

**Chief Executive delegations to the Strategic Leadership Team
(including their financial delegations)**

General delegation of powers from the Chief Executive to:

General Manager Corporate Services, General Manager District Services, General Manager Infrastructure & Asset Management, General Manager Strategic Planning and Policy, Manager – People & Capability, Manager – Communications.

1. The power to initiate and conduct special consultative procedures under Section 83 of the Local Government Act 2002 on matters related to activities within the manager's area of responsibility in order to make decisions within their delegations, or recommendations to the Chief Executive and/or Council for decision (on matters where decisions are outside their delegations).
2. In accordance with Council policy and provisions of sections 76, 77, 78, 80 and 81 of the Local Government Act 2002 ("the Act"), the power to determine the significance of any issue within the manager's delegated authority, and subsequently, the power to exercise Council's discretion under Section 79 in relation to that issue to determine how best to achieve compliance with the decision-making requirements of the Act.
3. The power to let contracts in accordance with the Annual Plan (AP) and Long Term Plan (LTP) and Council's purchasing policy up to their financial authorisation limit, for those activities within the manager's portfolio.
4. The power to reallocate budgets from the Annual Plan up to 5% per activity, provided that the overall portfolio budgetary targets are met and in accordance with the decision-making provisions set out in sections 76-81 of the Local Government Act 2002.
5. The power to set, waive, or review fees and charges, etc, in relation to activities within the manager's areas of responsibility in accordance with Council policy.
6. The power to investigate, consider, and make recommendations to the Chief Executive and/or Council on any role, function, activity or opportunity likely to promote the social, economic, environmental and cultural wellbeing of the District within the manager's areas of responsibility.
7. The power to investigate, consider, and prepare submissions to central/regional government, for signing off by the Chief Executive, on matters which relate to the manager's areas of responsibility, after consultation with the elected member portfolio holder (if any).
8. The power to exercise Council's powers under any Statute, Regulation, Bylaw, Policy, or Plan on matters relating to the activities within the manager's areas of responsibility, provided that where such Statute, Regulation, Bylaw, Policy or Plan provides for a right of hearing or objection that hearing shall be heard and determined by Council.
9. The power to settle any claim for compensation on a matter within the manager's areas of responsibility provided that the amount does not exceed \$10,000 and that the Legal Services Manager is advised of the decision being made (this delegation does not apply to the Manager – People & Capability or the Manager – Communications).

10. The power to consider and grant consent for activities affecting the manager's assets only, subject to the relevant legislation; including the power to execute a "Public corporate client authority and instruction for an electronic transaction" form (A & I form).
11. The power to enter into, renew, decline to renew, vary, revoke, or transfer easements and licences, relating to the managers' areas of responsibility.
12. The power to purchase or dispose of assets, including to enter into, renew, decline to renew, vary, revoke, or transfer leases, within the manager's areas of responsibility, in relation to projects and activities set out in the LTP and within the financial authorisation of each manager.
13. Employment-related matters:
 The power to make decisions and sign documentation regarding the following employment-related matters affecting staff within their respective groups:
 - Employment agreement
 - Letter of offer of employment
 - Variation to employment agreement including salary increase
 - Completion of trial period letter
 - Secondment/redeployment letter
 - Acknowledgement of resignation
 - Dismissal/termination of employment
 - Position evaluation/re-evaluation
 - Letters advising of approval of extraordinary/compassionate leave
 - Relocation
 - Return of service
 - Any other matters and documents of a similar nature
14. The power to set financial authorisations (delegations) for staff within their respective groups.
15. With regard to the Manager – People & Capability only, the power to authorise development opportunities and employment matters.

