



Delegations Register

Endorsed by the Chief Executive _____

This delegation register records all delegations from the Tasman District Council to Standing Committees, Subcommittees, Members and Staff. The delegations have been approved by Council resolution CNXX/XX/XX. Delegations, unless otherwise stated, are deemed to have been made under Clause 32, Schedule 7 of the Local Government Act 2002 (LGA). It was current as at the date in the footer of each page

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Record of Amendments:

Date	Resolution Number

Part A

Introduction

Part A of this Delegations register contains introductory and background information for the reader. Of particular note are the principles and general terms and conditions that apply to all Tasman District Council delegations

INTRODUCTION

1.1 Purpose

This document is the Delegations Register for the Tasman District Council ('the Delegations Register').

The purpose of the Delegation Register is to set out the Tasman District Council's ('the Council') policies, procedures and delegations relating to decision making when giving effect to its statutory duties, responsibilities and powers.

1.2 Background

1.2.1 Definition of Delegation

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

For the purposes of administrative efficiency and expediency in the conducting of its day-to-day business, the Council delegates certain statutory duties, responsibilities and powers to its standing committees, subcommittees, members or staff. Likewise the Chief Executive delegates certain duties and responsibilities to a subordinate level. These delegations are a necessary operational requirement to achieve best use of the abilities of elected representatives and officers and to promote effective and expeditious decision-making. Delegations seek to avoid administrative delays and inefficiencies that might otherwise occur if all matters have to be referred to Council or Chief Executive every time a decision needs to be made.

1.2.2 The Legal Basis

The Council's authority to delegate to its standing committees, subcommittees, members or staff is principally derived from Schedule 7, Clause 32 of the Local Government Act 2002 (LGA).

Schedule 7 Clause 32 of the LGA states that:

“Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of the local authority’s business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except

- (a) The power to make a rate; or
- (b) The power to make a bylaw; or
- (c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Council Community Plan; or
- (d) The power to appoint a chief executive; or

The power to adopt policies required to be adopted and consulted on under this Act in association with the Long Term Council Community Plan or developed for the purpose of the local governance statement.

Other statutes¹ also confer or limit the ability for the Council to delegate decision-making powers and duties. For instance, Section 314 of the Local Government Act 2002, (dealing with the prohibition of vehicles and consumption or possession of intoxicating liquor in a public place) restricts the delegation of the Council's powers on those matters only to a committee of the Council whose members are elected members of the Council, i.e. the Council is specifically prohibited from delegating those powers to any committee having persons on it who are not members of the Council, or to any officer of the Council. While the Local Government Official Information and Meetings Act 1987 provides for delegations under section 42 and 43 of that Act, a response to recommendations made to the Council by the Ombudsman (section 32) may not be delegated.

Authority and responsibility are inseparable. Those with responsibility for a task or function should always have the authority to carry it out effectively. It should be noted that no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.

Delegates should willingly accept authority and responsibility for decision-making in the certain knowledge that their decisions, if made in a full, fair, and objective manner, will not be interfered with. The act of delegating involves mutual trust and respect without which the efficiency and effectiveness of the Council would be at risk.

1.2.3 Principles, Terms and Conditions

Unless a delegation in this Register states otherwise, the delegation is derived from the Council. The Council or Chief Executive in their determination as to duties, responsibilities and powers to be delegated will have regard to the principles outlined in Table 1.

In the exercise of any delegation, the delegate (i.e. the person given the delegation) must comply with the general terms and conditions, which are also identified in Table 1. In addition to the general terms and conditions, the delegate must also comply with any additional terms and conditions that might apply to specific delegations.

The laws relating to local government generally recognise that the decisions of a delegate may be reviewed or appealed to the delegator who may confirm, vary, overrule, or substitute any decision although there are exceptions such as where a decision is made and other review remedies are available (e.g. appeal to a court or tribunal).

¹ See Building Act 2004 - Section 232; Civil Defence Emergency Management Act 2002 - Section 12; Impounding Act 1955 - Section 63; Local Government Official Information and Meetings Act 1987 - Sections 42, 43; Privacy Act 1993 - Sections 124, 125; Public Bodies Contracts Act 1959 - Section 4; Resource Management Act 1991 - Section 34A(3); Sale of Liquor Act 1989 - Section 104; Fencing of Swimming Pools Act 1987 – Section 12.

Table 1: Principles, Terms and Conditions

Principles
<p>Because the business to be transacted by the Council is diverse and wide-ranging, delegations are necessary to ensure the efficient, effective, and timely delivery of services to the communities it represents.</p> <p>Delegations have generally been made to the lowest level of competence, commensurate with the degree of responsibility and difficulty involved in the undertaking of the task delegated.</p> <p>In deciding what is the lowest level of competence for each delegation, particular attention has been paid to the fact that along with the powers and duties contained in the delegation go the responsibilities and accountability for its correct and effective implementation and any reporting requirements.</p> <p>Wherever possible, delegations to staff have been made on a wide basis to promote the most effective and efficient implementation and delivery of Council's policies and objectives.</p>
General terms and conditions
<p>No delegations shall limit the power of Council or other delegator to exercise a function, duty or power in substitution for a delegate.</p> <p>Delegations must be precise and in writing in order to protect both the Council and the delegate.</p> <p>In the exercise of any delegation, the delegate will ensure they act in accordance with:</p> <p>Any binding statutory authority (in relation to each delegation, relevant sections of the Act will be identified); and Any relevant Council policy or procedural documents (including reporting and recording requirements).</p> <p>In relation to delegations to officer level, every delegation will be to a stated officer and will be exercised in relation to the duties of their position as identified in their Position Description or when an officer has been appointed in an acting capacity.</p> <p>Decisions, other than on minor or routine matters, made under delegated authority will be reported to the Council or a relevant Committee.</p> <p>5. For the avoidance of doubt, supervisors shall have the same powers of delegation as subordinate staff, unless the exercise of such delegation requires, by law, a particular qualification or registration.</p> <p>6. A delegation once made cannot be further sub-delegated.</p> <p>7. The Council may, at any time, revoke, suspend for a period, or amend the terms of conditions in relation to any delegation it has made. Where this occurs, it will be recorded by resolution of Council.</p> <p>8. The Chief Executive may revoke or suspend for a period, or amend the</p>

terms and conditions in relation:

Any delegation to subordinates that he has made; and
Any delegation to the Chief Executive that Council has revoked or suspended.

9. Staff will not exercise delegated authority in cases of uncertainty or where it would be desirable that policy direction be given. There are also circumstances where staff will be required to seek peer review prior to exercising delegated authority, in which case supervisors will make this known.

10 All staff decisions made under delegated authority should clearly contain an appropriate endorsement e.g. 'made under delegated authority'. Where a delegation exists to make a decision on behalf of Council, the delegate has all the necessary powers of Council to effect that decision, including any related transitional powers prescribed by statute.

11. The delegations to staff, if required by any enactment, are also made through the Chief Executive Officer by virtue of inclusion in this Register.

1.2.4 Term of Delegation

Unless any delegation is expressed to be for a definable period it will continue until revoked by the delegator or the Council, or withdrawn by operation of law. The Delegations Register is a 'living' document and as such will be reviewed and amended from time-to-time.

1.2.5 Delegation to Office

Unless a contrary intention is indicated every delegation will be to a stated office or position and not to an individual or the membership of a group in their personal capacities. In every case of this type the delegation will survive any change in the occupier of any such office.

1.3 Structure

The Delegations Register is structured in four parts.

Part A of the Delegations Register presents introductory and background information for the Delegations Register.

Part B of the Delegations Register contains general administrative delegations relating to employment matters, the use of the Common Seal, the making of submissions on behalf of council, and the release of information. Part B has five sections.

Part C of the Delegations Register contains legal and financial delegations. Part C has four sections.

Part D of the Delegations Register contains delegations (not already addressed) relating to the Council's regulatory functions, duties and powers under various statutes. Part D has four sections

Part B

Administrative Delegations

Part B of the Delegations Register sets out general administrative delegations relating to employment matters, the issuing of warrants, the use of the Common Seal, submissions on behalf of Council, and the release of information.

2. EMPLOYMENT RELATED DELEGATIONS

2.1 The Chief Executive

The Chief Executive has absolute control over all employment-related matters concerning staff, and retains authority to:

- (a) Approve the employment of all staff, including casual and temporary staff; and
- (b) Approve staff members taking up or engaging in other employment, in addition to their Council employment, subject to the following provisos:
 - Council duties having priority;
 - The other employment is not to interfere with or impair the due and proper discharge of their normal duties;
 - The other employment will not be carried out during the staff member's Council working hours; and
 - Such employment being consistent with the staff member's status as a Council employee.

Pursuant to section 42(2) of the Local Government Act 2002, the Chief Executive is responsible, on behalf of the Council, for ensuring the effective and efficient management of the Council, employing staff and negotiating the terms of employment of staff.

The Chief Executive may appoint in writing any person to be acting Chief Executive during temporary periods of absence from duties together with such of the Chief Executive's powers as he or she considers appropriate.

2.2 Chief Executive Delegations to Management

Pursuant to section 42(2) of the LGA 2002, the Chief Executive has authorised the Community Services Manager, Corporate Services Manager, Engineering Manager, Environment & Planning Manager, and Strategic Development Manager, in relation to their area of responsibility and in accordance with relevant Council policy, to:

Determine staff hours of attendance that best suits Council's needs;

Approve the temporary reallocation of duties provided they do not require additional remuneration or amendment to the Position Description;

Approve overtime, including granting time off in lieu of overtime;

Approve time-in-lieu and all types of leave, except:

- Leave identified as being at the sole discretion of the Chief Executive; and
- Leave without pay for periods in excess of two weeks;

Approve the attendance of staff at conferences, courses or seminars;

Disciplinary action, excluding dismissal.

3. AUTHORISATION TO USE COMMON SEAL

The Common Seal of the Council shall be held by the Chief Executive who shall be responsible for its use.

A council resolution is required for the Seal to be affixed to a document, however in the case of a document of a routine nature, and/or a document which is urgent, the Seal may be affixed to such documents and such action reported to the next Council meeting for a confirmation resolution.

