

Supplementary Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 13 May 2019** commencing at **1.00pm**.

Information and recommendations are included in the reports to assist the Committee in the decision making process and may not constitute Council's decision or policy until considered by the Committee.

8. OTHER REPORTS

8.1 Delegations Register Update - Attachment

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CHIEF EXECUTIVE



Delegations Register

Resolved by Council 1 November 2016
(May 2019 update)

INTRODUCTION

The Council's power, functions and duties are all prescribed either expressly or implied by various Acts and Regulations, with the most significant being the Local Government Act 2002. Collectively, this legislation sets the framework within which the Council and its staff must operate.

The Council delegates responsibilities to Committees, Community Boards and Officers to assist in the effective and efficient implementation of its functions, duties and powers. There are three types of delegations:

- 1 **Statutory** – These delegations relate to the positions held by officers where the powers, duties and functions of those positions are specifically referenced in legislation. Examples of this include the Chief Executive Officer, Dog Control Officer and Enforcement Officer.
- 2 **Discretionary Statutory** – These delegations relate to the functions, duties and powers of the Council that may be lawfully delegated, and the Council chooses to do so. Examples include delegating to a Committee the authority to hear and consider submissions, the authority granted to Community Boards to disburse community grants, and the ability of staff to affix the common seal of the Council to documents.
- 3 **Operational** – These delegations are generally made to staff by the Chief Executive to facilitate the efficient and effective operation of the organisation. Examples include the authority to purchase goods and services within certain fields as part of approved budgets, and the authority to recruit staff.

The Local Government Act 2002 (Clause 32 of Schedule 7) makes provision for the Council to delegate any of its powers, functions and duties to Committees, Sub-Committees, Community Boards or officers, *except* the following:

- The power to make a rate;
- The power to make a bylaw;
- The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
- The power to adopt a long-term plan, annual plan or annual report;
- The power to appoint a Chief Executive;
- The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the Local Governance Statement.

The Local Government Act 2002 (Clause 32 of Schedule 7) permits an officer to sub-delegate to any other officer of the Council one or more of his or her powers under the Local Government Act except the power to delegate and any power where either the statute prohibits delegation or the Council prohibits delegation. The Council and the Chief Executive have, through the provisions of this Register, delegated the appropriate powers, functions and duties (being discretionary statutory and/or operational delegations) to the most appropriate competent level of decision-making. This approach is consistent with the provisions of the Local Government Act 2002.

Where the Chief Executive or any other officer receives a discretionary statutory delegation from the Council, that officer may not sub-delegate that power, duty or function unless specifically authorised to do so by the Council.

Where any operational delegation has been authorised by the Chief Executive, the officer holding that delegation may not sub-delegate that authority to any other staff member unless authorised by the Chief Executive to do so.

In all cases where an officer has been permitted to sub-delegate an authority:

- (a) The Delegations/Warrants Request Template must be filled out, stating the power, duty or discretion being sub-delegated, and any associated conditions or constraints.
- (b) Copies are forwarded to the Chief Operating Officer, who will be responsible for updating this Register and the financial management systems.
- (c) A copy is recorded on the delegations file.

Unless there is a statutory or operational impediment, any delegation made to a staff position will also be made implicitly to the manager/supervisor of that position.

General conditions of delegations to staff

- 1 Delegated decisions are a decision of Council and are binding.
- 2 In making a decision or carrying out a duty under delegated authority, the delegates must make themselves aware of and have regard to:
 - (a) Council's Long Term Plan and other relevant Council or committee approved plans, policies and strategies
 - (b) the political context in which they are working
 - (c) any statutory requirements
 - (d) possible conflicts of interest
 - (e) the materiality of the decision to be made
 - (f) short and/or long-term ramifications of the decision/choice to be made
 - (g) relative risk to the organisation of the decision/choice to be made
- 3 The delegate shall abide by the principles of decision making as set out in the Local Government Act 2002.
- 4 Where a decision is politically sensitive, the delegate shall seek input from a higher organisational level, or committee, or the Council, whichever is the most appropriate.
- 5 Major decisions made under delegated authority must be reported in writing to the Council or relevant committee.
- 6 The delegate must act within the law, Council policy (as approved by the Council from time to time) and the Long Term Plan.
- 7 The Council notes that position titles change from time to time and hereby records that these delegations are given to the holders of positions as they are named at the date of this resolution and to holders of equivalent, albeit re-named, positions in the future.

Financial delegations

The Council uses public funds and it is essential that processes be in place to ensure the effective and transparent management of resources. In the interests of maintaining transparency, delegations to staff will follow the 'one up' process of authorising the purchasing of goods and services or taking actions that might be perceived as having direct personal benefit to staff. Examples include travel, accommodation, equipment and food. Where an officer has authority to commit such expenditure, approval to do so will be subject to that officer's manager.

Statutory authorisations

It is the responsibility of the General or Team Manager to ensure that the warrants held by staff who require them to carry out statutory delegations and enforcement are current.

In this Register all delegations are from the Council to the Committee, Subcommittee, Sub-ordinated decision making body, Community Board, or person receiving the delegation unless expressly stated otherwise.

From time to time the Council may delegate authority by resolution to determine a specific issue and this authority will exist only so long as that matter is unresolved and will then lapse. This is a specific delegation which will not be recorded in this manual.

FORMAT OF THIS REGISTER

The first section of this register sets out the delegations to Committees, Sub-committees, Sub-ordinated decision making bodies, Community Boards and Committees, Reserves Management and other. The second section contains the delegations to the Chief Executive and other officers. Schedules containing the names of staff and the statutory positions held is provided at the back of this register.

DELEGATIONS TO COMMITTEES

The Standing Orders of the Council provide for the appointment of Standing and Special Committees. The Council determines the purpose for each Committee. A committee may deal with all matters covered by the purpose of that Committee, subject to:

- (a) direction and delegations conferred by the Council; and
- (b) statutory requirements.

While a Committee has power to act, it may refer the matter to the Council, with or without a recommendation, if it sees fit. All final decisions of the Committee must be made only within the scope of those matters delegated to it; all other decisions must be in the form of recommendations to the Council. Recommendations can cover any matter within the scope of the purpose of the Committee.

Action is taken by appropriate officers to carry out committee decisions. Decisions of committees to be given effect by staff can only be done so by staff holding the appropriate delegated authority.

DELEGATION TO SUB-COMMITTEES

Unless expressly indicated in this Register, Sub-committees do not have any delegated powers. From time to time, Standing or Special Committees may establish Sub-committees for specific purposes; these do not normally have delegated powers. If the Committee establishing the Sub-committee wishes the sub-committee to have any delegated authority, it will need to obtain Council approval.

DELEGATION TO COMMUNITY BOARDS

Community Boards are separately constituted and have powers accorded to them by Section 52 of the Local Government Act 2002. Community Boards may have powers delegated to them by the Council in accordance with Clause 32 Schedule 7 of the Act, other than those matters set out in Clause 32(1) of Schedule 7 of the Act.

The Council can delegate an authority to Community Boards, except anything that would allow Boards to:

- (a) acquire, hold or dispose of property; or
- (b) appoint, suspend or remove staff.

DELEGATIONS TO STAFF

The staff delegations are presented in a consistent format. The template is designed to provide the reader with additional information to assist with understanding and/or application of the Delegations Register. The template used is explained as follows.

NAME OF OFFICER'S POSITION

Linkages – To legislation and Council policy documents.

Reporting to – The supervisor to whom the officer reports.

Statutory Appointment – The name and legislative reference for positions required by statute.

Statutory Delegations and Enforcement – The powers, duties and functions accorded to statutory positions and the legislative reference for each.

Discretionary Statutory Delegations – The power, duties and functions the Council has chosen to delegate to the position and the legislative reference for each.

Operational Delegations – The authority delegated to the position by the Chief Executive.

Personnel Delegation – The authority delegated to the position by the Chief Executive relating to the day-to-day management of staff.

Financial Delegations – The financial authority assigned to the position by the Council.

DELEGATIONS DEVELOPMENT AND REVIEW

The Council will continue to develop delegations as required to ensure the effective and efficient discharge of its functions, duties and powers.

The following process will apply to the development and review of the delegations:

- new delegations will be developed as required;
- where circumstances warrant, existing delegations will be reviewed and be amended; and
- all delegations to Committees and Community Boards will be reviewed following each triennial Council selection.

This Register will be available in electronic format only. Relying on a printed version of this Register carries the risk that the contents are outdated. Following any changes, the electronic format will be updated as soon as practicable.

FINANCIAL DELEGATIONS

THAT pursuant to clause 32 of Schedule 7 of the Local Government Act 2002, the Waikato District Council delegates to those officers and elected representatives specified in **Schedule A** hereto the authority to award contracts on behalf of the Waikato District Council within the monetary limits specified provided that:

- a) the contract is in accordance with, and sufficient funds for the goods or services to be procured have been budgeted in, the current long term plan or annual plan; and
- b) the cost of the contract plus the cost of any goods or services to be supplied by others for the same project is within the funds budgeted for the project; and
- c) all contracts of \$150,000 or more shall be reported to the next ordinary meeting of the Council;

AND THAT pursuant to clause 32 of Schedule 7 of the Local Government Act 2002, the Waikato District Council delegates to those officers specified in **Schedule B** hereto the authority to enter into contracts on behalf of the Waikato District Council provided that:

- a) officers may enter into contracts only in accordance with the “Nature of Contract” and within the monetary limit specified within the schedule; and
- b) the contract is in accordance with, and sufficient funds for the goods or services to be procured have been budgeted in, the current long-term plan or annual plan; and
- c) the cost of the contract plus the cost of any goods or services to be supplied by others for the same project is within the funds budgeted for the project; and
- d) all contracts of \$150,000 or more shall be reported to the next ordinary meeting of the Council;

AND FURTHER, THAT pursuant to clause 32 of Schedule 7 of the Local Government Act 2002, the Waikato District Council permits transfer of delegations to holders of equivalent, albeit re-named, positions in the future.

AND FURTHER, THAT this policy replaces all previous financial delegations and policies.

Schedule A: The Council’s authority to award contracts is given as follows:

Total Contract Value

\$1,000,001 - \$2,000,000 Major Projects Only

Persons Authorised

His Worship the Mayor, Chairperson of the Infrastructure Committee as relevant, Chairperson of the Strategy & Finance Committee and Chief Executive jointly.

Any contracts over \$2,000,000 shall be by resolution of the Council.

Schedule B:**Category Limits of Expenditure (GST exclusive)**

A	\$ 10,000 individually
B	\$ 25,000 individually
C	\$ 50,000 individually
D	\$ 100,000 individually
General Manager (GM)	\$ 250,000 individually
Chief Executive (CE)	\$ 1,000,000 individually
Chief Operating Officer (COO)	\$1,000,000 individually

The following delegations apply in the Chief Executive's Team:

Category	Officer	Nature of contract
CE	Chief Executive	All contracts
C	Iwi and Community Partnership Manager	Community funding agreements, koha
	Zero Harm Manager	Materials and services for the Zero Harm function
B	Executive Assistant to the Chief Executive Executive Assistant to the Mayor	Accommodation, travel, printing, stationery and other expenditure associated with the Chief Executive's team, Mayor and Councillors

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General Manager (GM)	\$ 250,000 individually
Chief Executive (CE)	\$ 1,000,000 individually
Chief Operating Officer (COO)	\$1,000,000 individually

The following delegations apply in the Operations Group:

Category	Officer	Nature of contract
COO	Chief Operating Officer	Corporate expenses, office supplies, legal, labour, consulting fees, all contracts, plant, staff training, insurance, subscriptions and journals
C	Chief Financial Officer	Office supplies, maintenance contracts, materials and services, search fees, contracts, staff purchases
	People & Capability Manager	Materials and services for human resources activities including learning and development
	Communications, Marketing & Engagement Manager	Materials and services for the Communications function
	Chief Information Officer	Consultancy fees, maintenance contracts, data processing – maintenance and minor equipment, capital equipment
	Project & Innovation Manager	Materials and services for the Project & Innovation Team
B	Legal Counsel	Valuation, legal, registration, search and consultancy fees
	Procurement Manager	Materials and services for the procurement function
	Finance Operations Team Leader	Office supplies, maintenance contracts, materials and services, search fees, contracts
	Executive Assistant to COO	Stationery, general expenses of the Operations Group, advertising, travel and accommodation
A	Senior Communications Advisor	Materials and services for the communications function
	Communications Advisor	Materials and services for the communications function
	Online Communications Advisor	Materials and services for the communications function
	Senior Engagement Advisor	Materials and services for the Engagement function
	Electoral Officer	Election expenses and other expenses provided for within the District Council (Democracy) budget

The following delegations apply in the Operations Group:

Category	Officer	Nature of contract
	Democracy Manager	Materials and services for secretariat, grants and donations
	Business Intelligence Leader	Consultancy fees, data processing, minor equipment, software and supplies
	Solicitor	Valuation, legal, registration and search fees
	Senior Solicitor	Valuation, legal, registration and search fees
	Legal Assistant	Valuation, legal, registration and search fees
	Records Information Team Leader	Filing requirements, records stationery
	Credit Controller (Rates)	Material and services associated with rates credit control
	Team Administrator	General expenses of the Operations Group, travel and accommodation etc
	IS Support Coordinators	Materials and Services associated with the IS Support Coordinator roles

Exceptions to Standard Delegated Authorities

The table below describes approved exceptions to the above general delegated amounts for revenue expenditure commitments of a specific nature. Only the Chief Executive may approve changes to these exceptions.

Position Description	Business Group	Delegated authority	Commitment Type
Chief Operating Officer	Operations Group Management	Value Limit Deleted Signature requirement to remain	FBT, GST, Payroll, PAYE, ACC
Chief Financial Officer	Chief Financial Officer	Value Limit Deleted Signature requirement to remain	FBT, GST, Payroll, PAYE, ACC
Finance Operations Team Leader	Chief Financial Officer	Value Limit Deleted Signature requirement to remain	FBT, GST, Payroll, PAYE, ACC

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General Manager (GM)	\$ 250,000 individually
Chief Executive (CE)	\$ 1,000,000 individually
Chief Operating Officer (COO)	\$1,000,000 individually

The following delegations apply in the Customer Support Team:

Category	Officer	Nature of contract
GM	Customer Support	Materials and services for the Customer Support Team
C	Consents Manager	Materials and services for the Consents Team
	Customer Delivery Manager	Library requirements Materials and services for customer delivery operations
	Regulatory Manager	In accordance with approved budgets and council procedures
	Building Quality Manager	Materials and services for the Building Team
B	Principal Planner	Materials and services for the role of Principal Planner
	Consents Team Leaders	Materials and services for the Consents team
	Environmental Health Team Leader	Materials and services for the Environmental Health team
	Monitoring Team Leader	Materials and services for the Monitoring and Bylaws team, legal and consultancy regarding consents, enforcement
	Consents Administration Team Leader	Materials and services for the Consents team
	Animal Control Team Leader	Animal care materials, animal sustenance, pound maintenance, equipment for animal capture & destruction, safety equipment & clothing
	Development Engineering Team Leader	Works – materials, plant hire, labour, consultants
A	Personal Assistant to the General Manager	General expenses of the Customer Support team, travel and accommodation
	Team Assistant	General expenses of the Customer Support team, travel and accommodation

The following delegations apply in the Customer Support Team:

Category	Officer	Nature of contract
A	Customer Delivery Team Leader, Ngaruawahia, Raglan, Contact Centre	Materials and services for customer services operations, minor maintenance
	Customer Delivery Team Leader, Huntly, Te Kauwhata and Meremere	Materials and services for customer services operations, minor maintenance and book purchasing
	Senior Building Inspector	Materials and services for the Building Quality team
	Building Administration Team Leader	Materials and services for the Building Quality team
	Senior Regulatory Administrator	Materials and services for the Senior Regulatory Administration team
	Waikato Building Consents Group Manager	Materials and services for the Waikato Building Consents Group
	Building Review Team Leader	Materials and services for the Building Review team

The following delegated authorities to **Council personnel** are to operate only in the event of a Civil Defence Emergency:

Expenditure Limit	Officer	Nature of Contract
\$50,000	Local Controller	Works, material, labour, plant hire, emergency requirements
	Alternate Controller	
\$25,000	Recovery Manager, Welfare Manager	
	Heads of Planning/Intelligence, Logistics, Operations	
\$3,000	Officers involved in Planning/Intelligence, Logistics, Operations teams	
\$1,000	Administration Officers	

The following delegated authorities to **non-Council personnel** are to operate only in the event of a Civil Defence Emergency:

Expenditure Limit	Officer	Nature of Contract
\$10,000	Local Civil Defence Emergency Management Coordinator	Works, material, labour, plant hire, emergency requirements
\$3,000	Officers involved in Planning/Intelligence, Logistics, Operations teams	

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D	\$ 100,000 individually
General Manager (GM)	\$ 250,000 individually
Chief Executive (CE)	\$ 1,000,000 individually
Chief Operating Officer (COO)	\$1,000,000 individually

The following delegations apply in the Service Delivery Team:		
Category	Officer	Nature of contract
GM	Service Delivery	Works - materials, plant hire, labour, contracts, consultancy fees, maintenance contracts, equipment
GM	Deputy General Manager	Works - materials, plant hire, labour, contracts, consultancy fees, maintenance contracts, equipment
D	Contracts and Partnering Manager	Works – materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment
	Waters Manager	
	Programme Delivery Manager	
	Community Assets Manager	
	Community Projects Manager	
C	Community Connections Manager	Works – materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment
	Strategic Property Manager	
B	Operations Team Leader (Waters)	Works – materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment
	Asset Management Team Leader (Waters)	
	Business Support Team Leader	
	Projects Team Leader	
	Contracts Team Leader	
	Roading Team Leader	
	Road Safety Engineer	

The following delegations apply in the Service Delivery Team:

Category	Officer	Nature of contract
B	Solid Waste Team Leader	
	Council Facilities Team Leader	
	Community Assets Team Leader	
	Community Venues and Events Team Leader	
	Raglan Papahua Holiday Camp Manager	
	Compliance Income Team Leader	
	Treatment and Service Team Leader	
	Open Spaces Team Leader	Reserves – materials, plant hire, labour, contract payments), building (minor maintenance) and plant (vehicle maintenance, cleaning materials)
	Council Facilities Team Leader	Works – materials, plant hire, labour, contracts, consultants, building, furnishing and equipment, minor maintenance, property and land maintenance, legal search fees, professional services, plant and contracts
	Project Development Team Leader	Materials, plant hire labour, contracts, consultancy fees, maintenance contracts, equipment
	Project Design Team Leader	Materials, plant hire labour, contracts, consultancy fees, maintenance contracts, equipment
Venue and Events Team Leader		
A	Senior Property Officer	Materials, plant hire labour, contracts, consultancy fees, maintenance contracts, equipment
	Property Officer	
	Leasing Officer	
	Maintenance and Contracts Officer(s)	
	Technical Support Officer	
	Arborist/Maintenance & Contracts Officer	
	Cemetery/Hall Officer	
	Contract Engineer Community Projects	
	Reticulation Maintenance Supervisor	
	Treatment Plants Engineer	
	Treatment Plants Supervisor	
	Operations Engineer(s)	
	Reticulation Serviceperson Contracts	

The following delegations apply in the Service Delivery Team:

Category	Officer	Nature of contract
	Project Coordinator Community Projects	
	Project Manager Community Projects	
	Contract Engineer Community Projects	
	Contract Support Engineer Community Projects)	
	Ecological Planner	
	Waste Minimisation Officer	
	Cafeteria Team Leader	Materials and goods for the cafeteria functions.

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General Manager (GM)	\$ 250,000 individually
Chief Executive (CE)	\$ 1,000,000 individually
Chief Operating Officer	\$1,000,000 individually

The following delegations apply in the Community Growth Team:

Category	Officer	Nature of contract
GM	General Manager Community Growth	Corporate expenses, office supplies, legal, labour, consulting fees, maintenance and service contracts, plant, staff training, insurance, subscriptions and journals
B	Planning and Policy Manager	Materials and services for the Planning and Policy team
	Strategic Planning Team Leader	Materials and services for the procurement function
	Resource Management Policy Team Leader	Materials and services for the Strategic Planning and Resource Management team
	Economic and Community Development Manager	Materials and services for the economic development function
	Corporate Planning Team Leader	Materials and services for the Corporate Planning team
	Strategic Projects Manager	Materials and services for the Strategic Projects function
	Funding & Partnerships Manager	Materials and services for the Funding & Partnership function
A	Corporate Planner	Materials and services associated with corporate planning and consultation
	Junior Corporate Planner	Materials and services associated with corporate planning and consultation
	District Plan Administrator	Materials and services for administration of the District Plan, subscriptions
	Personal Assistant to GM	Stationery, general expenses of the Community Growth Team, advertising, travel and accommodation
	Economic Development Marketing Officer	Materials and services for the Economic Development team
	Team Administrator	General expenses of the Community Growth team, travel and accommodation etc.

APPOINTMENTS AND DELEGATIONS TO THE MAYOR AND COUNCILLORS

THE MAYOR OF WAIKATO DISTRICT

ROLE

To define and represent the total communities' interests, ensuring ongoing community and economic development, the effective stewardship of existing assets, sustainable management of the environment, and the prudent management of the communities' financial resources. (Remuneration Authority)

STATUTORY APPOINTMENTS

- 1 Pursuant to section 41(4) of the Local Government Act 2002 the Mayor of a territorial authority is a Justice of the Peace during the time that he or she holds the office of Mayor.
- 2 Pursuant to Section 25(5) of the Civil Defence Emergency Management Act 2002 the Mayor (or the designated Acting Mayor) has the power to declare a Civil Defence emergency within the Waikato District.

DELEGATIONS

Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002, the Waikato District Council delegates the following responsibilities, duties and powers to the Mayor of Waikato District:

- 1 To act as the principal spokesperson on Council activities.
- 2 To requisition an extraordinary meeting of the Council. *(Clause 22 of Schedule 7 of the Local Government Act 2002)*
- 3 In consultation with the appropriate Committee Chairperson, to release any information or resolutions from public excluded minutes in a manner and time that the Mayor deems that the intent of the resolution has been implemented, or when the information is required to be supplied in terms of the Local Government Official Information and Meetings Act 1987; and to notify all Councillors as soon as practicable of resolutions so released.
- 5 To consider and decide on any disputed claims for Councillors' travelling expenses.
- 6 To approve expenses claims for Community Board members.
- 7 To approve the reimbursement of expenditure incurred by the Chief Executive in accordance with budget.
- 8 To approve the purchase of a replacement vehicle for the Chief Executive.

9 To exercise speaking and voting rights on behalf of the Waikato District Council at meetings of **Waikato Regional Airport Limited, Civic Assurance, and Strada Corporation Limited** and, if necessary, to sub-delegate in writing to the Deputy Mayor or in the absence of the Deputy Mayor any other Councillor the exercise of these powers.

10 To represent the Waikato District Council on discussions relating to the implementation and development of a Joint Management Agreement with Ngati Maniapoto and to undertake all the duties and functions specified in the Nga Wai o Maniapoto Joint Committee Terms of Reference; and

In the absence of the Mayor, the Council appoints the **Deputy Mayor** as the alternate representative on the Nga Wai o Maniapoto Joint Committee, with the same delegations as given to the Mayor.

11 **Jointly with the Deputy Mayor** to represent the Council at **Local Government New Zealand** activities (including the Local Government New Zealand AGM, Zone 2 meetings and Rural/Provincial Sector meetings).

12 To deal with matters affecting the **WEL Energy Trust. (Deputy Mayor – Alternate)**

13 **Jointly with the Deputy Mayor** to be the Council representatives to the **Future Proof Implementation Committee**.

14 **Jointly with the Deputy Mayor** to approve the cashing up of annual leave by the **Chief Executive**.

15 **Jointly with the Deputy Mayor** to approve employment agreement terms for the **Chief Executive**.

16 **Jointly with the Deputy Mayor and the Chairperson of the Strategy & Finance Committee** to undertake a recruitment process for the appointment of directors to Strada Corporation Limited. Any proposed appointments must be confirmed by the Council.

17 **Jointly with the Chief Executive**, the execution of documents requiring to be sealed with the Common Seal of the Council as follows:

The Common Seal of the Waikato District Council shall be held in the custody of the Chief Executive and affixed to documents in the presence of the Mayor and Chief Executive who shall both sign the attestation. A register shall be kept listing all documents on which the Common Seal has been affixed and this should be made available to Council or any individual elected member on request. In the event of the absence of both the Mayor and the Deputy Mayor from the Waikato District for a period greater than two working days, the Common Seal of the Council may be affixed to documents required to be sealed in the presence of and attested to by a Councillor AND in the presence of and attested to by the Chief Executive; OR, in his or her absence from the Waikato District for more than one working day then in the presence of and attested to by the person designated as Acting Chief Executive; OR, in his or her absence, then in the presence of and attested to by the Legal Counsel.

18 That the **Deputy Mayor** represents Council as a member of the **Regional Transport Committee (RTC) Working Group** on transport options between Hamilton and Auckland.

WAIKATO-TAINUI AND WAIKATO DISTRICT COUNCIL JOINT COMMITTEE

Preamble:

This Committee provides the framework for Waikato-Tainui and the Waikato District Council to work together to give effect to the Waikato River Settlement.

The parties are committed to

- the restoration and protection of the health and wellbeing of the Waikato River for future generations; and
- establishing and maintaining a positive, co-operative and enduring relationship consistent with the guiding principles and the principles of engagement;
- work co-operatively on matters of common interest to both parties.

The Committee shall comprise the Mayor (who shall be co-Chairperson) and three councillors appointed at the triennial meeting of the Council, and four members who shall be appointed by Waikato-Tainui, one of whom shall be co-Chairperson.

Appointments confirmed 1 November 2016 – Cr Fulton, Cr Gibb, Cr Thomson. Alternate: Cr Church

The Committee has delegated responsibility for:

- Completion of the Joint Management Agreement
- Implementation of the processes detailed in the schedules to the Joint Management Agreement
- Overseeing the development of an effective and collaborative working relationship at governance, management and operational levels of both organisations.

Terms of Reference

I. Purpose

- The Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 ('River Settlement Act') requires Waikato-Tainui and the Waikato District Council to work together in carrying out the duties, functions and the exercising of powers in respect of the Resource Management Act 1991 ('RMA').
- The purpose of the terms of reference (TOR) is to provide the framework for Waikato-Tainui and the Waikato District Council to work together to give effect to the River Settlement and to develop a tangible, enduring and beneficial relationship.
- The TOR covers the following key aspects in relation to the River Settlement Act and the joint management agreement:
 - The completion of the Joint Management Agreement;
 - The implementation of the processes detailed in the schedules to the Joint Management Agreement
 - The development of an effective and collaborative working relationship at governance, management and operational levels of each organisation.
- Waikato-Tainui and the Waikato District Council may, in future, consider and determine whether it is appropriate that the TOR and the Joint Management Agreement are integrated into a single document.

2. The Relationship

- Both Waikato-Tainui and the Waikato District Council have over many years had an informal relationship at both governance and management levels. This relationship to some extent has not been fully expressed and is often limited to the formalities of the existing statutory frameworks.
- The opportunities within the River Settlement Act have now provided a unique opportunity upon which an enduring and tangible relationship can be built beyond just the statutory frameworks alone.
- In carrying out the duties and functions covered by the TOR, the Joint Committee shall do so in accordance with the principles set out in section 44 of the River Settlement Act, which are to:
 - Promote the overarching purpose of the settlement to restore and protect the health and wellbeing of the Waikato River for future generations;
 - Respect the mana whakahaere rights and responsibilities of Waikato-Tainui;
 - Promote the principle of co-management;
 - Reflect a shared commitment to:
 - Work together in good faith and in a spirit of co-operation
 - Being open, honest and transparent in all communications
 - Using their best endeavours to ensure that the purpose of the Joint Management Agreement is achieved in an enduring manner;
 - Recognise that the Joint Management Agreement operates within statutory frameworks and that complying with those frameworks, meeting statutory timeframes and minimising delays are important.
- The joint committee will work co-operatively to ensure that all the requirements of the River Settlement Act are met, including finalisation of the schedules to the Agreement.

3. Application to the duties, functions and exercising of powers in the RMA

- The TOR shall apply to the processes associated with the following activities, the details of which are set out in the schedules to the Joint Management Agreement:
 - Monitoring and enforcement (s45)
 - Preparation, review, change or variation of RMA 1991 planning document (s46)
 - Resource consent process (s47)
 - processes relating to customary activities (s62)

The TOR will also extend to cover other duties, functions or powers pursuant to section 52 of the Settlement Act, as set out in the Joint Management Agreement.

4. Membership of the Joint Committee

- The joint committee will comprise :
 - Four members from Waikato-Tainui, one of which, must be the chair of Te Arataura
 - Four members from Waikato District Council, one of which must be the Mayor
- The members of the joint committee will be nominated following the triennial elections for each organisation and will include alternative members.

- If a member is unable to attend a meeting, an alternative member will attend in their place, to ensure that meetings may still proceed.

5. **Meetings of the Joint Committee**

- The joint committee must meet a minimum of twice per year.
- The joint committee may call additional meetings as often as it considers necessary, following consultation and agreement from both chairs. The purpose of these meetings may be to receive updates on projects, to discuss a specific issue, or for other purposes as agreed by the chairs.
- The venue for meetings shall alternate between the offices of the Waikato District Council and Waikato-Tainui. The host organisation shall provide the necessary support services for the meeting including a minute secretary.
- Meeting dates and venues will be organised and set by the appropriate staff of Waikato-Tainui and Waikato District Council once confirmation and agreement on that date has been received by all members on the joint committee.
- The host must give notice in writing to each member of the committee of the time and place of the meeting:
 - Not less than 14 days before the meeting; or
 - If the committee has adopted a schedule of meetings, not less than 14 days before the first meeting on the schedule.
- Notice may be given by hand delivery, post, facsimile or email.
- An agenda detailing the matters to be brought before each meeting, together with relevant attachments must be sent to each member not less than two clear working days before the day appointed for the meeting.

6. **Procedure for all meetings**

- The meetings shall be co-chaired by the Chair of Te Arataura and the Mayor of Waikato District Council.
- In the event that either or both of these members are unable to attend the meeting, the members of the committee who are present will elect one of their members to preside at that meeting. That person may exercise at that meeting the responsibilities, duties, and powers of the Chair of Te Arataura or the Mayor of Waikato District Council.
- The quorum for a meeting of the joint committee shall be six members comprising:
 - Three members from Waikato-Tainui and
 - Three members from Waikato District Council.
- Meetings of the joint committee shall be open to the public to attend. There shall be no mandatory requirement for either Waikato-Tainui or the Waikato District Council to notify meetings, however, the minutes of the meetings will be made available for public inspection.
- Where there are matters of confidence then the committee may go “in committee” and exclude the public from such matters. The decision of what constitutes a matter to be discussed in confidence shall be determined by the co-chairs.

7. **Minutes of meetings**

- The host organisation is responsible for keeping minutes of the proceedings of meetings.

8. Process for reaching decisions

- The process for reaching decisions will be in accordance with the principles set out in section 44 of the Settlement Act and:
 - Will be carried out with the highest level of good faith engagement; and
 - By consensus
- Members are to endeavour, at all times, to reach a consensus on the matters to be discussed and decided on by the joint committee. Members are bound by each recommendation/decision and will not take any steps to undermine a consensus recommendation/decision.
- Where a decision cannot be reached, the chairs may direct one or more of the following actions to aid in decision making:
 - Nominated staff from each organisation to prepare a joint report on the issue with options and recommendations for consideration by the committee
 - A workshop to be arranged to enable further discussion on the matter. Attendance at the workshop to be agreed by the committee and may include committee members, nominated staff and if required subject matter experts.
 - The issue to be referred back to respective Waikato-Tainui Executive and Waikato District Councillors for further discussion and direction
- Following the completion of one or more of these options, the matter will be placed on the agenda for the next joint committee meeting for further consideration at the direction and agreement of the co-chairs.
- The joint committee may also agree to reserve their decision on an issue until a future date and take no action in the interim.

9. Establishment of Project Teams

- The joint committee may appoint project teams to give effect to the processes identified and set out in the schedules to the Joint Management Agreement and to complete specific projects required by the joint committee.
- The project teams will consist of representatives from Waikato-Tainui and the Waikato District Council. The composition of project teams will be agreed between the partners, and will depend on the project. Generally, the project teams will comprise equal numbers from both organisations, with the relevant skills and knowledge suitable for the specific project.
- The frequency of project team meetings, the process to be followed and other administrative matters relating to the project, will be determined by the members of the project team. Progress reports will be provided to the joint committee at their meetings.

10. Facilitation of Meetings

- The co-chairs are free to conduct meetings as they see fit. The co-chairs will endeavour to ensure all meetings start and finish on time and that, where possible, all agenda items are covered.
- The co-chairs should be aware of the range of perspectives across the joint committees and are to manage discussion of those differing perspectives in light of the purpose and scope of the terms of reference.
- Where necessary the co-chairs may request that independent facilitation of meetings take place if it is in the best interest of the members working together to achieve the purpose of the Joint Management Agreement.

11. Costs

- Costs associated with the administration and hosting of joint committee meetings will be the responsibility of the host organisation.
- Costs that may arise as a result of a project directed by the joint committee are to be discussed and agreed by the joint committee and will generally be shared equally.
- Costs that may arise as a result of a decision or recommendation of the joint committee must be addressed in the recommendations. As a general principle any decision or recommendation which may result in costs to either or both organisations will be referred back to Waikato-Tainui and Waikato District Council for consideration.

12. Conflicts of Interest

- Committee members should be aware of possible conflicts of interest in regard to any matters that may be discussed by the joint committee.
- Where a conflict of interest may exist the committee member should declare the conflict as early as possible. Any member of the committee who declares a conflict of interest will not participate in the discussion or decision making on that particular issue.
- Any conflict of interest declared by a member will be recorded in the minutes of the meeting.

13. Conduct of members

- Members of the joint committee will act at all times in a manner appropriate for the good conduct of the business of the committee and as per the guiding principles which are set out in the Joint Management Agreement (clause 9- a-o).

14. Communication

- All communications on the activities of the joint committee are to be approved by the members and signed off by the co-chairs prior to any release.
- Appropriate staff from each respective organisation shall be charged with ensuring that the above protocol is followed.

15. Dispute Resolution

- If any dispute should arise in connection with the operation of these Terms of Reference, the co-chairs and joint committee members will use their best endeavours to settle the dispute by agreement.
- The members will act in good faith and co-operate with each other to resolve the dispute.
- The members shall refer to the guiding principles in the JMA (clause 9 – a-o) when seeking to settle the dispute and may also use the options set out in section 8 of this terms of reference to assist them to reach a consensus.

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*NOTE: The Joint Management Agreement with Ngati Maniapoto will give rise to a separate committee. (See Delegation 10 of the Mayor's delegations on page 2.)
Matters relating to other iwi will be dealt with by Council members of the Joint Committee and the relevant ward councillor(s)*

OTHER APPOINTMENTS AND DELEGATIONS

Appointees to these bodies are expected to keep the Council informed of relevant matters.

WAIKATO REGIONAL COUNCIL:

Roading and Transport

Pursuant to Section 105(4) of the Land Transport Management Act 2003, the Waikato District Council nominates the following to be the Council representative to the Regional Land Transport Committee:

Infrastructure Committee Chairperson:

His Worship the Mayor (Alternate);

Infrastructure Committee Deputy Chairperson (in the absence of the Infrastructure Committee Chairperson or His Worship the Mayor).

Pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002, the Waikato District Council delegates the following to be the Council representatives to the Regional Road Safety Committee:

Infrastructure Committee Chairperson;

Infrastructure Committee Deputy Chairperson (Alternate).

River Liaison Sub-Committees

Pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002, the Waikato District Council makes these delegations to be the Council representatives to the following:

West Coast Liaison Zone Sub-Committee:

Raglan Ward Councillor

Lower Waikato River and Catchment Liaison Sub-Committee:

Whangamarino Ward Councillor

Awaroa ki Tuakau Councillor

Middle Waikato River and Catchment Liaison Sub-Committee:

Eureka Ward Councillor

Waipa River and Catchment Liaison Sub-Committee:

Newcastle Ward Councillor

And further that pursuant to Section 18 of the Hauraki Gulf Marine Park Act 2000 the Waikato District Council make the following appointments to the Hauraki Gulf Forum Committee:

Eureka Ward Councillor

Other Committees

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Pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002, the Waikato District Council makes these delegations to be the Council representatives to the Waikato Plan Joint Committee His Worship the Mayor, that the Deputy Mayor (Alternate).

CIVIL DEFENCE AND EMERGENCY MANAGEMENT

Pursuant to Section 13 of the Civil Defence Emergency Management Act 2002 the Waikato District Council makes the following appointments to the Waikato Region Civil Defence and Emergency Management Group Joint Committee

Newcastle Ward Councillor

Deputy Mayor (Alternate)

Pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002 Council's representative or alternative representative is granted full delegated authority to commit to action and expenditure on behalf of the Council within approved budgets as per section 7 of the Waikato Region Civil Defence and Emergency Management Group Constituting Agreement.

RESERVES COMMITTEES OF MANAGEMENT

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Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002, the Waikato District Council makes these appointments to be the Council representatives to the following:

Lake Rotokauri Management Committee:

Newcastle Ward Councillor

Lake Kainui Recreation Reserve Committee:

Hukanui-Waerenga Ward Councillor

Mercer Recreation Reserve Committee:

Awaroa ki Tuakau Ward Councillors

Ohinewai Area Committee:

Huntly Ward Councillor – Cr Lynch

Puketirini Management Committee:

Huntly Ward Councillor – Cr McInally
Infrastructure Committee Chairperson

Raglan Coastal Reserves Advisory Committee:

Raglan Ward Councillor
Raglan Community Board Chairperson

Raglan Kopua Holiday Park Board of Management

Raglan Ward Councillor

Te Kauwhata Domain Management Committee:

Whangamarino Ward Councillor

Tuakau Recreation Reserve Committee:

Awaroa Ki Tuakau Ward Councillor – Cr Henderson

Whatawhata Domain Management Committee

Newcastle Ward Councillor

HALL COMMITTEES

Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002, the Waikato District Council makes these appointments to be the Council representatives to the following:

Te Kowhai Hall Committee:

Newcastle Ward Councillor

Te Akau/Waingaro Community Complex Committee:

Onewhero-Te Akau Ward Councillor

OTHER GROUPS

Pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002, the Waikato District Council makes these delegations to be the Council representatives to the following:

Waikato Coalfields Museum Trust

Huntly Ward Councillor – Cr McNally

Taitua Arboretum Advisory Group

Newcastle Ward Councillor

Appointment Panel for Woodlands Historic Trust Board

Gavin Ion – Chief Executive

Department of Corrections Community Liaison Group for the Spring Hill Corrections Facility

Whangamarino Ward Councillor

Hamilton Airport Community Liaison Group

Tamahere Ward Councillor

Hamilton & Waikato Tourism

Strategy & Finance Committee Chairperson

Waikato District Lakes and Freshwater Wetlands Memorandum of Agreement Governance Group

Whangamarino Ward Councillor and Hukanui-Waerenga Ward Councillor

SEE ALSO – “Delegations to Council Committees, Community Boards and Committees” for other Councillor appointments.

Chairperson – Awaroa Ki Tuakau Ward Councillor (Cr Church)

Deputy Chairperson – Eureka Ward Councillor

Trustees: His Worship the Mayor
Judy Muru
Eileen Bateup

APPOINTMENTS AND DELEGATIONS TO COUNCIL COMMITTEES, COMMUNITY BOARDS AND COMMITTEES, RESERVES COMMITTEES OF MANAGEMENT, HALL COMMITTEES

COUNCIL COMMITTEES

Pursuant to Clause 30 of Schedule 7 of the Local Government Act 2002 the Waikato District Council confirms the establishment of the following committees:

Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002 the Waikato District Council appoints the following members to its committees:

Pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002 the Waikato District Council delegates the following authority to its committees:

STRATEGY & FINANCE COMMITTEE

The authority to:

- 1 Monitor the operations and make recommendations to the Council for amendments to levels of service for the following activities of the Council:
 - Annual Plan and the financial components of the LTP
 - Audit
 - Civic Assurance
 - Civil Defence/Emergency Management
 - District Plan Review
 - Economic Development
 - Enterprise Franklin Development Trust or its successor
 - External Contracts, such as Waikato Enterprise Agency
 - Finance & Treasury Functions
 - Information Services
 - Investments
 - Waikato Local Authority Shared Services Limited
 - Strada Corporation Ltd Performance
 - Structure Planning
 - Waikato Enterprise Agency
 - Waikato Regional Airport Performance
- 2 Open or close bank accounts.
- 3 Consider all fees and charges after consultation with appropriate community boards or committees and to make recommendations to the Council.
- 4 Deal with the Schedule of Investments in accordance with the policy of the Council.
- 5 Alter financial policy documents.
- 6 Deal with operational issues relating to rating issues where these exceed the delegated authority of staff or are an appeal against staff decisions.
- 7 Approve releases of statutory and charges relating to rural housing loans.
- 8 Undertake and complete work on Future Proof, Waikato Plan, District Development Strategy and cross-boundary issues.
- 9 Administer the District Plan, including appeals, variations and minor reviews.
- 10 Prepare Structure Plans and facilitate planned growth, particularly if this necessitates the preparation of an amended LTP.
- 11 Pursuant to Section 34(1) of the Resource Management Act the power to act in making submissions on Resource Management policy issues where timeframes are such that the Council is unable to consider the submission prior to closing date.

- 12** Pursuant to Section 34(1) of the Resource Management Act 1991 the Waikato District Council delegates to the Strategy and Finance Committee all of its functions, powers and duties under that Act, except the functions, powers and duties contained in:
- (a) Clause 17 of Schedule 1 relating to approval of Proposed District Plans, Changes or Variations to District Plans;
 - (b) Section 10 - relating to certain existing uses of land;
 - (c) Section 34A(2) - relating to the delegating to any other person any functions, powers or duties under the Resource Management Act;
 - (d) Section 38 - relating to the appointment of Enforcement Officers;
 - (e) Section 87-139 - relating to resource consents and certificates of compliance;
 - (f) Section 357 - relating to objections to certain decisions and requirements of consent authorities;
 - (g) Section 220-226 - relating to subdivisions.
- 13** Consider and initiate the commencement of any proposal where public consultation is (or may be) required, pursuant to Section 83 of the Local Government Act 2002.

Appointments confirmed 1 November 2016: Cr Gibb – Chairperson; Cr Bech – Deputy Chairperson; Mayor; All Councillors

COUNCIL SUBMISSION SUBCOMMITTEE

The Council Submission subcommittee, which consists of His Worship the Mayor, chairpersons of the Strategy & Finance, Infrastructure, Policy & Regulatory and Discretionary & Funding Committees approve submissions where necessary. The subcommittee will be chaired by the Strategy & Finance Chairperson.

AUDIT & RISK COMMITTEE - Terms of Reference

Objective

The objective of the Audit & Risk Committee is to provide independent assurance and assistance to the Waikato District Council (WDC) on Council's risk, control and compliance framework, and its external accountability responsibilities.

Authority

The WDC has delegated responsibility for fulfilling the role of the Audit Committee to the Audit & Risk Committee which is a sub-committee of the Strategy & Finance Committee.

The WDC authorises the Committee within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee and/or external party (subject to their legal obligation to protect information);
- Discuss any matters with the external auditor, or other external parties (subject to confidentiality considerations);
- Request the attendance of any employee, including the Chief Executive, at Committee meetings; and
- Obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the Council's expense.

Composition and tenure

The Committee will consist of some members of the Strategy & Finance Committee and an external member.

The members, taken collectively, will have a broad range of skills and experience relevant to the operation of the WDC. Other members may be co-opted to the Audit & Risk Committee to ensure that at least one member of the Committee has accounting or related financial management experience with an understanding of accounting and auditing standards in a public sector environment, or other experience as required.

Roles and Responsibilities

The Committee has no executive powers.

The Committee is directly responsible and accountable to the Strategy & Finance Committee for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of WDC rests with the Chief Executive.

The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by the Council from time to time.

Risk Management

The Committee's responsibilities are to:

- review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of the WDC's financial and business risks, including fraud;

- review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
- review the effect of the risk management framework on its control environment and insurance arrangements;
- review whether a sound and effective approach has been followed in establishing the WDC's business continuity planning arrangements, including whether disaster recovery plans have been tested periodically; and
- review the fraud policy and satisfy itself that the WDC has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Control Framework

The Committee's responsibilities are to:

- review whether management's approach to maintaining an effective internal control framework, including over external parties such as contractors and advisers, is sound and effective;
- review whether management has in place relevant policies, processes and procedures, and that these are periodically reviewed and updated;
- determine whether the appropriate processes are in place to assess, at least once a year, whether policies and procedures are complied with;
- review whether appropriate policies and procedures are in place for the management and exercise of delegations;
- consider how management identifies any required changes to the design or implementation of internal controls; and
- review whether management has taken steps to embed a culture, which is committed to ethical and lawful behaviour.

External Accountability

The Committee's responsibilities are to:

- review the financial statements, provide advice (including whether appropriate action has been taken in response to audit recommendations and adjustments), and recommend their signing by the Council;
- satisfy itself that the financial statements are supported by appropriate management sign-off on the statements and on the adequacy of the systems of internal controls;
- review the processes in place designed to ensure that financial information included in the annual report is consistent with the signed financial statements;
- satisfy itself that the WDC has appropriate mechanisms in place to review and implement, where appropriate, relevant external audit reports and recommendations; and
- satisfy itself that the WDC has a performance management framework that is linked to organisational objectives and outcomes and has appropriate monitoring in place.

Legislative compliance

The Committee's responsibilities are to:

- determine whether management has appropriately considered legal and compliance risks as part of the WDC's risk assessment and management arrangements; and
- review the effectiveness of the system for monitoring compliance with relevant laws, regulations, and associated government policies.

Internal audit

The Committee's responsibilities are to:

- act as a forum for communication between the Chief Executive, senior management, and internal and external auditors;
- review the internal audit coverage and annual work plan, ensure that the plan is based on the risk management plan, and recommend approval of the plan by the Council;
- advise the Council on the adequacy of resources to carry out the internal audit, including completion of the approved internal audit plan;
- oversee the co-ordination of audit programmes conducted by the internal and external auditors and other review functions;
- review all audit reports and provide advice to the Council on significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of good practice;
- monitor management's implementation of the internal auditor's recommendations;
- review the internal audit charter to ensure that appropriate organisational structures, authority, access, and reporting arrangements are in place;
- recommend to the Council the appointment of the internal auditor;
- periodically review the performance and effectiveness of the internal auditor; and
- be satisfied that any dismissal of the Finance Manager is based on proper and appropriate reasons, to safeguard the independence of the audit function.

External audit

The Committee's responsibilities are to:

- act as a forum for communication between the Chief Executive, senior management, and internal and external auditors;
- provide input and feedback on the financial statements and the audit coverage proposed by the external auditor, and provide feedback on the audit services provided;
- review all external plans and reports for planned or completed audits and monitor management's implementation of audit recommendations;
- oversee the co-ordination of audit programmes conducted by the internal and external auditors and other review functions; and
- provide advice to the Council on action taken on significant issues raised in relevant external audit reports and good practice guides.

Responsibilities of Committee members

Members of the Committee are expected to:

- contribute the time needed to study and understand the papers provided;
- apply good analytical skills, objectivity, and good judgement; and
- express opinions frankly, ask questions that go to the core of the issue, and pursue independent lines of enquiry.

Reporting

The Committee will regularly, but at least once a year, report to the Council on its operation and activities during the year.

The report should include:

- a summary of the work the Committee performed to fully discharge its responsibilities during the preceding year; and
- a summary of the Waikato District Council's progress in addressing the findings and recommendations made in internal and external audit reports, and the Auditor-General's reports (if applicable).

The Committee may, at any time, report to the Chief Executive or the Strategy & Finance Committee any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chief Executive or the Strategy & Finance Committee.

Administrative arrangements

Meetings

The Committee will meet at least four times each year. A special meeting may be held to review the annual report.

The chairperson is required to call a meeting if requested to do so by the Council, or another Committee member.

A meeting plan, including dates and agenda items, will be agreed by the Committee each year. The meeting plan will cover all of the Committee's responsibilities as detailed in these Terms of Reference.

Attendance at meetings and quorums

A quorum will consist of a majority of Committee members. Where there is more than one independent member on the Committee, a quorum will include at least one independent member.

Meetings can be held in person, by telephone, or by video conference.

The Chief Executive, Chief Operating Officer, Chief Financial Officer and external audit representatives will be invited to attend each meeting, unless requested not to do so by the chairperson of the Committee. The Committee may also ask other WDC employees, or other suitably qualified persons with interest or expertise in special topics, to attend Committee meetings or participate for certain agenda items.

The Committee will meet separately with both the internal and external auditors at least once a year.

Committee support

The Chief Executive will appoint a person from Democracy Team to provide assistance to the Committee. The Democracy Team will ensure that the agenda for each meeting and supporting papers are circulated, after approval from the Chairperson, one week before the meeting, and ensure that the minutes of the meetings are prepared and maintained. Minutes must be approved by the Chairperson and circulated within two weeks of the meeting to each member and Committee observers, as appropriate.

Conflicts of interest

Once a year, Committee members will provide written declarations to the Mayor stating they do not have any conflicts of interest that would preclude them from being members of the Committee.

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately recorded in the minutes.

Where any member is deemed to have a real, or perceived, conflict of interest at a Committee meeting, it may be appropriate that they are excused from Committee deliberations on the issue where the conflict of interest exists.

Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Audit Committee responsibilities.

Assessment arrangements

The chairperson of the Committee will initiate a review of the performance of the Committee at least once every two years and present it to the Strategy & Finance Committee.

Review of Terms of Reference

The Committee will review these Terms of Reference at least once a year. This review will include consultation with the Strategy & Finance Committee.

Any substantive changes to the Terms of Reference will be recommended by the Committee and formally approved by the Strategy & Finance Committee and Council.

Approval of Terms of Reference

These Terms of Reference were approved by the Waikato District Council at a meeting held on 1 November 2016.

Appointments confirmed 1 November 2016: Chairperson – Margaret Devlin; Deputy Chairperson Cr Gibb; Cr Sedgwick; Cr Main; Cr Bech; His Worship Mayor (ex officio).

INFRASTRUCTURE COMMITTEE

The authority to:

- I Monitor the operations and make recommendations to the Council for amendments to the levels of service for the following activities:
- Camping Grounds
 - Cemeteries
 - Closed Landfills
 - Community Centres & Halls
 - Housing for the Elderly
 - Libraries
 - Litter
 - Museums
 - Parks & Reserves
 - Playgrounds
 - Property
 - Public Toilets
 - Raglan Aerodrome
 - Raglan Harbour and Properties
 - Recycling & Waste Minimisation
 - Refuse Services
 - Reserve Management Plans
 - Rural Drainage
 - Sport Waikato
 - Swimming Pools
 - Compulsory Acquisition of Land for Road
 - Footpaths
 - New Zealand Transport Agency liaison
 - Parking Enforcement Activity
 - Passenger Transport
 - Regional Transportation Issues
 - Road Closures
 - Road Safety and Education
 - Roding Services
 - Rural Fire Control
 - Stock Crossings
 - Township Development and District Minor Improvement Programme
 - Traffic Services
 - Waikato Expressway

- 1 Resolve any disputes, pursuant to the Fencing Act 1978 that may arise from the Council's role as owner of public reserves.
- 2 Enter into a lease or licence to occupy any one property.
- 3 Purchase or dispose of any one property including negotiation of sale or purchase price and conditions up to a value not exceeding \$500,000. A registered valuation must be obtained and any sale or purchase to be within 10% of valuation.
- 4 Develop and approve Reserve Management Plans pursuant to Section 41 of the Reserves Act 1977.
- 5 Decide on the use of the Employment Max or similar Government funded employment programmes for which funds are provided for in the adopted Annual Plan or Long Term Plan.
- 6 Approve road names in the Waikato District.
- 9 Pursuant to section 34 of the Resource Management Act 1991 the powers of a Requiring Authority as provided for in Section 166 of that Act (designations for utilities).
- 10 Approve minor unsubsidised works up to a value of \$100,000 where not specifically identified within the Annual Plan but subject to being within the scope, budget and intention of the Annual Plan and Long-Term Plan.
- 11 Approve alterations and transfers within the provisional programme of works as prepared for the Long-Term Plan and Annual Plan and subject to the overall scope of the programme remaining unchanged and the programme remaining within overall budget.
- 12 Approve of tender procedures adopted from time to time within the guidelines as set down by New Zealand Transport Agency for CPPs, or other authorities where funding or subsidies are subject to their approval.
- 13 Approve traffic regulatory measures defined as:
 - Compulsory Stop Signs
 - Give Way Signs
 - No Passing Areas
 - No Stopping/Parking Provisions
 - Speed Restrictions
 - Turning Bays
 - Weight Restrictions on Bridges (Posting of Bridges).
- 14 Enquire into and dispose of any objection to a notice issued pursuant to Section 335 (3) of the Local Government Act 1974 requiring payment of a sum of money for the construction of a vehicle crossing by the Council; and should a decision be made to reject the objection and reaffirm the requirements in the notice, the authority to authorise application to be made to a District Court, as required by Section 335(4) of the Act, for an order confirming the notice.
- 15 Act as the Waikato District Rural Fire Committee pursuant to Section 8 of the Fire and Emergency Act 2017.

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- 16 Consider and approve subsidies up to a value of \$30,000 for the installation of stock underpasses in extraordinary circumstances, where specific requests for subsidy in excess of the percentage as calculated in the Stock Underpass Policy, are received from applicants.
- 17 Consider requests from Community Boards and Committees and to agree the priority and funding allocation for the District Minor Improvement Programme.
- 18 Pursuant to section 34 of the Resource Management Act 1991 the powers of a Requiring Authority as provided for in Section 166 of that Act (designations for roads).
- 19 Hear and consider any objections to proposals for transport shelters, pursuant to section 339 of the Local Government Act 1974.
- 20 Consider and initiate the commencement of any proposal where public consultation is (or may be) required, pursuant to Section 83 of the Local Government Act 2002.

Appointments confirmed 1 November 2016: Chairperson – Cr Fulton; Deputy Chairperson – Cr Patterson; Mayor; All Councillors.

