



DELEGATIONS

REGISTER

RANGITIKEI DISTRICT COUNCIL

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SECTION 1

DELEGATIONS TO COMMUNITY BOARDS AND COUNCIL COMMITTEES

Committees and Community Boards

Standing Committees

Finance / Performance Committee¹

Establishment	Terms of Reference
<p><i>Purpose</i>²:</p> <p>To ensure robust and transparent management of the Council’s finances and maximising performance</p> <p><i>Field of Activity</i>:</p> <p>Outcomes</p> <p>The Council and the community are confident that.....</p> <ul style="list-style-type: none"> • the Council’s financial position and the delivery of Council services – <ul style="list-style-type: none"> (i) are robust, (ii) are readily accessible, (iii) are monitored and reported regularly and accurately, (iv) reflects good practice, and (v) compare favourably with councils of similar size and characteristics. • the rates struck each year – <ul style="list-style-type: none"> (i) are a fair representation of the cost and availability of services and facilities within the District, (ii) align favourably with the local government sector price index changes, (iii) avoid large differences between years, both for individual ratepayers and the District as a whole,³ 	<ol style="list-style-type: none"> 1. Financial strategy 2. *Statutory financial policies⁸ 3. Oversight of Council budgeting and financial management 4. Investments and loans 5. Major contracts⁹ – approval and subsequent monitoring 6. Regional collaboration/shared services with other councils 7. Economic development initiatives 8. Property sales, leases and licences to occupy 9. Forestry 10. Council-funded grant schemes <p>*Up to adoption</p> <p><i>Exclusions</i></p> <p>Matters prohibited under clause 32(1) Schedule 7 of the Local Government Act 2002 from being delegated:</p> <ul style="list-style-type: none"> • the power to make a rate, • the power to make a bylaw, • the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan, • the power to adopt a long-term plan, annual plan or annual report, • the power to appoint a chief executive, • the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or

¹ Resolved Minute Number 13/RDC/260, 31 October 2013

² Resolved Minute Number 13/RDC/307, 26 November 2013

³ This will be achieved by rates modelling for all properties (and the consequent availability of ‘dummy’ rates assessments).

⁸ As prescribed by the Local Government Act 2002 section 101.

⁹ Those exceeding the delegation to the Chief Executive to approve or where that delegation is not exercised.

<p>(iv) do not result in material variations of payment by ratepayers in different area units.⁴</p> <ul style="list-style-type: none"> • the District draws benefit from collaboration with other councils and agencies through demonstrable – <ul style="list-style-type: none"> (i) lower costs, (ii) improved services, and (iii) stimulus to the local economy <p><i>Membership</i>⁵:</p> <p><i>Current membership:</i> Cr His Worship the Mayor, Andy Watson – <i>ex-officio</i></p> <p><i>Chair</i> Cr Nigel Belsham⁶</p> <p><i>Meeting Frequency</i>⁷:</p> <p>Meets on the last Thursday of the month and other times as business requires.</p>	<p>developed for the purpose of the local governance statement, or</p> <ul style="list-style-type: none"> • the power to adopt a remuneration and employment policy. <p>Other matters to be dealt with directly by Council</p> <ul style="list-style-type: none"> • Council’s governance structure, standing orders etc., • Council representation on external bodies, • Remuneration to Elected Members (including allowances and reimbursement of expenses), • Delegations to the Chief Executive and other staff, • Submissions (and deliberation on submissions), • Petitions and Public Forum, • Recommendations from the Community Boards or any Council committee (including Te Roopu Ahi Kaa, the community committees and the rural water supply management sub-committees), • Reports from the Chief Executive on staffing, internal capability, process and system improvements, and other operational matters, and • Responses made to any exercise of Ministerial powers of assistance and intervention and • Any matter deemed necessary to be considered in a ‘public excluded’ meeting. <p>Any resolution at any Committee which three or more Elected Members vote against and ask for their votes to be recorded or which the Chair rules (on the basis of advice from the Chief Executive) as being substantially different from any option presented in the officer’s report – such resolutions to be recast as recommendations to the Council.</p>
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⁴ These are the Statistics New Zealand group of mesh blocks.