Where the Common Seal of the Council is affixed to any document it shall be attested by

- (a) the Mayor, or in his/her absence, the Deputy Mayor and
- (b) the Chief Executive, or in his/her absence, the Acting Chief Executive, or the Community Services Manager

The Common Seal will be affixed to any document that is required to be executed under the Seal of the local authority, including:

Warrants to enter private land on behalf of the Council made under the Resource Management Act, the Biosecurity Act, the Building Act, Local Government Act 1974 or the LGA 2002;

When executing any Memorandum of Transfer pursuant to section 80 of the Local Government (Rating) Act 2002;

Regional policy statements and regional and district plans prepared under the Resource Management Act;

Bylaws prepared under the Local Government Act 2002 or other relevant statutes;

Any documents (eg covenants, caveats, or consent notices) which otherwise require the use of the Council's Common Seal with the exception of "Deeds".

In relation to executing any Deed, the authority to impress on any document the Common Seal of the Council is delegated to the *Mayor or in his absence Deputy Mayor, and any one Councillor* by virtue of section 9 of the Property Law Act 2007 (two signatures required).

Specific terms and conditions:

All Common Seal transactions will be recorded on the *Common Seal Register*, which is maintained by the Executive Assistant to the Chief Executive, reported to a subsequent Council meeting when not already authorised by Council resolution.

4. DELEGATED AUTHORITY TO MAKE SUBMISSIONS

The authority to:

Make a submission to a Board of Inquiry in relation to a proposed national policy statement under section 49 of the Resource Management Act;

Make a further submission to a Board of Inquiry in relation to a proposed national policy statement under section 50(2) of the Resource Management Act;
Make a submission to the Environment Court in relation to a special tribunal's report relating to a water conservation order (section 209 of the Act);
Be heard at an inquiry for a proposed Water Conservation Order (section 211 of the Act);
and
Apply for the revocation or amendment of any Water Conservation Order (section 216 of the Act);
Make a submission to an adjoining local authority on any proposed regional policy statement, regional or district plan or change or variation (Clause 6 of Schedule 1 of the Act);
Make a submission to any application to an adjoining authority for resource consent (section 96 of the Act);

Is delegated to:

Environment & Planning Committee
Chief Executive
Environment & Planning Manager

The authority to make a submission on any other matters of general Council interest or concern, where it is not possible within the available time to refer the matter to the Council or relevant Standing Committee, is delegated to:

Chief Executive
Community Services Manager
Corporate Services Manager
Engineering Manager
Environment & Planning Manager
Strategic Development Manager

5. REQUESTS AND THE RELEASE OF INFORMATION

5.1 Official Information

All requests for official information from the Council will be referred to the Chief Executive for his information and direction.

The authority to exercise the Council's powers under Parts II to V of the Local Government Official Information and Meetings Act (except those in section 32 of that Act) is delegated to:

Chief Executive
Community Services Manager
Corporate Services Manager
Engineering Manager
Environment & Planning Manager
Strategic Development Manager

5.2 Privacy Act Requests

The authority to determine in respect of any request for personal information under Part V of the Privacy Act 1993:

Whether the request can be granted in whole or in part; or
Where a request has been granted, whether any information should be withheld; or
Whether a request for personal information to be corrected should be granted; or
Ensure compliance with all related administrative requirements;

Is delegated to:

Chief Executive
Human Resources Manager

5.3 News Media and Web Site

The authority to make statements to the news media and/or the placement of information on the Council's Web site relating to Council's business is delegated to:

Chief Executive
Community Services Manager
Corporate Services Manager
Engineering Manager
Environment & Planning Manager
Strategic Development Manager
Communications Manager
Regional On-Scene Commander (in the event of an oil spill)
Civil Defence Emergency Management Group Controller (in relation to civil defence matters)

The Chief Executive or a Department Manager may delegate to an appropriate staff member a specific media task (e.g. hydrological reports issued by the Coordinator, Environmental Monitoring).

Delegations are exercised in accordance with Council's media and advertising policies.

5.4 Placement of Public Notices or Advertisements

The authority to place public notices and advertisements in relevant newspapers or other publications is delegated to:

Chief Executive
Community Services Manager
Corporate Services Manager
Engineering Manager
Environment & Planning Manager
Strategic Development Manager
Consents Manager

Policy Manager
Regulatory Manager
Transportation Manager
Utilities Manager
Reserve Manager
Property Manager

Delegations are exercised in accordance with Council's advertising policy.

5.6 Disposal of Council Records

The authority to dispose of any Council records after receiving confirmation from the relevant Department Manager or, where required, to make application to another authority for disposal, is delegated to:

Chief Executive
Corporate Services Manager

Part C

Legal and Financial Delegations

Part C of the Delegations Register sets out delegations relating to legal matters, significant decision-making procedures under the Local Government Act 2002, operating expenditure, financial and accounting matters including rating.

6. LEGAL ADVICE AND PROCEEDINGS

6.1 Authorisation to Obtain Legal Advice

The authority to obtain legal advice on Council's behalf is delegated to:

Chief Executive
Community Services Manager
Corporate Services Manager
Engineering Manager
Environment & Planning Manager
Strategic Development Manager

6.2 Authorisation to Sign Legal Documents

The authority to sign on Council's behalf any routine legal administrative document is delegated to:

Chief Executive
Community Services Manager
Corporate Services Manager
Engineering Manager
Environment & Planning Manager
Strategic Development Manager

The legal authority to act as an authorised officer in terms of Section 226 (1) (e) of the Resource Management Act is delegated to:

Chief Executive
Environment & Planning Manager
Resource Consents Manager
Co-ordinator, Resource Consents
Consent Planner

6.3 Authorisation to Release or Alter Loans, Mortgages and Statutory Land Charges

The authority to release or alter loans, mortgages and statutory land charges has been delegated to:

Chief Executive
Corporate Services Manager
Environment & Planning Manager (statutory land charges only)

Specific terms and conditions:

This delegation will only be exercised upon confirmation as to the Council's financial security or that all monies owing to the Council have been repaid

6.4 Authorisation to Commence Court Proceedings

Unless otherwise provided for in this Register, the authority to commence Court proceedings is confined to the Council except in exceptional circumstances where time does not permit consideration by Council and where such action is necessary to protect or further Council's interests. In such circumstances the authority to commence Court proceedings is delegated to the *Chief Executive*, following discussion with the *Mayor*.

The authority to file in the name of the Council a Statement of Defence, or other appropriate response, to any proceedings against the Council, commenced in any Court or Tribunal is delegated to:

Chief Executive
 Community Services Manager
 Corporate Services Manager
 Engineering Manager
 Environment & Planning Manager
 Strategic Development Manager
 Policy Manager (in relation to policy statement and plan proceedings)
 Consents Manager (in relation to resource consent proceedings)

6.5 Authorisation to Settlement of Claims Against Council

The authority to settle claims against Council up to a limit of **\$50,000** (exclusive of GST) in accordance with a recommendation from Council's insurers, or competent legal advice, where time constraints do not permit the matter to be referred to a meeting of Council or an appropriate Committee, is delegated to:

Chief Executive
 Community Services Manager
 Corporate Services Manager
 Engineering Manager
 Environment & Planning Manager
 Strategic Development Manager

6.6 Authorisation to Initiate Proceedings to Recover Costs

The authority to:

Initiate to have Court costs awarded; and
 Initiate legal proceedings to collect Court costs awarded;

Is delegated to:

Chief Executive
 Community Services Manager
 Corporate Services Manager
 Engineering Manager
 Environment & Planning Manager
 Strategic Development Manager

7. OPERATING, PLANT AND CONTINGENCY EXPENDITURE

7.1 Authorisation of Operating and Capital Expenditure within Approved Budgets

The authority to approve operating and capital expenditure within Council-authorized budgets is delegated to the officers identified in Table 2 and in accordance with the reporting thresholds identified below.

Table 2: Delegated authority to approve operating expenditure within approved budgets

Level	Designation	Name
\$1,000,000	Chief Executive	P Wylie
\$500,000	Corporate Services Manager Community Services Manager Environment & Planning Manager Engineering Manager Manager Property Services Strategic Development Manager	M Staite L Kennedy D Bush-King P Thomson J Frater S Edwards
Note: The following comment applies to the above two delegation levels.		
In addition to the above levels, authority is given to approve contract progress payments for the supply of goods and services as have been approved by Council, appropriate sub-committee, or the Tenders Panel.		
\$300,000	Transportation Manager Utilities Asset Manager	G Clark J Cuthbertson
\$50,000	Reserves Manager Utilities Asset Engineer Utilities Asset Engineer Roothing Asset Engineer Road/Rivers Asset Engineer Development Engineer Transportation Maintenance Engineer Utilities Asset Engineer Manager Regulatory Manager Policy Manager Environmental Information Manager Resource Consents Information Services Manager Accounting Manager Human Resources Manager	B Wilkes K Arnold D Stephenson S Elkington P Drummond D Ley S Steedman G Hutchinson J Hodson S Markham R Smith P Doole P Darlington R Holden J Cranness
\$20,000	Libraries Manager – Tasman District Reserves Officer Community Services Administrator Property Officer	G Coote G Thorn F Wafer S Mathieson

	Financial Accountant Community Recreation Advisor Information Services Co-ordinator Senior Property Officer Communications Advisor	B Grammer D Kearns J Kaye-Wood C Choat
\$10,000	Customer Services Manager Executive Officer Strategic Development Horticultural Officer Assistant Accountant Co-ordinator Biosecurity Co-ordinator Regulatory Co-ordinator – Building Control Co-ordinator Compliance Monitoring Co-ordinator Environmental Monitoring Co-ordinator Natural Resources Consents Co-ordinator Land Use Consents Co-ordinator Subdivision Consents Database Information Administrator Co-ordinator GIS Technical Services Librarian Reserves Officer Assistant Tech Services Librarian Business Information Analyst Resource Scientist – Water Collections Librarian IS Senior Administrator	S Westley S Hartley K Tohill G King L Vaughan G Caradus G Tipler C Cheeseman M Doyle L Pigott J Andrew M Morris P Inwood P Frew N Allred S Richards A Westerbeek S Anderson J Thomas R Lawley A Fletcher
\$5,000	Resource Scientist – Land Resource Scientist – Contaminants Resource Scientist – Rivers & Coast Resource Scientist – Environmental Resource Scientist Harbourmaster Biosecurity Officer Biosecurity Officer Biosecurity Officer Branch Librarian – Motueka Assistant Librarian – Motueka Branch Librarian – Takaka Customer Services Librarian Children & Young Adults Librarian Information Services Librarian Health & Safety Advisor	A Burton J Easton E Verstappen T James G Stevens S Hainstock R Van Zoelen Lindsay Grueber Ken Wright H McCubbin S Boyd T Potter G Coote L Brunwin C Vaughan B McDonald
\$2,000	Administration Officer – Consents Administration Officer – Consents Principal Resource Consent Advisor Administration Officer – Regulatory Administration Officer – Animal Control Administration Officer – Building Administration Officer – Building	J Wallace L Cross M Harley J Butler L Illing A Brown L Mitchell S Abrey