POLICY & REGULATORY COMMITTEE

The authority to:

- 1 Consider all matters of new or amended policy and to make appropriate recommendations to the Council.
- 2 Receive delegations from outside organisations and/or individuals on behalf of the Council.
- 3 Monitor the progress and make recommendations to the Council on the preparation of the LTP and Dog Control Policy. 9/05/2019
- 4 Consider and review all bylaws including holding workshops as necessary.
- 5 Undertake a review of all remaining policies of the former Franklin District and integrate them with corresponding existing Waikato District policies.
- 6 In the course of time, complete a full and comprehensive review of the District Plan, ensuring that:
 - (a) the appropriate level of Maaori consultation occurs, and that
 - (b) the final document recommended to the Council is appropriate as to the law and community aspirations.
- 7 Pursuant to Section 34(1) of the Resource Management Act 1991, exercise all of the Council's functions, powers and duties under that Act, except the functions, powers and duties contained in:
 - (a) Section 20, relating to the power to resolve that any rule in the Plan does not have effect until the Plan becomes operative;
 - (b) Section 27, relating to the duty to supply information to the Minister for the Environment;
 - (c) Section 33, relating to the power to transfer its functions, powers or duties to another public authority;
 - (d) Section 34A(2) relating to the delegating to any other person any functions, powers or duties under the Act;
 - (e) Section 35, relating to the duty to gather information, monitor and keep records;
 - (f) Section 49, relating to the power to make a submission to a board of inquiry about a proposed national policy statement;
 - (g) Section 55, relating to the duty to initiate any changes to the District Plan necessary to give effect to a provision in the national policy statement that affects the District Plan and to take any other action that is specified in the national policy statement;
 - (h) Sections 32 and 73-82 and the First and Second Schedules, relating to the functions, powers and duties associated with new District Plans, Variations of the Proposed District Plan and Changes to the District Plan;
 - (i) Section 237D, relating to the power to give written agreement that an esplanade reserve or any part of an esplanade reserve shall cease to be vested in and administered by the Council but instead shall be vested in the Crown or the regional council.

- 8 Pursuant to Section 232 of the Building Act 2004, exercise all of the Council's its functions, powers and duties under the Building Act 2004 except the power to prosecute for any offence against Section 80(1) (carrying out work not in accordance with a building consent or without a building consent) of that Act.
- 9 Exercise all of the Waikato District Council's public health powers, functions and duties under the Health Act 1956 and relevant regulations made thereunder and its powers, functions and duties under the Food Act 1981 and relevant regulations made thereunder.
- 10 Consider and initiate the commencement of any proposal where public consultation is (or may be) required, pursuant to Section 83 of the Local Government Act 2002.
- 11 Hear, consider and make recommendations on submissions lodged in response to any consultative process associated with the Local Government Act 2002, other than a consultative process to the Resource Management Act 1991.

Appointments confirmed on 1 November 2016: Chairperson – Cr Sedgwick; Deputy Chairperson – Cr Main; Mayor; All Councillors.

REGULATORY SUB-COMMITTEE

- 1 Exercise all the Council's functions, powers and duties under the Dog Control Act 1996.
 - (a) The Waikato District Council also specifically delegates to the Chairperson of the Regulatory Sub-Committee the power to appoint two members of the Regulatory Sub-Committee to be the Hearings Panel for objections under Sections 22(1), 26(1), 31(3), 33B, 33D and 55(4) of the Dog Control Act 1996.
 - (b) Pursuant to Clause 32(4) of Schedule 7 of the Local Government Act 2002 any Hearings Panel thus appointed shall, without confirmation by the Council, have the power to determine on behalf of the Council any objection so heard.
- 2 Exercise all the Council's functions, powers and duties under the Impounding Act 1955 except those contained in Section 14 of the Act.
- 3 Exercise, pursuant to Section 12 of the Fencing of Swimming Pools Act 1987, all the Council's functions, powers and duties under Section 6 of the Act (to grant an exemption from some or all of the requirements of the Act and Clause 11 of the Schedule to the Act.
- 4 Exercise all the Council's functions, powers and duties under the Litter Act 1979.
- 5 There shall from time to time be appointed a hearing panel of generally three members to conduct, consider, and determine any matter that requires a hearing or related decision under any of the following Acts:
 - Resource Management Act 1991
 - Fencing of Swimming Pools Act 1987
 - Local Government Act 1974 (ss 459 and 460)
 - Gambling Act 2003

Appointment to any hearing panel shall be made by the General Manager Customer Support in conjunction with the Chairperson of the Regulatory Sub Committee.

Decisions of a hearing panel shall be made by consensus although if necessary the majority view prevails.

Appointments confirmed 1 November 2016: Chairperson – Cr Fulton; Deputy Chairperson – Cr Sedgwick; Cr Gibb and Cr Main.

DISTRICT LICENSING COMMITTEE

The authority to:

- Manage all the obligations and responsibilities of Council in relation to the Sale and Supply of Alcohol Act 2012.

Pursuant to Section 186 of the Sale and Supply of Alcohol Act 2012 the Waikato District Council appoints a District Licensing Committee to deal with licensing matters for its district.

Pursuant to Section 189(2) of the Sale and Supply of Alcohol Act 2012 the Waikato District Council appoints Cr Smith as the chairperson of the District Licensing Committee.

Pursuant to Section 189(3) of the Sale and Supply of Alcohol Act 2012 the Waikato District Council appoints Cr Gibb as the deputy chairperson of the District Licensing Committee.

Pursuant to Section 192(1) of the Sale and Supply of Alcohol Act 2012 the Waikato District Council approves the following persons to be members of the District Licensing Committee, period ending 11 November 2018.

- Patsi Davies
- Brett McEwan
- Graeme Tait
- Dr Michael Cameron
- Chrissy Hodkinson
- Janet Williams

Delegation to Chairperson of the District Licensing Committee

In conjunction with the Secretary of the District Licensing Committee (Regulatory Manager) the power under Section 189(6) of the Sale and Supply of the Alcohol Act 2012 (the Act) to appoint members to the District Licensing Committee from the list of persons approved to be members of the committee required to be established under section 192 of the Act.

Appointment confirmed 1 November 2016: Chairperson – Cr Smith, Deputy Chairperson – Cr Gibb.

CHIEF EXECUTIVE'S PERFORMANCE REVIEW SUB-COMMITTEE

Terms of Reference for the Chief Executive's Performance Review Sub-Committee

- 1 **PURPOSE:** The Chief Executive's Performance Review Sub-Committee has responsibility, on behalf of the Council, to coordinate the implementation of the Chief Executive's Performance Review and Remuneration policies, which relate to the management of the annual performance and remuneration reviews of the Chief Executive.
- 2 **COMPOSITION:** The Sub-Committee will be appointed at the triennial meeting of the Council and will be supported by an Independent HR Consultant, mutually agreed by the Council and the Chief Executive.
- 3 **OUTCOMES:** The Sub-Committee will:
 - Meet with the Chief Executive in June of each year to discuss and agree a Performance Plan for the next financial year.
 - Undertake a review of the Chief Executive's performance against the agreed Performance Plan for the previous financial year in September, undertake a remuneration review based on the recommendations of the Remuneration Consultants, and implement the results.
 - Undertake an interim review of the Chief Executive's progress against the agreed Performance Plan in February.
 - Undertake any recruitment process for the Chief Executive and recommend an appointment for Council confirmation.
- 4 **DELEGATION:** The Sub-Committee has delegated authority to make decisions on the performance plan and remuneration review.

Appointments confirmed 1 November 2016: Chairperson – Mayor Sanson; Deputy Chairperson – Cr Fulton; Cr Sedgwick; Cr Gibb; Cr Bech.

DISCRETIONARY & FUNDING COMMITTEE

The authority to:

Consider and decide on applications before it and distribute, in accordance with the criteria for funding included in Policy WDC1208/06/1/4, those funds allocated by the Council on an annual basis for district wide discretionary expenditure in that part of the district not covered by community boards or committees.

Prioritise and approve projects funded from the Events Fund budget.

Appointments confirmed 1 November 2016: Chairperson – Cr Lynch; Deputy Chairperson Cr McGuire; Cr Henderson; Cr Main; Cr Fulton; Cr Thomson; Mayor (ex officio).

CREATIVE COMMUNITIES ASSESSMENT SCHEME COMMITTEE

Pursuant to Clause 30 of Schedule 7 of the Local Government Act 2002, the Waikato District Council appoints the Creative Communities Assessment Scheme Committee.

Council delegates the authority to the Creative Communities Scheme Assessment Committee to:

- 1 Consider and decide on applications before it and distribute in accordance with the criteria for funding, the funds allocated from the Creative Communities New Zealand Scheme.
- 2 Membership of the Committee shall comprise of:
 - Two elected Councillors
 - Two Iwi representatives
 - One Arts Council representatives and
 - Four community representatives

The appointments are to be made as follows:

- 1 The Council shall appoint two members (i.e. elected councillors) of the Discretionary & Funding Committee to the Creative Communities Assessment Scheme Committee as part of the normal appointments process following each triennial general election.
- 2 Immediately following each triennial general election, the Committee shall retire, with representatives being sought and appointed on the following rotational basis:
 - (a) The Iwi representatives shall retire and Waikato-Tainui shall be asked to appoint two replacements. These could be the previously appointed members provided they have not served for more than two terms.
 - (b) One Raglan Arts Council representative shall retire and the Arts Council shall appoint a new representative. This could be the previously nominated member
 - (c) All community representatives shall retire and replacements shall be nominated. These could be the previously nominated members provided they have not served for more than two terms.

The newly-elected councillors and the newly-appointed Iwi and Arts Council representatives will be appointed automatically to the Creative Communities Scheme Assessment Committee.

The newly-elected Creative Communities Scheme Assessment Committee representatives shall receive the nominations for the four community representatives. The Creative Communities Scheme Assessment Committee shall appoint the four community representatives from the nominations received.

The Creative Communities Scheme Assessment Committee shall provide a report to the Discretionary & Funding Committee to advise of the four community representative appointments.

The Creative Communities Scheme Assessment Committee shall provide an update to the Discretionary & Funding Committee after each meeting.

Appointments confirmed 1 November 2016

Discretionary & Funding Deputy Chairperson
Awaroa ki Tuakau Ward Councillor – Cr Henderson
Community representatives – Judi Muru, Clare Du Bosky and Catherine Lang
Raglan Arts Council – Maureen Soanes
Iwi (2) – Delwyn Abraham and Miriam Turner

COMMUNITY BOARDS AND COMMUNITY COMMITTEES

The Waikato District Council has adopted the Community Board Charter as shown below:

COMMUNITY BOARD CHARTER

1 Purpose

The _____ Community Board (the Community Board) is set up by the Waikato District Council (the Council) to assist the Council in dealing with local issues in the community of _____.

2 Roles and Delegations

- (a) The Council's roles are:
- i) To give effect to local identity and preferences.
 - ii) To make the local authority more responsive to the community's preferences and more accountable for their actions.
 - iii) To increase efficiency.
- (b) The Community Board's role is to express the community's views on local issues to the Council. In order to achieve this, the legislative guidelines for the Community Board shall be as follows:
- i) Represent, and act as an advocate for, the interests of its community.
 - ii) Consider and report on of all matters referred to it by the Council or any matter of interest or concern to the Community Board.
 - iii) Maintain an overview of services provided by the Council within the community of _____.
 - iv) Prepare an annual submission to the budgetary process of the Waikato District Council for expenditure within the community of _____.
 - v) Communicate with community organisations and special interest groups within the community of _____.
 - vi) To disburse within the community of _____ any discretionary funds allocated by the Council as part of its Annual Plan or Long Term Plan budget.
 - vii) Any other function and duties as may be delegated from time to time to the Community Board by the Council.
 - viii) To oversee and provide governance support to projects as agreed with council.
 - ix) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Board.
 - x) Promote and encourage Placemaking activities that reflect pride in our community.

- (c) Pursuant to Schedule 7 Clause 32 of the Local Government Act 2002 and recognising the role of Community Boards as defined in section 52 of that Act, the Waikato District Council delegates responsibilities, duties and powers to the Huntly, Ngaruawahia, Onewhero-Tuakau, Raglan and Taupiri Community Boards as follows:
- i) To liaise as necessary with any appointed Hall Committee to ensure that hire rates and charges are set for Council-owned halls and community centres within their community board area
 - ii) To consider applications for, and to distribute any Discretionary Fund grants within their Community Board area, in a fair and equitable fashion.
 - iii) To grant exemptions from Council bylaws for areas within their jurisdiction, where those bylaws so provide for an exemption or variation by consent of Council.
- (d) Pursuant to Schedule 7 Clause 32(3) of the Local Government Act 2002, any sub-delegation of these responsibilities, duties, and powers by Community Boards is hereby expressly prohibited except the power to appoint sub-committees to administer Council-owned halls and community centres within their Community Board area.

3 Membership of the Community Board

- (a) The membership of the Community Board shall be as determined by the review of boundaries and membership procedure as set out in the Local Government Act 2002 and as confirmed prior to each Local Government Triennial Elections.
- (b) In line with representation reviews and any applicable Local Government Commission determinations, Councillor(s) elected in the Ward representing the Community Board area shall be Community Board members either by election or appointment. (Note that the Local Government Commission determination does not permit both elected Councillors from the Awaroa ki Tuakau Ward to be appointed to the Onewhero-Tuakau Community Board).
- (c) The role of the appointed Councillor shall be the liaison link between the Council and the Community Board, in particular accepting the responsibilities as set out in clause 8 of this Charter.
- (d) Where applicable, the role of the appointed Youth Action Group Representative/s shall be the liaison link between the Youth Action Group and the Community Board. This is with respect to the Youth issues within the board's jurisdiction.

4 Chairperson

- (a) The Community Board shall appoint a Chairperson from within its membership. The Chairperson may be an elected board member or a Councillor appointed to the Board.
- (b) The Community Board shall appoint a Deputy Chairperson from within its membership. The Deputy Chairperson may be an elected board member or a Councillor appointed to the Board.

5 Remuneration

- (a) Remuneration to individual members shall be as resolved by the Remuneration Authority in consultation with the Council and Community Board from time to time.
- (b) Community Board members must comply with current Council policies and procedures for submitting claim forms.

6 Meeting Procedures

- (a) The Community Board shall follow the general principles of the Standing Orders for Community Board meetings.
- (b) At each Community Board meeting there shall be an opportunity for informal discussion on matters of mutual interest to the Community Board and the Council, not covered by an agenda item. This general forum will enable:
 - i) matters to be raised in order that, if the Council agrees, they may be the subject of a staff report for inclusion in the subsequent agenda.
 - ii) concerns with Council operations to be discussed.
 - iii) Ward Councillors to report back to the meeting on Council discussions and decisions
 - iv) Community Board members to provide any relevant updates
- (c) Prior to each meeting, the Community Board must provide an open forum for members of the public to engage with the Board on local issues.

7 Communication

The objective is to retain quality relationships between the Council and the Community Board and the Community Board and the public.

8 Responsibilities of Ward Councillors and Staff

The Council, through the Ward Councillor(s) and the staff, will ensure that:

- (a) The Community Board is consulted in the November/December period on requests for works or projects to be included in the following year's Draft Annual Plan and/or draft Long-Term Plan (if applicable).
- (b) The Community Board is consulted by way of detailed presentation on the contents of the Draft Annual Plan or draft Long-Term Plan (whichever is appropriate) in sufficient time to allow the Community Board to make representations to Council.
- (c) The Community Board participates in the prioritising of capital works projects in the Community Board area such as:
 - street lighting upgrades
 - footpath development
 - roading upgrade
 - utilities works
 - playground works

- (d) The Community Board members will be kept up to date with planned works.
- (e) The Community Board will be consulted by way of a detailed presentation on major policy issues initiated by the Council that have an effect on the Community Board area. The consultation and presentation will either be made prior to the public submission process to enable the Community Board to have input into draft documents, or be made in sufficient time to allow the Community Board to make a submission.
- (f) The Community Board members will be invited to participate in meetings held in the Community Board area on proposed works projects.

9 Responsibilities of Community Board Members

- (a) The Community Board members will contact the Ward Councillor(s), Chief Executive or General Managers prior to the Community Board meeting if sufficient detail is not available in the agenda to make the correct or appropriate decision.
- (b) The Community Board members will undertake or recommend to the Council promotion of local cultural, sporting and enterprise initiatives or community events.
- (c) The Community Board members will ensure that Discretionary Fund grants are distributed in a fair and equitable manner.
- (d) The Community Board members have a responsibility to be active members of the Community Board, adhering to relevant Council policies and procedures in the discharge of their duties.
- (e) The Community Board members will take part in any training or workshop sessions arranged by Council to promote a greater understanding of their role on behalf of the community so as to enhance performance.
- (f) Provide leadership and oversight of local projects agreed with Council.
- (g) Ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Board.
- (h) Promote and encourage Placemaking activities that reflect pride in our community.

10 Responsibilities of the Council

- (a) The Council agrees to hold at least one combined workshop per annum, at which the Council will participate with all Community Boards in discussing issues of mutual interest and clarification will be given on future Council direction.
- (b) The Council may accept representations from the Community Board at its ordinary meetings on issues of significance contained within the Community Board Minutes.
- (c) The Council employs the Chief Executive and the Chief Executive employs all staff. The Chief Executive is accountable to the Council not to the Community Board.

The Waikato District Council will appoint Ward Councillors to its respective Community Boards in line with the Local Government Commission determination.

Pursuant to section 50(b) of the Local Government Act 2002 and section 19F of the Local Electoral Act the Waikato District Council makes the following appointments to its Community Boards:

Appointments confirmed 1 November 2016

Huntly Community Board

Huntly Ward Councillors (2)

Ngaruawahia Community Board

Ngaruawahia Ward Councillors (2)

Onewhero-Tuakau Community Board

Onewhero-Te Akau Ward Councillor

Awaroa Ki Tuakau Ward Councillor (Cr Church)

Raglan Community Board

Raglan Ward Councillor

Taupiri Community Board

Ngaruawahia Ward Councillors (2)

TE KAUWHATA COMMUNITY COMMITTEE CHARTER

The Waikato District Council has adopted the Te Kauwhata Community Committee Charter as shown below:

1 Purpose

The Te Kauwhata Community Committee is set up by the Waikato District Council to deal with local issues on behalf of the Council in the township of Te Kauwhata and surrounding rural area.

2 Roles and Delegations

The role of the Te Kauwhata Community Committee shall be as follows:

- (a) To consider and report on all matters referred to it by the Waikato District Council or any matter of interest or concern to the Te Kauwhata Community Committee.
- (b) The overview of road works, water supply, sewerage, stormwater, parks, recreational facilities, community activities, and traffic management within the township of Te Kauwhata.
- (c) To prepare an annual submission to the budgetary process of the Waikato District Council for expenditure within the township.
- (d) To communicate with community organisations and special interest groups within the township.
- (e) To oversee and provide governance support to projects as agreed with Council.
- (f) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Committee.
- (g) Promote and encourage Placemaking activities that reflect pride in our community.
- (h) Any other function and duties as may be delegated from time to time to the Te Kauwhata Community Committee by Council.
- (i) Any delegation of authority given to the Te Kauwhata Community Committee can be withdrawn by resolution of the Council at any time, without reference to the Community Committee.
- (j) Any sub-delegation of these responsibilities, duties and powers by Community Committees is hereby expressly prohibited pursuant to Clause 32(3) of Schedule 7 of the Local Government Act 2002.

3 Membership

- (a) The Te Kauwhata Community Committee shall consist of not fewer than three elected members nor more than twelve elected members plus an appointed member from the Waikato District Council.
- (b) The appointed member should be, in the first instance, the Councillor elected to the Whangamarino Ward or such other person that the Council may from time to time appoint.

- (c) Where applicable, the role of the appointed Youth Action Group Representative/s shall be the liaison link between the Youth Action Group and the Community Board. This is with respect to the Youth issues within the board's jurisdiction.

(Current appointment: Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002, the Waikato District Council appoints the Whangamarino Ward Councillor to the Te Kauwhata Community Committee.)

4 Elections

- (a) The members shall be elected on a three-yearly cycle. The elections shall be held by public meeting conducted by the Chief Executive of the Waikato District Council or his/her nominee. The three-yearly election meeting shall be conducted in a manner deemed appropriate by the Chief Executive.
- (b) The Community Committee may co-opt members to assist the Committee as required as long as the number of members does not exceed the maximum specified in paragraph 3(a).
- (c) The Council may assist in filling vacancies as appropriate.

5 Chairperson

- (a) The Te Kauwhata Community Committee shall appoint a Chairperson from within its membership. The Chairperson may be an elected Committee member or the member appointed by Council.
- (b) The Te Kauwhata Community Committee shall appoint a Deputy Chairperson from within its membership. The Deputy Chairperson may be an elected Committee member or the member appointed by Council.

6 Remuneration

- (a) Remuneration to individual members shall be allocated at the discretion of the Te Kauwhata Community Committee, within the amount provided on an annual basis by the Waikato District Council.
- (b) Any remuneration provision provided by the Waikato District Council but not allocated may be used for other projects within the Te Kauwhata community at the discretion of the Te Kauwhata Community Committee.

7 Meeting Procedures

- (a) The Te Kauwhata Community Committee shall follow the general principles of the Standing Orders for Community Board meetings. Any variance to the Standing Orders can be decided by simple majority vote of those present at a meeting.
- (b) A quorum of members of the Community Committee shall consist of no fewer than three members.

8 Abolition of Community Committee

The Te Kauwhata Community Committee may be abolished by resolution of the Waikato District Council after consultation with or at the request of the Te Kauwhata Community Committee.

MEREMERE COMMUNITY COMMITTEE CHARTER

The Waikato District Council has adopted the Meremere Community Committee Charter as shown below:

1 Purpose

The Meremere Community Committee is set up by the Waikato District Council to deal with local issues on behalf of the Council in the township of Meremere.

2 Roles and Delegations

The role of the Meremere Community Committee shall be as follows:

- (a) The consideration of and reporting on all matters referred to it by the Waikato District Council or any matter of interest or concern to the Meremere Community Committee.
- (b) The overview of road works, water supply, sewerage, stormwater, parks, recreational facilities, community activities, and traffic management within the township of Meremere.
- (c) The preparation of an annual submission to the budgetary process of the Waikato District Council for expenditure within the township.
- (d) Communication with community organisations and special interest groups within the township.
- (e) To oversee and provide governance support to projects as agreed with Council.
- (f) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Committee.
- (g) Promote and encourage Placemaking activities that reflect pride in our community.
- (h) To manage and administer as it considers appropriate the Meremere Community Halls.
- (i) Any other function and duties as may be delegated from time to time to the Meremere Community Committee by the Council.
- (j) Any delegation of authority given to the Meremere Community Committee can be withdrawn by resolution of the Council at any time, without reference to the Community Committee.
- (k) Any sub-delegation of these responsibilities, duties and powers by Community Committees is hereby expressly prohibited pursuant to clause 32(3) of Schedule 7 of the Local Government Act 2002

3 Membership

- (a) The Meremere Community Committee shall consist of not fewer than three elected members nor more than twelve elected members plus an appointed member from the Waikato District Council.
- (b) The appointed member should be, in the first instance, the Councillor elected to the Whangamarino Ward or such other person that the Council may from time to time appoint.

- (c) Where applicable, the role of the appointed Youth Action Group Representative/s shall be the liaison link between the Youth Action Group and the Community Board. This is with respect to the Youth issues within the board's jurisdiction.

(Current appointment: Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002, the Waikato District Council appoints the Whangamarino Ward Councillor to the Meremere Community Committee.)

4 Elections

- (a) The members shall be elected on a three-yearly cycle. The elections shall be held by public meeting conducted by the Chief Executive of the Waikato District Council or his/her nominee. The three-yearly election meeting shall be conducted in a manner deemed appropriate by the Chief Executive.
- (b) The Community Committee may co-opt members to assist the Committee as required as long as the number of members does not exceed the maximum specified in paragraph 3(a).
- (c) The Council may assist in filling vacancies as appropriate.

5 Chairperson

- (a) The Meremere Community Committee shall appoint a Chairperson from within its membership. The Chairperson may be an elected Committee member or the member appointed by Council.
- (b) The Meremere Community Committee shall appoint a Deputy Chairperson from within its membership. The Deputy Chairperson may be an elected Committee member or the member appointed by Council.
- (a)

6 Remuneration

- (a) Remuneration to individual members shall be allocated at the discretion of the Meremere Community Committee, within the amount provided on an annual basis by the Waikato District Council.
- (b) Any remuneration provision provided by the Waikato District Council but not allocated may be used for other projects within the Meremere community at the discretion of the Meremere Community Committee.

7 Meeting Procedures

- (a) The Meremere Community Committee shall follow the general principles of Standing Orders for Community Board meetings. Any variance to the Standing Orders can be decided by simple majority vote of those present at a meeting.
- (b) A quorum of members of the Community Committee shall consist of not fewer than three members.

8 Abolition of Community Committee

The Meremere Community Committee may be abolished by resolution of the Waikato District Council after consultation with or at the request from the Meremere Community Committee.

TAMAHERE COMMUNITY COMMITTEE CHARTER

I Purpose

The Tamahere Community Committee (hereafter referred to as the 'Committee') is set up jointly by the Waikato District Council ('the Council') and the Tamahere community to work collaboratively in dealing with local issues in the Tamahere area.

2 Roles and Delegations

The role of the Committee shall be as follows:

- (a) The Council's roles are:
 - i) To give effect to local identity and preferences.
 - ii) To make the local authority more responsive to the community's preferences and more accountable for their actions.
 - iii) To increase efficiency.

- (b) The Committee's role is to express the community's views on local issues to the Council. In order to achieve this the Committee is required to:
 - i) Represent and act as an advocate for the interests of the local community.
 - ii) The consideration of and reporting on of all matters referred to it by the Council or any matter of interest or concern to the Committee.
 - iii) Maintain an overview of services provided by the Council within Tamahere
 - iv) The preparation of submissions to the budgetary process of the Waikato District Council for expenditure within Tamahere through the Long Term Plan or Annual Plan (whichever is applicable).
 - v) Communication with community organisations and special interest groups within the local area.
 - vi) Any other function and duties as may be delegated from time to time to the Committee by the Council.
 - vii) To oversee and provide governance support to projects as agreed with Council.
 - viii) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Committee.
 - ix) Promote and encourage Placemaking activities that reflect pride in our community.

3 Exemptions

- (a) Any delegation of authority given to the Committee by the Council can be withdrawn by resolution of the Council at any time, without reference to the Committee.

- (b) Any sub-delegation of these responsibilities, duties and powers by the Committee is hereby expressly prohibited pursuant to Clause 32(3) of Schedule 7 of the Local Government Act 2002.

4 Membership

- (a) The Committee shall consist of not fewer than five elected members nor more than fourteen elected members plus the relevant appointed member from Council.
- (b) The appointed member should be, in the first instance, the councillor elected to the Tamahere Ward or such other person that the Council may from time to time appoint. Where applicable, the role of the appointed Youth Action Group Representative/s shall be the liaison link between the Youth Action Group and the Community Board. This is with respect to the Youth issues within the board's jurisdiction.
- (c) Current appointment pursuant to Clause 31 of schedule 7 of the Local Government Act 2002, the Waikato District Council appoints the Tamahere Ward Councillor to the Tamahere Community Committee.

5 Election and Election Process

- (a) The elected members shall be elected on a three-yearly cycle.
- (b) The elections shall be held by public meeting conducted by the Chief Executive of the Waikato District Council or his/her nominee. The three-yearly election meeting shall be conducted in a manner deemed appropriate by the Chief Executive.
- (c) Council will advertise the public meeting and call for nominations to the Committee.
- (d) The Committee may co-opt members to assist it as required as long as the number of members does not exceed the maximum specified in paragraph 3(a).
- (e) The Council may assist in filling vacancies as appropriate.

6 Chairperson

- (a) The Committee shall appoint a Chairperson from within its membership. The Chairperson may be an elected Committee member or the member appointed by Council.
- (b) The Committee shall appoint a Deputy Chairperson from within its membership. The Deputy Chairperson may be an elected Committee member or the member appointed by Council.

7 Funding

- (a) The Committee can make an application to Council's Discretionary & Funding Committee for accessing the Rural Ward Discretionary Fund and the Events Fund for the funding of specific projects or events. These grants are available for projects and initiatives in rural areas and areas that are not served by a community board.
- (b) Council currently has an annual allocation of \$10,000 which any community committee can apply to for supporting its operation.

8 Meeting Procedures

- (a) The Committee shall follow the general principles of the Standing Orders for Community Board meetings.
- (b) Any variance to the Standing Orders can be decided by simple majority vote of those present at a meeting.
- (c) A quorum of members of the Committee shall consist of no fewer than five (5) members.

9 Abolition of the Committee

The Committee may be abolished by resolution of Council in consultation with or as a result of a request from the Committee.

POKENO COMMUNITY COMMITTEE CHARTER

1 Purpose

The Pokeno Community Committee (hereafter referred to as the 'Committee') is set up jointly by the Waikato District Council ('the Council') and the Pokeno community to work collaboratively in dealing with local issues in the township of Pokeno and its surrounding rural area.

2 Roles and Delegations

The role of the Committee shall be as follows:

- (a) The Council's roles are:
 - i) To give effect to local identity and preferences.
 - ii) To make the local authority more responsive to the community's preferences and more accountable for their actions.
 - iii) To increase efficiency.
- (b) The Committee's role is to express the community's views on local issues to the Council. In order to achieve this, the Committee is required to:
 - i) Represent and act as an advocate for the interests of the Pokeno community.
 - ii) The consideration of and reporting on of all matters referred to it by the Council or any matter of interest or concern to the Committee.
 - iii) Maintain an overview of services provided by the Council within Pokeno
 - iv) The preparation of submissions to the budgetary process of the Waikato District Council for expenditure within Pokeno through the Long Term Plan or Annual Plan (whichever is applicable).
 - v) Communication with community organisations and special interest groups within the Pokeno.
 - vi) Any other function and duties as may be delegated from time to time to the Committee by the Council.
 - vii) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Board.
 - viii) Promote and encourage Placemaking activities that reflect pride in our community.
 - ix) To oversee and provide governance support to projects as agreed with Council.

3 Exemptions

- (a) Any delegation of authority given to the Committee by the Council can be withdrawn by resolution of the Council at any time, without reference to the Committee.
- (b) Any sub-delegation of these responsibilities, duties and powers by the Committee is hereby expressly prohibited pursuant to Clause 32(3) of Schedule 7 of the Local Government Act 2002.

4 Membership

- (a) The Committee shall consist of not fewer than five elected members nor more than twelve elected members plus the relevant appointed member/s from the Waikato District Council.
- (b) The appointed members should be, in the first instance, the councillors' elected to the Awaroa ki Tuakau Ward or such other person that the Council may from time to time appoint.
- (c) Where applicable, the role of the appointed Youth Action Group Representative/s shall be the liaison link between the Youth Action Group and the Community Board. This is with respect to the Youth issues within the board's jurisdiction.

(Current appointment: Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002, the Waikato District Council appoints the Awaroa ki Tuakau Ward councillors to the Pokeno Community Committee.)

5 Election and Election Process

- (a) The elected members shall be elected on a three-yearly cycle. However, as a transitional provision, the initial term for the Committee would be through to the 2019 local body elections.
- (b) The elections shall be held by public meeting conducted by the Chief Executive of the Waikato District Council or his/her nominee. The three-yearly election meeting shall be conducted in a manner deemed appropriate by the Chief Executive.
- (c) Council will advertise the public meeting and call for nominations to the Committee.
- (d) Any vacancies occurring during the term shall be filled as deemed appropriate by both the Council and the Committee. The Committee may co-opt members to assist it as required as long as the number of members does not exceed the maximum specified in paragraph 3(a).
- (e) The Council may assist in filling vacancies as appropriate.

6 Chairperson

The Committee shall appoint a Chairperson and a Deputy Chairperson from within its membership.

7 Funding

- (a) The Committee can make an application to Council's Discretionary & Funding Committee for accessing the Rural Ward Discretionary Fund and the Events Fund for the funding of specific projects or events. These grants are available for projects and initiatives in rural areas and areas that are not served by a community board.
- (b) Council currently has an annual allocation of \$10,000, which any community committee can apply to for supporting its operation.

8 Meeting Procedures

- (a) The Committee shall follow the general principles of the Standing Orders for Community Board meetings.
- (b) Any variance to the Standing Orders can be decided by simple majority vote of those present at a meeting.
- (c) A quorum of members of the Committee shall consist of no fewer than five (5) members.

9 Abolition of the Committee

The Committee may be abolished by resolution of Council in consultation with or as a result of a request from the Committee.

OTHER COMMUNITY COMMITTEES

A number of committees have been formed in communities within the district to consult with residents towards the development of community plans and to capture the shared vision and aspirations of the communities and highlight the key issues and projects they wish to address within the next ten years. The Council appoints the Ward Councillor to these committees to act as a liaison between the community and the Council.

Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002 the Waikato District Council makes the following appointments to Community Committees:

Eureka Community Committee:

Eureka Ward Councillor

Glen Massey Community Committee:

Ngaruawahia Ward Councillors (2)

Gordonton Community Committee:

Hukanui-Waerenga Ward Councillor

Horsham Downs Community Committee:

Hukanui-Waerenga Ward Councillor

Matangi Community Committee:

Eureka Ward Councillor

North-East Waikato Community Committee:

Whangamarino Ward Councillor

Pukemiro/Glen Afton Community Committee:

Huntly Ward Councillors (2)

Rangiriri Community Committee:

Whangamarino Ward Councillor

Tauwhare Community Committee:

Eureka Ward Councillor

Te Kowhai Community Committee:

Newcastle Ward Councillor

RESERVES - COMMITTEES OF MANAGEMENT

POLICY

Reserve Committees will provide general guidance and support to the Council in the management of reserves.

In relation to reserves classified under the Reserves Act 1977, and Committees of Management for those reserves, the Council acknowledges the role of local people and will adopt the following policy:

- 1 The Council will assess the need for a Committee of Management in relation to:
 - (a) the zoning of a reserve (regional, district, community, neighbourhood)
 - (b) the existing and historical situations with regard to a reserve.
 - 2 The Council will examine the degree of delegation to an individual Committee according to specific circumstances and objectives.
 - 3 Where Committees of Management currently exist the Council will endeavour to prepare Reserve Management Plans, in conjunction with the Committee and local people, to provide clear guidelines for maintenance and development programmes in terms of overall District goals.
 - 4 All Committees of Management will be formally appointed by the Council and will report to the Infrastructure Committee as appropriate.
 - 5 Where Committees of Management currently hold funds raised by the Committee, or when funds are raised in future by that Committee, the Council will not allocate such funds without consultation with the Committee.
 - 6 The Council's appointment to any Committee shall be based on the recommendation of the appropriate community, on the need to reflect user groups, the historical situation and whether Council or Community Board participation is seen as being desirable.
 - 7 All Committees of Management will forward to the Council:
 - (a) By 1 December in each year a proposed programme of works and their costs;
 - (b) By 1 March in each year a list of membership names, addresses and contact details.
 - 8 Works Orders must be obtained from the Parks and Facilities Manager for all works estimated to cost \$500.00 or more and all invoices for works carried out and costing less than \$500.00 may be authorised for payment by the Chairperson or Secretary of the Committee, such authority to apply to budgeted items only.
- This policy recognises that it may be advantageous for flexibility in particular circumstances.
- 9 Any administration fee for Reserve Committees of Management must be consistent with the Council's financial policies.
 - 10 All leases or licences must be negotiated jointly by the Parks and Facilities Manager and the Reserve Committee of Management.
 - 11 A Directory of persons to contact at the Council will be provided for each Committee.
 - 12 The general provisions in this policy can be superseded by specific Management Plans and Reserve Committee Terms of Reference.

PUKETIRINI MANAGEMENT COMMITTEE

The Council has acquired Puketirini as a public work for reserve purposes. Pursuant to Clause 30 of Schedule 7 of the Local Government Act 2002 Waikato District Council appoints the Puketirini Management Committee.

Pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002 the Puketirini Management Committee shall act according to the following terms of reference:

TERMS OF REFERENCE

I Functions, Responsibilities and Powers

The Committee shall:

- (a) Overview the operation and development of Puketirini including the lake in conjunction with Waikato District Council.
- (b) Consult with the local community and interested parties regarding reserve management priorities.
- (c) Recommend annually to the Council a two to three year work programme.
- (d) Implement the work programme authorised by the Council in conjunction with Council staff.
- (e) Update the Reserve Management Plan in conjunction with Council staff.
- (f) Promote community involvement in maintaining, developing and managing the reserve.
- (g) Seek funding from various sources for reserve enhancement projects.
- (h) Monitor reserve condition and use.
- (i) Promote catchment management activities that will enhance the reserve.
- (j) Determine priorities for use of the reserve by community and commercial users.
- (k) Establish conditions of use and fee structure in conjunction with Council staff.

2 Procedural Matters

The Committee shall:

- (a) Hold meetings as are necessary for the proper management of the reserve.
- (b) Hold an annual general meeting at a time suitable for interested parties to make submissions to the Committee on the work programme and budget, and to discuss other matters as appropriate.

- (c) Hold special general meetings as the Committee or the Council considers appropriate.
- (d) Keep minutes of each Committee meeting.
- (e) Hold meetings in a manner acceptable to the Committee, but in the event of any dispute arising the Committee shall follow the Council's approved Standing Orders.
- (f) Refer matters in dispute to the Council. The Council will decide on these matters.

3 Membership

- (a) The Committee shall consist of:
 - i) A representative from the Waikato District Council
 - ii) Two community representatives appointed by the Council following a public nomination period.
 - iii) Two Iwi representatives.
 - iv) Any other persons appointed jointly by the Waikato District Council.
- (b) The Chairperson shall be the Waikato District Council representative.
- (c) The Council shall consider and confirm the Committee membership as soon as practicable after each annual general meeting. Changes to the membership during the year shall occur if the need arises or as the Council considers appropriate.
- (d) Council staff shall provide administrative support, including minute taking, distribution of information and budget preparation.

3A Appointments confirmed 1 November 2016:

Waikato District Council:	Infrastructure Committee Chairperson Councillor Dynes Fulton and Huntly Ward Councillor Frank McNally,
Waikato-Tainui:	Eric Pene and Taroia Rawiri
Local community:	Pauline Kosoof, Katrina Langlands and Craig Smith
Iwi representative:	Tukaroto Mahuta

4 Limitations

The Committee is required to comply with the following principles:

It is the vision of WDC that Puketirini will be developed as an outstanding reserve for public use with a focus on lake based activities.

- (a) WDC has operational responsibility for public use of Puketirini.
- (b) Puketirini is to be managed by a Reserve Management Committee.
- (c) WDC as owner and as operator of Puketirini acknowledges its responsibility to adequately fund development and to maintain it to a good standard.

5 Changes to Terms of Reference

- (a) These terms of reference can be changed by the Waikato District Council.

RAGLAN COASTAL RESERVES ADVISORY COMMITTEE

Pursuant to Clause 30 of Schedule 7 of the Local Government Act 2002 the Waikato District Council establishes an Advisory Committee to be known as the Raglan Coastal Reserves Advisory Committee, to operate according to the following Terms of Reference:

I Functions and Responsibilities

The objectives of the Committee are:

- (a) To provide advice to the Raglan Community Board concerning the strategic management and capital development of Wainui Reserve, Manu Bay Recreation Reserve, Papahua Domain (excluding the Raglan Papahua Holiday Park), and Whale Bay Recreation Reserve (“the Raglan coastal reserves”).
- (b) To provide advice to the Raglan Area Office in respect of the scheduling of events at the Raglan coastal reserves provided that the Manu Bay Recreation Reserve Event Rules shall continue to apply in respect of events which take place at Manu Bay Recreation Reserve.
- (c) To consult with relevant stakeholders and the Raglan community, in order to provide informed advice to the Raglan Community Board.
- (d) The Committee shall not undertake any activities associated with its functions which may result in Council expenditure, unless such expenditure has been authorised by the Waikato District Council.
- (e) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Committee.

2 Membership

- (a) The Committee shall consist of:

Appointments confirmed 1 November 2016

- i) The Raglan Ward Councillor
 - ii) Raglan Community Board Chairperson
 - iii) One member of the following organisations, appointed by the Waikato District Council:
 - Friends of the Wainui Reserve – Kathy Gilbert
 - Tainui Awhiro Ngunguru Te Po - Angeline Greensill
 - Nga Uri o Maahanga Trust – Heather Thompson
 - Raglan Sports Fishing Club - Sheryl Hart
 - Point Boardriders Club Incorporated - Deane Hishon
 - The Manu Bay Advisory Group - Shane Gold
 - Raglan Surf Lifesaving - Ann Snowden
 - iv) Any one representative from any other organisation that the Council thinks fit
 - v) Two representatives of the Raglan general community, appointed by the Council.
- Lifesaving Club:
Frank Turner

- (b) The Committee shall appoint two co-Chairpersons from within its membership.
- (c) One Chairperson shall be an Iwi representative
- (d) The Committee shall elect executive officers from within its membership, as it considers necessary.
- (e) A Committee member may resign from office, or be removed from office on the unanimous resolution of other members and endorsement of that resolution by the Council.
- (f) The Council shall appoint new members to fill vacancies.
- (g) The Council may discharge the Committee if it considers that the Committee is inadequately performing its responsibilities.
- (h) All committee members shall have equal voting powers and act in good faith.

3 Procedural Matters

- (a) The Committee shall hold at least three meetings per year, taking into account the timing of the preparation of the Annual Plan and/or Long-Term Plan and Waikato District Council's budgetary cycle.
- (b) In addition to the meetings held in accordance with clause 3(a) above, the Committee shall hold special meetings if required by the Council.
- (c) The Committee shall keep minutes of each committee meeting and shall forward copies of the minutes to the Raglan Community Board and the Council within one calendar month from the meeting date.
- (d) Meetings shall be held in a manner acceptable to the committee, but in the event of any dispute arising the committee shall follow the Council's approved Standing Orders.

4 Changes to Terms of Reference

- (a) The Council may amend these terms of reference, provided that prior consultation has been undertaken with Raglan Coastal Reserves Advisory Committee.

5 Council Responsibilities

- (a) The Council shall provide information concerning strategic management issues at the reserves referred to in clause 1(a) above to the Committee, for the Committee's comments and recommendations before a decision is made by the Council.
- (b) The Council shall provide administrative support to the Committee, if required, to enable the Committee to operate effectively. The Committee shall supply its own minute taker (as per clause 3(c) above).
- (c) All members to be appointed by the Council shall be appointed within eight weeks from the date of the establishment of the Committee by Council resolution.

- (d) If a dispute arises concerning these terms of reference, the matter shall be referred to the Council for determination.

LAKE KAINUI RESERVE COMMITTEE OF MANAGEMENT

Pursuant to Clause 30 of Schedule 7 of the Local Government Act 2002 a sub-committee known as the Lake Kainui Reserve Management Committee is established.

Pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002 the Waikato District Council delegates responsibilities, duties and powers to the Lake Kainui Reserve Management Committee with the following Terms of Reference:

I Functions, Responsibilities and Powers

The Committee shall:

- (a) Implement the Kainui Lake Management Plan in conjunction with Waikato District Council.
- (b) Consult with the local community and interested parties regarding reserve management priorities and recommend changes to the management plan as appropriate.
- (c) Recommend annually to the Council a two to three year work programme.
- (d) Implement the work programme authorised by the Council in conjunction with Council staff.
- (e) Control the location of hunting sites on the reserves and to issue hunting permits, in conjunction with the Hamilton Fish and Game Association.
- (f) Control access to the lake reserve as appropriate.
- (g) Promote use of the reserve and lake, and promote the safety of users through such means as controls over boat usage and scheduling events.
- (h) Seek funding from various sources for reserve projects.
- (i) Monitor reserve condition and use.
- (j) Promote catchment management activities that will enhance the reserve.
- (k) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Committee.

2 Procedural Matters

The Committee shall:

- (a) Hold meetings as are necessary for the proper management of the reserve.
- (b) Hold an Annual General Meeting at a time suitable for interested parties to make submissions to the Committee on the work programme and budget, and to discuss other matters as appropriate.
- (c) Hold Special General Meetings, as the Committee or the Council considers appropriate.
- (d) Keep minutes of each committee meeting and forward these to Waikato District Council.

- (e) Hold meetings in a manner acceptable to the Committee, but in the event of any dispute arising the Committee shall follow the Council's approved Standing Orders.
- (f) Refer matters in dispute to the Council. The Council will decide on these matters.

3 **Membership**

- (a) The Committee shall consist of:
 - i) One Councillor appointed by Waikato District Council
 - ii) One appointed representative of each of the following:
 - Waikato Regional Council
 - Iwi representative
 - iii) Two Hamilton Fish and Game Association appointed representatives - one for duck shooting and one for fisheries
 - iv) Two active lake reserve users (eg boaters, skiers or walkers), elected at the AGM
 - v) Two residents living within 5 kilometres of the reserve boundary, elected at the Annual General Meeting
 - vi) Any further members appointed by the Council
- (b) The Committee shall elect a Chairperson from within its ranks.
- (c) The Council shall consider and confirm the Committee membership as soon as practicable after each Annual General Meeting. Changes to the Committee during the year shall occur if the need arises and as the Council considers appropriate.
- (d) Waikato District Council staff shall provide administrative support.

4 **Appointments confirmed on 1 November 2016**

Waikato District Council	Hukanui-Waeranga Ward Councillor
Waikato Regional Council	Bala Tikkesetty
Active Lake Reserve Users	Peter Tait, Gordon Inglis
Local Representatives	Andrew Hayes, Glen Cooper
Hamilton Fish & Game Representative	Richard Radonich, Dave Wiseman
Iwi Representative	Ted Jerome
Other persons appointed by the Waikato District Council:	Jason Ham, Bob Stokes and Mark Dawbin

ROKOKAURI LAKE MANAGEMENT COMMITTEE

Pursuant to Clause 30 of Schedule 7 of the Local Government Act 2002 a sub-committee known as the Rotokauri Lake Management Committee is established.

Pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002 the Waikato District Council delegates responsibilities, duties and powers to the Rotokauri Lake Management Committee as follows:

I Functions, Responsibilities and Powers

The Committee shall:

- (a) Implement the Rotokauri Lake Management Plan in conjunction with Waikato District Council.
- (b) Consult with the local community and interested parties regarding reserve management priorities.
- (c) Recommend annually to the Council a two to three year work programme.
- (d) Implement the work programme authorised by the Council in conjunction with Council staff.
- (e) Recommend changes to the Management Plan as appropriate.
- (f) Promote community involvement in managing the reserve.
- (g) Seek funding from various sources for reserve enhancement projects.
- (h) Monitor reserve condition and use.
- (i) Promote catchment management activities that will enhance the reserve.
- (j) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Committee.

2 Procedural Matters

The Committee shall:

- (a) Hold meetings as are necessary for the proper management of the reserve.
- (b) Hold an Annual General Meeting at a time suitable for interested parties to make submissions to the Committee on the work programme and budget, and to discuss other matters as appropriate.
- (c) Hold Special General Meetings, as the Committee or the Council considers appropriate.
- (d) Keep minutes of each Committee meeting and forward these to Waikato District Council, Waikato Regional Council and Hamilton City Council.

- (e) Hold meetings in a manner acceptable to the Committee, but in the event of any dispute arising the Committee shall follow the Council's approved Standing Orders.
- (f) Refer matters in dispute to the Council. The Council will decide on these matters.

3 Membership

- (a) The Committee shall consist of:
 - i) One elected representative from each of Waikato District Council, Waikato Regional Council and Hamilton City Council.
 - ii) Three residents living within one kilometre of the reserve boundary, as elected at the Annual General Meeting.
 - iii) One Auckland/Waikato Fish & Game Council representative.
 - iv) One Hamilton Fish and Game Association Representative.
 - v) One Ngati Maahanga representative.
 - vi) Any other persons appointed by the Waikato District Council.
- (b) The Committee shall elect a Chairperson from within its ranks.
- (c) The Council shall consider and confirm the Committee membership as soon as practicable after each Annual General Meeting. Changes to the Committee during the year shall occur if the need arises and as the Council considers appropriate.
- (d) Council staff shall provide administrative support.

4 Appointments confirmed 1 November 2016

Waikato District Council	Newcastle Ward Councillor
Waikato Regional Council	
Hamilton City Council	
Three residents living within 1 kilometre of the reserve boundary	Heather Perring, Bruce Sparrow
One Auckland/Waikato Fish & Game Representative	Tom Mills
One Hamilton Fish & Game Representative	Trevor Dilks
One Ngati Maahanga Representative	Paratai Tai Rakena
Other persons appointed by the Waikato District Council	

RAGLAN PAPAHAUA HOLIDAY PARK BOARD OF MANAGEMENT

Pursuant to Clause 30 of Schedule 7 of the Local Government Act 2002 a sub-committee known as the Raglan Papahua Holiday Park Board of Management is established.

Pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002 the Raglan Papahua Holiday Park Board of Management shall act according to the following Terms of Reference.

TERMS OF REFERENCE

I Objectives

- (a) Council Objective - To have the Raglan Papahua Holiday Park operated at no direct cost to the Council while providing a camping ground in Raglan.
- (b) The objectives of the Board are:
 - i) To manage the Raglan Papahua Holiday Park for the benefit of the Raglan Community.
 - ii) To develop in consultation with the Council a long-term management plan for the camping ground.
 - iii) To encourage the involvement of the Community and special interest groups in the development and use of the Papahua Area.
 - iv) To maintain the assets of the camp in a condition generally acceptable to the Council.

2 Duties and Powers

The duties and powers of the Board are:

- (a) To manage, maintain and develop the Raglan Papahua Holiday Park in accordance with the above objectives.
- (b) To manage leases, licences or tenancies of any part of the property or any rights or privileges or concessions over or in relationship to the property in accordance with above objectives in conjunction with the Council Officer responsible for property. All leases licences or tenancies shall be executed by the Council.
- (c) To obtain all funds from leases licences and tenancies and to seek funds from other sources by appropriate means in line with Council policy.
- (d) To place funds in investments approved by the Council.
- (e) To accumulate and use funds as the Board may consider necessary and proper to carry out the above objectives provided that it is in accordance with an annual budget and work programme approved by the Infrastructure Committee of the Council.
- (f) The Chief Executive is responsible for all employment related matters (including remuneration) in relation to staff employed at the Camp. Any such matters are to be referred to the Chief Executive for resolution. The Board of Management will agree the duties and responsibilities of camp staff with the Chief Executive. The Chief Executive will discuss any proposed changes to remuneration for camp staff with the Board of Management to confirm affordability and agreement. The ultimate decision will be the Chief Executive's.
- (g) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Committee.

- (h) To do other such lawful acts as are incidental to or conducive to the objectives of the Board.
- (i) To advise the Council of insurance and other requirements such as administrative support and negotiate with the Council a fee for the provision of such services as the Board requires the Council to provide.
- (j) Remuneration
Salary costs are fully charged and recovered out of the operating results of the Raglan Papahua Holiday Park

The following remuneration of members of the Board may be made from funds derived from Holiday Park revenues:

Chairperson:	Honorarium:	\$750
	Meeting Allowance:	\$40
	Maximum per annum:	\$1,250
Member:	Honorarium:	\$500
	Meeting Allowance:	\$40
	Maximum per annum:	\$1,000

No honorarium or meeting allowance will be payable to the Chairperson of the Raglan Community Board or the Raglan Ward Councillor in order to comply with the Remuneration Authority determination.

- (k) The Raglan Papahua Holiday Park Board reports to the Council on the following basis:
 - i) To the Infrastructure Committee
 - To the March meeting of the Committee -
 - Chairperson's Report
 - Detailed Financial Report for the period 1 July - 31 January
 - Draft budget for next financial year outlining significant works
 - To the September meeting of the Committee -
 - Chairperson's Annual Report
 - Annual Financial Report.
 - ii) To the Raglan Community Board:
 - To the March meeting of the Community Board -
 - Chairperson's Report
 - Summary Financial Statement for 1 July-31 January

To the September meeting of the Community Board -

- Chairperson's Annual Report
- Summary of Annual Financial Report

- (l) The Board shall set up and operate a bank account in the name of Raglan Papahua Holiday Park Board of Management.
- (m) The Board shall set campground fees and charges as it sees fit.
- (n) Cheques can be signed by either:
 - i) any two Board Members; or
 - ii) one Board Member and the Camp Manager.
- (n) The Board shall exercise its discretion to determine its expenditure in a prudent manner. Purchasing shall be undertaken in accordance with the Council's procedure for procurement of goods and services.

3 **Membership**

Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002 the following shall be the Raglan Papahua Holiday Park Board of Management:

(a) Appointments confirmed 1 November 2016

The Board shall consist of:

- | | |
|--|----------------------------------|
| i) A representative of Raglan businesses | Colin Chung |
| ii) Mana Whenua representatives | Denise Reynolds, Heather Thomson |
| iii) One community representative | (currently vacant) |
| iv) Raglan Ward Councillor | Cr Lisa Thomson |
| v) Raglan Community Board Chair | Bob MacLeod |

The Board will appoint its own Chairperson from the membership.

The business, Mana Whenua and community representatives may not be members of the Raglan Community Board or the Council. Preference will be given to candidates with successful business experience.

- (b) The term of office of the Raglan Papahua Holiday Park Board of Management shall be three years and the Board members shall retire by rotation three yearly with a right to stand for reappointment.
- (c) The Board shall elect executive officers from within its ranks, as it considers necessary.
- (d) A member may resign from office or be removed from office on the unanimous resolution of other members and the endorsement of that resolution by the Council.

- (e) The Council may discharge the Board if it considers that the Board is inadequately performing its duties.
- (f) The Council shall appoint new members to fill vacancies.

4 Accountability

- (a) The Board shall:
 - i) Present its proposed Annual Budget and Programme of Works to the Council for endorsement by the date specified by the Chief Executive
 - ii) Present its Annual Report and Annual Accounts to the September meeting of the Infrastructure Committee.
 - iii) Present to the Council any other report it is requested to provide.
 - iv) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.
 - v) Advise the Chief Executive of its meeting schedule.
- (b) Members of the Board shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Board or for any debt or other liability lawfully incurred by the Board.

5 Procedural Matters

- (a) The Board shall hold such meetings as are necessary for good management of the Camp.
- (b) The Annual General meeting shall be held at a time suitable for interested parties to make submissions to the Board on the annual operation of the camp and budget and discuss other matters as appropriate.
- (c) Special General Meetings shall be held if the Chairperson receives a written request from two or more Board Members or as the Council considers appropriate.
- (d) Minutes of each Board meeting shall be kept, signed by the Chairperson and forwarded to the Council as soon as practicable.
- (e) Meetings shall be held in the manner acceptable to the Board but in the event of any dispute arising the Council's approved standing orders shall apply.
- (f) When a Board member stands to gain personal profit either directly or indirectly from any activity carried out in relationship to the camp, that member shall not be able to determine or materially influence in any way the Board's decision with regards to that activity. This sub clause does not apply to Board remuneration referred to in sub-clause 2.(j).

6 Cessation of Board

- (a) This Board may be terminated by resolution of the Council.
- (b) If the Board is terminated, any money raised by the Board shall be spent on the camp as the Council sees fit.

7 Council Responsibilities

- (a) If disputes arise concerning these terms of reference, the Council shall determine the interpretation.
- (b) In order to fund the cash flow requirements of the Board the Council may, at its sole discretion, either guarantee or loan an additional amount on consideration of a business plan submitted by the Board.
- (c) The Council will consider annually as part of the budgeting process requests for financial assistance for capital development of the camp.
- (d) All people who work at the camp shall be employees of the Council and the Council will meet any staff liability that is incurred.

LAKE HAKANOVA MOTOR CARAVAN PARK

The Lake Hakanoa Motor Caravan Park will be temporarily managed by staff of the Waikato District Council until such time an appropriate management alternative is approved by Council.

Pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002 the Lake Hakanoa Motor Caravan Park shall act according to the following Terms of Reference.

