role - Senior Rates Adviser Role - General Manager - Corporate	Alison Puchaux	Corporate	Revenue
Local Government Act 1974			319	All general powers in respect of roads excluding the stopping of roads as per S319(h) and 342 LGA and the naming of roads as per S319(j) and 319A LGA.	Role - General Manager - Infrastructure Role - Manager - Roading		Infrastructure	Roading
Local Government Act 1974			319B	Allocation of property numbers, compliance with requests from Chief Surveyor and advising the Chief Surveyor.	Role - Property Data Analyst Role - Manager - Revenue Role - General Manager - Corporate Role - Rates Administrator		Corporate	Revenue
Local Government Act 1974			451	Authority to enter into agreement to build over council sewer and storm water assets.	Role - General Manager - Infrastructure Role - Manager - Waste and Drainage	Andrew Carvell	Infrastructure	Waste and Drainage
Local Government Act 1974			342 & Schedule 10 Clause 11(a),(b),(d)	Authority to temporarily close any road or part of a road to all traffic for infrastructure and/or traffic operations purposes.	Role - Manager - Roading Role - Road Corridor Co-ordinator Role - Road Maintenance Engineer Role - Senior Asset Engineer - Roading Role - General Manager - Infrastructure		Infrastructure	Roading
Local Government Act 1974			353	Authority to undertake precautions and actions, and require owners or occupiers of any land to undertake actions to support safety provisions.	Role - General Manager - Planning and Development Role - General Manager - Infrastructure Role - Manager - Roading		Infrastructure	Roading
Local Government Act 1974			356, 356A	Authority to undertake process to remove abandoned vehicles from roads.	Role - General Manager - Infrastructure Role - Manager - Waste and Drainage	Andrew Carvell	Infrastructure	Waste and Drainage
Local Government Act 1974			348	Power to approve creation of right of way.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Team Leader - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents Responsibility - Hearings Commissioner	Murray McDonald	Planning and Development	RMA Consents



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Local Government Act 1974			327A	Power to authenticate building line restrictions.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - Team Leader - RMA Consents Role - RMA Planning Specialist Role - Senior Specialist - Resource Consents Role - Post Approval Officer Role - Team Leader - RMA Approvals and Compliance Role - Manager - District Plan	Murray McDonald	Planning and Development	RMA Consents
Local Government Act 1974			348	Power to decline creation of right of way.	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - RMA Consents; Role - RMA Planning Specialist Role - Team Leader - RMA Consents Responsibility - Hearings Commissioner	Murray McDonald	Planning and Development	RMA Consents
Local Government Act 1974			355	To give notice requiring the removal of overhanging trees.	Role - Manager - Roading Role - Manager - Parks and Recreation Role - General Manager - Infrastructure		Infrastructure	Roading
Local Government Act 2002		1 Wastewater Bylaw 2014	various	All powers, duties and functions that are of an enforcement and inspection nature contained in the bylaw.	Responsibility - Warranted LGA Officer	Andrew Carvell	Infrastructure	Waste and Drainage
Local Government Act 2002		1 Stormwater Management Bylaw 2014	various	All powers, duties and functions that are of an enforcement and inspection nature contained in the bylaw.	Responsibility - Warranted LGA Officer	Andrew Carvell	Infrastructure	Waste and Drainage
Local Government Act 2002		1 Trade Waste Bylaw 2012	various	All powers, duties and functions that are of an enforcement and inspection nature contained in the bylaw.	Responsibility - Warranted LGA Officer	Andrew Carvell	Infrastructure	Waste and Drainage
Local Government Act 2002		1 Wastewater Bylaw 2014	4.2	approve additional point of discharge for a premises	Role - General Manager - Infrastructure Role - Manager - Waste and Drainage	Andrew Carvell	Infrastructure	Waste and Drainage
Local Government Act 2002		Food Businesses Grading Bylaw 2016	5	Assess an application for re-grading.	Role - Team Leader - Environmental Health Role - Manager - Health and Bylaws Role - General Manager - Planning and Development	Reiner Mussle	Planning and Development	Health and Bylaws
Local Government Act 2002		Control of Vehicles on Beaches Bylaw 2009	6.2	Authorisation of exemptions	Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator Role - General Manager - Planning and Development	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		Water Supply Bylaw 2012	1.3.10	Authority to adjust accounts, provide estimates and establish charges in accordance with the provisions of the bylaw.	Role - Manager - Water Services Role - General Manager - Infrastructure Role - Senior Water Administrator Role - Manager - Revenue Role - General Manager - Corporate Role - Water Rates Administrator Role - Water Meter Administrator	Andrew Venmore	Infrastructure	Water Services
Local Government Act 2002		Water Supply Bylaw 2012	various	Authority to apply any conditions or provisions of the bylaw as it relates to water supply connections, backflow preventers and water meters.	Role - General Manager - Infrastructure Role - Manager - Water Services Role - Distribution Engineer Role - Distribution Technician Role - Engineering Officer - Water	Andrew Venmore	Infrastructure	Water Services
Local Government Act 2002		Water Supply Bylaw 2012	1.3.1.	Authority to approve or refuse water supply applications.	Role - Manager - Water Services Role - Distribution Engineer Role - General Manager - Infrastructure Role - Distribution Technician Role - Engineering Officer - Water	Andrew Venmore	Infrastructure	Water Services
Local Government Act 2002			181(4)	Authority to enter land to inspect, alter, renew, repair or clean any work constructed under s181.	Responsibility - Warranted LGA Officer Responsibility - Warranted BA Officer Responsibility - Warranted RMA Officer		Infrastructure	
Local Government Act 2002		1 Liquor Management Bylaw 2011	3.1.2	Authority to grant special dispensation.	Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator Role - General Manager - Planning and Development	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		Public Places Bylaw 2014	Various	Authority to issue permit.	Role - Team Leader - Environmental Health Role - Manager - Health and Bylaws Role - General Manager - Planning and Development	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		Public Places Bylaw 2014	9.b	Authority to permit soliciting subscriptions, collections or donations.	Role - General Manager - Community Role - Manager - Customer Services Role - Team Leader - Service Centres Role - Customer Relations Co-ordinator Role - CSR - Contact Centre Role - CSR - Forum North Role - CSR - Ruakaka	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		Public Places Bylaw 2014	3.c	Authority to permit the display or offer for sale any good, service or product on any mall, footpath or public place.	Role - Customer Relations Co-ordinator Role - Team Leader - Service Centres Role - Manager - Customer Services Role - General Manager - Community Role - Environmental Health Officer Role - Team Leader - Environmental Health Role - Manager - Health and Bylaws Role - General Manager - Planning and Development Role - Team Leader - Operations Role - Manager - Venues and Events WHANGAREI Role - CSR - Contact Centre Role - CSR - Forum Nort Role - CSR - Ruakaka	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
					Role - General Manager - Community Role - Manager - Customer Services Role - Team Leader - Service Centres Role - Customer Relations Co-ordinator Role - CSR - Contact Centre Role - CSR - Forum North Role - CSR - Ruakaka Role - Environmental Health Officer Role - Manager - Health and Bylaws Role - General Manager - Planning and Development Role - Manager - Venues and Events WHANGAREI Role - Team Leader - Environmental Health Role - Team Leader - Operations Role - CSR - Contact Centre Role - CSR - Forum North Role - CSR - Ruakaka			
Local Government Act 2002			14	Authority to permit the exposure for sale of any article whatsoever outside any shop or other business premises.		Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
					Role - Customer Relations Co-ordinator Role - Team Leader - Service Centres Role - Manager - Customer Services Role - General Manager - Community Role - Environmental Health Officer Role - Team Leader - Environmental Health Role - Manager - Health and Bylaws Role - General Manager - Planning and Development Role - Team Leader - Operations Role - Manager - Venues and Events WHANGAREI Role - CSR - Contact Centre Role - CSR - Forum Nort			
Local Government Act 2002		Public Places Bylaw 2014	11	Authority to permit trading in public places.	Role - CSR - Ruakaka	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		Public Places Bylaw 2014	13	Authority to provide consent to display notices.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		1 Stormwater Management Bylaw 2014	5.2	Authority to provide written approval for restricted activities.	Role - General Manager - Infrastructure Role - Manager - Waste and Drainage	Andrew Carvell	Infrastructure	Waste and Drainage
Local Government Act 2002		Public Places Bylaw 2014	24	Authority to provide written consent for flammable materials in public places.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
					Role - Customer Relations Co-ordinator Role - Team Leader - Service Centres Role - Manager - Customer Services Role - General Manager - Community Role - Manager - Venues and Events WHANGAREI			
Local Government Act 2002		Public Places Bylaw 2014	32.2	Authority to provide written consent for one or more activities of 32.2a-32.2j and withdraw any consent issued.	Role - Manager - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		Public Places Bylaw 2014	8	Authority to provide written consent to distribute notices.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		Control of Vehicles on Beaches Bylaw 2009	5	Authority to provide written permission for causing impediments to vehicular movements.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002			224	Authority to provide written warning regarding wastage of water.	Role - General Manager - Infrastructure Role - Manager - Water Services Role - Distribution Engineer	Andrew Venmore	Infrastructure	Water Services
Local Government Act 2002			171	General power of entry.	Responsibility - Warranted LGA Officer Responsibility - Warranted BA Officer Responsibility - Warranted RMA Officer		Infrastructure	
Local Government Act 2002		Water Supply Bylaw 2012	1.3.5	Increase or decrease water pressure.	Role - General Manager - Infrastructure Role - Manager - Water Services Role - Distribution Engineer	Andrew Venmore	Infrastructure	Water Services
					Role - Manager - Customer Services Role - Customer Relations Co-ordinator Role - Team Leader - Service Centres Role - CSR - Ruakaka Role - CSR - Forum North			
Local Government Act 2002		Control of Vehicles on Beaches Bylaw 2009	6.2	Issuing of keys under operational policy	Role - Manager - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		1 Control of Advertising Signs Bylaw 2014	5	Power to approve a sign in a public place.	Role - General Manager - Planning and Development Role - General Manager - Infrastructure Role - Manager - Health and Bylaws Role - Manager - Roading	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
					Role - General Manager - Infrastructure Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Parks and Recreation Role - Manager - Roading Role - Manager - Waste and Drainage Role - Manager - Water Services		Infrastructure	
Local Government Act 2002			181	Power to authorise construction of works on private land.	Responsibility - Warranted LGA Officer Responsibility - Warranted BA Officer Responsibility - Warranted RMA Officer		Planning and Development	Building Control
Local Government Act 2002		1 Control of Advertising Signs Bylaw 2014	9	Power to determine if a sign creates a traffic hazard or a traffic safety issue.	Responsibility - Warranted LGA Officer	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws



Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Local Government Act 2002			173	Power to enter land in an emergency	Role - Manager - Building Control Role - Team Leader - Building Support Role - Team Leader - Building Consents Role - Team Leader - Inspections Role - Team Leader - Building Approvals and Compliance Role - Senior Building Control Officer - Specialist Role - Senior Building Controls Officer Role - Building Control Officer Role - Building Approvals & Compliance Officer Role - Property Assessment Officer - Residential Role - Property Assessment Officer - Commercial and Residential		Planning and Development	Building Control
Local Government Act 2002		1 Control of Advertising Signs Bylaw 2014	21	Power to provide notice in writing to require a sign to be repaired or removed.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002			193	Power to restrict water supply.	Role - General Manager - Infrastructure Role - Manager - Water Services	Andrew Venmore	Infrastructure	Water Services
Local Government Act 2002		1 Trade Waste Bylaw 2012	4.2	Processing of application for Trade Waste consent.	Role - Manager - Waste and Drainage Role - Pollution Prevention Officer Role - General Manager - Infrastructure Role - Operations Engineer - Waste and Drainage	Andrew Carvell	Infrastructure	Waste and Drainage
Local Government Act 2002		1 Wastewater Bylaw 2014	3.2	Restrict discharges from swimming pools and spa pools	Role - General Manager - Infrastructure Role - Manager - Waste and Drainage	Andrew Carvell	Infrastructure	Waste and Drainage
Local Government Act 2002			106	The authority to determine assessments under the Development Contribution Policy.	Role - Development Contributions Co-ordinator Role - Team Leader - RMA Approvals and Compliance Role - Manager - RMA Consents Role - General Manager - Planning and Development	Murray McDonald	Planning and Development	RMA Consents
Local Government Act 2002			168	To dispose of property that has not been returned within six months after it was seized and impounded.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		1 Control of Advertising Signs Bylaw 2014	5	To erect or display any sign including attaching a sign in any way to a pole, fence, street furniture or other public utility structure in a public place.	Role - Manager - Building Control Role - Manager - Business Improvement Role - Manager - Business Support Role - Manager - Communications Role - Manager - Community Development Role - Manager - Customer Services Role - Manager - Democracy and Assurance Role - Manager - District Development Role - Manager - District Plan Role - Manager - Finance Role - Manager - Health and Bylaws Role - Manager - ICT Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Libraries Role - Manager - Maori Relationships Role - Manager - Parks and Recreation Role - Manager - People and Capability Role - Manager - Revenue Role - Manager - RMA Consents Role - Manager - Roading Role - Manager - Strategy Role - Manager - Waste and Drainage Role - Manager - Water Services Role - Manager - Venues and Events WHANGAREI	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		1 Control of Advertising Signs Bylaw 2014	17	To exempt a sign from this bylaw on such conditions as the considered appropriate. In making a decision to exempt any sign from the provisions of this bylaw to have regard to: i. the purpose of the sign ii. the benefits to the community of that sign iii. the potential for proliferation of signs iv. the duration the sign will remain erected v. the effect on amenity in the area of the sign vi. the size of the sign vii. traffic safety	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		Public Places Bylaw 2014	26.2	To issue a vehicle crossing permit.	Role - Manager - Roading Role - Road Corridor Co-ordinator Role - Road Maintenance Engineer Role - Senior Asset Engineer - Roading Role - General Manager - Infrastructure	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		Public Places Bylaw 2014	16	To open any public place or footway for the purpose of installing or repairing a private service of any kind whatsoever.	Role - General Manager - Infrastructure Role - Manager - Roading	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws

Act	Regulation	Bylaw	Section/Clause/Ru Delegation	Delegated To	Business Owner	Group	Department	
			To operate or drive any vehicle on any sports field, turf and garden areas of parks. To use any park, sports field or reserve at a time when public use of such park, sports field or reserve has been closed. Use any sports field or park or reserve for any organised sports or activities. To land any aircraft on any park or reserve. To possess any poison or trap used for pest control or set any such poison or trap in a park or reserve.	Role - Technical Officer Role - Manager - Parks and Recreation Role - General Manager - Infrastructure Role - Customer Relations Co-ordinator Role - Team Leader - Service Centres Role - Manager - Customer Services Role - General Manager - Community Role - CSR - Contact Centre Role - CSR - Forum North Role - CSR - Ruakaka				
Local Government Act 2002		Public Places Bylaw 2014	30		Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws	
				Role - General Manager - Planning and Development Role - General Manager - Infrastructure Role - Manager - Health and Bylaws Role - Manager - Roading	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws	
Local Government Act 2002		Public Places Bylaw 2014	23.1	To order the owner of any building to mark the building with a number and renew the number as required.				
				Role - Manager - Roading Role - Road Corridor Co-ordinator Role - Road Maintenance Engineer Role - Senior Asset Engineer - Roading Role - General Manager - Infrastructure	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws	
Local Government Act 2002		Public Places Bylaw 2014	7	To participate in any procession, or any meeting, gathering or demonstration.				
				Role - General Manager - Infrastructure Role - Manager - Parks and Recreation Role - Customer Relations Co-ordinator Role - Manager - Customer Services Role - General Manager - Community Role - Environmental Health Officer Role - Team Leader - Environmental Health Role - Manager - Health and Bylaws Role - General Manager - Planning and Development Role - Manager - Venues and Events WHANGAREI Role - Team Leader - Service Centres Role - Team Leader - Operations Role - CSR - Contact Centre Role - CSR - Forum North Role - CSR - Ruakaka	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws	
Local Government Act 2002		Public Places Bylaw 2014	19.a	To permit the erection, construction or placement of any temporary or permanent building, tent or other structure over or across any public place.				
				Role - Manager - Building Control Role - Manager - Business Improvement Role - Manager - Business Support Role - Manager - Communications Role - Manager - Community Development Role - Manager - Customer Services Role - Manager - Democracy and Assurance Role - Manager - District Development Role - Manager - District Plan Role - Manager - Finance Role - Manager - Health and Bylaws Role - Manager - ICT Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Libraries Role - Manager - Maori Relationships Role - Manager - Parks and Recreation Role - Manager - People and Capability Role - Manager - Revenue Role - Manager - RMA Consents Role - Manager - Roading Role - Manager - Strategy Role - Manager - Waste and Drainage Role - Manager - Water Services Role - Manager - Venues and Events WHANGAREI	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws	
Local Government Act 2002		Public Places Bylaw 2014	15	To permit a building or part of a building to encroach on or project over any road or street or public place	Role - Manager - Venues and Events WHANGAREI	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		Public Places Bylaw 2014	15	To permit a building or part of a building to encroach on or project over any road or street or public place.	Role - General Manager - Infrastructure Role - Manager - Roading	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
				Role - Manager - Customer Services Role - Team Leader - Service Centres Role - General Manager - Community	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws	
Local Government Act 2002		1 Control of Advertising Signs Bylaw 2014	13	To permit sporting, cultural, public amenity or community event banners to be erected in the Cameron Street Mall.				
				Role - Manager - Customer Services Role - Team Leader - Service Centres Role - General Manager - Community	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws	
Local Government Act 2002		1 Control of Advertising Signs Bylaw 2014	12	To permit sporting, cultural, public amenity or community event signs to be erected in designated Council sign parks.				
				Role - Manager - Customer Services Role - Team Leader - Service Centres Role - General Manager - Community	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws	