Administration Officer – Building Supervisor & Librarian – Murchison SC	L Marevich J Falkner
Circulation Librarian Assistant	C McMahon
Assistant Librarian – Cataloguing	A Holland
Senior Customer Services Officer - Takaka	N Heyes
Senior Customer Services Officer - Motueka	L Quartly
Customer Services Officer – Takaka	A Hubbard
Engineering Consents Officer	J Karatiana
Engineering Officer – Development	M Jones
Senior Building Consents Officer	K Van Hoppe
Senior Customer Services Officer	E Brownlee
Community Recreation Officer	P McConachie
NCS Administrator	M Tomlinson
Rates Officer	C Fraei
Executive Assistant to CEO & Mayor	P White
Executive Assistant – E & P	K Greer
Executive Assistant – Corporate	V Gribble
Executive Assistant – Engineering	R Scherer
Customer Services Officer – Motueka	J Le Pine
Environmental Education Officer	R Francis
Road Safety Co-ordinator	K Hobday
Water Billing Officer	J Best
Water Billing Officer	S Gourdie
Executive Assistant – Comm Services	T Cater
Compliance Administrator	V Thorn
Hydrologist	S Bowis
Records Supervisor	J Moffatt

The *Chief Executive*, and in relation to their departmental budgets, *Department Managers* are authorised to re-allocate operating expenditure between budgets provided it is necessary to achieve committed outputs and provided the end-of-year budgeted surplus or deficit will be achieved, provided that any likely exceedance is reported to Council or the relevant Committee.

7.2 Authorisation of Capital Expenditure Additional to Approved Budgets

The authority to approve the purchase up to **\$20,000** (exclusive of GST) of capital expenditure that has not been authorised by approved budgets is delegated, subject to subsequent reporting to Council, to:

Chief Executive

7.3 Authorisation of Contingency Expenditure

The authority to approve contingency expenditure for an emergency including but not limited to flood events, a civil defence emergency management event, maritime oil spills or

a pest animal, plant or disease outbreak is delegated to the officers identified in Table 3 and in accordance with the reporting thresholds identified below.

Table 3: Delegated authority to approve contingency expenditure

Delegate	Reporting threshold (exclusive of GST)	Reporting to
Mayor	\$50,000	Tasman District Council as soon as practicable
Chief Executive	\$50,000	
Engineering Manager	\$20,000	
Corporate Service Manager	\$20,000	
Community Services Manager	\$20,000	
Environment & Planning Manager	\$20,000	
Strategic Development Manager	\$20,000	
On-Scene Commander in a Tier II Oil Spill	\$50,000	
Civil Defence Controller	\$50,000	

8. FINANCIAL AND ACCOUNTING MATTERS

8.1 Authorisation to Appoint Consultants and Contractors

The authority to enter into any specified contract or contract of a specified description within approved budgets (set out in section 7.1 of this Register) is delegated to:

Chief Executive
 Community Services Manager
 Corporate Services Manager
 Engineering Manager
 Environment & Planning Manager
 Strategic Development Manager
 Consents Manager
 Policy Manager
 Regulatory Manager
 Transportation manager
 Utilities Manager
 Reserve Manager
 Property Manager

8.2 Authorisation to Bank, Invest and Sign Cheques

The authority to:

- (a) Bank, transfer, and invest funds held by the Council in accordance with Council policy, subject to the observance of appropriate internal controls;
- (b) Sign and countersign cheques, bills of exchange, promissory notes and other negotiable instruments, withdrawal notices or authorise electronic payments on behalf of Council;
- (c) Approve payroll payments and all payroll related matters; and
- (d) Approve all tax payments and tax related matters;

Is delegated to:

Chief Executive
Community Services Manager
Corporate Services Manager
Engineering Manager
Environment & Planning Manager
Strategic Development Manager
Accounting Manager
Property Manager

Specific terms and conditions:

This delegation is subject to two of the delegates signing and countersigning appropriate documentation.

8.3 Authorisation to Recover Debts

The authority to take appropriate action within Council policy to recover debts, including, but not limited to Court (excluding High Court), Tribunal proceedings and debt collection agencies is delegated to:

Chief Executive
Corporate Services Manager
Accounting Manager
Environment & Planning Manager (in relation to Environment Court matters).

8.4 Authorisation to Consider Bad Debts

The authority to write off bad debts of up to \$30,000 following discussion with the Manager of the Department from where the debt originated is delegated to:

Chief Executive
Corporate Services Manager

8.5 Council Property, Leases, and Licenses

The authority to:

- (a) Approve the leasing or granting of any licence to occupy or tenancy, to vary the terms and conditions of any lease, licence to occupy or tenancy, or to terminate any lease, licence to occupy or tenancy involving Council land;
- (b) Enter into contracts for the maintenance, management and development of any council property.
- (c) Enter into binding agreements for the sale and purchase of property with schedules listing such sales or purchases being submitted to the relevant Standing Committee on a regular basis. (Sales or purchases in excess of \$500,000 are delegated to the *Chief Executive*);
- (d) Grant and administer stall site licences including licences for the occupation of legal road (including termination thereof where required for non-payment of rental or other good reason);
- (e) Sign any client authority and instruction for register by E-dealing

Is delegated to:

Chief Executive
Engineering Manager
Community Services Manager
Property Manager.

8.6 Use of Council Property, Assets and Staff by Outside Organisations

The authority to approve:

- (a) The use of any Council building, facility or equipment by an outside person or organisation in accordance with established guidelines;
- (b) The disposal (whether by tender or otherwise) of any motor vehicle or item of plant in accordance with a recognised programme of vehicle and plant replacement;
- (c) The disposal (whether by tender or otherwise), and the terms thereof, of any other surplus Council asset up to a book value of \$10,000 (exclusive of GST) per item; and
- (d) The hiring out, and the terms and conditions thereof, of any Council asset and staff;

Is delegated to:

Chief Executive
Corporate Services Manager
Engineering Manager
Community Services Manager
Property Manager

and in relation to (d) above, Hall Committees and Reserve Management Committees approved by the Community Services Committee

8.7 Elected Member Payments

The authority to consider and approve elected members remuneration and expense claims is delegated to:

Chief Executive
Corporate Services Manager

8.8 Authorisation for Credit Card Expenditure

Delegated authority to approve credit card expenditure is assigned to:

- the Chief Executive and the Corporate Services Manager for the Mayor's card
- the Corporate Services Manager and the Mayor for the Chief Executive's card; and
- the Chief Executive for any other card.

Part D

Statutory Delegations

Part D of the Delegations Register sets out delegations under various statutes to Council committees, staff, and other functionaries

9. SCOPE AND FUNCTIONS OF STANDING COMMITTEE AND SUBCOMMITTEES

9.1 Scope of Standing Committees

Community Services Committee

To develop, approve, ensure the implementation of, and monitor Council policy in relation to:

Libraries	Camping Grounds
Cemeteries	Walkways/Cycleways
Community Housing	Arts
Community Recreation and Development	Swimming Pools
Museums	Special Purpose Committees (Halls and Reserves)
Grants; Council, Creative NZ	Community Health Issues
Parks, Reserves, and Sports Grounds	Rural Fire
Public Halls	Friendly Towns
Public Conveniences	Protected Trees

Engineering Services Committee

To develop, approve, ensure the implementation of, and monitor Council Policy in relation to:

Roads and Bridges/Walkways and Cycleways	Stormwater collection and disposal
Water Supply	Ports, Wharves and Boat Ramps (excludes Port Tarohe)
Sewerage treatment and disposal	Aerodromes (excludes Motueka Airport)
Refuse collection, disposal and waste minimisation	Rivers and Waterways
Coastal Protection	Passenger Transport

Environment & Planning Committee

To develop, approve, ensure the implementation of, and monitor Council policy relation to:

Resource Management Policy Information and Investigations Consents	Biosecurity
Environmental Health	Hazardous Substances and New Organisms
Building Control	Maritime Safety
Sale of Liquor	Climate Change
Bylaws and Licenses	Animal Control
Parking Control	

Corporate Services Committee

To develop, approve, ensure the implementation of, and monitor Council policy in relation to:

Cost Management	Insurance
Financial Management	Rating Matters
Information Technology	Human Resources
Payroll	Statutory Reports eg Annual Plan, Annual Report, LTCCP
Financial Audit	Publicity and Consultation
Treasury Policy	Records Management
Council Controlled Organisations	

Tasman Regional Transport Committee

To prepare for approval by Council

- A regional land transport strategy for Tasman District, or any variations to the strategy
- A regional land transport programme for Tasman District, or any variations to the programme
- A regional fuel tax scheme for Tasman District if the regional transport committee decides to recommend a scheme; and
- any advice and assistance the Council may request in relation to its transport responsibilities

9.2. Scope of Subcommittees

Council Enterprise Subcommittee (reporting to Corporate Services Committee)

To develop, approve, implement and monitor Council Policy in relation to:

Port Tarakohe	Motueka Airport
Council's Forestry Estate	Council's Property Portfolio

CEO Review Subcommittee (reporting to Council)

- To oversee matters associated with the employment of the Chief Executive Officer.
- To make recommendations to Council on the initial employment, reemployment, resignation or dismissal of the Chief Executive Officer.
- To negotiate, set objectives and review the performance and remuneration for the Chief Executive each year.
- To handle all other CEO contract/employment matters.

Audit Subcommittee (reporting to Corporate Services Committee)

To oversee the audit of Council's Annual Report and Long Term Council Community Plan and consider and report as necessary on the findings of any audit management report.

Grants and Community Facilities Rate Subcommittee (reporting to Community Services Committee)

To administer Council's community grants from rates scheme including allocation of monies to recipient organisations and groups.

Creative Communities Subcommittee (reporting to Community Services Committee)

To consider local community arts applications to the Creative Communities Scheme and make grants in terms of the criteria specified by the scheme's funders, Creative New Zealand.

Community Awards Subcommittee (reporting to Community Services Committee)

To consider applications and decide on the recipients of Tasman District Community Awards.

To consider applications and decide on the recipients of Mature Persons Scholarships.

Development Contributions Subcommittee (reporting to Environment & Planning Committee)

To hear, consider, and determine objections to development contribution assessments for non-residential developments in accordance with Council's Development Contribution Policy.