TERMS OF REFERENCE

1 Objectives

- (a) Council Objective - To have the Lake Hakanoa Motor Caravan Park operated to provide a camping ground in Huntly.
- (b) The objectives Council staff will follow are:
 - i) To manage the Lake Hakanoa Motor Caravan Park for the benefit of the Community.
 - ii) To develop in consultation with the Council a long-term management plan for the camping ground.
 - iii) To maintain the assets of the camp in a condition generally acceptable to the Council.
 - iv) To manage the operation of the camp at an annual profit.

2 Duties and Powers

The duties and powers of the Council staff are:

- (a) To manage, maintain and develop the Lake Hakanoa Motor Caravan Park in accordance with the above objectives.
- (b) To engage staff or contractors to manage the day to day activities of the Camp through the appropriate procurement methodology
- (c) To utilise the Raglan Papahua Holiday Park Manager to provide managerial support to the operation of the Motor Camp including assisting with defining an operating structure for the camp.
- (d) To manage leases, licences or occupancies of any part of the property or any rights or privileges or concessions over or in relationship to the property in accordance with above objectives.
- (e) To obtain all funds from leases licences and occupancies and to seek funds from other sources by appropriate means in line with Council policy.
- (f) The Chief Executive is responsible for all employment related matters (including remuneration) in relation to staff employed at the Camp. Any such matters are to be referred to the Chief Executive for resolution. Council staff will agree the duties and responsibilities of camp staff with the Chief Executive. The Chief Executive will discuss any proposed changes to remuneration for camp staff with the Council staff to confirm affordability and agreement. The ultimate decision will be the Chief Executive's.
- (g) To maintain insurance and other requirements.

(h) To report to the Council on the following basis:

i) To the Infrastructure Committee as follows:

To the March meeting of the Committee -

- Management Report
- Detailed Financial Report for the period 1 July - 31 January
- Draft budget for next financial year outlining significant works

To the September meeting of the Committee -

- Management Annual Report
- Annual Financial Report.

ii) The Huntly Community Board Meeting as follows:

To the March meeting of the Community Board -

- Management Report
- Summary Financial Statement for 1 July - 31 January

To the September meeting of the Community Board -

- Management Annual Report
- Summary of Annual Financial Report

iii) To other Huntly Community Board meetings

- Verbal Operational Report as requested

(i) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the staff.

3 Financial

(a) Financial services will be provided by the Council.

(b) Council staff shall set campground fees and charges as it sees fit.

(c) Council staff shall exercise its discretion to determine its expenditure in a prudent manner. Purchasing shall be undertaken in accordance with the Council's procedure for procurement of goods and services.

4 Accountability

(a) Council staff shall:

- i) Present its Annual Report and Annual Accounts to the September meeting of the Infrastructure Committee.
- ii) Present to the Council any other report it is requested to provide.

5 Procedural Matters

- (a) Council staff shall hold such meetings as are necessary for good management of the Camp.
- (b) The Huntly Community Board Chair and Local Councillors will be invited to any such meeting
- (c) Minutes of each meeting shall be kept and signed by the General Manager Service Delivery.
- (d) Meetings shall be held in an acceptable manner and supported by Council Administration staff, if required

6 Council Responsibilities

- (a) If disputes arise concerning these terms of reference, the Council shall determine the interpretation.
- (b) The Council will consider annually as part of the budgeting process requests for financial assistance for capital development of the camp.
- (c) For those Council staff who are employed at the camp Council will meet any staff liability that is incurred.

8 Appointments confirmed 15 December 2015

Waikato District Council staff for the short term until an appropriate alternative is determined and approved by Council.

TE KAUWHATA DOMAIN MANAGEMENT COMMITTEE

Background

The Te Kauwhata Domain Management Committee was established in 2004 to manage the operation, maintenance and bookings of the Te Kauwhata Domain. It replaced the previous Domain Board and includes representation from the Te Kauwhata Community Committee.

Terms of Reference

1 The Te Kauwhata Domain Management Committee is established as a sub-committee of the Te Kauwhata Community Committee.

2 Membership

2 members from the Te Kauwhata Community Committee appointed annually

1 member Te Kauwhata Rugby Club

1 member Te Kauwhata Squash Club

1 member Te Kauwhata A & P Society

1 member Te Kauwhata Scout Group

Whangamarino Ward Councillor

3 Responsibilities

- (a) To liaise with the Open Spaces Team Leader of the Waikato District Council on maintenance issues.
- (b) To recommend annually to the Te Kauwhata Community Committee a capital works or improvement programme.
- (c) To advise the Property Officers of any potential grazing leases.
- (d) To allocate ground usage and keep reservations for users of any of the facilities at the Domain.
- (e) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Committee.

Note: A booking register shall be kept at the Council's Customer Delivery/Library in Te Kauwhata.

4 Finance

The Te Kauwhata Domain Management Committee shall:

- (a) Set fees and charges for usage of the domain.
- (b) Hold all monies received for domain usage.
- (c) Expend all income on maintenance and development of the domain.
- (d) Set fees and receive income as appropriate for overnight camping.

5 Current Appointments – see above

WHATAWHATA DOMAIN MANAGEMENT COMMITTEE**Terms of Reference**

- 1 The Whatawhata Domain Management Committee was established to manage the operation and maintenance of the Whatawhata Domain.
- 2 The following appointments are made to the Whatawhata Domain Management Committee:
 - 1 representative Whatawhata Rugby Club Rugby Club
 - 1 representative Whatawhata Tennis Club
 - 1 representative Whatawhata residents & Ratepayers Committee
 - 2 Iwi representatives
 - Newcastle Ward Councillor
- 3 Responsibilities
 - (a) To liaise with the Open Spaces Team Leader of the Waikato District Council on maintenance issues
 - (b) To recommend annually to the Waikato District Council a capital works or improvement programme through an Annual Plan or Long-Term Plan submission.
 - (c) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Committee.

HALL COMMITTEES

The Waikato District Council delegates control of funds and administration of individual halls and community centres to locally elected Hall Committees, pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002. The Waikato District Council retains the authority to rescind this delegation by resolution of the Council if it considers such action appropriate. The Waikato District Council will act as arbiters for any disputes which arise within a Hall Committee.

The following provisions shall apply:

- (a) Hall Committees will be subject to the Terms of Reference – Management of Halls
- (b) The names of persons elected to the Hall Committee, including the names of the Chairperson, Secretary and Treasurer shall be forwarded to the Council following the Annual General Meeting at which elections are held.
- (c) Subject to the Terms of Reference – Management of Halls accounts shall be submitted to the Council by the Hall Committee annually and within three months of the close of the financial year.
- (d) At least one site inspection per annum shall be carried out by Council staff.

CHIEF EXECUTIVE**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
 Civil Defence Emergency Management Act 2002
 Dog Control Act 1996
 Employment Relations Act 2000
 Building (Pools) Amendment Act 2016
 Fire and Emergency Act 2017
 Food Act 1981 and Food Hygiene Regulations 1974
 Forest and Rural Fires Act 1977 and Forest and Rural Fires Regulations 2005
 Health Act 1956
 Health and Safety at Work Act 2015
 Impounding Act 1995
 Land Drainage Act 1908
 Litter Act 1979
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987

Local Government (Rating) Act 2002
 Privacy Act 1993
 Public Records Act 2005
 Public Works Act 1981
 Reserves Act 1977
 Resource Management Act 1991
 Sale and Supply of Alcohol Act 2012
 Transport Act 1962
 Trespass Act 1980
 Unit Titles Act 2010
 Regulations made under any of the above Acts
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Waikato District Council

STATUTORY APPOINTMENTS

- 1 A statutory appointment pursuant to Section 42 of the Local Government Act 2002 to be the Chief Executive Officer and the Principal Administration Officer for the purposes of any other Act (Section 42(4) of the Local Government Act 2002).
- 2 A statutory appointment pursuant to section 196 of the Sale and Supply of Alcohol Act 2012 to be the Secretary of the District Licensing Committee

STATUTORY DELEGATIONS

- 1 All powers and authorities exercisable by the Chief Executive under the Local Government Act 2002 and any other Act, Regulation, Bylaw or Standing Order of the Waikato District Council using that terminology, as well as by the “Principal Administrative Officer” or “General Manager” in terms of any Act, Regulation, Bylaw or Standing Order of the Waikato District Council using that terminology.
- 2 Authority pursuant to Clause 32B of Schedule 7 to the Local Government Act 2002 to delegate to any other officer of the Council any of the Chief Executive’s powers and duties except:
 - (a) the power to delegate; and

- (b) any power delegated to the Chief Executive which is subject to a prohibition on delegation; and
- (c) any power under any enactment where the enactment expressly prohibits the delegation of the power.

DISCRETIONARY STATUTORY DELEGATIONS

1 Civil Defence and Fire

- (a) To perform functions and powers of the Council as a member of the Civil Defence Emergency Management Group in accordance with Section 17 and 18 of the Civil Defence Emergency Management Act 2002.
- (b) To plan and provide for Civil Defence Emergency within the District pursuant to Section 64 of the Civil Defence Emergency Act 2002.
- (c) In the absence or unavailability of the Principal Rural Fire Officer under the Forest and Rural Fires Act 1977 or the appointed deputy, the authority to act in the position of Principal Rural Fire Officer in terms of that Act and any regulation pursuant to the Forest and Rural Fires Regulations 2005.

2 Official Information and Privacy Act Requests

- (a) Pursuant to Section 42 of the Local Government Official Information and Meetings Act 1987 to exercise all the powers and authorities of the Council under Parts II to V of that Act, **EXCEPT** powers specified in Section 32 of that Act (recommendations made to the Council by the Ombudsman).
- (b) Pursuant to Section 43 of the Local Government Official Information and Meetings Act 1987 authority to delegate to any employee of the Council in writing all or any of the powers referred to in paragraph 2(a) above together with any general or special directions or conditions as may be appropriate in the circumstances.
- (c) To act as Privacy Officer pursuant to Section 23 of the Privacy Act 1993, and pursuant to Section 124 of that Act, to undertake all of the Council's powers and duties in respect of Privacy Act matters insofar as they relate to information held or kept by the Council.
- (d) Pursuant to Section 125 of the Privacy Act 1993, to delegate to any employee of the Council in writing all or any of the powers referred to in paragraph 2(c) above **EXCEPT** the powers specified in Section 125(1)(a) and (b) of the Act.

3 Building Act 2004

To undertake all of the Council's functions, powers, duties and obligations under the Building Act 2004 **OTHER** than:

- (a) the transfer of any function, power or duty to another local authority pursuant to Section 233 of that Act or the making of arrangements with any other building consent authority pursuant to Section 213 of that Act; and
- (b) the fixing of any fees or charges in accordance with Section 219 of that Act.

4 Resource Management Act 1991

Pursuant to Section 34A of the Resource Management Act 1991 authority to carry out and undertake all of the Council's functions, powers, duties and obligations under that Act **OTHER** than:

- (a) the approval of a proposed policy statement or plan under clause 17 of Schedule 1 or any change to a proposed policy statement or plan;
- (b) the making of a recommendation on a requirement for a designation or heritage order under Part VIII which has been notified in accordance with Section 95A to

95F of the Resource Management Act 1991;

- (c) the granting of a notified resource consent to which submissions in opposition have been received;
- (d) the transfer of any one or more of the local authority's functions, powers or duties pursuant to Section 33 of the Resource Management Act 1991;
- (e) the fixing of any fees or charges in accordance with Section 36 of the Resource Management Act 1991;
- (f) this power of delegation;

but including, in accordance with Section 34A(5) the power to do anything prior to any final decision on any proposed policy statement or plan, any resource consent application or the making of a requirement for designations.

5 Sale and Supply of Alcohol Act

- (a) Pursuant to Section 196 of the Sale and Supply of Alcohol Act 2012 to undertake all the roles, responsibilities and requirements as Secretary of the District Licensing Committee.
- (b) The Policy & Regulatory Committee has also approved the sub-delegation pursuant to clause 32B(1) of Schedule 7 of the Local Government Act 2002, by the Secretary of the District Licensing Agency all the powers, duties and discretion he/she holds in relation to the Sale and Supply of Alcohol Act 2012 to the General Manager Customer Support and the Regulatory Manager severally.
- (c) In conjunction with the Chairperson of the District Licensing Committee, the power under section 189(6) of the Sale and Supply of Alcohol Act 2012 (the Act) to appoint members to the District Licensing Committee from the list of persons approved to be members of the committee required to be established under section 192 of the Act.

6 Authority to Appoint and Warrant

- (a) To appoint persons to be:
 - i) Enforcement Officers under the provisions of Section 177 of the Local Government Act 2002, Section 38 of the Resource Management Act 1991 and Section 229 of the Building Control Act 2004;
 - ii) Authorised Officers under the provisions of Sections 171 and 173 of the Local Government Act 2002 and Section 222 of the Building Act 2004;
 - iii) Parking Wardens pursuant to Sections 128D and 128E of the Land Transport Act 1998;
 - iv) Litter Control Officers pursuant to Section 5 of the Litter Act 1979;
 - v) Pound Keepers or Deputy Pound Keepers pursuant to Section 8 of the Impounding Act 1955;
 - vi) Rangers pursuant to Section 8 of the Impounding Act 1955;
 - vii) Inspectors pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012;
 - viii) Local Authority Inspectors pursuant to Section 2 of the Food Act 1981;
 - ix) Environmental Health Officers pursuant to Section 28 of the Health Act 1956;

- x) Rural Fire Officers pursuant to Section 13 of the Forest and Rural Fires Act 1977;
 - xi) Privacy Officers pursuant to Sections 23 and 124 of the Privacy Act 1993 and Information Officers pursuant to Section 42 of the Local Government Official Information and Meetings Act 1987;
 - xii) Rangers under Section 8 of the Reserves Act 1977;
 - xiii) Dog Control Officers pursuant to Section 11 of the Dog Control Act 1996;
 - xiv) To any other position required to enable the Council to fulfil its statutory obligations and duties.
- (b) Pursuant to Clause 32A of Schedule 7 of the Local Government Act 2002 to issue warrants to enforcement officers appointed under the Local Government Act 2002 and to issue such warrants as may be required to persons appointed to positions pursuant to paragraph 5(a) including persons who are not employees of the Council.
- (c) Authority to suspend or revoke the appointment of any person appointed to positions under paragraph 5(a).

7 Signing and Sealing of Documents on behalf of the Council

- (a) To ensure the signing of documents relating to interests in land, including reserves vested in the Council or for which the Council is the administering body.
- (b) To ensure the Signing of documents other than those relating to interests in land such as:
- i) Contracts for:
 - authorised works for which provision has been made in the Council's approved budget; and
 - which are to be carried out within the criteria laid down by the Council's purchasing, tendering and contract tendering procedures.

A report on the exercise of this delegation for contracts Five Hundred Thousand Dollars (\$500,000) or more shall be submitted to the next available meeting of the Council.
 - ii) Contracts or issue letters of acceptance for the purposes of creating a contract where it has been resolved by the Council or any committee or sub-committee of the Council to accept any tender or quotation or where such contract is within the delegation to any officer.
- (c) To give any certification or authentication required of the Chief Executive under the Unit Titles Act 2010.
- (d) Jointly with the Mayor to affix, and to attest to the affixing of, the Common Seal of the Council on any document which requires the Council's seal and which the Chief Executive is authorised to sign under this delegation.

8 Financial

- (a) Ensure Council's policies comply with existing and new legislation.

9 General

- (a) To exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980 with authority to delegate these powers to any other employee of the Council.

- (b) To exercise the powers conferred on the Council by Clauses 11 and 12 of the Tenth Schedule of the Local Government Act 1974 (temporary prohibition of traffic on roads) **EXCEPT** for clause 11(e).
- (c) To make any decision, election, or determination as 'Principal' in relation to any contract entered into between the Council and any third party.
- (d) To give, sign or authorise any notice to any third party in the name of or on behalf of the Principal under any contract.
- (e) To carry out or authorise the carrying out of any works or other expenditure considered necessary to be undertaken by the Principal pursuant to the Conditions of Contract.
- (f) To issue and sign on behalf of the Council any certificates or notices which may be required to be given by the Council under the provisions of the Local Government Act 2002, the Local Government Act 1974 or any other legislation or bylaw and to delegate this authority to any other employee of the Council.
- (g) To give effect to the approved programmes and activities in the Long Term Plan or Annual Plan.
- (h) Representing Waikato District Council, to be a director of Waikato Local Authority Shared Services Limited and Strada Corporation Limited.
- (i) To undertake any power or authority delegated by the Council to any employee of the Council as though that authority and power had also been delegated to the Chief Executive.
- (j) To approve delegations for all officers of the Council.
- (k) To represent Council on the Waters Governance Board.

10 Court Processes

- (a) To authorise the taking or defending of proceedings in the Council's name in any Court or Tribunal (except for proceedings for rating sale pursuant to the Local Government (Rating) Act 2002 which shall require a prior resolution of the Council).
If this authority is exercised to take or defend any proceedings of any sort in the High Court then a report of such proceedings shall be delivered to the Council at the next available Council meeting.
- (b) To authorise the undertaking of any prosecution proceedings in the name of the Council or by any Council employee for breach of any Act, Regulation or Waikato District Council Bylaw or the Waikato District Plan.
- (c) To delegate to any Council employee the authority to take all steps and do all things which may be necessary in connection with the taking or defending of proceedings on behalf of the Council, either civil or criminal, or of any other sort, or to appear on behalf of the Council in any Court or Tribunal.

11 Interim Issues

- (a) In relation to matters arising at the end of the term of the Council, from the day of the declaration of results of the triennial general election until the first meeting of the Council, to make decisions on behalf of the Council, in respect of urgent matters arising during this time:
 - i) in consultation with the General Manager Service Delivery in respect of tenders and contracts with delegated powers up to half a million dollars (\$500,000) in accordance with an approved budget;
 - ii) in consultation with the General Manager Customer Support in respect of liquor licensing and regulatory matters;
 - iii) in consultation with the incoming Mayor, as may be appropriate in respect of other matters.

Any decision made is to be reported to the first ordinary meeting of the incoming Council.

- (b) In relation to matters arising during the Christmas recess, from the third week in December until the third week in January, the authority to make decisions (including entering in to any contract or authorising any expenditure) on behalf of the Council, in respect of urgent matters arising at this time, in consultation with the Mayor, or if the Mayor is not available the Deputy Mayor, and if the Deputy Mayor is not available, then the Chairperson of the appropriate standing committee, with any such decision made to be reported to the first ordinary meeting of the Council in the New Year.

PERSONNEL DELEGATIONS

The Chief Executive is delegated all the functions, powers and duties delegated to those who report directly to this position:

- (a) Chief Operating Officer/Deputy Chief Executive
- (b) General Manager Service Delivery;
- (c) General Manager Customer Support;
- (d) General Manager Community Growth
- (e) Iwi and Community Partnership Manager
- (f) Zero Harm Manager
- (g) Executive Assistant to the Chief Executive and Executive Assistant to the Mayor

FINANCIAL DELEGATIONS

- 1 Capital/Operational – Chief Executive (CE) and Chief Operating Officer (COO), One Million Dollars (\$1,000,000) for all contracts
- 2 Category General Manager (GM), Two Hundred and Fifty Thousand Dollars (\$250,000), General Manager Service Delivery, General Manager Community Growth and General Manager Customer Support in accordance with approved budgets and Council procedures.
- 3 Category B, Twenty Five Thousand Dollars (\$25,000) Zero Harm Manager and Iwi and Community Partnership Manager for materials and services in each respective team.
- 4 No sums shall be knowingly committed over a single financial year which exceed 75% of the Long Term Plan budgeted sum for that significant activity.

The Principal's Group reports to the Chief Executive and provides governance and oversight of the Waikato District Alliance on behalf of Council and Downer New Zealand Limited. The membership of the Principal's Group consists of the Chief Operating Officer, the General Manager Service Delivery and Contracts and Partnering Manager of the Council and the General Manager National Surfacing Operation and Plant, General Manager Central and Executive General Manager Transport Services of Downer New Zealand Limited. If there is a change in membership, the delegations will apply to any new member.

TERMS OF REFERENCE**1 Objectives**

- a) Council Objective - To have the roading network of the Waikato District Council operated in an efficient, responsive and cost effective manner.
- b) The objectives of the Principal's Group are to provide governance and leadership to deliver:
 - i) A 'Zero Harm' environment
 - ii) Optimal customer engagement
 - iii) A high performance culture that continually challenges the way things are done
 - iv) Management of assets in the most effective way for the Council
 - v) Value for money for ratepayers.

2 Key Roles and Responsibilities

The key roles and responsibilities of the Principal's Group are:

- a) To set the vision of the Alliance
- b) To establish core principles and objectives for the Alliance
- c) To approve the Alliance structure
- d) To appoint Management roles within the Alliance
- e) To approve systems, processes and procedures to be implemented by the Alliance
- f) To approve the Alliance Procurement Strategy
- g) To provide governance to the Alliance and guidance to the Alliance Manager
- h) To approve the target cost estimate
- i) To resolve any disputes referred to the Principal's Group by the Alliance management team
- j) To agree on the cap of the gain/pain share levels
- k) To approve the business case for office and yard facilities for the Alliance
- l) To report to parent organisations as required

- m) To approve the gain payment as agreed
- n) To approve variations to the budget or scope of works in line with the overall Council budget approval
- o) To approve the reinvestment of efficiency gains after obtaining any necessary approvals from NZTA
- p) To encourage continuous improvement of the operation of the Alliance and delivery of value for the Council
- q) To agree the performance measurement framework for the Alliance.

3 Membership

The membership of the Principal's Group comprises representatives from both the Council and Downer New Zealand Limited. The current members of the Principal's Group are set out above. Appointments of replacements will be in line with the requirements for the relevant organisation (Waikato District Council or Downer New Zealand Limited.)

4 Accountability

The Principal's Group is responsible to the Chief Executive of the Council for the overall delivery of the Alliance objectives and work programme.

5 Procedural Matters

- a) The Principal's Group shall hold meetings from time to time, for the good management of the Alliance.
- b) Special Meetings shall be held if of the Principal's Group if deemed appropriate.
- c) Minutes of each meeting shall be kept.

6 Council Responsibilities

- a) The Council will through the LTP process annually set a budget for the Alliance.
- b) If the Principal's Group is unable to reach unanimous agreement the matter will be referred to the Chief Executive in the first instance for resolution. Mediation may be considered if deemed necessary.
- c) All Council employees involved in the Alliance remain Council employees and the Council will meet any staff liability that is incurred.
- d) Any property purchases, contracts or leases will be undertaken by the Council to provide facilities for the Alliance
- e) The Council may from time to time approve any variation to the budget.

ECONOMIC DEVELOPMENT ADVISORY GROUP

The role of the group is to support the activities of the Economic Development team and to provide governance support and assistance when required. It is noted that economic development activities require Council to be nimble and flexible to maximise value for council and the community.

The group is an ad hoc group, which will support as and when required. It will not hold formal meetings but will supplement the structured reports and mandate of the Strategy & Finance Committee. The advisory group will be called upon individually or collectively in terms of what is required to implement Council's Economic Development Strategy. The group will be led by His Worship the Mayor and meet with economic development prospects as required.

From time to time, additional duties may be delegated by the Strategy & Finance Committee.

Appointments confirmed 1 November 2016: Mayor; Deputy Mayor; Strategy & Finance Chairperson; Strategy & Finance Deputy Chairperson; Policy & Regulatory Chairperson.

ZERO HARM MANAGER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Holidays Act 2003
 Human Rights Act 1993

Local Government Act 2002
 Waikato District Council Policies
 Minimum Wage Act 1983

REPORTING TO Chief Executive

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATION

- 1 By direction of the Chief Executive, all powers, duties and functions of the Waikato District Council as an employer pursuant to the provisions of the Employment Relations Act 2000, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Local Government Act 2002, Minimum Wage Act 1983, the Parental Leave & Employment Protection Act 1987.

OPERATIONAL DELEGATIONS

- 1 Authority to establish procedures to carry out the Council's policies and any enforcement thereof
- 2 To authorise the commencement of works or services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan
- 3 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 5 In conjunction with the Communications, Marketing and Engagement Manager authority to liaise with the media on matters related to the activities of the Zero Harm Team and health and safety generally.
- 6 Authority to exercise all powers available delegated by the Chief Executive in relation to the Health and Safety at Work 2015.
- 7 Authority to manage on behalf of the Council, in accordance with the direction of the Chief Executive, all matters relating to the recruitment, employment and discipline of staff.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Zero Harm Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position.
 - (a) Zero Harm Advisor

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Fifty Thousand Dollars (\$50,000) in accordance with approved budgets and Council procedures.

IWI AND COMMUNITY PARTNERSHIPS MANAGER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Health and Safety at Work Act 2015
 Local Electoral Act 2001
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Te Ture Whenua Maori Act 1993
 Waikato Raupatu Claims Settlement Act 1995

Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Deed of Settlement for the Waikato River
 Joint Management Agreement (Waikato-Tainui)
 Joint Management Agreement (Ngati Maniapoto)

REPORTING TO Chief Executive

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Fifty Thousand Dollars (\$50,000) in accordance with approved budgets and Council procedures.

CHIEF OPERATING OFFICER**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Building Act 2004
 Civil Defence Emergency Management Act 2002
 Dog Control Act 1996
 Employment Relations Act 2000
 Building (Pools) Amendment Act 2016
 Food Act 1981 and Food Hygiene Regulations 1974
 Forest and Rural Fires Act 1977 and Forest and Rural Fires Regulations 2005
 Health Act 1956
 Health and Safety at Work Act 2015
 Impounding Act 1995
 Land Drainage Act 1908
 Litter Act 1979
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Local Government (Rating) Act 2002

Privacy Act 1993
 Public Records Act 2005
 Public Works Act 1981
 Reserves Act 1977
 Resource Management Act 1991
 Sale and Supply of Alcohol Act 2012
 Transport Act 1962
 Trespass Act 1980
 Unit Titles Act 2010
 Regulations made under any of the above Acts
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)
 Proposed Waikato District Plan

REPORTING TO Chief Executive

STATUTORY APPOINTMENTS

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991.
- 3 An Information Officer pursuant to Section 42 of the Local Government Official Information and Meetings Act 1987.
- 4 A Privacy Officer pursuant to Section 23 and 124 of the Privacy Act 1993.

STATUTORY DELEGATIONS

- 1 Authority to carry out and undertake all or any of the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out and undertake all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

- 3 All the powers and authorities of the Council under Parts II to V of the Local Government Official Information and Meetings Act 1987 EXCEPT powers specified in Section 32.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority pursuant to the Local Government Act 2002 to carry out and undertake all the Council's functions, powers or duties to manage revenue, expenses, assets, liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interest of the community.
- 2 Authority pursuant to the Local Government (Rating) Act 2002 to carry out and undertake all the Council's functions, powers or duties to manage the setting, assessment and collection of rates.
- 3 Authority to undertake all Council's powers and duties in respect of Privacy Act matters.
- 4 To sign Documents on behalf of the Council
- (a) Documents relating to interests in land, including reserves vested in the Council or for which the Council is the administering body:
- i) to sign on behalf of the Council all documents which evidence transactions of any sort which have been authorised by Council resolution and which:
- include terms and provisions customary to such documents;
 - adequately protect the Council;
 - reflect and include specific provisions including price as resolved by the Council;
- ii) to sign on behalf of the Council all documents relating to:
- tenancies, leases and licences for up to 5 years and renewals of leases where the original grant of lease contained a right of renewal;
 - easements and similar rights;
 - caveats or encumbrances;
 - discharges or partial discharges of mortgages granted by the Council;
 - subdivision whether of Council owned property or in connection with resource consents granted by the Council;
 - options to purchase (but not the exercise of any option);
- PROVIDED THAT** in each case such documents:
- include terms and provisions customary to such documents; and
 - adequately protect the Council.
- A report on the documents signed under the authority of (i) or (ii) above shall be submitted to the next available meeting of the Council.
- (b) To give any certification or authentication required of the Chief Executive under the Unit Titles Act 2010.
- (c) To exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
- (d) To exercise the powers conferred on the Council by Clauses 11 and 12 of the Tenth Schedule of the Local Government Act 1974 (temporary prohibition of traffic on roads) **EXCEPT** for clause 11(e).
- (e) To issue and sign on behalf of the Council any certificates or notices which may be required to be given by the Council under the provisions of the Local Government Act 2002, the Local Government Act 1974 or any other legislation or bylaw and to delegate this authority to any other employee of the Council.

5 Financial

- (a) Operate any management delegation provided in Council's Treasury Risk Management Policy.
- (b) To authorise the commencement of works or services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- (c) To certify and authorise the payment of progress payments in relation to contracts entered into by the Council.
- (d) Jointly with one other General Manager, and in accordance with the Debt Write-off Policy, authority to write off unrecoverable debts or stock up to Five Thousand Dollars (\$5,000), with debts written off over \$2,000 to be reported to the Strategy & Finance Committee.
- (e) Jointly with one other General Manager, to issue and monitor the use of Credit Cards.
- (f) Authorise expenditure within Council approved budgets.
- (g) Approve new counterparties and counterparty limits.
- (h) Authority to amend capital works and operational programmes within the approved total budget.

6 General/Operational

- (a) To exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
- (b) Ensure Council's policies comply with existing and new legislation.
- (c) To exercise the powers conferred on the Council by Clauses 11 and 12 of the Tenth Schedule of the Local Government Act 1974 (temporary prohibition of traffic on roads) **EXCEPT** for clause 11(e).
- (d) To issue and sign on behalf of the Council any certificates or notices which may be required to be given by the Council under the provisions of the Local Government Act 2002, the Local Government Act 1974 or any other legislation or bylaw and to delegate this authority to any other employee of the Council.
- (e) Authority to carry out on the Council's behalf, all its functions, powers and duties in relation to the Waikato District Council's Development Contributions Policy.
- (f) Authority to establish procedures to carry out the Council's policies and any enforcement thereof.
- (g) Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- (h) Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- (i) To make any decision, election, or determination as 'Principal' in relation to any contract entered into between the Council and any third party.
- (j) To give, sign or authorise any notice to any third party in the name of or on behalf of the Principal under any contract.

- (k) To carry out or authorise the carrying out of any works or other expenditure considered necessary to be undertaken by the Principal pursuant to the Conditions of Contract.
- (l) Authority to agree on a 'compromise accommodation' with debtors.
- (m) Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council. Any legal proceedings instituted to recover any outstanding debt shall be approved by the Council.
- (n) Authority to initiate, conduct, compromise, and conclude any action at the District Court in respect of alleged offences against any Act or Bylaw of relevance to Council, or in respect of the recovery of any related fees and charges and costs incurred by the Council, and service of notices.
- (o) Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.
- (p) Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- (q) Authority to negotiate contracts with Council's insurer and approve claims.
- (r) In conjunction with the Communications, Marketing and Engagement Manager authority to liaise with the media on matters related to the activities of Council.
- (s) Authority, within the scope of direction by the Strategy and Finance Committee or the Council, to take or defend legal proceedings in the Council's name in the Environment Court, including the power to conduct, reach a compromise on, and conclude the proceedings whether by way of withdrawal, settlement or hearing. This authority includes engaging and instructing legal counsel to act for the Council in any such proceedings including the signing of consent orders on behalf of the Council.

Where a decision is politically sensitive, the delegate shall seek input from a higher organisational level, or committee, or the Council, whichever is the most appropriate. If this authority is exercised then a report of such proceedings shall be delivered to the Strategy and Finance Committee of the Council at its next available meeting.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Chief Operating Officer (the officer to whom sub-delegation is made may not further sub-delegate).

- 5** This officer is delegated all the functions, powers and duties delegated to those who report to this position:
- (a) Projects and Innovation Manager
 - (b) Chief Information Officer
 - (c) Chief Financial Officer
 - (d) People and Capability Manager
 - (f) Communications, Marketing and Engagement Manager
 - (g) Executive Assistant

FINANCIAL DELEGATIONS

- I** Capital/Operational – Chief Operating Officer (COO) One Million Dollars \$1,000,000)

EXECUTIVE ASSISTANT**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Privacy Act 1993
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010

Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

Reporting to Chief Operating Officer

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the General Manager Community Growth (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Team Administrator

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty Five Thousand Dollars (\$25,000) General expenses of the Chief Operations Group, travel and accommodation etc.

CHIEF FINANCIAL OFFICER**LINKAGES** (Include applicable regulations and rules)

Employment Relations Act 2000	Local Government Borrowing Act 2011
Financial Reporting Act 1993	Local Government Official Information and Meetings Act 1987
Goods and Services Tax Act 1995	Parental Leave and Employment Protection Act 1987
Health and Safety at Work Act 2015	Privacy Act 1993
Holidays Act 2003	Rates Rebate Act 1973
Income Tax Act 2007	Rating Valuations Act 1998
Local Authorities (Members' Interests) Act 1968	Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
Local Government (Rating) Act 2002	Franklin District Council Bylaws administered by Waikato District Council
Local Government Act 1974	Waikato District Council Bylaws
Local Government Act 2002	Waikato District Council Policies

REPORTING TO

Chief Operating Officer

STATUTORY APPOINTMENTS

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority pursuant to the Local Government Act 2002 to carry out and undertake all the Council's functions, powers or duties to manage revenue, expenses, assets, liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interest of the community pursuant to Section 101 of the Act.
- 2 Authority pursuant to the Local Government (Rating) Act 2002 to carry out and undertake all the Council's functions, powers or duties to manage the setting, assessment and collection of rates.
- 3 Authority to carry out the Council's functions, duties and powers under the following sections of the Local Government (Rating) Act 2002:
 - (a) Section 39: Objection to rate records;
 - (b) Section 40: Correction of errors;
 - (c) Section 41: Recovery of additional rates in certain cases;
 - (d) Sections 61, 62, 98: Recovery of unpaid rates;
 - (e) Sections 85, 86: Remission of instalment penalties.

- 4 Authority pursuant to the provisions of the Local Government (Rating) Act 2002 and subsequent amendments, and in accordance with the Council's Rating Remission and Postponement Policy, to grant or refuse the remission of charges in respect of rates in the following circumstances:
 - (a) Six-monthly penalties where a payment arrangement is in place - to grant or refuse remission in respect of accounts with outstanding balances;
 - (b) Remission of six-monthly penalties where a lump sum is paid - to grant or refuse remission in respect of accounts with outstanding balances;
 - (c) Land which cannot be developed - to determine whether a remission under this policy should be granted or declined;
 - (d) Care for the elderly and disadvantaged persons - to determine whether the organisation qualifies for rates remission of the General Rate and Uniform Annual General Charge;
 - (e) Rating of community, sporting and other organisations - to determine whether an organisation qualifies for rates remission of the General Rate and Uniform Annual General Charge;
 - (f) Maori freehold land - remission and postponement policy - to grant or refuse remissions under this policy;
 - (g) Land protected for historic or cultural conservation purposes or for natural conservation purposes - to determine whether a remission under the above policies should be granted or declined.
- 5 Authority to exercise all powers available to the Council for the recovery of rates, penalties and other charges under Part 3 Local Government (Rating) Act 2002 and subsequent amendments. Such powers to exclude rating sale proceedings, which shall not be undertaken without Council's express authority.
- 6 Pursuant to Section 50 of the Rating Valuations Act 1998 to exercise all other functions and duties of the Council for the preparation, general revaluation, and maintenance of the Waikato District's valuation roll in terms of the Rating Valuations Act 1998.

FINANCIAL DELEGATIONS

- 1 Manage the responsibility for treasury risk management activities provided in the Treasury Risk Management Policy.
- 2 Authority to invest Council funds in accordance with specific delegations in the Treasury Risk Management Policy.
- 3 Authority to manage debt, interest rates, foreign exchange and cash in accordance with the Treasury Risk Management Policy.
- 4 Authority to be a cheque and PC signatory on the Council's bank accounts.
- 5 Authority to make recommendations on a 'compromise accommodation' with debtors.
- 6 Authority to negotiate terms of borrowing in accordance with the Long Term Plan.

GENERAL/OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.
- 3 In conjunction with the Legal Counsel, authority to negotiate contracts with Council's insurer and approve claims.
- 4 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council. Any legal proceedings instituted to recover

any outstanding debt shall be approved by the Council.

- 5 Authority to agree on a 'compromise accommodation' with debtors.
- 6 Authority to negotiate contracts with Council's insurer and approve claims.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Chief Financial Officer (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Rates Team Leader;
 - (b) Project Accountant;
 - (c) Legal Counsel
 - (d) Procurement Manager
 - (e) Finance Operations Team Leader
 - (f) Planning and Reporting Team Leader

FINANCIAL DELEGATIONS

Operational – Category C, Fifty Thousand Dollars (\$50,000) in accordance with approved budgets and Council procedures and Office supplies, maintenance contracts, materials and services, search fees, contracts, staff purchases.

PLANNING AND REPORTING TEAM LEADER**LINKAGES** (Include applicable regulations and rules)

Employment Relations Act 2000
 Financial Reporting Act 1993
 Goods and Services Tax Act 1995
 Health and Safety at Work Act 2015
 Holidays Act 2003
 Income Tax Act 2007
 Local Authorities (Members' Interests) Act 1968
 Local Government (Rating) Act 2002
 Local Government Act 1974
 Local Government Act 2002

Local Government Borrowing Act 2011
 Local Government Official Information and Meetings Act 1987
 Parental Leave and Employment Protection Act 1987
 Privacy Act 1993
 Rates Rebate Act 1973
 Rating Valuations Act 1998
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies

REPORTING TO

Chief Financial Officer

STATUTORY APPOINTMENTS

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority pursuant to the Local Government Act 2002 to carry out and undertake, in accordance with the Council's financial policies, the Council's functions, powers or duties to manage revenue, expenses, assets, liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interest of the community pursuant to Section 101 of the Act.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to be a PC signatory on the Council's bank accounts.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.

- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Planning and Reporting Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Management Accountant;
 - (b) Financial Accounting
 - (c) Support Accountant

FINANCIAL DELEGATIONS

Nil

FINANCE OPERATIONS TEAM LEADER**LINKAGES** (Include applicable regulations and rules)

Employment Relations Act 2000
 Financial Reporting Act 1993
 Goods and Services Tax Act 1995
 Health and Safety at Work Act 2015
 Holidays Act 2003
 Income Tax Act 2007
 Local Authorities (Members' Interests) Act 1968
 Local Government (Rating) Act 2002
 Local Government Act 1974
 Local Government Act 2002

Local Government Borrowing Act 2011
 Local Government Official Information and Meetings Act 1987
 Parental Leave and Employment Protection Act 1987
 Privacy Act 1993
 Rates Rebate Act 1973
 Rating Valuations Act 1998
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies

REPORTING TO

Chief Financial Officer

STATUTORY APPOINTMENTS

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority pursuant to the Local Government Act 2002 to carry out and undertake, in accordance with the Council's financial policies, the Council's functions, powers or duties to manage revenue, expenses, assets, liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interest of the community pursuant to Section 101 of the Act.
- 1 Authority pursuant to the Local Government (Rating) Act 2002, and within the scope of the position, to carry out and undertake all the Council's functions, powers or duties to manage the setting, assessment and collection of rates.
- 2 Authority to carry out the Council's functions, duties and powers under the following sections of the Local Government (Rating) Act 2002:
 - (a) Section 39: Objection to rate records;
 - (b) Section 40: Correction of errors;
 - (c) Section 41: Recovery of additional rates in certain cases;
 - (d) Sections 61, 62, 98: Recovery of unpaid rates;
 - (e) Sections 85, 86: Remission of instalment penalties.

- 3 Authority pursuant to the provisions of the Local Government (Rating) Act 2002, and in accordance with the Council's Rating Remission and Postponement Policy, to grant or refuse the remission of charges in respect of rates in the following circumstances:
 - (a) Remission of Uniform Annual General Charge on rating units with exceptional circumstances - to grant or refuse remission;
 - (b) Remission of rates on rating units with a capital value of \$1,000 or less - to grant or refuse remission;
 - (c) Remission of instalment penalties – to determine whether a request for remission should be granted or refused.

This officer is delegated the above (c) function up to the value of \$500 in any one transaction.

 - a) Credit Controller
- 4 Authority to exercise all powers available to the Council for the recovery of rates, penalties and other charges under Part 3 Local Government (Rating) Act 2002 and subsequent amendments. Such powers to exclude rating sale proceedings, which shall not be undertaken without Council's express authority.
- 5 Pursuant to Section 50 of the Rating Valuations Act 1998 to exercise all other functions and duties of the Council for the preparation, general revaluation, and maintenance of the Waikato District's valuation roll in terms of the Rating Valuations Act 1998.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to invest Council funds in accordance with specific delegations in the Treasury Risk Management Policy.
- 3 Authority to manage debt, interest rates, foreign exchange and cash in accordance with specific delegations in the Treasury Risk Management Policy.
- 4 Authority to make recommendations on a 'compromise accommodation' with debtors.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Finance Operations Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:

- (a) Assistant Accountant;
- (b) Payroll Administrator
- (c) Receipting Officer
- (d) Accounts Payable
- (e) Accounts Receivable Officer

FINANCIAL DELEGATIONS

Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and Office supplies, maintenance contracts, materials and services, search fees, contracts.

RATES TEAM LEADER**LINKAGES** (Include applicable regulations and rules)

Employment Relations Act 2000

Financial Reporting Act 1993

Goods and Services Tax Act 1995

Health and Safety at Work Act 2015

Holidays Act 2003

Income Tax Act 2007

Local Authorities (Members' Interests) Act 1968

Local Government (Rating) Act 2002

Local Government Act 1974

Local Government Act 2002

Local Government Borrowing Act 2011

Local Government Official Information and Meetings Act 1987

Parental Leave and Employment Protection Act 1987

Privacy Act 1993

Rates Rebate Act 1973

Rating Valuations Act 1998

Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010

Franklin District Council Bylaws administered by Waikato District Council

Waikato District Council Bylaws

Waikato District Council Policies

REPORTING TO

Chief Financial Officer

STATUTORY APPOINTMENTS

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority pursuant to the Local Government Act 2002 to carry out and undertake, in accordance with the Council's financial policies, the Council's functions, powers or duties to manage revenue, expenses, assets, liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interest of the community pursuant to Section 101 of the Act.
- 2 Authority pursuant to the Local Government (Rating) Act 2002, and within the scope of the position, to carry out and undertake all the Council's functions, powers or duties to manage the setting, assessment and collection of rates.
- 3 Authority to carry out the Council's functions, duties and powers under the following sections of the Local Government (Rating) Act 2002:
 - (a) Section 39: Objection to rate records;
 - (b) Section 40: Correction of errors;
 - (c) Section 41: Recovery of additional rates in certain cases;
 - (d) Sections 61, 62, 98: Recovery of unpaid rates;

(e) Sections 85, 86: Remission of instalment penalties.

4 Authority pursuant to the provisions of the Local Government (Rating) Act 2002, and in accordance with the Council's Rating Remission and Postponement Policy, to grant or refuse the remission of charges in respect of rates in the following circumstances:

- (a) Remission of Uniform Annual General Charge on rating units with exceptional circumstances - to grant or refuse remission;
- (b) Remission of rates on rating units with a capital value of \$1,000 or less - to grant or refuse remission;
- (c) Remission of instalment penalties – to determine whether a request for remission should be granted or refused.

This officer is delegated the above (c) function up to the value of \$500 in any one transaction.

a) Credit Controller

5 Authority to exercise all powers available to the Council for the recovery of rates, penalties and other charges under Part 3 Local Government (Rating) Act 2002 and subsequent amendments. Such powers to exclude rating sale proceedings, which shall not be undertaken without Council's express authority.

6 Pursuant to Section 50 of the Rating Valuations Act 1998 to exercise all other functions and duties of the Council for the preparation, general revaluation, and maintenance of the Waikato District's valuation roll in terms of the Rating Valuations Act 1998.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to manage debt, interest rates, foreign exchange and cash in accordance with specific delegations in the Treasury Risk Management Policy.
- 3 Authority to make recommendations on a 'compromise accommodation' with debtors.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Finance Operations Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:

- (a) Rates Administrators
- (b) Rates Assistant
- (c) Credit Controllers

FINANCIAL DELEGATIONS

Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and Office supplies, maintenance contracts, materials and services, search fees, contracts.

LEGAL COUNSEL

LINKAGES (Include applicable regulations and rules)

Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Land Transfer Act 1952
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Local Government (Rating) Act 2002
 Privacy Act 1993
 Property Law Act 2007
 Reserves Act 1977

Resource Management Act 1991
 Summary Proceedings Act 1957
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 And any Regulations made under any of the above legislation
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)
 Public Works Act 1981

Reporting to Chief Financial Officer

STATUTORY APPOINTMENT

- 1 An Information Officer pursuant to Section 42 of the Local Government Official Information and Meetings Act 1987
- 2 A Privacy Officer pursuant to Section 23 of the Privacy Act 1993
- 3 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 All the powers and authorities of the Council under Parts II to V of the Local Government Official Information and Meetings Act 1987 EXCEPT powers specified in Section 32.
- 2 Authority pursuant to Section 124 of the Privacy Act 1993 to exercise all or any of the powers of the Council under that Act.
- 3 Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Enforcement Officer.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws in accordance with the scope of the position.

- 2 Authority to issue and sign on behalf of Council any notices which may be required to be given by Council under the provisions of the Local Government Act 2002, the Local Government Act 1974 or any other legislation or bylaw and to delegate this authority to any other employee of the Council.
- 3 Authority to make application to the Maori Land Court under sections 134, 151, 183 and 325 of Te Ture Whenua Maori Act 1993.
- 4 Authority to carry out the Council's functions, duties and powers under the following sections of the Local Government (Rating) Act 2002:
 - (a) Sections 63 to 75: Legal proceedings to recover rates (general land);
 - (b) Sections 77 to 83: Sale or lease of abandoned land;
 - (c) Section 94: Appointment of person to receive notices (application to Maori Land Court);
 - (d) Sections 99 to 112: Charging Orders (Maori freehold land).
- 5 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to act on behalf of the Waikato District Council as informant for the purpose of laying information and issuing summonses under the Summary Proceedings Act 1957.
- 3 Authority to commence legal proceedings to recover sundry debts.
- 4 Authority to sign electronic registration of documents where there is a resolution from the Council.
- 5 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council.
Rating sale to be commenced to recover outstanding rates.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.

- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Legal Counsel (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position.
 - (a) Senior Solicitor
 - (b) Senior Solicitor (RMA)
 - (c) Solicitor
 - (d) Legal Assistant

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty-five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures.

CHIEF INFORMATION OFFICER**LINKAGES** (Include applicable regulations and rules)

Copyright Act 1994
 Electronic Transactions Act 2002
 Employment Relations Act 2000
 Evidence Act 2006
 Health and Safety at Work Act 2015
 Local Government Act 2002

Local Government Official Information and Meetings Act 1987
 Privacy Act 1993
 Public Records Act 2005
 Resource Management Act
 Waikato District Council Policies

REPORTING TO

Chief Operating Officer

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

Nil

OPERATIONAL DELEGATIONS

- 1 Authority to establish procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works or services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 5 In conjunction with the Communications Manager authority to liaise with the media on matters related to the activities of the Chief Operating Officers Team.
- 2 To make recommendations on the Information Management Plan for adoption by the Executive Team.
- 3 To prepare and recommend an Information Management operational plan and budget on an annual basis as part of the LTP/AP, to be approved by the Chief Operating Officer.
- 4 To deliver programmes within the operational plan and budget and within Council's Procurement Policy.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Information Management Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Business Intelligence Team Leader;
 - (b) Records Information Team Leader;
 - (c) Solutions Team Leader;
 - (d) Infrastructure & Support Team Leader.

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty-five Thousand Dollars (\$25,000) in accordance with approved budgets, Council procedures, Consultancy fees, maintenance contracts, data processing, maintenance, minor equipment and capital equipment.

RECORDS & INFORMATION SERVICES TEAM LEADER**LINKAGES** (Include applicable regulations and rules)

Copyright Act 1994
 Electronic Transactions Act 2002
 Employment Relations Act 2000
 Evidence Act 2006
 Health and Safety at Work Act 2015
 Local Government Act 2002

Local Government Official Information and Meetings Act 1987
 Privacy Act 1993
 Public Records Act 2005
 Resource Management Act 1991
 Waikato District Council Policies

DISCRETIONARY STATUTORY DELEGATIONS

REPORTING TO	Information Management Manager
STATUTORY APPOINTMENT	Nil
STATUTORY DELEGATIONS AND ENFORCEMENT	Nil

- I Authority to carry out the Council's functions, duties and powers under the Public Records Act 2005.

OPERATIONAL DELEGATIONS

- I The establishment of procedures to carry out the Council's policies and any enforcement thereof.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.

- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Records & Information Services Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Document Analyst and Administrator;
 - (b) Senior Information & Records Officer;
 - (c) Information Officer.

FINANCIAL DELEGATIONS

Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures and for filing requirements, records stationery

PEOPLE AND CAPABILITY MANAGER

LINKAGES (Include applicable regulations and rules)

Employment Relations Act 2000
 Equal Pay Act 1972
 Health and Safety at Work Act 2015
 Holidays Act 2003
 Human Rights Act 1993

Local Government Act 2002
 Minimum Wage Act 1983
 Parental Leave & Employment Protection Act 1987
 Waikato District Council Policies

REPORTING TO

Chief Operating Officer

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATION

- 1 By direction of the Chief Executive, all powers, duties and functions of the Waikato District Council as an employer pursuant to the provisions of the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, the Parental Leave & Employment Protection Act 1987.

OPERATIONAL DELEGATIONS

- 1 Authority to establish procedures to carry out the Council's policies and any enforcement thereof
- 2 To authorise the commencement of works or services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan
- 3 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.

- 5 In conjunction with the Communications, Marketing and Engagement Manager authority to liaise with the media on matters related to the activities of the Human Resources Team.
- 6 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council. Any legal proceedings instituted to recover any outstanding debt shall be reported to the Council
- 7 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures
- 8 Authority to manage on behalf of the Council, in accordance with the direction of the Chief Executive, all matters relating to the recruitment, employment and discipline of staff.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the People and Capability Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position.
 - (a) Learning & Development Advisor
 - (b) People and Capability Advisors
 - (c) People and Capability Advisor (Graduate)
 - (d) Project Resource

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures.

COMMUNICATIONS, MARKETING AND ENGAGEMENT MANAGER

LINKAGES (Include applicable regulations and rules)

Civil Defence Emergency Management Act 2002
 Copyright Act 1994
 Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Privacy Act 1993
 Resource Management Act 1991

Te Ture Whenua Maori Act 1993
 Unsolicited Electronic Messages Act 2007
 Waikato Raupatu Claims Settlement Act 1995
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Citizenship Act 1977
 Dog Control Act 1996

REPORTING TO

Chief Operating Officer

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- I Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- I Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.

- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 3 Authority to develop and manage the Council's 'brand' and image, and to set and enforce standards for all Council publications and on-line material.
- 4 Authority to liaise with the media as specified in the Council's media policy.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2002, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Communications, Marketing and Engagement Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Senior Communications Advisors
 - (b) Online Communications Advisor
 - (c) Senior Engagement Advisor
 - (d) Democracy Manager

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty-five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedure

ONLINE COMMUNICATIONS ADVISOR**LINKAGES** (Include applicable regulations and rules)

Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Privacy Act 1993
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010

Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

Reporting to Communications, Marketing and Engagement Manager

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Online Communications Advisor (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Online Support

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) materials and services for the Online Communications function.

SENIOR ENGAGEMENT ADVISOR**LINKAGES** (Include applicable regulations and rules)

Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Privacy Act 1993
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010

Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

Reporting to Communications, Marketing and Engagement Manager

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Senior Engagement Advisor (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Engagement Coordinator

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) General expenses of the Engagement advisor functions.

DEMOCRACY MANAGER**LINKAGES** (Include applicable regulations and rules)

Citizenship Act 1977
 Dog Control Act 1996
 Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Local Government Act 1974
 Local Government Act 2002

Local Government Official Information and Meetings Act 1987
 Resource Management Act 1991
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies

REPORTING TO

Communications, Marketing and Engagement Manager

STATUTORY APPOINTMENT

NIL

OPERATIONAL DELEGATIONS

- 1 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2002, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Democracy Manager (the officer to whom sub-delegation is made may not further sub-delegate).

5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:

- (a) Committee Secretaries;

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures.

ELECTORAL OFFICER**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Local Electoral Act 2001
 Local Government Act 1974
 Local Government Act 2002

REPORTING TO Organisations Planning & Project Support Team Leader

STATUTORY APPOINTMENT

1 Pursuant to section 12 of the Local Electoral Act 2001 Dale Ofoske (WDC1512/06/1/8) is appointed Electoral Officer for Waikato District Council.

STATUTORY DELEGATIONS AND ENFORCEMENT

1 Authority to exercise the powers and discretions and carry out the duties of the Electoral Officer for Waikato District Council, pursuant to the Local Electoral Act 2001 and any other enactment pertaining thereto.

DISCRETIONARY STATUTORY DELEGATIONS

Nil

PERSONNEL DELEGATIONS

- 1 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Electoral Officer (the officer to whom sub-delegation is made may not further sub-delegate).
- 2 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Election Officials

PROJECTS AND INNOVATION MANAGER**LINKAGES** (Include applicable regulations and rules)

Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Local Government Act 2002

Local Government Official Information and Meetings Act 1987
 Waikato District Council Policies

REPORTING TO

Chief Operating Officer

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

Nil

OPERATIONAL DELEGATIONS

- 1 Authority to establish procedures to carry out the Council's policies and any enforcement thereof.
- 2 To deliver programmes within the operational plan and budget and within Council's Procurement Policy.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Projects and Innovation Manager (the officer to whom sub-delegation is made may not further sub-delegate).

- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
- (a) Project Management Office Team Leader
 - (b) Project Managers
 - (c) Project Manager Advisor
 - (d) Risk Innovation Improvement Team Leader
 - (e) Risk Advisor
 - (f) Business Analysts
 - (g) Strategic Business Planner

FINANCIAL DELEGATIONS

Capital/Operational – Category C Fifty Thousand Dollars (\$50,000) in accordance with approved budgets, Council procedures, Consultancy fees, maintenance contracts, data processing, maintenance, minor equipment and capital equipment.

PROJECT MANAGEMENT OFFICE TEAM LEADER**LINKAGES** (Include applicable regulations and rules)

Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Waikato District Council Policies

REPORTING TO

Projects and Innovation Manager

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

Nil

OPERATIONAL DELEGATIONS

- 1 Authority to establish procedures to carry out the Council's policies and any enforcement thereof.
- 2 To deliver programmes within the operational plan and budget and within Council's Procurement Policy.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.

- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Projects Management Office Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (b) Project Managers
 - (c) Project Manager Advisor

FINANCIAL DELEGATIONS

Capital/Operational – Category B Twenty-five Thousand Dollars (\$25,000) in accordance with approved budgets, Council procedures, Consultancy fees, maintenance contracts, data processing, maintenance, minor equipment and capital equipment.

RISK AND INNOVATION TEAM LEADER**LINKAGES** (Include applicable regulations and rules)

Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Waikato District Council Policies

REPORTING TO

Projects and Innovation Manager

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

Nil

OPERATIONAL DELEGATIONS

- 1 Authority to establish procedures to carry out the Council's policies and any enforcement thereof.
- 2 To deliver programmes within the operational plan and budget and within Council's Procurement Policy.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.

- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Risk and Innovation Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Risk Advisor (Project Management Advisor)
 - (b) Business Analysts
 - (c) Strategic Business Planner
 - (d) Continuous Improvement Analyst

FINANCIAL DELEGATIONS

Capital/Operational – Category B Twenty-five Thousand Dollars (\$25,000) in accordance with approved budgets, Council procedures, Consultancy fees, maintenance contracts, data processing, maintenance, minor equipment and capital equipment.

GENERAL MANAGER CUSTOMER SUPPORT**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Animal Welfare Act 1999
 Arms Act 1983
 Atomic Energy Act 1945
 Auctioneers Act 1928
 Building Act 2004
 Building (Pools) Amendment Act 2016
 Building Research Levy Act 1969
 Burial & Cremation Act 1964
 Bylaws Act 1910
 Civil Defence Emergency Management Act 2002
 Climate Change Response Act 2002
 Commerce Act 1986
 Companies Act 1993
 Conservation Act 1987
 Consumer Guarantees Act 1993
 Copyright Act 1994
 Corrections Act 2004
 Crimes Act 1961
 Criminal Justice Act 1985
 Disabled Persons Community Welfare Act 1975
 District Courts Act 1947
 Dog Control Act 1996
 Earthquake Commission Act 1993
 Electoral Act 1993
 Electricity Act 1992
 Employment Relations Act 2000
 Environmental Protection Authority Act 2011
 Equal Pay Act 1972
 Fair Trading Act 1986
 Fire and Emergency Act 2017
 Food Act 1981
 Forest and Rural Fires Act 1977
 Gambling Act 2003
 Gas Act 1992
 Goods and Services Tax Act 1995
 Hauraki Gulf Marine Park Act 2000
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Holidays Act 2003
 Housing Act 1955
 Human Rights Act 1993
 Impounding Act 1955
 Income Tax Act 2007
 Interpretation Act 1999
 Land Act 1948
 Land Drainage Act 1908
 Land Transfer Act 1952
 Land Transport Act 1998
 Litter Act 1979
 Local Electoral Act 2001
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information & Meetings Act 1987
 Machinery Act 1950
 Major Events Management Act 2007
 Marine and Coastal Area (Takutai Moana) Act 2011
 Minimum Wage Act 1983
 New Zealand Bill of Rights Act 1990
 New Zealand Public Health and Disability Act 2000
 Oaths and Declarations Act 1957
 Ombudsmen Act 1975
 Plumbers, Gasfitters, and Drainlayers Act 2006
 Privacy Act 1993
 Property Law Act 2007
 Prostitution Reform Act 2003
 Public Works Act 1981
 Queen Elizabeth the Second National Trust Act 1977
 Racing Act 1983

Radiation Protection Act 1965
Rates Rebate Act 1973
Rating Valuations Act 1998
Reserves Act 1977
Residential Tenancies Act 1986
Resource Management Act 1991
Sale and Supply of Alcohol Act 2012
Smoke-free Environments Act 1990
Soil Conservation and Rivers Control Act 1941
Standards Act 1988
Summary Proceedings Act 1957
Te Ture Whenua Maori Act 1993
Telecommunications Act 2001
Treaty of Waitangi Act 1975
Trespass Act 1980

REPORTING TO Chief Executive

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991
- 3 An Authorised Officer pursuant to Section 222 of the Building Act 2004
- 4 An Enforcement Officer pursuant to Section 229 of the Building Act 2004
- 5 A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996
- 6 A Ranger pursuant to Section 8 of the Impounding Act 1955
- 7 A Litter Control Officer pursuant to Section 5 of the Litter Act 1979
- 8 A Parking Warden pursuant to Section 128D and Section 128E of the Land Transport Act 1998

STATUTORY DELEGATIONS

- 1 Authority to carry out and undertake all or any of the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out and undertake all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.
- 3 Authority pursuant to the Building Act 2004 to carry out the functions, powers and duties of an Authorised Officer including authority to carry out inspections under Section 222 of the Act and authority to issue infringement notices under Section 372 of the Act.
- 4 Authority to carry out the functions, powers and duties of an Enforcement Officer pursuant to Section 229 of the Building Act 2004.

145 Trustee Act 1956
Unit Titles Act 2010
Unsolicited Electronic Messages Act 2007
Waikato Raupatu Claims Settlement Act 1995
Waikato Raupatu Claims (Waikato River) Settlement Act 2010
Waste Minimisation Act 2008
Weathertight Homes Resolution Services Act 2006
Wild Animal Control Act 1977
Wildlife Act 1953
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Libraries Bylaw 2007
Waikato District Council Policies
Waikato District Plan (including Franklin Section)

- 5 Authority to carry out and undertake the functions, powers and duties of an Environmental Health Officer Pursuant to the Health Act 1956 (except those that are required to be undertaken by a Environmental Health Officer appointed pursuant to the Environmental Health Officers Qualifications Regulations 1993).
- 6 Authority to carry out the functions, powers and duties of a Dog Control Officer pursuant to the Dog Control Act 1996.
- 7 Authority to carry out and undertake the functions, powers and duties of a Ranger Pursuant to the Impounding Act 1955.
- 8 Authority to carry out the functions, powers and duties of a Litter Control Officer pursuant to the Litter Act 1979.
- 9 Authority to carry out the functions, powers and duties of a Parking Warden pursuant to the Land Transport Act 1998.

DISCRETIONARY STATUTORY DELEGATIONS

Local Government

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to issue and sign on behalf of the Council any certificates or notices which may be required to be given by the Council under the provisions of the Local Government Act 2002, the Local Government Act 1974 or any other legislation or bylaw and to delegate this authority to any other employee of the Council.
- 3 Authority to issue Land Information Memoranda pursuant to Section 44A of the Local Government Official Information and Meetings Act 1987.
- 4 Authority to sign a certificate for the purposes of Schedule 1 of the Overseas Investment Act 2005.
- 5 Authority to send notice of cancellation of a building-line restriction to the District Land Registrar or Registrar of Deeds, pursuant to Section 327A of the Local Government Act 1974.
- 6 Authority to sign and issue certificates under Part XXI (Roads, Service Lanes and Access Ways) of the Local Government Act 1974.
- 7 To be a member of the Civil Defence Emergency Management Co-ordinating Executive Group pursuant to Section 20(1)(a) of the Civil Defence Emergency Management Act 2002 and to carry out the associated functions, powers and duties on behalf of Waikato District Council.
- 8 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

Resource Management

- 9 Pursuant to Section 34A of the Resource Management Act 1991 authority to carry out and undertake all of the Council's functions, powers or duties under that Act other than:
 - (a) the approval of a proposed policy statement or plan under clause 17 of Schedule 1 or any change to a proposed policy statement or plan;
 - (b) the making of a recommendation on a requirement for a Designation or Heritage Order under Part VIII which has been notified in accordance with Section 95A to 95F of the Resource Management Act 1991;
 - (c) the granting of a notified Resource Consent to which submissions in opposition have been received;
 - (d) the transfer of any one or more of the local authority's functions, powers or duties pursuant to Section 33 of the Resource Management Act 1991;
 - (e) the fixing of any fees or charges in accordance with Section 36 of the Resource Management Act 1991;
 - (f) this power of delegation;

but including, in accordance with Section 34A(5) the power to do anything prior to any final decision on any of the matters referred to above and subject to their nevertheless having the right to refer any delegated to the Council for decision.

- 10** Authority to sign certificates pursuant to Sections 222, 223, 224c, 224f, 226(1)(e), 234(7), 239(2), 240(1)(b), 240(5), 241(4)(b), 243f(ii) of the Resource Management Act 1991.
- 11** Authority to sign certificates pursuant to Section 32(2)(a) of the Unit Titles Act 2010.
- 12** Authority to sign Covenants or Consent Notices, or cancellation/variations of Covenants or Consent Notices pursuant to Section 240(3), 240(4), and 221 of the Resource Management Act 1991.
- 13** Authority to sign the following documents on behalf of the Council:
 - (a) Covenants for Land Use Consents pursuant to Section 108(2)(d) and 109 of the Resource Management Act 1991;
 - (b) Variation or cancellation of the Covenants pursuant to Section 108(7) of the Resource Management Act 1991;
 - (c) Bonds for Resource Consents including the variation or cancellation of such Bonds pursuant to Sections 108A and 109 of the Resource Management Act 1991;
 - (d) In relation to esplanade strips and access strips – to instruments pursuant to Section 232, to agreements pursuant to Section 235, access strip agreements pursuant to Section 237B of the Resource Management Act 1991;
 - (e) Withdrawal of Caveats or granting consent to deal with property subject to Caveats which have arisen out of matters under the Resource Management Act 1991 or preceding legislation;
 - (f) Easements required in connection with subdivision consents (including the variation and cancellation of such easements) pursuant to Section 243 of the Resource Management Act 1991.
- 14** Authority to determine forfeiture of bonds (partial or total).
- 15** Authority to sign on the Council's behalf the release of bonds and the waiver of conditions of a bond.
- 16** Authority pursuant to Section 100A to appoint, upon request from applicants or submitters, independent hearing commissioners and, pursuant to Section 34A, the power to delegate to commissioners the function, power and duty to hear and make a decision on applications made to the council, when it receives requests pursuant to Section 100A.
- 17** Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any regulatory function performed, or any conditions of consent granted, pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

Building Control

- 18** Authority to exercise the Council's powers, duties and obligations under the Building Act 2004 OTHER than:
 - (a) the transfer of any function, power or duty to another local authority pursuant to Section 233 of that Act or the making arrangements with any other building consent authority pursuant to Section 213 of that Act; and
 - (b) the fixing of any fees or charges in accordance with Section 219 of that Act.
- 19** Authority to enter onto land for the purpose of carrying out an inspection to determine whether or not there is on the land a pool that is not fenced as required by Section 222 of the Building (Pools) Amendment Act 2016.
- 20** Authority to grant amusement device permits pursuant to Regulation 11 Amusement Devices Regulations 1978.

Environmental Health

21 Authority pursuant to the Health Act 1956:

- (a) To issue Cleansing Orders under Section 41;
- (b) To issue Certificates pursuant to Section 42;
- (c) To issue repairs Notices and Closing Orders pursuant to Section 42;
- (d) To determine whether a Closing Order is to be cancelled pursuant to Section 45;
- (e) To restrict and control offensive trades pursuant to Section 54;
- (f) To exercise the powers of the Council pursuant to Section 81 in relation to cleansing and disinfection;
- (g) To enter and inspect premises as an Authorised Officer pursuant to Section 128.

22 Authority to grant Certificates of Exemption pursuant to Regulation 4(2) of the Health (Hairdressers) Regulations 1980, Regulation 14 of the Camping Ground Regulations 1985 and Regulation 6 of the Food Hygiene Regulations 1974.

23 Authority to issue and decline Certificates of Registration under Section 5 and issue Notices and revoke registration under Section 9 of the Health (Registration of Premises) Regulations 1966.

24 Authority to register Funeral Directors and premises under the Health (Burial) Regulations 1946.

25 Authority to register Hairdressers and premises under the Health (Hairdressers) Regulations 1980.

26 Authority to exercise the powers, functions and duties of the Council under the Housing Improvement Regulations 1947 that are not required by Section 22 of the Regulations to be exercised by the Council by resolution.

27 By delegation from the Chief Executive pursuant to Section 82B of the Hazardous Substances and New Organisms Act 1996, authority to search the register of test certificates kept under Section 82A of the Hazardous Substances and New Organisms Act 1996 for the purposes specified in Section 82A(4) of the Act.

Liquor Licensing

28 The Policy & Regulatory Committee has also approved the sub-delegation pursuant to clause 32B(1) of Schedule 7 of the Local Government Act 2002, by the Secretary of the District Licensing Agency all the powers, duties and discretion he/she holds in relation to the Sale and Supply of Alcohol Act 2012 to the General Manager Customer Support and the Regulatory Manager severally.

Animal Control

29 Authority pursuant to the Dog Control Act 1996:

- (a) to classify a person as a probationary owner pursuant to Section 21;
- (b) to require a probationary owner to undertake training pursuant to Section 23A;
- (c) to disqualify a person from being the owner of a dog pursuant to Section 25 and to extend the period of disqualification pursuant to Section 28;
- (d) to classify dogs as dangerous pursuant to Section 31 or Section 33ED;

- (e) to classify dogs as menacing pursuant to Sections 33A, 33C or 33ED;
- (f) to require a menacing dog to be neutered pursuant to Section 33EB;
- (g) to exercise the powers and functions of the Council pursuant to Sections 32 and 33E;
- (h) to provide information pursuant to Sections 35 and 35A;
- (i) to remit, reduce or refund dog control fees pursuant to Section 39;
- (j) to sell, destroy or otherwise dispose of an impounded dog pursuant to Section 69;
- (k) to authorise or refuse the return of a dog which has been removed under either Section 56 or Section 32 and retained in custody, pursuant to Section 70;
- (l) to retain or authorise the release of a dog that is threatening the safety of the public pursuant to Section 71; and
- (m) to exercise the powers and functions of the Council pursuant to Section 71A.

30 Authority to exercise the powers, functions and duties of the Council pursuant to Section 63 of the Impounding Act 1955, other than the setting of fees and charges pursuant to Section 14 of the Act.

Litter Act

31 Authority to serve or cause to be served a Notice to remove or screen litter pursuant to Section 10 of the Litter Act 1979.

Council Policies – Gambling, Board Venues

32 Authority to consider applications and, where appropriate, grant consents for the location and operation of class 4 venues as defined by the Gambling Act 2003 (part 2; sub-part 4 of the Gambling Act 2003) in accordance with the Waikato District Council's Class 4 Gambling Venue Policy.

33 Authority to consider and approve or decline applications and consents for the location and operations of a racing board venue, as defined by the Racing Act 2003 (part 6A of the Racing Act 2003) in accordance with the Council's Board Venue Policy.

OPERATIONAL DELEGATIONS

- 1** Authority to establish procedures to carry out the Council's policies and any enforcement thereof.
- 2** To authorise the commencement of works or services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3** Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4** Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 5** In conjunction with the Communications, Marketing and Engagement Manager authority to liaise with the media on matters related to the activities of the Customer Support Team.
- 6** Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council.
Any legal proceedings instituted to recover any outstanding debt shall be approved the Council.
- 7** Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.

- 8 Pursuant to Section 42 of the Local Government Official Information and Meetings Act 1987 all the powers and authorities of the Council under parts II to V of that Act insofar as they relate to information held or kept by the General Manager Regulatory EXCEPT powers specified in Section 32 of that Act (recommendation made to the Council by the Ombudsman).
- 9 To waive Stationary Vehicle Offence Infringement Notices (parking) where any of the following factors apply, provided that in cases of hardship prior consultation with the Chairperson of the relevant Community Board or the Ward Councillor shall take place:
 - (a) Whether proceedings would bring the Council into disrepute with regard to the elderly or infirm;
 - (b) Whether there is personal hardship in certain cases (consult the relevant Community Board Chairman or Ward Councillor);
 - (c) Whether an offence had a bearing on traffic safety;
 - (d) Whether there was an irregularity with regard to the infringement notice or any subsequent proceedings.
- 10 Authority to liaise with the media on all matters related to the activities of the Council and the Customer Support Team.
- 11 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 12 Authority to initiate, conduct, compromise, and conclude any action at the District Court in respect of alleged offences against any Act or Bylaw of relevance to the Stakeholder Relations Team, or in respect of the recovery of any related fees and charges and costs incurred by the Council, and service of notices.

Court Procedures

- 1 To authorise the taking or defending of proceedings in the Council's name in the Environment Court.
If this authority is exercised then a report of such proceedings shall be delivered to the Regulatory Committee of the Council at its next available meeting.
- 2 To authorise the undertaking of any prosecution proceedings in the name of the Council or by any Council employee for breach of any Act, Regulation or Waikato District Bylaw or the Waikato or Franklin District Plans.
- 3 Authority to initiate, conduct, compromise, and conclude any action at the District Court in respect of alleged offences against any Act or Bylaw of relevance to the Regulatory Team, or in respect of the recovery of any related fees and charges and costs incurred by the Council, and service of notices.
- 4 To authorise the taking or defending of proceedings in the Council's name and to appear on behalf of the Council in any Court or Tribunal in relation to any matter pertaining to the Regulatory Team.

If this authority is exercised to take or defend any proceedings of any sort in the High Court, then a report of such proceedings shall be delivered to the Council at the next available Council meeting.
- 5 To delegate to any Council employee the authority to take all steps and do all things which may be necessary in connection with the taking or defending of the proceedings on behalf of the Council, either civil or criminal, or of any other sort, or to appear on behalf of the Council in any Court or Tribunal.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.

- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the General Manager Customer Support (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Regulatory Manager
 - (b) Building Quality Manager
 - (c) Consents Manager
 - (d) Customer Delivery Manager
 - (e) Personal Assistant

FINANCIAL DELEGATIONS

Capital/Operational –Category GM, Two Hundred and Fifty Thousand Dollars (\$250,000) in accordance with approved budgets and Council procedures and for materials and services for the Customer Support Team.

PERSONAL ASSISTANT

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LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Employment Relations Act 2000
Health and Safety at Work Act 2015
Privacy Act 1993
Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010

Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies
Waikato District Plan (including Franklin Section)

REPORTING TO General Manager Customer Support

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Personal Assistant (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Team Administrator

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) General expenses of the Community Growth Group,, travel and accommodation etc

MANAGER REGULATORY

153

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Animal Welfare Act 1999
Arms Act 1983
Auctioneers Act 1928
Building Act 2004
Building (Pools) Amendment Act 2016
Building Research Levy Act 1969
Burial & Cremation Act 1964
Bylaws Act 1910
Civil Defence Emergency Management Act 2002
Climate Change Response Act 2002
Commerce Act 1986
Companies Act 1993
Conservation Act 1987
Consumer Guarantees Act 1993
Copyright Act 1994
Corrections Act 2004
Crimes Act 1961
Criminal Justice Act 1985
District Courts Act 1947
Dog Control Act 1996
Employment Relations Act 2000
Environmental Protection Authority Act 2011
Fair Trading Act 1986
Food Act 1981
Gambling Act 2003
Hazardous Substances and New Organisms Act 1996
Health Act 1956
Health and Safety at Work Act 2015
Housing Act 1955
Human Rights Act 1993
Impounding Act 1955
Land Transport Act 1998
Litter Act 1979
Local Government Act 1974
Local Government Act 2002
Local Government Official Information & Meetings Act 1987
Machinery Act 1950
Major Events Management Act 2007
New Zealand Public Health and Disability Act 2000
Ombudsmen Act 1975
Privacy Act 1993
Property Law Act 2007
Prostitution Reform Act 2003
Radiation Protection Act 1965
Reserves Act 1977
Resource Management Act 1991
Sale and Supply of Alcohol Act 2012
Smoke-free Environments Act 1990
Standards Act 1988
Summary Proceedings Act 1957
Te Ture Whenua Maori Act 1993
Treaty of Waitangi Act 1975
Trespass Act 1980
Waikato Raupatu Claims (Waikato River) Settlement Act 2010
Wild Animal Control Act 1977
Wildlife Act 1953
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies
Waikato District Plan (including Franklin Section)

REPORTING TO

General Manager Customer Support

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991
- 3 A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996
- 4 A Ranger pursuant to Section 8 of the Impounding Act 1955
- 5 A Litter Control Officer pursuant to Section 5 of the Litter Act 1979
- 6 A Parking Warden pursuant to Section 128D and Section 128E of the Land Transport Act 1998
- 7 A Poundkeeper pursuant to Section 8 of the Impounding Act 1955

STATUTORY DELEGATIONS

- 1 Authority to carry out and undertake all or any of the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out and undertake all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.
- 3 Authority to carry out and undertake the functions, powers and duties of an Environmental Health Officer Pursuant to the Health Act 1956 (except those that are required to be undertaken by a Environmental Health Officer appointed pursuant to the Environmental Health Officers Qualifications Regulations 1993).
- 4 Authority to carry out the functions, powers and duties of a Dog Control Officer pursuant to the Dog Control Act 1996.
- 5 Authority to carry out and undertake the functions, powers and duties of a Ranger Pursuant to the Impounding Act 1955.
- 6 Authority to carry out the functions, powers and duties of a Litter Control Officer pursuant to the Litter Act 1979.
- 7 Authority to carry out the functions, powers and duties of a Parking Warden pursuant to the Land Transport Act 1998.

DISCRETIONARY STATUTORY DELEGATIONS**Local Government**

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to issue and sign on behalf of the Council any certificates or notices which may be required to be given by the Council under the provisions of the Local Government Act 2002, the Local Government Act 1974 or any other legislation or bylaw and to delegate this authority to any other employee of the Council.
- 3 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.
- 4 Authority pursuant to Section 10 of the Litter Act 1979 to serve or cause to be served a Notice to clean or screen litter.

Resource Management

- 1 Pursuant to Section 34A of the Resource Management Act 1991 authority to carry out and undertake all of the Council's functions, powers or duties under that Act other than:
 - (a) the transfer of any one or more of the local authority's functions, powers or duties pursuant to Section 33 of the Resource Management Act 1991;
 - (b) the fixing of any fees or charges in accordance with Section 36 of the Resource Management Act 1991;
 - (c) this power of delegation;
 but including, in accordance with Section 34A(5) the power to do anything prior to any final decision on any of the matters referred to above and subject to their nevertheless having the right to refer any delegated to the Council for decision.
- 2 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any regulatory function performed, or any conditions of consent granted, pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

Environmental Health

- 1 Authority pursuant to the Health Act 1956:
 - (a) To issue Cleansing Orders under Section 41;
 - (b) To issue Certificates pursuant to Section 42;
 - (c) To issue repairs Notices and Closing Orders pursuant to Section 42;
 - (d) To determine whether a Closing Order is to be cancelled pursuant to Section 45;
 - (e) To restrict and control offensive trades pursuant to Section 54;
 - (f) To exercise the powers of the Council pursuant to Section 81 in relation to cleansing and disinfection;
 - (g) To enter and inspect premises as an Authorised Officer pursuant to Section 128.
- 2 Authority to grant Certificates of Exemption pursuant to Regulation 4(2) of the Health (Hairdressers) Regulations 1980, Regulation 14 of the Camping Ground Regulations 1985 and Regulation 6 of the Food Hygiene Regulations 1974.
- 3 Authority to issue and decline Certificates of Registration under Section 5 and issue Notices and revoke registration under Section 9 of the Health (Registration of Premises) Regulations 1966.
- 4 Authority to register Funeral Directors and premises under the Health (Burial) Regulations 1946.
- 5 Authority to register Hairdressers and premises under the Health (Hairdressers) Regulations 1980.
- 6 Authority to exercise the powers, functions and duties of the Council under the Housing Improvement Regulations 1947 that are not required by Section 22 of the Regulations to be exercised by the Council by resolution.
- 7 By delegation from the Chief Executive pursuant to Section 82B of the Hazardous Substances and New Organisms Act 1996, authority to search the register of test certificates kept under Section 82A of the Hazardous Substances and New Organisms Act 1996 for the purposes specified in Section 82A(4) of the Act.

Liquor Licensing

- I Pursuant to Section 198(1) of the Sale and Supply of Alcohol Act 2012 the Regulatory Manager is delegated authority to exercise all of the functions, powers and duties of the Secretary of the District Licensing Committee:
- (a) The power, duty and discretion under s.64(1) to issue a licence, certificate, or authority (endorsed, where appropriate, as the committee has directed) to the applicant as soon after the licensing committee has directed that a licence, certificate, or authority should be issued if satisfied that all requirements imposed by the authority or committee as a condition of its issue have been met.
 - (b) The duty under s.66(1) to keep:
 - i) a record of every application filed with the licensing committee and the decision on the application; and
 - ii) a register of licensees to whom special licences have been issued by the committee, recording all prescribed particulars relating to those licences.
 - (c) The power under s.66(2) to provide, on payment of the prescribed fee, an extract from any record or register kept under s.66 to any member of the public.
 - (d) The duty under s.66(3) to send to the secretary of the licensing authority a copy of every application made to the committee, and a copy of every decision made by it.
 - (e) The power under s.72 to issue a duplicate licence or certificate to the holder if satisfied that any licence or manager's certificate issued by the licensing committee has been lost or destroyed.
 - (f) The duty under s.73(2) to notify the secretary of the licensing authority that a licence or certificate has been surrendered and to record the day on which the surrender was notified and the day on which the licence or certificate was received.
 - (g) The duty under s.102(5) to give a copy to the applicant of every objection to a licence.
 - (h) The duty under s.103(1) to send a copy of an application for a licence to a constable, inspector and Medical Officer of Health.
 - (i) The duty under s.103(5) to send a copy of any report filed under s.103 to the applicant.
 - (j) The duty under s.128(4) to send a copy to the applicant of every objection to the renewal of a licence.
 - (k) The duty under s.129 to send a copy of an application for renewal of a licence to a constable, inspector and Medical Officer of Health.
 - (l) The power under s.139(b) to require an applicant for a special licence to, within 10 working days after filing the application, ensure that notice of the application in the prescribed form is attached in a conspicuous place on or adjacent to the site to which the application relates.
 - (m) The duty under s.140(4) to give a copy to the applicant of every objection to a special licence.
 - (n) The duty under s.141(1) to send a copy of an application for a special licence to a constable, inspector and Medical Officer of Health.
 - (o) The duty under s.141(6) to send a copy of any report filed under s.141 to the applicant.
 - (p) The duty under s.155(6) to, as soon as possible after the receipt of a notice of appeal, send to the secretary of the licensing authority:
 - i) any application and supporting documents filed with the licensing committee, and any written submissions, statements, reports, and other papers relating to the decision appealed against
 - ii) a copy of any notes or other record made by the licensing committee of the evidence given at the hearing;
 - iii) any exhibits in the custody of the licensing committee;
 - iv) a copy of the decision appealed against.
 - (q) The power under s.203(8) to sign on its behalf any decision, order, direction, certificate, or other document issued by the committee.
 - (r) The duty under s.220(1) to send a copy of an application for a manager's certificate to a constable and inspector.

- (s) The duty under s.220(5) to send a copy of any report filed under s.220 to the applicant.
 - (t) The duty under s.225(1) to send a copy of an application for renewal of a manager's certificate to a constable and inspector.
 - (u) The duty under s.225(5) to send a copy of any report filed under s.225 to the applicant.
 - (v) The duty under s.283(4) to:
 - i) send a copy of an application for variation, suspension or cancellation of a special licence to the licensee; and
 - ii) fix the earliest practicable date for a public hearing of the application; and
 - iii) give at least 10 working days' notice of the date, time, and place of the hearing to the applicant and the licensee.
 - (w) The duty under s.284(3) to send a copy of an order varying, suspending or cancelling a special licence to the secretary of the licensing authority.
- 2
- (a) The power under regulation 5(1) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to assign a cost/risk rating to any premises for which an on-licence, off-licence, or club licence is held or sought.
 - (b) The power under regulation 5(6) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to form an opinion whether or not a club operates any part of the premises in the nature of a tavern at any time, if a club operates a bar for no more than 40 hours each week, if a restaurant has a significant bar area and operates that bar area at least one night a week in the manner of a tavern at any time, or if a restaurant only serves alcohol to the table and does not have a separate bar area.
- 3
- (a) The power under regulation 6(1) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to assign a fees category to any premises for which an on-licence, off-licence, or club licence is held or sought.
 - (b) The power under regulation 6(4) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to exercise discretion to assign a fees category to premises that is 1 level lower than the fees category determined under regulation 6(1) of those regulations.
- 4
- (a) The power under regulation 10(2) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to exercise discretion to charge a fee for a special licence that is 1 class below that class of the licence that is issued.
- 5
- (a) Pursuant to regulation 16(4) of the Sale and Supply of Alcohol (Fees) Regulations 2013, resolves that between 18 December 2013 and 1 July 2014 will not collect the annual fees payable for an on-licence, off-licence and club licence issued under the Sale of Liquor Act if the annual fee is payable before 1 July 2014.

Animal Control

- 1 Authority pursuant to the Dog Control Act 1996:
- (a) to classify a person as a probationary owner pursuant to Section 21;
 - (b) to require a probationary owner to undertake training pursuant to Section 23A;
 - (c) to disqualify a person from being the owner of a dog pursuant to Section 25 and to extend the period of disqualification pursuant to Section 28;
 - (d) to classify dogs as dangerous pursuant to Section 31 or Section 33ED;
 - (e) to classify dogs as menacing pursuant to Sections 33A, 33C or 33ED;
 - (f) to require a menacing dog to be neutered pursuant to Section 33EB;
 - (g) to exercise the powers and functions of the Council pursuant to Sections 32 and 33E;

- (h) to provide information pursuant to Sections 35 and 35A;
 - (i) to remit, reduce or refund dog control fees pursuant to Section 39;
 - (j) to sell, destroy or otherwise dispose of an impounded dog pursuant to Section 69;
 - (k) to authorise or refuse the return of a dog which has been removed under either Section 56 or Section 32 and retained in custody, pursuant to Section 70;
 - (l) to retain or authorise the release of a dog that is threatening the safety of the public pursuant to Section 71; and
 - (m) to exercise the powers and functions of the Council pursuant to Section 71A.
- 2 Authority to exercise the powers, functions and duties of the Council pursuant to Section 63 of the Impounding Act 1955, other than the setting of fees and charges pursuant to Section 14 of the Act.

Litter Act

- 1 Authority to serve or cause to be served a Notice to remove or screen litter pursuant to Section 10 of the Litter Act 1979.

Council Policies – Gambling, Board Venues

- 1 Authority to consider applications and, where appropriate, grant consents for the location and operation of class 4 venues as defined by the Gambling Act 2003 (part 2; sub-part 4 of the Gambling Act 2003) in accordance with the Waikato District Council's Class 4 Gambling Venue Policy.
- 2 Authority to consider and approve or decline applications and consents for the location and operations of a racing board venue, as defined by the Racing Act 2003 (part 6A of the Racing Act 2003) in accordance with the Council's Board Venue Policy.

OPERATIONAL DELEGATIONS

- 1 Authority to establish procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 3 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 4 In conjunction with the Communications, Marketing and Engagement Manager authority to liaise with the media on matters related to the activities of the Regulatory Team.
- 5 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council.
Any legal proceedings instituted to recover any outstanding debt shall be approved the Council.
- 6 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.
- 7 Pursuant to Section 42 of the Local Government Official Information and Meetings Act 1987 all the powers and authorities of the Council under parts II to V of that Act insofar as they relate to information held or kept by the General Manager Regulatory EXCEPT powers specified in Section 32 of that Act (recommendation made to the Council by the Ombudsman).
- 8 To waive Stationary Vehicle Offence Infringement Notices (parking) where any of the following factors apply, provided that in cases of hardship prior consultation with

the Chairperson of the relevant Community Board or the Ward Councillor shall take place:

- (a) Whether proceedings would bring the Council into disrepute with regard to the elderly or infirm;
- (b) Whether there is personal hardship in certain cases (consult the relevant Community Board Chairman or Ward Councillor);
- (c) Whether an offence had a bearing on traffic safety;
- (d) Whether there was an irregularity with regard to the infringement notice or any subsequent proceedings.

Court Procedures

- 1** To authorise the taking or defending of proceedings in the Council's name in the Environment Court.
If this authority is exercised then a report of such proceedings shall be delivered to the Regulatory Committee of the Council at its next available meeting.
- 2** To authorise the undertaking of any prosecution proceedings in the name of the Council or by any Council employee for breach of any Act, Regulation or Waikato District Bylaw or the Waikato or Franklin District Plans.
- 3** Authority to initiate, conduct, compromise, and conclude any action at the District Court in respect of alleged offences against any Act or Bylaw of relevance to the Regulatory Team, or in respect of the recovery of any related fees and charges and costs incurred by the Council, and service of notices.
- 4** To authorise the taking or defending of proceedings in the Council's name and to appear on behalf of the Council in any Court or Tribunal in relation to any matter pertaining to the Regulatory Team.
If this authority is exercised to take or defend any proceedings of any sort in the High Court, then a report of such proceedings shall be delivered to the Council at the next available Council meeting.
- 5** To delegate to any Council employee the authority to take all steps and do all things which may be necessary in connection with the taking or defending of the proceedings on behalf of the Council, either civil or criminal, or of any other sort, or to appear on behalf of the Council in any Court or Tribunal.

PERSONNEL DELEGATIONS

- 1** To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2** This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3** Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4** The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Regulatory Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5** This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Animal Control Team Leader
 - (b) Monitoring Team Leader
 - (c) Environmental Health Team Leader
 - (d) Senior Regulatory Administrator

FINANCIAL DELEGATIONS

160

Capital/Operational – Category C, Fifty Thousand Dollars (\$50,000) in accordance with approved budgets and Council procedures.

ANIMAL CONTROL TEAM LEADER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Animal Welfare Act 1999

Arms Act 1983

Auctioneers Act 1928

Building (Pools) Amendment Act 2016

Bylaws Act 1910

Civil Defence Emergency Management Act 2002

Companies Act 1993

Crimes Act 1961

District Courts Act 1947

Dog Control Act 1996

Employment Relations Act 2000

Goods and Services Tax Act 1995

Health and Safety at Work Act 2015

Impounding Act 1955

Land Transport Act 1998

Litter Act 1979

Local Government Act 1974

Local Government Act 2002

Local Government Official Information & Meetings Act 1987

New Zealand Bill of Rights Act 1990

Oaths and Declarations Act 1957

Ombudsmen Act 1975

Property Law Act 2007

Summary Proceedings Act 1957

Treaty of Waitangi Act 1975

Trespass Act 1980

Wild Animal Control Act 1977

Wildlife Act 1953

Franklin District Council Bylaws administered by Waikato District Council

Waikato District Council Bylaws

Waikato District Policies

Waikato District Plan (including Franklin Section)

REPORTING TO

Regulatory Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 A Litter Control Officer pursuant to Section 5 of the Litter Act 1979
- 3 A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996
- 4 A Poundkeeper pursuant to Section 8 of the Impounding Act 1955
- 5 A Ranger pursuant to Section 8 of the Impounding Act 1955

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Enforcement Officer.
- 2 Authority pursuant to the Litter Act 1979 to carry out the functions, powers and duties of a Litter Control Officer.
- 3 Authority pursuant to the Dog Control Act 1996 to carry out the functions, powers and duties of a Dog Control Officer.
- 4 Authority pursuant to the Impounding Act 1955 to carry out the functions, powers and duties of a Pound Keeper and a Ranger other than the setting of poundage fees conferred by Section (14)(1) of the Act.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority pursuant to Section 10 of the Litter Act 1979 to serve or cause to be served a Notice to clean or screen litter.
- 3 Authority pursuant to the Dog Control Act 1996:
 - (a) to classify a person as a probationary owner pursuant to Section 21;
 - (b) to require a probationary owner to undertake training pursuant to Section 23A;
 - (c) to disqualify a person from being the owner of a dog pursuant to Section 25 and to extend the period of disqualification pursuant to Section 28;
 - (d) to classify a dog as dangerous pursuant to Sections 31 and 33ED;
 - (e) to classify a dog as menacing pursuant to Sections 33A, 33C and 33ED;
 - (f) to require a menacing dog to be neutered pursuant to Section 33EB;
 - (g) to exercise the powers and functions the Council pursuant to Sections 32 and 33E;
 - (h) to provide information pursuant to Sections 35 and 35A;
 - (i) to remit, reduce or refund dog control fees or part thereof pursuant to Section 39;
 - (j) to sell, destroy or otherwise dispose of an impounded dog pursuant to Section 69;
 - (k) to authorise or refuse the return of a dog which has been removed under either Section 56 or Section 32 or Section 33E and retained in custody, pursuant to Section 70;
 - (l) to retain or authorise the release of a dog that is threatening the safety of the public pursuant to Section 71; and
 - (m) to exercise the powers and functions of the Council pursuant to Section 71A.
- 4 Authority under the Waikato District Dog Control Bylaw 2004 to issue a permit to keep more than two dogs.
- 5 Authority to exercise the powers, functions and duties of the Council pursuant to Section 63 of the Impounding Act 1955, other than the setting of fees and charges pursuant to Section 14 of the Act.
- 6 Authority to exercise the powers functions and duties of the Council pursuant to Section 139 of the Animal Welfare Act 1999 relating to the destruction of impounded animals that are diseased, injured, or sick in a state of continual suffering; and the power pursuant to Section 173 of the Act to recover from the owner or person in charge or appearing to be in charge of the animal the costs of destroying the animal.
- 7 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to assist, upon request, a constable or other authorised officer in the carrying out under warrant of their powers and functions under Part 7 of the Animal Welfare Act 1999.
- 2 Authority to initiate, conduct, compromise, and conclude any action at the District Court in respect of alleged offences against the Impounding Act 1955 or in respect of the recovery of any related fees and charges and costs incurred by the Council, and service of notices.
- 3 Authority to institute any prosecution for an offence under the Dog Control Act 1996 and to make any decision in any matter relating to any such prosecution.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Animal Control Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Animal Control Officers;
 - (b) Poundkeeper
 - (c) Education and Engagement Officer

FINANCIAL DELEGATIONS

Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council's procedures and for Animal care materials, animal sustenance, pound maintenance, equipment for animal capture & destruction, safety equipment & clothing.

ANIMAL CONTROL OFFICER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Animal Welfare Act 1999	Local Government Act 2002
Arms Act 1983	Local Government Official Information and Meetings Act 1987
Auctioneers Act 1928	New Zealand Bill of Rights Act 1990
Building (Pools) Amendment Act 2016	Oaths and Declarations Act 1957
Bylaws Act 1910	Ombudsmen Act 1975
Civil Defence Emergency Management Act 2002	Property Law Act 2007
Companies Act 1993	Summary Proceedings Act 1957
Crimes Act 1961	Treaty of Waitangi Act 1975
District Courts Act 1947	Trespass Act 1980
Dog Control Act 1996	Wild Animal Control Act 1977
Goods and Services Tax Act 1995	Wildlife Act 1953
Health and Safety at Work Act 2015	Franklin District Council Bylaws administered by Waikato District Council
Impounding Act 1955	Waikato District Council Bylaws
Land Transport Act 1998	Waikato District Council Policies
Litter Act 1979	Waikato District Plan (including Franklin Section)
Local Government Act 1974	

REPORTING TO Animal Control Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 A Litter Control Officer pursuant to Section 5 of the Litter Act 1979
- 3 A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996
- 4 A deputy Poundkeeper pursuant to Section 8 of the Impounding Act 1955
- 5 A Ranger pursuant to Section 8 of the Impounding Act 1955

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Enforcement Officer.
- 2 Authority pursuant to the Litter Act 1979 to carry out the functions, powers and duties of a Litter Control Officer.
- 3 Authority pursuant to the Dog Control Act 1996 to carry out the functions, powers and duties of a Dog Control Officer.
- 4 Authority pursuant to the Impounding Act 1955 to carry out the functions, powers and duties of a deputy Pound Keeper and a Ranger other than the setting of poundage fees conferred by Section (14)(1) of the Act.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Power to serve notice requiring removal or screening of litter pursuant to Section 10 of the Litter Act 1979.
- 3 Authority pursuant to the Dog Control Act 1996:
 - (a) to classify a person as a probationary owner pursuant to Section 21;
 - (b) to classify a dog as dangerous pursuant to Sections 31 and 33ED;
 - (c) to classify a dog as menacing pursuant to Sections 33A, 33C and 33ED;
 - (d) to require a menacing dog to be neutered pursuant to Section 33EB;
 - (e) to implant a dog with a functioning microchip transponder in the prescribed manner or to verify that a dog has been implanted with a microchip transponder pursuant to Section 69A; and
 - (f) to return a dog to its owner pursuant to Section 70.
- 4 Authority under the Waikato District Dog Control Bylaw 2004 to issue a permit to keep more than two dogs.
- 5 Authority to exercise the powers, functions and duties of the Council pursuant to Section 63 of the Impounding Act 1955, other than the setting of fees and charges pursuant to Section 14 of the Act.
- 6 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to assist, upon request, a constable or other authorised officer in the carrying out under warrant of their powers and functions under Part 7 of the Animal Welfare Act 1999.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
Building (Pools) Amendment Act 2016
Bylaws Act 1910
Commerce Act 1986
Companies Act 1993
Conservation Act 1987
Crimes Act 1961
District Courts Act 1947
Dog Control Act 1996
Employment Relations Act 2000
Environmental Protection Authority Act 2011
Freedom Camping Act 2011
Hazardous Substances and New Organisms Act 1996
Health and Safety at Work Act 2015
Historic Places Act 1993
Land Drainage Act 1908
Litter Act 1979
Local Electoral Act 2001

Local Government Act 1974
Local Government Act 2002
Local Government Official Information & Meetings Act 1987
Major Events Management Act 2007
New Zealand Bill of Rights Act 1990
Ombudsmen Act 1975
Property Law Act 2007
Public Works Act 1981
Queen Elizabeth the Second National Trust Act 1977
Resource Management Act 1991
Summary Proceedings Act 1957
Treaty of Waitangi Act 1975
Trespass Act 1980
Waikato Raupatu Claims (Waikato River) Settlement Act 2010
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies
Waikato District Plan (including Franklin Section)

REPORTING TO Regulatory Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991
- 3 A Litter Control Officer pursuant to Section 5 of the Litter Act 1979
- 4 A Parking Warden pursuant to Section 128D of the Land Transport Act 1998
- 5 An Enforcement Officer pursuant to Section 35, 36 and 37 of the Freedom Camping Act 2011

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all of the functions of an Enforcement Officer under the Resource Management Act 1991.
- 3 Authority, subject to authorisation of the District Court, to serve summons on behalf of the Council pursuant to Section 25 of the Summary Proceedings Act 1957.

- 4 Authority to carry out and undertake all the functions, powers or duties of a Litter Control Officer under the Litter Act 1979.
- 5 Authority to carry out the functions, powers and duties of a Parking Warden pursuant to Section 128E of the Land Transport Act 1998.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Power to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority and powers pursuant to Section 183 of the Local Government Act 2002 to request an owner to remove a fire hazard or to remove the fire hazard if no owner is present.
- 3 Authority pursuant to section 10 of the Litter Act 1979 to serve, on the Council's behalf, on the occupier of any private land or any land vested in or controlled by the Crown or any local authority (within the meaning of section 5(1) of the Local Government Act 2002) a notice in writing requiring the occupier, to the satisfaction of the Monitoring, Bylaws and Civil Defence Team Leader::
 - (a) to clear away, or remove, from the land; or
 - (b) to clean up; or
 - (c) to screen, cover, or otherwise obscure from view,
 such litter as may be specified in the notice within 14 days or such further time as may be so specified, being litter which, in the opinion of the Council, tends to grossly deface or to defile the area in which the private land is sited.
- 4 The power under Section 237(C) of the Resource Management Act 1991 to close to the public any esplanade strip or access strip during periods of emergency or public risk likely to cause loss of life, injury, or serious damage to property.
- 5 The power under Section 109(3) of the Resource Management Act 1991 to enter on land under section 171 of the Local Government Act 2002, to ascertain whether work subject to a bond has been completed.
- 6 By delegation from the Chief Executive pursuant to Section 82B of the Hazardous Substances and New Organisms Act 1996, authority to search the register of test certificates kept under Section 82A of the Hazardous Substances and New Organisms Act 1996 for the purposes specified in Section 82A(4) of the Act.
- 7 To exercise the power conferred on Council to remove, store and dispose of abandoned vehicles from roads in accordance with Section 356 of the Local Government Act 1974.
- 8 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to appear on behalf of the Waikato District Council to conduct prosecutions in the District Court.

PERSONNEL DELEGATIONS

- 1 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 2 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.

- 3 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Monitoring Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 4 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Monitoring Officers;
 - (b) Parking Warden.

FINANCIAL DELEGATIONS

Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets, Council procedures and for materials and services for the Monitoring and Bylaws team, legal and consultancy regarding consents, enforcement.

MONITORING OFFICERS**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004	Local Government Act 2002
Building (Pools) Amendment Act 2016	Local Government Official Information and Meetings Act 1987
Bylaws Act 1910	Major Events Management Act 2007
Civil Defence Emergency Management Act 2002	New Zealand Bill of Rights Act 1990
Commerce Act 1986	Ombudsmen Act 1975
Companies Act 1993	Property Law Act 2007
Conservation Act 1987	Public Works Act 1981
Crimes Act 1961	Queen Elizabeth the Second National Trust Act 1977
District Courts Act 1947	Resource Management Act 1991
Dog Control Act 1996	Summary Proceedings Act 1957
Environmental Protection Authority Act 2011	Treaty of Waitangi Act 1975
Hazardous Substances and New Organisms Act 1996	Trespass Act 1980
Health and Safety at Work Act 2015	Waikato Raupatu Claims (Waikato River) Settlement Act 2010
Historic Places Act 1993	Franklin District Council Bylaws administered by Waikato District Council
Land Drainage Act 1908	Waikato District Council Bylaws
Litter Act 1979	Waikato District Council Policies
Local Electoral Act 2001	Waikato District Plan (including Franklin Section)
Local Government Act 1974	

REPORTING TO Monitoring Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991
- 3 A Litter Control Officer pursuant to Section 5 of the Litter Act 1979

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all of the functions of an Enforcement Officer under the Resource Management Act 1991.
- 3 Authority, subject to authorisation of the District Court, to serve summons on behalf of the Council pursuant to Section 25 of the Summary Proceedings Act 1957.
- 4 Authority to carry out and undertake all the functions, powers or duties of a Litter Control Officer under the Litter Act 1979.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Power to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 The power under Section 109(3) of the Resource Management Act 1991 to enter on land under section 171 of the Local Government Act 2002, to ascertain whether work subject to a bond has been completed.
- 3 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to appear on behalf of the Waikato District Council to conduct prosecutions in the District Court.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

PARKING ENFORCEMENT OFFICER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Freedom Camping Act 2011
 Land Transport Act 1998
 Litter Act 1979

Local Government Act 2002

Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies

REPORTING TO Monitoring Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 Local Government Act 2002
- 2 A Parking Warden pursuant to Section 128D of the Land Transport Act 1998
- 3 A Litter Control Officer pursuant to Section 5 of the Litter Act 1979
- 4 An Enforcement Officer pursuant to Section 35, 36 and 37 of the Freedom Camping Act 2011

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out and undertake all the functions, powers or duties of a Parking Warden under the Land Transport Act 1998.
- 3 Authority, subject to authorisation of the District Court, to serve summons on behalf of the Council pursuant to Section 25 of the Summary Proceedings Act 1957.
- 4 Authority to carry out and undertake all the functions, powers or duties of a Litter Control Officer under the Litter Act 1979.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Power to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.

OPERATIONAL DELEGATIONS Nil

PERSONNEL DELEGATIONS Nil

FINANCIAL DELEGATIONS Nil

SENIOR REGULATORY ADMINISTRATOR**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
 Employment Relations Act 2000
 Equal Pay Act 1972
 Fire and Emergency Act 2017
 Health Act 1956
 Health and Safety at Work Act 2015
 Holidays Act 2003
 Human Rights Act 1993
 Income Tax Act 2007
 Impounding Act 1955
 Land Transport Act 1998
 Litter Act 1979
 Local Government Act 1974

Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Minimum Wage Act 1983
 Privacy Act 1993
 Resource Management Act 1991
 Treaty of Waitangi Act 1975
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)
 Dog Control Act 1996
 Sale and Supply of Alcohol Act 2012

REPORTING TO Regulatory Manager

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Pursuant to the Building Act 2004, Resource Management Act 1991, Health Act 1956, Dog Control Act 1996, Impounding Act 1955, Sale and Supply of Alcohol Act 2012, Land Transport Act 1998 to carry out and undertake the following functions and duties under that Act:
 - (a) The administrative functions relating to the above Acts.
- 2 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to manage the collection of fees and charges for regulatory services.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Senior Regulatory Administrator (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Regulatory Administrators

FINANCIAL DELEGATIONS

Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures and for materials and services for the Regulatory Administration Team.

ENVIRONMENTAL HEALTH TEAM LEADER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

<p>Auctioneers Act 1928 Building Act 2004 Building (Pools) Amendment Act 2016 Burial & Cremation Act 1964 Bylaws Act 1910 Civil Defence Emergency Management Act 2002 Commerce Act 1986 Companies Act 1993 Consumer Guarantees Act 1993 Employment Relations Act 2000 Environmental Protection Authority Act 2011 Fair Trading Act 1986 Fire and Emergency Act 2017 Food Act 1981 Forest and Rural Fires Act 1977 Gambling Act 2003 Gas Act 1992 Goods and Services Tax Act 1995 Hazardous Substances and New Organisms Act 1996 Health Act 1956 Health and Safety at Work Act 2015 Holidays Act 2003 Housing Act 1955 Human Rights Act 1993</p>	<p>Income Tax Act 2007 Interpretation Act 1999 Litter Act 1979 Local Government Act 1974 Local Government Act 2002 Local Government Official Information and Meetings Act 1987 Major Events Management Act 2007 New Zealand Bill of Rights Act 1990 New Zealand Public Health and Disability Act 2000 Ombudsmen Act 1975 Plumbers, Gasfitters, and Drainlayers Act 2006 Racing Act 1983 Residential Tenancies Act 1986 Resource Management Act 1991 Sale and Supply of Alcohol Act 2012 Smoke-free Environments Act 1990 Standards Act 1988 Summary Offences Act 1981 Trespass Act 1980 Waste Minimisation Act 2008 Franklin District Council Bylaws administered by Waikato District Council Waikato District Council Bylaws Waikato District Council Policies (including ex Franklin District Council Policies) Waikato District Plan (including Franklin Section)</p>
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REPORTING TO Regulatory Manager

STATUTORY APPOINTMENT

- 1 An Environmental Health Officer pursuant to Section 28 of the Health Act 1956
- 2 A Licensing Inspector pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012
- 3 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 4 An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991
- 5 An Enforcement Officer pursuant to Section 229 of the Building Act 2004

- 6 Where qualified in terms of the Hazardous Substances and New Organisms (Personnel Qualifications) Regulations 2001, an Enforcement Officer pursuant to Sections 98(1)(a) and 100 of the Hazardous Substances and New Organisms Act 1996
- 7 A Litter Control Officer pursuant to Section 5 of the Litter Act 1979.

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority pursuant to the Health Act 1956 to carry out the functions, powers and duties of an Environmental Health Officer.
- 2 To exercise the powers of an Environmental Health Officer/Authorised Officer pursuant to:
 - (a) Camping-Grounds Regulations 1985;
 - (b) Food Act 1981;
 - (c) Food Hygiene Regulations 1974;
 - (d) Food Safety Regulations 2002;
 - (e) Health (Burial) Regulations 1946;
 - (f) Health (Hairdressers) Regulations 1980;
 - (g) Health (Infectious and Notifiable Diseases) Regulations 1966;
 - (h) Health (Registration of Premises) Regulations 1966.

Note 1: Section 2(4) of the Health Amendment Act 1988 provides for any reference to Inspector in the above Regulations to be read as reference to an Environmental Health Officer. Also in some Regulations, the definition of an Engineer includes an Environmental Health Officer.

Note 2: Certain powers and functions under the Food Act 1981 are limited to warranted Environmental Health Officers (Section 13). Environmental Health Officers are required to be qualified under the Environmental Health Officers Qualifications Regulations 1993.

- 3 To exercise the powers and functions of the Chief Licensing Inspector pursuant to the Sale and Supply of Alcohol Act 2012.
- 4 Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Enforcement Officer.
- 5 Authority pursuant to the Resource Management Act 1991 to carry out the functions, powers and duties of an Enforcement Officer.
- 6 Authority pursuant to the Building Act 2004 to carry out the functions, powers and duties of an Enforcement Officer.
- 7 Authority pursuant to the Hazardous Substances and New Organisms Act 1996 to carry out the functions, powers and duties of an Enforcement Officer where qualified in terms of the Hazardous Substances and New Organisms (Personnel Qualifications) Regulations 2001.
- 8 Authority pursuant to the Litter Act 1979 to carry out the functions, powers and duties of a Litter Control Officer.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority pursuant to Section 10 of the Litter Act 1979 to serve or cause to be served a Notice to clean or screen litter.

- 3 Authority to undertake all of the Council's powers, functions and duties under the Health Act 1956 and relevant regulations made thereunder.
- 4 Authority pursuant to the Local Government Act 2002:
 - (a) to enter any land or building other than a dwelling house pursuant to Section 171;
 - (b) to enter occupied land or buildings in the event of an emergency pursuant to Section 173.
- 5 Authority pursuant to Section 222 of the Building Act 2004
 - (a) to carry out inspections; and
 - (b) to enter any premises for the purpose of determining whether a building is insanitary.
- 6 Pursuant to sub-part 6 of the Building Act 2004 to exercise the powers of the Council in respect of insanitary buildings.
- 7 By delegation from the Chief Executive pursuant to Section 82B of the Hazardous Substances and New Organisms Act 1996, authority to search the register of test certificates kept under Section 82A of the Hazardous Substances and New Organisms Act 1996 for the purposes specified in Section 82A(4) of the Act.
- 8 Authority to consider applications and, where the application complies in all respects with the Waikato District Council or Franklin District Council Gambling Venues Policies as the case may be, grant consent for the location and operation of class 4 gambling venues in accordance with the Gambling Act 2003.
- 9 Authority to consider applications and, where the application complies in all respects with the Waikato District Council or Franklin District Council Board Venues Policy as the case may be, grant consent for the location and operation of racing board venues.
- 10 Pursuant to clause 32 of the 7th schedule of the Local Government Act 2002 to act as an informant for the purposes of laying information and issuing summonses under the Summary Proceedings Act 1957.
- 11 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

The Environmental Health Team Leader nevertheless has the right to refer any matter which has been delegated to him/her to the Council for decision.

Sale and Supply of Alcohol Act

- 1
 - (a) The power under regulation 5(1) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to assign a cost/risk rating to any premises for which an on-licence, off-licence, or club licence is held or sought.
 - (b) The power under regulation 5(6) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to form an opinion whether or not a club operates any part of the premises in the nature of a tavern at any time, if a club operates a bar for no more than 40 hours each week, if a restaurant has a significant bar area and operates that bar area at least one night a week in the manner of a tavern at any time, or if a restaurant only serves alcohol to the table and does not have a separate bar area.
- 2
 - (a) The power under regulation 6(1) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to assign a fees category to any premises for which an on-licence, off-licence, or club licence is held or sought.
 - (b) The power under regulation 6(4) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to exercise discretion to assign a fees category to premises that is 1 level lower than the fees category determined under regulation 6(1) of those regulations.
- 3
 - (a) The power under regulation 10(2) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to exercise discretion to charge a fee for a special licence that is 1 class below that class of the licence that is issued.

- 4 (a) Pursuant to regulation 16(4) of the Sale and Supply of Alcohol (Fees) Regulations 2013, resolves that between 18 December 2013 and 1 July 2014 will not collect the annual fees payable for an on-licence, off-licence and club licence issued under the Sale of Liquor Act if the annual fee is payable before 1 July 2014.

OPERATIONAL DELEGATIONS Nil

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Environmental Health Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Environmental Health Officers.
 - (b) Contaminated Land Specialist

FINANCIAL DELEGATIONS

Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council's procedures and for materials and services for the Environmental Health Team.