⁵ Resolved Minute Number 13/RDC/308, 26 November 2013

⁶ Resolved Minutes Number 16/RDC/287, 3 November 2016

⁷ Resolved Minute Number 13/RDC/324, 26 November 2013

	<p><i>Delegations</i></p> <p>Each Committee has the power to delegate to a sub-committee any authority or power to determine matters within its field of activity or responsibility, as covered by Section 32(3) of Schedule 7 of the Local Government Act 2002</p>
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Assets / Infrastructure Committee ¹⁰

Establishment	Terms of Reference
<p><i>Purpose¹¹:</i></p> <p>To ensure sustainable management of Council-owned assets/infrastructure which achieves compliance with government requirements and high community satisfaction</p> <p><i>Field of Activity:</i></p> <p>Outcomes</p> <p>The Council and the community are confident that....</p> <ul style="list-style-type: none"> • the Council's continuing investment in its infrastructure is clearly supported by – <p>(i) accurate condition information and assessment,</p> <p>(ii) intelligent procurement,</p> <p>(iii) sound asset management practice,</p> <p>(iv) scheduled reviews of timeframes and priorities, and</p> <p>(v) informed understanding of present and future demand, in terms of legal requirements, economic activity and demographic projections.</p> <ul style="list-style-type: none"> • opportunities for community management or ownership of Council facilities and local service contracts are thoroughly canvassed and implemented when demonstrably financially viable 	<ol style="list-style-type: none"> 1. Infrastructure strategy 2. Asset management planning 3. Council owned infrastructure <ul style="list-style-type: none"> • Water (including rural water supplies) • Sewage and the treatment and disposal of sewerage • Stormwater drainage • Consents management 4. Council roading and footpath network <ul style="list-style-type: none"> • Programme monitoring • Emergency works • New Zealand Transport Agency funding and requirements 5. Council owned facilities – <ul style="list-style-type: none"> • halls, toilets • parks, reserves, • swimming pools, community housing, • libraries, information centres • cemeteries 6. Solid waste management <p><i>Exclusions</i></p> <p>Matters prohibited under clause 32(1) Schedule 7 of the Local Government Act 2002 from being delegated:</p> <ul style="list-style-type: none"> • the power to make a rate, • the power to make a bylaw, • the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan, • the power to adopt a long-term plan, annual plan or annual report, • the power to appoint a chief executive, • the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or

¹⁰ Resolved Minute Number 13/RDC/260, Thursday 31 October 2013

¹¹ Resolved Minute Number 13/RDC/307, Tuesday 26 November 2013

<p><i>Membership¹²:</i></p> <p><i>Current membership:</i> Cr His Worship the Mayor, Andy Watson – <i>ex-officio</i></p> <p><i>Chair</i> Cr Dean McManaway¹³</p> <p><i>Meeting Frequency¹⁴:</i></p> <p>Meets on the 2nd Thursday of the month and other times as business requires.</p>	<p>developed for the purpose of the local governance statement, or</p> <ul style="list-style-type: none"> • the power to adopt a remuneration and employment policy. <p>Other matters to be dealt with directly by Council</p> <ul style="list-style-type: none"> • Council’s governance structure, standing orders etc., • Council representation on external bodies, • Remuneration to Elected Members (including allowances and reimbursement of expenses), • Delegations to the Chief Executive and other staff, • Submissions (and deliberation on submissions), • Petitions and Public Forum, • Recommendations from the Community Boards or any Council committee (including Te Roopu Ahi Kaa, the community committees and the rural water supply management sub-committees), • Reports from the Chief Executive on staffing, internal capability, process and system improvements, and other operational matters, and • Any matter deemed necessary to be considered in a ‘public excluded’ meeting. <p>Any resolution at any Committee which three or more Elected Members vote against and ask for their votes to be recorded or which the Chair rules (on the basis of advice from the Chief Executive) as being substantially different from any option presented in the officer’s report – such resolutions to be recast as recommendations to the Council.</p> <p><i>Delegations</i></p>
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¹² Resolved Minute Number 13/RDC/308, 26 November 2013; 14/RDC/024, 30 January 2014