Communications Subcommittee (reporting to Corporate Services Committee)

To develop and oversee implementation of Council's Communications Strategy.

9.3 Joint Committees

From time to time the Council may establish joint committees under clause 30 of Schedule 7 of the LGA 2002 with Nelson City Council. They will have specific terms of reference and it will be made clear as to whether they have powers of decision or recommendation.

9.3.1 Joint Shareholders Committee (reporting to Council)

To oversee and monitor the interests of Tasman District Council and Nelson City Council in jointly owned assets and enterprises including Port Nelson, Nelson Airport, Nelson Tasman Tourism Limited, and Tasman Bays Heritage Trust;

To ensure statements of corporate intent and business plans are prepared and the contents approved in principle by the committee before being recommended to both Councils for formal approval;

To negotiate council funding matters pertaining to jointly-owned CCOs and joint ventures with a view to formulating a joint recommendation to both Councils to enable formal decision making;

To discuss any other matters that relate to each Council's joint shareholding;

To recommend appointment of Directors to joint shareholding arrangements

9.3.2 Nelson Tasman CDEM Group (reporting to Council)

- To deal with all matters within the Council's responsibility relating to functions under the Civil Defence Emergency Management Act 2002
- To put in place the structures necessary to implement emergency management arrangements across the two districts.
- To approve local civil defence plans and recommend approval of any emergency management group plan.
- To recommend to Council any Emergency Management Work Plan for inclusion in the Annual Plan/LTCCP, including any financial arrangements

9.4 Committee Procedures, Responsibilities and Accountabilities

1. That subject to the following limitations the above Standing Committees shall have power to act in all matters concerning the functions listed in Section 9.1 provided they do not conflict with the stated policy of the Council.
2. That in respect of matters requiring financial input the Committee's power is limited to the extent that provision has been made in the annual budgets and in the Long Term Council Community Plan.
3. All Standing Committees shall be responsible for planning, reviewing and implementation of functions, duties, and powers in respect of their areas of responsibility.
4. All Standing Committees shall be responsible for monitoring performance (including budget and performance targets) for their areas of responsibility.
5. All Standing Committees have delegated power to appoint Subcommittees and to give those Subcommittees power to act, in defined areas.
6.
 - (a) Any Standing Committee has delegated power to delegate its powers to an officer of the Council in defined areas.
 - (b) Any Standing Committee can delegate any of its powers to any joint committee established for any relevant purpose under Clause 32, Schedule 7 of the LGA.
 - (c) Any Standing Committee has the power to adopt the Special Consultative Procedure provided for in Section 83 to 88 of the LGA in respect of matters under its jurisdiction. (This allows for setting of fees and Bylaw making processes up to but not including adoption)
7. Any Standing Committee can make recommendations only to Council in respect of the following matters:

The power to make a rate; or

The power to make a bylaw; or
The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term community plan; or
The power to adopt a long-term council community plan, annual plan, or annual report; or
The power to make or alter any other Council policy except where that power has been specifically delegated; or
The power to promote any proposed legislation

For the avoidance of doubt, Standing Committees are empowered to do anything within their jurisdiction precedent to making a recommendation to Council on the above matters.

8. The Environment & Planning Committee makes recommendations only to Council to approve a pest management strategy or to declare a small scale management programme in accordance with Section 82 of the Biosecurity Act 1993.
9. That agendas and minutes for all Standing Committee and Subcommittee meetings be distributed to all members of the Council.

10. SPECIFIC COUNCIL DELEGATIONS TO COMMITTEES

10.1 Environment & Planning Committee

These delegations enlarge on the scope and functions of the Committee in Section 9.1, but do not limit those conferred powers.

Resource Management Act 1991

The Environment & Planning Committee shall have all the Council's powers, duties and functions conferred or imposed upon it under the Resource Management Act but excluding the following powers:

Section 86

The power to acquire land.

Section 166

The powers of a Requiring Authority.

Section 187

The powers of a Heritage Protection Authority.

Health Act 1956

To act on behalf and in lieu of the Council in regard to the following provisions under this Act.

Section 45

The determination of a closing order.

Section 48

The issue of a demolition order.

Section 54

The restriction and control of the carrying on of offensive trades.

Section 58

The restriction and control over the establishment or alteration of stock yards.

Health (Registration of Premises) Regulations 1966

To act on behalf and in lieu of the Council in regard to the following provisions under this Regulation.

Regulation 9

The service of notice and the hearing of submissions made by the recipient of any such notice.

Camping Ground Regulations 1985

To act on behalf and in lieu of the Council in regard to the following provisions under this Regulation.

Regulation 11

The grant of consent to erect or place a relocatable home on a relocatable home park site.

Litter Act 1979

To act on behalf and in lieu of the Tasman District Council in regard to the following provisions under this Act.

Section 10

To serve or cause to be served a notice to clear litter pursuant to sub-section (1) of this Section and to hear any objections to the requirements of such notice made pursuant to sub-section (3) of this Section.

Fencing of Swimming Pools Act 1987

To act on behalf and in lieu of the Council in regard to the following provisions under this Act.

Section 12

To determine all special exemptions as provided under Section 6 of this Act and exemptions from the requirements of Clause 11 of the Schedule to this Act as are provided for in that Clause.

Dog Control Act 1996

To act on behalf and in lieu of the Tasman District Council in regard to the following provisions under this Act.

Section 22

Hear and determine objections to classification as a probationary owner.

Section 26

Hear and determine objections to disqualification.

Section 31(3)

Hear and determine objections to classification of a dog as dangerous.

Section 33B

Hear and determine objections to classification of a dog as menacing.

Section 33D

Hear and determine objections to classification of a dog as belonging to a breed listed in Schedule 4 and classified as menacing.

10.2 Engineering Services Committee

Council delegates the following powers and duties conferred upon it in accordance with Section 34 of the Resource Management Act 1991.

The powers of a Requiring Authority as provided for in Section 166 of the Act (designations for roads, pump stations etc).

Council also delegates the following powers under

- a) Section 339 of the Local Government Act 1974 relating to transport shelters
- b) Tenth Schedule of the Local Government Act 1974 relating to road stopping
- c) Section 10(5) of the Heavy Vehicle Regulations 1974 relating to prohibiting heavy vehicles on specific roads

10.3 Community Services Committee

Council delegates the following powers and duties conferred upon it in accordance with Section 34 of the Resource Management Act 1991.

- a) The powers of a Requiring Authority as provided for in Section 166 of the Act and a Heritage Protection Authority as provided for in Section 187 of the Act (designation of Historic sites/buildings).

10.4 Community Board Delegations

Council delegates to the Motueka and Golden Bay Community Boards

- (a) Power to recommend and report on prioritising activities in conjunction with budget and departmental managers relating to reserve contribution expenditure, footpaths and roading projects, river care groups, property sales and purchases; Council cottages;
- (b) Power to advise on any other matters referred to the Board by Council;
- (c) Power to decide on matters for which a budget has been allocated, including power to allocate any community board grant monies;
- (d) Power to name streets in new subdivisions within the ward boundary in accordance with Council's Street Naming Policy.

11. DELEGATIONS TO ELECTED MEMBERS

11.1 Mayor

The Mayor is authorised to decide on the type and size of payments to be made from the Mayor's Discretionary Fund, subject to not exceeding the yearly budget provision.

The Mayor is authorised to permit the attendance of Councillors at conferences and training opportunities, with leave of absence and appropriate expenses paid provided budget provision is available.

The Mayor has delegated authority to appoint the Council's presiding delegate to the meetings of Local Government New Zealand on those occasions when he/she cannot attend the said meeting in person.

The Mayor, in relation to the Chief Executive's contract, has delegated authority to manage routine employment matters on behalf of the employer such as leave provisions.

11.2 Councillors

Each member of Council who has received accreditation under the resource Management Act is authorised to be a sole Hearings Commissioner for the purpose of hearing and deciding notified applications under the Resource Management Act:

- (a) which have not attracted any, or only relatively few, submissions in opposition;
- (b) where the issues are clear cut;
- (c) where precedents are available;
- (d) which have a favourable officer report.
- (e) deciding on applications under the Resource Management Act made without notice.

The decision to use a Hearings Commissioner shall rest with the Environment & Planning Manager or Resource Consents Manager.

Each member of the Environment & Planning Committee is authorised to be a Hearings Commissioner for the purpose of hearing and considering submissions to the district plan or a change to the plan and to make recommendations to the Environment & Planning Committee.

Each member of the Environment & Planning Committee has the power to hear and determine objections lodged under Section 357 of the Resource Management Act in respect of staff exercising delegated authority.

The Chairperson of the Environment & Planning Committee, who may co-opt other members, can approve potential settlements by Consent Order (relating to Plan Policy settlements).

11.3 Hearing Panel

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
- Dog Control Act 1996
- Sale of Liquor Act 1989
- Fencing of Swimming Pools Act 1987
- Local Government Act 1974 (ss 459 and 460)
- Gambling Act 2003

Appointment to the Hearing Panel shall be made by the Environment & Planning Manager or Resource Consents Manager or Regulatory Manager in conjunction with the Chair of the Environment & Planning Committee.

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

11.4 Tenders Panel

There shall from time to time be appointed a Tenders Panel of not less than two members and the Chief Executive to award tenders for contracts which exceed \$300,000.00 in value. All decisions made by the Tenders panel shall be reported back to the appropriate Standing Committee at its next scheduled meeting. Decisions shall be made by consensus although if necessary the majority view prevails.