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Local Government Act 2002		Public Places Bylaw 2014	21.b	To permit the making of any hole or excavation in any public place without adequate barriers being erected and without the installation of approved lighting.	Role - Manager - Building Control Role - Manager - Business Improvement Role - Manager - Business Support Role - Manager - Communications Role - Manager - Community Development Role - Manager - Customer Services Role - Manager - Democracy and Assurance Role - Manager - District Development Role - Manager - District Plan Role - Manager - Finance Role - Manager - Health and Bylaws Role - Manager - ICT Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Libraries Role - Manager - Maori Relationships Role - Manager - Parks and Recreation Role - Manager - People and Capability Role - Manager - Revenue Role - Manager - RMA Consents Role - Manager - Roading Role - Manager - Strategy	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
					Role - Manager - Waste and Drainage Role - Manager - Water Services Role - Manager - Venues and Events WHANGAREI			
Local Government Act 2002		Public Places Bylaw 2014	21.a	To permit the placement of or leaving of on any public place any material without adequate approved lighting or without regard to public safety.	Role - Manager - Building Control Role - Manager - Business Improvement Role - Manager - Business Support Role - Manager - Communications Role - Manager - Community Development Role - Manager - Customer Services Role - Manager - Democracy and Assurance Role - Manager - District Development Role - Manager - District Plan Role - Manager - Finance Role - Manager - Health and Bylaws Role - Manager - ICT Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Libraries Role - Manager - Maori Relationships Role - Manager - Parks and Recreation Role - Manager - People and Capability Role - Manager - Revenue Role - Manager - RMA Consents Role - Manager - Roading Role - Manager - Strategy	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
					Role - Manager - Waste and Drainage Role - Manager - Water Services Role - Manager - Venues and Events WHANGAREI			
Local Government Act 2002		Public Places Bylaw 2014	25	To permit the planting or removal of or damage to any tree, shrub or flower on any public place.	Role - General Manager - Infrastructure Role - Manager - Parks and Recreation Role - Manager - Roading	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002			28.6	To provide consent to ride, drive or lead a horse on Ruakaka Beach between a point adjacent to Karawai Street and the Ruakaka River mouth.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Bylaw Enforcement Coordinator	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		Public Places Bylaw 2014	31	To remove any stone, shingle, sand, boulders, silt, mud or other material from any beach.	Role - General Manager - Infrastructure Role - Manager - Parks and Recreation	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		Public Places Bylaw 2014	31	To remove any stone, shingle, sand, boulders, silt, mud or other material from any beach.	Role - General Manager - Infrastructure Role - Manager - Parks and Recreation	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Act 2002		Public Places Bylaw 2014	20	To remove or alter any building, structure or erection which has been erected over any public place.	Responsibility - Warranted LGA Officer	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Local Government Act 2002		Public Places Bylaw 2014	18.2	To require a new fence to be erected.	Role - Manager - Building Control Role - Manager - Business Improvement Role - Manager - Business Support Role - Manager - Communications Role - Manager - Community Development Role - Manager - Customer Services Role - Manager - Democracy and Assurance Role - Manager - District Development Role - Manager - District Plan Role - Manager - Finance Role - Manager - Health and Bylaws Role - Manager - ICT Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Libraries Role - Manager - Maori Relationships Role - Manager - Parks and Recreation Role - Manager - People and Capability Role - Manager - Revenue Role - Manager - RMA Consents Role - Manager - Roading Role - Manager - Strategy Role - Manager - Waste and Drainage Role - Manager - Water Services	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
					Role - Manager - Venues and Events WHANGAREI			
Local Government Act 2002		Public Places Bylaw 2014	18.3	To require the owner or occupier of land which has no fence erected along a boundary between that land and a public place, to erect sufficient fence as defined in the Fencing Act 1978.	Role - Manager - Building Control Role - Manager - Business Improvement Role - Manager - Business Support Role - Manager - Communications Role - Manager - Community Development Role - Manager - Customer Services Role - Manager - Democracy and Assurance Role - Manager - District Development Role - Manager - District Plan Role - Manager - Finance Role - Manager - Health and Bylaws Role - Manager - ICT Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Libraries Role - Manager - Maori Relationships Role - Manager - Parks and Recreation Role - Manager - People and Capability Role - Manager - Revenue Role - Manager - RMA Consents Role - Manager - Roading Role - Manager - Strategy Role - Manager - Waste and Drainage Role - Manager - Water Services	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
					Role - Manager - Venues and Events WHANGAREI			
Local Government Act 2002		Public Places Bylaw 2014	18.1	To require the owner to repair or remove a fence abutting a public place within a specified time.	Role - Manager - Building Control Role - Manager - Business Improvement Role - Manager - Business Support Role - Manager - Communications Role - Manager - Community Development Role - Manager - Customer Services Role - Manager - Democracy and Assurance Role - Manager - District Development Role - Manager - District Plan Role - Manager - Finance Role - Manager - Health and Bylaws Role - Manager - ICT Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Libraries Role - Manager - Maori Relationships Role - Manager - Parks and Recreation Role - Manager - People and Capability Role - Manager - Revenue Role - Manager - RMA Consents Role - Manager - Roading Role - Manager - Strategy Role - Manager - Waste and Drainage Role - Manager - Water Services	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
					Role - Manager - Venues and Events WHANGAREI			

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Local Government Act 2002		Public Places Bylaw 2014	27	To require the owner within a reasonable specified time to repair, reconstruct, or construct any work where surface water discharges onto any street or public place.	Role - Manager - Building Control Role - Manager - Business Improvement Role - Manager - Business Support Role - Manager - Communications Role - Manager - Community Development Role - Manager - Customer Services Role - Manager - Democracy and Assurance Role - Manager - District Development Role - Manager - District Plan Role - Manager - Finance Role - Manager - Health and Bylaws Role - Manager - ICT Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Libraries Role - Manager - Maori Relationships Role - Manager - Parks and Recreation Role - Manager - People and Capability Role - Manager - Revenue Role - Manager - RMA Consents Role - Manager - Roading Role - Manager - Strategy Role - Manager - Waste and Drainage Role - Manager - Water Services	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
					Role - Manager - Venues and Events WHANGAREI			
Local Government Act 2002			167	To return property, or to refuse to return property, seized and impounded under section 164 or section 165 LGA 2002.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Local Government Official Information and Meetings Act 1987			S44A	Issue a Land Information Memorandum.	Role - Property Assessment Officer - Residential Role - Property Assessment Officer - Commercial and Residential Role - Team Leader - Building Support Role - Manager - Building Control Role - General Manager - Planning and Development Role - Property Assessment Co-ordinator Role - Support Assistant - Building Inspections Role - Support Assistant - Building Processing	Paul Cook	Planning and Development	Building Control
					Role - General Manager - Corporate Role - General Manager - Community Role - General Manager - Planning and Development Role - General Manager - Strategy and Democracy Role - Manager - People and Capability Role - Manager - Community Development Role - Manager - Customer Services Role - Manager - Libraries Role - Manager - Business Improvement Role - Manager - Communications Role - Manager - Finance Role - Manager - ICT Role - Manager - Revenue Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Parks and Recreation Role - Manager - Roading Role - Manager - Waste and Drainage Role - Manager - Water Services Role - Manager - Building Control Role - Manager - District Plan Role - Manager - Health and Bylaws Role - Manager - RMA Consents Role - Manager - Democracy and Assurance Role - Manager - Maori Relationships Role - Manager - Strategy			
Local Government Official Information and Meetings Act 1987			15	Power to determine the manner of presenting information and to determine deletions of some information from documents.	Role - Manager - Venues and Events WHANGAREI	Role - Manager - Democracy and Assurance	Strategy and Democracy	Democracy and Assurance

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Local Government Official Information and Meetings Act 1987			11, 12, 13	Power to make decisions with regards to requests.	Role - General Manager - Corporate	Role - Manager - Democracy and Assurance	Strategy and Democracy	Democracy and Assurance
					Role - General Manager - Community			
					Role - General Manager - Planning and Development			
					Role - General Manager - Strategy and Democracy			
					Role - Manager - People and Capability			
					Role - Manager - Community Development			
					Role - Manager - Customer Services			
					Role - Manager - Libraries			
					Role - Manager - Business Improvement			
					Role - Manager - Communications			
					Role - Manager - Finance			
					Role - Manager - ICT			
					Role - Manager - Revenue			
					Role - Manager - Infrastructure Development			
					Role - Manager - Infrastructure Planning and Capital Works			
					Role - Manager - Parks and Recreation			
					Role - Manager - Roading			
					Role - Manager - Waste and Drainage			
					Role - Manager - Water Services			
					Role - Manager - Building Control			
					Role - Manager - District Plan			
					Role - Manager - Health and Bylaws			
					Role - Manager - RMA Consents			
					Role - Manager - Democracy and Assurance			
					Role - Manager - Maori Relationships			
					Role - Manager - Strategy			
					Role - Manager - Venues and Events WHANGAREI			
Local Government Official Information and Meetings Act 1987			5	Powers to determine availability and withholding of information including other reasons.	Role - General Manager - Corporate	Role - Manager - Democracy and Assurance	Strategy and Democracy	Democracy and Assurance
					Role - General Manager - Community			
					Role - General Manager - Planning and Development			
					Role - General Manager - Strategy and Democracy			
					Role - Manager - People and Capability			
					Role - Manager - Community Development			
					Role - Manager - Customer Services			
					Role - Manager - Libraries			
					Role - Manager - Venues and Events WHANGAREI			
					Role - Manager - Business Improvement			
					Role - Manager - Communications			
					Role - Manager - Finance			
					Role - Manager - ICT			
					Role - Manager - Revenue			
					Role - Manager - Infrastructure Development			
					Role - Manager - Infrastructure Planning and Capital Works			
					Role - Manager - Parks and Recreation			
					Role - Manager - Roading			
					Role - Manager - Waste and Drainage			
					Role - Manager - Water Services			
					Role - Manager - Building Control			
					Role - Manager - District Plan			
					Role - Manager - Health and Bylaws			
					Role - Manager - RMA Consents			
					Role - Manager - Democracy and Assurance			
					Role - Manager - Maori Relationships			
					Role - Manager - Strategy			

Act	Regulation	Bylaw	Section/Clause/Ru Delegation		Delegated To	Business Owner	Group	Department
Local Government Official Information and Meetings Act 1987			17, 17A, 17B,18	Refusal of requests for information.	Role - General Manager - Corporate	Role - Manager - Democracy and Assurance	Strategy and Democracy	Democracy and Assurance
					Role - General Manager - Community			
					Role - General Manager - Planning and Development			
					Role - General Manager - Strategy and Democracy			
					Role - Manager - People and Capability			
					Role - Manager - Community Development			
					Role - Manager - Customer Services			
					Role - Manager - Libraries			
					Role - Manager - Business Improvement			
					Role - Manager - Communications			
					Role - Manager - Finance			
					Role - Manager - ICT			
					Role - Manager - Revenue			
					Role - Manager - Infrastructure Development			
					Role - Manager - Infrastructure Planning and Capital Works			
					Role - Manager - Parks and Recreation			
					Role - Manager - Roading			
					Role - Manager - Waste and Drainage			
					Role - Manager - Water Services			
					Role - Manager - Building Control			
					Role - Manager - District Plan			
					Role - Manager - Health and Bylaws			
					Role - Manager - RMA Consents			
					Role - Manager - Democracy and Assurance			
					Role - Manager - Maori Relationships			
					Role - Manager - Strategy			
					Role - Manager - Venues and Events WHANGAREI			
Machinery Act 1950	Amusement Devices Regulations 1978	11 and 13	Powers in relation to the inspection and licensing of amusement devices.		Role - Manager - Building Control	Paul Cook	Planning and Development	Building Control
					Role - Building Control Officer			
					Role - General Manager - Planning and Development			
					Role - Property Assessment Officer - Residential			
					Role - Property Assessment Officer - Commercial and Residential			
Privacy Act 1993			124	All powers, duties and functions of the Act.	Role - Team Leader - Building Support	Role - Manager - Democracy and Assurance	Strategy and Democracy	Democracy and Assurance
					Role - General Manager - Corporate			
					Role - General Manager - Community			
					Role - General Manager - Infrastructure			
					Role - General Manager - Planning and Development			
					Role - General Manager - Strategy and Democracy			
					Role - Manager - People and Capability			
					Role - Manager - Community Development			
					Role - Manager - Customer Services			
					Role - Manager - Libraries			
					Role - Manager - Venues and Events WHANGAREI			
					Role - Manager - Business Improvement			
					Role - Manager - Business Support			
					Role - Manager - Communications			
					Role - Manager - Finance			
					Role - Manager - ICT			
					Role - Manager - Revenue			
					Role - Manager - Infrastructure Development			
					Role - Manager - Infrastructure Planning and Capital Works			
					Role - Manager - Parks and Recreation			
					Role - Manager - Roading			
					Role - Manager - Waste and Drainage			
					Role - Manager - Water Services			
					Role - Manager - Building Control			
					Role - Manager - District Development			
					Role - Manager - District Plan			
					Role - Manager - Health and Bylaws			
					Role - Manager - RMA Consents			
Privacy Act 1993			23	Power to act as Privacy Officer for the purposes of Section 23 of the Act.	Responsibility - Council Secretary	Role - Manager - Democracy and Assurance	Strategy and Democracy	Democracy and Assurance
Public Bodies Lease Act 1969			Various	Authority to complete rent reviews of existing leases in accordance to the terms and conditions of lease.	Role - Commercial Portfolio Manager	Role - Manager - District Development	Planning and Development	District Development
Public Bodies Lease Act 1969			Various	Authority to renew existing leases with rights of renewal in accordance to the terms and conditions of the lease.	Role - Commercial Portfolio Manager	Role - Manager - District Development	Planning and Development	District Development
Public Records Act 2005			17 & 21	Power to retain, transfer and dispose of public records.	Role - Team Leader - Information Management	Andrea McIntosh	Corporate	Business Support
Public Works Act 1981			237	Power to approve excavations near public works.	Role - Manager - Business Support			
Public Works Act 1981			238	Power to bring action for damage to public work.	Role - General Manager - Corporate			
Public Works Act 1981			107/109	Power to execute certificates of grants for land.	Role - General Manager - Infrastructure	Rob Forlong	CE	CE's Office
Public Works Act 1981			115	Power to sign certificates or notices of discharge.	Role - General Manager - Infrastructure			
Public Works Act 1981			19	Power to sign compensation certificates.	Role - Chief Executive			
Public Works Act 1981			23(1)(c) and Sch. 1	Power to sign notices of intention to take land for essential work.	Role - Chief Executive			
Public Works Act 1981					Role - Chief Executive			

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Public Works Act 1981			52	Power to sign requests to Minister of Works and Development to declare that land already held for a public work be held for another public work and power to make a statutory declaration that the Council is authorised by law to undertake work for which it is proposed to set crown land aside.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Works Act 1981			26	Power to sign requests to take land by proclamation. Power to make a statutory declaration to a company requested to take land by proclamation.	Role - Chief Executive	Rob Forlong	CE	CE's Office
Public Works Act 1981			133, 135 –134	Provide for removal of trees and hedges that interfere with public works.	Role - General Manager - Infrastructure		Infrastructure	
Public Works Act 1981			110 –111A	Provides certain powers of entry onto private land.	Role - General Manager - Infrastructure		Infrastructure	
Rates Rebate Act 1973			5-7	Authority to grant rates rebates upon the receipt of a satisfactory application.	Role - Senior Rates Administrator Role - Rates Administrator Role - Senior Collections Officer Role - Collections Officer Role - Manager - Revenue; Role - General Manager - Corporate Role - Rates Rebate Officer	Alison Puchaux	Corporate	Revenue
Rates Rebate Act 1973			9	To apply to the Secretary for Local Government for refund of rebates granted.	Role - Manager - Revenue Role - Senior Rates Adviser Role - Collections Officer Role - Senior Collections Officer	Alison Puchaux	Corporate	Revenue
Rates Rebate Act 1973			13	To take any declarations required for the purposes of the Act	Role - Manager - Revenue Role - Rates Rebate Officer Role - Revenue and Collections Specialist Role - Collections Officer Role - Senior Collections Officer Role - Senior Rates Administrator Role - Senior Rates Adviser Role - CSR - Ruakaka Role - CSR - Forum North Role - Rates Administrator	Alison Puchaux	Corporate	Revenue
Rating Valuations Act 1998			50	All powers , functions and duties under Rating Valuations Act 1988	Role - General Manager - Corporate		Corporate	Revenue
Rating Valuations Act 1998			16	Approve or refuse a request for a new valuation	Role - General Manager - Corporate Role - Manager - Revenue Role - Senior Rates Adviser Role - Senior Rates Administrator	Alison Puchaux	Corporate	Revenue
Rating Valuations Act 1998			35	Notification of result of a review	Role - Rates Administrator Role - Senior Rates Administrator Role - Senior Rates Adviser	Alison Puchaux	Corporate	Revenue
Rating Valuations Act 1998			14	Re-adjustment and correction of valuations.	Role - General Manager - Corporate Role - Manager - Revenue Role - Senior Rates Adviser Role - Senior Rates Administrator	Alison Puchaux	Corporate	Revenue
Rating Valuations Act 1998			39	To give effect to decisions of Tribunal	Role - Rates Administrator Role - Senior Rates Administrator Role - Senior Rates Adviser	Alison Puchaux	Corporate	Revenue
Rating Valuations Act 1998			42	To maintain and supply information to the valuer general	Role - Rates Administrator Role - Senior Rates Administrator Role - Senior Rates Adviser	Alison Puchaux	Corporate	Revenue
Rating Valuations Act 1998			7	To prepare and maintain district valuation role	Role - Manager - Revenue Role - Senior Rates Adviser Role - Senior Rates Administrator	Alison Puchaux	Corporate	Revenue
Rating Valuations Act 1998			41	To provide copies of entries of rolls to the public	Role - Rates Administrator Role - Senior Rates Administrator Role - Senior Rates Adviser	Alison Puchaux	Corporate	Revenue
Rating Valuations Act 1998			9-13	To revise the district valuation roll every 3 years	Role - Manager - Revenue Role - Senior Rates Adviser Role - Senior Rates Administrator	Alison Puchaux	Corporate	Revenue
Reserves Act 1977			114	Authority to vary, negative, or add to by a memorandum of variation covenants, terms, conditions, and restrictions expressed or implied in any agreement, concession, lease, or licence under this Act.	Role - General Manager - Planning and Development Role - Manager - RMA Consents Role - RMA Planning Specialist Role - Team Leader - RMA Consents Responsibility - Hearings Commissioner	Murray McDonald	committee/elected member delegation	RMA Consents
Sale and Supply of Alcohol Act 2012			197	To appoint licensing inspectors under the Act	Role - General Manager - Planning and Development Responsibility - Secretary of the District Licensing Committee	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012	Sale and Supply of Alcohol (Fees) Regulations 2013		6(4)	To assign a fees category to premises that is 1 level lower than the fees category determined under sub clause (1).	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			67	To certify extracts of registers or records.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector Role - Support Assistant - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws



Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Sale and Supply of Alcohol Act 2012	Sale and Supply of Alcohol (Fees) Regulations 2013		10(2)	To charge a fee for a special licence that is 1 class below the class of the licence that is issued.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			220	To give copies of applications and accompanying documents to the Police and the inspectors. To give copies of any filed reports to applicants.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector Role - Support Assistant - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			225	To give copies of applications and accompanying documents to the Police and the inspectors. To give copies of any filed reports to applicants.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector Role - Support Assistant - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			103	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector Role - Support Assistant - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			129	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector Role - Support Assistant - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			141	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector Role - Support Assistant - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			283	To give copies of applications to licensees. To fix dates for public hearings and to give notice of hearings	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Role - Team Leader - Democracy Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			102	To give copies of objections to applicants.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			128	To give copies of objections to applicants.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			140(4)	To give copies of objections to applicants.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			72	To issue duplicate licences or certificates to holders.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector Role - Support Assistant - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Sale and Supply of Alcohol Act 2012			64	To issue licences, certificates and authorities (endorsed where appropriate).	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector Role - Support Assistant - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			65-66	To keep records of every application filed with the DLC and the decision on the application. To keep a register of licensees to whom special licences have been issued by the committee, recording all prescribed particulars relating to those licences. To provide extracts from any record or register. To send to the secretary of ARLA a copy of every application made to the DLC, and a copy of every decision made by it.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector Role - Support Assistant - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			155	To receive copies of appeals of licensing committee decisions. To send copies of all required documentation related to an appeal to the secretary of ARLA.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector Role - Team Leader - Democracy	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			73	To receive notifications of surrender of licences and certificates. To notify the secretary of ARLA of the surrender, and record the specified information.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector Role - Support Assistant - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			139	To require applicants to attach notices of applications to conspicuous sites etc..	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			284	To send copies or orders to the secretary of ARLA.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector Role - Support Assistant - Health and Bylaws	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Sale and Supply of Alcohol Act 2012			140(2)	To set the time for the lodging of objections.	Role - General Manager - Planning and Development Role - Manager - Health and Bylaws Role - Team Leader - Environmental Health Responsibility - Secretary of the District Licensing Committee Responsibility - Chief Licensing Inspector Responsibility - Licensing Inspector Role - Team Leader - Democracy	Role - Manager - Health and Bylaws	Planning and Development	Health and Bylaws
Statutory Land Charges Registration Act 1928			6	Authority to sign a notice of statutory land charge effecting registration of a charge.	Role - General Manager - Corporate Responsibility - Council Secretary Role - Manager - Revenue		Corporate	
Statutory Land Charges Registration Act 1928			7	Authority to sign certificate releasing statutory land charge	Role - General Manager - Corporate Responsibility - Council Secretary Role - Manager - Revenue		Corporate	
Telecommunications Act 2001			119	Authority to set out reasonable conditions.	Role - Manager - Roothing Role - General Manager - Infrastructure Role - Road Corridor Co-ordinator Role - Road Maintenance Engineer Role - Senior Asset Engineer - Roothing		Infrastructure	Roothing
Telecommunications Act 2001			128–131	Powers to deal with trees on road verges interfering with telecommunications networks.	Role - Manager - Roothing Role - General Manager - Infrastructure		Infrastructure	Roothing
Unit Titles Act 2010			S32-35	To certify that every building (if any) shown on a plan has been erected and all development work has been carried out to the extent necessary to enable all the boundaries of every unit and the common property on the plan to be physically measured.	Role - Team Leader - Compliance Role - Post Approval Officer Role - Team Leader - Building Consents	Murray McDonald	Planning and Development	RMA Consents
Utilities Access Act 2010			4&6	All powers, duties and functions of the Corridor Manager under the Act and the associated National Code of Practice.	Role - Manager - Roothing Role - Road Corridor Co-ordinator Role - Road Maintenance Engineer Role - Senior Asset Engineer - Roothing Role - General Manager - Infrastructure		Infrastructure	Roothing
Waste Minimisation Act 2008		Solid Waste Management Bylaw 2013	various	All powers, duties and functions that are of an enforcement and inspection nature contained in the bylaw.	Responsibility - Warranted LGA Officer	Andrew Carvell	Infrastructure	Waste and Drainage

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
Waste Minimisation Act 2008		Solid Waste Management Bylaw 2013	2.5, 2.6, 2.7	Authority to issue, suspend and revoke licenses. Authority to dispense with full compliance of the provisions of the bylaw.	Role - General Manager - Infrastructure	Andrew Carvell	Infrastructure	Waste and Drainage
				All the rights and powers as are reserved to Council as the Principal in all contracts entered into by Council, where Council is named as the Principal to such contracts unless delegated elsewhere in this manual.	Role - Chief Executive	Rob Forlong	CE	CE's Office
				Any two delegated officers are authorised to co-jointly approve new and refinanced bank facilities	Role - Chief Executive Role - General Manager - Corporate Role - General Manager - Community Role - General Manager - Infrastructure Role - General Manager - Planning and Development Role - General Manager - Strategy and Democracy		Corporate	
				Any two delegated officers are authorised to co-jointly approve new financial instruments, refinancing existing borrowing, and arranging new borrowing. Council provides delegation to the Finance Committee to approve transactions outside Policy as from 22 April 2015	Role - Chief Executive Role - General Manager - Corporate Role - General Manager - Community Role - General Manager - Infrastructure Role - General Manager - Planning and Development Role - General Manager - Strategy and Democracy		Corporate	
				Any two delegated officers are authorised to co-jointly approve new interest rate instruments and adjust existing instruments	Role - Chief Executive Role - General Manager - Corporate Role - General Manager - Community Role - General Manager - Infrastructure Role - General Manager - Planning and Development Role - General Manager - Strategy and Democracy		Corporate	
				Any two delegated officers are authorised to co-jointly arrange new external borrowing	Role - Chief Executive Role - General Manager - Corporate Role - General Manager - Community Role - General Manager - Infrastructure Role - General Manager - Planning and Development Role - General Manager - Strategy and Democracy		Corporate	
				Any two delegated officers are authorised to co-jointly make payments generated from financial systems or transfers between bank accounts.	Role - Manager - Finance Role - Senior Financial Accountant Role - Senior Management Accountant Role - Corporate Accountant Role - Management Accountant Role - PPE Accountant Role - Team Leader - People and Capability Administration		Corporate	Finance
				Any two delegated officers are authorised to co-jointly open and close bank accounts	Role - Chief Executive Role - General Manager - Corporate Role - General Manager - Community Role - General Manager - Infrastructure Role - General Manager - Planning and Development Role - General Manager - Strategy and Democracy		Corporate	
				Any two delegated officers are authorised to co-jointly refinance existing debt	Role - Chief Executive Role - General Manager - Corporate Role - General Manager - Community Role - General Manager - Infrastructure Role - General Manager - Planning and Development Role - General Manager - Strategy and Democracy		Corporate	
				Any two delegated officers are co-jointly authorised to sign, make, draw or accept all negotiable instruments or written instructions drawn or payable by any bank account styled Whangarei District Council. Council provides delegation to the Finance Committee to approve transactions outside Policy as from 22 April 2015.	Role - Chief Executive Role - General Manager - Corporate Role - General Manager - Community Role - General Manager - Infrastructure Role - General Manager - Planning and Development Role - General Manager - Strategy and Democracy		Corporate	
				Authority to accept alternative means of compliance for meeting the objectives of the EES for activities as they relate to the Departments area of expertise.	Role - General Manager - Infrastructure Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Parks and Recreation Role - Manager - Roading Role - Manager - Waste and Drainage Role - Manager - Water Services		Infrastructure	
				Authority to approve Road Encroachment Licenses for permanent structures.	Role - Manager - Roading Role - General Manager - Infrastructur		Infrastructure	Roading
				Authority to ensure that all Temporary Traffic Management (TTM) measures are in accordance with CoPTTM.	Role - Manager - Roading Role - Road Corridor Co-ordinator Role - Road Maintenance Engineer Role - Senior Asset Engineer - Roading Role - General Manager - Infrastructure		Infrastructure	Roading
				Authority to maintain list of bank signatories	Role - Chief Executive		Corporate	
				Authority to negotiate existing bank facilities	Role - General Manager - Corporate		Corporate	
				Authority to write off bad debts under \$2,000 (exclusive of GST).	Role - Chief Executive Role - General Manager - Corporate Role - Manager - Finance		Corporate	

Act	Regulation	Bylaw	Section/Clause/Ru Delegation	Delegated To	Business Owner	Group	Department
			Non-Rating Refunds – accounts in credit and customer requests refund / overpayments / duplicate payments	Role - Manager - Finance; Role - Senior Financial Accountant; Role - Senior Management Accountant, Role - Corporate Accountant Role - Management Accountant; Role - PPE Accountant; Role - General Manager - Corporate.	Delyse Henwood	Corporate	Finance
			Power to decide whether to initiate District Court proceedings. This excludes any specific delegations for initiation of district court proceedings under the Resource Management Act 1991 and the Building Act 2004.	Role - Chief Executive Role - General Manager - Corporate Role - General Manager - Community Role - General Manager - Infrastructure Role - General Manager - Planning and Development Role - General Manager - Strategy and Democracy	Rob Forlong	CE	CE's Office
			Power to decide whether to take any Tribunal legal action.	Role - Chief Executive Role - General Manager - Corporate Role - General Manager - Community Role - General Manager - Infrastructure Role - General Manager - Planning and Development Role - General Manager - Strategy and Democracy	Rob Forlong	CE	CE's Office
			Power to sign applications, documents or instruments or certify any document or instrument in relation to any interest in land, on behalf of Council, including but not limited to: - Agreements for sale and purchase - Leases - Licences - Variations - Sub-leases - Licence to occupy - MoUs - Documents for amending or withdrawing caveats - Easement Certificates - Compensation Certificates - Release of bonds or encumbrances	Role - Chief Executive Role - General Manager - Planning and Development Role - Manager - District Development Role - Commercial Portfolio Manager Role - General Manager - Infrastructure Role - Manager - Parks and Recreation Role - Manager - RMA Consents Role - Post Approval Officer Role - Team Leader - RMA Approvals and Compliance Role - General Manager - Community Role - General Manager - Corporate Role - General Manager - Strategy and Democracy	Rob Forlong	CE	CE's Office
			Power to sign the Authority and Instruction forms for LINZ e-dealing on behalf of Council.	Role - Chief Executive Role - General Manager - Corporate Role - General Manager - Community Role - General Manager - Infrastructure Role - General Manager - Planning and Development Role - General Manager - Strategy and Democracy Role - Senior Legal Adviser Role - Post Approval Officer Role - Team Leader - RMA Approvals and Compliance	Rob Forlong	CE	CE's Office
			Processing building, resource consents, regulatory and property charges?	Role - Manager - Finance; Role - Senior Financial Accountant; Role - Corporate Accountant Role - Senior Management Accountant; Role - Management Accountant; Role - PPE Accountant; Role - Manager - Revenue; Role - General Manager - Corporate.	Delyse Henwood	Corporate	Finance
			Rating Refunds – accounts in credit and customer requests refund / overpayments / duplicate payments	Role - General Manager - Corporate, Role - Manager - Revenue; Role - Senior Revenue Administrator - Payment Processing; Role - Senior Rates Adviser; Role - Senior Collections Officer.	Alison Puchaux	Corporate	Revenue
			Review and Approve Payroll	Role - Manager - Finance; Role - Senior Financial Accountant; Role - Senior Management Accountant; Role - General Manager - Corporate	Delyse Henwood	Corporate	Finance
			Review and set rentals for general housing.	Role - Commercial Portfolio Manager Role - Manager - District Development Role - General Manager - Planning and Development Role - Pensioner Housing and Community Property Adviser Role - Manager - Community Development Role - General Manager - Community	Role - Manager - District Development	Planning and Development	District Development
			Tax Payments - GST, PAYE, FBT, NRW	Role - Manager - Finance; Role - General Manager - Corporate; Role - Senior Financial Accountant;	Delyse Henwood	Corporate	Finance
			The power to agree to the Contractor taking steps to accelerate the works.	Role - General Manager - Infrastructure Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Parks and Recreation Role - Manager - Roading Role - Manager - Waste and Drainage Role - Manager - Water Services		Infrastructure	

Act	Regulation	Bylaw	Section/Clause/Ru	Delegation	Delegated To	Business Owner	Group	Department
				The power to appoint any suitably qualified person to the position of the Engineer in all contracts entered into by Council where the role of the Engineer under such contract is governed by the conditions of contract.	Role - General Manager - Infrastructure Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Parks and Recreation Role - Manager - Roading Role - Manager - Waste and Drainage Role - Manager - Water Services		Infrastructure	
				The power to contend that the Contractor has failed to perform its obligations under the contract.	Role - General Manager - Infrastructure Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Parks and Recreation Role - Manager - Roading Role - Manager - Waste and Drainage Role - Manager - Water Services		Infrastructure	
				The power to instruct the Engineer to make amendments or deductions to Progress Payment Schedules, including the deduction of liquidated damages.	Role - General Manager - Infrastructure Role - Manager - Infrastructure Development Role - Manager - Infrastructure Planning and Capital Works Role - Manager - Parks and Recreation Role - Manager - Roading Role - Manager - Waste and Drainage Role - Manager - Water Services		Infrastructure	
Health Act 1956			69T	To determine if the Council's ability to maintain an adequate supply of drinking water is or may be at imminent risk for any reason, and to take steps as referred to in this section	Role - General Manager - Infrastructure Role - Manager - Water Services	Andrew Venmore	Infrastructure	Water Services



# **Whangarei District Council**

## **Delegations Policy**

## **Policy 150**

Policy title			
Audience (Primary)	Internal	Business Owner (Dept)	Democracy and Assurance
Policy Author	Risk and Audit Analyst	Review Date	TBC 2021

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## Introduction

### Purpose

This document outlines Whangarei District Council's Policy on Delegations. This document should be read in conjunction with Council's delegations register. [Delegation Register on Kete](#)

### Definition of Delegation

Delegated authority is how Council sets out its policy on what functions, duties and powers that it must, or wishes to retain responsibility for and those that it wishes to delegate.

The powers, functions and duties of a council are prescribed either expressly or implicitly by and through various Government Acts and Regulations. The legislation gives different powers, functions and duties to the elected Council, the Chief Executive (CE) as well as specific officers in certain instances.

Delegation is the conveying of a duty or power to act to another person or entity, including the authority that the person or entity making the decision would themselves have had in carrying out that duty or exercising that power.

### Purpose of Delegation

To support administrative efficiency and expediency in the conducting of its day-to-day business, Council delegates certain statutory duties, responsibilities and powers to its standing committees, subcommittees, elected members or staff (the delegated person or entity).

These delegations are a necessary operational requirement to achieve best use of the abilities of elected members and staff to promote efficient and effective decision-making. Delegations seek to avoid administrative delays and inefficiencies that might otherwise occur if all matters had to be referred to Council every time a decision needs to be made.

A power merely to hear evidence or consider a proposal is not a delegation and is not therefore generally included in the delegation register.

The delegated person or entity generally has the authority to hear any matter within their jurisdiction and submit a report or recommendation to a higher authority, unless that is prohibited by law.

### The Legal Basis

The delegations contained in the delegations' register are made in accordance with the Local Government Act 2002 ('the Act') as well as a range of other legislation that Council operates under. In most cases Council has the primary power of delegation, as it is this body that is specified in the empowering legislation. In some specific instances, the legislation empowers the Chief Executive directly and he/she will have the primary power of delegation.

Other statutes also confer or limit the ability for Council to delegate decision-making powers and duties. These are reflected in the delegations register.

### General and Specific Delegations

A general delegation implies the granting of authority to determine a range of matters as and when they arise over time without further reference to the delegating body or person who made the delegation.

A specific delegation allows the granting of authority on a particular matter that is not covered by the general delegations. This delegation will apply only so long as that matter is unresolved and will then lapse. This must be recorded by a council or committee resolution or written authority from the CE.

## Delegations Approach

Where possible, Council delegates appropriate functions, duties and responsibilities to the Chief Executive. The Chief Executive can then further delegate these to specified appropriate staff positions. This approach allows Council's delegations to be managed more efficiently and effectively.

The Chief Executive is responsible for implementing the decisions of the Council and ensuring that all responsibilities, duties and powers delegated to him or her, or to any person employed by the Council, are properly performed or exercised. This includes those imposed or conferred by an Act, regulation or bylaw.

Best practice is to encourage the delegation of decision-making to the lowest competent level to best support the purpose of delegations.

## Policy statements

1. The delegated person or entity is acting on behalf of Council when exercising delegated authority. Decisions made under this authority must be exercised in accordance with the law, and relevant policies and procedures.
2. No delegation relieves Council, an Elected Member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.
3. Subject to any specified limitation, term or condition applied by the delegating body or person or by law, a delegated officer may exercise the power or authority delegated in the same manner and to the same effect as could the delegating body or person.
4. Council is bound by any decision made by a delegated person or entity, to the extent that the decision has already become binding on Council by the operation of law and therefore cannot be reversed.
5. While having the authority to act, the delegated person or entity has the right not to exercise that delegation and therefore not make a decision. In such instances, the delegated person or entity should discuss the matter with their manager or the delegating authority.
6. Should any delegated officer, having considered all the facts of the case, be unable to make a decision which complies with Council policy on any matter, the correct action is then to refer the matter to the Council if a decision cannot be made in compliance with any policy applying to the decision to be made.
7. The powers delegated to a person or entity are also delegated to all persons within Council direct reporting line between the CE and the person or entity. This does not apply where qualifications or competence required to exercise the delegation are required, or the exercising of the delegation is limited or prohibited by legislation.
8. A delegating authority may exercise their powers in relation to a delegation where no decision has yet been made by a delegated person or entity.
9. It is implicit that a delegation may be revoked at any time without notice.
10. If a delegated person or entity's decision is invalid it cannot be ratified by the delegating authority. The correct action is generally for the matter to be considered in full again by the delegated person or entity, assuming it is within their power to determine the matter.
11. Unless any delegation is expressed to be for a definable term, it shall continue until revoked by the delegating authority, or withdrawn in any way by operation of law.
12. Staff carrying out higher duties in a temporary acting capacity have the delegated powers, duties and responsibilities of the position in which they are acting, including the Acting Chief Executive.

## Review

This policy and the associated delegations register will be reviewed every three years.

**Adopted**

**This policy was adopted by council on:**

**Date of meeting:** TBC (29 November 2018)

**By:** Whangarei District Council



## 6.3 Financial Delegations

**Meeting:** Whangarei District Council  
**Date of meeting:** 29 November 2018  
**Reporting officer:** Alan Adcock (General Manager – Corporate/CFO)  
 Delyse Henwood (Manager – Finance)

### 1 Purpose

To increase the financial delegation limit for the Chief Executive to align with the newly adopted Procurement Policy.

### 2 Recommendation

That the Council approve an increase to the Delegated Financial Authority limit for the Chief Executive role to \$3.5 million to align with the 2018 Procurement Policy.

### 3 Background

During the October Council meeting the Procurement Policy was adopted. This new policy allows for procurement contracts of up to \$3.5 million to be approved under the Delegated Financial Authority (DFA). Attached is an extract of Appendix 2 from the Procurement Policy.