ENVIRONMENTAL HEALTH OFFICER(S)**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

<p>Auctioneers Act 1928 Building Act 2004 Building (Pools) Amendment Act 2016 Burial & Cremation Act 1964 Bylaws Act 1910 Civil Defence Emergency Management Act 2002 Commerce Act 1986 Companies Act 1993 Consumer Guarantees Act 1993 Employment Relations Act 2000 Environmental Protection Authority Act 2011 Fair Trading Act 1986 Fire and Emergency Act 2017 Food Act 1981 Forest and Rural Fires Act 1977 Gambling Act 2003 Gas Act 1992 Goods and Services Tax Act 1995 Hazardous Substances and New Organisms Act 1996 Health Act 1956 Health and Safety at Work Act 2015 Holidays Act 2003 Housing Act 1955 Human Rights Act 1993</p>	<p>Income Tax Act 2007 Interpretation Act 1999 Litter Act 1979 Local Government Act 1974 Local Government Act 2002 Local Government Official Information and Meetings Act 1987 Major Events Management Act 2007 New Zealand Bill of Rights Act 1990 New Zealand Public Health and Disability Act 2000 Ombudsmen Act 1975 Plumbers, Gasfitters, and Drainlayers Act 2006 Racing Act 1983 Residential Tenancies Act 1986 Resource Management Act 1991 Sale and Supply of Alcohol Act 2012 Smoke-free Environments Act 1990 Standards Act 1988 Summary Offences Act 1981 Trespass Act 1980 Waste Minimisation Act 2008 Franklin District Council Bylaws administered by Waikato District Council Waikato District Council Bylaws Waikato District Council Policies (including ex Franklin District Council Policies) Waikato District Plan (including Franklin Section)</p>
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REPORTING TO Environmental Health Team Leader

STATUTORY APPOINTMENT

- 1 An Environmental Health Officer pursuant to Section 28 of the Health Act 1956
- 2 A Licensing Inspector pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012
- 3 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 4 An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991
- 5 An Enforcement Officer pursuant to Section 229 of the Building Act 2004

- 6 Where qualified in terms of the Hazardous Substances and New Organisms (Personnel Qualifications) Regulations 2001, an Enforcement Officer pursuant to Sections 98(1)(a) and 100 of the Hazardous Substances and New Organisms Act 1996
- 7 A Litter Control Officer pursuant to Section 5 of the Litter Act 1979.

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority pursuant to the Health Act 1956 to carry out the functions, powers and duties of an Environmental Health Officer.
- 2 To exercise the powers of an Environmental Health Officer/Authorised Officer pursuant to:
 - (a) Camping-Grounds Regulations 1985;
 - (b) Food Act 1981;
 - (c) Food Hygiene Regulations 1974;
 - (d) Food Safety Regulations 2002;
 - (e) Health (Burial) Regulations 1946;
 - (f) Health (Hairdressers) Regulations 1980;
 - (g) Health (Infectious and Notifiable Diseases) Regulations 1966;
 - (h) Health (Registration of Premises) Regulations 1966.

Note 1: Section 2(4) of the Health Amendment Act 1988 provides for any reference to Inspector in the above Regulations to be read as reference to an Environmental Health Officer. Also in some Regulations, the definition of an Engineer includes an Environmental Health Officer.

Note 2: Certain powers and functions under the Food Act 1981 are limited to warranted Environmental Health Officers (Section 13). Environmental Health Officers are required to be qualified under the Environmental Health Officers Qualifications Regulations 1993.

- 3 To exercise the powers and functions of a Licensing Inspector pursuant to the Sale and Supply of Alcohol Act 2012.
- 4 Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Enforcement Officer.
- 5 Authority pursuant to the Resource Management Act 1991 to carry out the functions, powers and duties of an Enforcement Officer.
- 6 Authority pursuant to the Building Act 2004 to carry out the functions, powers and duties of an Enforcement Officer.
- 7 Authority pursuant to the Hazardous Substances and New Organisms Act 1996 to carry out the functions, powers and duties of an Enforcement Officer where qualified in terms of the Hazardous Substances and New Organisms (Personnel Qualifications) Regulations 2001.
- 8 Authority pursuant to the Litter Act 1979 to carry out the functions, powers and duties of a Litter Control Officer.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority pursuant to Section 10 of the Litter Act 1979 to serve or cause to be served a Notice to clean or screen litter.

- 3 Authority to undertake all of the Council's powers, functions and duties under the Health Act 1956 and relevant regulations made thereunder except:
 - (a) the power to revoke the registration of a premises pursuant to regulation 9(3) or 9(4) of the Health (Registration of Premises) Regulations 1966;
 - (b) the powers of Council under Section 81 of the Health Act 1956 relating to cleansing and disinfection of premises;
 - (c) the power to issue notices under Section 42 of the Health Act 1956.
- 4 Authority pursuant to the Local Government Act 2002:
 - (a) to enter any land or building other than a dwelling house pursuant to Section 171;
 - (b) to enter occupied land or buildings in the event of an emergency pursuant to Section 173.
- 5 Authority pursuant to Section 222 of the Building Act 2004:
 - (a) to carry out inspections; and
 - (b) to enter any premises for the purpose of determining whether a building is insanitary.
- 6 Pursuant to sub-part 6 of the Building Act 2004 to exercise the powers of the Council in respect of insanitary buildings.
- 7 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

Environmental Health Officers nevertheless have the right to refer any matter which has been delegated to them to the Regulatory Manager for decision.

OPERATIONAL DELEGATIONS

Nil

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
Bylaws act 1910
Civil Defence Emergency Management Act 2002
Environmental Protection Authority Act 2011
Hazardous Substance and New Organisms Act 1996
Health Act 1956
Health and Safety at Work Act 2015
Housing Act 1955
Human Rights Act 1993
Litter Act 1979

Local Government Act 1974
Local Government Act 2002
Local Government Official Information and Meetings Act 1987
Major Events Management Act 2007
New Zealand Public Health and Disability Act 2000
Waste Minimisation Act 2008
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies (including ex Franklin District Council Policies)
Waikato District Plan (including Franklin Section)

REPORTING TO Environmental Health Team Leader

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority pursuant to the Local Government Act 2002:
 - (a) To enter any land or building other than a dwelling house pursuant to Section 171;
 - (b) To enter occupied land or buildings in the event of an emergency pursuant to Section 173
- 3 Authority pursuant to Section 222 of the Building Act 2004;
 - (a) To carry out inspections; and
 - (b) To enter any premises for the purpose of determining whether a building is insanitary.
- 4 Pursuant to sub-part 6 of the Building Act 2004 to exercise the powers of the Council in respect of insanitary buildings
- 5 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

Nil

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

HAZARDOUS SUBSTANCES OFFICER (CONTRACT)**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Hazardous Substances and New Organisms Act 1996

REPORTING TO Environmental Health Manager

STATUTORY APPOINTMENT

By delegation from the Chief Executive an Enforcement Officer pursuant to Sections 98(1)(a) and 100 of the Hazardous Substances and New Organisms Act 1996.

STATUTORY DELEGATIONS AND ENFORCEMENT

Authority pursuant to the Hazardous Substances and New Organisms Act 1996 to carry out the functions, powers and duties of an Enforcement Officer.

OPERATIONAL DELEGATIONS

Nil

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

NOISE CONTROL OFFICER (CONTRACT)

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)
Resource Management Act 1991

REPORTING TO Environmental Health Manager

STATUTORY APPOINTMENT

By delegation from the Chief Executive an Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.

STATUTORY DELEGATIONS AND ENFORCEMENT

Authority to exercise all of the functions and powers of an enforcement officer under sections 327 and 328 (which relate to excessive noise) of the Resource Management Act 1991.

OPERATIONAL DELEGATIONS

Nil

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

BUILDING QUALITY MANAGER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004	Land Drainage Act 1908
Building (Pools) Amendment Act 2016	Land Transfer Act 1952
Building Research Levy Act 1969	Litter Act 1979
Bylaws Act 1910	Local Government Act 1974
Civil Defence Emergency Management Act 2002	Local Government Act 2002
District Courts Act 1947	Local Government Official Information and Meetings Act 1987
Earthquake Commission Act 1993	Machinery Act 1950
Electricity Act 1992	Minimum Wage Act 1983
Employment Relations Act 2000	New Zealand Bill of Rights Act 1990
Equal Pay Act 1972	Plumbers, Gasfitters, and Drainlayers Act 2006
Fire and Emergency Act 2017	Privacy Act 1993
Gas Act 1992	Resource Management Act 1991
Hazardous Substances and New Organisms Act 1996	Treaty of Waitangi Act 1975
Health and Safety at Work Act 2015	Trespass Act 1980
Historic Places Act 1993	Weathertight Homes Resolution Services Act 2006
Holidays Act 2003	Franklin District Council Bylaws administered by Waikato District Council
Housing Act 1955	Waikato District Council Bylaws
Human Rights Act 1993	Waikato District Council Policies
Income Tax Act 2007	Waikato District Plan (including Franklin Section)
Land Act 1948	

REPORTING TO General Manager Customer Support

STATUTORY APPOINTMENT

- 1 An Authorised Officer pursuant to Section 222 of the Building Act 2004
- 2 An Enforcement Officer pursuant to Section 371B of the Building Act 2004
- 3 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 4 An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991
- 5 Powers of a territorial authority officer pursuant to Section 222 of the Building (Pools) Amendment Act 2016

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority pursuant to the Building Act 2004 to carry out and undertake all functions, powers or duties of an Authorised Officer including the carrying out of inspections under Section 222 of the Act.
- 2 Authority to carry out all of the functions, powers or duties of an Enforcement Officer pursuant to Section 371B of the Building Act 2004 and the issue of infringement notices under Section 372 of the Act.
- 3 Authority to carry out and undertake all the functions powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 4 Authority to carry out and undertake all or any of the functions powers or duties of an Enforcement Officer under the Resource Management Act 1991.
- 5 Authority to enter and carry out an inspection under Section 222 of the Building (Pools) Amendment Act 2016.
- 6 To issue Notice to Fix pursuant to section 164 of the Building Act 2004.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 To administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 and Section 232 of the Building Act 2004 to carry out the functions of the Council, including its functions as a building consent authority, under the Building Act 2004.
- 3 Pursuant to Section 363A to issue Certificates of Public Use under the Building Act 2004.
- 4 To grant amusement device permits pursuant to Regulation 11 of the Amusement Device Regulations 1978.
- 5 To issue certificates pursuant to Section 77 Building Act 2004 (construction of a building on two or more allotments) and to authenticate such certificates as Principal Administration Officer pursuant to Section 252 Local Government Act 1974.
- 6 Pursuant to Part 2 sub-part 6 of the Building Act 2004 to exercise the powers of the Council in respect of dangerous or insanitary buildings.
- 7 To act on behalf of the Waikato District Council as an informant for the purpose of laying information and issuing summonses under the Summary Proceedings Act 1957 in respect of breaches of the Building (Pools) Amendment Act 2016 or the Building Act 2004.
- 8 Authority to sign a certificate pursuant to Section 9(e), 31(e), or 55(e) of the Sale of Liquor Act 1989 stating that the proposed use of the premises meets the requirements of the current building code.
- 9 By delegation from the Chief Executive pursuant to Section 82B of the Hazardous Substances and New Organisms Act 1996, authority to search the register of test certificates kept under Section 82A of the Hazardous Substances and New Organisms Act 1996 for the purposes specified in Section 82A(4) of the Act.
- 10 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.
- 11 To issue Compliance Schedules pursuant to section 102 of the Building Act 2004.

OPERATIONAL DELEGATIONS

Nil

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Building Quality Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Building Inspector Team Leader
 - (b) Building Review Team Leader
 - (c) Building Administration Team Leader

FINANCIAL DELEGATIONS

Operational – Category C, Fifty Thousand Dollars (\$50,000) in accordance with approved budgets and Council's procedures and for materials and services for the Building Quality Team.

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004	Land Drainage Act 1908
Building (Pools) Amendment Act 2016	Land Transfer Act 1952
Building Research Levy Act 1969	Litter Act 1979
Bylaws Act 1910	Local Government Act 1974
Civil Defence Emergency Management Act 2002	Local Government Act 2002
District Courts Act 1947	Local Government Official Information and Meetings Act 1987
Earthquake Commission Act 1993	Machinery Act 1950
Electricity Act 1992	Minimum Wage Act 1983
Employment Relations Act 2000	New Zealand Bill of Rights Act 1990
Equal Pay Act 1972	Plumbers, Gasfitters, and Drainlayers Act 2006
Fire and Emergency Act 2017	Privacy Act 1993
Gas Act 1992	Resource Management Act 1991
Hazardous Substances and New Organisms Act 1996	Treaty of Waitangi Act 1975
Health and Safety at Work Act 2015	Trespass Act 1980
Historic Places Act 1993	Weathertight Homes Resolution Services Act 2006
Holidays Act 2003	Franklin District Council Bylaws administered by Waikato District Council
Housing Act 1955	Waikato District Council Bylaws
Human Rights Act 1993	Waikato District Council Policies
Income Tax Act 2007	Waikato District Plan (including Franklin Section)
Land Act 1948	

REPORTING TO Building Quality Manager

STATUTORY APPOINTMENT

- 1 An Authorised Officer pursuant to Section 222 of the Building Act 2004
- 2 An Enforcement Officer pursuant to Section 371B of the Building Act 2004
- 3 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 4 An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991
- 5 Powers of a territorial authority officer pursuant to Section 222 of the Building (Pools) Amendment Act 2016

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority pursuant to the Building Act 2004 to carry out and undertake all functions, powers or duties of an Authorised Officer including the carrying out of inspections under Section 222 of the Act.

- 2 Authority to carry out all of the functions, powers or duties of an Enforcement Officer pursuant to Section 371B of the Building Act 2004 and the issue of infringement notices under Section 372 of the Act.
- 3 Authority to carry out and undertake all the functions powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 4 Authority to carry out and undertake all or any of the functions powers or duties of an Enforcement Officer under the Resource Management Act 1991.
- 5 Authority to enter and carry out an inspection under Section 222 of the Building (Pools) Amendment Act 2016
- 6 To issue Notice to Fix pursuant to section 164 of the Building Act 2004.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 To administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 and Section 232 of the Building Act 2004 to carry out the functions of the Council, including its functions as a building consent authority, under the Building Act 2004.
- 3 Pursuant to Section 363A to issue Certificates of Public Use under the Building Act 2004.
- 4 To grant amusement device permits pursuant to Regulation 11 of the Amusement Device Regulations 1978.
- 5 To issue certificates pursuant to Section 77 Building Act 2004 (construction of a building on two or more allotments) and to authenticate such certificates as Principal Administration Officer pursuant to Section 252 Local Government Act 1974.
- 6 Pursuant to Part 2 sub-part 6 of the Building Act 2004 to exercise the powers of the Council in respect of dangerous or insanitary buildings.
- 7 To act on behalf of the Waikato District Council as an informant for the purpose of laying information and issuing summonses under the Summary Proceedings Act 1957 in respect of breaches of the Building (Pools) Amendment Act 2016 or the Building Act 2004.
- 8 Authority to sign a certificate pursuant to Section 9(e), 31(e), or 55(e) of the Sale of Liquor Act 1989 stating that the proposed use of the premises meets the requirements of the current building code.
- 9 By delegation from the Chief Executive pursuant to Section 82B of the Hazardous Substances and New Organisms Act 1996, authority to search the register of test certificates kept under Section 82A of the Hazardous Substances and New Organisms Act 1996 for the purposes specified in Section 82A(4) of the Act.
- 10 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.
- 11 To issue Compliance Schedules pursuant to section 102 of the Building Act 2004.

OPERATIONAL DELEGATIONS Nil

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.

- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Senior Building Review Officer (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Building Inspectors
 - (b) Senior Building Inspector

FINANCIAL DELEGATIONS

Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council's procedures and for materials and services for the Building Quality Team.

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004	Land Drainage Act 1908
Building (Pools) Amendment Act 2016	Land Transfer Act 1952
Building Research Levy Act 1969	Litter Act 1979
Bylaws Act 1910	Local Government Act 1974
Civil Defence Emergency Management Act 2002	Local Government Act 2002
District Courts Act 1947	Local Government Official Information and Meetings Act 1987
Earthquake Commission Act 1993	Machinery Act 1950
Electricity Act 1992	Minimum Wage Act 1983
Employment Relations Act 2000	New Zealand Bill of Rights Act 1990
Equal Pay Act 1972	Plumbers, Gasfitters, and Drainlayers Act 2006
Fire and Emergency Act 2017	Privacy Act 1993
Gas Act 1992	Resource Management Act 1991
Hazardous Substances and New Organisms Act 1996	Treaty of Waitangi Act 1975
Health and Safety at Work Act 2015	Trespass Act 1980
Historic Places Act 1993	Weathertight Homes Resolution Services Act 2006
Holidays Act 2003	Franklin District Council Bylaws administered by Waikato District Council
Housing Act 1955	Waikato District Council Bylaws
Human Rights Act 1993	Waikato District Council Policies
Income Tax Act 2007	Waikato District Plan (including Franklin Section)
Land Act 1948	

REPORTING TO Building Quality Manager

STATUTORY APPOINTMENT

- 1 An Authorised Officer pursuant to Section 222 of the Building Act 2004
- 2 An Enforcement Officer pursuant to Section 371B of the Building Act 2004
- 3 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 4 An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991
- 5 Powers of a territorial authority officer pursuant to Section 222 of the Building (Pools) Amendment Act 2016

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority pursuant to the Building Act 2004 to carry out and undertake all functions, powers or duties of an Authorised Officer including the carrying out of inspections under Section 222 of the Act.

- 2 Authority to carry out all of the functions, powers or duties of an Enforcement Officer pursuant to Section 371B of the Building Act 2004 and the issue of infringement notices under Section 372 of the Act.
- 3 Authority to carry out and undertake all the functions powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 4 Authority to carry out and undertake all or any of the functions powers or duties of an Enforcement Officer under the Resource Management Act 1991.
- 5 Authority to enter and carry out an inspection under Section 222 of the Building (Pools) Amendment Act 2016
- 6 To issue Notice to Fix pursuant to section 164 of the Building Act 2004.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 To administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 and Section 232 of the Building Act 2004 to carry out the functions of the Council, including its functions as a building consent authority, under the Building Act 2004.
- 3 Pursuant to Section 363A to issue Certificates of Public Use under the Building Act 2004.
- 4 To grant amusement device permits pursuant to Regulation 11 of the Amusement Device Regulations 1978.
- 5 To issue certificates pursuant to Section 77 Building Act 2004 (construction of a building on two or more allotments) and to authenticate such certificates as Principal Administration Officer pursuant to Section 252 Local Government Act 1974.
- 6 Pursuant to Part 2 sub-part 6 of the Building Act 2004 to exercise the powers of the Council in respect of dangerous or insanitary buildings.
- 7 To act on behalf of the Waikato District Council as an informant for the purpose of laying information and issuing summonses under the Summary Proceedings Act 1957 in respect of breaches of the Building (Pools) Amendment Act 2016 or the Building Act 2004.
- 8 Authority to sign a certificate pursuant to Section 9(e), 31(e), or 55(e) of the Sale of Liquor Act 1989 stating that the proposed use of the premises meets the requirements of the current building code.
- 9 By delegation from the Chief Executive pursuant to Section 82B of the Hazardous Substances and New Organisms Act 1996, authority to search the register of test certificates kept under Section 82A of the Hazardous Substances and New Organisms Act 1996 for the purposes specified in Section 82A(4) of the Act.
- 10 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.
- 11 To issue Compliance Schedules pursuant to section 102 of the Building Act 2004.

OPERATIONAL DELEGATIONS Nil

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.

- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Senior Building Inspector/Senior Building Review Officer (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Building Inspectors

FINANCIAL DELEGATIONS

Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council's procedures and for materials and services for the Building Quality Team. *This financial delegation is for the Senior Building Inspector only.

BUILDING INSPECTOR
BUILDING REVIEW OFFICER
***BUILDING REVIEW TEAM LEADER**
***BUILDING ADMINISTRATION TEAM LEADER**

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004	Land Drainage Act 1908
Building (Pools) Amendment Act 2016	Land Transfer Act 1952
Building Research Levy Act 1969	Litter Act 1979
Bylaws Act 1910	Local Government Act 1974
Civil Defence Emergency Management Act 2002	Local Government Act 2002
District Courts Act 1947	Local Government Official Information and Meetings Act 1987
Earthquake Commission Act 1993	Machinery Act 1950
Electricity Act 1992	Minimum Wage Act 1983
Employment Relations Act 2000	New Zealand Bill of Rights Act 1990
Equal Pay Act 1972	Plumbers, Gasfitters, and Drainlayers Act 2006
Fire and Emergency Act 2017	Privacy Act 1993
Gas Act 1992	Resource Management Act 1991
Hazardous Substances and New Organisms Act 1996	Treaty of Waitangi Act 1975
Health and Safety at Work Act 2015	Trespass Act 1980
Historic Places Act 1993	Weathertight Homes Resolution Services Act 2006
Holidays Act 2003	Franklin District Council Bylaws administered by Waikato District Council
Housing Act 1955	Waikato District Council Bylaws
Human Rights Act 1993	Waikato District Council Policies
Income Tax Act 2007	Waikato District Plan (including Franklin Section)
Land Act 1948	

REPORTING TO Building Quality Manager for Team Leader Builder Review and Building Administration Team Leader
Senior Builder Review Officer for Building Review Officer
Senior Builder Inspector for Building Inspector

STATUTORY APPOINTMENT

- 1 An Authorised Officer pursuant to Section 222 of the Building Act 2004
- 2 An Enforcement Officer pursuant to Section 229 of the Building Act 2004
- 3 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 4 An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991
- 5 Powers of a territorial authority officer pursuant to Section 222 of the Building (Pools) Amendment Act 2016

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority pursuant to the Building Act 2004 to carry out and undertake all functions, powers or duties of an Authorised Officer including the carrying out of inspections under Section 222 of the Act.
- 2 Pursuant to Section 363A to issue Certificates of Public Use under the Building Act 2004. (*Building Inspectors and Review Officers only*)
- 3 Authority to carry out all of the functions, powers or duties of an Enforcement Officer pursuant to Section 229 of the Building Act 2004 and the issue of infringement notices under Section 372 of the Act.
- 4 Authority to carry out and undertake all the functions powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 5 Authority to carry out and undertake all or any of the functions powers or duties of an Enforcement Officer under the Resource Management Act 1991.
- 6 Authority to enter and carry out an inspection under Section 222 of the Building (Pools) Amendment Act 2016.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Power to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Power to grant amusement device permits under Regulation 11 Amusement Device Regulations 1978.
- 3 Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 and Section 232 of the Building Act 2004 to carry out the following functions of the Council, under the Building Act 2004:
 - (a) The power under Section 33(1)(b) to reasonably require information in relation to authorisations or requirements likely to be relevant to the design and construction of a proposed building;
 - (b) The power and duty under Section 34 to issue a project information memorandum;
 - (c) The power under Sections 48(1) and 49(1) to grant or refuse an application for a building consent;
 - (d) The power and duty under Section 51(1) to issue a building consent;
 - (e) The power under Section 52 to confirm the lapse of a building consent;
 - (f) The power under Section 73(2) to impose a condition of consent under that subsection;
 - (g) The power under Section 90 to carry out an inspection;
 - (h) The power under Sections 94 and 95 to issue a code compliance certificate;
 - (i) The power under Section 165(1)(f) to direct that all or any building work shall cease forthwith.
 - (j) The power under section 102 to issue Compliance Schedules.
- 4 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

Nil

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PERSONNEL DELEGATIONS

*Building Administration Team Leader and Building Review Team Leader only

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Building Review Team Leader/Building Administration Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Building Administrators (Building Administration Team leader)
 - (b) Senior Planning and Engineering Officer (Building Review Team Leader)
 - (c) Planning and Engineering Officer (Building Review Team Leader)
 - (d) Senior Building Review Officer (Building Review Team Leader)
 - (e) Building Review Officers (Building Review Team Leader)

FINANCIAL DELEGATIONS

Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council's procedures and for materials and services for the Building Quality Team. *This delegation applies to the Building Administration Team Leader and Building Review Team Leader only.

BUILDING ADMINISTRATORS**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Machinery Act 1950
Building Act 2004
 Building (Pools) Amendment Act 2016
 Local Government Act 2002
 Resource Management Act 1991

Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Regulatory Support Manager

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Power to issue amusement device permits under Regulation 11 Amusement Device Regulations 1978.
- 2 Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 and Section 232 of the Building Act 2004 to carry out the following functions of the Council, under the Building Act 2004:
 - (a) The power and duty under Section 34 to issue a project information memorandum;
 - (b) The power and duty under Section 51(1) to issue a building consent;
 - (c) The power under Section 52 to confirm the lapse of a building consent.
- 3 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS Nil

PERSONNEL DELEGATIONS Nil

FINANCIAL DELEGATIONS Nil

LINKAGES (Include applicable regulations and rules)

Atomic Energy Act 1945
Building Act 2004
Climate Change Response Act 2002
Conservation Act 1987
Corrections Act 2004
Criminal Justice Act 1985
Disabled Persons Community Welfare Act 1975
Employment Relations Act 2000
Environmental Protection Authority Act 2011
Fair Trading Act 1986
Fire and Emergency Act 2017
Forest and Rural Fires Act 1977
Hauraki Gulf Marine Park Act 2000
Hazardous Substances and New Organisms Act 1996
Health Act 1956
Health and Safety at Work Act 2015
Historic Places Act 1993
Land Drainage Act 1908
Land Transfer Act 1952
Local Electoral Act 2001
Local Government Act 1974
Local Government Act 2002
Local Government Official Information and Meetings Act 1987
Major Events Management Act 2007

Marine and Coastal Area (Takutai Moana) Act 2011
Ombudsmen Act 1975
Plumbers, Gasfitters, and Drainlayers Act 2006
Privacy Act 1993
Prostitution Reform Act 2003
Public Works Act 1981
Queen Elizabeth the Second National Trust Act 1977
Radiation Protection Act 1965
Reserves Act 1977
Resource Management Act 1991
Sale and Supply of Alcohol Act 2012
Soil Conservation and Rivers Control Act 1941
Te Ture Whenua Maori Act 1993
Telecommunications Act 2001
Treaty of Waitangi Act 1975
Trespass Act 1980
Trustee Act 1956
Unit Titles Act 2010
Waste Minimisation Act 2008
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies
Waikato District Plan (including Franklin Section)

REPORTING TO Building Review Team Leader

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- I Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 and Section 232 of the Building Act 2004 to carry out the following functions of the Council, under the Building Act 2004:

- (a) The power and duty to compile and issue notices and memoranda, and provide advice in accordance with sections 31 to 39
 - (b) The power and duty under Section 34 to issue a project information memorandum;
 - (c) The power and duty under Section 51(1) to issue a building consent;
 - (d) The power under Section 52 to confirm the lapse of a building consent.
 - (e) The power under section 71 and 72 of the Building Act to refuse or issue a Building Consent in relation to natural hazards.
 - (f) The power to issue a notification in accordance with section 73 of the Building Act 2004.
 - (g) The power to issue a certificate in accordance with section 75-76 of the Building Act 2004.
 - (h) The power to withhold granting of a building consent in accordance with section 77 of the Building Act 2004.
- 2 Section 10 of the RMA the power to decide that existing use rights apply to works proposed in a building consent application
 - 3 Pursuant to Section 176A of the RMA the power to waiver the requirement for an outline plan of works for works proposed in a building consent application.
 - 4 Pursuant to Section 87BA of the RMA the power to determine that a boundary activity that meets the requirements of the RMA is a permitted activity.
 - 5 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to provide advice to the Council, other staff, and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the District Plan and the Resource Management Act 1991 (RMA).
- 2 Authority to provide advice to the Council, other staff, and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the Council's Development Contributions Policy and the Local Government Act 2002 (LGA).

PERSONNEL DELEGATIONS Nil

FINANCIAL DELEGATIONS Nil

PLANNING AND ENGINEERING OFFICER

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LINKAGES (Include applicable regulations and rules)

Atomic Energy Act 1945
Building Act 2004
Climate Change Response Act 2002
Conservation Act 1987
Corrections Act 2004
Criminal Justice Act 1985
Disabled Persons Community Welfare Act 1975
Employment Relations Act 2000
Environmental Protection Authority Act 2011
Fair Trading Act 1986
Fire and Emergency Act 2017
Forest and Rural Fires Act 1977
Hauraki Gulf Marine Park Act 2000
Hazardous Substances and New Organisms Act 1996
Health Act 1956
Health and Safety at Work Act 2015
Historic Places Act 1993
Land Drainage Act 1908
Land Transfer Act 1952
Local Electoral Act 2001
Local Government Act 1974
Local Government Act 2002
Local Government Official Information and Meetings Act 1987
Major Events Management Act 2007

Marine and Coastal Area (Takutai Moana) Act 2011
Ombudsmen Act 1975
Plumbers, Gasfitters, and Drainlayers Act 2006
Privacy Act 1993
Prostitution Reform Act 2003
Public Works Act 1981
Queen Elizabeth the Second National Trust Act 1977
Radiation Protection Act 1965
Reserves Act 1977
Resource Management Act 1991
Sale and Supply of Alcohol Act 2012
Soil Conservation and Rivers Control Act 1941
Te Ture Whenua Maori Act 1993
Telecommunications Act 2001
Treaty of Waitangi Act 1975
Trespass Act 1980
Trustee Act 1956
Unit Titles Act 2010
Waste Minimisation Act 2008
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies
Waikato District Plan (including Franklin Section)

REPORTING TO Building Review Team Leader

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- I Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 and Section 232 of the Building Act 2004 to carry out the following functions of the Council, under the Building Act 2004:
 - (a) The power and duty to compile and issue notices and memoranda, and provide advice in accordance with sections 31 to 39

- (b) The power and duty under Section 34 to issue a project information memorandum;
 - (c) The power and duty under Section 51(1) to issue a building consent;
 - (d) The power under Section 52 to confirm the lapse of a building consent.
 - (e) The power under section 71 and 72 of the Building Act to refuse or issue a Building Consent in relation to natural hazards.
 - (f) The power to issue a notification in accordance with section 73 of the Building Act 2004.
 - (g) The power to issue a certificate in accordance with section 75-76 of the Building Act 2004.
 - (h) The power to withhold granting of a building consent in accordance with section 77 of the Building Act 2004.
- 2 Pursuant to Section 10 of the RMA the power to make a recommendation that existing use rights apply to works proposed in a building consent application.
 - 3 Pursuant to Section 176A of the RMA the power to make a recommendation to waive the requirement for an outline plan of works for works proposed in a building consent application.
 - 4 Pursuant to Section 87BA of the RMA the power to determine that a boundary activity that meets the requirements of the RMA is a permitted activity.
 - 5 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to provide advice to the Council, other staff, and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the District Plan and the Resource Management Act 1991 (RMA).
- 2 Authority to provide advice to the Council, other staff, and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the Council's Development Contributions Policy and the Local Government Act 2002 (LGA).

PERSONNEL DELEGATIONS

Nil

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Atomic Energy Act 1945
Building Act 2004
Climate Change Response Act 2002
Conservation Act 1987
Corrections Act 2004
Criminal Justice Act 1985
Disabled Persons Community Welfare Act 1975
Employment Relations Act 2000
Environmental Protection Authority Act 2011
Fair Trading Act 1986
Fire and Emergency Act 2017
Forest and Rural Fires Act 1977
Hauraki Gulf Marine Park Act 2000
Hazardous Substances and New Organisms Act 1996
Health Act 1956
Health and Safety at Work Act 2015
Historic Places Act 1993
Land Drainage Act 1908
Land Transfer Act 1952
Local Electoral Act 2001
Local Government Act 1974
Local Government Act 2002
Local Government Official Information and Meetings Act 1987
Major Events Management Act 2007
Marine and Coastal Area (Takutai Moana) Act 2011
Ombudsmen Act 1975
Plumbers, Gasfitters, and Drainlayers Act 2006
Privacy Act 1993
Prostitution Reform Act 2003
Public Works Act 1981
Queen Elizabeth the Second National Trust Act 1977
Radiation Protection Act 1965
Reserves Act 1977
Resource Management Act 1991
Sale and Supply of Liquor Act 2012
Soil Conservation and Rivers Control Act 1941
Te Ture Whenua Maori Act 1993
Telecommunications Act 2001
Treaty of Waitangi Act 1975
Trespass Act 1980
Trustee Act 1956
Unit Titles Act 2010
Waste Minimisation Act 2008
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies
Waikato District Plan (including Franklin Section)

REPORTING TO General Manager Customer Support

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS

- 1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers or duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 By delegation from the Chief Executive pursuant to Section 82B of the Hazardous Substances and New Organisms Act 1996, authority to search the register of test certificates kept under Section 82A of the Hazardous Substances and New Organisms Act 1996 for the purposes specified in Section 82A(4) of the Act.
- 3 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

Resource Management

- 1 Pursuant to Section 34A of the Resource Management Act 1991 authority to carry out and undertake all of the Council's functions, powers or duties under that Act other than:
 - (a) the approval of a proposed policy statement or plan under clause 17 of Schedule 1 or any change to a proposed policy statement or plan;
 - (b) the making of a recommendation on a requirement for a Designation or Heritage Order under Part VIII which has been notified in accordance with Section 95A to 95F of the Resource Management Act 1991;
 - (c) the granting of a notified Resource Consent to which submissions in opposition have been received;
 - (d) the transfer of any one or more of the local authority's functions, powers or duties pursuant to Section 33 of the Resource Management Act 1991;
 - (e) the fixing of any fees or charges in accordance with Section 36 of the Resource Management Act 1991;
 - (f) this power of delegation;
 - (g) A decision on an objection recommended to be dismissed under section 357 of the RMA.

but including, in accordance with Section 34A(5) the power to do anything prior to any final decision on any of the matters referred to above and subject to their nevertheless having the right to refer any delegation to the Council for decision.

OPERATIONAL DELEGATIONS

- 1 Authority to provide advice to the Council, other staff, any statutory external authority/Committee or Court and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the District Plan and the Resource Management Act 1991 (RMA).
- 2 To reach agreement with any party on a matter before the Environment Court.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.

- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Consents Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Consents Team Leaders x3
 - (b) Land Development Engineering Team Leader
 - (c) Consents Administration Team Leader
 - (d) Principal Planner

FINANCIAL DELEGATIONS

Operational – Category C, Fifty Thousand Dollars (\$50,000) in accordance with approved budgets and Council procedures, and for materials and services for the Consents Team.

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Atomic Energy Act 1945
Building Act 2004
Climate Change Response Act 2002
Conservation Act 1987
Corrections Act 2004
Criminal Justice Act 1985
Disabled Persons Community Welfare Act 1975
Employment Relations Act 2000
Environmental Protection Authority Act 2011
Fair Trading Act 1986
Fire and Emergency Act 2017
Forest and Rural Fires Act 1977
Hauraki Gulf Marine Park Act 2000
Hazardous Substances and New Organisms Act 1996
Health Act 1956
Health and Safety at Work Act 2015
Historic Places Act 1993
Land Drainage Act 1908
Land Transfer Act 1952
Local Electoral Act 2001
Local Government Act 1974
Local Government Act 2002
Local Government Official Information and Meetings Act 1987
Major Events Management Act 2007

Marine and Coastal Area (Takutai Moana) Act 2011
Ombudsmen Act 1975
Plumbers, Gasfitters, and Drainlayers Act 2006
Privacy Act 1993
Prostitution Reform Act 2003
Public Works Act 1981
Queen Elizabeth the Second National Trust Act 1977
Radiation Protection Act 1965
Reserves Act 1977
Resource Management Act 1991
Sale and Supply of Alcohol Act 2012
Soil Conservation and Rivers Control Act 1941
Te Ture Whenua Maori Act 1993
Telecommunications Act 2001
Treaty of Waitangi Act 1975
Trespass Act 1980
Trustee Act 1956
Unit Titles Act 2010
Waste Minimisation Act 2008
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies
Waikato District Plan (including Franklin Section)

REPORTING TO Consents Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS

- 1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers or duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to sign certificates pursuant to Section 32(2)(a) of the Unit Titles Act 2010
- 3 Authority to decide applications pursuant to section 348 of the Local Government Act 2002
- 4 Authority to decide revocation of s75-83 amalgamations under section 83 of the Building Act 2004
- 5 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.
- 6 Pursuant to Section 34A of the Resource Management Act 1991 authority to carry out and undertake all of the Council's functions, powers or duties under that Act other than:
 - (a) the approval of a proposed policy statement or plan under clause 17 of Schedule 1 or any change to a proposed policy statement or plan;
 - (b) the making of a recommendation on a requirement for a Designation or Heritage Order under Part VIII which has been notified in accordance with Section 95A to 95F of the Resource Management Act 1991;
 - (c) the granting of a notified Resource Consent to which submissions in opposition have been received;
 - (d) the transfer of any one or more of the local authority's functions, powers or duties pursuant to Section 33 of the Resource Management Act 1991;
 - (e) the fixing of any fees or charges in accordance with Section 36 of the Resource Management Act 1991;
 - (f) this power of delegation;
 - (g) A decision on an objection recommended to be dismissed under section 357 of the RMA.

but including, in accordance with Section 34A(5) the power to do anything prior to any final decision on any of the matters referred to above and subject to their nevertheless having the right to refer any delegation to the Council for decision.

OPERATIONAL DELEGATIONS

- 1 Authority to provide advice to the Council, other staff, any statutory external authority/Committee or Court and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the District Plan and the Resource Management Act 1991 (RMA).
- 2 To prepare reports pursuant to Section 42A of the RMA.
- 3 To authorise the performance of all administrative functions relating to notification and hearing of resource consent applications according to the requirements of the

- 4 To reach agreement with any party on a matter before the Environment Court.

FINANCIAL DELEGATIONS

Operation – Category B – Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for materials and services for the Consents Team.

CONSENTS TEAM LEADERS**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Atomic Energy Act 1945
 Building Act 2004
 Climate Change Response Act 2002
 Conservation Act 1987
 Corrections Act 2004
 Criminal Justice Act 1985
 Disabled Persons Community Welfare Act 1975
 Employment Relations Act 2000
 Environmental Protection Authority Act 2011
 Fair Trading Act 1986
 Fire and Emergency Act 2017
 Forest and Rural Fires Act 1977
 Hauraki Gulf Marine Park Act 2000
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Drainage Act 1908
 Land Transfer Act 1952
 Local Electoral Act 2001
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Major Events Management Act 2007

Marine and Coastal Area (Takutai Moana) Act 2011
 Ombudsmen Act 1975
 Plumbers, Gasfitters, and Drainlayers Act 2006
 Privacy Act 1993
 Prostitution Reform Act 2003
 Public Works Act 1981
 Queen Elizabeth the Second National Trust Act 1977
 Radiation Protection Act 1965
 Reserves Act 1977
 Resource Management Act 1991
 Sale and Supply of Alcohol Act 2012
 Soil Conservation and Rivers Control Act 1941
 Te Ture Whenua Maori Act 1993
 Telecommunications Act 2001
 Treaty of Waitangi Act 1975
 Trespass Act 1980
 Trustee Act 1956
 Unit Titles Act 2010
 Waste Minimisation Act 2008
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Consents Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS

- 1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers or duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to sign certificates pursuant to Section 32(2)(a) of the Unit Titles Act 2010
- 3 Authority to decide applications pursuant to section 348 of the Local Government Act 2002
- 4 Authority to decide revocation of s75-83 amalgamations under section 83 of the Building Act 2004
- 5 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.
- 6 Pursuant to Section 34A of the Resource Management Act 1991 authority to carry out and undertake all of the Council's functions, powers or duties under that Act other than:
 - (a) the approval of a proposed policy statement or plan under clause 17 of Schedule 1 or any change to a proposed policy statement or plan;
 - (b) the making of a recommendation on a requirement for a Designation or Heritage Order under Part VIII which has been notified in accordance with Section 95A to 95F of the Resource Management Act 1991;
 - (c) the granting of a notified Resource Consent to which submissions in opposition have been received;
 - (d) the transfer of any one or more of the local authority's functions, powers or duties pursuant to Section 33 of the Resource Management Act 1991;
 - (e) the fixing of any fees or charges in accordance with Section 36 of the Resource Management Act 1991;
 - (f) this power of delegation;
 - (g) The authority to reach agreement with any party in regards to an environment court appeal
 - (h) A decision on an objection recommended to be dismissed under section 357 of the RMA.

but including, in accordance with Section 34A(5) the power to do anything prior to any final decision on any of the matters referred to above and subject to their nevertheless having the right to refer any delegation to the Council for decision.

OPERATIONAL DELEGATIONS

- 1 Authority to provide advice to the Council, other staff, any statutory external authority/Committee or Court and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the District Plan and the Resource Management Act 1991 (RMA).
- 2 To prepare reports pursuant to Section 42A of the RMA.

- 3 To authorise the performance of all administrative functions relating to notification and hearing of resource consent applications according to the requirements of the RMA.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of WDC this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Councils policies and procedures
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Consent Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Senior Planner
 - (b) Intermediate Planner
 - (c) Planner
 - (d) Consents Technical Planner

FINANCIAL DELEGATIONS

Operation – Category B – Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for materials and services for the Consents Team.

SENIOR PLANNER/INTERMEDIATE PLANNER/PLANNER CONSENTS TECHNICAL PLANNER

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LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Atomic Energy Act 1945
Building Act 2004
Climate Change Response Act 2002
Conservation Act 1987
Corrections Act 2004
Criminal Justice Act 1985
Disabled Persons Community Welfare Act 1975
Environmental Protection Authority Act 2011
Fair Trading Act 1986
Fire and Emergency Act 2017
Forest and Rural Fires Act 1977
Hauraki Gulf Marine Park Act 2000
Hazardous Substances and New Organisms Act 1996
Health Act 1956
Health and Safety at Work Act 2015
Historic Places Act 1993
Land Drainage Act 1908
Land Transfer Act 1952
Local Electoral Act 2001
Local Government Act 1974
Local Government Act 2002
Local Government Official Information and Meetings Act 1987
Major Events Management Act 2007

Marine and Coastal Area (Takutai Moana) Act 2011
Ombudsmen Act 1975
Plumbers, Gasfitters, and Drainlayers Act 2006
Privacy Act 1993
Prostitution Reform Act 2003
Public Works Act 1981
Queen Elizabeth the Second National Trust Act 1977
Radiation Protection Act 1965
Reserves Act 1977
Resource Management Act 1991
Sale and Supply of Alcohol Act 2012
Soil Conservation and Rivers Control Act 1941
Te Ture Whenua Maori Act 1993
Telecommunications Act 2001
Treaty of Waitangi Act 1975
Trespass Act 1980
Trustee Act 1956
Unit Titles Act 2010
Waste Minimisation Act 2008
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies
Waikato District Plan (including Franklin Section)

REPORTING TO Consents Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS

- 1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

- 2 Authority to carry out all or any of the functions, powers or duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.
- 3 Authority to make recommendations pursuant to section 348 of the Local Government Act 2002
- 4 Pursuant to Section 34A of the Resource Management Act 1991 authority to carry out and undertake all of the Council's functions, powers or duties under that Act other than:
 - (a) the approval of a proposed policy statement or plan under clause 17 of Schedule 1 or any change to a proposed policy statement or plan;
 - (b) the making of a recommendation on a requirement for a Designation or Heritage Order under Part VIII which has been notified in accordance with Section 95A to 95F of the Resource Management Act 1991;
 - (c) Authority to decide under Sections 95 to 95E whether or not an application made under the RMA 1991 shall be notified or not.
 - (d) the transfer of any one or more of the local authority's functions, powers or duties pursuant to Section 33 of the Resource Management Act 1991;
 - (e) the fixing of any fees or charges in accordance with Section 36 of the Resource Management Act 1991;
 - (f) this power of delegation;
 - (g) The authority to reach agreement with any party in regards to an environment court appeal
 - (h) The function, power and discretion under section 36AA to provide a discount on an administrative charge imposed under section 36;
 - (i) Authority pursuant to Section 100A to appoint, upon request from applicants or submitters, independent hearing commissioners and, pursuant to Section 34A, the power to delegate to commissioners the function, power and duty to hear and make a decision on applications made to the council, when it receives requests pursuant to Section 100A.
 - (j) Authority to sign certificates pursuant to Sections 222, 223, 224c, 224f, 226(1)(e), 234(7), 239(2), 240(1)(b), 240(5), 241(4)(b), 243f(ii) of the Resource Management Act 1991.
 - (k) Authority to decide on Objections under Sections 357C and 357D of the Resource Management Act 1991
 - (l) Authority to sign Covenants or Consent Notices, or cancellation/variations of Covenants or Consent Notices pursuant to Section 240(3), 240(4), and 221 of the Resource Management Act 1991.
 - (m) Authority to sign Covenants for Land Use Consents pursuant to Section 108(2)(d) and 109 of the Resource Management Act 1991;
 - (n) Authority to sign Variation or cancellation of the Covenants pursuant to Section 108(7) of the Resource Management Act 1991;
 - (o) Authority to sign Bonds for Resource Consents including the variation or cancellation of such Bonds pursuant to Sections 108A and 109 of the Resource Management Act 1991;

- (p) Authority to sign In relation to esplanade strips and access strips – to instruments pursuant to Section 232, to agreements pursuant to Section 235, access strip agreements pursuant to Section 237B of the Resource Management Act 1991;
- (q) Authority to sign Withdrawal of Caveats or granting consent to deal with property subject to Caveats which have arisen out of matters under the Resource Management Act 1991 or preceding legislation;
- (r) Authority to sign Easements required in connection with subdivision consents (including the variation and cancellation of such easements) pursuant to Section 243 of the Resource Management Act 1991.
- (s) Authority to determine forfeiture of bonds (partial or total).
- (t) Authority to sign on the Council's behalf the release of bonds and the waiver of conditions of a bond.
- (u) The authority to decide on direct referral under section 87 of the RMA
- (v) The authority to cancel a resource consent under section 126 of the RMA

OPERATIONAL DELEGATIONS

- 1 Authority to provide advice to the Council, other staff, any statutory external authority/Committee or Court and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the District Plan and the Resource Management Act 1991 (RMA).
- 2 Authority to provide advice to the Council, other staff, and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the Council's Development Contributions Policy and the Local Government Act 2002 (LGA).

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

DEVELOPMENT ENGINEERING TEAM LEADER**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Atomic Energy Act 1945
 Building Act 2004
 Climate Change Response Act 2002
 Conservation Act 1987
 Corrections Act 2004
 Criminal Justice Act 1985
 Disabled Persons Community Welfare Act 1975
 Employment Relations Act 2000
 Environmental Protection Authority Act 2011
 Fair Trading Act 1986
 Fire and Emergency Act 2017
 Forest and Rural Fires Act 1977
 Hauraki Gulf Marine Park Act 2000
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Drainage Act 1908
 Land Transfer Act 1952
 Local Electoral Act 2001
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Major Events Management Act 2007

Marine and Coastal Area (Takutai Moana) Act 2011
 Ombudsmen Act 1975
 Plumbers, Gasfitters, and Drainlayers Act 2006
 Privacy Act 1993
 Prostitution Reform Act 2003
 Public Works Act 1981
 Queen Elizabeth the Second National Trust Act 1977
 Radiation Protection Act 1965
 Reserves Act 1977
 Resource Management Act 1991
 Sale and Supply of Alcohol Act 2012
 Soil Conservation and Rivers Control Act 1941
 Te Ture Whenua Maori Act 1993
 Telecommunications Act 2001
 Treaty of Waitangi Act 1975
 Trespass Act 1980
 Trustee Act 1956
 Unit Titles Act 2010
 Waste Minimisation Act 2008
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Consents Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS

- 1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers or duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Pursuant to Section 34A of the Resource Management Act 1991 to carry out and undertake the following functions, powers, duties or discretions or under that Act:
 - (a) The power under Section 109(3) to enter on land to ascertain whether work subject to a bond has been completed;
- 3 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to provide advice to the Council, other staff, any statutory external authority/Committee or Court and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the District Plan, Hamilton Infrastructure (HIITS) and the Resource Management Act 1991 (RMA).
- 2 To make recommendations to the Consents Team Leader whether or not to sign certificates pursuant to Sections 222, 223, 224c, 224f, 226(1)(e), 239(2), 240(1)(b), 240(5), 241(4)(b), 243f(ii) of the Resource Management Act 1991.
- 3 To make recommendations to the Consents Team Leader under Sections 357C and 357D with respect to objections which are upheld.

PERSONNEL DELEGATIONS

- 1 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 2 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 3 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Development Engineer Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 4 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Senior Land Development Engineer
 - (b) Intermediate Land Development Engineer
 - (c) Land Development Engineer

FINANCIAL DELEGATIONS

Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for works, materials, plant hire, labour, consultants.

**SENIOR LAND DEVELOPMENT ENGINEER
INTERMEDIATE LAND DEVELOPMENT ENGINEER
LAND DEVELOPMENT ENGINEER**

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Atomic Energy Act 1945	Marine and Coastal Area (Takutai Moana) Act 2011
Building Act 2004	Ombudsmen Act 1975
Climate Change Response Act 2002	Plumbers, Gasfitters, and Drainlayers Act 2006
Conservation Act 1987	Privacy Act 1993
Corrections Act 2004	Prostitution Reform Act 2003
Criminal Justice Act 1985	Public Works Act 1981
Disabled Persons Community Welfare Act 1975	Queen Elizabeth the Second National Trust Act 1977
Environmental Protection Authority Act 2011	Radiation Protection Act 1965
Fair Trading Act 1986	Reserves Act 1977
Fire and Emergency Act 2017	Resource Management Act 1991
Forest and Rural Fires Act 1977	Sale and Supply of Alcohol Act 2012
Hauraki Gulf Marine Park Act 2000	Soil Conservation and Rivers Control Act 1941
Hazardous Substances and New Organisms Act 1996	Te Ture Whenua Maori Act 1993
Health Act 1956	Telecommunications Act 2001
Health and Safety at Work Act 2015	Treaty of Waitangi Act 1975
Historic Places Act 1993	Trespass Act 1980
Land Drainage Act 1908	Trustee Act 1956
Land Transfer Act 1952	Unit Titles Act 2010
Local Electoral Act 2001	Waste Minimisation Act 2008
Local Government Act 1974	Franklin District Council Bylaws administered by Waikato District Council
Local Government Act 2002	Waikato District Council Bylaws
Local Government Official Information and Meetings Act 1987	Waikato District Council Policies
Major Events Management Act 2007	Waikato District Plan (including Franklin Section)

REPORTING TO Land Development Engineering Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS

- 1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

- 2 Authority to carry out all or any of the functions, powers or duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 The power under Section 109(3) of the Resource Management Act 1991 to enter on land under section 171 of the Local Government Act 2002, to ascertain whether work subject to a bond has been completed.
- 3 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to provide advice to the Council, other staff, any statutory external authority/Committee or Court and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the District Plan and the Resource Management Act 1991.
- 2 Authority to provide advice to the Council, other staff, and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under Council's Policies and the Local Government Act 2002 (LGA).

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

CONSENTS ADMINISTRATION TEAM LEADER

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LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Atomic Energy Act 1945
Building Act 2004
Climate Change Response Act 2002
Conservation Act 1987
Copyright Act 1994
Corrections Act 2004
Criminal Justice Act 1985
Disabled Persons Community Welfare Act 1975
Employment Relations Act 2000
Environmental Protection Authority Act 2011
Fair Trading Act 1986
Fire and Emergency Act 2017
Forest and Rural Fires Act 1977
Hauraki Gulf Marine Park Act 2000
Hazardous Substances and New Organisms Act 1996
Health Act 1956
Health and Safety at Work Act 2015
Historic Places Act 1993
Land Drainage Act 1908
Land Transfer Act 1952
Local Electoral Act 2001
Local Government Act 1974
Local Government Act 2002
Local Government Official Information and Meetings Act 1987

Major Events Management Act 2007
Marine and Coastal Area (Takutai Moana) Act 2011
Ombudsmen Act 1975
Plumbers, Gasfitters, and Drainlayers Act 2006
Privacy Act 1993
Prostitution Reform Act 2003
Public Works Act 1981
Queen Elizabeth the Second National Trust Act 1977
Radiation Protection Act 1965
Reserves Act 1977
Resource Management Act 1991
Sale and Supply of Liquor Act 2012
Soil Conservation and Rivers Control Act 1941
Te Ture Whenua Maori Act 1993
Telecommunications Act 2001
Treaty of Waitangi Act 1975
Trespass Act 1980
Trustee Act 1956
Unit Titles Act 2010
Waste Minimisation Act 2008
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies
Waikato District Plan (including Franklin Section)

REPORTING TO Consents Manager

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Pursuant to section 34A of the Resource Management Act 1991 to carry out and undertake the following functions and duties under that Act:
 - (a) The administrative functions relating to notification of resource consents under Sections 95A, B and C, and of notices of requirement for designations and heritage orders under Sections 169 and 190;
 - (b) The duty under Section 98 to provide the applicant with a list of all submissions received by the Council;
 - (c) The duty under Section 42A to provide a copy of the hearing report to the applicant, and to every person who made a submission and stated a wish to be heard at the hearing;
 - (d) The administrative functions relating to hearings (Section 101) and decisions (Sections 113, 114, 115)
 - (e) The power under Section 88 to determine that an application is incomplete and the functions powers and discretions under Sections 88A to 88E in making such determination;
 - (f) The function, power and discretion under section 36AA to provide a discount on an administrative charge imposed under section 36.
 - (g) Authority to decide under Sections 95 to 95E whether or not an application made under the RMA 1991 shall be notified or not.
 - (h) Authority to decide whether or not an application made under the RMA 1991 shall be granted/issued or not.
 - (i) Authority to sign certificates pursuant to Sections, 222, 225, 224, 224f, 226(1)(e), 234(7), 239(2), 240(1)(b), 240(5), 241(4)(b), 243(f)(i) of the RMA.
- 2 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.
- 3 Pursuant to the Local Government Official Information and Meetings Act 1987, the power and duty to compile and issue land information memoranda in accordance with section 44A(2) of that Act, and the discretion to decide, pursuant to section 44A(3), to provide in the memorandum such other information concerning the land as considered to be relevant.

OPERATIONAL DELEGATIONS

- 1 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 3 Authority to manage the collection of fees and charges for the Consents Team.
- 4 Authority to provide advice to the Council, other staff, and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the District Plan and the Resource Management Act 1991.
- 5 Authority to provide advice to the Council, other staff, and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the Council's Development Contributions Policy and the Local Government Act 2002 (LGA).

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Consents Administration Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Consents Administrators
 - (b) Senior Consents Administration Officer
 - (c) LIMS Officer
 - (d) Property Information Officer

FINANCIAL DELEGATIONS

Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for materials and services for the Consents Administration Team.