12. DELEGATION TO OFFICERS

Key to Staff Positions

CE	Chief Executive	DE	Development Engineer
ComSM	Community Services Manager	DL	District Librarian
CSM	Corporate Services Manager	EIM	Environmental Information Manager
EM	Engineering Manager	EHO	Environmental Health Officer
E&PMgr	Environment & Planning Manager	EMO	Environmental Monitoring Officer
SDM	Strategic Development Manager	HMR	Harbourmaster
AM	Accounting Manager	MP	Policy Manager
AO	Administration Officer - Regulatory	PM	Property Manager
BCO	Building Consent Officer	PRCA	Principal Resource Consents Advisor
BI	Building Inspector	PP	Policy Planner
BO	Biosecurity Officer	PW	Parking Wardens
CBC	Co-ordinator Building Control	RAM	Rivers Asset Manager
CCM	Co-ordinator Compliance Monitoring	RegM	Regulatory Manager
CEH	Co-ordinator Environmental Health	RCM	Resource Consents Manager
CEM	Co-ordinator Environmental Monitoring	RCAO	Resource Consents Administration Officer
CO	Compliance Officer	RM	Reserves Manager
		RO	Rates Officer
CP	Consent Planner or Subdivision Officer	RS	Resource Scientist
C& RA	Community and Recreation Advisor	TAM	Transportation Asset Manager
CRC	Co-ordinator Resource Consents	UAM	Utilities Asset Manager

CCM	Customer Services Manager	CSO	Customer Services Officer
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It is noted that by virtue of being an office holder under some statutes, staff have duties and powers which are additional to any delegation. In those cases staff are acting under appointment rather than delegation. (Refer to Tasman District Council's Appointments Register)

12.1 Statutory delegations to staff - general

Pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002, to delegate its responsibilities, duties and powers as follows:

Local Government Act 1974		
1.	Section 326(10) Local Government Act 1974. To sign the receipt to be endorsed on the memorandum of charge in respect of road betterment.	CE, EM, PM
2.	Section 335(1) Local Government Act 1974. To give notice requiring the occupier/owner to pay money to the Council for the cost of construction of a vehicle crossing by the Council.	CE, EM, TAM
3.	Section 335(9) Local Government Act 1974 To give notice to the occupier/owner of the Council's intention to remove a vehicle crossing at the Council's expense.	CE, EM, TAM
4.	Section 355 Local Government Act 1974. To give notice requiring the removal of overhanging trees.	CE, EM, TAM, ComSM, RM, E&PMgr, EIM, CCM, CO
5..	Section 461(1) Local Government Act 1974 Power to furnish certificate of land served by a private drain.	CE, EM, UAM, E&PMgr, CP
6.	Section 468(1) Local Government Act 1974. Power to give notice to occupier to remove tree roots obstructing public drains.	CE, EM, UAM, E&PMgr, EIM, CCM, CO, CEH, BI
7.	Section 511 of the Local Government Act 1974 Power to order removal of obstruction from water course.	CE, EM, UAM, E&PMgr, EIM, CCM, CO
Local Government Act 2002		
1.	Section 163 of the LGA 2002 Power to authorise removal of works.	CE, EM, ComSM, E&PMgr
2.	Sections 167 and 168 of the LGA 2002 Power to decide on seized and impounded property and any disposition.	CE, EM, ComSM, E&PMgr
3.	Section 171 of the LGA 2002	CE, E&PMgr,

	Power to authorise entry on to land (other than a dwelling house).	EM, ComSM, EIM, CCM, CEH, RCM, RegM, TAM, UAM, RAM, DE
4.	Section 173 of the LGA 2002 Power to enter land in an emergency.	CE, E&PMgr, EM, ComSM, EIM, CCM, CEH, RCM, RegM, TAM, UAM, RAM, DE, CO, BI
5.	Section 175 of the LGA 2002. Power to recover costs of damage.	CE, CSM, EM, E&PMgr, ComSM SDM
6.	Section 179 of the LGA 2002 Power to authorise the contracting out of regulatory functions subject to discussion with the Mayor and relevant Chairperson.	CE, E&PMgr
7.	Section 181 of the LGA 2002 Power to authorise construction of works on private land	CE, EM, ComSM, E&PMgr
8.	Section 183 Local Government Act 2002. Power to issue fire hazard notices: and under Section 184 for recovery of costs of work done.	CE, ComSM, E&PMgr, EIM, CCM, CO, EM, TAM
9.	Section 185 and 186 of the LGA 2002 Power to authorise works in default of instruction.	CE, EM, ComSM, E&PM
10.	Section 187 of the LGA 2002 Power to recover cost of works.	CE, CSM, EM, E&PMgr, ComSM SDM
11.	Section 193 and 194 of the LGA 2002 Power to restrict/stop water service.	CE, EM, UAE
12.	Section 196 of the LGA 2002 Power to authorise discharge of trade waste.	CE, EM, UAE, E&PMgr
13.	Power to determine and impose a development contribution in respect of residential units of demand under the Development Contributions Policy prepared in accordance with section 106 of the Local Government Act 2002.	CE, EM, E&PMg, RCM, RegM, DE, CBC, CP, AO
14.	Power to determine and impose a development contribution in respect of non-residential units of demand and any other matters under the Development Contributions Policy prepared in accordance with section 106 of the Local Government Act 2002.	Any two of the CE, EM, E&PMg, RegM

Public Works Act 1981		
1.	Section 19(8) Public Works Act 1981. Power to sign compensation certificates.	CE, CSM, PM, EM
2.	Section 26(1)(c)(ii) Public Works Act 1981. Power to sign requests to take land by proclamation.	CE, EM, ComSM, PM
3.	Section 26(1)(c)(iii) Public Works Act 1981. Power to make a statutory declaration to a company requested to take land by proclamation.	CE, EM, PM
4.	Section 52(4) Public Works Act 1981 Power to sign requests to Minister of Works and Development to declare that land already held for a public work be held for another public work.	CE, EM, PM
5.	Section 52(7) Public Works Act 1981 Power to make a statutory declaration that the Council is authorised by law to undertake work for which it is proposed to set crown land aside.	CE, EM, PM
6.	107 of the Public Works Act 1981: Section 109 Public Works Act 1981 Power to execute certificates of grants for land.	CE, EM, PM
7.	Section 115(9) Public Works Act 1981. Power to sign certificates or notices of discharge.	CE, EM, PM
8.	Section 204(1) Public Works Act 1981 Power to prepare a special roll of ratepayers for a poll in respect of a proposed irrigation scheme.	CE, ComSM
9.	Section 23(1)(c) and First Schedule Public Works Act 1981 Power to sign notices of intention to take land for essential work.	CE, EM, ComSM, PM.

12.2 Corporate Services Department Staff

Local Government (Rating) Act 2002:		
1.	Section 27 (5) The decision on whether to divide rating units and the methodology for division.	CE, CSM, AM, RO
2.	Section 28 (2). The decision on whether the disclosure of the name of any person is necessary to identify a rating unit.	CE, CSM, AM, RO
3.	Section 28 (3) The authority to determine a fee for being supplied a copy of Rating Information Database (RID) data	CE, CSM, AM, RO
4.	Section 29 Authority to determine objections to the RID.	CE, CSM, AM, RO
5.	Section 35. Authority to remove a name from the RID.	CE, CSM, AM, RO
6.	Section 39 Authority to determine objections to rates records.	CE, CSM, AM, RO

7.	Section 40 Authority to correct errors in the RID and Rate Records.	CE, CSM, AM, RO
8.	Section 52(2) Authority to agree methods of payments for rates	CE, CSM, AM, RO
9.	Section 54 Authority not to collect small amounts.	CE, CSM, AM, RO
10.	Section 61 Authority to collect unpaid rates from the owner.	CE, CSM, AM, RO
11.	Section 62 Authority to collect unpaid rates from persons other than the owner.	CE, CSM, AM, RO
12.	Section 63. Ability to commence legal proceedings for the recovery of rates that are in default.	CE, CSM, AM
13.	Section 67 Commencement of rating sale or lease provisions.	CE, CSM
14.	Section 72 Authority to sell land by private treaty.	CE, CSM,
15.	Section 77 – 83 Authority to sell abandoned land.	CE, CSM
16.	Section 85/87/114/115 Authority to administer rate remission and postponement policies.	CE, CSM
17.	Section 99. Authority to apply for charging orders.	CE, CSM, AM, RO
18.	Section 135 Authority to sign documents for court proceedings.	CE, CSM, AM

12.3 Community Services Department Staff

Forest and Rural Fires Regulation 1979		
1.	Regulation 9(c) Forest and Rural Fires Regulation 1979 Power to sign warrants of appointment of a Fire Officer and Principal Rural Fire Officer.	CE, ComSM
Reserves Act 1977		
2.	To grant or decline permits (other than leases and licences) for activities on Council reserves.	ComSM, RM
3.	To require bonds for any use on Council Reserves.	ComSM, RM
4.	To have the power to make decisions on the location of floodlights on sports grounds, subject to any resource consents.	ComSM, RM
5.	To authorise the planting and removal of trees from any reserve or other property under the Community Services Department's control.	ComSM, RM
6.	Section 6(3) Revoke a Gazette notice and issue a fresh notice or amend the original notice.	CE, Com SM, PM
7.	Pursuant to Section 8 (9) of the Reserves Act 1977 to appoint	CE, ComSM

	rangers.	
8.	Section 14(4) Gazette resolution to declare vested land to be reserve.	CE, ComSM, PM
9.	Section 15(1) Authorise or decline to authorise, by Gazette notice, the exchange of land in any reserve or any part(s) of a reserve for any other land to be held for purposes of that reserve.	CE, ComSM, PM
10.	Section 15(3) To do all things necessary to effect any exchange authorised by the local authority under Section 15(1) of the Act including the payment or receipt of any money by way of equality of exchange.	CE, ComSM, PM
11.	Section 16(1) Classify, by Gazette notice, according to their principal or primary purpose all reserves. [NB This delegation does not affect sections 16(2) and 16(2A) Reserves Act].	CE, ComSM, PM
12.	Section 25(1) Upon revocation of the reservation of any public reserve (or part of one) pursuant to Section 24 Reserves Act, dispose of that land in such manner and for such purpose as the Minister specifies.	CE, Com SM, PM
13.	Section 42(1) Give or decline to give express written consent to the cutting or destruction of trees and bush on any historic, scenic, nature, or scientific reserve. Determine terms and conditions subject to which written consent is given.	CE, ComSM, RM
14.	Section 45 Give or decline to give prior approval to administering body to erect, or authorise any voluntary organisation or educational institution to erect shelters, huts, cabins, lodges etc., on any recreation or scenic reserve.	CE, ComSM, PM
15.	Section 48(1) Consent or refuse consent to administering body granting rights of way and other easements over any part of a vested reserve for any of the purposes specified in section 48(1). Impose such conditions as it thinks fit in giving the consent.	CE, ComSM, PM
16.	Section 48A(1) Consent or refuse consent to administering body granting a licence over a vested reserve to any person or department of State: (a) To erect, maintain and use buildings, dwellings, masts and other structures and plant and machinery; and (b) To construct, maintain, and use tracks and engage in other works – for any of the purposes specified in section 48A(1).	CE ComSM, PM, RM