Financial authorisations:

The financial delegations to the Strategic Leadership Team are listed in full in Columns A, B, C, D, and E of the consolidated schedule of financial authorisations which forms part of the Delegations Register. As shown therein, they include the Column A authority to purchase plant, or capital items, or goods and services within estimates, or to approve contract variation orders, as follows:

<u>Officer</u>	<u>Limit</u>
GM Corporate Services	\$250,000
GM District Services	\$75,000
GM Infrastructure & Asset Management	\$250,000
GM Strategic Planning and Policy	\$75,000
Manager – People & Capability	\$50,000
Manager – Communications	\$10,000

Further notes:

Note 1: Deeds are required to be signed by two (2) councillors, and long-term leases not included in the LTP require a supporting resolution of Council.

Note 2: These and any other delegations are subject to the following:

- a) Expenditure is to be restricted to items within the approved LTP or AP for which funds have been provided and all precedent actions and processes have been completed.
- b) The power to enter into contracts in accordance with the LTP and AP and Council's purchasing policy #2104 is limited to the financial authorisation of each manager.
- c) The four general managers only, have authority to commit Council to unbudgeted expenditure up to \$50,000.
- d) Revenues received are to be credited to the appropriate statutory accounts and applied only to authorised purposes.
- e) All powers and authorities are to be exercised in accordance with any relevant Council policies and resolutions, and in compliance with any relevant statutory requirements; and decisions are to be implemented in accordance with any relevant accepted practice and policy.

Note 3: This delegation does not preclude managers from referring any matter of particular political importance or sensitivity or special community interest, to the Chief Executive or Council or the relevant Community Board.

Note 4: The above delegations also apply to any person temporarily acting in one of the general manager positions.

Note 5: Specific delegation – Secretary to the District Licensing Committee

On 14 April 2015, the Chief Executive delegated to the General Manager District Services, the functions, powers and duties of the Secretary to the District Licensing Committee, including the power to sub-delegate the role to another council officer.

Areas of responsibility – Strategic Leadership Team

Title	Area of responsibility
GM Corporate Services	<p>Finance and Revenue Accounts payable Accounts receivable Debt collection Financial accounting Financial planning Insurance Management accounting Property (sales/acquisitions/rentals) Revenue management Treasury</p> <p>Information and Business Systems Archives/EDRMS Business continuity GIS Information management Internet/intranet Mail Network and technical support Systems analysis and development Telecommunications Website</p> <p>Administration Community board support Compliance Legal Statutory compliance Official information (LGOIMA) Ombudsman enquiries Mayor and elected member support Personal information (Privacy Act) Procurement and fleet management Projects Publications</p> <p>Risk, Internal Audit and Other Performance analysis Quality management Risk Internal audit CCTOs and CCOs</p>
GM District Services	<p>Approvals District plan implementation Resource consents Building consents</p> <p>Community services Libraries I-sites Events calendar Building maintenance</p> <p>Customer services</p>

	<p>Call centre Branches/service centres Monitoring Environmental monitoring Public health monitoring Liquor licensing Animal management Bylaws administration</p>
<p>GM Infrastructure and Asset Management</p>	<p>Asset planning Roading Water Wastewater Stormwater Solid waste Land drainage Parks and reserves Civic and community facilities Properties Asset and contracts management Roading and related assets Water Wastewater Stormwater Solid waste Land drainage Parks and reserves Civic and community facilities (halls, cemeteries, swimming pools, libraries) Housing for the elderly Street cleaning Street lighting Civic amenities Development contributions Emergency management Emergency management Rural fires co-ordination</p>
<p>GM Strategic Planning and Policy</p>	<p>Economic development and Maori engagement Economic development Social and community development Cultural activities Youth development Marketing and events Treaty of Waitangi Maori and Council Planning and policy Environmental planning and policy District plan policy and management Structure plans Strategy, policy and planning Annual and long-term planning processes Organisation integration Development strategy Strategic policy</p>

Manager - Communications	External communications Internal communications
Manager – People & Capability	Management – People & Capability Occupational Health and Safety Organisation development Performance management Policy and planning Remuneration Staffing and payroll