

INSTRUMENT OF DELEGATION

DELEGATION OF POWERS UNDER THE LOCAL GOVERNMENT ACT 2002 AND OTHER LEGISLATION

Instrument of delegation signed by Chief Executive

Background:

- 1) On 13 November 2007, to enable the efficient and effective transaction of Council business, the Council delegated many of its powers and responsibilities to the Chief Executive. That delegation remains in place.
- 2) Also, from time to time the Council has delegated directly to specified officers, certain powers that cannot be delegated via the Chief Executive, namely the Council's powers under the Local Government (Rating) Act and the Resource Management Act.
- 3) The Chief Executive is able to sub-delegate most of his powers and responsibilities.
- 4) Changes in the organisation's structure and changes to legislation require that the Chief Executive's delegations to staff be updated from time to time.

Organisational restructure:

The new organisation staff structure provides for a Strategic Leadership Team comprising the Chief Executive and four general managers (Corporate Services, District Services, Infrastructure & Asset Management, Strategic Planning & Policy), as well as the Manager – Communications and the Manager – People and Capability.

Register of Delegations:

A consolidated Register of Delegations is available for viewing on the Council's intranet "TK". This register includes the following delegations: Council to various committees; Council to community boards; Council to commissioners; Council to the Chief Executive; Council to other staff; Chief Executive to the Strategic Leadership Team; Chief Executive to staff (functional and financial).

Updated Sub-delegation by Chief Executive (functional and financial delegations):

I, Shaun Clarke, Chief Executive, hereby sub-delegate to the specified officers listed herein, the powers and authorities (functional and financial) listed in the following sections of the Register of Delegations:

- (i) **Chief Executive delegations to the Strategic Leadership Team (including their financial delegations)**
- (ii) **Chief Executive delegations to other staff (functional delegations)**
- (iii) **Chief Executive delegations to staff (financial authorisations)**

Conditions:

- 1) This sub-delegation is effective from 24 March 2020.
- 2) This sub-delegation remains in force until amended or revoked in writing.

Automatic sub-delegation of powers in the event of senior staff absences:

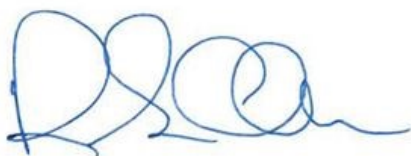
The Chief Executive, in the event of his/her planned absence, may delegate his/her financial and functional powers to any one of the general managers for the period of absence.

In the event that such a delegation has not been made before the Chief Executive becomes absent, a default delegation system will apply automatically unless varied in writing. The default system also caters for the unforeseen absence of any of the general managers. The default arrangements on an alphabetical basis will be as follows:

In the absence of the Chief Executive, the Chief Executive's financial and functional powers will default to and be held by the GM Infrastructure and Asset Management, or if both of those officers are absent the Chief Executive's financial and functional powers will default to the GM Corporate Services, or if all of those officers are absent the Chief Executive's financial and functional powers will default to the GM District Services, or if all of those officers are absent the Chief Executive's financial and functional powers will default to the GM Strategic Planning & Policy.

In the absence of any of the General Managers, unless varied in writing, their functional and financial delegations will default to and be held by another officer, i.e. the GM Corporate Services' delegated powers will default to the Chief Financial Officer, the GM District Services' delegated powers will default to the Manager – Community and Customer Services, the GM Infrastructure & Asset Management's delegated powers will default to the Manager – Infrastructure Operations, and the GM Strategic Planning & Policy's delegated powers will default to the Manager Community Policy and Community Development.

Dated this 23 day of March 2020



Shaun Clarke
Chief Executive