17.	Section 48A(3) Approve terms and conditions determined by the administering body.	CE, ComSM, PM
18.	Section 49 Grant or decline to grant in writing any qualified person a right to take specified specimens of flora or fauna or rock mineral from a reserve for scientific or educational purposes. Form opinion as to whether qualified person has the necessary credentials. Impose conditions on the grant in writing.	CE, ComSM, PM
19.	Section 50(1) Authorise or decline to authorise any person to take and kill any specified kind of fauna that may be found in any scenic or historic reserve. Authorise or decline to authorise the use of firearms, traps, nets or other like objects within reserve for the foregoing purposes.	CE, ComSm, RM
20.	Section 51(1) Authorise or decline to authorise in writing an administering body to introduce indigenous flora or fauna or exotic flora into any scenic reserve for any of the purposes referred to in section 51(1). Impose conditions on the giving of the authorisation.	CE, ComSM, RM
21.	Section 52(1) Declare by Gazette notice that any two or more reserves, or parts of two or more reserves and the whole of one or more other reserves, are to be united to form one reserve.	CE, ComSM
22.	Section 54(1) Give or decline to give prior consent to administering body, in the case of a recreation reserve vested in it, to grant leases for any of the purposes specified in paragraphs (a), (b), (c) and to grant a lease or licence for any of the purposes specified in paragraph (d) and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under Section 54(1)(a), (b), (c) and (d). Give or decline prior consent to administering body permitting, in a lease, the erection of buildings and structures for sports, games or public recreation not directly associated with outdoor recreation. Consent or decline consent to variations or amendments to leases and consent to the carrying out of any other necessary actions arising out of the leases consistent with the First Schedule, Reserves Act.	CE, ComSM, PM
23.	Section 55(2)(d) Give or decline to give prior consent to the setting apart of areas for, and the construction or development of, public facilities and amenities in scenic reserves.	CE, ComSm, PM

24.	<p>Section 56(1)</p> <p>Give or decline prior consent to administering body, in the case of a scenic reserve vested in it, to grant leases or licences for the purposes set out in Section 56(1) and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under Section 56(1)(a) and (b). Consent or decline consent to variations or amendments to leases and licences, and consent to the carrying out of any other necessary actions arising out of the leases and licences consistent with the First Schedule, Reserves Act.</p>	CE, ComSM, PM
25.	<p>Section 56(2)</p> <p>Give public notice in accordance with Section 119 of the Reserves Act and give full consideration in accordance with Section 120 to all objections and submissions.</p>	CE, ComSM, PM
26.	<p>Section 58A(1)</p> <p>Give or decline prior consent to administering body, in the case of an historic reserve vested in it, to grant leases or licences for the purposes specified in that subsection. Consent or decline consent to variations or amendments to leases and licences and consent to the carrying out of any other necessary actions arising out of the leases and licences, consistent with the First Schedule, Reserves Act.</p>	CE, ComSM, PM
27.	<p>Section 59A(1)</p> <p>In accordance with Part IIB Conservation Act 1987, grant or refuse a concession in respect of any reserve controlled or managed by an administering body under Section 28 Reserves Act so that the administering body may apply Part IIIB as if references in that part to a conservation area were references to the Minister of Conservation and to the Director-General of Conservation are references to an administering body.</p>	CE, ComSM, PM
28.	<p>Section 67(1)(b)</p> <p>Consent or decline consent to lease of recreation reserve set apart for race course purposes, to a racing club.</p>	CE, ComSM, PM
29.	<p>Section 73(1)</p> <p>Consent or decline prior consent to an administering body granting a lease of recreation reserve in the circumstances specified in Section 73(1), where the reserve is vested in the administering body, and consent or decline consent to an administering body granting a lease in the circumstances specified in Section 73(1) in all other cases. Exercise all powers of the Minister referred to in the First Schedule that pertain to leases under Section 73(1).</p>	CE, ComSm, PM
30.	<p>Section 73(2)</p> <p>Consent or decline prior consent to an administering body granting a lease of recreation reserve for afforestation where the reserve is vested in the administering body, and consent or decline consent to an administering body granting a lease of</p>	CE, ComSM, PM

	recreation reserve for afforestation purposes in all other cases. Exercise all powers of the Minister referred to it in the First Schedule that pertain to leases under Section 73(2).	
31.	Section 73(3) Form opinion as to whether recreation reserve is not likely to be used for purposes of recreation reserve. Consent or decline consent to administering body granting leases of whole or part of reserve vested in administering body. Grant or decline to grant leases of whole or part of a reserve held under an appointment to control and manage. Exercise all powers of the Minister referred to in the First Schedule that pertain to leases under Section 73(3).	CE, ComSM CE, ComSM, PM
32.	Section 73(5) Consent or decline consent in writing to a member of an administering body becoming the lessee of any land under the control of that body.	CE, ComSM, PM
33.	Section 73(6) Consent or decline consent to surrender lease.	CE, ComSM, PM
34.	Section 74(1)(b)(ii) Consent or decline consent to granting of licence to occupy historic, scenic or scientific reserve.	CE, ComSM, PM
35.	Section 121 Where under the provisions of the Reserve Act consent or approval is required, give consent or approval subject to such conditions as are thought fit.	CE, ComSM, PM
Resource Management Act 1991		
36.	Pursuant to section 34(4) of the Resource Management Act 1991 the power under section 176 of the Resource Management Act, to give the consent of the Council as the requiring authority to the use of land subject to a requirement or designation for which the staff who are delegated this function are responsible and to sign notices under Section 94 as an affected party.	CE, ComSM, PM
37.	To provide the consent of Council (where such consent is required) in its capacity as landowner for any application or request by any persons to undertake an activity or activities on or adjacent to any Council land.	CE, ComSM, PM, RM
38.	Power to vary esplanade reserves under section 234 of the Resource Management Act and to agree to the creation of esplanade strips under section 235 of the Resource Management Act.	CE, ComSM

12.4 Engineering Department Staff

1.	To approve the designs for Engineering projects and subdivisions	EM, UAM, TAM, RAM
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2.	To consider and approve variations/wavers to engineering design standards in exceptional circumstances	EM, UAM, TAM, RAM
3.	To approve the necessary arrangements for the effective and efficient management of infrastructural assets (roads, coastal structures, bridges, refuse facilities, ports, aerodromes, stormwater, water, waste water, rivers, irrigation schemes). These decisions are to be in accordance with the provisions of the Local Government Act 1974, Local Government Act 2002, Transit Act 1989, Transport Act 1962, Fencing Act 1978, Health Act 1956, Cattle Stop Order, and their amendments, but subject to not exceeding budget levels approved in the annual plan	EM, UAM, TAM, RAM, CE
4.	Pursuant to the Tasman District Council Stock Control and Droving Bylaw 2005, to issue permits to erect fences on road reserve	EM, TAM
Transport Services Licensing Act 1989		
6.	Section 22 Power to grant, revoke or modify exemptions for approved taxi operators	EM, CCM
7.	Section 49 Power to register passenger services	EM, CCM
8.	Section 50 Power to reduce or waive period of notice and to decide on an application to vary a registered service	EM, CCM
9.	Section 52 Power to maintain register	EM, CCM

12.5 Environment & Planning Staff

Amusement Devices Regulations 1978		
1.	Power to inspect and licence amusement devices.	E&P Mgr, Reg M, CBC, BCO, BI, EHO
Biosecurity Act 1993		
2.	Section 103 Power to appoint authorised person.	E&P Mgr
Building Act 2004		
Under Section 232 of the Building Act 2004 the following delegations apply:		
3.	Section 34 Power to issue a project information memorandum.	E&P Mgr, Reg M, CBC, BI, BCO, CCM, AO
4.	Section 36/37 Power to attach development contribution notice.	E&P Mgr, Reg M, CBC, CCM, AO

5.	Section 38/39/46 Power to advise network utility operators and NZ Historic Places Trust and give notice to NZ Fire Service Commission.	E&P Mgr, Reg M, CBC, CCM, AO
6.	Section 48 Power to request further information following receipt of application for building consent.	E&P Mgr, Reg M, CBC, BCO, BI
7.	Section 48-52 Power to process and approve applications for building consent.	E&P Mgr, Reg M, CBC, BCO, BI
8.	Section 59 Power to pay building consent levy.	E&P Mgr, Reg M
9.	Section 62 Power to recover unpaid levies.	E&P Mgr, Reg M
10.	Section 67/68 Power to grant waivers or modifications.	E&P Mgr, Reg M, CBC
11.	Section 71-73 Power in respect to building on land subject to natural hazard.	E&P Mgr, Reg M, CBC, BCO, BI
12.	Section 75-77 Power in respect of buildings over boundaries.	E&P Mgr, Reg M, CBC, BCO, BI
13.	Section 91-95 Power to process and approve certificates of compliance.	E&P Mgr, Reg M, CBC, BCO, BI, AO
14.	Section 96-99 Power to process and approve certificates of acceptance.	E&P Mgr, Reg M, CBC
15.	Section 102, 104, 106, 107, 109 Power in respect of compliance schedules.	E & P Mgr, Reg M, CBC, BCO, BI
16.	Section 112, 113, 114, 115, 116 Power in relation to alterations to buildings and changes of use.	E&P Mgr, Reg M, CBC, BCO, BI
17.	Section 121, 124, 126 Power in relation to dangerous, earthquake-prone or insanitary buildings.	E&P Mgr, Reg M, CBC
18.	Section 136,138 Power to approve or refuse to approve the classification of dams.	E&P Mgr, Reg M
19.	Section 143, 145 Power to approve or refuse to approve a dam safety assurance programme.	E&P Mgr, Reg M

20.	Section 154, 156 Power in relation to dangerous dams.	E&P Mgr, Reg M,BC
21.	Section 164, 167 Power in relation to notices to fix building work.	E&P Mgr, Reg M, CBC, BCO, BI
22.	Section 177 Power to apply to the Chief Executive of the Department of Building and Housing for a determination.	E&P Mgr, Reg M, CBC
23.	Section 215, 241 Power to apply for accreditation.	E&P Mgr
24.	Section 219 Power to impose a fee or charge.	E&P Mgr, Reg M
25.	Section 220, 221 Power to seek Court order on default and recover costs.	E&P Mgr
26.	Section 222, 229 Power to appoint authorised officer and enforcement officers.	E&P Mgr
27.	Schedule 1, Clause (m) Power to grant exemptions under Clause (m) of Schedule 1.	E&P Mgr, Reg M, CBC
Camping Ground Regulations 1987		
26.	Power to register.	E&P Mgr, Reg M, CEH
27.	Power to grant exemptions under regulation 14	E&P Mgr
Dog Control Act 1996		
28.	Section 11 and 12 Power to appoint dog control officers and dog rangers.	E&P Mgr
29.	Section 21 Power to classify any person as a probationary owner.	E&P Mgr, Reg M, CEH
30.	Section 23A Power to require dog owner education.	E&P Mgr, Reg M, CEH,
31.	Section 25 Power to disqualify any person from being the owner of any dog.	E&P Mgr, Reg M, CEH,
32.	Section 31 Power to classify any dog as a dangerous dog.	E&P Mgr, Reg M, CEH
33.	Section 32(1)(a) Power to consent to the disposal of a dangerous dog.	E&P Mgr, Reg M, CEH, AO