### 4 Discussion

To give effect to the policy and enable the Chief Executive to action procurement contracts up to \$3.5 million it is necessary to increase the DFA for the Chief Executive role from the current \$2.0 million to \$3.5 million.

### 5 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

### 6 Attachment

Procurement Policy extract – Appendix 2



Policy title			
<b>Audience (Primary)</b>	Internal	<b>Business Owner (Dept)</b>	Business Support
<b>Policy Author</b>	Manager Business Support	<b>Review date</b>	June 2018

Table 2

RISK CATEGORY	GUIDANCE	FINANCE REVIEW	LEGAL REVIEW	Report to Council Committees
<b>NEGLIGIBLE RISK</b>	Proceed as per policy & INFORM Business Support	N/A	If amendments to standard contract terms (eg NZS3910) are proposed. If recommended by the Procurement Coordinator	\$100K- \$250K Inform relevant Council Committee of contracts approved under DFA Policy
<b>LOW RISK</b>	Proceed as per policy & CONSULT with Business Support	If Procurement in excess of \$250K, ensure financial expertise included in planning or alternatively contact Finance Department	If amendments to standard contract terms (eg NZS3910) are proposed If recommended by the Procurement Coordinator All procurement <\$3.5mil	\$100- \$3.5M Inform relevant Council Committee of contracts approved under DFA Policy \$3.5M - \$10M Report to relevant Council Committee for approval of Procurement Plan and approval to award contract
<b>MODERATE RISK</b>	CONSULT with Business Support prior to commencement	Procurement in excess of \$250K	If amendments to standard contract terms (eg NZS3910) are proposed If recommended by the Procurement Coordinator All procurement <\$3.5mil	\$100K- \$3.5M Inform relevant Council Committee of contracts approved under DFA Policy \$3.5M - \$10M Report to Council Committee for approval of Procurement Plan and approval to award contract. \$>10Mil report to Full Council for approval of Procurement Plan, and approval to award contract
<b>HIGH RISK</b>	CONSULT with Business Support prior to commencement	ALL Procurement	If amendments to standard contract terms (eg NZS3910) are proposed If recommended by the Procurement Coordinator All procurement <\$3.5mil	\$100K- \$3.5M Inform relevant Council Committee of contracts approved under DFA Policy \$3.5M - \$10M Report to Council Committee for approval of Procurement Plan and approval to award contract. \$>10Mil report to Full Council for approval of Procurement Plan, and approval to award contract
<b>EXTREME RISK</b>	CONSULT with Business Support prior to commencement	ALL Procurement	ALL Procurement	\$3.5M - \$10M Report to Council Committee for approval of Procurement Plan and approval to award contract. \$>10Mil report to Full Council for approval of Procurement Plan, and approval to award contract





## 6.4 Corporate Sustainability Strategy

**Meeting:** Council meeting  
**Date of meeting:** 29 November 2018  
**Reporting officer:** Bernadette Aperahama (Senior Strategic Planner)

### 1 Purpose

To seek approval from the Council to adopt the internal corporate sustainability strategy.

### 2 Recommendations

That Council;

1. adopts the “Corporate Sustainability Strategy”; and
2. authorises the Chief Executive to make any amendments, including typographical/formatting/editing changes to the Corporate Sustainability Strategy, if required.

### 3 Background

In 2017, the Planning and Development Committee directed staff to develop a two part climate change strategy incorporating:

1. A corporate sustainability strategy with the focus of reducing the greenhouse gas emissions and environmental impacts of the delivery of Council services; and
2. A climate change adaptation strategy to prepare for the effects of climate change.

Part 1 is the subject of this item to Council.

This strategy has been developed in an integrated way through teams across Council. Drafts of the strategy have also been worked through with elected members on a number of occasions, with the final draft presented on 20 September 2018. The feedback was received has been incorporated into the final document.

This strategy;

- recognises that Council is a large employer, consumer, customer, major owner of assets and a major energy user in a growing district with a unique natural environment;
- shows Council's intention and leadership to make a meaningful contribution towards greater sustainability
- complements existing commitments such as our role as a Fair Trade District and helps meet community expectations.

- is intended to be a living document that can be proactive to new opportunities that drive efficiency and sustainability
- provides a framework for decision making to ensure sustainability is appropriately taken into account
- is delivered through clear and achievable actions which work across the organisation

In terms of Part 2 (Climate Change Adaptation Strategy), staff are at the initial stages of scoping a strategy. The adoption of this strategy, and the scoping of the climate change adaptation strategy, are two key milestones for Council.

## 4 Discussion

### 4.1 Financial/budget considerations

While an analysis of the costs and benefits of the actions has been included in the strategy it is a living document which provides for the refinement of actions, including their likely cost, as new information improves our understanding. Some actions will likely be cost neutral. Others will result in higher financial costs in the short term but longer term savings. Some actions will cost more but the costs will assist in minimising the impacts of council activities on climate change.

Where new funding is required, this will be put forward for consideration through future LTP processes.

Funding and resource support is also available for local government through the EECA 2018-2019 programme<sup>1</sup>. Council has previously accessed some of this funding for the biogas generator at the waste water treatment plant in Kioreroa Road. Funding and support from EECA that Council is eligible to apply for include:

- Funding energy efficiency and renewable energy projects;
- Energy audits and Energy Management Plans;
- Feasibility Studies and Business cases.

As the national programmes for waste and climate change develop, there may be additional funding opportunities. Part of developing this strategy is recognising that there are other drivers influencing how we operate including our emissions profile and the impacts the delivery of our services have on our community.

## 5 Significance and engagement

There will be both immediate and on going long term impacts on Council's direction including the coordination of the improvements in this area that some departments are already making.

The strategy is internal facing. Through the policy framework and actions it will embed sustainability and climate change mitigation across councils' systems, functions and operations and influence the behaviour of staff and elected members. It is intended to

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<sup>1</sup> <https://www.eecabusiness.govt.nz/assets/Uploads/EECA-Business-Programme-Summary-June-2018.pdf>

contribute to improved environmental, social and financial outcomes for our local and to a lesser degree, the global community.

Some changes in Council's direction will be more visible than others. Funding for key investments will be considered as part of the development and consultation of the 2021 – 2031 Long Term Plan.

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy because it is internal facing.

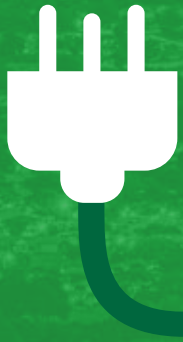
If the strategy is adopted then a communications plan will be developed alongside elected members and key business areas. Radio, Council News, newspaper, our Council website and social media platforms will be tools used to:

- Inform the community about our position and bring them along on our journey;
- Get community buy in; and
- Motivate and support the community in their own journeys.

## **6 Attachment**

Corporate Sustainability Strategy (useful links are included in the document)





# ***Sustainability Strategy***

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# Our Sustainability Strategy

## PURPOSE

This is a sustainability strategy for Whangarei District Council (Council). The purpose of the Strategy is to set a decision-making framework and identify actions which will:

- align and coordinate actions across Council;
- improve behaviour and decision making in relation to climate change mitigation and sustainability across all areas of our operations;
- build on work programmes already underway and take new actions in a transitional manner within timeframes that maintain motivation;
- make us more efficient in the use of resources;
- show leadership and share information with our community on climate change mitigation and sustainable practices;
- help us prepare for the changes in the national climate change and waste programmes.

The intention is for this strategy to look at sustainability holistically. Acknowledging climate change is a serious environmental issue, mitigation is a key component of this strategy. The initial actions focus on raising awareness and then reducing our climate change impact.

## PLANNING CONTEXT

This strategy is a non-statutory document that is designed to fit with and complement key strategies such as the Transport Strategy, Walking and Cycling Strategy, Waste Minimisation Plan and the Blue/Green Network Strategy, direct implementation tools such as Asset Management Plans (AMPs) and inform the Long Term Plan.

## MONITORING AND REVIEW

Council needs to be able to adapt and this strategy will be a living document to enable that. It is expected that this strategy will be reviewed annually to account for improvements in the information Council holds, the inclusion of more specific actions resulting from initial audits, international climate change commitments and developments in the nation's climate change programme. More substantial reviews will be undertaken every three years to support the development of the Long Term Plan.



# Current challenges for the organisation

## LIMITED KNOWLEDGE BASE

We have an incomplete picture of how Council uses resources and the organisation's greenhouse gas (GHG) emissions footprint. We are inconsistent in considering factors such as how, or from where, resources are sourced and the social and environmental impact of product development. Council has an energy management system called eBench that is capable of tracking, analysing and reporting on the environmental impact of the organisations use of resources and the GHG footprint. Currently, only fuel consumption and electricity use is tracked in eBench while other common indicators such as gas, water, air miles, waste or recycling volumes and embedded energy in materials we use, are not. We have limited information to measure our current performance or our future emissions which needs to be a consideration for infrastructure investments, for example.

## CREDIBLE TARGETS AND ACTIONS

To be most effective in reducing emissions, our actions should focus on the areas that will make the biggest impact which should be guided by knowledge of our current performance. Reliable and comprehensive information is needed to set relevant and achievable targets accompanied by an appropriate action plan. A common experience of local government in Australia is that the targets of emissions reduction, renewable energy and energy efficiency projects, were not met. A key lesson being that targets need to consider a council's ability to reduce emissions and the support of management and executive level staff to commit to meeting them.<sup>i</sup>

## RESOURCING

Staff acknowledge the value of a sustainability strategy and actions. There is a gap in terms of who will take the lead in researching and collating data and importantly, coordinating the delivery of the actions.

## CHANGES IN THE NATIONAL PROGRAMMES FOR CLIMATE CHANGE AND WASTE

We are developing this strategy as the national programmes for both climate change and waste develop. There are some unknowns. For climate change mitigation for example, this includes the targets and reporting processes emitters will be required to follow. The commitments by successive governments to international agreements, most recently, the Paris Agreement and the intention of our Government to move toward a low emissions and climate resilient economy provides sufficient certainty that we will be better equipped to respond to future legislative requirements such as emissions reporting. In terms of waste, the Government's programme looks to tackle waste by considering options to better manage waste going into landfills, improving the gathering of data on waste and options to expand product stewardship schemes. By understanding our internal waste management practices, we can contribute to the national data collection and development of incentives for improved waste practices



## Local Government Context

Local and regional councils across New Zealand are recognising their responsibilities to reduce their GHG emissions and importantly, are taking action. Local Government New Zealand (LGNZ) undertook a stocktake of emissions reduction approaches by local government across New Zealand. The survey responses demonstrate that significant work is underway in councils across the country to contribute to emissions reductions. The stocktake can be read here:

<http://www.lgnz.co.nz/assets/Uploads/Stocktake-of-emissions-reduction-actions.pdf>

### WHERE DOES WHANGAREI DISTRICT COUNCIL FIT?

Whangarei District Council is ideally placed to make a meaningful contribution towards greater sustainability and reducing the GHG dependency of our organisation. Council is a large employer, consumer, customer, major owner of assets and a major energy user in a growing district with a unique natural environment. Across the country, there has been an increase in organisations including local authorities acknowledging their responsibility to reduce their contribution to GHG emissions and to act more sustainably. There is also an understanding that organisations will be responsible for the GHG emissions they produce.

Corporate sustainability and climate change policies are common place in both the public and private sector because:

- they are recognised as responses to concerns around how an organisation can positively impact on wider social, environmental, economic and cultural outcomes;
- the strategies are an effective tool to deliver greater efficiency in how an organisation operates;
- they are tools contributing to meeting New Zealand's international climate change commitments;
- global efforts to reduce GHG emissions are increasing the focus on the policy approach to achieve this.

A summary of the great things that Whangarei District Council is already doing can be found in Appendix 1 of this strategy.



# Benefits of a sustainable approach

For Whangarei District Council, this Strategy will deliver the following benefits:

## LEADERSHIP

Council gets its own house in order, providing leadership to the community and empowering staff. Through this strategy, thought leaders, staff and the Strategic Leadership Team are encouraged to step up and show the way. We can demonstrate our commitment to global efforts to reduce climate change. Our decision-making and our staff behaviour reflects our vision and objectives. We are better placed for broader climate change discussions with our community.

## COORDINATION

The strategy coordinates existing and future initiatives to reduce our emissions and make conscientious purchasing decisions and ensures we are putting our resources into the areas where we will see greatest impact. We can time actions in a transitional manner to reduce the likelihood of abrupt change. It also has a strong relationship to the direction set in other strategy and policy documents such as the Walking and Cycling Strategy, the Whangarei Waste Minimisation Plan, the draft Procurement Policy and the future Climate Change Adaptation Strategy. The draft Procurement Strategy is of particular note as procurement is a significant activity for Council which has far reaching implications on the ability for staff to make good decisions and the organisation to meet its targets. The following Principles and Key Considerations included within the draft Procurement Policy align with and support this strategy:

- Thinking strategically and acting as one organisation
- Sustainability
- Encouraging local supply
- The value of relationships
- Ethical business practices

## CONSISTENCY

The strategy will deliver a framework to ensure sustainability and climate change mitigation is considered consistently across all our decision making and can be given effect to by relevant strategies, plans and actions.

## PARTNERSHIP

To deliver the outcomes of this strategy will require partnership and collaboration with our community. The knowledge and expertise which resides in our local hapu, iwi, business sector and community groups can assist in driving this strategy.

## EFFICIENCY AND RISK

Council will be:

- informed and aware of the impacts of our organisation;
- more adaptable to meet its existing and future legislative obligations on climate change mitigation and waste management;
- less exposed to rising energy, fuel and travel costs;
- better placed to phase out unsustainable practices before they become an issue of public concern and before the market changes.









## Starting position

Council has some information about the organisation's energy and resource use and GHG emissions profile. However, the picture is incomplete. Council needs better knowledge of our current position and where opportunities lie in relation to Council functions to be certain of how the organisation is performing and can perform. By building our knowledge base we can make informed decisions. For example, with a detailed understanding of the GHG emissions of different Council functions, we can undertake a detailed cost-benefit analysis of the investments required to reduce Council emissions as a whole.

If we are to decrease emissions across the organisation, a clear policy position needs to be taken by Council so that the investments in low-emissions technology can be made now, to allow for a gradual reduction of emissions over time.

Using eBench we are tracking 66 vehicles (petrol and diesel) with individual fuel information covering from 1 January 2017 to present. We have approximately 462 electricity meters, some data beginning in 2008 but full and complete data from 1 January 2009 at each meter that is loaded to e-Bench.



## Council vision

To be a vibrant, attractive and thriving District.

## Where is this Strategy taking us?

Council is a carbon neutral organisation which operates in a sustainable way.

## Useful links

[http://report.ipcc.ch/sr15/pdf/sr15\\_spm\\_final.pdf](http://report.ipcc.ch/sr15/pdf/sr15_spm_final.pdf)

<http://www.mfe.govt.nz/node/16597>

<http://www.mfe.govt.nz/node/16596>

<http://www.mfe.govt.nz/news-events/15000-submissions-zero-carbon-bill-consultation-publicly-released>

<http://www.mfe.govt.nz/climate-change/we-all-have-role-play/what-you-can-do-o>

<http://www.lgnz.co.nz/assets/Uploads/Draft-sector-position-on-mitigation.pdf>

<http://www.lgnz.co.nz/assets/Uploads/Climate-Change-A3-LGNZ4.pdf>

<http://www.lgnz.co.nz/assets/Uploads/46628-LGNZ-Summary-of-Emission-Reduction-7-Proof-FINAL.pdf>

<https://www.westpac.co.nz/who-we-are/sustainability-and-community/looking-after-our-environment/climate-change/climate-change-impact-report/>

[https://www.nzgbc.org.nz/Story?Action=View&Story\\_id=275](https://www.nzgbc.org.nz/Story?Action=View&Story_id=275)

<http://www.mfe.govt.nz/climate-change/we-all-have-role-play/what-you-can-do-o>

## Strategy outcomes

### 1. Awareness

Council has a clear understanding of the resources it uses including origin, quantity and lifecycle as well as the opportunities to reduce emissions and environmental impact.

### 2. Decision-making

Council will act to reduce greenhouse gas emissions and improve sustainability outcomes across all areas of operations.

Council decision-making will be guided by the principles of *analyse, audit, improve and monitor; good governance; buy smarter; reduction and waste less.*

### 3. Leadership and Engagement

Council shows leadership and shares its knowledge and learnings with the community.

### 4. Capacity

Council has the appropriate knowledge and resource to deliver its actions.

### 5. Efficiency

Council is resource efficient and practices the wise management of resources.

# How will we get there?

There are two key methods for delivering this strategy:

## DECISION-MAKING

The following framework should be used to guide decision-making across all of Council:

**Audit, analyse, improve, monitor** – the origin and consumption of the resources Council uses and identifying areas and opportunities for improvements.

**Good governance** – lead, promote and integrate environmental sustainability into the operations of Council.

**Buy smarter** – investments in low-emissions technology to allow for a gradual reduction of emissions over time. Achieve value for money on a whole-of-life basis and reduce environmental and social impacts through responsible and ethical procurement practices. We support local supply.

**Reduction** – in Council's organisational GHG emissions/carbon footprint. Exercise efficient and effective management of resource consumption across Council facilities. Make behavioural change easy.

**Waste less** – reduce waste and maximise opportunities for resource recovery through Council operations and use of renewable resources.

## ACTION PLAN

This strategy is action orientated. Its outcomes and objectives will be delivered through an Action Plan. Each action supports a high-level cost benefit analysis. Further detailed analysis may be required as these projects are further developed. Known financial savings from operating more sustainably can be the greatest motivation for implementing sustainability strategies for some organisations.<sup>ii</sup> Most actions are new and may require additional resourcing. This resource will be sought through future Annual and Long Term Plans as well as through central government funding initiatives.

The Action Plan focuses on:

- getting resources into the right areas that will help educate staff, analyse, coordinate and deliver;
- learning more about the organisation, how we use resources and the origin of the resource;
- identifying targets and focussing resources based on opportunity areas;
- embedding sustainability and climate change as a decision-making criteria across Council functions;
- enabling behavioural change.





## Action Plan summary table

This is a summary of the key actions in this strategy. The actions cut across our business and include a mix of planning and information gathering tasks as well as more tangible operational projects. This a living document, as we find out more about how our organisation operates we redefine and re-prioritise these actions.