¹³ Resolved Minutes Number 16/RDC/287, 3 November 2016

¹⁴ Resolved Minute Number 13/RDC/324, Tuesday 26 November 2013

	Each Committee has the power to delegate to a sub-committee any authority or power to determine matters within its field of activity or responsibility, as covered by Section 32(3) of Schedule 7 of the Local Government Act 2002
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Policy / Planning Committee ¹⁵

Establishment	Terms of Reference
<p><i>Purpose</i>¹⁶:</p> <p>To ensure the Council has a comprehensive planning, policy and regulatory framework which reflects legislative requirements and builds resilient communities</p> <p><i>Field of Activity:</i></p> <p>Outcomes</p> <p>The Council and the community are confident that.....</p> <ul style="list-style-type: none"> • the Council's plans are developed openly with the District's communities, reflect agreed priorities and are effectively implemented. • the Council's policies and bylaws recognise and support the priorities of the District. • the Council's engagement with communities – <ul style="list-style-type: none"> (i) is robust, (ii) occurs collaboratively, (iii) secures support from external agencies including central government, and (iv) builds resilience. • Council is well informed of all relevant government legislation and policies, and endeavours to influence proposed changes to these 	<ol style="list-style-type: none"> 1. *Annual Plan/Long Term Plan 2. Legislation and governance issues 3. *Statutory non-financial policies and statements 4. Consultation processes²⁰ 5. Governance-level policies (non-statutory) 6. Path to Well-being Initiative and other community development programmes 7. District Plan monitoring 8. *Bylaw development and review 9. Emergency management planning <p>*Up to adoption</p> <p><i>Exclusions</i></p> <p>Matters prohibited under clause 32(1) Schedule 7 of the Local Government Act 2002 from being delegated:</p> <ul style="list-style-type: none"> • the power to make a rate, • the power to make a bylaw, • the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan, • the power to adopt a long-term plan, annual plan or annual report, • the power to appoint a chief executive, • the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement, or • the power to adopt a remuneration and employment policy. <p>Other matters to be dealt with directly by Council</p> <ul style="list-style-type: none"> • Council's governance structure, standing orders etc.,

¹⁵ Resolved Minute Number 13/RDC/260, Thursday 31 October 2013

¹⁶ Resolved Minute Number 13/RDC/307, Tuesday 26 November 2013

²⁰ Clause 76AA of the Local Government Act 2002 Amendment Bill 2013 provides for a Significance and engagement policy.

<p>where the interests of the District are significantly affected.</p> <p><i>Membership</i>¹⁷:</p> <p><i>Current membership:</i> Cr His Worship the Mayor, Andy Watson – <i>ex-officio</i></p> <p><i>Chair</i> Cr Angus Gordon¹⁸</p> <p><i>Meeting Frequency</i>¹⁹:</p> <p>Meets on the 2nd Thursday of the month and other times as business requires.</p>	<ul style="list-style-type: none"> • Council representation on external bodies, • Remuneration to Elected Members (including allowances and reimbursement of expenses), • Delegations to the Chief Executive and other staff, • Submissions (and deliberation on submissions), • Petitions and Public Forum, • Recommendations from the Community Boards or any Council committee (including Te Roopu Ahi Kaa, the community committees and the rural water supply management sub-committees), • Reports from the Chief Executive on staffing, internal capability, process and system improvements, and other operational matters, and • Any matter deemed necessary to be considered in a ‘public excluded’ meeting. <p>Any resolution at any Committee which three or more Elected Members vote against and ask for their votes to be recorded or which the Chair rules (on the basis of advice from the Chief Executive) as being substantially different from any option presented in the officer’s report – such resolutions to be recast as recommendations to the Council.</p> <p><i>Delegations</i> Each Committee has the power to delegate to a sub-committee any authority or power to determine matters within its field of activity or responsibility, as covered by Section 32(3) of Schedule 7 of the Local Government Act 2002</p>
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¹⁷ Resolved Minute Number 13/RDC/308, Tuesday 26 November 2013