CONSENTS ADMINISTRATORS / SENIOR CONSENTS ADMINISTRATOR²²²

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Copyright Act 1994
Employment Relations Act 2000
Health Act 1956
Health and Safety at Work Act 2015
Historic Places Act 1993
Land Drainage Act 1908
Land Transfer Act 1952
Local Government Act 1974
Local Government Act 2002
Local Government Official Information and Meetings Act 1987

Privacy Act 1993
Rating Valuations Act 1998
Reserves Act 1977
Resource Management Act 1991
Sale and Supply of Alcohol Act 2012
Soil Conservation and Rivers Control Act 1941
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Plan (including Franklin Section)

REPORTING TO Consents Administration Team Leader

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Pursuant to section 34A of the Resource Management Act 1991 to carry out and undertake the following functions and duties under that Act:
 - (a) The power under Section 88 to determine that an application is incomplete and the functions powers and discretions under Sections 88A to 88E in making such determination;
 - (a) The administrative functions relating to notification of resource consents under Sections 95A, B and C, and of notices of requirement for designations and heritage orders under Sections 169 and 190;
 - (b) The duty under Section 98 to provide the applicant with a list of all submissions received by the Council;
 - (c) The duty under Section 42A to provide a copy of the hearing report to the applicant, and to every person who made a submission and stated a wish to be heard at the hearing;
 - (d) The administrative functions relating to hearings (Section 101) and decisions (Sections 113, 114, 115)
 - (e) The function, power and discretion under section 36AA to provide a discount on an administrative charge imposed under section 36.
- 2 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.
- 3 Pursuant to the Local Government Official Information and Meetings Act 1987, the power and duty to compile and issue land information memoranda in accordance with

section 44A(2) of that Act, and the discretion to decide, pursuant to section ²²³44A(3), to provide in the memorandum such other information concerning the land as considered to be relevant

OPERATIONAL DELEGATIONS

- 1 Authority to manage the collection of fees and charges for the Consents Team.
- 2 Authority to provide advice to the Council, other staff, and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the District Plan and the Resource Management Act 1991.
- 3 Authority to provide advice to the Council, other staff, and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the Council's Development Contributions Policy and the Local Government Act 2002 (LGA).

PERSONNEL DELEGATIONS Nil

FINANCIAL DELEGATIONS Nil

**LIMS OFFICER
PROPERTY INFORMATION OFFICER**

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
 Copyright Act 1994
 Health Act 1956
 Historic Places Act 1993
 Land Drainage Act 1908
 Land Transfer Act 1952
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987

Privacy Act 1993
 Rating Valuation Act 1998
 Reserves Act 1977
 Resource Management Act 1991
 Soil Conservation and Rivers Control Act 1941
 Weathertight Homes Resolution Services Act 2006
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Plan (including Franklin Section)

REPORTING TO Consents Administration Team Leader

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- I Pursuant to the Local Government Official Information and Meetings Act 1987, the power and duty to compile and issue land information memoranda in accordance with section 44A(2) of that Act, and the discretion to decide, pursuant to section 44A(3), to provide in the memorandum such other information concerning the land as considered to be relevant.

OPERATIONAL DELEGATIONS (Property Information Officer)

- I To have responsibility for Council files whilst they are being inspected by members of the public and, within the scope of the position, to answer questions pertaining to the contents.

PERSONNEL DELEGATIONS Nil

FINANCIAL DELEGATIONS Nil

DELEGATIONS TO EXTERNAL PLANNING CONSULTANTS – CUSTOMER SUPPORT

For the purposes of Section 34(7) of the Resource Management Act 1991, the following officers severally, who have been delegated authority to enter into contracts on behalf of the Council, are authorised to specify in any written contract for services which, if any, of the following delegations may be exercised by any of the external consultants listed in the LASS PSP:

- (a) General Manager, Customer Support
- (b) Consents Manager
- (c) Consents Team Leader
- (d) Land Development Engineering Team Leader

I Pursuant to Sections 34(7) and 34A(2) of the Resource Management Act 1991 authority is delegated to the external consultants listed in to carry out, exercise and undertake those of the following functions, powers and duties under the Act, as specified in a written contract with the Council:

- (a) Section 37: To recommend waivers and approve extensions of time limits;
- (b) Section 42A: To prepare reports and recommendations and present and speak to those reports before Council’s Regulatory Committee or Hearings Commissioners;
- (c) Section 88: To process applications made to the Council for resource consent;
- (d) Section 91: To recommend the deferral of the notification or hearing of an application if other resource consents are required;
- (e) Section 92: To issue requests for further information;
- (f) Sections 95 and 95A to G: To make recommendations on the notification of applications;
- (g) Section 99: To attend and participate on behalf of Council at pre-hearing meetings;
- (h) Section 125: To process extensions of time for consents;
- (i) Section 127: To process applications for the change or cancellation of consent conditions;
- (j) Section 128: To process the review of consent conditions;
- (k) Sections 168, 168A, 176A or 181: To process requirements for designations and outline plans;
- (l) Sections 189 and 189A: To process requirements for heritage orders;
- (m) Section 267: To participate in conferences on behalf of the Council as required by the Environment Court.

When requested to do so by an officer listed above, the delegate shall, before exercising the authority delegated under I above, consult with such Council officers, Members or Committees as he or she is requested to consult by that officer.

or specialist services through a preferred supplier not listed in the LASS PSP.

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
Burial & Cremation Act 1964
Citizenship Act 1977
Copyright Act 1994
Dog Control Act 1996
Electoral Act 1993
Employment Relations Act 2000
Forest and Rural Fires Act 1977
Health and Safety at Work Act 2015
Local Electoral Act 2001
Local Government Act 1974

Local Government Act 2002
Local Government Official Information and Meetings Act 1987
Privacy Act 1993
Rates Rebate Act 1973
Resource Management Act 1991
Unsolicited Electronic Messages Act 2007
Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
Waikato District Libraries Bylaw 2007
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies

REPORTING TO General Manager Customer Support

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 3 Authority to select and purchase publications for the District Libraries.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2002, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Customer Delivery Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Customer Delivery Team Leaders;
 - (b) Call Centre Team Leader
 - (c) Te Kauwhata, Huntly & Meremere Library Coordinators, Customer Quality Coordinator

FINANCIAL DELEGATIONS

Capital/Operational – Category C, Fifty Thousand Dollars (\$50,000) in accordance with approved budgets and Council procedures and for Library requirements, materials and services for the customer delivery operations.

CUSTOMER DELIVERY TEAM LEADER(S) (HUNTLY, TE KAUWAHTA, ²²⁸MEREMERE, NGARUAWAHIA, RAGLAN AND CALL CENTRE)

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
Burial & Cremation Act 1964
Citizenship Act 1977
Copyright Act 1994
Dog Control Act 1996
Electoral Act 1993
Employment Relations Act 2000
Forest and Rural Fires Act 1977
Health and Safety at Work Act 2015
Local Electoral Act 2001
Local Government Act 1974

Local Government Act 2002
Local Government Official Information and Meetings Act 1987
Privacy Act 1993
Rates Rebate Act 1973
Resource Management Act 1991
Unsolicited Electronic Messages Act 2007
Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
Waikato District Libraries Bylaw 2007
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies

REPORTING TO Customer Delivery Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002.

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.
- 2 Authority to exclude the public pursuant to the Public Libraries Bylaw 2007.

OPERATIONAL DELEGATIONS

- 1 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.

- 3 Authority to select and purchase publications for the District Libraries. (Team Leader Huntly)

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2002, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Customer Delivery Team Leader(s) (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Customer Quality Coordinator
 - (b) Customer Delivery Officers;
 - (c) Library Coordinator
 - (d) Cataloguing and Acquisitions Coordinator
 - (e) Customer Delivery Support Officers

FINANCIAL DELEGATIONS

Customer Delivery Team Leaders Huntly, Te Kauwhata, Meremere, Ngaruawahia, Raglan and Call Centre only. Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures.

GENERAL MANAGER SERVICE DELIVERY**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Building Act 2004
 Building (Pools) Amendment Act 2016
 Burial and Cremation Act 1964
 Cadastral Survey Act 2002
 Civil Defence Emergency Management Act 2002
 Climate Change Response Act 2002
 Construction Contracts Act 2002
 Employment Relations Act 2000
 Fire and Emergency Act 2017
 Government Roding Powers Act 1989
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Drainage Act 1908
 Land Transfer Act 1952
 Land Transport Act 1998
 Land Transport Management Act 2003
 Local Drainage Act 1908
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987

Marine and Coastal Area (Takutai Moana) Act 2011
 Privacy Act 1993
 Property Law Act 2007
 Public Bodies Leases Act 1969
 Public Transport Management Act 2008
 Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Sale and Supply of Alcohol Act 2012
 Standards Act 1988
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Utilities Access Act 2010
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Walking Access Act 2008
 Waste Minimisation Act 2008
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Chief Executive

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all or any of the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.

- 2 Authority to carry out and undertake all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991

DISCRETIONARY STATUTORY DELEGATIONS

1. Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
2. Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
3. Authority to exercise the Council's operational powers to construct works on or under private land or under a building pursuant to Section 181 of the Local Government Act 2002.
4. Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.
5. Authority to restrict water supply to a person's land or building pursuant to Section 193 of the Local Government Act 2002.
6. Authority to authorise consent to discharge trade waste into the Council's wastewater system pursuant to Section 196 of the Local Government Act 2002.
7. Authority to require conditions to be added to a subdivision plan in relation to issues of stormwater, water supply and wastewater pursuant to the Resource Management Act 1991 and the Council's District Plan.
8. Authority to close to the public any esplanade strip or access strip during periods of emergency or public risk likely to cause loss of life, injury, or serious damage to property pursuant to section 237(C) of the Resource Management Act 1991.
9. Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
10. Authority pursuant to the Land Drainage Act 1908 to carry out and undertake the Council's operational functions, powers or duties under the Act.
11. Authority to carry out and undertake the Council's powers under Parts 3 to 6 of the Property Law Act 2007.
12. Authority to carry out and undertake the Council's operational functions, powers or duties under the Parts 2 – 8 of the Public Works Act 1981.
13. Authority delegated by the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.
14. Authority to carry out and undertake operational functions, powers or duties under the Reserves Act 1977 other than matters which require the approval of the Minister
15. Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
16. Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.
17. Authority to exercise all the Council's roading (transport management) operational functions, powers and duties pursuant to Part 21 of the Local Government Act 1974.
18. Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).
19. Authority to exercise the Council's operational powers to construct and undertake works on or under private land and buildings pursuant to Section 181 of the Local Government Act 2002.

20. Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
21. Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
22. Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
23. Authority to require conditions to be added to a subdivision plan in relation to issues of transport management and associated infrastructure, water treatment and supply, wastewater treatment and disposal, and stormwater pursuant to the Resource Management Act 1991 and the Council's District Plan.
24. Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
25. Authority to authorise the undertaking of emergency works pursuant to Section 330 of the Resource Management Act 1991.
26. Authority to require an applicant for a consent or a requiring authority or a person requesting a private plan change to provide further information relating to the application or notice of requirement or plan change under section 92(1), section 190 and clause 23 of the First Schedule of the Resource Management Act 1991.
27. Authority delegated by the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.

OPERATIONAL DELEGATIONS

- 1 Authority to establish procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works or services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 5 In conjunction with the Communications, Marketing and Engagement Manager authority to liaise with the media on matters related to the activities of the Service Delivery Team.
- 6 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council.
Any legal proceedings instituted to recover any outstanding debt shall be approved by the Council.
- 7 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 8 Authority to initiate, conduct, compromise, and conclude any action at the District Court in respect of alleged offences against any Act or Bylaw of relevance to the Service Delivery Team, or in respect of the recovery of any related fees and charges and costs incurred by the Council, and service of notices.
- 9 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.
- 10 Authority to set and/or establish adopted engineering standards, procedures or guidelines for matters related to the provision of water supply, wastewater and stormwater services for the District.
- 11 Authority to undertake emergency works outside the current service delivery budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.

- 12 Authority to act as Engineer to the Contract or Principal's Representative, supervise or manage the Engineer to the Contract, or act as Engineer's representative to the Contract in contractual matters as required.
- 13 Authority to approve the erection of a boundary fence with a public reserve subject to budgets provided and within the guidelines of policy.
- 14 Authority to serve notice on individuals, property owners and/or occupiers for matters affecting the safety and convenience of infrastructure and road users, matters affecting the structural integrity of the infrastructure and road pavement matters affecting the integrity or use of Council services, such notice to be given in the terms and manner of the appropriate section and Act.
- 15 Authority to dispose of all surplus plant to Council's best advantage, in accordance with the Vehicle Replacement Policy.
- 16 Authority to submit a claim to the New Zealand Transport Agency or its successors for payment
- 17 Authority to negotiate the annual plan New Zealand Transport Agency Programme and its funding and submit monthly and annual claims against the accepted Land Transport Programme.
- 18 Authority to enter into any delegation agreements with the New Zealand Transport Agency (or its successors) or their agents as may be necessary to enable the Council to carry out its functions, duties, powers, liabilities and undertakings pursuant to Sections 62 and 63 of the Government Roading Powers Act 1989.
- 19 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 20 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 21 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 22 Authority to apply for a building consent for work to be undertaken on Council property.
 Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
- 23 Authority to approve subsidies of up to \$7,500 each for the installation of stock underpasses, subject to any application meeting the criteria of the Council's stock underpass policy and there being budgeted funds available and subject to the registering of an encumbrance upon the title of the subject property; and the discretion, in the later event of the property's being sold, to permit the continuance of the encumbrance or to require its discharge.
- 24 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.
- 25 Authority to approve the installation of a stock underpass in accordance with the Council's policy and Livestock Movement Bylaw 2011.
- 26 Authority to act on all matters under the Land Transport Rule: Traffic Control Devices 2004.

Management of Council Property

1. To negotiate and tender land for lease with third parties for a period not exceeding 10 years.
2. To negotiate a renewal of a Council lease where the lessee/tenant has abided by all the obligations and conditions. Decisions to decline the renewal of a Council lease where the lessee/tenant has not abided by terms and obligations of the lease must be referred to the Council.
3. To authorise the suspension of rental payments for a maximum of three months where the term of the lease is for a minimum period of six months.

4. To negotiate rent-free grazing leases on Council land but only if the costs of maintenance of the property exceeds the potential return.
5. To initiate and resolve rental and/or outgoing arrears if the arrears have been outstanding for over 2 months.
6. To terminate a lease for non-payment of rent or breach of lease condition and if necessary initiate legal proceedings in the Court, (including arbitration) for recovery of the arrears or termination of the lease and repossession of the property.
7. To undertake rent reviews in accordance with a lease which may include the instructing of a valuer, together with negotiating new rent.
8. To approve or decline the sub-leasing of Council property; together with the authority to approve or decline a sub-leasing arrangement that varies from the head-lease.
9. To approve or decline assignment of leases.
10. To approve or decline alterations to lessee/tenant owned buildings where the alterations may impact on Council owned land.
11. To approve or decline a lessee/tenant's request for alterations to Council owned buildings.
12. To terminate a grazing lease if the Council owned land is required for the purpose of Council activities.
13. To terminate a lease in consultation with the existing lessee/tenant.
14. Authority to negotiate to acquire land for the purpose of infrastructure construction or maintenance .
15. Authority to submit a resource consent application on behalf of the Council in relation to Council owned land or with respect to activities proposed to be undertaken by the Council together with the authority to sign land transfer title plans for subdivisions approved by the Council.
16. Authority to collect revenue and file annual returns with respect to mining licences.
17. Authority to approve the registration of a caveat on land not owned by the Council pursuant to Part 8 of the Land Transfer Act 1952.
18. To enter into contracts, and execution of the same, for the use and management of Council facilities and land together with the authority to renew such agreements.
19. Authority to collect rent and other outgoings in accordance with a Council lease agreement.
20. Authority to serve notices on lessees under sections 245 and 246 of the Property Law Act 2007, of Council's intention to cancel a lease for non-payment of rent or breach of covenant.
21. Authority to purchase and dispose of Council vehicles within the Council's policy and budget.

Court Procedures

- I To authorise the undertaking of any prosecution proceedings in the name of the Council or by any Council employee for breach of any Act, Regulation or Waikato District Bylaw or the Waikato or Franklin District Plans.

- 2 To authorise the taking or defending of proceedings in the Council's name and to appear on behalf of the Council in any Court or Tribunal in relation to any matter pertaining to the Service Delivery Team.

If this authority is exercised to take or defend any proceedings of any sort in the High Court, then a report of such proceedings shall be delivered to the Council at the next available Council meeting.

- 3 To delegate to any Council employee the authority to take all steps and do all things which may be necessary in connection with the taking or defending of the proceedings on behalf of the Council, either civil or criminal, or of any other sort, or to appear on behalf of the Council in any Court or Tribunal.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the General Manager Service Delivery (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Community Connections Manager
 - (b) Strategic Property Manager
 - (c) Community Projects Manager
 - (d) Waters Manager
 - (e) Personal Assistant
 - (f) Contracts and Partnering Manager
 - (g) Community Assets Manager/Team Leader
 - (h) Deputy General Manager

FINANCIAL DELEGATIONS

- 1 Capital/Operational – Category GM, Two Hundred and Fifty Thousand Dollars (\$250,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment)
- 2 No sums shall be knowingly committed over a single financial year which exceed 75% of the Long Term Plan budgeted sum for that significant activity

DEPUTY GENERAL MANAGER SERVICE DELIVERY

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004	Marine and Coastal Area (Takutai Moana) Act 2011
Building (Pools) Amendment Act 2016	Privacy Act 1993
Burial and Cremation Act 1964	Property Law Act 2007
Cadastral Survey Act 2002	Public Bodies Leases Act 1969
Civil Defence Emergency Management Act 2002	Public Transport Management Act 2008
Climate Change Response Act 2002	Public Works Act 1981
Construction Contracts Act 2002	Reserves Act 1977
Employment Relations Act 2000	Residential Tenancies Act 1986
Fire and Emergency Act 2017	Resource Management Act 1991
Government Roding Powers Act 1989	Sale and Supply of Alcohol Act 2012
Hazardous Substances and New Organisms Act 1996	Standards Act 1988
Health Act 1956	Te Ture Whenua Maori Act 1993
Health and Safety at Work Act 2015	Trespass Act 1980
Historic Places Act 1993	Utilities Access Act 2010
Land Drainage Act 1908	Waikato Raupatu Claims (Waikato River) Settlement Act 2010
Land Transfer Act 1952	Walking Access Act 2008
Land Transport Act 1998	Waste Minimisation Act 2008
Land Transport Management Act 2003	Franklin District Council Bylaws administered by Waikato District Council
Local Drainage Act 1908	Waikato District Council Bylaws
Local Government Act 1974	Waikato District Council Policies
Local Government Act 2002	Waikato District Plan (including Franklin Section)
Local Government Official Information and Meetings Act 1987	

REPORTING TO General Manager Service Delivery

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all or any of the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out and undertake all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 3 Authority to exercise the Council's operational powers to construct works on or under private land or under a building pursuant to Section 181 of the Local Government Act 2002.
- 4 Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.
- 5 Authority to restrict water supply to a person's land or building pursuant to Section 193 of the Local Government Act 2002.
- 6 Authority to authorise consent to discharge trade waste into the Council's wastewater system pursuant to Section 196 of the Local Government Act 2002.
- 7 Authority to require conditions to be added to a subdivision plan in relation to issues of stormwater, water supply and wastewater pursuant to the Resource Management Act 1991 and the Council's District Plan.
- 8 Authority to close to the public any esplanade strip or access strip during periods of emergency or public risk likely to cause loss of life, injury, or serious damage to property pursuant to section 237(C) of the Resource Management Act 1991.
- 9 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
- 10 Authority pursuant to the Land Drainage Act 1908 to carry out and undertake the Council's operational functions, powers or duties under the Act.
- 11 Authority to carry out and undertake the Council's powers under Parts 3 to 6 of the Property Law Act 2007.
- 12 Authority to carry out and undertake the Council's operational functions, powers or duties under the Parts 2 – 8 of the Public Works Act 1981.
- 13 Authority delegated by the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.
- 14 Authority to carry out and undertake operational functions, powers or duties under the Reserves Act 1977 other than matters which require the approval of the Minister
- 15 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
- 16 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.
- 17 Authority to exercise all the Council's roading (transport management) operational functions, powers and duties pursuant to Part 21 of the Local Government Act 1974.
- 18 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).

- 19 Authority to exercise the Council's operational powers to construct and undertake works on or under private land and buildings pursuant to Section 181 of the Local Government Act 2002.
- 20 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
- 21 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
- 22 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
- 23 Authority to require conditions to be added to a subdivision plan in relation to issues of transport management and associated infrastructure, water treatment and supply, wastewater treatment and disposal, and stormwater pursuant to the Resource Management Act 1991 and the Council's District Plan.
- 24 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
- 25 Authority to authorise the undertaking of emergency works pursuant to Section 330 of the Resource Management Act 1991.
- 26 Authority to require an applicant for a consent or a requiring authority or a person requesting a private plan change to provide further information relating to the application or notice of requirement or plan change under section 92(1), section 190 and clause 23 of the First Schedule of the Resource Management Act 1991.
- 27 Authority delegated by the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.

OPERATIONAL DELEGATIONS

- 1 Authority to establish procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works or services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 5 In conjunction with the Communications, Marketing and Engagement Manager authority to liaise with the media on matters related to the activities of the Service Delivery Team.
- 6 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council.
Any legal proceedings instituted to recover any outstanding debt shall be approved by the Council.
- 7 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 8 Authority to initiate, conduct, compromise, and conclude any action at the District Court in respect of alleged offences against any Act or Bylaw of relevance to the Service Delivery Team, or in respect of the recovery of any related fees and charges and costs incurred by the Council, and service of notices.
- 9 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.
- 10 Authority to set and/or establish adopted engineering standards, procedures or guidelines for matters related to the provision of water supply, wastewater and stormwater services for the District.

- 11 Authority to undertake emergency works outside the current service delivery budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 12 Authority to act as Engineer to the Contract or Principal's Representative, supervise or manage the Engineer to the Contract, or act as Engineer's representative to the Contract in contractual matters as required.
- 13 Authority to approve the erection of a boundary fence with a public reserve subject to budgets provided and within the guidelines of policy.
- 14 Authority to serve notice on individuals, property owners and/or occupiers for matters affecting the safety and convenience of infrastructure and road users, matters affecting the structural integrity of the infrastructure and road pavement matters affecting the integrity or use of Council services, such notice to be given in the terms and manner of the appropriate section and Act.
- 15 Authority to dispose of all surplus plant to Council's best advantage, in accordance with the Vehicle Replacement Policy.
- 16 Authority to submit a claim to the New Zealand Transport Agency or its successors for payment
- 17 Authority to negotiate the annual plan New Zealand Transport Agency Programme and its funding and submit monthly and annual claims against the accepted Land Transport Programme.
- 18 Authority to enter into any delegation agreements with the New Zealand Transport Agency (or its successors) or their agents as may be necessary to enable the Council to carry out its functions, duties, powers, liabilities and undertakings pursuant to Sections 62 and 63 of the Government Roading Powers Act 1989.
- 19 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 20 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 21 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 22 Authority to apply for a building consent for work to be undertaken on Council property.
Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
- 23 Authority to approve subsidies of up to \$7,500 each for the installation of stock underpasses, subject to any application meeting the criteria of the Council's stock underpass policy and there being budgeted funds available and subject to the registering of an encumbrance upon the title of the subject property; and the discretion, in the later event of the property's being sold, to permit the continuance of the encumbrance or to require its discharge.
- 24 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.
- 25 Authority to approve the installation of a stock underpass in accordance with the Council's policy and Livestock Movement Bylaw 2011.
- 26 Authority to act on all matters under the Land Transport Rule: Traffic Control Devices 2004.

Management of Council Property

1. To negotiate and tender land for lease with third parties for a period not exceeding 10 years.
2. To negotiate a renewal of a Council lease where the lessee/tenant has abided by all the obligations and conditions. Decisions to decline the renewal of a Council lease where the lessee/tenant has not abided by terms and obligations of the lease must be referred to the Council.

3. To authorise the suspension of rental payments for a maximum of three months where the term of the lease is for a minimum period of six months.
4. To negotiate rent-free grazing leases on Council land but only if the costs of maintenance of the property exceeds the potential return.
5. To initiate and resolve rental and/or outgoing arrears if the arrears have been outstanding for over 2 months.
6. To terminate a lease for non-payment of rent or breach of lease condition and if necessary initiate legal proceedings in the Court, (including arbitration) for recovery of the arrears or termination of the lease and repossession of the property.
7. To undertake rent reviews in accordance with a lease which may include the instructing of a valuer, together with negotiating new rent.
8. To approve or decline the sub-leasing of Council property; together with the authority to approve or decline a sub-leasing arrangement that varies from the head-lease.
9. To approve or decline assignment of leases.
10. To approve or decline alterations to lessee/tenant owned buildings where the alterations may impact on Council owned land.
11. To approve or decline a lessee/tenant's request for alterations to Council owned buildings.
12. To terminate a grazing lease if the Council owned land is required for the purpose of Council activities.
13. To terminate a lease in consultation with the existing lessee/tenant.
14. Authority to negotiate to acquire land for the purpose of infrastructure construction or maintenance .
15. Authority to submit a resource consent application on behalf of the Council in relation to Council owned land or with respect to activities proposed to be undertaken by the Council together with the authority to sign land transfer title plans for subdivisions approved by the Council.
16. Authority to collect revenue and file annual returns with respect to mining licences.
17. Authority to approve the registration of a caveat on land not owned by the Council pursuant to Part 8 of the Land Transfer Act 1952.
18. To enter into contracts, and execution of the same, for the use and management of Council facilities and land together with the authority to renew such agreements.
19. Authority to collect rent and other outgoings in accordance with a Council lease agreement.
20. Authority to serve notices on lessees under sections 245 and 246 of the Property Law Act 2007, of Council's intention to cancel a lease for non-payment of rent or breach of covenant.
21. Authority to purchase and dispose of Council vehicles within the Council's policy and budget.

Court Procedures

- I To authorise the undertaking of any prosecution proceedings in the name of the Council or by any Council employee for breach of any Act, Regulation or Waikato District Bylaw or the Waikato or Franklin District Plans.

- 2 To authorise the taking or defending of proceedings in the Council's name and to appear on behalf of the Council in any Court or Tribunal in relation to any matter pertaining to the Service Delivery Team.

If this authority is exercised to take or defend any proceedings of any sort in the High Court, then a report of such proceedings shall be delivered to the Council at the next available Council meeting.

- 3 To delegate to any Council employee the authority to take all steps and do all things which may be necessary in connection with the taking or defending of the proceedings on behalf of the Council, either civil or criminal, or of any other sort, or to appear on behalf of the Council in any Court or Tribunal.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the General Manager Service Delivery (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Northern Infrastructure Programme Manager
- 6 This officer is delegated all the functions, powers and duties delegated to those who report to this position when acting as General Manager:
 - (a) Northern Infrastructure Programme Manager
 - (b) Community Connections Manager
 - (c) Strategic Property Manager
 - (d) Contracts & Partnering Manager
 - (e) Waters Manager
 - (f) Personal Assistant
 - (g) Community Assets Manager/Team Leader

FINANCIAL DELEGATIONS

- 1 Capital/Operational – Category GM, Two Hundred and Fifty Thousand Dollars (\$250,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment
- 2 No sums shall be knowingly committed over a single financial year which exceed 75% of the Long Term Plan budgeted sum for that significant activity

COMMUNITY CONNECTIONS MANAGER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
 Building (Pools) Amendment Act 2016
 Burial & Cremation Act 1964
 Employment Relations Act 2000
 Hazardous Substances and New Organisms Act 1996
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Transfer Act 1952
 Local Government Act 2002
 Local Government Act 1974
 Marine and Coastal Area (Takutai Moana) Act 2011
 Property Law Act 2007

Public Bodies Leases Act 1969
 Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Sale and Supply of Alcohol Act 2012
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO General Manager Service Delivery

STATUTORY APPOINTMENT

- I An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

- I Authority to carry out and undertake all functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority delegated from the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.
- 2 Authority to carry out and undertake the Council's operational functions, powers and duties under Parts 2 – 8 of the Public Works Act 1981.
- 3 Authority to carry out and undertake the Council's powers under Part 3-6 of the Property Law Act 2007 in relation to Council owned property.
- 4 Authority to carry out and undertake the Council's operational functions, powers and duties under the Reserves Act 1977 other than matters which require the approval of the Minister of Conservation.
- 5 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.

OPERATIONAL DELEGATIONS

- 1 Authority to negotiate and tender land for lease with third parties for a period not exceeding 10 years.
- 2 Authority to negotiate a renewal of a Council lease where the lessee/tenant has abided by all the obligations and conditions. (A decision to decline the renewal of a Council lease where the lessee/tenant has not abided by terms and obligations of the lease must be referred to the Council.)
- 3 Authority to collect rent and other outgoings in accordance with a Council lease agreement.
- 4 Authority to authorise the suspension of rental payments for a maximum of three months where the term of the lease is for a minimum period of six months.
- 5 Authority to negotiate rent-free grazing licences on Council land but only if the costs of maintenance of the property exceed the potential return.
- 6 Authority to initiate and resolve rental and/or ongoing arrears if the arrears have been outstanding for over two months.
- 7 Authority to serve notices on lessees under sections 245 and 246 of the Property Law Act 2007, of Council's intention to cancel a lease for non-payment of rent or breach of covenant.
- 8 Authority to undertake rent reviews in accordance with a lease which may include the instructing of a valuer, together with negotiating new rent.
- 9 Authority to approve or decline the subleasing of Council property; together with the authority to approve or decline a subleasing arrangement that varies from the head-lease.
- 10 Authority to approve or decline an assignment of lease.
- 11 Authority to approve or decline alterations to lessee/tenant owned buildings where the alterations may impact on Council owned land.
- 12 Authority to approve or decline a lessee/tenant's request for alterations to Council owned buildings.
- 13 Authority to terminate a grazing licence if the Council owned land is required for the purpose of Council activities.
- 14 Authority to terminate a lease in consultation with the existing lessee/tenant.
- 15 Authority and power to act on Council's behalf as a landlord for the purposes of entering leased/tenanted land or buildings to carry out the landlord's rights and obligations under the lease.
- 16 Authority to negotiate sale and purchase agreements, subject to Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 17 Authority to apply for a resource consent in relation to Council owned land or with respect to activities proposed to be undertaken by the Council, together with the authority to sign land transfer title plans for subdivisions approved by the Council.
- 18 Authority to enter into contracts, and execution of the same, for the use and management of Council's facilities and land together with the authority to renew such agreements.
- 19 Authority to purchase and dispose of Council vehicles within the Council's policy and budget.
- 20 Authority to apply for a building consent for work to be undertaken on Council-owned property.

- 21 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 22 Authority to certify and authorise of progress payments in relation to contracts entered into by the Council.
- 23 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.
- 24 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council.
Any legal proceedings instituted to recover any outstanding debt shall be approved by the Council.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Communication Connections Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Open Spaces Team Leader
 - (b) Council Facilities Team Leader
 - (c) Community Venue and Events Team Leader
 - (d) Team Administrator

FINANCIAL DELEGATIONS

Capital/Operational – Category C, Fifty Thousand Dollars (\$50,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultants, building, furnishing and equipment, minor maintenance, property and land maintenance, legal search fees, professional services, plant and contracts.

ASSET ENGINEER (PARKS AND FACILITIES)**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004	Public Bodies Leases Act 1969
Building (Pools) Amendment Act 2016	Public Works Act 1981
Burial and Cremation Act 1964	Reserves Act 1977
Civil Defence Emergency Management Act 2002	Residential Tenancies Act 1986
Climate Change Response Act 2002	Resource Management Act 1991
Fire and Emergency Act 2017	Sale and Supply of Alcohol Act 2012
Hazardous Substances and New Organisms Act 1996	Standards Act 1988
Health Act 1956	Te Ture Whenua Maori Act 1993
Health and Safety at Work Act 2015	Trespass Act 1980
Historic Places Act 1993	Utilities Access Act 2010
Land Drainage Act 1908	Waikato Raupatu Claims (Waikato River) Settlement Act 2010
Land Transfer Act 1952	Walking Access Act 2008
Local Government Act 1974	Waste Minimisation Act 2008
Local Government Act 2002	Franklin District Council Bylaws administered by Waikato District Council
Local Government Official Information and Meetings Act 1987	Waikato District Council Bylaws
Marine and Coastal Area (Takutai Moana) Act 2011	Waikato District Council Policies
Privacy Act 1993	Waikato District Plan (including Franklin Section)
Property Law Act 2007	

REPORTING TO Asset Management Team Leader

STATUTORY APPOINTMENT

I An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

I Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to require conditions to be added to a subdivision plan in relation to issues of reserves pursuant to the Resource Management Act 1991 and the Council's District Plan.
- 2 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
- 3 Authority to carry out and undertake operational functions, powers or duties under the Reserves Act 1977 other than matters which require the approval of the Minister.
- 4 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to set and/or establish adopted engineering standards, procedures or guidelines for matters related to the provision of reserves for the District.
- 3 Authority to undertake emergency works outside the current Parks and Facilities budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 4 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan
- 5 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 6 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 7 Authority to act as Engineer Representative in contractual matters as required.
- 8 Authority to approve the erection of a boundary fence with a public reserve subject to budgets provided and within the guidelines of policy.
- 9 Authority to serve notice on individuals, property owners and/or occupiers for matters affecting the safety and convenience of infrastructure users, matters affecting the structural integrity of the infrastructure and matters affecting the integrity or use of Council services, such notice to be given in the terms and manner of the appropriate section and Act.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

RESERVES PLANNER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004	Public Bodies Leases Act 1969
Building (Pools) Amendment Act 2016	Public Works Act 1981
Burial and Cremation Act 1964	Reserves Act 1977
Civil Defence Emergency Management Act 2002	Residential Tenancies Act 1986
Climate Change Response Act 2002	Resource Management Act 1991
Fire and Emergency Act 2017	Sale and Supply of Alcohol Act 2012
Hazardous Substances and New Organisms Act 1996	Standards Act 1988
Health Act 1956	Te Ture Whenua Maori Act 1993
Health and Safety at Work Act 2015	Trespass Act 1980
Historic Places Act 1993	Utilities Access Act 2010
Land Drainage Act 1908	Waikato Raupatu Claims (Waikato River) Settlement Act 2010
Land Transfer Act 1952	Walking Access Act 2008
Local Government Act 1974	Waste Minimisation Act 2008
Local Government Act 2002	Franklin District Council Bylaws administered by Waikato District Council
Local Government Official Information and Meetings Act 1987	Waikato District Council Bylaws
Marine and Coastal Area (Takutai Moana) Act 2011	Waikato District Council Policies
Privacy Act 1993	Waikato District Plan (including Franklin Section)
Property Law Act 2007	

REPORTING TO Asset Management Team Leader

STATUTORY APPOINTMENT

I An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

I Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to require conditions to be added to a subdivision plan in relation to issues of reserves pursuant to the Resource Management Act 1991 and the Council's District Plan.
- 2 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
- 3 Authority to carry out and undertake operational functions, powers or duties under the Reserves Act 1977 other than matters which require the approval of the Minister.
- 4 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to set and/or establish adopted engineering standards, procedures or guidelines for matters related to the provision of reserves for the District.
- 3 Authority to undertake emergency works outside the current Parks and Facilities budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 4 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan
- 5 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 6 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 7
- 8 Authority to approve the erection of a boundary fence with a public reserve subject to budgets provided and within the guidelines of policy.
- 9 Authority to serve notice on individuals, property owners and/or occupiers for matters affecting the safety and convenience of infrastructure users, matters affecting the structural integrity of the infrastructure and matters affecting the integrity or use of Council services, such notice to be given in the terms and manner of the appropriate section and Act.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

ECOLOGICAL PLANNER**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Building Act 2004
 Building (Pools) Amendment Act 2016
 Burial and Cremation Act 1964
 Civil Defence Emergency Management Act 2002
 Climate Change Response Act 2002
 Employment Relations Act 2000
 Fire and Emergency Act 2017
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Drainage Act 1908
 Land Transfer Act 1952
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Marine and Coastal Area (Takutai Moana) Act 2011
 Privacy Act 1993

Property Law Act 2007
 Public Bodies Leases Act 1969
 Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Sale and Supply of Alcohol Act 2012
 Standards Act 1988
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Utilities Access Act 2010
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Walking Access Act 2008
 Waste Minimisation Act 2008
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Open Spaces Team Leader

STATUTORY APPOINTMENT

I An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

I Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

I Authority to require conditions to be added to a subdivision plan in relation to issues of reserves pursuant to the Resource Management Act 1991 and the Council's District Plan.

- 2 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
- 3 Authority to carry out and undertake operational functions, powers or duties under the Reserves Act 1977 other than matters which require the approval of the Minister.
- 4 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to set and/or establish adopted engineering standards, procedures or guidelines for matters related to the provision of reserves for the District.
- 3 Authority to undertake emergency works outside the current Parks and Facilities budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 4 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan
- 5 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 6 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 7 Authority to act as Engineer Representative in contractual matters as required.
- 8 Authority to approve the erection of a boundary fence with a public reserve subject to budgets provided and within the guidelines of policy.
- 9 Authority to serve notice on individuals, property owners and/or occupiers for matters affecting the safety and convenience of infrastructure users, matters affecting the structural integrity of the infrastructure and matters affecting the integrity or use of Council services, such notice to be given in the terms and manner of the appropriate section and Act.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures and for farm and reserve related expenses.

OPEN SPACES TEAM LEADER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004

Building (Pools) Amendment Act 2016

Burial & Cremation Act 1964

Employment Relations Act 2000

Fire and Emergency Act 2017

Hazardous Substances and New Organisms Act 1996

Health and Safety at Work Act 2015

Historic Places Act 1993

Land Transfer Act 1952

Local Government Act 2002

Local Government Act 1974

Marine and Coastal Area (Takutai Moana) Act 2011

Property Law Act 2007

Public Bodies Leases Act 1969

Public Works Act 1981

Reserves Act 1977

Residential Tenancies Act 1986

Resource Management Act 1991

Sale and Supply of Alcohol Act 2012

Te Ture Whenua Maori Act 1993

Trespass Act 1980

Waikato Raupatu Claims (Waikato River) Settlement Act 2010

Franklin District Council Bylaws administered by Waikato District Council

Waikato District Council Bylaws

Waikato District Council Policies

Waikato District Plan (including Franklin Section)

REPORTING TO

Community Connections Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 The Principal Rural Fire Officer pursuant to Section 13 of the Fire and Emergency Act 2017

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to exercise functions, powers and duties of the Principal Rural Fire Officer pursuant to the Fire and Emergency Act 2017.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority delegated from the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.
- 2 Authority to carry out and undertake the Council's operational functions, powers and duties under the Reserves Act 1977 other than matters which require the approval of the Minister of Conservation.

- 3 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.

OPERATIONAL DELEGATIONS

- 1 Authority to negotiate rent-free grazing licences on Council land but only if the costs of maintenance of the property exceed the potential return.
- 2 Authority to terminate a grazing licence if the Council owned land is required for the purpose of Council activities.
- 3 Authority to apply for a resource consent in relation to Council owned land or with respect to activities proposed to be undertaken by the Council, together with the authority to sign land transfer title plans for subdivisions approved by the Council.
- 4 Authority to apply for a building consent for work to be undertaken on Council-owned property.
- 5 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 6 Authority to certify and authorise of progress payments in relation to contracts entered into by the Council.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Open Spaces Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Maintenance and Contracts Officer(s)
 - (b) Technical Support Officer(s)
 - (c) Arborist/Maintenance and Contracts Officer
 - (d) Ecological Planner

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for reserves (materials, plant hire, labour, contract payments), building (minor maintenance) and plant (vehicle maintenance, cleaning materials).

MAINTENANCE AND CONTRACTS OFFICER(S)**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Building Act 2004
 Building (Pools) Amendment Act 2016
 Burial & Cremation Act 1964
 Hazardous Substances and New Organisms Act 1996
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Transfer Act 1952
 Local Government Act 2002
 Local Government Act 1974
 Marine and Coastal Area (Takutai Moana) Act 2011
 Property Law Act 2007
 Public Bodies Leases Act 1969

Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Sale and Supply of Alcohol Act 2012
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Open Spaces Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 A Litter Control Officer pursuant to Section 5 of the Litter Act 1979

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Enforcement Officer.
- 2 Authority pursuant to the Litter Act 1979 to carry out the functions, powers and duties of a Litter Control Officer.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to carry out and undertake the Council's operational functions, powers and duties under the Reserves Act 1977 other than matters which require the approval of the Minister of Conservation.
- 2 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.

OPERATIONAL DELEGATIONS

- 1 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures and for farm and reserve related expenses.

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
Building (Pools) Amendment Act 2016
Burial & Cremation Act 1964
Hazardous Substances and New Organisms Act 1996
Health and Safety at Work Act 2015
Historic Places Act 1993
Land Transfer Act 1952
Local Government Act 2002
Local Government Act 1974
Marine and Coastal Area (Takutai Moana) Act 2011
Property Law Act 2007
Public Bodies Leases Act 1969

Public Works Act 1981
Reserves Act 1977
Residential Tenancies Act 1986
Resource Management Act 1991
Sale and Supply of Alcohol Act 2012
Te Ture Whenua Maori Act 1993
Trespass Act 1980
Waikato Raupatu Claims (Waikato River) Settlement Act 2010
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies
Waikato District Plan (including Franklin Section)

REPORTING TO Open Spaces Team Leader

STATUTORY APPOINTMENT

- I An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

- I Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Enforcement Officer.

DISCRETIONARY STATUTORY DELEGATIONS

- I Authority to carry out and undertake the Council's operational functions, powers and duties under the Reserves Act 1977 other than matters which require the approval of the Minister of Conservation.
- 2 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.

OPERATIONAL DELEGATIONS

- I Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.

- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures and for farm and reserve related expenses.

TECHNICAL SUPPORT OFFICER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
 Building (Pools) Amendment Act 2016
 Burial & Cremation Act 1964
 Hazardous Substances and New Organisms Act 1996
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Transfer Act 1952
 Local Government Act 2002
 Local Government Act 1974
 Marine and Coastal Area (Takutai Moana) Act 2011
 Property Law Act 2007
 Public Bodies Leases Act 1969

Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Sale and Supply of Alcohol Act 2012
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Open Spaces Team Leader

STATUTORY APPOINTMENT

I An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

I Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Enforcement Officer.

DISCRETIONARY STATUTORY DELEGATIONS

- I Authority to carry out and undertake the Council's operational functions, powers and duties under the Reserves Act 1977 other than matters which require the approval of the Minister of Conservation.
- 2 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.

OPERATIONAL DELEGATIONS

- I Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.

- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures and for farm and reserve related expenses.

CEMETERY/HALLS OFFICER**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Building Act 2002
 Burial & Cremation Act 1964
 Health and Safety at Work Act 2015
 Local Government Act 2002
 Local Government Act 1974
 Public Works Act
 Reserves Act 1977

Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Community Venues and Events Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 171, 172 and 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Enforcement Officer.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to carry out and undertake the Council's operational functions, powers and duties under the Reserves Act 1977 other than matters which require the approval of the Minister of Conservation.
- 2 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.

OPERATIONAL DELEGATIONS

- 1 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures and for farm and reserve related expenses

COUNCIL FACILITIES TEAM LEADER**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Building Act 2004

Building (Pools) Amendment Act 2016

Employment Relations Act 2000

Hazardous Substances and New Organisms Act 1996

Health and Safety at Work Act 2015

Historic Places Act 1993

Land Transfer Act 1952

Local Government Act 2002

Local Government Act 1974

Property Law Act 2007

Public Bodies Leases Act 1969

Public Works Act 1981

Reserves Act 1977

Residential Tenancies Act 1986

Resource Management Act 1991

Te Ture Whenua Maori Act 1993

Trespass Act 1980

Waikato Raupatu Claims (Waikato River) Settlement Act 2010

Franklin District Council Bylaws administered by Waikato District Council

Waikato District Council Bylaws

Waikato District Council Policies

Waikato District Plan (including Franklin Section)

REPORTING TO

Community Connections Manager

STATUTORY APPOINTMENT

- I An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

- I Authority to carry out and undertake all functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority delegated from the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.
- 2 Authority to carry out and undertake the Council's operational functions, powers and duties under Parts 2 – 8 of the Public Works Act 1981.
- 3 Authority to carry out and undertake the Council's powers under Part 3-6 of the Property Law Act 2007 in relation to Council owned property.
- 4 Authority to carry out and undertake the Council's operational functions, powers and duties under the Reserves Act 1977 other than matters which require the approval of the Minister of Conservation.
- 5 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.

OPERATIONAL DELEGATIONS

- 1 Authority to apply for a resource consent in relation to Council owned land or with respect to activities proposed to be undertaken by the Council, together with the authority to sign land transfer title plans for subdivisions approved by the Council.
- 2 Authority to enter into contracts, and execution of the same, for the use and management of Council's facilities and land together with the authority to renew such agreements.
- 3 Authority to purchase and dispose of Council vehicles within the Council's policy and budget.
- 4 Authority to apply for a building consent for work to be undertaken on Council-owned property.
- 5 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 6 Authority to certify and authorise of progress payments in relation to contracts entered into by the Council.
- 7 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Council Facilities Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Facility Management Officer
 - (b) Facility Maintenance Officer
 - (c) Cafeteria Team Leader

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultants, building, furnishing and equipment, minor maintenance, property and land maintenance, legal search fees, professional services, plant and contracts.

COMMUNITY VENUES AND EVENTS TEAM LEADER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
 Building (Pools) Amendment Act 2016
 Burial & Cremation Act 1964
 Employment Relations Act 2000
 Fire and Emergency Act 2017
 Hazardous Substances and New Organisms Act 1996
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Transfer Act 1952
 Local Government Act 2002
 Local Government Act 1974
 Marine and Coastal Area (Takutai Moana) Act 2011
 Property Law Act 2007
 Public Bodies Leases Act 1969

Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Sale and Supply of Alcohol Act 2012
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Community Connections Manager

STATUTORY APPOINTMENT

- I An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

- I Authority to carry out and undertake all functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority delegated from the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.
- 2 Authority to carry out and undertake the Council's operational functions, powers and duties under the Reserves Act 1977 other than matters which require the approval of the Minister of Conservation.
- 3 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.

OPERATIONAL DELEGATIONS

- 1 Authority to apply for a resource consent in relation to Council owned land or with respect to activities proposed to be undertaken by the Council, together with the authority to sign land transfer title plans for subdivisions approved by the Council.
- 2 Authority to apply for a building consent for work to be undertaken on Council-owned property.
- 3 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4 Authority to certify and authorise of progress payments in relation to contracts entered into by the Council.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Community Venues and Events Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Cemeteries and Hall Officer
 - (b) Events Officer
 - (c) Gardener – Woodlands
 - (d) Papahua Holiday Park Manager

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for reserves (materials, plant hire, labour, contract payments), building (minor maintenance) and plant (vehicle maintenance, cleaning materials).

PAPAHUA HOLIDAY PARK MANAGER**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Building Act 2004
 Employment Relations Act 2000
 Health Act 1956
 Health and Safety at Work Act 2015
 Local Government Act 1974
 Local Government Act 2002
 Marine and Coastal Area (Takutai Moana) Act 2011
 Privacy Act 1993
 Reserves Act 1977
 Resource Management Act 1991

Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Walking Access Act 2008
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Community Venue and Events Team Leader

STATUTORY APPOINTMENT

1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 3 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
- 4 Authority to carry out and undertake operational functions, powers or duties under the Reserves Act 1977 other than matters which require the approval of the Minister
- 5 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980
- 6 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 3 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 4 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 5 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 6 Authority to approve the erection of a boundary fence with a public reserve subject to budgets provided and within the guidelines of policy.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Papahua Holiday Park Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Assistant Papahua Holiday Park Manager;
 - (b) Administration Manager Papahua Holiday Park.

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for goods and services relating to the operation of Papahua Holiday Park.

CAFETERIA TEAM LEADER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Employment Relations Act 2000
 FOOD HYGIENE REGULATIONS 1974
 Health Act 1956
 Health and Safety at Work Act 2015
 Privacy Act 1993

REPORTING TO COUNCIL FACILITIES TEAM LEADER

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

Nil

OPERATIONAL DELEGATIONS

1 Authority to issue purchase orders.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2002, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.

- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Cafeteria Team Leader Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Cafeteria Assistants.

FINANCIAL DELEGATIONS

Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures.

STRATEGIC PROPERTY MANAGER**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Building Act 2004
 Building (Pools) Amendment Act 2016
 Burial & Cremation Act 1964
 Hazardous Substances and New Organisms Act 1996
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Transfer Act 1952
 Local Government Act 2002
 Local Government Act 1974
 Marine and Coastal Area (Takutai Moana) Act 2011
 Property Law Act 2007
 Public Bodies Leases Act 1969

Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Sale and Supply of Alcohol Act 2012
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO General Manager Service Delivery

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority delegated from the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.
- 2 Authority to carry out and undertake the Council's operational functions, powers and duties under Parts 2 – 8 of the Public Works Act 1981.
- 3 Authority to carry out and undertake the Council's powers under Part 3-6 of the Property Law Act 2007 in relation to Council owned property.
- 4 Authority to carry out and undertake the Council's operational functions, powers and duties under the Reserves Act 1977 other than matters which require the approval of the Minister of Conservation.
- 5 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.

OPERATIONAL DELEGATIONS

- 1 Authority to negotiate and tender land for lease with third parties for a period not exceeding 10 years.
- 2 Authority to negotiate a renewal of a Council lease where the lessee/tenant has abided by all the obligations and conditions. (A decision to decline the renewal of a Council lease where the lessee/tenant has not abided by terms and obligations of the lease must be referred to the Council.)
- 3 Authority to collect rent and other outgoings in accordance with a Council lease agreement.
- 4 Authority to authorise the suspension of rental payments for a maximum of three months where the term of the lease is for a minimum period of six months.
- 5 Authority to negotiate rent-free grazing licences on Council land but only if the costs of maintenance of the property exceed the potential return.
- 6 Authority to initiate and resolve rental and/or ongoing arrears if the arrears have been outstanding for over two months.
- 7 Authority to serve notices on lessees under sections 245 and 246 of the Property Law Act 2007, of Council's intention to cancel a lease for non-payment of rent or breach of covenant.
- 8 Authority to undertake rent reviews in accordance with a lease which may include the instructing of a valuer, together with negotiating new rent.
- 9 Authority to approve or decline the subleasing of Council property; together with the authority to approve or decline a subleasing arrangement that varies from the head-lease.
- 10 Authority to approve or decline an assignment of lease.
- 11 Authority to approve or decline alterations to lessee/tenant owned buildings where the alterations may impact on Council owned land.
- 12 Authority to approve or decline a lessee/tenant's request for alterations to Council owned buildings.
- 13 Authority to terminate a grazing licence if the Council owned land is required for the purpose of Council activities.
- 14 Authority to terminate a lease in consultation with the existing lessee/tenant.
- 15 Authority and power to act on Council's behalf as a landlord for the purposes of entering leased/tenanted land or buildings to carry out the landlord's rights and obligations under the lease.
- 16 Authority to negotiate sale and purchase agreements, subject to Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 17 Authority to apply for a resource consent in relation to Council owned land or with respect to activities proposed to be undertaken by the Council.
- 18 Authority to enter into contracts, and execution of the same, for the use and management of Council's facilities and land together with the authority to renew such agreements.
- 19 Authority to apply for a building consent for work to be undertaken on Council-owned property.
- 20 Authority to sign documents on behalf of the Council for the removal of limitations on titles as owner of the land for which the limitation applies or owner of land adjoining.
- 21 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or

quotation.

- 22** Authority to certify and authorise of progress payments in relation to contracts entered into by the Council.

PERSONNEL DELEGATIONS

- 1** To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2** This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3** Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4** The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Strategic Property Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5** This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Senior Property Officer
 - (b) Property Officer
 - (c) Leasing Officer

FINANCIAL DELEGATIONS

Capital/Operational – Category C, Fifty Thousand Dollars (\$50,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultants, building, furnishing and equipment, minor maintenance, property and land maintenance, legal search fees, professional services, plant and contracts.

SENIOR PROPERTY OFFICER**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Building Act 2004
 Building (Pools) Amendment Act 2016
 Burial & Cremation Act 1964
 Hazardous Substances and New Organisms Act 1996
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Transfer Act 1952
 Local Government Act 2002
 Local Government Act 1974
 Marine and Coastal Area (Takutai Moana) Act 2011
 Property Law Act 2007
 Public Bodies Leases Act 1969

Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Sale and Supply of Alcohol Act 2012
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Strategic Property Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority delegated from the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.
- 2 Authority to carry out and undertake the Council's operational functions, powers and duties under Parts 2 – 8 of the Public Works Act 1981.
- 3 Authority to carry out and undertake the Council's powers under Part 3-6 of the Property Law Act 2007 in relation to Council owned property.
- 4 Authority to carry out and undertake the Council's operational functions, powers and duties under the Reserves Act 1977 other than matters which require the approval of the Minister of Conservation.
- 5 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.

OPERATIONAL DELEGATIONS

- 1 Authority to negotiate and tender land for lease with third parties for a period not exceeding 10 years.
- 2 Authority to negotiate a renewal of a Council lease where the lessee/tenant has abided by all the obligations and conditions. (A decision to decline the renewal of a Council lease where the lessee/tenant has not abided by terms and obligations of the lease must be referred to the Council.)
- 3 Authority to collect rent and other outgoings in accordance with a Council lease agreement.
- 4 Authority to authorise the suspension of rental payments for a maximum of three months where the term of the lease is for a minimum period of six months.
- 5 Authority to negotiate rent-free grazing licences on Council land but only if the costs of maintenance of the property exceed the potential return.
- 6 Authority to initiate and resolve rental and/or ongoing arrears if the arrears have been outstanding for over two months.
- 7 Authority to serve notices on lessees under sections 245 and 246 of the Property Law Act 2007, of Council's intention to cancel a lease for non-payment of rent or breach of covenant.
- 8 Authority to undertake rent reviews in accordance with a lease which may include the instructing of a valuer, together with negotiating new rent.
- 9 Authority to approve or decline the subleasing of Council property; together with the authority to approve or decline a subleasing arrangement that varies from the head-lease.
- 10 Authority to approve or decline an assignment of lease.
- 11 Authority to approve or decline alterations to lessee/tenant owned buildings where the alterations may impact on Council owned land.
- 12 Authority to approve or decline a lessee/tenant's request for alterations to Council owned buildings.
- 13 Authority to terminate a grazing licence if the Council owned land is required for the purpose of Council activities.
- 14 Authority to terminate a lease in consultation with the existing lessee/tenant.
- 15 Authority and power to act on Council's behalf as a landlord for the purposes of entering leased/tenanted land or buildings to carry out the landlord's rights and obligations under the lease.
- 16 Authority to negotiate sale and purchase agreements, subject to Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 17 Authority to apply for a resource consent in relation to Council owned land or with respect to activities proposed to be undertaken by the Council, together with the authority to sign land transfer title plans for subdivisions approved by the Council.
- 18 Authority to enter into contracts, and execution of the same, for the use and management of Council's facilities and land together with the authority to renew such agreements.
- 19 Authority to purchase and dispose of Council vehicles within the Council's policy and budget.
- 20 Authority to apply for a building consent for work to be undertaken on Council-owned property.
- 21 Authority to sign documents on behalf of the Council for the removal of limitations on titles as owner of the land for which the limitation applies or owner of land

adjoining.