Action Summary	Planning			Outcome				
	Short 2018-21	Medium 2023-28	Long 2028-31	Awareness	Decision making	Leadership & Engagement	Capacity	Efficiency
Employ a Corporate Sustainability Officer								
Establish sustainability champions within Council								
Develop emissions inventory								
Undertake an audit of energy and water use								
Undertake an audit of our internal waste including hazardous waste and recycling								
Develop an energy and water use management programme								
Introduce energy and water saving devices where identified through audits and management programmes								
Include sustainable design and energy and water saving measures in upgrades to or new Council buildings								
Develop a waste management programme to avoid creating waste and reduce waste to landfill								
Zero waste events								
Promote sustainable travel options through a Green Travel Plan								
Develop a remote working policy								
Introduce sustainable procurement practices								
Introduce sustainable and ethically sourced materials, reduced emissions and waste outcomes in contractor management								
Direct Council's superannuation provider and any other investment portfolios to reduce funds exposure to fossil fuel reserves and carbon emissions.								
Reduce food miles and energy that goes into food production								
Reuse of material from demolition work for new builds / rebuilds.								
Proactive communication								
Promote sustainability through Council activities								
Participate and show leadership in climate change / sustainability networks and programmes								

# Detailed Action Plan

## 1.0 RESOURCING:

We need staff within Council to undertake the data gathering, research and analysis required to understand our resource use and emissions profile; identify appropriate targets; coordinate internal action and lead specific components of this work.

### 1.1 Employ a Corporate Sustainability Officer

A Corporate Sustainability Officer (CSO) is an emerging position among many organisations. This position and associated teams help handle the complexities of becoming a 'green' organisation and recognise the potential financial savings to be gained. CSO positions are a vital part of research and implementation. While the organisation needs to take accountability and responsibility, the CSOs lead the way. Equivalent positions in some organisations have grown into teams. The Northland District Health Board (NDHB) has employed a CSO recognising the financial savings other DHBs have made. This position is not only about having the education and technical knowledge in sustainability but being able to lead and affect change. There is interest and support for the establishment of this position; it's seen as a valuable and influential part of the action plan. A CSO position in Council would include the following responsibilities:

- lead the research into our resource sourcing and use across Council's functions and the audit of GHG emissions in the delivery of our functions;
- support departments with identifying their consumption and emissions targets and lead the development of the organisation's targets;
- recommend suitable accreditation programmes for the organisation;
- advocacy to central government;
- lead the review and further development of the strategy and action plan;
- guide key departments through procurement opportunities and expectations;
- be the key point of contact for the community regarding sustainability and climate change mitigation and lead proactive communication and education;
- investigate central government funding available for actions.

<b>Who Leads?</b>	<b>Benefit</b>	<b>Cost</b>
Corporate	Funding available Energy and water savings Leadership Coordination Innovation Knowledge Manage expectations	Neutral – based on savings from reduced resources used. Depending on savings made, the position could be cost positive.
<b>Timeframe</b>	<b>Priority</b>	<b>Outcome</b>
Short (underway)	High	1,2,3,4,5



## 1.2 Establish sustainability champions within Council

Sustainability champions in Council support the CSO by:

- promoting all aspects of this policy at a grass-roots level;
- supporting behavioural change staff;
- providing advice on the relevance and appropriateness of sustainability targets.

<i>Who Leads?</i>	<i>Benefit</i>	<i>Cost</i>
Office of the Chief Executive	Leadership Coordination Innovation Knowledge Manage expectations	Staff time
<i>Timeframe</i>	<i>Priority</i>	<i>Outcome</i>
Short	High	1,2,3,4,5



## 2.0 LEARN, ANALYSE, COORDINATE AND DELIVER

Ahead of setting targets, Council needs to better understand:

- how resources are selected, sourced and used across all our functions;
- what our sources of emissions are;
- what investments we have made or will make that will alter our emissions profile in the future.

This will make sure we are best placed to put forward meaningful and achievable targets. Reducing emissions, energy and water use, and using renewable energy sources are outcomes in iwi and hapū environmental management plans.



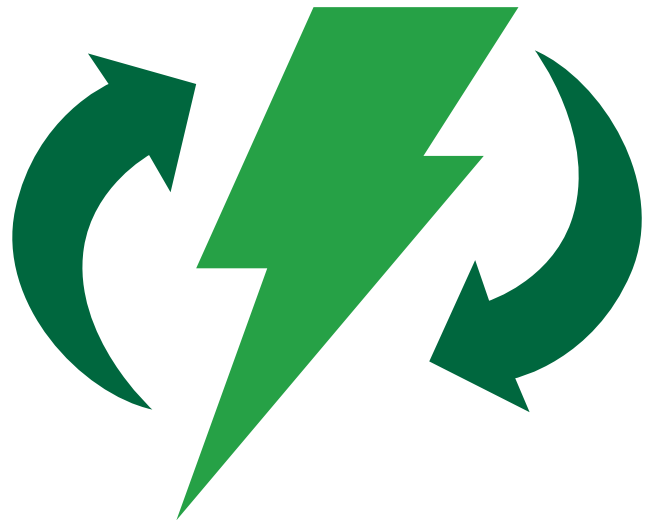
### 2.1 Develop emissions inventory

Use the inventory as baseline to guide our performance. Assess carbon emissions including planned and future emissions that will result from scheduled infrastructure renewals and asset upgrades. Measure and report annually. Identify opportunities for reducing and off-setting emissions.

<b>Who Leads?</b>	<b>Benefit</b>	<b>Cost</b>
Corporate	Knowledge	Cost of monitoring and recording
Infrastructure	Identify opportunities	Staff time
	Build momentum through relationships	Cost of accreditation programme
	Funding available	Manage expectations
	Share learnings	Cost of renewable infrastructure
	International recognition	
	Access to efficient and credible measurement, recording and monitoring programmes	
	Greater resilience to rising energy supply costs and concerns about availability	
	Carbon offsetting	
<b>Timeframe</b>	<b>Priority</b>	<b>Outcome</b>
Short – and ongoing	High	1,2, 3, 4, 5

## 2.2 Undertake an audit of energy and water use

Cutting energy and water use lifts Council's environmental performance. Reducing operating costs frees up capital for other areas such as investment in low emissions technology. According to EECA, companies with energy management programmes generally achieve far greater savings than those without, because they review and manage energy use across the whole organisation, on an ongoing basis. This enables the wise management of ratepayer's funds. Additionally, energy efficiency is one of the most cost-effective ways to reduce the organisation's carbon footprint. Switching to renewable energy can help to reduce emissions even further. Christchurch City Council has recently set itself a target of becoming net carbon neutral by 2030 and this year achieved Energy-Mark Gold certification and CEMARS certification which demonstrates its energy management and greenhouse gas management work.



This action will include:

- undertaking an energy audit of Council buildings, facilities and infrastructure assets to identify opportunities to reduce consumption, opt for products with lower embedded energy or move to low emissions technology;
- apply for funding through EECA to support the audit, review and monitoring of energy use as well as developing energy plans.

<b>Who Leads?</b>	<b>Benefit</b>	<b>Cost</b>
Corporate Infrastructure	Knowledge Identify opportunities Build momentum through relationships Funding available Share learnings International recognition Access to efficient and credible measurement, recording and monitoring programmes Greater resilience to rising energy supply costs & concerns about availability Carbon offsetting	Cost of monitoring and recording Staff time Cost of accreditation programme Manage expectations Cost of renewable infrastructure
<b>Timeframe</b>	<b>Priority</b>	<b>Outcome</b>
Short – and ongoing	High	1, 2, 3, 4

## 2.3 Undertake an audit of our internal waste including hazardous waste and recycling

The Whangarei Waste Minimisation Plan (WWMP) aims toward zero waste to landfill and recognises waste as a resource. The WWMP acknowledges that simple actions like buying what you need, reusing as much as you can and composting garden waste really make a difference. This strategy puts Council in a position to operate in accordance with the outcomes we promote. Waste minimisation is consistent with protecting cultural values of tangata whenua. At the moment, there is a lack of information and tools to assess how Council is performing but from a staff perspective, the organisation can do better. Many national businesses with a local presence have comprehensive waste management and

recycling systems in place. Countdown operates a waste management system where some material is recovered and recycled (paper and cardboard), organic material (food waste) is diverted to animal feed with only residual waste disposed of at local landfill. Foodstuffs (New World and Pak n Save), the Warehouse and Fonterra all operate similar systems and Council can too. This involves:

- undertaking corporate waste audits to identify opportunities and problem areas.

*Note: These actions work together with the Procurement policy under development and the procurement actions within this document in particular the cleaning contract implementation.*

Who Leads?	Benefit	Cost
Corporate	Knowledge	Staff time
Infrastructure	Relevant targets	Accreditation costs
	Share learnings	Exposure to criticism
Timeframe	Priority	Outcome
Short-and ongoing	High	1,2,3,4

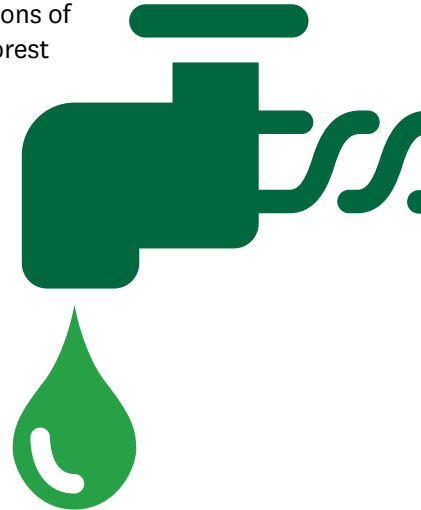


## 2.4 Develop an energy and water use management programme

Following the audit from Action 2.2:

- investigate subscribing to environmental programmes, tools and certification for implementation by the organisation such as CEMARS (Certified Emissions Measurement And Reduction Scheme) and Enviromark certification;
- set targets for reduction of energy and water use and monitor and report annually on targets through the Annual Report process;
- work with energy companies and power distributors to understand how the market and industry are evolving, particularly with the New Zealand Energy Strategy 2011-2021 in mind. This will guide the infrastructure and power use set up that the organisation establishes influencing power savings, financial savings and energy security;
- investigate reduction and off-setting options as Council progresses toward carbon neutral operations. Off-setting options can be coordinated with other Council functions such as the Council open space and recreation operations and streetscape revitalisation projects. There is the

potential for urban adaptations of Government's Permanent Forest Sink Initiative (PFSI) to complement the Blue/Green Network Strategy actions. Council could also take advantage of carbon credits for the planting of native species in appropriate locations. The Government want to plant one billion trees over 10 years (100 million trees per year over 10 years) to support achieving national climate change commitments. The Northland climate supports faster tree growth than other regions meaning trees in Northland can sequester carbon quicker. There is the potential for Council to collaborate with central government and meet national, regional and local goals around carbon sequestration, food production and regional economic growth.



Who Leads?	Benefit	Cost
Corporate Infrastructure	Energy and water savings Lower running costs Lower environmental impact Carbon off-setting Carbon sequestration Funding available International recognition Access to efficient and credible measurement, recording and monitoring programmes Greater resilience to rising energy supply costs and concerns about availability Economic development	Cost of monitoring and recording Staff time Cost of accreditation programme Manage expectations Cost of seedlings purchased (if any)
Timeframe	Priority	Outcome
Short – ongoing	High	1,2, 3, 4, 5



## 2.5 Introduce energy and water saving devices where identified through audits and management programmes

- Replace existing infrastructure and appliances with energy efficient models at the end of their lifespans.
- Switch to energy efficient lighting in Council-owned buildings.
- Implement water saving devices and methods where appropriate, including the installation of rain water tanks or the use of treated water to irrigate open space areas, public spaces, and streetscape planting.
- Support the Water Services department in their programme to prioritise network repairs which reduce leaks in District infrastructure.

<i>Who Leads?</i>	<i>Benefit</i>	<i>Cost</i>
Corporate Infrastructure	Energy and water savings Lower running costs Lower environmental impact Organisational satisfaction	Cost of fixtures and fittings
<i>Timeframe</i>	<i>Priority</i>	<i>Outcome</i>
Medium (underway)	High	1,2,3,4, 5



## 2.6 Include sustainable design and energy and water saving measures in upgrades to, or building of new, Council buildings

According to the New Zealand Energy Strategy 2011-21, energy efficient commercial building design and building materials offer major opportunities for energy savings over a building's life. Council's 'One Building' project presents a massive opportunity to demonstrate leadership in this area and make long term energy and water savings. NDHB's new building may be constructed around the same time which opens other opportunities around coordination and purchasing power. This action should involve the following:

- investigating environmental performance accreditation for new Council buildings;
- investigating Green Roof options for existing and new buildings owned by Council;
- the choice of construction material should depend on its benefits and performance over its life cycle – assets should aim to use materials with lower embodied energy;
- ensuring use of energy-efficient, water re-use and water saving devices and sustainable materials in upgrades to all Council-owned property;
- remove the need for refrigerants in new buildings;
- apply for funding through EECA for the cost of getting expert advice on the design and construction of public buildings;
- when building new facilities for the organisation, design multi-functional, adaptable buildings enabling the co-location of other Council functions;
- investigate investing in renewable energy infrastructure for in-house power consumption including the charging of the electric vehicle fleet. Northland Regional Council (NRC) has installed solar panels on the roof of its Water Street building generating more power than the building consumes. The national target by 2025 is for 90 percent of electricity to be generated from renewable sources.
- Our networks and relationships established through Action 5.0 will help guide these projects.

Who Leads?	Benefit	Cost
Corporate Infrastructure	Energy and water savings Lower running costs Lower environmental impact Greater productivity Higher return of investments Funding and support available Adaptable buildings Greater resilience to rising energy supply costs and concerns about availability Leadership Better working environment Greater staff wellbeing	Potential higher cost at outlay of 0% - 20%  However, there are national examples of sustainable buildings that have been constructed at comparative costs to standard buildings  Manage expectations  Cost of renewable infrastructure  Cost of accreditation
Timeframe	Priority	Outcome
Medium	High	1,2,3,4,5

## 2.7 Develop a waste management programme to avoid creating waste and reduce waste to landfill

- Investigate subscribing to environmental programmes, tools and certification that audits waste practices such as Ecostar.
- Set targets for waste reduction and increased recycling and monitor and report annually on targets through the Annual Report process included in Action 2.3.
- Use the procurement process to ensure our suppliers and contractors are working to support these targets.
- Encourage Council tenants to improve waste practices. Some tenants have high customer volumes increasing the scale of change possible.
- Prioritise purchasing products of recycled content including paper, toilet paper and serviettes.
- Commit to reducing the amount of non-recyclable and non-biodegradable material used by Council, including the use of number 5 plastics, polystyrene cups, packaging materials etc.
- Where plastic purchases are necessary, choose options from recycled plastic products. Air New Zealand have committed to removing 14 single use plastic items from their supply chain over the next 12 months.
- Encourage staff to use reusable containers and cups when buying food and drinks locally - offering staff travel mugs at induction or to purchase at cost price. This initiative could also have an economic development component. Reducing single cup use is a key initiative within the CitySwitch Green Office Program in Australia.
- Collect and use our food waste. This may include food waste systems in staff areas such as a worm farm, bokashi bins or composting.
- Investigate food waste options at public facing Council buildings including i-sites, libraries etc.
- Make recycling easier for staff – replace individual staff office bins with full recycling options in shared office spaces.
- Provide a battery collection point in Libraries and Council office buildings.
- Investigate recycling options at public facing Council buildings including i-sites, libraries etc.
- Upcycle old uniforms.
- Use less paper by:
  - monitoring printing use across the business to assess which areas use the most paper
  - encouraging soft copy distribution of documentation
  - supporting staff to work remotely and in a paperless manner by providing tools such as tablets or laptops. This action connects with Action 2.10 to develop a remote working policy.

Who Leads?	Benefit	Cost
Corporate Infrastructure	Waste disposal and catering savings Rent savings Lower environmental impacts Credible monitoring tools Organisational satisfaction Leadership Lower impact on cultural values Financial savings to staff with reduced prices for coffee Reuse of material for organisational functions Providing clothing to those in need Economic development potential	Cost of monitoring and recording Staff time Cost of accreditation programme Manage expectations Greater demand on IT mechanisms
Timeframe	Priority	Outcome
Short - ongoing	High	1,2,3,4,5



## 2.8 Zero waste events

Council has a relationship and is sometimes a partner with the organisers of regular Whangarei events such as the Growers Market and the Night Food Market. This means Council is well placed to start conversations and identify shared values with the event organisers; and may be able to offer resources or facilitate change towards zero waste events. More detailed steps within this action include:

- investigating ways to reduce the GHG and waste profile of our corporate events;
- using reusable or biodegradable cutlery;
- On-site sorting of waste at events. This infrastructure is already supplied by a local provider and can be hired to event organisers;
- strengthen the relationship with Food Rescue Northland and other similar organisations to collect and distribute excess food that is safe to eat;
- require waste minimisation strategies in event management plans for activities using Council facilities and land starting with Council internal events;
- through the role as the consenting authority and owner of public spaces, influence more sustainable outcomes by permit or land use applicants;
- sponsoring a 'Greenest Street' Award.

Who Leads?	Benefit	Cost
Venues and Events Social Club	Energy and water savings Lower environmental impact Feeding those in need Reduced waste Reduce rubbish disposal costs (off site) Relationship building Positive publicity Leadership	Staff time Cost of recycling systems Possible costs of collection and disposal processes Potential costs for amendment to contractor sourcing policy
Timeframe	Priority	Outcome
Short (on-going)	High	1,2,3,5



## 2.9 Promote sustainable travel options through a Green Travel Plan

Within New Zealand, transport is the second largest contributor of emissions and is one of the largest and fastest growing sources of emissions. The transport system is dominated by private road transport. Compared to other developed countries, vehicle ownership rates are high, public transport use is low, and the vehicle fleet is old with poor fuel economy. Rapid population growth, along with a decline in prices for fossil-fuel vehicles, has been associated with a rapidly expanding light-vehicle fleet.

Reducing transport-related emissions is an outcome sought in iwi and hapū environmental management plans. Transport is also a sector where lower-emissions alternatives to fossil-fuel vehicles are both available (eg, public transport, active transport, trains) and emerging (eg, electric and other low-emission vehicles), and where there is scope to improve the efficiency of vehicle use.

Council is making incremental changes impacting daily operations. Opportunities identified in this section aim to further reduce transport emissions and transport costs related to staff commuting and transport modes used while at work.

Addressing sustainable staff transport initiatives including:

- walking;
- cycling;
- ride sharing: a ride sharing system could be a 'quick win' in this action. Simply providing the platform for staff to connect with other employees commuting or wider commuters, could kick start this. There are existing platforms such as Chariot which offer both personal and corporate ride sharing. Council could adopt an existing platform or create a simple new one;



- electric vehicles: EVs offer promising opportunities for New Zealand, but uptake faces several barriers such as high prices relative to fossil-fuel vehicles, anxiety about their limited travel range, and poor public understanding of their benefits. This action could include enabling staff to use the EVs overnight or during the weekend to educate them in their use. Council could facilitate discounted prices for staff wanting to purchase EVs. Whangarei was recently recognised as the 'most EV friendly city in New Zealand' – it would be great to capitalise on this profile and maintain our leadership in this area;
- support for car-sharing initiatives such as YooGo.