34.	Section 33A Power to classify a dog as menacing.	E&P Mgr, Reg M
35.	Section 33B Power to identify a dog as a restricted dog.	E&P Mgr, Reg M, CEH, AO
36.	Section 35 Power to provide register information and to determine whether or not a dog should be delivered into the custody of a Dog Control Officer or Dog Ranger.	E&P Mgr, Reg M, CCS, AO
37.	Section 39 Power to issue refunds or reduce fees.	E&P Mgr, Reg M, AO
38.	Section 40 Power to require a written statement that a dog is a working dog of a specified class and to require production of a certificate that a dog has been neutered.	E&P Mgr, Reg M, AO
39.	Section 46 Power to issue a replacement label or disc.	E&P Mgr, Reg M, AO
40.	Section 66 To commence proceedings in accordance with Section 21 of the summary Proceedings Act 1957 where an infringement notice has been issued.	E&P Mgr, Reg M
41.	Section 692 Power to dispose of any dog.	E&P Mgr, Reg M, CEH,
42.	Section 71 Power to authorise retention of a dangerous dog.	E&P Mgr, Reg M, CEH
Fencing of Swimming Pools Act 1987		
43.	Power to approve fencing exemption.	E&P Mgr, Reg M, CBC
Food Hygiene Regulations 1974		
44.	Regulation 6 Power to issue certificates of exemption.	E&P Mgr
Health Act 1956		
45.	Section 28 Power to appoint environmental health officer.	E&P Mgr
46.	Section 41 Power to issue cleansing order.	E&P Mgr
47.	Section 42 Power to issue repairs or cleansing order.	E&P Mgr, Reg M, CEH
Health (Registration of Premises) Regulation 1966		
48.	Power to issue certificates of registration.	E&P Mgr, Reg M, CEH
Health (Hairdressers) Regulations 1980		
49.	Regulation 4 Power to issue certificates of exemption.	E&P Mgr, Reg M

Housing Improvement Regulations 1947		
50.	Power to act in lieu of local authority.	E&P Mgr, Reg M, CEH
Impounding Act 1955		
51.	Sections 8 and 9 Power to appoint pound-keeper and deputy.	E&P Mgr
52.	Section 46(1) and Form 3 Power to sign notice to the owner of impounded stock.	E&P Mgr, Reg M
53.	Section 46(2) and Form 4 Power to sign notice of impounding and of proposed sale of impounded stock.	E&P Mgr, Reg M
Litter Act 1979		
54.	Section 5 Power to appoint Litter Control Officers.	E&P Mgr
55.	Section 8 Power to appoint Litter Wardens.	E&P Mgr
Local Government Act 1974		
56.	Section 650B Power to appoint Harbourmasters, enforcement officers and Honorary Launch Wardens.	E&P Mgr
Local Government Official Information and Meetings Act 1987		
57.	Section 44A Issue land information memoranda.	E&P Mgr, Reg M, CCM, CSO
Local Government Act 2002		
58.	Section 177 Power to appoint Enforcement Officer.	E&P Mgr
59.	Section 198 Power to request development contributions in accordance with any Development Contributions Policy required by Section 102(4)(d).	E& P Mgr, Reg M, RCM, CRC, CP,
60.	Section 215 Power to apply for Removal Order.	E&P Mgr
Overseas Investment Act 1995		
61.	Power to issue Certificates of Compliance.	E&P Mgr, Reg M, CRC, CP, CO
Maritime Transport Act 1994		
62.	Powers and functions under sections 270(1), 272(3), 275(1)(a), 275(1)(b), 275(2), 396(1), 396(2), and 396(3)(a) of the maritime Transport Act and Rules 310B.52(2), and 130B.10(3)(b)(ii) of the Maritime Protection Rules have, subject to conditions, been delegated to the named officers by	CEH, HMR

	the CEO under an Instrument of Delegation dated 27 July 2010 from the Director of Maritime Transport.	
Resource Management Act		
Under Section 34A of the Resource Management Act the following delegations apply:-		
63.	Section 10(2)(b) Granting a time extension to existing use.	E&P Mgr, RCM
64.	Section 34A(1) Power to appoint and delegate the functions and powers of the Council to an independent Hearing Commissioner or panel of Commissioners to hear and decide on any application for resource consent. This appointment shall be undertaken following consultation with the Chairperson of the Environment & Planning Committee.	E&P Mgr, RCM
65.	Section 36 Power to set additional charges, provide estimates, and remit the whole or any part of any charge.	E&P Mgr, RCM, CRC
66.	Section 36(7) Power to not commence or continue processing resource consent applications if insufficient money has been paid as required by Council's schedule of charges. <i>Note: When using this provision the application remains effectively "on hold" until the correct payment is made by the applicant.</i>	E & P Mgr, RCM, CRC
67	Section 37 Power to extend or waive time periods.	E&P Mgr, RCM, PRCA, CRC, MP, EIM, CP
68.	Section 38 Authorisation of Enforcement Officer.	E&P Mgr
69.	Section 41B and 41C In consultation with the Chairperson of a hearing panel or a sole Commissioner, power to issue directions to applicants and/or submitters to provide briefs of evidence before commencement of a hearing, and to direct certain procedural aspects of the hearing before the hearing but excluding the power to strike out a submission under section 41C(5).	E&P Mgr, RCM, MP, PRCA
70.	Section 42 Power to respond to requests to protect sensitive information.	E&P Mgr, RCM, PRCA
71.	Section 42A Power in relation to requiring or commissioning a report on any matter described in section 39(1).	E&P Mgr, RCM, MP, CRC

72.	Section 87E In consultation with the Chairperson or deputy chair of the Environment & Planning Committee, power to grant or decline requests for applications to be determined by the Environment Court instead of by the Consent Authority.	E&P Mgr, RCM
73.	Section 87F Power in relation to providing a report on applications that are to be determined by the Environment Court.	E&P Mgr, RCM, CRC
74.	Section 88(3) Power to return an application if an inadequate assessment of environmental effects is submitted with or if the application does not include all the information required to be submitted according to the proposed Tasman Resource Management Plan.	E & P Mgr, RCM, CRC
75.	Section 91 Power to determine not to proceed with processing an application pending applications for additional consent(s).	E&P Mgr, RCM, CRC, PRCA, CP
76.	Section 92(1) Power to request further information from applicants.	E&P Mgr, RCM, CRC, PRCA , CP
77.	Section 92(2) Power to commission report for further information.	E&P Mgr, RCM, CRC
78.	Section 92A Power to set time limit for further information where the applicant agrees to provide it.	E & P Mgr, RCM, CRC, PRCA, CP
79.	Sections 95, 95A and 95D Power to determine whether to publicly notify an application for resource consent, and to decide whether the activity will have, or is likely to have adverse effects on the environment that are more than minor.	E&P Mgr, RCM
80.	Sections 95, 95B, 95E and 95F Power to decide if there are any affected persons or affected order holders, to determine whether limited notification is required.	E&P Mgr, RCM
81.	Section 99 Power to fix a pre-hearing meeting and attend to all associated matters regarding notification, conduct and reporting excepting the powers of declining to process an application or submission under subsection (8).	E&P Mgr, RCM, CRC, PCRA
82.	Section 99 Power to decline to process an application under subsection (8)	E&P Mgr, RCM
83.	Section 99A Power to refer matters to mediation prior to a hearing.	E&P Mgr, RCM

84.	Section 100 Power to determine that a formal hearing is or is not needed in accordance with Section 100, except where the delegated officer is processing the application.	E&P Mgr, RCM, CRC
85.	Section 102/103 Power to make a decision to establish a joint/combined hearing.	E&P Mgr, RCM, PRCP
86.	Section 104 – 104D, 106, and 107 Power to grant a resource consent for applications which were processed on either a public or limited notified basis not requiring a hearing (follow a decision made pursuant to Section 100 of the Act) and the power to grant a resource consent on any application processed on a non-notified basis.	E&P Mgr, RCM, PRCA, CRC, CP
87.	Section 104-104D, 106, and 107 Power to decline any resource consent application not requiring a hearing. Power to decline an application (including for a controlled activity) on the basis that it is considered that the Council has insufficient information to enable it to make a decision on the application.	E&P Mgr, RCM
88.	Section 108 Power to impose conditions on resource consents.	E&P Mgr, RCM, PRCA, CRC, CP
89.	Section 108A and 109 Power to make decisions in relation to bonds or covenants.	E&P Mgr, RCM, PRCA ,CRC, CP
90.	Section 110 Power to authorise refund of money paid when activity does not proceed.	E&P Mgr, RCM
91.	Section 114(2)(b) Power to determine what other authorities and persons should be notified of decisions on resource consent applications.	E&P Mgr, RCM , PRCP
92.	Section 119A Authority to allow staff to process changes and reviews to restricted coastal activity consents subject to criteria in the Act.	E&P Mgr, RCM
93.	Section 124 Power to permit the exercise of consent while applying for renewal.	E&P Mgr, RCM
94.	Section 125 Power to extend the period in which a resource consent lapses, except where the delegated officer processed the application.	E&P Mgr, RCM, CRC