- 22 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 23 Authority to certify and authorise of progress payments in relation to contracts entered into by the Council.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures and for property and land maintenance, legal, search fees, professional services and contracts.

PROPERTY OFFICER**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Building Act 2004
 Building (Pools) Amendment Act 2016
 Burial & Cremation Act 1964
 Hazardous Substances and New Organisms Act 1996
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Transfer Act 1952
 Local Government Act 2002
 Local Government Act 1974
 Marine and Coastal Area (Takutai Moana) Act 2011
 Property Law Act 2007
 Public Bodies Leases Act 1969

Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Sale and Supply of Alcohol Act 2012
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Strategic Property Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority delegated from the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.
- 2 Authority to carry out and undertake the Council's operational functions, powers and duties under Parts 2 – 8 of the Public Works Act 1981.
- 3 Authority to carry out and undertake the Council's powers under Part 3-6 of the Property Law Act 2007 in relation to Council owned property.
- 4 Authority to carry out and undertake the Council's operational functions, powers and duties under the Reserves Act 1977 other than matters which require the approval of the Minister of Conservation.
- 5 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.

OPERATIONAL DELEGATIONS

- 1 Authority to negotiate and tender land for lease with third parties for a period not exceeding 10 years.
- 2 Authority to negotiate a renewal of a Council lease where the lessee/tenant has abided by all the obligations and conditions. (A decision to decline the renewal of a Council lease where the lessee/tenant has not abided by terms and obligations of the lease must be referred to the Council.)
- 3 Authority to collect rent and other outgoings in accordance with a Council lease agreement.
- 4 Authority to authorise the suspension of rental payments for a maximum of three months where the term of the lease is for a minimum period of six months.
- 5 Authority to negotiate rent-free grazing licences on Council land but only if the costs of maintenance of the property exceed the potential return.
- 6 Authority to initiate and resolve rental and/or ongoing arrears if the arrears have been outstanding for over two months.
- 7 Authority to serve notices on lessees under sections 245 and 246 of the Property Law Act 2007, of Council's intention to cancel a lease for non-payment of rent or breach of covenant.
- 8 Authority to undertake rent reviews in accordance with a lease which may include the instructing of a valuer, together with negotiating new rent.
- 9 Authority to approve or decline the subleasing of Council property; together with the authority to approve or decline a subleasing arrangement that varies from the head-lease.
- 10 Authority to approve or decline an assignment of lease.
- 11 Authority to approve or decline alterations to lessee/tenant owned buildings where the alterations may impact on Council owned land.
- 12 Authority to approve or decline a lessee/tenant's request for alterations to Council owned buildings.
- 13 Authority to terminate a grazing licence if the Council owned land is required for the purpose of Council activities.
- 14 Authority to terminate a lease in consultation with the existing lessee/tenant.
- 15 Authority and power to act on Council's behalf as a landlord for the purposes of entering leased/tenanted land or buildings to carry out the landlord's rights and obligations under the lease.
- 16 Authority to negotiate sale and purchase agreements, subject to Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 17 Authority to apply for a resource consent in relation to Council owned land or with respect to activities proposed to be undertaken by the Council.
- 18 Authority to enter into contracts, and execution of the same, for the use and management of Council's facilities and land together with the authority to renew such agreements.
- 19 Authority to apply for a building consent for work to be undertaken on Council-owned property.
- 20 Authority to sign documents on behalf of the Council for the removal of limitations on titles as owner of the land for which the limitation applies or owner of land adjoining.
- 21 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or

quotation.

- 22** Authority to certify and authorise of progress payments in relation to contracts entered into by the Council.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures and for property and land maintenance, legal, search fees, professional services and contracts.

LEASING OFFICER**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Building Act 2004
 Building (Pools) Amendment Act 2016
 Burial & Cremation Act 1964
 Hazardous Substances and New Organisms Act 1996
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Transfer Act 1952
 Local Government Act 2002
 Local Government Act 1974
 Marine and Coastal Area (Takutai Moana) Act 2011
 Property Law Act 2007
 Public Bodies Leases Act 1969

Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Sale and Supply of Alcohol Act 2012
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Strategic Property Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority delegated from the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.
- 2 Authority to carry out and undertake the Council's operational functions, powers and duties under Parts 2 – 8 of the Public Works Act 1981.
- 3 Authority to carry out and undertake the Council's powers under Part 3-6 of the Property Law Act 2007 in relation to Council owned property.
- 4 Authority to carry out and undertake the Council's operational functions, powers and duties under the Reserves Act 1977 other than matters which require the approval of the Minister of Conservation.
- 5 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.

OPERATIONAL DELEGATIONS

- 1 Authority to negotiate and tender land for lease with third parties for a period not exceeding 10 years.
- 2 Authority to negotiate a renewal of a Council lease where the lessee/tenant has abided by all the obligations and conditions. (A decision to decline the renewal of a Council lease where the lessee/tenant has not abided by terms and obligations of the lease must be referred to the Council.)
- 3 Authority to collect rent and other outgoings in accordance with a Council lease agreement.
- 4 Authority to authorise the suspension of rental payments for a maximum of three months where the term of the lease is for a minimum period of six months.
- 5 Authority to negotiate rent-free grazing licences on Council land but only if the costs of maintenance of the property exceed the potential return.
- 6 Authority to initiate and resolve rental and/or ongoing arrears if the arrears have been outstanding for over two months.
- 7 Authority to serve notices on lessees under sections 245 and 246 of the Property Law Act 2007, of Council's intention to cancel a lease for non-payment of rent or breach of covenant.
- 8 Authority to undertake rent reviews in accordance with a lease which may include the instructing of a valuer, together with negotiating new rent.
- 9 Authority to approve or decline the subleasing of Council property; together with the authority to approve or decline a subleasing arrangement that varies from the head-lease.
- 10 Authority to approve or decline an assignment of lease.
- 11 Authority to approve or decline alterations to lessee/tenant owned buildings where the alterations may impact on Council owned land.
- 12 Authority to approve or decline a lessee/tenant's request for alterations to Council owned buildings.
- 13 Authority to terminate a grazing licence if the Council owned land is required for the purpose of Council activities.
- 14 Authority to terminate a lease in consultation with the existing lessee/tenant.
- 15 Authority and power to act on Council's behalf as a landlord for the purposes of entering leased/tenanted land or buildings to carry out the landlord's rights and obligations under the lease.
- 16 Authority to negotiate sale and purchase agreements, subject to Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 17 Authority to apply for a resource consent in relation to Council owned land or with respect to activities proposed to be undertaken by the Council.
- 18 Authority to enter into contracts, and execution of the same, for the use and management of Council's facilities and land together with the authority to renew such agreements.
- 19 Authority to apply for a building consent for work to be undertaken on Council-owned property.
- 20 Authority to sign documents on behalf of the Council for the removal of limitations on titles as owner of the land for which the limitation applies or owner of land adjoining.
- 21 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or

quotation.

- 22** Authority to certify and authorise of progress payments in relation to contracts entered into by the Council.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures and for property and land maintenance, legal, search fees, professional services and contracts.

COMMUNITY PROJECTS MANAGER

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Land Transfer Act 1952
 Local Drainage Act 1908
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Privacy Act 1993
 Property Law Act 2007
 Land Transport Act 1998
 Land Transport Management Act 2003

Public Works Act 1981
 Reserves Act 1977
 Resource Management Act 1991
 Trespass Act 1980
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Vehicle Dimensions and Mass Rules 2002
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO General Manager Service Delivery

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise all the Council's roading (transport management) operational functions, powers and duties pursuant to Part 21 of the Local Government Act 1974.
- 3 Authority to exercise the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 4 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).
- 5 Authority to exercise the Council's operational powers to construct and undertake works on or under private land and buildings pursuant to Section 181 of the Local Government Act 2002.

- 6 Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.
- 7 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
- 8 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
- 9 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
- 10 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
- 11 Authority to authorise the undertaking of emergency works pursuant to Section 330 of the Resource Management Act 1991.
- 12 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to act as Engineer to the Contract, supervise or manage Engineer to the Contract, or act as Engineer's representative to the Contract in contractual matters as required.
- 4 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 5 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 6 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 7 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 8 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 9 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 10 Authority to apply for a building consent for work to be undertaken on Council property.
- 11 Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
- 12 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
- 13 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.
- 14 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Community Projects Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Contract Support Engineer
 - (b) Project Development Team Leader
 - (c) Project Design Team Leader
 - (d) Project Delivery Team Leader

FINANCIAL DELEGATIONS

Operational – Category C, One Hundred Thousand Dollars (\$100,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment).

PROJECT DEVELOPMENT TEAM LEADER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Land Transfer Act 1952
 Local Drainage Act 1908
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Privacy Act 1993
 Property Law Act 2007
 Land Transport Act 1998
 Land Transport Management Act 2003

Public Works Act 1981
 Reserves Act 1977
 Resource Management Act 1991
 Trespass Act 1980
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Vehicle Dimensions and Mass Rules 2002
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Community Projects Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise all the Council's roading (transport management) operational functions, powers and duties pursuant to Part 21 of the Local Government Act 1974.
- 3 Authority to exercise the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 4 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).
- 5 Authority to exercise the Council's operational powers to construct and undertake works on or under private land and buildings pursuant to Section 181 of the Local Government Act 2002.
- 6 Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.

- 7 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
- 8 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
- 9 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
- 10 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
- 11 Authority to authorise the undertaking of emergency works pursuant to Section 330 of the Resource Management Act 1991.
- 12 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to act as Engineer to the Contract, supervise or manage Engineer to the Contract, or act as Engineer's representative to the Contract in contractual matters as required.
- 4 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 5 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 6 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 7 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 8 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 9 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 10 Authority to apply for a building consent for work to be undertaken on Council property.
- 11 Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
- 12 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
- 13 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.
- 14 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.
- 15 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council.

Any legal proceedings instituted to recover any outstanding debt shall be approved by the Council.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Project Development Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Project Manager
 - (b) Project Coordinator

FINANCIAL DELEGATIONS

Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment).

PROJECT DESIGN TEAM LEADER**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Land Transfer Act 1952
 Local Drainage Act 1908
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Privacy Act 1993
 Property Law Act 2007
 Land Transport Act 1998
 Land Transport Management Act 2003

Public Works Act 1981
 Reserves Act 1977
 Resource Management Act 1991
 Trespass Act 1980
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Vehicle Dimensions and Mass Rules 2002
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Community Projects Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise all the Council's roading (transport management) operational functions, powers and duties pursuant to Part 21 of the Local Government Act 1974.
- 3 Authority to exercise the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 4 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).
- 5 Authority to exercise the Council's operational powers to construct and undertake works on or under private land and buildings pursuant to Section 181 of the Local Government Act 2002.
- 6 Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.

- 7 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
- 8 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
- 9 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
- 10 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
- 11 Authority to authorise the undertaking of emergency works pursuant to Section 330 of the Resource Management Act 1991.
- 12 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to act as Engineer to the Contract, supervise or manage Engineer to the Contract, or act as Engineer's representative to the Contract in contractual matters as required.
- 4 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 5 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 6 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 7 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 8 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 9 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 10 Authority to apply for a building consent for work to be undertaken on Council property.
- 11 Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
- 12 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
- 13 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.
- 14 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.
- 15 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council.

Any legal proceedings instituted to recover any outstanding debt shall be approved by the Council.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Project Design Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Design Engineer
 - (b) Draughtsperson

FINANCIAL DELEGATIONS

Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment).

CONTRACT ENGINEER (COMMUNITY PROJECTS)**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Health and Safety at Work Act 2015

Forest and Rural Fires Act 1977

Land Transfer Act 1952

Local Drainage Act 1908

Local Government Act 1974

Local Government Act 2002

Local Government Official Information and Meetings Act 1987

Privacy Act 1993

Property Law Act 2007

Land Transport Act 1998

Land Transport Management Act 2003

Public Works Act 1981

Reserves Act 1977

Resource Management Act 1991

Trespass Act 1980

Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010

Vehicle Dimensions and Mass Rules 2002

Franklin District Council Bylaws administered by Waikato District Council

Waikato District Council Bylaws

Waikato District Council Policies

Waikato District Plan (including Franklin Section)

REPORTING TO

Contracts Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the functions, powers and duties of the Council pursuant to the following provisions of the Local Government Act 1974:
 - (a) Section 326: To recover betterment contributions from landowners relating to betterment arising from the creation or widening of a road;
 - (b) Section 335: To issue notices requiring payment of a sum of money for the construction by the Council of a vehicle crossing;
 - (c) Section 356: To exercise the power conferred on the Council to remove, store and dispose of abandoned vehicles from roads;
 - (d) Section 337: To require an owner to alter a pipe, drain or any apparatus;
 - (e) Section 468: To exercise the Council's powers to remove a tree and/or tree roots which is/are obstructing a public drain;

- (f) Section 511: To give notice to remove an obstruction from a drainage channel or watercourse;
- 3 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).
 - 4 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
 - 5 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
 - 6 Authority to require conditions to be added to a subdivision plan in relation to issues of Transport Management and associated infrastructure, Water Treatment and Supply, Wastewater Treatment and Disposal, and Stormwater pursuant to the Resource Management Act 1991 and the Council's District Plan.
 - 7 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 5 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 6 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 7 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 8 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 9 Authority to apply for a building consent for work to be undertaken on Council property.
- 10 Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
- 11 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
- 12 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Operational – Category A, Ten Thousand Dollars (\$10,000) for in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts and consultancy fees).

PROJECT MANAGER (COMMUNITY PROJECTS)**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Health and Safety at Work Act 2015

Fire and Emergency Act 2017

Land Transfer Act 1952

Local Drainage Act 1908

Local Government Act 1974

Local Government Act 2002

Local Government Official Information and Meetings Act 1987

Privacy Act 1993

Property Law Act 2007

Land Transport Act 1998

Land Transport Management Act 2003

Public Works Act 1981

Reserves Act 1977

Resource Management Act 1991

Trespass Act 1980

Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010

Vehicle Dimensions and Mass Rules 2002

Franklin District Council Bylaws administered by Waikato District Council

Waikato District Council Bylaws

Waikato District Council Policies

Waikato District Plan (including Franklin Section)

REPORTING TO

Project Development Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the functions, powers and duties of the Council pursuant to the following provisions of the Local Government Act 1974:
 - (a) Section 326: To recover betterment contributions from landowners relating to betterment arising from the creation or widening of a road;
 - (b) Section 335: To issue notices requiring payment of a sum of money for the construction by the Council of a vehicle crossing;
 - (c) Section 356: To exercise the power conferred on the Council to remove, store and dispose of abandoned vehicles from roads;
 - (d) Section 337: To require an owner to alter a pipe, drain or any apparatus;
 - (e) Section 468: To exercise the Council's powers to remove a tree and/or tree roots which is/are obstructing a public drain;

- (f) Section 511: To give notice to remove an obstruction from a drainage channel or watercourse;
- 3 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).
 - 4 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
 - 5 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
 - 6 Authority to require conditions to be added to a subdivision plan in relation to issues of Transport Management and associated infrastructure, Water Treatment and Supply, Wastewater Treatment and Disposal, and Stormwater pursuant to the Resource Management Act 1991 and the Council's District Plan.
 - 7 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 5 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 6 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 7 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 8 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 9 Authority to apply for a building consent for work to be undertaken on Council property.
- 10 Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
- 11 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
- 12 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Operational – Category A, Ten Thousand Dollars (\$10,000) for in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts and consultancy fees).

CONTRACT SUPPORT ENGINEER (COMMUNITY PROJECTS)

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LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Health and Safety at Work Act 2015

Fire and Emergency Act 2017

Land Transfer Act 1952

Local Drainage Act 1908

Local Government Act 1974

Local Government Act 2002

Local Government Official Information and Meetings Act 1987

Privacy Act 1993

Property Law Act 2007

Land Transport Act 1998

Land Transport Management Act 2003

Public Works Act 1981

Reserves Act 1977

Resource Management Act 1991

Trespass Act 1980

Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010

Vehicle Dimensions and Mass Rules 2002

Franklin District Council Bylaws administered by Waikato District Council

Waikato District Council Bylaws

Waikato District Council Policies

Waikato District Plan (including Franklin Section)

REPORTING TO

Contracts Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the functions, powers and duties of the Council pursuant to the following provisions of the Local Government Act 1974:
 - (a) Section 326: To recover betterment contributions from landowners relating to betterment arising from the creation or widening of a road;
 - (b) Section 335: To issue notices requiring payment of a sum of money for the construction by the Council of a vehicle crossing;
 - (c) Section 356: To exercise the power conferred on the Council to remove, store and dispose of abandoned vehicles from roads;
 - (d) Section 337: To require an owner to alter a pipe, drain or any apparatus;
 - (e) Section 468: To exercise the Council's powers to remove a tree and/or tree roots which is/are obstructing a public drain;

- (f) Section 511: To give notice to remove an obstruction from a drainage channel or watercourse;
- 3 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).
 - 4 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
 - 5 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
 - 6 Authority to require conditions to be added to a subdivision plan in relation to issues of Transport Management and associated infrastructure, Water Treatment and Supply, Wastewater Treatment and Disposal, and Stormwater pursuant to the Resource Management Act 1991 and the Council's District Plan.
 - 7 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 5 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 6 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 7 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 8 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 9 Authority to apply for a building consent for work to be undertaken on Council property.
- 10 Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
- 11 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
- 12 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Operational – Category A, Ten Thousand Dollars (\$10,000) for in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts and consultancy fees).

PROJECT COORDINATOR (COMMUNITY PROJECTS)**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Health and Safety at Work Act 2015

Fire and Emergency Act 2017

Land Transfer Act 1952

Local Drainage Act 1908

Local Government Act 1974

Local Government Act 2002

Local Government Official Information and Meetings Act 1987

Privacy Act 1993

Property Law Act 2007

Land Transport Act 1998

Land Transport Management Act 2003

Public Works Act 1981

Reserves Act 1977

Resource Management Act 1991

Trespass Act 1980

Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010

Vehicle Dimensions and Mass Rules 2002

Franklin District Council Bylaws administered by Waikato District Council

Waikato District Council Bylaws

Waikato District Council Policies

Waikato District Plan (including Franklin Section)

REPORTING TO

Contracts Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the functions, powers and duties of the Council pursuant to the following provisions of the Local Government Act 1974:
 - (a) Section 326: To recover betterment contributions from landowners relating to betterment arising from the creation or widening of a road;
 - (b) Section 335: To issue notices requiring payment of a sum of money for the construction by the Council of a vehicle crossing;
 - (c) Section 356: To exercise the power conferred on the Council to remove, store and dispose of abandoned vehicles from roads;
 - (d) Section 337: To require an owner to alter a pipe, drain or any apparatus;
 - (e) Section 468: To exercise the Council's powers to remove a tree and/or tree roots which is/are obstructing a public drain;

- (f) Section 511: To give notice to remove an obstruction from a drainage channel or watercourse;
- 3 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).
 - 4 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
 - 5 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
 - 6 Authority to require conditions to be added to a subdivision plan in relation to issues of Transport Management and associated infrastructure, Water Treatment and Supply, Wastewater Treatment and Disposal, and Stormwater pursuant to the Resource Management Act 1991 and the Council's District Plan.
 - 7 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 5 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 6 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 7 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 8 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 9 Authority to apply for a building consent for work to be undertaken on Council property.
- 10 Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
- 11 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
- 12 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Operational – Category A, Ten Thousand Dollars (\$10,000) for in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts and consultancy fees).

CONTRACTS AND PARTNERING MANAGER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Employment Relations Act 2000
 Fire and Emergency Act 2017
 Government Roding Powers Act 1989
 Health and Safety at Work Act 2015
 Land Transfer Act 1952
 Land Transport Act 1998
 Land Transport Management Act 2003
 Local Drainage Act 1908
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Privacy Act 1993
 Property Law Act 2007

Public Transport Management Act 2008
 Public Works Act 1981
 Reserves Act 1977
 Resource Management Act 1991
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Vehicle Dimensions and Mass Rules 2002
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO

General Manager Service Delivery

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise all the Council's roading (transport management) operational functions, powers and duties pursuant to Part 21 of the Local Government Act 1974.
- 3 Authority to exercise the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 4 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).
- 5 Authority to exercise the Council's operational powers to construct and undertake works on or under private land and buildings pursuant to Section 181 of the Local Government Act 2002.
- 6 Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.
- 7 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
- 8 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.

- 9 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
- 10 Authority to exercise all the Council's operative functions, powers or duties under Parts 7 – 9 of the Public Works Act 1981.
- 11 Authority to authorise the undertaking of emergency works pursuant to Section 330 of the Resource Management Act 1991.
- 12 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to submit a claim to the New Zealand Transport Agency or its successors for payment.
- 4 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 5 Authority to negotiate the annual plan New Zealand Transport Agency Programme and its funding and submit monthly and annual claims against the accepted Land Transport Programme.
- 6 Authority to act as Engineer or Principal's Representative to the Contract, supervise or manage Engineer to the Contract, or act as Engineer's representative to the Contract in contractual matters as required.
- 7 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 8 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 9 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 10 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 11 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 12 Authority to apply for a building consent for work to be undertaken on Council property.
- 13 Authority to submit a resource consent application on behalf of the Council with respect to any local government infrastructure.
- 15 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
- 16 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.

- 17 Authority to act on all matters under the Land Transport Rule: Traffic Control Devices 2004.
- 18 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 19 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.
- 20 Authority to enter into any delegation agreements with the New Zealand Transport Agency (or its successors) or their agents as may be necessary to enable the Council to carry out its functions, duties, powers, liabilities and undertakings pursuant to sections 62 and 63 of the Government Roading Powers Act 1989.
- 21 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.
- 22 Authority to make any decision, election or determination as “Principal” in relation to any contract entered into between the Council and any third party.
- 23 Authority to give, sign or authorise the carrying out of any works or other expenditure considered necessary to be undertaken by the Principal pursuant to the Conditions of Contract.
- 24 Authority to issue and sign on behalf of the Council any certificates, notices, variations or any other documentation which may be required to be given by the Council under the provisions of any Contract.
- 25 To authorise the commencement of works or services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 26 Authority to issue a letter of acceptance for the purposes of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 27 Authority to sign on behalf of Council all documents which evidence transactions of any sort which have been authorised by Council resolution and which:
 - (a) Include terms and provisions customary to such documents;
 - (b) Adequately protect the Council; and
 - (c) Reflect and include specific provisions including price as resolved by the Council.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council’s policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council’s policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Contracts and Partnering Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Contracts and Compliance Administrator
 - (b) Roading Team Leader
 - (c) Contracts and Compliance Officer
 - (d) Solid Waste Team Leader

FINANCIAL DELEGATIONS

Capital/Operational – Category D, One Hundred Thousand Dollars (\$100,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment).

ROADING CORRIDOR ENGINEER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Government Roding Powers Act 1989
 Health and Safety at Work Act 2015
 Land Transfer Act 1952
 Local Government Act 1974
 Local Government Act 2002
 Property Law Act 2007
 Land Transport Act 1998
 Land Transport Management Act 2003

Public Works Act 1981
 Trespass Act 1980
 Vehicle Dimensions and Mass Rules 2002
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Roding Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise all the Council's roading (transport management) operational functions, powers and duties pursuant to Part 21 of the Local Government Act 1974.
- 3 Authority to exercise the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 4 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 – temporary prohibition of traffic on roads (except for clause 11(e)).
- 5 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.
- 6 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
- 7 Pursuant to Section 52 of the Government Roding Powers Act the authority to approve installation of infrastructure services and negotiate with infrastructure service providers for the allocated of space in the Road Corridor pursuant to Section 52 of the Government Roding Powers Act 1989.
- 8 Pursuant to Section 90 and 91 of the Government Roding Powers Act 1989, also Part 21, 346D and 346E of the Local Government Act 1974 the authority to approve

Vehicle Entranceway applications for access to the road corridor.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan
- 3 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 4 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

ROADING TEAM LEADER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Employment Relations Act 2000
 Fire and Emergency Act 2017
 Government Roding Powers Act 1989
 Health and Safety at Work Act 2015
 Land Transfer Act 1952
 Land Transport Act 1998
 Land Transport Management Act 2003
 Local Drainage Act 1908
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Privacy Act 1993
 Property Law Act 2007

Public Transport Management Act 2008
 Public Works Act 1981
 Reserves Act 1977
 Resource Management Act 1991
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Vehicle Dimensions and Mass Rules 2002
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO

Contracts & Partnering Manager

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise all the Council's roading (transport management) operational functions, powers and duties pursuant to Part 21 of the Local Government Act 1974.
- 3 Authority to exercise the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 4 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).
- 5 Authority to exercise the Council's operational powers to construct and undertake works on or under private land and buildings pursuant to Section 181 of the Local Government Act 2002.
- 6 Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.
- 7 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
- 8 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
- 9 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.

- 11 Authority to authorise the undertaking of emergency works pursuant to Section 330 of the Resource Management Act 1991.
- 12 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to submit a claim to the New Zealand Transport Agency or its successors for payment.
- 4 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 5 Authority to negotiate the annual plan New Zealand Transport Agency Programme and its funding and submit monthly and annual claims against the accepted Land Transport Programme.
- 6 Authority to act as Principal's Representative to the Contract, supervise or manage Engineer to the Contract, or act as Engineer's representative to the Contract in contractual matters as required.
- 7 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 8 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 9 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 10 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 11 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 12 Authority to apply for a building consent for work to be undertaken on Council property.
- 13 Authority to submit a resource consent application on behalf of the Council with respect to any local government infrastructure.
- 15 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
- 16 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.
- 17 Authority to act on all matters under the Land Transport Rule: Traffic Control Devices 2004.

- 18 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 19 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Roding Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Roding Corridor Engineer
 - (b) Road Safety Engineer
 - (c) Roding Safety Co-ordinator
 - (d) Waikato District Alliance Manager

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment).

ROAD SAFETY ENGINEER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Employment Relations Act 2000
 Fire and Emergency Act 2017
 Government Roding Powers Act 1989
 Health and Safety at Work Act 2015
 Land Transfer Act 1952
 Land Transport Act 1998
 Land Transport Management Act 2003
 Local Drainage Act 1908
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Privacy Act 1993
 Property Law Act 2007

Public Transport Management Act 2008
 Public Works Act 1981
 Reserves Act 1977
 Resource Management Act 1991
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Vehicle Dimensions and Mass Rules 2002
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Roding Team Leader

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise all the Council's roading (transport management) operational functions, powers and duties pursuant to Part 21 of the Local Government Act 1974.
- 3 Authority to exercise the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 4 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary

prohibition of traffic on roads (except for clause 11(e)).

- 5 Authority to exercise the Council's operational powers to construct and undertake works on or under private land and buildings pursuant to Section 181 of the Local Government Act 2002.
- 6 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to submit a claim to the New Zealand Transport Agency or its successors for payment.
- 4 Authority to act as Engineer to the Contract, supervise or manage Engineer to the Contract, or act as Engineer's representative to the Contract in contractual matters as required.
- 5 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment).

SOLID WASTE TEAM LEADER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
 Civil Defence Emergency Management Act 2002
 Climate Change Response Act 2002
 Employment Relations Act 2000
 Fire and Emergency Act 2017
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Drainage Act 1908
 Land Transfer Act 1952
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Marine and Coastal Area (Takutai Moana) Act 2011
 Privacy Act 1993

Property Law Act 2007
 Public Bodies Leases Act 1969
 Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Standards Act 1988
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Utilities Access Act 2010
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Waste Minimisation Act 2008
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Contracts & Partnering Manager

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 3 Authority to exercise the Council's operational powers to construct works on or under private land or under a building pursuant to Section 181 of the Local Government Act 2002.
- 4 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
- 5 Authority to require an applicant for a consent or a requiring authority or a person requesting a private plan change to provide further information relating to the application or notice of requirement or plan change under section 92(1), section 190 and clause 23 of the First Schedule of the Resource Management Act 1991.
- 6 Authority to carry out and undertake the Council's powers under Parts 3 to 6 of the Property Law Act 2007.
- 7 Authority to carry out and undertake the Council's operational functions, powers or duties under the Parts 2 – 8 of the Public Works Act 1981.

- 8 Authority delegated by the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.
- 9 Authority to carry out and undertake operational functions, powers or duties under the Reserves Act 1977 other than matters which require the approval of the Minister.
- 10 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies.
- 2 Authority to set and/or establish adopted engineering standards, procedures or guidelines for matters related to the provision of waste services for the District.
- 3 Authority to undertake emergency works outside the current waste budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 4 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 5 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 6 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 7 Authority to act as Principal's Representative to the Contract, supervise or manage the Engineer to the Contract, or act as Engineer's representative to the Contract in contractual matters as required.
- 10 Authority to serve notice on individuals, property owners and/or occupiers for matters affecting the safety and convenience of infrastructure users, matters affecting the structural integrity of the infrastructure and matters affecting the integrity or use of Council services, such notice to be given in the terms and manner of the appropriate section and Act.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Solid Waste Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Waste Minimisation & Resource Recovery Officer
 - (b) Waste Management Operations Assistant

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures, and for works (materials, plant hire, labour, contracts and consultants).

COMMUNITY ASSETS TEAM LEADER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
 Building (Pools) Amendment Act 2016
 Burial and Cremation Act 1964
 Civil Defence Emergency Management Act 2002
 Climate Change Response Act 2002
 Employment Relations Act 2000
 Fire and Emergency Act 2017
 Government Rooding Powers Act 1989
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Drainage Act 1908
 Land Transfer Act 1952
 Local Government Act 1974
 Local Government Act 2002
 Land Transport Act 1998
 Land Transport Management Act 2003
 Local Drainage Act 1908
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987

Marine and Coastal Area (Takutai Moana) Act 2011
 Privacy Act 1993
 Property Law Act 2007
 Public Bodies Leases Act 1969
 Public Transport Management Act 2008
 Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Sale and Supply of Alcohol Act 2012
 Standards Act 1988
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Utilities Access Act 2010
 Vehicle Dimensions and Mass Rules 2002
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Walking Access Act 2008
 Waste Minimisation Act 2008
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO

General Manager Service Delivery

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

1. Authority delegated from the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.
2. Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
3. Authority to carry out all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.
4. Authority to carry out and undertake the Council's operational functions, powers and duties under Parts 2 – 8 of the Public Works Act 1981.
5. Authority to carry out and undertake the Council's powers under Part 3-6 of the Property Law Act 2007 in relation to Council owned property.
6. Authority to carry out and undertake the Council's operational functions, powers and duties under the Reserves Act 1977 other than matters which require the approval of the Minister of Conservation.
7. Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise all the Council's roading (transport management) operational functions, powers and duties pursuant to Part 21 of the Local Government Act 1974.
- 3 Authority to exercise the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 4 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).
- 5 Authority to exercise the Council's operational powers to construct and undertake works on or under private land and buildings pursuant to Section 181 of the Local Government Act 2002.
- 6 Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.
- 7 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
- 8 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
- 9 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
- 10 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
- 11 Authority to authorise the undertaking of emergency works pursuant to Section 330 of the Resource Management Act 1991.
- 12 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

1. The establishment of procedures to carry out the Council's policies and any enforcement thereof.
2. To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
3. Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
4. Authority to act as Engineer to the Contract, supervise or manage Engineer to the Contract, or act as Engineer's representative to the Contract in contractual matters as required.
5. Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
6. Authority to set and/or establish adopted engineering standards, procedures or guidelines for matters related to the provision of reserves for the District.
7. Authority to approve the erection of a boundary fence with a public reserve subject to budgets provided and within the guidelines of policy.
8. Authority to serve notice on individuals, property owners and/or occupiers for matters affecting the safety and convenience of infrastructure users, matters affecting the structural integrity of the infrastructure and matters affecting the integrity or use of Council services, such notice to be given in the terms and manner of the appropriate section and Act.
9. Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
10. Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
11. Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
12. Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
13. Authority to apply for a building consent for work to be undertaken on Council property.
14. Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
15. Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council.
Any legal proceedings instituted to recover any outstanding debt shall be approved by the Council.
16. Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
17. Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.
18. Authority to authorise the installation of GIVE WAY and STOP control at road intersections that meet the appropriate criteria as set out in Land Transport Rule: Traffic

Control Devices 2004.

19. Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
20. Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Community Assets Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Asset Information Officer
 - (b) Facilities Asset Engineer
 - (c) Roothing Asset Engineer
 - (d) Reserves Planner

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment).

ROADING ASSET ENGINEER**LINKAGES** (INCLUDES SUCH RELATED REGULATIONS AND RULES AS APPLY)

Health and Safety at Work Act 2015

Fire and Emergency Act 2017

Land Transfer Act 1952

Local Drainage Act 1908

Local Government Act 1974

Local Government Act 2002

Local Government Official Information and Meetings Act 1987

Land Transport Act 1998

Land Transport Management Act 2003

Privacy Act 1993

Property Law Act 2007

Public Works Act 1981

Reserves Act 1977

Resource Management Act 1991

Trespass Act 1980

Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010

Vehicle Dimensions and Mass Rules 2002

Franklin District Council Bylaws administered by Waikato District Council

Waikato District Council Bylaws

Waikato District Council Policies

Waikato District Plan (including Franklin Section)

REPORTING TO

Asset Management Team Leader (Roading)

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the functions, powers and duties of the Council pursuant to the following provisions of the Local Government Act 1974:
 - (a) Section 326: To recover betterment contributions from landowners relating to betterment arising from the creation or widening of a road;
 - (b) Section 335: To issue notices requiring payment of a sum of money for the construction by the Council of a vehicle crossing;

- (c) Section 356: To exercise the power conferred on the Council to remove, store and dispose of abandoned vehicles from roads;
 - (d) Section 337: To require an owner to alter a pipe, drain or any apparatus;
 - (e) Section 468: To exercise the Council's powers to remove a tree and/or tree roots which is/are obstructing a public drain;
 - (f) Section 511: To give notice to remove an obstruction from a drainage channel or watercourse;
- 3 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).
 - 4 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
 - 5 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
 - 6 Authority to require conditions to be added to a subdivision plan in relation to issues of Transport Management and associated infrastructure, pursuant to the Resource Management Act 1991 and the Council's District Plan.
 - 7 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 5 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 6 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 7 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 8 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 9 Authority to apply for a building consent for work to be undertaken on Council property.
- 10 Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
- 11 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
- 12 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
Civil Defence Emergency Management Act 2002
Climate Change Response Act 2002
Employment Relations Act 2000
Fire and Emergency Act 2017
Hazardous Substances and New Organisms Act 1996
Health Act 1956
Health and Safety at Work Act 2015
Historic Places Act 1993
Land Drainage Act 1908
Land Transfer Act 1952
Local Government Act 1974
Local Government Act 2002
Local Government Official Information and Meetings Act 1987
Marine and Coastal Area (Takutai Moana) Act 2011
Privacy Act 1993

Property Law Act 2007
Public Bodies Leases Act 1969
Public Works Act 1981
Reserves Act 1977
Residential Tenancies Act 1986
Resource Management Act 1991
Standards Act 1988
Te Ture Whenua Maori Act 1993
Trespass Act 1980
Utilities Access Act 2010
Waikato Raupatu Claims (Waikato River) Settlement Act 2010
Waste Minimisation Act 2008
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies
Waikato District Plan (including Franklin Section)

REPORTING TO General Manager Service Delivery

STATUTORY APPOINTMENT

1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 3 Authority to exercise the Council's operational powers to construct works on or under private land or under a building pursuant to Section 181 of the Local Government Act 2002.

- 4 Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.
- 5 Authority to restrict water supply to a person's land or building pursuant to Section 193 of the Local Government Act 2002.
- 6 Authority to authorise consent to discharge trade waste into the Council's wastewater system pursuant to Section 196 of the Local Government Act 2002.
- 7 Authority to require conditions to be added to a subdivision plan in relation to issues of stormwater, water supply and wastewater pursuant to the Resource Management Act 1991 and the Council's District Plan.
- 8 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
- 9 Authority to close to the public any esplanade strip or access strip during periods of emergency or public risk likely to cause loss of life, injury, or serious damage to property pursuant to section 237(C) of the Resource Management Act 1991.
- 10 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
- 11 Authority to require an applicant for a consent or a requiring authority or a person requesting a private plan change to provide further information relating to the application or notice of requirement or plan change under section 92(1), section 190 and clause 23 of the First Schedule of the Resource Management Act 1991.
- 12 Authority pursuant to the Land Drainage Act 1908 to carry out and undertake the Council's operational functions, powers or duties under the Act.
- 13 Authority to carry out and undertake the Council's powers under Parts 3 to 6 of the Property Law Act 2007.
- 14 Authority to carry out and undertake the Council's operational functions, powers or duties under the Parts 2 – 8 of the Public Works Act 1981.
- 15 Authority delegated by the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.
- 16 Authority to carry out and undertake operational functions, powers or duties under the Reserves Act 1977 other than matters which require the approval of the Minister.
- 17 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
- 18 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to set and/or establish adopted engineering standards, procedures or guidelines for matters related to the provision of water supply, wastewater and stormwater services for the District.
- 3 Authority to undertake emergency works outside the current water and facilities budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 4 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 5 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.

- 6 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 7 Authority to act as Engineer to the Contract or Principal's Representative, supervise or manage the Engineer to the Contract, or act as Engineer's representative to the Contract in contractual matters as required.
- 8 Authority to negotiate with the Chief Executive an annual Professional Services agreement with Waikato District Council.
- 9 Authority to approve the erection of a boundary fence with a public reserve subject to budgets provided and within the guidelines of policy.
- 10 Authority to negotiate with developers the terms of supply and arrangements for cost sharing on extensions to rural water supply schemes in accordance with policy.
- 11 Authority to serve notice on individuals, property owners and/or occupiers for matters affecting the safety and convenience of infrastructure users, matters affecting the structural integrity of the infrastructure and matters affecting the integrity or use of Council services, such notice to be given in the terms and manner of the appropriate section and Act.
- 12 Authority to dispose of all surplus plant to Council's best advantage, in accordance with the Vehicle Replacement Policy.
- 14 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council.
Any legal proceedings instituted to recover any outstanding debt shall be approved by the Council.
- 15 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 16 Authority to initiate, conduct, compromise, and conclude any action at the District Court in respect of alleged offences against any Act or Bylaw of relevance to the Service Delivery Team, or in respect of the recovery of any related fees and charges and costs incurred by the Council, and service of notices.
- 17 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Water Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Treatment and Service Team Leader
 - (b) Operations Team Leader
 - (c) Asset Management Team Leader
 - (d) Compliance Income Team Leader

FINANCIAL DELEGATIONS

Capital/Operational – Category D, One Hundred Thousand Dollars (\$100,000) in accordance with approved budgets and Council procedures, and for works (materials, plant hire, labour, contracts and consultants).

OPERATIONS TEAM LEADER (WATERS)**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
 Civil Defence Emergency Management Act 2002
 Climate Change Response Act 2002
 Employment Relations Act 2000
 Fire and Emergency Act 2017
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Drainage Act 1908
 Land Transfer Act 1952
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Marine and Coastal Area (Takutai Moana) Act 2011
 Privacy Act 1993

Property Law Act 2007
 Public Bodies Leases Act 1969
 Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Standards Act 1988
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Utilities Access Act 2010
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Waste Minimisation Act 2008
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Waters Manager

STATUTORY APPOINTMENT

- I An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

- I Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 3 Authority to exercise the Council's operational powers to construct works on or under private land or under a building pursuant to Section 181 of the Local Government Act 2002.

- 4 Authority to authorise consent to discharge trade waste into the Council's wastewater system pursuant to Section 196 of the Local Government Act 2002.
- 5 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
- 6 Authority pursuant to the Land Drainage Act 1908 to carry out and undertake the Council's operational functions, powers or duties under the Act.
- 7 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to undertake emergency works outside the current water budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 3 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 4 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 5 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 6 Authority to act as Engineer's representative to the Contract in contractual matters as required.
- 7 Authority to negotiate with developers the terms of supply and arrangements for cost sharing on extensions to rural water supply schemes in accordance with policy.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Operations Team Leader (Waters) (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Operations Engineer
 - (b) Reticulation Maintenance Supervisor

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty-five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures, and for works (materials, plant hire, labour, contracts and consultants).

OPERATIONS ENGINEER(S)**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
 Civil Defence Emergency Management Act 2002
 Climate Change Response Act 2002
 Fire and Emergency Act 2017
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Drainage Act 1908
 Land Transfer Act 1952
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Marine and Coastal Area (Takutai Moana) Act 2011
 Privacy Act 1993
 Property Law Act 2007

Public Bodies Leases Act 1969
 Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Standards Act 1988
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Utilities Access Act 2010
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Waste Minimisation Act 2008
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Operations Team Leader

STATUTORY APPOINTMENT

1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 3 Authority to exercise the Council's operational powers to construct works on or under private land or under a building pursuant to Section 181 of the Local Government Act 2002.

- 4 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
- 5 Authority pursuant to the Land Drainage Act 1908 to carry out and undertake the Council's operational functions, powers or duties under the Act.
- 6 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to undertake emergency works outside the current water budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 5 Authority to act as Engineer's representative to the Contract in contractual matters as required.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures, and for works (materials, plant hire, labour, contracts and consultants.

RETICULATION MAINTENANCE SUPERVISOR**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Building Act 2004
 Civil Defence Emergency Management Act 2002
 Employment Relations Act 2000
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety at Work Act 2015
 Land Drainage Act 1908
 Local Government Act 1974
 Local Government Act 2002
 Marine and Coastal Area (Takutai Moana) Act 2011
 Property Law Act 2007
 Public Works Act 1981

Reserves Act 1977
 Resource Management Act 1991
 Standards Act 1988
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Utilities Access Act 2010
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Waste Minimisation Act 2008
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Treatment & Services Team Leader

STATUTORY APPOINTMENT

1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 3 Authority to exercise the Council's operational powers to construct works on or under private land or under a building pursuant to Section 181 of the Local Government Act 2002.
- 4 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
- 5 Authority pursuant to the Land Drainage Act 1908 to carry out and undertake the Council's operational functions, powers or duties under the Act.

- 6 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to undertake emergency works outside the current water and facilities budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Water and Facilities Committee for approval.
- 3 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan
- 4 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 5 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 6 Authority to act as Engineer Representative in contractual matters as required.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Reticulated Maintenance Supervisor (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Reticulation Servicemen
 - (b) Maintenance Cadets

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts and consultants).

ASSET MANAGEMENT TEAM LEADER (WATERS)**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004	Property Law Act 2007
Civil Defence Emergency Management Act 2002	Public Bodies Leases Act 1969
Climate Change Response Act 2002	Public Works Act 1981
Employment Relations Act 2000	Reserves Act 1977
Fire and Emergency Act 2017	Residential Tenancies Act 1986
Hazardous Substances and New Organisms Act 1996	Resource Management Act 1991
Health Act 1956	Standards Act 1988
Health and Safety at Work Act 2015	Te Ture Whenua Maori Act 1993
Historic Places Act 1993	Trespass Act 1980
Land Drainage Act 1908	Utilities Access Act 2010
Land Transfer Act 1952	Waikato Raupatu Claims (Waikato River) Settlement Act 2010
Local Government Act 1974	Waste Minimisation Act 2008
Local Government Act 2002	Franklin District Council Bylaws administered by Waikato District Council
Local Government Official Information and Meetings Act 1987	Waikato District Council Bylaws
Marine and Coastal Area (Takutai Moana) Act 2011	Waikato District Council Policies
Privacy Act 1993	Waikato District Plan (including Franklin Section)

REPORTING TO Waters Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.

- 3 Authority to exercise the Council's operational powers to construct works on or under private land or under a building pursuant to Section 181 of the Local Government Act 2002.
- 4 Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.
- 5 Authority to require conditions to be added to a subdivision plan in relation to issues of stormwater, water supply and wastewater pursuant to the Resource Management Act 1991 and the Council's District Plan.
- 6 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
- 7 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
- 8 Authority to require an applicant for a consent or a requiring authority or a person requesting a private plan change to provide further information relating to the application or notice of requirement or plan change under section 92(1), section 190 and clause 23 of the First Schedule of the Resource Management Act 1991.
- 9 Authority pursuant to the Land Drainage Act 1908 to carry out and undertake the Council's operational functions, powers or duties under the Act.
- 10 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to set and/or establish adopted engineering standards, procedures or guidelines for matters related to the provision of water supply, wastewater and stormwater services for the District.
- 3 Authority to undertake emergency works outside the current water budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 4 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 5 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 6 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 7 Authority to act as Engineer's representative to the Contract in contractual matters as required.
- 8 Authority to negotiate with developers the terms of supply and arrangements for cost sharing on extensions to rural water supply schemes in accordance with policy.
- 9 Authority to serve notice on individuals, property owners and/or occupiers for matters affecting the safety and convenience of infrastructure users, matters affecting the structural integrity of the infrastructure and matters affecting the integrity or use of Council services, such notice to be given in the terms and manner of the appropriate section and Act.
- 10 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Asset Management Team Leader (Waters) (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Asset Engineer
 - (b) Asset Information Officer
 - (c) Senior Planner

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty-five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures, and for works (materials, plant hire, labour, contracts and consultants).

ASSET ENGINEER (WATERS)**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004	Public Bodies Leases Act 1969
Civil Defence Emergency Management Act 2002	Public Works Act 1981
Climate Change Response Act 2002	Reserves Act 1977
Fire and Emergency Act 2017	Residential Tenancies Act 1986
Hazardous Substances and New Organisms Act 1996	Resource Management Act 1991
Health Act 1956	Standards Act 1988
Health and Safety at Work Act 2015	Te Ture Whenua Maori Act 1993
Historic Places Act 1993	Trespass Act 1980
Land Drainage Act 1908	Utilities Access Act 2010
Land Transfer Act 1952	Waikato Raupatu Claims (Waikato River) Settlement Act 2010
Local Government Act 1974	Waste Minimisation Act 2008
Local Government Act 2002	Franklin District Council Bylaws administered by Waikato District Council
Local Government Official Information and Meetings Act 1987	Waikato District Council Bylaws
Marine and Coastal Area (Takutai Moana) Act 2011	Waikato District Council Policies
Privacy Act 1993	Waikato District Plan (including Franklin Section)
Property Law Act 2007	

REPORTING TO Asset Management Team Leader

STATUTORY APPOINTMENT

1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 3 Authority to exercise the Council's operational powers to construct works on or under private land or under a building pursuant to Section 181 of the Local Government Act 2002.

- 4 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
- 5 Authority to require an applicant for a consent or a requiring authority or a person requesting a private plan change to provide further information relating to the application or notice of requirement or plan change under section 92(1), section 190 and clause 23 of the First Schedule of the Resource Management Act 1991.
- 6 Authority pursuant to the Land Drainage Act 1908 to carry out and undertake the Council's operational functions, powers or duties under the Act.
- 7 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to undertake emergency works outside the current water budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 3 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 4 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 5 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 6 Authority to act as Engineer's representative to the Contract in contractual matters as required.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

ASSET INFORMATION OFFICER (WATERS)**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004	Public Bodies Leases Act 1969
Civil Defence Emergency Management Act 2002	Public Works Act 1981
Climate Change Response Act 2002	Reserves Act 1977
Fire and Emergency Act 2017	Residential Tenancies Act 1986
Hazardous Substances and New Organisms Act 1996	Resource Management Act 1991
Health Act 1956	Standards Act 1988
Health and Safety at Work Act 2015	Te Ture Whenua Maori Act 1993
Historic Places Act 1993	Trespass Act 1980
Land Drainage Act 1908	Utilities Access Act 2010
Land Transfer Act 1952	Waikato Raupatu Claims (Waikato River) Settlement Act 2010
Local Government Act 1974	Waste Minimisation Act 2008
Local Government Act 2002	Franklin District Council Bylaws administered by Waikato District Council
Local Government Official Information and Meetings Act 1987	Waikato District Council Bylaws
Marine and Coastal Area (Takutai Moana) Act 2011	Waikato District Council Policies
Privacy Act 1993	Waikato District Plan (including Franklin Section)
Property Law Act 2007	

REPORTING TO Asset Management Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 2002.
- 3 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- I The establishment of procedures to carry out the Council's policies and any enforcement thereof.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

SENIOR PLANNER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004	Public Bodies Leases Act 1969
Civil Defence Emergency Management Act 2002	Public Works Act 1981
Climate Change Response Act 2002	Reserves Act 1977
Fire and Emergency Act 2017	Residential Tenancies Act 1986
Hazardous Substances and New Organisms Act 1996	Resource Management Act 1991
Health Act 1956	Standards Act 1988
Health and Safety at Work Act 2015	Te Ture Whenua Maori Act 1993
Historic Places Act 1993	Trespass Act 1980
Land Drainage Act 1908	Utilities Access Act 2010
Land Transfer Act 1952	Waikato Raupatu Claims (Waikato River) Settlement Act 2010
Local Government Act 1974	Waste Minimisation Act 2008
Local Government Act 2002	Franklin District Council Bylaws administered by Waikato District Council
Local Government Official Information and Meetings Act 1987	Waikato District Council Bylaws
Marine and Coastal Area (Takutai Moana) Act 2011	Waikato District Council Policies
Privacy Act 1993	Waikato District Plan (including Franklin Section)
Property Law Act 2007	

REPORTING TO Asset Management Team Leader

STATUTORY APPOINTMENT

1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 3 Authority to exercise the Council's operational powers to construct works on or under private land or under a building pursuant to Section 181 of the Local Government Act 2002.

- 4 Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.
- 5 Authority to require conditions to be added to a subdivision plan in relation to issues of stormwater, water supply and wastewater pursuant to the Resource Management Act 1991 and the Council's District Plan.
- 6 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
- 7 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
- 8 Authority to require an applicant for a consent or a requiring authority or a person requesting a private plan change to provide further information relating to the application or notice of requirement or plan change under section 92(1), section 190 and clause 23 of the First Schedule of the Resource Management Act 1991.
- 9 Authority pursuant to the Land Drainage Act 1908 to carry out and undertake the Council's operational functions, powers or duties under the Act.
- 10 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to set and/or establish adopted engineering standards, procedures or guidelines for matters related to the provision of water supply, wastewater and stormwater services for the District.
- 3 Authority to undertake emergency works outside the current water budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 4 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 5 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 6 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 7 Authority to act as Engineer's representative to the Contract in contractual matters as required.
- 8 Authority to negotiate with developers the terms of supply and arrangements for cost sharing on extensions to rural water supply schemes in accordance with policy.
- 9 Authority to serve notice on individuals, property owners and/or occupiers for matters affecting the safety and convenience of infrastructure users, matters affecting the structural integrity of the infrastructure and matters affecting the integrity or use of Council services, such notice to be given in the terms and manner of the appropriate section and Act.
- 10 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

TREATMENT & SERVICES TEAM LEADER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
 Civil Defence Emergency Management Act 2002
 Climate Change Response Act 2002
 Employment Relations Act 2000
 Fire and Emergency Act 2017
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Drainage Act 1908
 Land Transfer Act 1952
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Marine and Coastal Area (Takutai Moana) Act 2011
 Privacy Act 1993

Property Law Act 2007
 Public Bodies Leases Act 1969
 Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Standards Act 1988
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Utilities Access Act 2010
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Waste Minimisation Act 2008
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Waters Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 3 Authority to restrict water supply to a person's land or building pursuant to Section 193 of the Local Government Act 2002.
- 4 Authority to authorise consent to discharge trade waste into the Council's wastewater system pursuant to Section 196 of the Local Government Act 2002.

- 5 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
- 6 Authority pursuant to the Land Drainage Act 1908 to carry out and undertake the Council's operational functions, powers or duties under the Act.
- 7 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to set and/or establish adopted engineering standards, procedures or guidelines for matters related to the provision of water supply, wastewater and stormwater services for the District.
- 3 Authority to undertake emergency works outside the current water budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 4 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 5 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 6 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 7 Authority to act as Engineer's representative to the Contract in contractual matters as required.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Treatment & Services Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Treatment Plants Engineer
 - (b) Treatment Plants Supervisor

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty-five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures, and for works (materials, plant hire, labour, contracts and consultants).

TREATMENT PLANT ENGINEER(S)**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Building Act 2004
 Civil Defence Emergency Management Act 2002
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety at Work Act 2015
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Marine and Coastal Area (Takutai Moana) Act 2011
 Property Law Act 2007
 Public Works Act 1981

Residential Tenancies Act 1986
 Resource Management Act 1991
 Standards Act 1988
 Te Ture Whenua Maori Act 1993
 Utilities Access Act 2010
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Treatment & Services Team Leader

STATUTORY APPOINTMENT

1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 3 Authority to exercise the Council's operational powers to construct works on or under private land or under a building pursuant to Section 181 of the Local Government Act 2002.
- 4 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
- 5 Authority pursuant to the Land Drainage Act 1908 to carry out and undertake the Council's operational functions, powers or duties under the Act.
- 6 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to undertake emergency works outside the current water and facilities budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Water and Facilities Committee for approval.
- 3 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 4 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 5 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 6 Authority to act as Engineer Representative in contractual matters as required.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Treatment Plant Engineer (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Treatment Plant Supervisor
 - (b) Treatment Plant Operators
 - (c) Treatment Plant Cadet
 - (d) Plant Maintenance Officer

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, bulk water supply chemicals, contracts, laboratory testing chemicals and instruments).

TREATMENT PLANT SUPERVISOR**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Building Act 2004
 Civil Defence Emergency Management Act 2002
 Employment Relations Act 2000
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety at Work Act 2015
 Local Government Act 1974
 Local Government Act 2002
 Marine and Coastal Area (Takutai Moana) Act 2011
 Property Law Act 2007
 Public Works Act 1981
 Residential Tenancies Act 1986

Resource Management Act 1991
 Standards Act 1988
 Te Ture Whenua Maori Act 1993
 Utilities Access Act 2010
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Walking Access Act 2008
 Waste Minimisation Act 2008
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Treatment Plant Engineer

STATUTORY APPOINTMENT

1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 3 Authority to exercise the Council's operational powers to construct works on or under private land or under a building pursuant to Section 181 of the Local Government Act 2002.
- 4 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
- 5 Authority pursuant to the Land Drainage Act 1908 to carry out and undertake the Council's operational functions, powers or duties under the Act.

- 6 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to undertake emergency works outside the current Service Delivery where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Water and Facilities Committee for approval.
- 3 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan
- 4 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 5 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 6 Authority to act as Engineer Representative in contractual matters as required.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Treatment Plant Supervisor (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Treatment Plant Operators
 - (b) Treatment Plant Cadet

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures, and for works (materials, plant hire, contracts and consultants).

TREATMENT PLANT OPERATOR

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
 Civil Defence Emergency Management Act 2002
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety at Work Act 2015
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Marine and Coastal Area (Takutai Moana) Act 2011
 Property Law Act 2007
 Public Works Act 1981

Residential Tenancies Act 1986
 Resource Management Act 1991
 Standards Act 1988
 Te Ture Whenua Maori Act 1993
 Utilities Access Act 2010
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Treatment Plants Supervisor

STATUTORY APPOINTMENT

- I An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

- I Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 3 Authority to exercise the Council's operational powers to construct works on or under private land or under a building pursuant to Section 181 of the Local Government Act 2002.
- 4 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
- 5 Authority pursuant to the Land Drainage Act 1908 to carry out and undertake the Council's operational functions, powers or duties under the Act.