Who Leads?	Benefit	Cost
Corporate	Lower environmental impact	Staff time
Infrastructure	Lower cumulative carbon footprint	
C.E's Office: People & Capability.	Greater living affordability for staff	
	Less pressure on roads	
	Less demand for parking	
	Greater staff wellbeing	
Timeframe	Priority	Outcome
Short – ongoing	High	1,2,3,4,5

## 2.10 Develop a remote working policy

The nature of some staff roles means they can be working from varied locations while still needing access to the tools and information that support their work. It is vital to Council operations and staff productivity that the organisation enables this way of working and recognises that the formal workplace might not be the most sustainable location in some

instances. This intention must not compromise the well-being and life balance of staff by expecting staff to be available for Council business in unreasonable circumstances. Support staff to work remotely and in a paper less manner by providing tools such as tablets or laptops. This action connects with Action 2.7 to minimise paper use across the organisation.

<b>Who Leads?</b>	<b>Benefit</b>	<b>Cost</b>
C.E's Office: People and Capability	Greater productivity Greater staff wellbeing	Manage expectations Costs of improved IT capability
<b>Timeframe</b>	<b>Priority</b>	<b>Outcome</b>
Medium	Medium	1,2,3,4,5





### 3.0 PROCUREMENT AND CONTRACT MANAGEMENT

Council is a large-scale purchaser in Whangarei being a local authority with one of the largest employee populations in the District. Accordingly, our choices and actions matter. Every product has an environmental impact. Council can use its purchasing power to positively influence the supply chain, encourage a circular economy and make significant reductions in greenhouse gas emissions. Sustainable procurement means reviewing the items and services Council buys regularly, selecting ones with lower environmental and social impact and only buying what we need.



Our procurement practices can save money, improve employee wellbeing, and improve environmental credentials. Sustainability champions working together across Council will collectively build knowledge of the needs and functions of different departments. Central Government's procurement reform provides one important lever to support public sector agencies in making energy efficient choices in the purchase and lease of energy efficient products.

We have the opportunity to support locally produced goods and local suppliers of services as a key way to grow the local economy and reduce GHG emissions. Ethical purchasing is also a key consideration. Ensuring that the products we buy, invest in or services we need are ethically based and support initiatives such as Fairtrade.

#### 3.1 Introduce sustainable procurement practices

- Ensure the Procurement Policy includes sustainability and reducing greenhouse gas emissions as decision-making criteria. These guidelines should also refer to the outcomes of audits in Actions 2.2 and 2.3.
- The principles of *analyse, audit, improve and monitor; good governance; buy smarter; reduction and waste less* guide decision making within Council.
- Prioritise electric vehicle procurement and transition to an electric fleet (where practicable).
- Use power companies creating electricity through renewable energy.
- Use lower impact cleaning products where appropriate.
- Use cleaning companies that use lower impact cleaning products across Council functions from office locations to the cleaning of fleet cars.
- Consider materials with low embedded energy for construction and infrastructure.
- Consider ethical procurement decision to support Fairtrade.

Who Leads?	Benefit	Cost
Corporate	Lower environmental impact Lower cumulative carbon footprint Reduced waste	Relationships Staff time
Timeframe	Priority	Outcome
Review underway - Short	High	1,2,3,4,5

### 3.2 Introduce sustainable and ethically sourced materials, reduced emissions and waste outcomes in contractor management

- Encourage an approach to tenders and procurement that has non-price attributes related to reduced GHG emissions and sustainability. We will advise our contractors that we are encouraging this approach to be included in tenders and contract documents. This could include: creating a supplier code of conduct that includes sustainability measures and ethically sourced materials and outline the best practice behaviours we expect from suppliers.
- Ensure that levels of service are clearly specified and monitored in relation to corporate cleaning contracts. For example, emptying of recycling bins, introduction of compostable rubbish bags.
- Encourage the services operating out of Council owned buildings such as the Library café and i-Site centres to reward sustainable customer behaviour such as bringing their own cup or travel mugs etc.
- Use relationships to positively influence tenants and business operators toward behaviours that reduce their GHG emissions and improve waste management outcomes.

<i>Who Leads?</i>	<i>Benefit</i>	<i>Cost</i>
Corporate	Lower environmental impact Lower cumulative carbon footprint Reduced waste Knowledge Leadership	Relationships Staff time Potential costs for amendment to contractor sourcing policy Manage expectations
<i>Timeframe</i>	<i>Priority</i>	<i>Outcome</i>
Medium	High	2,3,4,5

### 3.3 Direct Council's Superannuation provider and any other investment portfolios to reduce funds exposure to fossil fuel reserves and carbon emissions

<i>Who Leads?</i>	<i>Benefit</i>	<i>Cost</i>
Corporate	Leadership Lower environmental impact Lower cumulative carbon footprint Staff wellbeing Organisational satisfaction	Relationships Staff time Manage expectations
<i>Timeframe</i>	<i>Priority</i>	<i>Outcome</i>
Long	Medium	3,4

### 3.4 Reduce food miles and energy that goes into food production

Of the seven sector clusters researched by Project Drawdown, the Food Sector was identified as being capable of generating the greatest reduction of carbon dioxide. As explained by Manaaki Whenua, Landcare Research, there is a significant body of research exploring the links between food production, transport, energy use and emissions. Many studies underline the worldwide trend of increasing volumes of food being transported longer distances, with obvious consequences in increased energy use and emissions (particularly

CO<sub>2</sub>) and higher vulnerability of the food-supply chain. The longer the distance food travels, the higher the level of food-processing and packaging required generating greater emissions. Other environmental impacts identified include: loss of land and agricultural biodiversity, and greater use of chemicals required in food transit and storage.

- prioritise purchasing locally grown and produced whole foods and food products
- use menus with an emphasis on locally produced and plant based foods for Council events.

<b>Who Leads?</b>	<b>Benefit</b>	<b>Cost</b>
Corporate	Energy, water and financial savings Lower running costs Lower environmental impact Strengthen local economy Healthier food Organisational satisfaction	Staff time Foods not available seasonally Potentially limited supplies Less support for the economies of developing nations
<b>Timeframe</b>	<b>Priority</b>	<b>Outcome</b>
Medium	Medium	1,2,3,4,5

### 3.5 Reuse of material from demolition work for new builds and rebuilds.

Reuse construction material and fittings where possible in Council driven construction projects. Reducing construction waste has been identified as game changing in terms of improving sustainable practice. The Central Rail Link (CRL) project in Auckland is striving for zero waste to landfill which is an exciting challenge as construction and demolition

waste represents a significant portion of waste to landfill. The CRL is a major project from which Council and the NDHB could refer to for guidance particularly around procurement and tendering processes. Both organisations will be embarking on major build projects in the next 10 years.

<b>Who Leads?</b>	<b>Benefit</b>	<b>Cost</b>
Corporate Infrastructure	Lower cumulative carbon footprint Lower waste Lower environmental impact from sourcing material Financial savings	Possible costs of collection, storage and disposal processes Potential costs for amendment to contractor sourcing policy
<b>Timeframe</b>	<b>Priority</b>	<b>Outcome</b>
Medium	High	1,2,3,4,5

## 4.0 COMMUNICATION

Proactive communication that promotes climate change mitigation and sustainable behaviour, including through Council activities and events.

### 4.1 Proactive communication

Staff will be made aware of Council's sustainability and emissions reduction commitments and the benefits of our actions. Staff will be supported by:

- making training opportunities and events available to relevant staff, particularly group and activity managers of major GHG-emitting activities;
- improving accessibility and timeliness of data delivery to relevant staff;
- reporting of emissions via formal performance monitoring systems;

- providing training on Council's sustainability principles as part of an induction programme for all new staff;
- intranet articles about certification, reduction targets and successful emission-reduction actions.

The community will be made aware of Council's emission reduction commitment and actions by:

- making emission inventories and management and reduction plans available on Council's website;
- sharing our journey in communication channels such as regular updates on the website, social media, newspaper and radio slots.

Who Leads?	Benefit	Cost
Corporate	Manage expectations Coordination Knowledge Share learnings Organisational satisfaction Structured supported approach that builds awareness as work progresses	Manage expectations Staff time
Timeframe	Priority	Outcome
Short	High	3,4



## 4.2 Promote sustainability through Council activities

- Include a food producing and community garden element to open space areas. Wellington City Council teamed up with the Sustainability Trust to enable the planting and care of fruit trees in public places, schools and childcare centres to provide easy access to fresh healthy fruit. The partnership was intended to overcome barriers that hamper the planting and care of fruit trees in public places.
- Promote a 'green' book of the month at libraries supported by free demonstrations and presentations or workshops.
- Promote reusable library bags.
- Include sustainability information, including climate change mitigation on Council's public website.
- Offer biodegradable dog litter bags with registrations.
- Promote walking meetings and walking to meetings.
- Support physical activity and rehabilitation for staff.

Who Leads?	Benefit	Cost
All	Leadership Feeding those in need Reduced food waste Greater staff wellbeing Lower environmental impact Marketing opportunity	Depends of the activities implemented Manage expectations Staff time Possible costs of collection and disposal processes
Timeframe	Priority	Outcome
Medium	Low	3,4,5

## 5.0 NETWORKS AND PARTNERSHIPS

### 5.1 Participate and show leadership in climate change and sustainability networks and programmes

Create an integrated and co-ordinated approach to Council's membership in environmental networks and programmes such as Keep NZ Beautiful and Whangarei Fairtrade District. These networks could also be at a central or local government level and include corporate networks such as the Northland

Sustainability Network or the Green Building Network. Council can work with key industry players, creating opportunities through current environmental issues such as energy generation through wood waste residue (from the forest logging operations), dairy effluent and other animal farming operations.

Who Leads?	Benefit	Cost
Corporate	Leadership Coordination Innovation Knowledge Access to standardised methodologies; quantification tools International learning Structured supported approach that builds awareness as work progresses	Staff time
Timeframe	Priority	Outcome
Short and ongoing	Medium	3,4



## IMPLEMENTATION REQUIREMENTS

- The Chief Executive will ensure that all staff are aware of and understand their responsibilities under this strategy.
- Council will maintain an organisational culture and systems that protect and enhance natural resources and promote progress toward sustainability.
- Council will support the activities of nominated 'sustainability champions' – members of staff with a strong interest in, and enthusiasm for, sustainability outcomes. Their role within Council will include promoting all aspects of this policy at a grass-roots level.
- Council will seek to identify best practice when undertaking sustainable management under the Resource Management Act 1991, and when promoting sustainability under the Local Government Act 2002 and other legislation.
- Council will maintain processes, as described in related Action Plans, by which elected members and managers are kept informed of activities occurring under the umbrella of this Strategy.
- Council will work in a partnering way with other agencies, community groups and tangata whenua to achieve the aims of this Strategy.
- Council will promote sustainable practices amongst suppliers, contractors, Council Controlled Organisations and other partners.
- Council will recognise, celebrate and reward achievement, in order to promote a more sustainable organisation.
- Funding and resourcing needs will inform the development of the Annual and Long Term Plans to make sure the organisation has the capacity to undertake the Action Plan, apply the decision making framework in day to day operations and meet its vision.

## REPORTING

Progress on implementing this strategy will be included in Council's Annual Report and in developing the Long Term Plan. Reporting will note current performance based on available information.



# Appendix 1: How is Council currently doing?

- The Action Plan coordinates existing initiatives to promote sustainability within Council. It is encouraging that there is already a lot happening. Simple but effective actions include at desk paper recycling; food waste bins and recycling bins in some office lunch rooms; multi-use Central Library building development; re-useable library bags; and passive solar heating in some areas of Botanica Whangarei. Below are the stories of some of the initiatives underway.

## INTRODUCING ELECTRIC VEHICLES TO THE FLEET

Councillors have informally given direction to review the fleet vehicle purchasing policy and look at integrating more Electric Vehicles (EVs) when the market is more competitive. At the time of writing, Council has four EVs. With the most recent arrival of three EVs, three petrol vehicles were disposed of from the fleet. Three new fast charging EV chargers were installed in Walton Plaza. The research and actions in this area by the Business Support team are very positive. Efficient and low-emissions transport is one of three priority areas identified in the New Zealand Energy Efficiency and Conservation Strategy 2017-22 (NZECS).

## FAIRTRADE DISTRICT

In 2017 Whangarei District Council was awarded certification by Fairtrade Association of Australia and New Zealand recognising it as one of four Fairtrade councils in New Zealand and the first Fairtrade District in New Zealand.

## ENERGY AUDITING AND OFF-SETTING

Water services have some records of the carbon footprint from plant operation across the District. This complements the approach to make the operating system as efficient as possible while not compromising the service provided. The carbon footprint has also been informally assessed against the off-setting credits provided by forestry on Council-owned land in water catchments. While there are limitations in the available records this exercise shows there is already an awareness of the opportunities for off-setting.

## ENERGY MANAGEMENT SERVICES & SOFTWARE

ENERGY TS<sup>iii</sup> is a Wellington based firm assisting Council with energy management consulting, energy auditing, energy contract procurement, power factor analysis, tariff reviews and carbon emission reporting. As part of the contract with ENERGY TS, a limited number of Council staff currently receive monthly reporting outlining energy usage, costs, CO<sub>2</sub> emissions, and water usage. Council has access and use of the two ENERGY TS software platforms, e-Bench® and e-Calc™. e-Bench helps users manage and reduce their energy use, carbon emissions and water usage. e-Calc helps users quantify the payback of energy, water and waste initiatives.

Feedback from staff recognises the potential of the system to support the organisation's efforts to reduce climate change and carbon. However, staff feel the system is not being used to its full potential and that a person or team should be trained to learn the tools and maximise the benefits..

Internal It is acknowledged by EECA that Council is off to a good start having a system like e-Bench within our toolkit.

## WASTE WATER INFRASTRUCTURE COORDINATION

The Waste and Drainage Team have improved the operational potential of the network when upgrading some parts of the pipe network. For example, by laying pipes to enable treated water to be disposed via land as opposed to water. In doing so, the network has better capability and raises the quality of environmental and cultural outcomes. Such as, cleansing treated waste water through Papatuanuku is a preferred method to tiaki, care, for our environment over discharges to water.



## KIOREROA WASTE WATER TREATMENT PLANT

A biogas generator was recently installed at the Kioreroa waste water treatment plant. The biogas generator has been operating for just under 12 months and is fuelled by the methane produced by microbes that digest organic waste. Prior to its installation, the methane produced needed to be 'flared', or burned to get rid of it. This flaring process released methane and heat into the atmosphere which are both negative outcomes. Now, the gas is used to produce 70 kw of electricity at 30-40% efficiency with the remainder heating the plant boilers via a heat exchange unit. A further 50-80 kw of heat is produced from this process. Energy providers say the biogas generator is saving the collective grid so much power that contributions to the installation of another biogas generator have been offered. The energy savings to the grid have also been the catalyst for discussions around the installation of an EV charging station on Kioreroa Road. This aligns with the NZEECS which identifies renewable and efficient use of process heat as a priority area.

## LANDFILL

Decomposing material within the Puwera landfill generates gas. The gas is able to be captured and used for energy. Council and Northland Waste (joint-venture partners in the landfill) are assessing options to sell the gas for energy or to use it for Council operations. Both options are positive. Puwera landfill gas generation could be developed as a model for other landfills.

Council is a joint owner of the Puwera landfill. By retaining part ownership, Council has a strong influence over waste management practices.

## WASTE WATER DISPOSAL – SAVING POTABLE WATER

Treated wastewater from the Kioreroa waste water treatment plant has been used to water plants sold at the neighbouring Alter-Natives plant store. The store operators were formerly using potable water for their plants. Now, the operators pay Council a fee for the water supplied which includes nutrients benefitting the plants. This experimental arrangement saves precious drinking water, reduces the volume of treated wastewater being discharged to water ways and has financial benefits for both the plant store operators and Council.

## ISSP – BACK SCANNING AND A DAY FORWARD INITIATIVES

Historic and current day paper records of Council business are now being scanned and retained as digital copies. This improves the security and accessibility of Council files and reduces the physical space needed to store archived files. The project, known as A Day Forward, began in early 2018 and will reduce the generation of paper based records. Online application forms that can be manipulated easily are an example of reducing paper copies being generated.

## SHIFTS FROM FLUORESCENT TO LED LIGHTING

Where possible the Business Support team have switched office lights from fluorescent to LED. This has mainly been a market led improvement rather than a sustainability measure but is positive nonetheless.

## OFFICE FURNITURE REUSE

Business Support actively repairs and refurbishes office furniture where feasible. This minimises unnecessary waste.

## PROCUREMENT

Procurement is a key method of positively impacting the sustainability outcomes of the organisation. The Procurement Policy is under review with the current draft including new considerations such as sustainability and encouraging local supply.

## CEMETERY SPRAY REDUCTION

Spray is a key method of weed control in the Whangarei cemeteries. Staff are experimenting with planting low growing grasses and perennials to help control weeds and reduce spray dependency. This is alongside their application for a Green Flag accreditation. iv Three open space locations in Whangarei have Green Flag accreditation.

## REGIONAL NETWORKING

The Northland Sustainability Network is comprised of representatives from organisations across the region such as the Northland District Health Board (DHB), NRC, and the Loop Bicycle operators. It supports the sharing of sustainability learnings with each other and helps build regional momentum

## Appendix 2: References

<sup>i</sup><https://www.ipwea.org/blogs/intouch/2018/04/04/setting-emissions-reduction-targets-weve-been-doin>

<sup>ii</sup>Personal communications with CSO of the Northland District Health Board.

<sup>iii</sup><https://www.energyts.com/>

<sup>iv</sup>NZRA is using the award process as an incentive to improve quality standards across the country and use an international standard so that we can all recognise what is good in parks and open spaces.

<https://www.nzrecreation.org.nz/Site/quality/awards/green-flag-award.aspx>





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## 6.5 Approval of Funding - Contract 16080 Separable Portion 2

**Meeting:** Whangarei District Council  
**Date of meeting:** 29 November 2018  
**Reporting officer:** Andrew Carvell, Manager – Waste and Drainage

### 1 Purpose

To approve an increase in the contract value of CON16080 for Wastewater and Stormwater Operations and Maintenance to fund separable portion 2.

### 2 Recommendation

That the Council

1. Approves funding of Separable Portion 2 of CON16080 Wastewater and Stormwater Operations and Maintenance to the value of twelve million, nine hundred and twenty thousand, nine hundred and twenty-six dollars (\$12,920,926).