¹⁸ Resolved Minutes Number 16/RDC/287, 3 November 2016

¹⁹ Resolved Minute Number 13/RDC/324, Tuesday 26 November 2013

Audit / Risk Committee²¹

Establishment	Terms of Reference
<p><i>Purpose</i>²²:</p> <p>To ensure probity in the management of Council's operations and its assets and a close regard for minimising risk</p> <p><i>Field of Activity</i>:</p> <p>Outcomes</p> <p>The Council and the community are confident that....</p> <ul style="list-style-type: none"> • the Council's financial operations and the delivery of Council services – <ul style="list-style-type: none"> (i) comply with all relevant legislation, regulations and standards; and (ii) comply with Council's own policy. • the relationship with Council's auditors and other external agencies undertaking monitoring of Council's performance is meaningful and open • the risks to Council's effective management and its reputation are well understood and addressed. 	<ol style="list-style-type: none"> 1. Review of the draft Annual Report prior to adoption 2. Review of management reports provided by Council's auditors 3. Review of audits conducted by New Zealand Transport Agency 4. Review of assessment reports on Council's role as a Building Consent Authority 5. Review of reporting to external agencies required by statutory instrument²⁵ 6. Review of variations from Council's policies on investment, liability management and procurement 7. Review of project management reporting 8. Review of joint venture proposals 9. Quarterly monitoring of financial performance 10. Quarterly monitoring of service performance 11. Monitoring of hazard management 12. Monitoring of any undertakings made in response to the exercise of any Ministerial assistance or intervention²⁶ 13. Oversight of the Council's treasury function 14. Oversight of the periodic valuation of Council's assets 15. Oversight of Council's insurance arrangements 16. Oversight of internal audit projects (through MW LASS) 17. Oversight of shared services with other councils 18. Oversight of corporate policies which identify unethical, questionable or illegal activities

²¹ Resolved Minute Number 14/RDC/173, Thursday 31 July 2014

²² Resolved Minute Number 14/RDC/173, Thursday 31 July 2014

²⁵ For example, reporting to the Ministry for the Environment under the National Monitoring System or to Archives New Zealand under the Public Records Act.

²⁶ Part 10, Local Government Act 2002.

<p><i>Membership</i>²³:</p> <p><i>Current membership:</i> Mr Craig O’Connell Cr His Worship the Mayor, Andy Watson – <i>ex-officio</i></p> <p><i>Chair</i> Mr Craig O’Connell</p> <p><i>Meeting Frequency</i>²⁴:</p> <p>Three monthly, exact dates to be confirmed.</p>	<p>19. Oversight of risk management framework and actions to reduce risk</p>
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²³ Resolved Minute Number 14/RDC/175, Thursday 31 July 2014

²⁴ Resolved Minute Number 14/RDC/173, Thursday 31 July 2014

Hearings Committee²⁷

Establishment	Delegations
<p>Purpose: In accordance with the Local Government Act 2002 Section 39(c), to ensure that responsibility and process for decision-making in relation to regulatory responsibilities is separated from responsibility and process for decision-making for non-regulatory responsibilities of Council.</p> <p>Field of Activity: Regulatory matters required to be heard under the legislation.</p> <p>So far as practicable, this Committee, being charged with responsibility for Council's regulatory functions will not have responsibility for functions that are not regulatory.</p> <p>Membership: Elected members of Council appointed from time to time by Council.</p> <p>Current membership:²⁸</p> <p>Appointment of Hearing Panels The composition of a Hearing Panel to conduct hearings under the Resource Management Act 1991 will be determined by the Committee Chair, the Mayor and the Chief Executive, having regard for the complexity of the matter to be heard.</p> <p>Meeting Frequency: As required.</p>	<p>Council's function, duties and powers relating to the administration of its regulatory functions specified in the Committee's field of activity and as intended by Section 39 (c) of the Local Government Act 2002, excluding delegations made to officers.</p> <p>The Committee has the delegation to conduct hearings for any matters to be heard under the Council's bylaws or the following Acts –</p> <ul style="list-style-type: none"> • Building Act 2004 • Dog Control Act 1996 • Sale of Liquor Act 1989 • Fencing of Swimming Pools Act 1987 <p>– or not otherwise delegated</p> <p>The Committee has the power to delegate to a sub-committee any authority or power to determine matters within its field of activity or responsibility, as covered by Section 32(3) of Schedule 7 of the Local Government Act 2002.</p> <p>Note Subject to clause 32, schedule 7 of the Local Government Act 2002, the Committee does not have the power to make a bylaw or institute legal proceedings in the High Court that are not injunctive proceedings.</p> <p>The development and monitoring of the District Plan is delegated to the Strategic Planning and Policy Committee.</p> <p>Council's functions and powers under the following Acts are discharged by the Strategic Planning and Policy Committee:</p> <ul style="list-style-type: none"> • Civil Defence Emergency Management Act 2002 • Forest and Rural Fires Act 1977