- 6 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to undertake emergency works outside the current water and facilities budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Water and Facilities Committee for approval.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

COMPLIANCE INCOME TEAM LEADER (WATERS)**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004	Property Law Act 2007
Civil Defence Emergency Management Act 2002	Public Bodies Leases Act 1969
Climate Change Response Act 2002	Public Works Act 1981
Employment Relations Act 2000	Reserves Act 1977
Fire and Emergency Act 2017	Residential Tenancies Act 1986
Hazardous Substances and New Organisms Act 1996	Resource Management Act 1991
Health Act 1956	Standards Act 1988
Health and Safety at Work Act 2015	Te Ture Whenua Maori Act 1993
Historic Places Act 1993	Trespass Act 1980
Land Drainage Act 1908	Utilities Access Act 2010
Land Transfer Act 1952	Waikato Raupatu Claims (Waikato River) Settlement Act 2010
Local Government Act 1974	Waste Minimisation Act 2008
Local Government Act 2002	Franklin District Council Bylaws administered by Waikato District Council
Local Government Official Information and Meetings Act 1987	Waikato District Council Bylaws
Marine and Coastal Area (Takutai Moana) Act 2011	Waikato District Council Policies
Privacy Act 1993	Waikato District Plan (including Franklin Section)

REPORTING TO Waters Manager

STATUTORY APPOINTMENT

1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 3 Authority to authorise consent to discharge trade waste into the Council's wastewater system pursuant to Section 196 of the Local Government Act 2002.

- 4 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
- 5 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to set and/or establish adopted engineering standards, procedures or guidelines for matters related to the provision of water supply, wastewater and stormwater services for the District.
- 3 Authority to undertake emergency works outside the current water budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 4 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 5 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 6 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 7 Authority to act as Engineer's representative to the Contract in contractual matters as required.
- 8 Authority to initiate, conduct, compromise, and conclude any action at the District Court in respect of alleged offences against any Act or Bylaw of relevance to the Service Delivery Team, or in respect of the recovery of any related fees and charges and costs incurred by the Council, and service of notices.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Compliance Income Team Leader (Waters) (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Asset Officer(s)

FINANCIAL DELEGATIONS

Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for materials and consultancy fees.

ASSET OFFICER (WATERS)**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004
 Civil Defence Emergency Management Act 2002
 Climate Change Response Act 2002
 Fire and Emergency Act 2017
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety at Work Act 2015
 Historic Places Act 1993
 Land Drainage Act 1908
 Land Transfer Act 1952
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Marine and Coastal Area (Takutai Moana) Act 2011
 Privacy Act 1993
 Property Law Act 2007

Public Bodies Leases Act 1969
 Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Standards Act 1988
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980
 Utilities Access Act 2010
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Waste Minimisation Act 2008
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Waters Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 3 Authority to authorise consent to discharge trade waste into the Council's wastewater system pursuant to Section 196 of the Local Government Act 2002.
- 4 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.

- 5 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to set and/or establish adopted engineering standards, procedures or guidelines for matters related to the provision of water supply, wastewater and stormwater services for the District.
- 3 Authority to undertake emergency works outside the current water budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 4 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 5 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 6 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 7 Authority to act as Engineer's representative to the Contract in contractual matters as required.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

COMMUNITY PROJECTS MANAGER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Land Transfer Act 1952
 Local Drainage Act 1908
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Privacy Act 1993
 Property Law Act 2007
 Land Transport Act 1998
 Land Transport Management Act 2003

Public Works Act 1981
 Reserves Act 1977
 Resource Management Act 1991
 Trespass Act 1980
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Vehicle Dimensions and Mass Rules 2002
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO General Manager Service Delivery

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise all the Council's roading (transport management) operational functions, powers and duties pursuant to Part 21 of the Local Government Act 1974.
- 3 Authority to exercise the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 4 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).

- 5 Authority to exercise the Council's operational powers to construct and undertake works on or under private land and buildings pursuant to Section 181 of the Local Government Act 2002.
- 6 Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.
- 7 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
- 8 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
- 9 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
- 10 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
- 11 Authority to authorise the undertaking of emergency works pursuant to Section 330 of the Resource Management Act 1991.
- 12 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to act as Engineer to the Contract, supervise or manage Engineer to the Contract, or act as Engineer's representative to the Contract in contractual matters as required.
- 4 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 5 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 6 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 7 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 8 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 9 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 10 Authority to apply for a building consent for work to be undertaken on Council property.
- 11 Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
- 12 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.

- 13 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.
- 14 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Community Projects Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Contract Administrator
 - (b) Project Development Team Leader
 - (c) Project Design Team Leader
 - (d) Project Delivery Team Leader

FINANCIAL DELEGATIONS

Operational – Category C, One Hundred Thousand Dollars (\$100,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment).

PROJECT DEVELOPMENT TEAM LEADER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Land Transfer Act 1952
 Local Drainage Act 1908
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Privacy Act 1993
 Property Law Act 2007
 Land Transport Act 1998
 Land Transport Management Act 2003

Public Works Act 1981
 Reserves Act 1977
 Resource Management Act 1991
 Trespass Act 1980
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Vehicle Dimensions and Mass Rules 2002
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Community Projects Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise all the Council's roading (transport management) operational functions, powers and duties pursuant to Part 21 of the Local Government Act 1974.
- 3 Authority to exercise the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 4 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).

- 5 Authority to exercise the Council's operational powers to construct and undertake works on or under private land and buildings pursuant to Section 181 of the Local Government Act 2002.
- 6 Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.
- 7 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
- 8 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
- 9 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
- 10 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
- 11 Authority to authorise the undertaking of emergency works pursuant to Section 330 of the Resource Management Act 1991.
- 12 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to act as Engineer to the Contract, supervise or manage Engineer to the Contract, or act as Engineer's representative to the Contract in contractual matters as required.
- 4 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 5 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 6 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 7 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 8 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 9 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 10 Authority to apply for a building consent for work to be undertaken on Council property.
- 11 Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
- 12 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.

- 13 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.
- 14 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.
- 15 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council.
Any legal proceedings instituted to recover any outstanding debt shall be approved by the Council.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Project Development Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Project Manager
 - (b) Project Coordinator

FINANCIAL DELEGATIONS

Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment).

PROJECT DESIGN TEAM LEADER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Land Transfer Act 1952
 Local Drainage Act 1908
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Privacy Act 1993
 Property Law Act 2007
 Land Transport Act 1998
 Land Transport Management Act 2003

Public Works Act 1981
 Reserves Act 1977
 Resource Management Act 1991
 Trespass Act 1980
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Vehicle Dimensions and Mass Rules 2002
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Programme Delivery Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise all the Council's roading (transport management) operational functions, powers and duties pursuant to Part 21 of the Local Government Act 1974.
- 3 Authority to exercise the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 4 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).

- 5 Authority to exercise the Council's operational powers to construct and undertake works on or under private land and buildings pursuant to Section 181 of the Local Government Act 2002.
- 6 Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.
- 7 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
- 8 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
- 9 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
- 10 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
- 11 Authority to authorise the undertaking of emergency works pursuant to Section 330 of the Resource Management Act 1991.
- 12 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to act as Engineer to the Contract, supervise or manage Engineer to the Contract, or act as Engineer's representative to the Contract in contractual matters as required.
- 4 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 5 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 6 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 7 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 8 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 9 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 10 Authority to apply for a building consent for work to be undertaken on Council property.
- 11 Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
- 12 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.

- 13 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.
- 14 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.
- 15 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council.
Any legal proceedings instituted to recover any outstanding debt shall be approved by the Council.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Projects Design Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Design Engineer
 - (b) Draughtsperson

FINANCIAL DELEGATIONS

Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment).

CONTRACT ENGINEER (COMMUNITY PROJECTS)**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Health and Safety at Work Act 2015

Fire and Emergency Act 2017

Land Transfer Act 1952

Local Drainage Act 1908

Local Government Act 1974

Local Government Act 2002

Local Government Official Information and Meetings Act 1987

Privacy Act 1993

Property Law Act 2007

Land Transport Act 1998

Land Transport Management Act 2003

Public Works Act 1981

Reserves Act 1977

Resource Management Act 1991

Trespass Act 1980

Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010

Vehicle Dimensions and Mass Rules 2002

Franklin District Council Bylaws administered by Waikato District Council

Waikato District Council Bylaws

Waikato District Council Policies

Waikato District Plan (including Franklin Section)

REPORTING TO

Contracts Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the functions, powers and duties of the Council pursuant to the following provisions of the Local Government Act 1974:
 - (a) Section 326: To recover betterment contributions from landowners relating to betterment arising from the creation or widening of a road;
 - (b) Section 335: To issue notices requiring payment of a sum of money for the construction by the Council of a vehicle crossing;
 - (c) Section 356: To exercise the power conferred on the Council to remove, store and dispose of abandoned vehicles from roads;

- (d) Section 337: To require an owner to alter a pipe, drain or any apparatus;
 - (e) Section 468: To exercise the Council's powers to remove a tree and/or tree roots which is/are obstructing a public drain;
 - (f) Section 511: To give notice to remove an obstruction from a drainage channel or watercourse;
- 3 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).
 - 4 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
 - 5 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
 - 6 Authority to require conditions to be added to a subdivision plan in relation to issues of Transport Management and associated infrastructure, Water Treatment and Supply, Wastewater Treatment and Disposal, and Stormwater pursuant to the Resource Management Act 1991 and the Council's District Plan.
 - 7 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 5 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 6 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 7 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 8 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 9 Authority to apply for a building consent for work to be undertaken on Council property.
- 10 Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
- 11 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
- 12 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Operational – Category A, Ten Thousand Dollars (\$10,000) for in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts and consultancy fees).

PROJECT MANAGER (PROGRAMME DELIVERY)**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Health and Safety at Work Act 2015
 Fire and Emergency Act 2017
 Land Transfer Act 1952
 Local Drainage Act 1908
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Privacy Act 1993
 Property Law Act 2007
 Land Transport Act 1998
 Land Transport Management Act 2003

Public Works Act 1981
 Reserves Act 1977
 Resource Management Act 1991
 Trespass Act 1980
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Vehicle Dimensions and Mass Rules 2002
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Projects Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the functions, powers and duties of the Council pursuant to the following provisions of the Local Government Act 1974:
 - (a) Section 326: To recover betterment contributions from landowners relating to betterment arising from the creation or widening of a road;
 - (b) Section 335: To issue notices requiring payment of a sum of money for the construction by the Council of a vehicle crossing;
 - (c) Section 356: To exercise the power conferred on the Council to remove, store and dispose of abandoned vehicles from roads;

- (d) Section 337: To require an owner to alter a pipe, drain or any apparatus;
 - (e) Section 468: To exercise the Council's powers to remove a tree and/or tree roots which is/are obstructing a public drain;
 - (f) Section 511: To give notice to remove an obstruction from a drainage channel or watercourse;
- 3 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).
 - 4 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
 - 5 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
 - 6 Authority to require conditions to be added to a subdivision plan in relation to issues of Transport Management and associated infrastructure, Water Treatment and Supply, Wastewater Treatment and Disposal, and Stormwater pursuant to the Resource Management Act 1991 and the Council's District Plan.
 - 7 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 5 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 6 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 7 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 8 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 9 Authority to apply for a building consent for work to be undertaken on Council property.
- 10 Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
- 11 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
- 12 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Operational – Category A, Ten Thousand Dollars (\$10,000) for in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts and consultancy fees).

RESERVES PLANNER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Building Act 2004	Public Bodies Leases Act 1969
Building (Pools) Amendment Act 2016	Public Works Act 1981
Burial and Cremation Act 1964	Reserves Act 1977
Civil Defence Emergency Management Act 2002	Residential Tenancies Act 1986
Climate Change Response Act 2002	Resource Management Act 1991
Fire and Emergency Act 2017	Sale and Supply of Alcohol Act 2012
Hazardous Substances and New Organisms Act 1996	Standards Act 1988
Health Act 1956	Te Ture Whenua Maori Act 1993
Health and Safety at Work Act 2015	Trespass Act 1980
Historic Places Act 1993	Utilities Access Act 2010
Land Drainage Act 1908	Waikato Raupatu Claims (Waikato River) Settlement Act 2010
Land Transfer Act 1952	Walking Access Act 2008
Local Government Act 1974	Waste Minimisation Act 2008
Local Government Act 2002	Franklin District Council Bylaws administered by Waikato District Council
Local Government Official Information and Meetings Act 1987	Waikato District Council Bylaws
Marine and Coastal Area (Takutai Moana) Act 2011	Waikato District Council Policies
Privacy Act 1993	Waikato District Plan (including Franklin Section)
Property Law Act 2007	

REPORTING TO Asset Management Team Leader

STATUTORY APPOINTMENT

1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002

STATUTORY DELEGATIONS AND ENFORCEMENT

1 Authority to carry out and undertake all the functions, powers or duties of an Enforcement Officer under the Local Government Act 2002.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to require conditions to be added to a subdivision plan in relation to issues of reserves pursuant to the Resource Management Act 1991 and the Council's District Plan.
- 2 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.

- 3 Authority to carry out and undertake operational functions, powers or duties under the Reserves Act 1977 other than matters which require the approval of the Minister.
- 4 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to set and/or establish adopted engineering standards, procedures or guidelines for matters related to the provision of reserves for the District.
- 3 Authority to undertake emergency works outside the current Parks and Facilities budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 4 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan
- 5 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 6 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 7 Authority to approve the erection of a boundary fence with a public reserve subject to budgets provided and within the guidelines of policy.
- 8 Authority to serve notice on individuals, property owners and/or occupiers for matters affecting the safety and convenience of infrastructure users, matters affecting the structural integrity of the infrastructure and matters affecting the integrity or use of Council services, such notice to be given in the terms and manner of the appropriate section and Act.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Charities Act 2005
Citizenship Act 1977
Electoral Act 1993
Employment Relations Act 2000
Goods and Services Tax Act 1995
Health and Safety at Work Act 2015
Local Authorities (Members' Interests) Act 1968
Local Government (Rating) Act 2002
Local Government Act 2002
Local Government Act 1974
Local Government Borrowing Act 2011

Local Government Official Information and Meetings Act 1987
Privacy Act 1993
Rates Rebate Act 1973
Rating Valuations Act 1998
Resource Management Act 1991
Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies
Waikato District Plan (including Franklin Section)

REPORTING TO Chief Executive

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991.

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all or any of the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out and undertake all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority pursuant to Section 34A of the Resource Management Act 1991 (RMA) to carry out and undertake all of the Council's functions, powers or duties under Schedule 1 of that Act other than the final approval of a proposed plan under clause 17 of Schedule 1 or any change to a proposed plan.
- 2 Authority pursuant to Section 34A of the RMA to carry out and undertake all of the Council's functions, powers or duties under the following provisions of that Act:
 - (a) Section 25A: To carry out any directions of the Minister for the Environment;
 - (b) Section 27: To supply information to the Minister for the Environment;

- (c) Section 32: To carry out evaluations of alternatives, benefits, and costs;
 - (d) Section 35: To gather information, monitor, and keep records;
 - (e) Section 35A: To keep records about iwi and hapuu;
 - (f) Section 36: To calculate, recommend to the Council and implement appropriate administrative charges;
 - (g) Sections 37 and 37A: To exercise the power of waiver and extension of time limits in relation to processes carried out pursuant to Schedule 1 of the RMA;
 - (h) Section 41B: To direct an applicant to provide briefs of evidence to the Council before a hearing;
 - (i) Section 41C: To give directions and make requests before or at hearings;
 - (j) Section 42A: To prepare or approve reports and recommendations to the Council, Council Committee or Hearing Commissioners;
 - (k) Section 44A: To implement the Council's obligations regarding the incorporation of national environmental standards into its District Plan or proposed District Plan;
 - (l) Section 55: To give effect in the District Plan to National Policy Statements;
 - (m) Part 6AA: To make recommendations to the Council and to thereafter implement as directed its functions, duties, powers and discretions as they relate to Part 2 of Schedule 1 of the RMA;
 - (n) Section 175 (2) and 192 (d): To provide for requirements for designation and heritage orders in the district plan;
 - (o) Section 182 and 196: To provide for removal of designations and heritage orders;
 - (p) Section 267: To participate in conferences on behalf of the Council as required by the Environment Court;
 - (q) Section 268: To consent to or to request the Environment Court to conduct mediation, conciliation, or other procedures designed to facilitate the resolution of any matter before or at any time during the course of a hearing, and to participate on behalf of the Council in any such procedure;
 - (r) Section 281: To instruct legal counsel as to any application to the Environment Court for waiver or direction under or any response thereto to an application from another party;
 - (s) Section 293: To carry out any directions of the Environment Court made pursuant to section 293 of the RMA.
- 3 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to establish procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works or services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.

- 5 In conjunction with the Communications, Marketing and Engagement Manager authority to liaise with the media on matters related to the activities of the Community Growth Group.
- 6 Authority, within the scope of direction by the Strategy and Finance Committee or the Council, to take or defend legal proceedings in the Council's name in the Environment Court, including the power to conduct, reach a compromise on, and conclude the proceedings whether by way of withdrawal, settlement or hearing. This authority includes engaging and instructing legal counsel to act for the Council in any such proceedings including the signing of consent orders on behalf of the Council.

Where a decision is politically sensitive, the delegate shall seek input from a higher organisational level, or committee, or the Council, whichever is the most appropriate.

If this authority is exercised then a report of such proceedings shall be delivered to the Strategy and Finance Committee of the Council at its next available meeting.

- 7 Subject to consultation with the Chairperson of the Strategy and Finance Committee, authority to comment on and lodge objections/submissions or appeals on behalf of the Council on:
 - (a) Any proposed District Plan or variation to a proposed District Plan administered by the Council;
 - (b) Any proposed District Plan or variation to a proposed District Plan administered by any other Council;
 - (c) Any Council initiated or privately initiated change to a District Plan administered by the Council;
 - (d) Any Council initiated or privately initiated change to a District Plan administered by any other Council;
 - (e) Any notice of requirement for a heritage order;
 - (f) Any notice of requirement for a designation;
 - (g) Any proposed Regional Plan or variation to a proposed Regional Plan, or on any change to a Regional Plan;
 - (h) Any proposed Policy Statement administered by the Council or by any other Council;
 - (i) National Environmental Standards;
 - (j) National Policy Statements;
 - (k) Any matter lodged with the Environmental Protection Authority;
 - (l) Any application for resource consent notified by Waikato Regional Council or adjoining territorial authority;

If this authority is exercised then a report of such proceedings shall be delivered to the Council at the next available opportunity to allow for the council to review and endorse the submission.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.

- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the General Manager Community Growth (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Personal Assistant
 - (b) Community Growth Analytics Manager
 - (c) Economic and Community Development Manager
 - (d) Planning and Policy Manager
 - (e) Funding and Partnerships Manger
 - (f) Strategic Projects Manager

FINANCIAL DELEGATIONS

Capital/Operational – Category GM, Two Hundred and Fifty Thousand Dollars (\$250,000) in accordance with approved budgets and Council’s procedures and for Corporate expenses, office supplies, legal, labour, consulting fees, maintenance and service contracts, plant, staff training, insurance, subscriptions and journals.

PERSONAL ASSISTANT**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Employment Relations Act 2000
 Health and Safety at Work Act 2015
 Privacy Act 1993
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010

Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO General Manager Community Growth

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Personal Assistant (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Team Administrator

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Ten Thousand Dollars (\$10,000) General expenses of the Community Growth Group,, travel and accommodation etc

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Advertising Standards Code 2018
Building Act 2004
Employment Relations Act 2000
Health and Safety at Work Act 2015
Local Government Act 2002
Local Government Act 1974

Privacy Act 1993
Resource Management Act 1991
Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies
Waikato District Plan (including Franklin Section)

REPORTING TO General Manager Community Growth

OPERATIONAL DELEGATIONS

- 1 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2002, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Economic and Community Development Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position.
 - (a) Economic Development Marketing Officer
 - (b) Economic Development Officer North Waikato
 - (c) Youth Engagement Advisor
 - (d) Community Development Advisor
 - (e) Youth Empowerment Advisor

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedure.

PLANNING AND POLICY MANAGER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Atomic Energy Act 1945	Local Government Act 2002
Building Act 2004	Local Government Official Information and Meetings Act 1987
Climate Change Response Act 2002	Public Works Act 1981
Conservation Act 1987	Queen Elizabeth the Second National Trust Act 1977
Corrections Act 2004	Radiation Protection Act 1965
Criminal Justice Act 1985	Radio Communications Act 1989
Crown Minerals Act 1991	Reserves Act 1977
Electricity Act 1992	Resource Management Act 1991
Employment Relations Act 2000	Retirement Villages Act 2003
Environmental Protection Authority Act 2011	Sale and Supply of Alcohol Act 2012
Forests Act 1949	Soil Conservation and Rivers Control Act 1941
Government Rooding Powers Act 1989	Te Ture Whenua Maori Act 1993
Hauraki Gulf Marine Park Act 2000	Telecommunications Act 2001
Hazardous Substances and New Organisms Act 1996	Treaty of Waitangi Act 1975
Health and Safety at Work Act 2015	Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
Historic Places Act 1993	Franklin District Council Bylaws administered by Waikato District Council
Land Transport Act 1998	Waikato District Council Bylaws
Land Transport Management Act 2003	Waikato District Council Policies
Local Electoral Act 2001	Waikato District Plan (including Franklin Section)
Local Government Act 1974	

REPORTING TO General Manager Community Growth

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS

- 1 Authority to carry out the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS (Note: Major decisions made under delegated authority must be reported in writing to the Council or relevant committee.)

- 1 Authority pursuant to Section 34A of the Resource Management Act 1991 (RMA) to carry out and undertake all of the Council's functions, powers or duties under Schedule 1 of that Act other than the final approval of a proposed plan or any plan change under clause 17 of Schedule 1.
 - (a) Clause 5: Power to fix a notification date, and decide on to whom public notices shall be sent in relation to a plan or a change or variation thereto;
 - (b) Clause 7: Power to summarise for and on behalf of the Council submissions made in respect of a plan or a change or variation thereto and to give public notice of the availability of such summary.
 - (c) Clause 8AA: Power to fix a pre-hearing meeting and attend to all associated matters regarding notification, conduct and reporting, excepting the powers of declining a request for a prehearing meeting;
 - (d) Clause 11: Power to decide which landowners or occupiers are directly affected by the Council's decisions under Clause 9(2);
 - (e) Clause 16: Power to alter information and correct minor errors, or to give effect to a direction under Section 55 on a national policy statement;
 - (f) Clause 20A : Power to correct minor errors in an operative statement or plan;
 - (g) Clause 23: Power to request further information or to commission a report prior to modification or consideration of the plan change request;
 - (h) Clause 24: Power to modify a plan change request by agreement with the requester, prior to its consideration by Council;
 - (i) Clause 25: The power to accept, reject or deal with a request to prepare or change a plan as a resource consent application, provided that any rejection or dealing with as an application for resource consent, may be subject to review by the Strategy and Finance Committee;
 - (j) Clause 26: Power to complete preparation of a plan change request accepted under cl 25, and notify the request;
 - (k) Clause 28: Power to send a notice to any requester not likely to continue with request;
 - (l) Clause 32: Power to certify as correct material incorporated by reference into the District Plan following a decision by Strategy and Finance Committee.
- 2 Authority pursuant to Section 34A of the RMA to carry out and undertake all of the Council's functions, powers or duties under the following provisions of that Act:
 - (a) Section 25A: To carry out any directions of the Minister for the Environment;
 - (b) Section 27: To supply information to the Minister for the Environment;
 - (c) Section 32: To carry out evaluations of alternatives, benefits, and costs;
 - (d) Section 35: To gather information, monitor, and keep records;
 - (e) Section 35A: To keep records about iwi and hapuu;
 - (f) Section 36: To calculate, recommend to the Council and implement appropriate administrative charges;
 - (g) Sections 37 and 37A: Power of waiver and extension of time limits in relation to processes carried out pursuant to Schedule 1 of the RMA;
 - (h) Section 41B: To direct an applicant to provide briefs of evidence to the Council before a hearing;
 - (i) Section 41C: To give directions and make requests before or at hearings;

- (j) Section 42A: To prepare or approve reports and recommendations to the Council, Council Committee or Hearing Commissioners;
 - (k) Section 44A: To implement the Council's obligations regarding the incorporation of national environmental standards into its District Plan or proposed District Plan;
 - (l) Section 55: To give effect in the District Plan to National Policy Statements;
 - (m) Part 5: To make recommendations to the Council and to thereafter implement as directed its functions, duties, powers and discretions under Part 5 of the RMA;
 - (n) Part 6AA: To make recommendations to the Council and to thereafter implement as directed its functions, duties, powers and discretions as they relate to Part 2 of Schedule 1 of the RMA;
 - (o) Section 175 (2) and 192 (d): To provide for requirements for designation and heritage orders in the district plan;
 - (p) Section 182 and 196: To provide for removal of designations and heritage orders;
 - (q) Section 267: To participate in conferences on behalf of the Council as required by the Environment Court;
 - (r) Section 268: To consent to or to request the Environment Court to conduct mediation, conciliation, or other procedures designed to facilitate the resolution of any matter before or at any time during the course of a hearing, and to participate on behalf of the Council in any such procedure;
 - (s) Section 281: To instruct legal counsel as to any application to the Environment Court for waiver or direction under or any response thereto to an application from another party;
 - (t) Section 293: To carry out any directions of the Environment Court regarding changes to proposed plans.
- 3 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
 - 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
 - 3 To authorise the performance of all administrative functions relating to notification and hearing of Schedule 1 matters according to the requirements of the RMA.
 - 4 Authority, within the scope of direction by the Strategy & Finance Committee or the Council, to take or defend legal proceedings in the Council's name in the Environment Court, including the power to conduct, reach a compromise on, and conclude the proceedings whether by way of withdrawal, settlement or hearing. This authority includes engaging and instructing legal counsel to act for the Council in any such proceedings including the signing of consent orders on behalf of the Council.
- Where a decision is politically sensitive, the delegate shall seek input from a higher organisational level, or committee, or the Council, whichever is the most appropriate.
- If this authority is exercised then a report of such proceedings shall be delivered to the Strategy & Finance Committee of the Council at its next available meeting.
- 5 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council.

Any legal proceedings instituted to recover any outstanding debt shall be approved by the Council.

- 6 Subject to consultation with the Chairperson of the Strategy & Finance Committee, authority to comment on and lodge objections/submissions or appeals on behalf of the Council on:
- (a) Any proposed District Plan or variation to a proposed District Plan administered by the Council;
 - (b) Any proposed District Plan or variation to a proposed District Plan administered by any other Council;
 - (c) Any Council initiated or privately initiated change to a District Plan administered by the Council;
 - (d) Any Council initiated or privately initiated change to a District Plan administered by any other Council;
 - (e) Any notice of requirement for a heritage order;
 - (f) Any notice of requirement for a designation;
 - (g) Any proposed Regional Plan or variation to a proposed Regional Plan, or on any change to a Regional Plan;
 - (h) Any proposed Policy Statement administered by the Council or by any other Council;
 - (i) National Environmental Standards;
 - (j) National Policy Statements;
 - (k) Any matter lodged with the Environmental Protection Authority;
 - (l) Any application for resource consent notified by Waikato Regional Council or adjoining territorial authority.
- If this authority is exercised then a report of such proceedings shall be delivered to the Council at the next available opportunity to allow for the council to review and endorse the submission.
- 7 To approve the addition of names to the EXTERNAL PLANNING CONSULTANTS delegation in this register – as the need arises.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Planning and Policy Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Strategic Planning Team Leader
 - (b) Resource Management Policy Team Leader
 - (c) Corporate Planning Team Leader

FINANCIAL DELEGATIONS

Capital/Operational – Category B, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for materials and services for the Planning and Strategy team.

CORPORATE PLANNING TEAM LEADER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Local Government Act 1974
 Local Government Act 2002
 Resource Management Act 1991
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council

Treaty of Waitangi Act 1995
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Planning and Policy Manager

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Within the scope of the position, to manage public consultation carried out by the Council according to the requirements of Section 83 of the Local Government Act 2002.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Corporate Planning Team Leader (the officer to whom the sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Corporate Planners
 - (b) Junior Corporate Planner

FINANCIAL DELEGATIONS

Operational – Category B, Twenty Five Thousand dollars (\$25,000) in accordance with approved budgets and Council procedures.

CORPORATE PLANNERS
CORPORATE PLANNER / JUNIOR CORPORATE PLANNER

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Local Government Act 1974
 Local Government Act 2002
 Resource Management Act 1991
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council

Treaty of Waitangi Act 1995
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Corporate Planning Team Leader

DISCRETIONARY STATUTORY DELEGATIONS

- I Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- I Within the scope of the position, to manage public consultation carried out by the Council according to the requirements of Section 83 of the Local Government Act 2002.

PERSONNEL DELEGATIONS

- I The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Corporate Planner (the officer to whom the sub-delegation is made may not further sub-delegate).

FINANCIAL DELEGATIONS

- I Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures.

STRATEGIC PLANNING TEAM LEADER**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Atomic Energy Act 1945	Local Government Act 2002
Building Act 2004	Local Government Official Information and Meetings Act 1987
Climate Change Response Act 2002	Public Works Act 1981
Conservation Act 1987	Queen Elizabeth the Second National Trust Act 1977
Corrections Act 2004	Radiation Protection Act 1965
Criminal Justice Act 1985	Radiocommunications Act 1989
Crown Minerals Act 1991	Reserves Act 1977
Electricity Act 1992	Resource Management Act 1991
Employment Relations Act 2000	Retirement Villages Act 2003
Environmental Protection Authority Act 2011	Sale and Supply of Alcohol Act 2012
Forests Act 1949	Soil Conservation and Rivers Control Act 1941
Government Roding Powers Act 1989	Te Ture Whenua Maori Act 1993
Hauraki Gulf Marine Park Act 2000	Telecommunications Act 2001
Hazardous Substances and New Organisms Act 1996	Treaty of Waitangi Act 1975
Health and Safety at Work Act 2015	Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
Historic Places Act 1993	Franklin District Council Bylaws administered by Waikato District Council
Land Transport Act 1998	Waikato District Council Bylaws
Land Transport Management Act 2003	Waikato District Council Policies
Local Electoral Act 2001	Waikato District Plan (including Franklin Section)
Local Government Act 1974	

REPORTING TO Planning and Policy Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002.
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991.

STATUTORY DELEGATIONS

- 1 Authority to carry out the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.
- 2 Clause 7: Power to summarise for and on behalf of the Council submissions made in respect of a plan or a change or variation thereto and to give public notice of the availability of such summary.

OPERATIONAL DELEGATIONS

- 1 Authority to issue a letter of acceptance for the purpose of creating a contract with external consultants or legal advisers.
- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 3 Authority to provide professional advice to the Council, other staff, and the general public on matters relating to the implementation of the Council's statutory obligations under the District Plan and the RMA.
- 4 Authority to prepare reports pursuant to Section 42A of the RMA and to give professional advice to the Council on District Plan and RMA matters.
- 5 Authority to make professional recommendations to the Council concerning submissions on Plans and Plan Changes.
- 6 Authority to make professional recommendations to the Council concerning requests for Private Plan Changes.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Strategic Planning Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Strategic Planners
 - (b) Senior Environment Planner
 - (c) Senior Planner (Community Development)

FINANCIAL DELEGATIONS

Capital/Operational – Category A, Twenty Five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for materials and services for the Strategic Planning team.

STRATEGIC PLANNERS**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Atomic Energy Act 1945	Local Government Act 2002
Building Act 2004	Local Government Official Information and Meetings Act 1987
Climate Change Response Act 2002	Public Works Act 1981
Conservation Act 1987	Queen Elizabeth the Second National Trust Act 1977
Corrections Act 2004	Radiation Protection Act 1965
Criminal Justice Act 1985	Radiocommunications Act 1989
Crown Minerals Act 1991	Reserves Act 1977
Electricity Act 1992	Resource Management Act 1991
Employment Relations Act 2000	Retirement Villages Act 2003
Environmental Protection Authority Act 2011	Sale and Supply of Alcohol Act 2012
Forests Act 1949	Soil Conservation and Rivers Control Act 1941
Government Rooding Powers Act 1989	Te Ture Whenua Maori Act 1993
Hauraki Gulf Marine Park Act 2000	Telecommunications Act 2001
Hazardous Substances and New Organisms Act 1996	Treaty of Waitangi Act 1975
Health and Safety at Work Act 2015	Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
Historic Places Act 1993	Franklin District Council Bylaws administered by Waikato District Council
Land Transport Act 1998	Waikato District Council Bylaws
Land Transport Management Act 2003	Waikato District Council Policies
Local Electoral Act 2001	Waikato District Plan (including Franklin Section)
Local Government Act 1974	

REPORTING TO Strategic Planning Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002.
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991.

STATUTORY DELEGATIONS

- 1 Authority to carry out the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.
- 2 Clause 7: Power to summarise for and on behalf of the Council submissions made in respect of a plan or a change or variation thereto and to give public notice of the availability of such summary.

OPERATIONAL DELEGATIONS

- 1 Authority to issue a letter of acceptance for the purpose of creating a contract with external consultants or legal advisers.
- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 3 Authority to provide professional advice to the Council, other staff, and the general public on matters relating to the implementation of the Council's statutory obligations under the District Plan and the RMA.
- 4 Authority to prepare reports pursuant to Section 42A of the RMA and to give professional advice to the Council on District Plan and RMA matters.
- 5 Authority to make professional recommendations to the Council concerning submissions on Plans and Plan Changes
- 6 Authority to make professional recommendations to the Council concerning requests for private Plan Changes

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

SENIOR PLANNER (COMMUNITY DEVELOPMENT) AND SENIOR ENVIRONMENTAL PLANNER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Atomic Energy Act 1945	Local Government Act 2002
Building Act 2004	Local Government Official Information and Meetings Act 1987
Climate Change Response Act 2002	Public Works Act 1981
Conservation Act 1987	Queen Elizabeth the Second National Trust Act 1977
Corrections Act 2004	Radiation Protection Act 1965
Criminal Justice Act 1985	Radiocommunications Act 1989
Crown Minerals Act 1991	Reserves Act 1977
Electricity Act 1992	Resource Management Act 1991
Environmental Protection Authority Act 2011	Retirement Villages Act 2003
Forests Act 1949	Sale and Supply of Alcohol Act 2012
Government Roadway Powers Act 1989	Soil Conservation and Rivers Control Act 1941
Hauraki Gulf Marine Park Act 2000	Te Ture Whenua Maori Act 1993
Hazardous Substances and New Organisms Act 1996	Telecommunications Act 2001
Health and Safety at Work Act 2015	Treaty of Waitangi Act 1975
Historic Places Act 1993	Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
Land Transport Act 1998	Franklin District Council Bylaws administered by Waikato District Council
Land Transport Management Act 2003	Waikato District Council Bylaws
Local Electoral Act 2001	Waikato District Council Policies
Local Government Act 1974	Waikato District Plan (including Franklin Section)

REPORTING TO Strategic Planning Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS

- 1 Authority to carry out the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority pursuant to section 34A of the Resource Management Act 1991 (RMA) to carry out functions, powers or duties under the following provisions of Schedule 1

of that Act:

- (a) Clause 7: Power to summarise for and on behalf of the Council submissions made in respect of a plan or a change or variation thereto and to give public notice of the availability of such summary.;
 - (b) Clause 23: Power to request further information or to commission a report prior to modification or consideration of the plan change request;
 - (c) Clause 24: Power to modify a plan change request by agreement with the requester, prior to its consideration by Council;
 - (d) Clause 26: Power to complete preparation of a plan change request accepted under cl 25, and notify the request;
 - (e) Clause 28: Power to send a notice to any requester not likely to continue with request;
 - (f) Clause 32: Power to certify as correct material incorporated by reference into the District Plan following a decision by Strategy and Finance Committee.
- 2 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to provide professional advice to the Council, other staff, and the general public on matters relating to the implementation of the Council's statutory obligations under the District Plan and the RMA.
- 2 Authority to prepare reports pursuant to Section 42A of the RMA and to give professional advice to the Council on District Plan and RMA matters.
- 3 Authority to make professional recommendations to the Council concerning submissions on Plans and Plan Changes
- 4 Authority to make professional recommendations to the Council concerning requests for Private Plan Changes

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)

Atomic Energy Act 1945
Building Act 2004
Climate Change Response Act 2002
Conservation Act 1987
Corrections Act 2004
Criminal Justice Act 1985
Crown Minerals Act 1991
Electricity Act 1992
Employment Relations Act 2000
Environmental Protection Authority Act 2011
Forests Act 1949
Government Roding Powers Act 1989
Hauraki Gulf Marine Park Act 2000
Hazardous Substances and New Organisms Act 1996
Health and Safety at Work Act 2015
Historic Places Act 1993
Land Transport Act 1998
Land Transport Management Act 2003
Local Electoral Act 2001
Local Government Act 1974
Local Government Act 2002
Local Government Official Information and Meetings Act 1987
Public Works Act 1981
Queen Elizabeth the Second National Trust Act 1977
Radiation Protection Act 1965
Radiocommunications Act 1989
Reserves Act 1977
Resource Management Act 1991
Retirement Villages Act 2003
Sale and Supply of Alcohol Act 2012
Soil Conservation and Rivers Control Act 1941
Te Ture Whenua Maori Act 1993
Telecommunications Act 2001
Treaty of Waitangi Act 1975
Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies
Waikato District Plan (including Franklin Section)

REPORTING TO Planning and Policy Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS

- 1 Authority to carry out the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS (Note: Major decisions made under delegated authority must be reported in writing to the Council or relevant committee.)

- I Authority pursuant to Section 34A of the Resource Management Act 1991 (RMA) to carry out and undertake all of the Council's functions, powers or duties under Schedule 1 of that Act other than the final approval of a proposed plan or any plan change under clause 17 of Schedule 1.
 - (a) Clause 5: Power to fix a notification date, and decide on to whom public notices shall be sent in relation to a plan or a change or variation thereto;
 - (b) Clause 7: Power to summarise for and on behalf of the Council submissions made in respect of a plan or a change or variation thereto and to give public notice of the availability of such summary;
 - (c) Clause 8AA: Power to fix a pre-hearing meeting and attend to all associated matters regarding notification, conduct and reporting, excepting the powers of declining a request for a prehearing meeting;
 - (d) Clause 11: Power to decide which landowners or occupiers are directly affected by the Council's decisions under Clause 9(2);
 - (e) Clause 16: Power to alter information and correct minor errors, or to give effect to a direction under Section 55 on a national policy statement;
 - (f) Clause 20A : Power to correct minor errors in an operative statement or plan;
 - (g) Clause 23: Power to request further information or to commission a report prior to modification or consideration of the plan change request;
 - (h) Clause 24: Power to modify a plan change request by agreement with the requester, prior to its consideration by Council;
 - (i) Clause 25: The power to accept, reject or deal with a request to prepare or change a plan as a resource consent application, provided that any rejection or dealing with as an application for resource consent, may be subject to review by the Strategy and Finance Committee;
 - (j) Clause 26: Power to complete preparation of a plan change request accepted under cl 25, and notify the request;
 - (k) Clause 28: Power to send a notice to any requester not likely to continue with request;
 - (l) Clause 32: Power to certify as correct material incorporated by reference into the District Plan following a decision by Strategy and Finance Committee.
- 2 Authority pursuant to Section 34A of the RMA to carry out and undertake all of the Council's functions, powers or duties under the following provisions of that Act:
 - (a) Section 25A: To carry out any directions of the Minister for the Environment;
 - (b) Section 27: To supply information to the Minister for the Environment;
 - (c) Section 32: To carry out evaluations of alternatives, benefits, and costs;
 - (d) Section 35: To gather information, monitor, and keep records;
 - (e) Section 35A: To keep records about iwi and hapuu;
 - (f) Section 36: To calculate, recommend to the Council and implement appropriate administrative charges;
 - (g) Sections 37 and 37A: Power of waiver and extension of time limits in relation to processes carried out pursuant to Schedule 1 of the RMA;
 - (h) Section 41B: To direct an applicant to provide briefs of evidence to the Council before a hearing;
 - (i) Section 41C: To give directions and make requests before or at hearings;
 - (j) Section 42A: To prepare or approve reports and recommendations to the Council, Council Committee or Hearing Commissioners;

- (k) Section 44A: To implement the Council's obligations regarding the incorporation of national environmental standards into its District Plan or proposed District Plan;
 - (l) Section 55: To give effect in the District Plan to National Policy Statements;
 - (m) Part 5: To make recommendations to the Council and to thereafter implement as directed its functions, duties, powers and discretions under Part 5 of the RMA;
 - (n) Part 6AA: To make recommendations to the Council and to thereafter implement as directed its functions, duties, powers and discretions as they relate to Part 2 of Schedule I of the RMA;
 - (o) Section 175 (2) and 192 (d): To provide for requirements for designation and heritage orders in the district plan;
 - (p) Section 182 and 196: To provide for removal of designations and heritage orders;
 - (q) Section 267: To participate in conferences on behalf of the Council as required by the Environment Court ;
 - (r) Section 268: To consent to or to request the Environment Court to conduct mediation, conciliation, or other procedures designed to facilitate the resolution of any matter before or at any time during the course of a hearing, and to participate on behalf of the Council in any such procedure;
 - (s) Section 281: To instruct legal counsel as to any application to the Environment Court for waiver or direction under or any response thereto to an application from another party;
 - (t) Section 293: To carry out any directions of the Environment Court regarding changes to proposed plans.
- 3 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 3 To authorise the performance of all administrative functions relating to notification and hearing of Schedule I matters according to the requirements of the RMA.
- 4 Authority, within the scope of direction by the Strategy & Finance Committee or the Council, to take or defend legal proceedings in the Council's name in the Environment Court, including the power to conduct, reach a compromise on, and conclude the proceedings whether by way of withdrawal, settlement or hearing. This authority includes engaging and instructing legal counsel to act for the Council in any such proceedings including the signing of consent orders on behalf of the Council.

Where a decision is politically sensitive, the delegate shall seek input from a higher organisational level, or committee, or the Council, whichever is the most appropriate.

If this authority is exercised then a report of such proceedings shall be delivered to the Strategy & Finance Committee of the Council at its next available meeting.

- 5 Subject to consultation with the Chairperson of the Strategy & Finance Committee, authority to comment on and lodge objections/submissions or appeals on behalf of the Council on:
 - (a) Any proposed District Plan or variation to a proposed District Plan administered by the Council;

- (b) Any proposed District Plan or variation to a proposed District Plan administered by any other Council;
 - (c) Any Council initiated or privately initiated change to a District Plan administered by the Council;
 - (d) Any Council initiated or privately initiated change to a District Plan administered by any other Council;
 - (e) Any notice of requirement for a heritage order;
 - (f) Any notice of requirement for a designation;
 - (g) Any proposed Regional Plan or variation to a proposed Regional Plan, or on any change to a Regional Plan;
 - (h) Any proposed Policy Statement administered by the Council or by any other Council;
 - (i) National Environmental Standards;
 - (j) National Policy Statements;
 - (k) Any matter lodged with the Environmental Protection Authority;
 - (l) Any application for resource consent notified by Waikato Regional Council or adjoining territorial authority.
- 6** If this authority is exercised then a report of such proceedings shall be delivered to the Council at the next available opportunity to allow for the council to review and endorse the submission.
- 7** To approve the addition of names to the EXTERNAL PLANNING CONSULTANTS delegation in this register – as the need arises.

PERSONNEL DELEGATIONS

- 1** To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2** This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3** Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety at Work Act 2015, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4** The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Resource Management Policy Team Leader (the officer to whom sub-delegation is made may not further sub-delegate).
- 5** This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Senior Policy Planners;
 - (c) Policy Planners;
 - (d) District Plan Administrator;
 - (g) Planning Technician.

FINANCIAL DELEGATIONS

Operational – Category B, Twenty-five Thousand Dollars (\$25,000) in accordance with approved budgets and Council procedures and for materials and services for the Resource Management Policy team.

DISTRICT PLAN ADMINISTRATOR**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Local Government Act 2002
 Health and Safety at Work Act 2015
 Resource Management Act 1991
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010

Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Resource Management Policy Team Leader

STATUTORY APPOINTMENT

Nil

STATUTORY DELEGATIONS AND ENFORCEMENT

Nil

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Pursuant to section 276A of the Resource Management Act 1991 to certify as a true copy, any copies of the District Plan or proposed plan changes provided to the Environment Court as evidence at any hearing.

OPERATIONAL DELEGATIONS

- 1 To carry out the administration processes of Schedule 1 of the Resource Management Act 1991 within the scope of the position.
- 2 To have custody of and manage official versions of paper and electronic Operative and Proposed Waikato District Plans and any variations of or changes thereto.
- 3 To have custody of and administer the register of warranted officers.
- 4 To update the Council's Governance Statement when required.
- 5 To have custody to manage and update the Delegations Register.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Operational – Category A, Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures and for materials and services for administration of the District Plan and journal subscriptions.

EXTERNAL PLANNING CONSULTANTS – DISTRICT PLANNING UNDER THE LOCAL AUTHORITY SHARED SERVICES PREFERRED SERVICES PANEL (LASS)

For the purposes of Section 34(7) of the Resource Management Act 1991, the following officers severally, who have been delegated authority to enter into contracts on behalf of the Council, are authorised to specify in any written contract for services which, if any, of the following delegations may be exercised by any of the external consultants listed in Schedule A below:

- (a) General Manager, Community Growth
- (b) Planning and Policy Manager
- (c) Resource Management Policy Team Leader
- (d) Strategic Planning Team Leader

Pursuant to Sections 34(7) and 34A(2) of the Resource Management Act 1991 authority is delegated to the external consultants ~~listed in Schedule A~~ to carry out, exercise and undertake those of the following functions, powers and duties under the Act, as specified in a written contract with the Council:

- 1 Authority pursuant to Section 34A of the Resource Management Act 1991 to carry out functions, powers or duties under the following provisions of Schedule 1 of the Act:
 - (a) Clause 5: Power to fix a notification date, and decide on to whom public notices shall be sent in relation to a plan or a change or variation thereto.
 - (b) Clause 7: Power to summarise for and on behalf of the Council submissions made in respect of a plan or a change or variation thereto, and to give public notice of the availability of such summary.
 - (c) Clause 8AA: Power to fix a pre-hearing meeting and attend to all associated matters regarding notification, conduct and reporting, excepting the powers of declining a request for a prehearing meeting
 - (d) Clause 11: Power to decide which landowners or occupiers are directly affected by the Council's decisions under Clause 9(2).
 - (e) Clause 23: Power to request further information or to commission a report prior to modification or consideration of the plan change request.
 - (f) Clause 24: Power to modify a plan change request by agreement with the requester, prior to its consideration by Council.
 - (g) Clause 25: The power to accept or reject a request to prepare or change a plan, or to deal with such a request as a resource consent application, provided that any rejection or dealing with as an application for resource consent, may be subject to review by the Strategy and Finance Committee..
 - (h) Clause 26: Power to complete preparation of a plan change request accepted under cl 25, and notify the request
 - (i) Clause 28: Power to send a notice to any requester not likely to continue with request
- 2 Authority pursuant to Section 34A of the Resource Management Act 1991 to carry out functions, powers or duties under the following provisions of that Act:
 - (a) Section 37: To grant waivers and extensions of time limits
 - (b) Section 42A: To prepare reports and recommendations and present and speak to those reports before Council's Strategy and Finance Committee or Hearings Commissioners

- (c) Section 92: To issue requests for information
- (d) Section 99 To attend and participate on behalf of Council at pre-hearing meetings
- (e) Section 267: To participate in conferences on behalf of the Council as required by the Environment Court
- (f) Section 293: To carry out any directions of the Environment Court regarding changes to proposed plans

When requested to do so by an authorised officer listed above, the delegate shall, before exercising the authority delegated under 1 and 2 above, consult with such Council officers, Members or Committees as he or she is requested to consult by that officer.

Or the specialist services through a preferred supplier not listed in the LASS PSP.

SENIOR POLICY PLANNERS / POLICY PLANNERS**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Atomic Energy Act 1945	Local Government Act 2002
Building Act 2004	Local Government Official Information and Meetings Act 1987
Climate Change Response Act 2002	Public Works Act 1981
Conservation Act 1987	Queen Elizabeth the Second National Trust Act 1977
Corrections Act 2004	Radiation Protection Act 1965
Criminal Justice Act 1985	Radiocommunications Act 1989
Crown Minerals Act 1991	Reserves Act 1977
Electricity Act 1992	Resource Management Act 1991
Environmental Protection Authority Act 2011	Retirement Villages Act 2003
Forests Act 1949	Sale and Supply of Alcohol Act 2012
Government Roadway Powers Act 1989	Soil Conservation and Rivers Control Act 1941
Hauraki Gulf Marine Park Act 2000	Te Ture Whenua Maori Act 1993
Hazardous Substances and New Organisms Act 1996	Telecommunications Act 2001
Health and Safety at Work Act 2015	Treaty of Waitangi Act 1975
Historic Places Act 1993	Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
Land Transport Act 1998	Franklin District Council Bylaws administered by Waikato District Council
Land Transport Management Act 2003	Waikato District Council Bylaws
Local Electoral Act 2001	Waikato District Council Policies
Local Government Act 1974	Waikato District Plan (including Franklin Section)

REPORTING TO Resource Management Policy Team Leader

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS

- 1 Authority to carry out the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority pursuant to section 34A of the Resource Management Act 1991 (RMA) to carry out functions, powers or duties under the following provisions of Schedule 1

of that Act:

- (a) Clause 5: Power to fix a notification date, and decide on to whom public notices shall be sent in relation to a plan or a change or variation thereto;
 - (b) Clause 7: Power to summarise for and on behalf of the Council submissions made in respect of a plan or a change or variation thereto and to give public notice of the availability of such summary.;
 - (c) Clause 8AA: Power to fix a pre-hearing meeting and attend to all associated matters regarding notification, conduct and reporting, excepting the powers of declining a request for a prehearing meeting;
 - (d) Clause 11: Power to decide which landowners or occupiers are directly affected by the Council's decisions under Clause 9(2);
 - (e) Clause 16: Power to alter information and correct minor errors, or to give effect to a direction under Section 55 on a national policy statement;
 - (f) Clause 20A : Power to correct minor errors in an operative statement or plan;
 - (g) Clause 23: Power to request further information or to commission a report prior to modification or consideration of the plan change request;
 - (h) Clause 24: Power to modify a plan change request by agreement with the requester, prior to its consideration by Council;
 - (i) Clause 25: The power to accept, reject or deal with a request to prepare or change a plan as a resource consent application, provided that any rejection or dealing with as an application for resource consent, may be subject to review by the Strategy and Finance Committee;
 - (j) Clause 26: Power to complete preparation of a plan change request accepted under cl 25, and notify the request;
 - (k) Clause 28: Power to send a notice to any requester not likely to continue with request;
 - (l) Clause 32: Power to certify as correct material incorporated by reference into the District Plan following a decision by Strategy and Finance Committee.
- 2** Authority pursuant to Section 34A of the RMA to carry out functions, powers or duties under the following provisions of that Act:
- (a) Section 44A: To implement the Council's obligations regarding the incorporation of national environmental standards into its District Plan or proposed District Plan;
 - (b) Section 293: to carry out any directions of the Environment Court regarding changes to proposed plans;
 - (c) To participate in conferences on behalf of the Council as required by the Environment Court.
- 3** Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1** Authority to provide professional advice to the Council, other staff, and the general public on matters relating to the implementation of the Council's statutory obligations under the District Plan and the RMA.
- 2** Authority to prepare reports pursuant to Section 42A of the RMA and to give professional advice to the Council on District Plan and RMA matters.
- 3** Authority to make professional recommendations to the Council concerning submissions on Plans and Plan Changes
- 4** Authority to make professional recommendations to the Council concerning requests for private Plan Changes

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil

DEVELOPMENT CONTRIBUTIONS CO-ORDINATOR / DEVELOPMENT CONTRIBUTIONS ASSESSMENT OFFICER*LINKAGES** (Include applicable regulations and rules)

Atomic Energy Act 1945	Marine and Coastal Area (Takutai Moana) Act 2011
Building Act 2004	Ombudsmen Act 1975
Climate Change Response Act 2002	Plumbers, Gasfitters, and Drainlayers Act 2006
Conservation Act 1987	Privacy Act 1993
Corrections Act 2004	Prostitution Reform Act 2003
Criminal Justice Act 1985	Public Works Act 1981
Disabled Persons Community Welfare Act 1975	Queen Elizabeth the Second National Trust Act 1977
Employment Relations Act 2000	Radiation Protection Act 1965
Environmental Protection Authority Act 2011	Reserves Act 1977
Fair Trading Act 1986	Resource Management Act 1991
Fire Service Act 1975	Sale and Supply of Alcohol Act 2012
Forest and Rural Fires Act 1977	Soil Conservation and Rivers Control Act 1941
Hauraki Gulf Marine Park Act 2000	Te Ture Whenua Maori Act 1993
Hazardous Substances and New Organisms Act 1996	Telecommunications Act 2001
Health Act 1956	Treaty of Waitangi Act 1975
Health and Safety at Work Act 2015	Trespass Act 1980
Historic Places Act 1993	Trustee Act 1956
Land Drainage Act 1908	Unit Titles Act 2010
Land Transfer Act 1952	Waste Minimisation Act 2008
Local Electoral Act 2001	Franklin District Council Bylaws administered by Waikato District Council
Local Government Act 1974	Waikato District Council Bylaws
Local Government Act 2002	Waikato District Council Policies
Local Government Official Information and Meetings Act 1987	Waikato District Plan (including Franklin Section)
Major Events Management Act 2007	

REPORTING TO Community Growth Analytics Manager**STATUTORY APPOINTMENT**

Nil

STATUTORY DELEGATIONS

Nil

DISCRETIONARY STATUTORY DELEGATIONS

I Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with

the scope of the position.

- 2 Authority to manage the collection of Development Contributions on behalf of the Council and in accordance with the Councils Development Contribution Policy and the Local Government Act 2002
- 3 Authority to manage debtors of unpaid Development Contributions in accordance with the Development Contributions Policy and the Local Government Act.
- 4 Authority to make recommendations on reconsiderations in accordance with the provisions of the Local Government Act and Development Contributions Policies.
- 5 Authority to undertake reporting and make recommendations for the purpose of consideration of Objections under the Development Contributions provisions of the Local Government Act 2002.
- 6 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 Authority to provide advice to the Council, other staff, and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the District Plan and the Resource Management Act 1991 (RMA).
- 2 Authority to provide advice to the Council, or any Panel of Independent Commissioners, other staff, and the general public on matters relating to the implementation and enforcement of the Council's statutory obligations under the Council's Development Contributions Policy and the Local Government Act 2002.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Operation – Category A– Ten Thousand Dollars (\$10,000) in accordance with approved budgets and Council procedures and for materials and services for the Consents Team. *This delegation is for the Development Contributions Coordinator only.

FUNDING AND PARTNERSHIPS MANAGER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Health and Safety at Work Act 2015
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Te Ture Whenua Maori Act 1993
 Telecommunications Act 2001

Treaty of Waitangi Act 1975
 Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Planning and Policy Manager

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS

- 1 Authority to carry out the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

PERSONNEL DELEGATIONS

Nil

FINANCIAL DELEGATIONS

Nil