95.	Section 126 Power to cancel unexercised consents.	E& P Mgr, RCM, EIM
96.	Section 127 Power to decide who is adversely affected by an application to change or cancellation of a consent condition.	E&P Mgr, RCM
97.	Section 128-132 Power to initiate and determine a review of a resource consent, except if a hearing is required.	E&P Mgr, RCM, EIM
98.	Section 133A Power to issue amended consent which corrects minor mistakes or defects in the consent, except where the delegated officer is processing the application. And where it relates to a decision made by a Hearing Panel, to do so in consultation with the Chair of the Hearings Committee or sole Commissioner who made the original decision.	E&P Mgr, RCM, PRCA, CRC
99.	Section 134(3) Power to receive on behalf of the Council written notice of transfer of whole or part of a land use consent.	E&P Mgr, RCM, CRC, PRCA, CP, RCAO
100.	Section 135 Power to receive on behalf of the Council written notice of transfer of whole or part of a coastal permit.	E&P Mgr, RCM, CRC, PRCA, CP, RCAO
101.	Section 136(1), (2)(a), and (2)(b)(i) Power to receive on behalf of the Council written notice of transfer of a water permit.	E&P Mgr, RCM, CRC, PRCA, CP, RCAO
102.	Section 136 Power to approve transfer of water permits to another site, except if a hearing is required.	E&P Mgr, RCM, CRC (Natural Resources), CP
103.	Section 137 Power to receive on behalf of the Council written notice of transfer of whole or part of a discharge permit and the power to decide on transfers of discharge permits to other sites, except if a hearing is required.	E&P Mgr, RCM, CRC (Natural Resources), CP
104.	Section 138 Power to accept the surrender or part surrender of a resource consent or refuse surrender of part of a resource consent and to accept that a person need not complete any work to give effect to the consent.	E&P Mgr, RCM, EIM

105.	Section 138A Authority for staff to consider special provisions relating to coastal permits for dumping or incineration.	E&P Mgr, RCM, CRC (Natural Resources), CP
106.	Section 139 Power to issue Certificates of Compliance.	E&P Mgr, RCM, PRCA, CRC, CP
107.	Section 139A Power to issue existing use certificates.	E&P Mgr, RCM, PRCA, CRC, CP
108.	Section 142 In consultation with the Chairperson or deputy chair of the Environment & Planning Committee, power to request that the Minister make a direction that a matter is or is part of a proposal of national significance.	E&P Mgr
109.	Section 147 Power to provide views to Minister on a matter of national importance.	E&P Mgr
110.	Section 149E Authorisation to make a submission to the EPA on a matter of national importance that has been called in and publicly notified.	E&P Mgr
111.	Section 149G Power in relation to providing a report to the Environmental Protection Agency when commissioned to do so.	E&P Mgr, RCM, CRC, PRCA
112.	Section 149K Authorisation to provide the Minister with suggestions for members of a Board of Inquiry.	E&P Mgr
113.	Section 149Q Authorisation to provide comments to a Board of Inquiry on a draft report.	E&P Mgr
114.	Section 149V In consultation with the Chairperson or deputy chair of the Environment & Planning Committee, power to appeal to the High Court (on points of law) against a decision of a Board of Inquiry or Environment Court.	E&P Mgr
115.	Sections 168A and 169 Power to decide whether to notify a notice of requirement for a designation.	E&P Mgr, RCM
116.	Section 171 Power to make recommendations to a requiring authority including reasons for the recommendation, except when a hearing is required.	E&P Mgr, RCM, PRCA, CRC
117.	Section 174 Power to appeal to the Environment Court against a decision	E&P Mgr

	of a Requiring Authority subject to consultation with Environment & Planning Committee Chairperson and Deputy.	
118.	Section 176A Power to waive the requirement for an outline plan under subsection (2)	E&P Mgr, RCM, CRC (Land Use Consents)
119.	Section 176A Power to request changes to outline plans under subsection (3).	E&P Mgr, RCM, PRCA, CRC, CP
120.	Section 181 Power to alter a designation.	E&P Mgr, RCM, MP, CRC (Land Use Consents)
121.	Section 182(5) Power to decline removal of designation.	E&P Mgr, RCM
122.	Section 184 Power to decide on lapsing of designations.	E&P Mgr, MP, RCM
123.	Sections 189A and 190 Power to decide whether to notify a notice of requirement for a heritage order.	E&P Mgr, RCM
124.	Section 191 Power to make recommendations to a heritage protection authority including reasons for the recommendation, except when a hearing is required.	E&P Mgr, RCM, PRCA, CRC
125.	Section 195A Power to alter a heritage order.	E&P Mgr, RCM, MP, CRC (Land Use Consents)
126.	Section 198BA In consultation with the Chairperson or deputy chair of the Environment & Planning Committee, power to grant or decline requests for requirements to be determined by the Environment Court instead of by the Consent Authority.	E&P Mgr, RCM
127.	Section 198C Power in relation to providing a report on requirements that are to be determined by the Environment Court.	E&P Mgr, RCM, CRC, PRCA
128.	Section 220 Power to impose conditions on resource consents	E&P Mgr, RCM, PRCA, CRC, CP
129.	Section 221 Authorisation to issue a consent notice.	E&P Mgr, RCM, PRCA, CRC, CP
130.	Section 221 Power to review and vary or cancel a condition in a consent notice.	E&P Mgr, RCM, CRC, CP

131.	Section 222 Power to issue a completion certificate.	E&P Mgr, RCM, CRC, CP, CCM, CO
132.	Section 223 Power to approve any survey plan.	E&P Mgr, RCM, CRC, CP
133.	Section 224(c) Power to certify compliance as an “authorised officer” with specified conditions prior to deposit of survey plan.	E&P Mgr, RCM, CRC (Subdivision Consents), CP
134.	Section 224(f) Power to certify compliance under Section 116A of the Building Act.	E&P Mgr, RCM, CRC, CP, CR, BCO, BI
135.	Sections 240, 241 and 243 Power to cancel covenants and conditions.	E&P Mgr, RCM, CRC, CP
136.	Section 245 Power to approve survey plans for reclamation.	E&P Mgr, RCM, CRC, CP
137	Section 281 Power to agree to waiver of notice.	E&P Mgr, RCM, MP, EIM, PRCA
138.	Section 311 and 316 In consultation with the Chairperson or deputy chair of the Environment & Planning Committee, the power to apply for a declaration under Section 311 or an enforcement order (including an interim enforcement order) under Section 316 of the Resource Management Act.	E&P Mgr
139.	Section 329 Issue of water shortage direction.	E&P Mgr
140.	Section 330 Power to invoke emergency work provisions.	E&P Mgr
141.	Section 357D Power to uphold objections to conditions of consent where there is a favourable staff recommendation.	E&P Mgr, RCM
First Schedule		
142.	Clause 5 Power to fix notification date, and decide on whom public notices shall be sent in relation to a policy statement or plan or a change or variation thereto.	E&P Mgr, MP, PP
143.	Clause 7 Power to summarise for and on behalf of the Local Authority submissions made in respect of a policy statement or plan or a change or variation thereto.	E&P Mgr, MP, PP

144.	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 pre-hearing meeting.	E&P Mgr, MP
145.	Clause 11 Power to decide which landowners or occupiers are directly affected by the Council's decisions under Clause 9(2).	E&P Mgr, MP
146.	Clause 16 Power to alter information and correct minor errors, or to give effect to a direction under s 55 on a national policy statement.	E&P Mgr, MP
147.	Clause 20A Power to correct minor errors in an operative statement or plan.	E&P Mgr, MP
148.	Clause 23 Power to request further information or commission a report prior to modification or consideration of the plan change request.	E&P Mgr, MP
149.	Clause 24 Power to modify a plan change request by agreement with requester, prior to its consideration by Council.	E& P Mgr, MP
150.	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 Environment & Planning Committee.	E&P Mgr, MP
151.	Clause 26 Power to complete preparation of plan change request accepted under cl 25, and notify request.	E&P Mgr, MP
152.	Clause 28 Power to send a notice to any requester not likely to continue with request.	E&P Mgr, MP
153.	Clause 32 Power to certify as correct material incorporated by reference into plan following decision by Environment & Planning Committee.	E&P Mgr, MP
Sale of Liquor Act 1989		
154.	Section 9 Power to issue Certificates of Compliance in regard to the Resource Management Act.	E&P Mgr, RCM, CP
155.	Section 9 Power to issue Certificates of Compliance in regard to the Building Act.	E&P Mgr, Reg M, CEH, CBC, BCO, BI
156.	Section 12, 21, 34, 44, 46, 58, 67, 120, 125 Power to grant unopposed applications.	E&P Mgr, Reg M, CEH, EHO,

		AO
157.	Section 14, 16, 37, 39, 60 Power to impose conditions and vary conditions, give directions as to signage.	E&P Mgr, Reg M, CEH, EHO, AO
158.	Section 24, 47 Power to issue temporary authorities and Manager Certificates.	E&P Mgr, Reg M, CEH, EHO, AO
159.	Section 80, 82, 83 Power to issue uncontested special licences.	E&P Mgr, Reg M, CEH, EHO, AO
160.	Section 84 Power to exempt special licence holder from appointing managers.	E&P Mgr, Reg M, CEH, EHO
161.	Section 103 Power to appoint inspector under.	E&P Mgr
162.	Section 111 Power to waive certain omissions.	E&P Mgr, Reg M, CEH
163.	Section 133 Power to vary, suspend or revoke special licence.	E&P Mgr, Reg M, CEH
164.	Section 134 Power to suspend licence for public health and fire safety reasons.	E&P Mgr
Tasman District Council Consolidated Bylaw – Chapter 5 – Navigation Safety Bylaw 2005		
165.	Power to issue licences under the Navigation Safety Bylaw 2005 and grant exemptions etc.	E&P Mgr, Reg M, HMR, AO
Tasman District Council Consolidated Bylaw – Chapter 6 -Trading in Public Places Bylaw 2010.		
166.	Power to issue licences under the Trading in Public Places Bylaw 2010.	E&P Mgr, Reg M, CEH, EHO, AO
Transport Act 1962		
167.	Section 7 Power to appoint parking wardens.	E&P Mgr
168.	Power to waive fines.	E&P Mgr, Reg M
General		
169.	Power to reduce or waive deposits or fees required under the Council's Schedule of Fees.	E&P Mgr
170.	Power to determine the amount of any refund of any deposit or fee after taking into account the actual and reasonable costs incurred in processing the permit, consent or licence.	E&P Mgr, CM, Reg M
171.	In consultation with the Chairman or Deputy Chair of the	E&P Mgr

	Environment & Planning Committee, the power to initiate prosecution proceedings for offences under Section 338 of the Resource Management Act, Section 80, 129, and 130 of the Building Act 1991, Section 162 of the Biosecurity Act 1996, Section 241 of the Local Government Act 2002 and the bylaws administered by the Department, and to issue injunctions to restrain continuing breaches of the Building Act under Section 375 of the Building Act 2004 or Section 162 of the Local Government Act 2002. Any proceedings will be reported to the first available Committee meeting.	
172.	Power to decide on street names for new subdivisional roads in accordance with Council's Street Naming Policy and in consultation with a Ward Councillor.	E&P Mgr