### 3 Background

Contract CON16080, which was awarded to Hydro Tech Ltd by the Whangarei District Council on 10 August 2017, is for the operation and maintenance of council's wastewater and stormwater networks and the Hikurangi flood scheme. It comprises 3 separable portions:

- Separable portion 1 of 1 year from 1 Dec 2017 to 1 Dec 2018
- Separable portion 2 of 4 years from 1 Dec 2018 to 1 Dec 2022
- Separable portion 3 of 2 years from 1 Dec 2022 to 1 Dec 2024.

Separable portion 1 is near completion and the contract allows for separable portion 2 to be awarded if the contractor performs satisfactorily during the previous portion.

### 4 Discussion

#### 4.1 Financial/budget considerations

Separable portion 1 was awarded by council for the sum of two million, nine hundred and three thousand, seven hundred dollars and ninety-three cents (\$2,903,700.93 excluding GST). The contractor is to adjust its tendered sum by annual cost fluctuations after year 1. The value of separable portion 2 is set out in Table 1.

**Table 1:** Estimated value of separable portion 2

Item	Value (GST ex)	Comment
Awarded tender price for separable portion 1	<u>\$2,903,700</u>	1 year
Value of separable portion 2 – no cost escalation	\$11,614,804	4 years
Cost escalation estimate for contract budget	\$1,306,122	*2.7% p.a. over 4 years
Total value of separable portion 2	<u>\$12,920,926</u>	4 years including 2.7% p.a. cost fluctuations

*\* From BERL Water and Environmental indices for 2020. The actual inflation figure is used to calculate payment.*

## 4.2 Review of spend

Separable portion 1 included a capital component of \$1,000,000 and operational component of \$1,903,700.

A review of the operational spend against allowance in the contract shows that the spend is currently well within the contract sum. The forecast spend for the first year of the contract is \$1,400,000. The main reason for the sum spent being substantially less than the contract is that the contract was awarded in December 2017, part way through the financial year. At this time, the annual budgets were set, and insufficient to fund the full contract amount for a full 12-month period. However, budgets were increased in the 2018 LTP to better align with the contract value.

Capital works are managed under LTP capital budgets and reviewed as part of the capital works programme. The contractor has undertaken project works such as sewer and storm water renewals and condition monitoring. Examples include the Langs Beach rising main replacement and Hikurangi Stage 2 sewer preliminary upgrades.

## 4.3 Performance

The contract sets out how the performance of the contractor at the end of each separable portion is to be evaluated.

The basis of the appraisal includes:

- a) Reviews and audits of the Contractor's systems and the manner the Contractor deals with non-conformance
- b) The achievement of the KPIs
- c) The Contractor's effectiveness in promoting a cost effective economic life approach to asset management
- d) The level of constant improvement in the level of service of asset maintenance and management attributable to the Contractor
- e) The Contractors performance in being proactive in addressing maintenance issues
- f) The Contractor's effectiveness in identifying opportunities to reduce wet weather overflows from the sewerage reticulation network

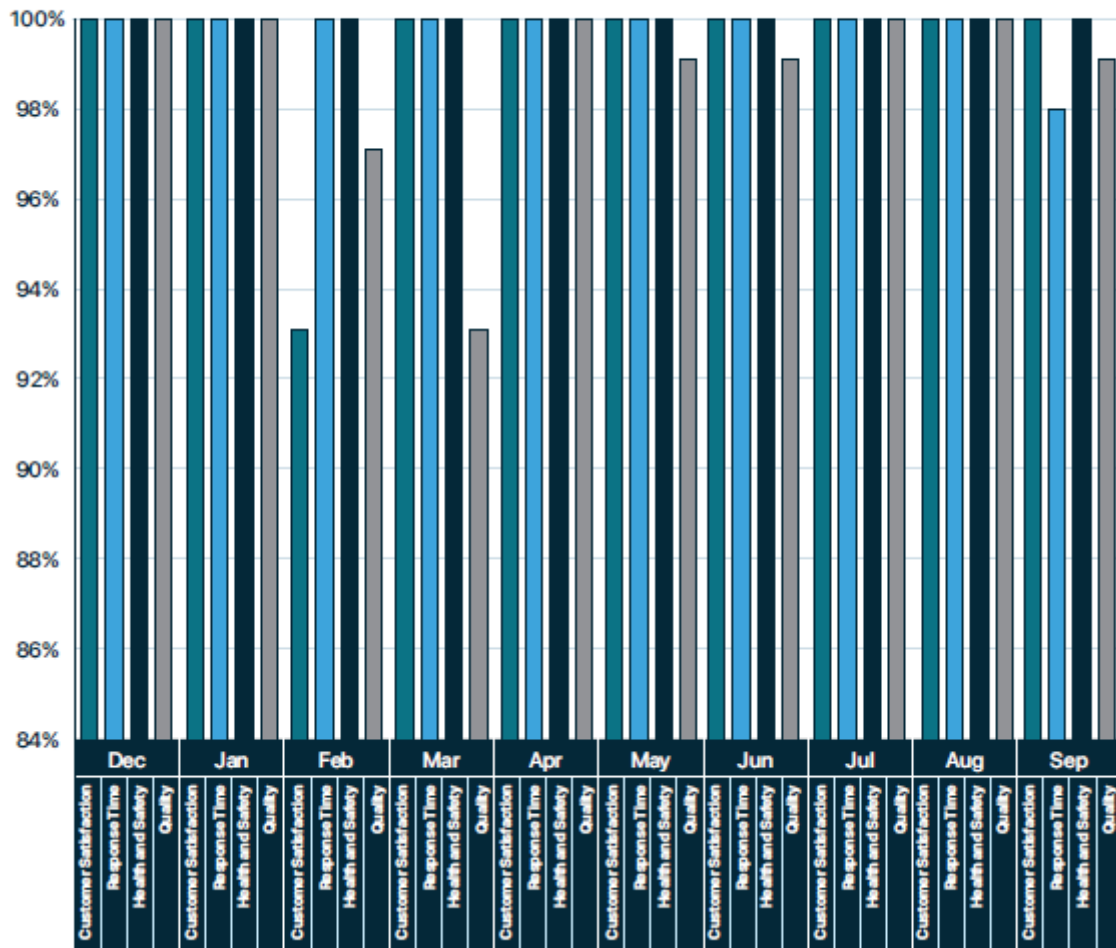
Each of the KPIs (Customer Satisfaction, Response Time, Health and Safety, Quality) and the associated bullet points will be used as a basis for the evaluation.



The contractor's performance against the monthly KPI targets is presented below.

HydroTech Limited & Whangarei District Council  
Review for the Extension of Contract 16080

## KPI RESULTS



The overall evaluation of the contractor is that it has performed well, particularly around customer service, however, there are opportunities for improvement in maintaining the high standard as the contract develops and ensuring incidents are closed out after being resolved in a timely manner.

The overall evaluation of the contractor's performance during separable portion one is 80%. As this exceeds 70% the contractor is entitled to undertake separable portion 2.

#### 4.4 Options

The contract requires award of separable portion 2 if the contractor is evaluated to have met the performance requirements.

While council could look to change the contract at this stage it would be costly and likely subject to legal challenge.

## **5 Significance and engagement**

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

## 6.6 CON18045 Pohe Island Central Carpark Construction - Recommendation for Contract Award

**Meeting:** Whangarei District Council  
**Date of meeting:** 29 November 2018  
**Reporting officer:** Damien Wilkinson (Infrastructure Project Engineer)

### 1 Purpose

To seek Council's approval to award the contract CON18045 Pohe Island Central Carpark Construction

### 2 Recommendation

That the Whangarei District Council;

1. Approves the award of CON18045 Pohe Island Central Carpark Construction to Clements Contractors for the sum of \$2,501,179.25 (two million, five hundred and one thousand, one hundred and seventy-nine dollars and twenty-five cents).

### 3 Background

This Contract is for the construction of 272 carparks with associated earthworks, stormwater, lighting, power, water and CCTV services. The construction of this carpark is part of the Pohe Island Master Plan, and as such, will have a high amenity value.

### 4 Discussion

#### 4.1 Procurement

The contract went out to open tender via Tenderlink on the 20<sup>th</sup> of September 2018 and closed on the 23<sup>rd</sup> of October 2018 with two submissions.

#### 4.2 Evaluation

The tender evaluation method was Price Quality Method and was undertaken as follows;

##### **Grade the non-price attributes**

The non-price attributes were: Relevant Experience; Relevant Skills; Methodology; and Resources.

### Calculate the weighted sum margin

This is done by multiplying the weightings by the grade for each non-price attribute and divide by 100. The results are then added together and the final number is the *weighted sum*.

The lowest weighted sum is then deducted from each proposal's weighted sum. The result is the *weighted sum margin* for each proposal.

### Calculate the supplier quality premium.

This is done using the following formula;

$$\text{Supplier quality premium} = \text{estimate} * (\text{weighted sum margin}/\text{price weight})$$

### Determine the winning tenderer

Open the price envelope and deduct each proposal's supplier quality premium and each alternative proposal's added value premium from the price.

## 4.3 Results

All tenders were found to be conforming and free of errors or omission.

Tenderer	Weighted Sum	Supplier Quality Premium (SQP)	Price	Price minus SQP
United Civil Construction Ltd	34.63	\$70,088.47	\$2,835,269.53	\$2,765,181.06
Clements Contractors Ltd	33.17	\$0	\$2,501,179.52	\$2,501,179.52
Engineer's Estimate			\$2,389,379.23	

Clements Contractors Ltd were the winning tenderer with the Lowest Price minus SQP.

## 4.4 Financial/budget considerations

The budget for CON18045 – Pohe Island Central Carpark (PJ00333) is \$2,637,016.00 which will cover the cost of the contract.

## 5 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

## 6.7 Hatea East Carpark Upgrade Project

**Meeting:** Whangarei District Council  
**Date of meeting:** 29 November 2018  
**Reporting officer:** Shelley Wharton (Manager Infrastructure Planning & Capital Works)

### 1 Purpose

The purpose of this Agenda item is to report back on work undertaken in relation to the Council resolution dated 30 August 2018 regarding investigation into upgrading the Hātea East Carpark.

### 2 Recommendations

That the Whangarei District Council,

1. Receive the report and notes its content.
2. Either considers the future development of the Hatea East site during the 2021/2031 Long Term Plan.

**Or**

3. Approve 'Option 2' as the preferred option, being to:

Undertake only smaller scale tidy-up of the carpark area, plus the wayfinding and safety interventions on Hātea Drive and Riverside Drive following the concept design plan (excluding carpark area) included in Attachment 1, and allocate \$0.5m funding from within existing Council funding and by reprioritising other projects; and

4. Approve the allocation of funding to the Hātea East Carpark Upgrade project by bringing forward budget from Years 4-6 of the Blue-Green Network programme.

### 3 Background

The purpose of this Agenda item is to report back on work undertaken in relation to the Council resolution dated 30 August 2018 regarding the upgrade of the Hātea East Carpark.

The resolution required officers to undertake concept design and costing work on a proposed new capital project to upgrade the Hātea East Carpark, and to report back within 3 months on funding options to inform a further decision about whether to allocate funding for the project to proceed.

The Hātea East Carpark is located at the corner of Hātea Drive and Riverside Drive, adjacent to the Hātea River and Victoria Bridge as shown in Figure 1. It has been used as a temporary carpark since road realignment works were done over 10 years ago.

The existing carpark is made up of left over portions of closed road, driveways, and gravel areas, abandoned light poles, with random landscaping and ground levels. It has never been reorganised to provide an effective layout for vehicle movements and pedestrians. The current state does not comply with carpark design standards.



### Figure 1 - Site Location

## 4 Discussion

## City Centre Plan Context

Whangārei's City Centre Plan 2017 outlines the desired key outcomes for the city centre over the next 30 years. Outcomes include being easily accessible, well connected, safe, a unique and authentic experience, and having well designed spaces. The current layout and condition of the carpark are not aligned with the City Centre Plan outcomes as it currently stands.

Within the City Centre Plan this site is identified as public carparking, as well as being a strategic waterfront site that, along with many other sites, could be a catalyst for change. However, there are currently no specific projects identified for this site within the City Centre Plan.

Upgrade of the carpark is aligned with the City Centre Plan and would contribute toward achieving the desired outcomes.

### Blue-Green Network Strategy

The Blue-Green Network Strategy identifies stream restoration and flood mitigation projects to protect the city centre from flood events and improve the health of waterways in addition to providing improved amenity. While the strategy concentrates on other urban streams, for the strategy to be successful there may need to be infrastructure and amenity/shared path built along Hātea River in the future.

Aspects of the Hātea East Carpark Upgrade project could contribute towards achieving the outcomes of the Blue-Green Network Strategy. Use of the site for at-grade carparking would not compromise the ability to further implement the Blue-Green Network Strategy.

### Transport Programme

The long term transport programme has identified that the intersection of Hātea Drive, Riverside Drive and Dent Street will be reviewed for efficiency and functionality over the next few years. Hātea Drive is also planned to become 4 lanes beyond the Hātea East Carpark site, with timing of the works likely to be in 12-15 years.

The concept design has been prepared with the long-term transport plans in mind. The carpark design will not compromise the ability to implement these transport projects.

### Commercial Property Considerations

An esplanade reserve covers approximately 40% of the existing carpark area alongside the river. The rest of the site is a 3,901m<sup>2</sup> triangular shape that has a commercial zone. Commercial development of this site would need to be carefully considered in terms of flooding from Hātea River, coastal inundation hazards, and predicted sea level rise associated with climate change.

There are no plans to realise the commercial potential of this site within the Long-Term Plan. Paid parking on the site returns a revenue to Council, which could increase in the future with increasing demand from visitors.

Advice from property consultants is that the value of the Hātea East site is keeping it as a ground level public space such as a high amenity carpark that maintains open views to the Hātea River, Marina and Town Basin when entering the city from Hātea Drive.

Upgrade of the carpark is consistent with property consultant advice, and does not compromise the ability for commercial development of the site long-term.

### City Centre and Visitor Parking

Parking capacity in the city centre has been analysed and it was found that there is sufficient capacity. There is an abundance of on-street and ground level parking in high value areas. Parking charges were introduced to the Town Basin in February 2018 in an attempt to encourage commuters to park elsewhere, leaving the Town Basin parking for visitors and restaurant patrons.

Property consultants engaged by council have identified that the existing central carpark at John Street remains a prime location for a multi-story carpark building, with a potential capacity increase of 200 plus carparks if the buildings are redeveloped. Further opportunities for carpark buildings exist at Water Street and Forum North. There are no current projects or budgets for new carpark buildings within the current Long Term Plan (LTP). However, it is expected that this issue will be considered during the formation of the 2021/2031 LTP.

From mid to late 2019 locals and visitors who want to walk the Hātea Loop will have alternative free parking locations at the soon-to-be upgraded Bascule Carpark and the new



Pohe Island Central Carpark which will provide 270 carpark spaces and is due to start construction early 2019.

The Hātea East Carpark may transition from a commuter carpark to become one of the primary carpark spaces for tourists and visitors to the New Town Basin Park (Carpark to Park Project); Hundertwasser Wairau Maori Art Centre; and other Town Basin venues. Amenity, safety and level of service will eventually become increasingly important for Hātea East Carpark.

#### Hātea East Carpark Concept Design

Officers have identified existing issues and design requirements to scope the project, and brief the engineering consultant and landscape architect. Draft concept designs have been reviewed by internal experts and against other strategies, plans and future projects to ensure this project will not compromise outcomes.

The final concept design prepared by Hawthorne Geddes Engineers & Architects Ltd is included as Attachment 1. The design shows that safety improvements on Hātea Drive can be accommodated within the existing kerb lines by altering line markings.

#### Project Scope

The required scope of works for the full upgrade project to comply with design standards includes:

- Earthworks to optimise carpark layout and drainage
- Upgrade of the carpark with kerbs and an asphalt surface, line marking and signs to formalise the layout and simplify movements, providing for a variety of vehicles including long vehicles and those with trailers
- Safety improvements to Hātea Drive for vehicle entry and exit to this carpark and the Hātea West carpark opposite (i.e. line marking to create a turning median and merge areas)
- Footpath upgrades, landscaping and pedestrian safety measures at Riverside Drive and Hātea Drive edges
- Landscaping, upgrade of old seats by the river, and water sensitive stormwater design
- Lighting and CCTV to provide required level of service and safety
- Move pay parking machines, signs and shelter
- Wayfinding signs to direct visitors to the carpark
- EV charging points for electric vehicles
- It should be noted that this project improves safety and amenity, but has little impact on providing additional parking.

#### Timeframe

If this project is to proceed promptly, council will need to manage disruption to carpark users in the city centre. Hence it would be helpful to align the timing of Hātea East Carpark Upgrade project with the New Town Basin Park project due to planned closure of the Canopy Bridge Carpark in late 2019.

Milestones for this project have been set out to enable construction of Hātea East Carpark to be complete by December 2019 before the New Town Park project starts early in 2020. This timeframe will ensure that when one carpark closes, the other one is open.

Alternatively, upgrade of Hātea East Carpark would need to start construction after 2021 to avoid the opening of the New Town Basin Park and Hundertwasser Wairau Maori Art Centre, and other key events drawing tourists to Whangarei in 2021.

Due to current resources being fully allocated to existing projects most of the work would need to be outsourced to meet the milestones. The timeframe for implementation of this project is very tight if completion is required by December 2019, and it would require funding to be confirmed as a matter of urgency to meet this timeframe.

### Benefits and Drawbacks

Benefits of undertaking the full scope of this project within the next year include:

- Formalise the carpark layout to improve user experience in a carpark that will become increasingly used by tourists
- Increase the level of service by upgrading from gravel to asphalt
- Increase of amenity and visual appeal at a key entry point to the city centre with views across the river to the bridges, marina, Town Basin and Parihaka
- Increase of vehicle and pedestrian safety at a major intersection that is expected to get busier with new developments in the city centre and waterfront including the new Hundertwasser Wairau Māori Arts Centre
- Increase safety of users by providing lighting and CCTV
- Improvement to water quality in the Hātea River and Whangārei Harbour through water sensitive stormwater drainage design
- Completion of this carpark before the canopy bridge carpark is closed to minimise disruption

Drawbacks of the project include:

- Investment into an area that could be redeveloped in the next 10-20 years
- An existing project will need to be moved out beyond 2028 to keep within the overall funding limits of the Long-Term Plan unless alternative funding sources are found
- Additional work added to an already large current workload, internal and external.
- Current cost estimate are high level due to the tight timeframe required
- Has little impact on providing additional car parks.

### Cost Estimate

Hawthorne Geddes Engineers & Architects Ltd have estimated the cost of the full upgrade project based on the attached concept design. No invasive site testing has been completed due to the short timeframe. The engineer's estimate is included as Attachment 2.

The estimated cost of the full project is \$1.8m which includes a contingency of 10% due to the current risk profile. Estimated costs for Option 1: Full Project Scope are shown in the Table 1. Estimated costs for Option 2: Tidy Up and Safety Improvements are in Table 2.

**Table 1: Hātea East Carpark Upgrade Project Cost Estimate – Option 1**

<b>Option 1: Full Project Scope - Description of Works</b>	<b>Concept Cost Estimate</b>
Project management, design, engineering, quality assurance, consents	\$150,000
Construction P&G, environmental and traffic management	\$250,665
Enabling works, earthworks, Hātea Dr entrance and road marking	\$133,230
Carpark lighting, CCTV, electrical cabling	\$192,000
Carpark asphalt, kerbs, line marking, drainage and water quality treatment	\$653,340
Landscaping, plants, footpaths, seats	\$139,000
Pay station, parking signage, parking sensors	\$120,200
<b>Sub-Total</b>	<b>\$1,638,435</b>
Contingency at 10%	\$163,844
<b>TOTAL (Excluding GST)</b>	<b>\$1,802,279</b>

**Table 2: Hātea East Carpark Upgrade Project Cost Estimate – Option 2**

<b>Option 2: Tidy-up and Safety Improvements - Description of Works</b>	<b>Concept Cost Estimate</b>
Project management, design, engineering, quality assurance, consents	\$60,000
Construction P&G, environmental and traffic management	\$125,333
Enabling works, earthworks, Hātea Dr entrance and road marking	\$85,115
Small scale carpark tidy-up (gravel surface remains over part of carpark)	\$45,000
Landscaping, plants, footpaths, seats	\$139,000
<b>Sub-Total</b>	<b>\$454,448</b>
Contingency at 10%	\$45,444
<b>TOTAL (Excluding GST)</b>	<b>\$499,892</b>

#### 4.1 Options

Options in relation to the proposed Hātea East Carpark Upgrade project are:

1. Upgrade of Hātea East Carpark to achieve the full project scope including a high level of amenity, with wayfinding and safety improvements on Hātea Drive and Riverside Drive, following the concept design plan included in Attachment 1, and allocate \$1.8m funding from within existing Council funding limits by deleting other projects and using brought forward funding.
2. Undertake a smaller scale tidy-up of the carpark area, plus the safety interventions on Hātea Drive and Riverside Drive following the concept design plan (excluding carpark area) included in Attachment 1, and allocate \$0.5m funding from within existing Council funding limits by using funding from future Blue Green network projects.

3. Upgrade of Hātea East Carpark to achieve the full project scope including a high level of amenity, with wayfinding and safety improvements on Hātea Drive and Riverside Drive, following the concept design plan included in Attachment 1. Allocate \$0.9m funding from within existing Council funding limits by reprioritising other projects and brought forwards funding, and to also apply to the Tourism Infrastructure Fund and/or Provincial Growth Fund for the balance of \$0.9m funding to achieve the full project scope. Note that this will delay the project and there is no guarantee of receiving any Tourism Infrastructure funding.
4. Endorse the project as necessary but unable to be funded by Council, and apply to the Tourism Infrastructure Fund and/or Provincial Growth Fund for full funding. Note this will delay the project.
5. Do nothing.

The preferred options are to 'Do nothing' and consider the project during the 2021/2031 Long Term Plan, or alternatively, Option 2, because it allows the area to be tidied up and made safer in a more affordable way.

The consequence of Option 2 is a significant reduction in benefits listed above and the required level of service and safety for a carpark will not be fully achieved due to the absence of lighting and CCTV, and remaining gravel surface without storm water quality treatment.

#### **4.2 Financial/budget considerations**

The project needs to be financed from within the Long Term Plan budget limitations, meaning that another project or projects of similar value would need to be moved out beyond 2028.

Aspects of the full scope for Hātea East Carpark Upgrade project will contribute to outcomes of the Blue-Green Network Strategy which has a total of \$16.2m of funding allocated in the Long Term Plan from Year 3 to Year 10. Budget can be brought forward to either partially or fully fund the Hātea East Carpark Upgrade project from Years 4-6 of the Blue-Green Network programme. Funding for the Blue-Green Network programme can be revised for the next Long Term Plan.

The project could be partially funded by Council and the balance required for the full project requested by application to the government's Tourism Infrastructure Fund or Provincial Growth Fund. This type of project would meet the funding criteria for Tourism Infrastructure Fund and potentially the Provincial Growth Fund, so it would have a good chance of receiving funding.

#### **4.3 Risks**

The main project risk is unknown ground conditions which remains with the project in a diminishing capacity until construction is complete. The next stage of the project would include geotechnical testing and a geotechnical report on design requirements to mitigate this risk. Budget contingency also mitigates the risk of unknown ground conditions.

The risk of having insufficient internal resources available to manage the project can be partially mitigated by outsourcing design and engineering work to consultants.

A timing risk would occur if applying for government funding due to application and assessment processes. Decisions on funding applications would be made mid-2019 at the earliest, pushing construction out to 2020.

#### **4.4 Conclusion**

Hātea East Carpark Upgrade project contributes to some outcomes of the City Centre Plan including being easily accessible, well connected, safe, and having well designed spaces. Upgrading the carpark will not compromise the long-term transport programme or future commercial potential of the site.

This carpark may become one of the primary carparks for tourists and visitors to the New Town Basin Park, Hundertwasser Wairau Maori Art Centre, and other Town Basin venues and events.

Council has a limited funding envelope to work within so reprioritisation of project scope and council funding would be required for it to proceed.

Although the initial request to investigate this project was focused on increasing the number of car parks at this location, the result is primarily a safety and amenity improvement. Council has other options that would provide a better level of increased parking.

### **5 Significance and engagement**

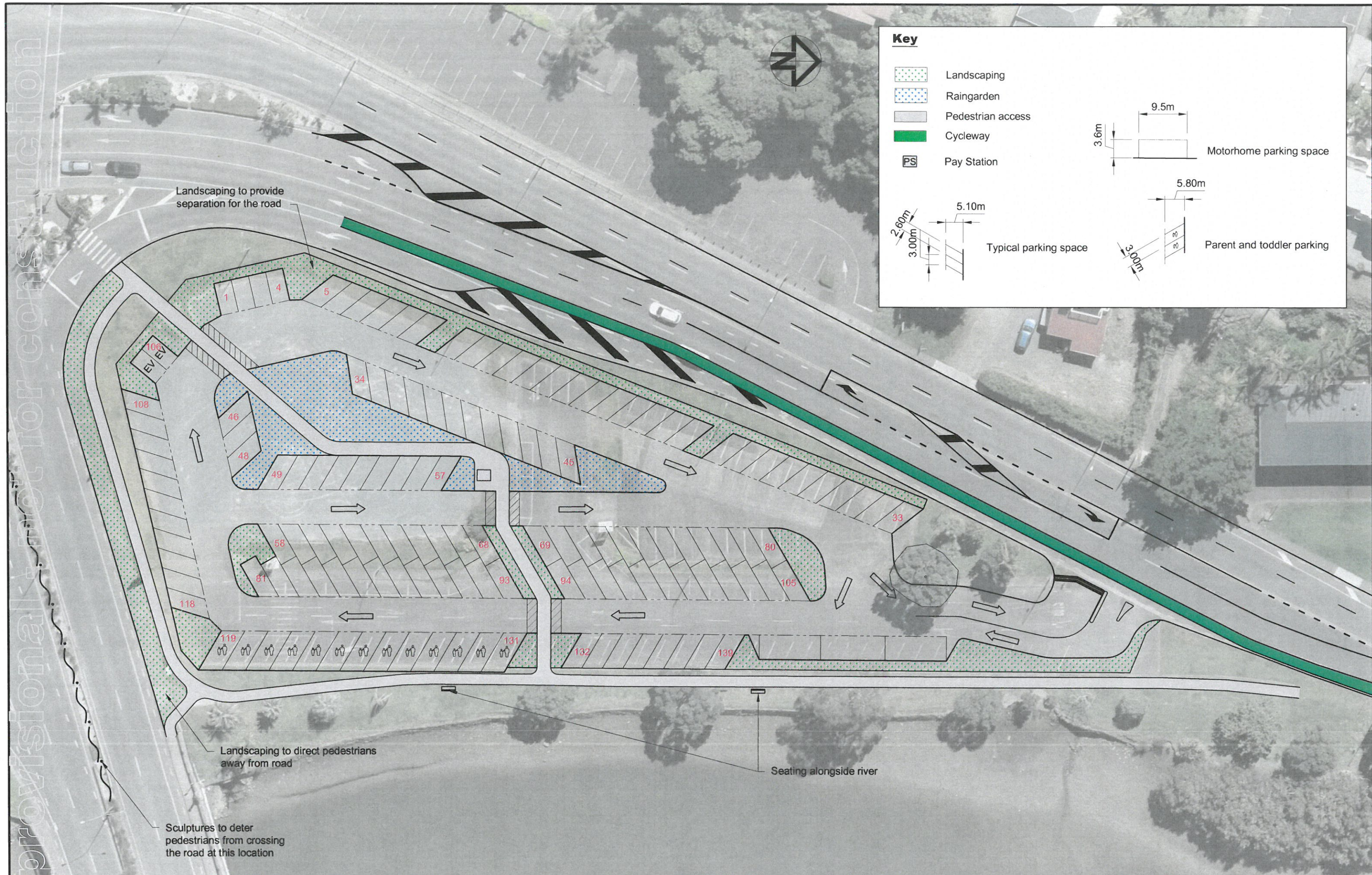
The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

### **6 Attachments**

Attachment 1: Hātea East Carpark Upgrade Concept Design

Attachment 2: Hātea East Carpark Upgrade Cost Estimate





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www.hawthorngeddes.co.nz

CLIENT **WHANGAREI DISTRICT COUNCIL**  
PROJECT **HATEA EAST CARPARK**  
**HATEA DRIVE, WHANGAREI**  
DRAWING **CARPARK LAYOUT CONCEPT**

<b>PRELIMINARY</b>				SCALE @ A3 1:500
DRAWN	SG	OCT 2018	PROJECT No.	<b>11617</b>
CHECK'				
P2	AMENDED AS PER CLIENT COMMENTS	SG	09/11/18	APPROVED <b>JAMES BLACKBURN</b>
P1	ISSUED FOR CLIENT COMMENT	SG	02/11/18	
REV	REVISION DETAILS	BY	DATE	
SHEET <b>C10</b>				REV. <b>P2</b>





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CLIENT **WHANGAREI DISTRICT COUNCIL**  
PROJECT **HATEA EAST CARPARK**  
**HATEA DRIVE, WHANGAREI**  
DRAWING **ENTRANCE / EXIT CONFIGURATION**

				<b>PRELIMINARY</b>		SCALE @ A3 1:500
DRAWN		SG	OCT 2018	PROJECT No.		
CHECK'				<b>11617</b>		
P2	AMENDED AS PER CLIENT COMMENTS	SG	09/11/18	APPROVED	JAMES BLACKBURN	
P1	ISSUED FOR CLIENT COMMENT	SG	26/10/18			
REV.	REVISION DETAILS	BY	DATE	SHEET	<b>C02</b>	REV. <b>P2</b>



<b>Job Ref.</b>	<b>11617</b>				
<b>Client:</b>	<b>Whangarei District Council</b>	<b>Estimate Basis:</b>	Dwg Ref 11617		
<b>Date:</b>	<b>15/11/2018</b>				
<b><u>Hatea East Carpark</u></b>					
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
<b>1</b>	<b>Preliminary &amp; General</b>				<b>\$ 250,665.50</b>
1.1	P&G, insurances, survey set out, etc	Week	8	\$ 23,208.19	\$ 185,665.50
1.2	Environmental management	LS	1	\$ 20,000.00	\$ 20,000.00
1.2	Traffic Management	Week	8	\$ 5,000.00	\$ 40,000.00
1.4	Supply as-builts	LS	1	\$ 5,000.00	\$ 5,000.00
<b>2</b>	<b>Enabling Works</b>				<b>\$ 37,000.00</b>
2.1	Hatea Drive entrance works / traffic island, etc	LS	1	\$ 15,000.00	\$ 15,000.00
2.2	Hatea Drive road markings amendment	LS	1	\$ 22,000.00	\$ 22,000.00
<b>3</b>	<b>Site Clearance</b>				<b>\$ 32,000.00</b>
3.1	Mill existing carpark surface and reuse material within car park footprint	m2	5,000	\$ 5.00	\$ 25,000.00
3.2	Break out existing kerbing / concrete haunch & bed and dispose off site	m	280	\$ 25.00	\$ 7,000.00
<b>4</b>	<b>Earthworks</b>				<b>\$ 64,230.00</b>
4.1	Hardfill GAP65 import for making up the design levels locally. Provisional quantity subject to survey of completed bulkfill. 300mm average depth over 4000m2	m3	1,200	\$ 35.00	\$ 42,000.00
4.2	Imported general topsoil, levelled and spread 150mm thick. Raked to a fine tilth ready for seeding.	m2	1,235	\$ 18.00	\$ 22,230.00
<b>5</b>	<b>Drainage</b>				<b>\$ 179,240.00</b>
5.1	Construct Concrete kerb	m	1,150	\$ 48.00	\$ 55,200.00
5.2	Construct concrete flush edge beam	m	160	\$ 44.00	\$ 7,040.00
5.2	Supply and install 300mm diameter stormwater pipe	m	100	\$ 300.00	\$ 30,000.00
5.3	Supply and install stormwater sump	no	3	\$ 1,500.00	\$ 4,500.00
5.4	Supply and install stormwater Manhole	no	2	\$ 4,000.00	\$ 8,000.00
5.5	Supply and install stormwater treatment device- Jellyfish	no	1	\$ 40,000.00	\$ 40,000.00
5.6	Supply and install stormwater treatment device - Enviropod	no	2	\$ 1,000.00	\$ 2,000.00
5.7	Install linear drainage channel c/w outlet connection and grates to E400	m	130	\$ 250.00	\$ 32,500.00
<b>6</b>	<b>Pavement</b>				<b>\$ 474,100.00</b>
6.1	Supply, place and compact AP40 material 150mm nominal thickness as base course material	m2	4,420	\$ 25.00	\$ 110,500.00
6.2	AC Pavement over seal coat 35mm nominal DG10	m2	4,420	\$ 55.00	\$ 243,100.00

<b>Job Ref.</b>	<b>11617</b>				
<b>Client:</b>	<b>Whangarei District Council</b>	<b>Estimate Basis:</b>	Dwg Ref 11617		
<b>Date:</b>	<b>15/11/2018</b>				
<b><u>Hatea East Carpark</u></b>					
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
6.3	Supply, place and compact GAP40 material 150mm nominal thickness as base course material for Pedestrian access	m2	600	\$ 25.00	\$ 15,000.00
6.4	Supply and place 30MPa FRC 125mm nominal thickness with saw cuts at 3m c/c nominally for Pedestrian access	m2	600	\$ 125.00	\$ 75,000.00
6.5	Road Markings within car park	LS	1	\$ 5,000.00	\$ 5,000.00
6.6	Sign / information boards	LS	1	\$ 3,000.00	\$ 3,000.00
6.7	Paved ramps / pedestrian crossing in contrasting paving	m2	90	\$ 250.00	\$ 22,500.00
<b>7</b>	<b>Landscaping</b>				<b>\$ 139,000.00</b>
7.1	To supply, deliver and place plants for landscaping	LS	1	\$ 39,000.00	\$ 39,000.00
7.2	Hard landscaping / stone walls / new seating etc	LS	1	\$ 40,000.00	\$ 40,000.00
7.3	Central reservation sculptural barrier	LS	1	\$ 60,000.00	\$ 60,000.00
<b>8</b>	<b>Street Lighting, CCTV &amp; Cable</b>				<b>\$ 192,000.00</b>
8.1	Supply and place streetlights with planted base and poles	no	20	\$ 6,000.00	\$ 120,000.00
8.2	Install CCTV on lighting poles	no	4	\$ 3,000.00	\$ 12,000.00
8.3	Electrical ducting and cabling	LS	1	\$ 60,000.00	\$ 60,000.00
<b>9</b>	<b>Parking sensors</b>				<b>\$ 57,200.00</b>
9.1	Supply and place individual parking sensors for each carpark	no	142	\$ 350.00	\$ 49,700.00
9.2	Network systems for parking use monitoring and connection to dynamic signage	LS	1	\$ 7,500.00	\$ 7,500.00
<b>10</b>	<b>Miscellaneous</b>				<b>\$ 63,000.00</b>
10.1	Pay station c/w power and network connection	LS	1	\$ 8,000.00	\$ 8,000.00
10.2	Off site dynamic parking signs	no	2	\$ 20,000.00	\$ 40,000.00
10.3	On site (entrance) dynamic parking sign	no	1	\$ 15,000.00	\$ 15,000.00
	<b>Subtotal</b>				<b>\$ 1,488,435.50</b>
	<b>Principal's Contingency</b>				<b>\$ 200,000.00</b>

<b>Job Ref.</b>	<b>11617</b>				
<b>Client:</b>	<b>Whangarei District Council</b>	<b>Estimate Basis:</b>	Dwg Ref 11617		
<b>Date:</b>	<b>15/11/2018</b>				
<b><u>Hatea East Carpark</u></b>					
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
	<b>TOTAL (EXCLUDING GST)</b>				<b>\$ 1,688,435.50</b>
	<b>GST</b>				\$ 253,265.33
	<b>TOTAL (INCLUDING GST)</b>				<b>\$ 1,941,700.83</b>



**RESOLUTION TO EXCLUDE THE PUBLIC****Move/Second**

That the public be excluded from the following parts of proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>		<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for passing this resolution</b>
1.1	Closed Minutes Whangarei District Council Meeting 25 October 2018	Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
1.2	Closed Minutes 31 October 2018		
1.3	Authority to Seek Declaration from Environment Court		
1.4	Property Matter – Buyback Caveat		
1.5	Commercial Property Transaction		

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public, are as follows:

<b>Item</b>	<b>Grounds</b>	<b>Section</b>
1.1	For the reasons as stated in the open minutes	
1.2	For the reasons as stated in the open minutes	
1.3	To enable council to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations)	Section 7(2)(i)
1.4	To enable council to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations)	Section S7(2)(i)

**Resolution to allow members of the public to remain**

If the council/committee wishes members of the public to remain during discussion of confidential items the following additional recommendation will need to be passed:

**Move/Second**

“That \_\_\_\_\_ be permitted to remain at this meeting, after the public has been excluded, because of his/her/their knowledge of item \_\_\_\_\_.

This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because \_\_\_\_\_.

*Note: Every resolution to exclude the public shall be put at a time when the meeting is open to the public.*