²⁷ Resolved Minute Number 13/RDC/260, 31 October 2013

²⁸ Appointments for 2013-16 triennium yet to be made

District Licensing Committee²⁹

Establishment	Powers
<p><i>Purpose:</i></p> <p>To deal with liquor licensing matters within the Rangitikei District.³⁰</p> <p><i>Functions</i></p> <p>(a) to consider and determine applications for licences and manager's certificates; and</p> <p>(b) to consider and determine applications for renewal of licences and manager's certificates; and</p> <p>(c) to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136; and</p> <p>(d) to consider and determine applications for the variation, suspension, or cancellation of special licences; and</p> <p>(e) to consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280; and</p> <p>(f) with the leave of the chairperson for the licensing authority, to refer applications to the licensing authority; and</p> <p>(g) to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175; and</p> <p>(h) any other functions conferred on licensing committees by or under this Act or any other enactment.</p>	<p>Section 188 of the Sale and Supply of Alcohol Act provides that a licensing committee has all the powers conferred on it by or under that Act or any other Act, and all powers as may be reasonably necessary to enable it to carry out its functions.</p> <p>Note Applications for temporary authorities under s,136 of the Act (i.e. those authorising an applicant to carry on the sale and supply of alcohol for a period not exceeding three month) must be considered by the Committee ,whether or not they are opposed.³⁵</p>

²⁹ Sale and Supply of Alcohol Act 2012, s.186 requires each territorial authority to establish at least one licensing committee for its district.

³⁰ Sale and Supply of Alcohol Act 2012, s.187

³⁵ Legal advice from the Ministry of Justice, 10 March 2014.

<p>Commissioner³¹ Mr Chalky Leary</p> <p><i>Current membership</i>³² Mr Stephen Fouhy Mr Stuart Hylton Ms Judy Klue Mr Graeme Platt His Worship the Mayor, Andy Watson³³</p> <p><i>Meeting Frequency</i>³⁴ As determined by the Chair.</p>	
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³¹Resolved Minute Number 13/RDC/304, 26 November 2013. The Commissioner is the chair of the Committee: s.193(1), Sale and Supply of Alcohol Act 2012.

³² Resolved Minute Number 13/RDC/303, 26 November 2013

³³ Appointed Deputy Chair: Resolved Minute Number 14/RDC/011

³⁴ Sale and Supply of Alcohol Act 2012, s.190.

Te Roopu Ahi Kaa Komiti

Establishment	Delegations
<p><i>Purpose:</i>³⁶ To assist the Council to develop a partnership through engagement with Tangata Whenua. As well, it is to identify and advise on issues of concern to Tangata Whenua, Iwi Morehu and Council, and facilitate resolution in the best interests of the residents, ratepayers, and Tangata Whenua of the Rangitikei District.</p> <p><i>Field of Activity:</i> Matters particularly affecting Māoridom in the District. Membership nominated by particular Māori interest groups and appointed by Council.</p> <p><i>Membership:</i> Twelve members, specifically as confirmed at the 24 February 2000 Council meeting:</p> <p>Ngati Parewahawaha/Ngati Raukawa – one representative Ngati Apa – four representatives Kapua/Ngati Wairiki Kauangaroa Whangaehu Ngati Kauae/ Tauira Ngati Hinemanu/Ngati Paki – one representative Ngati Tamakopiri – one representative Ngati Whitikaupeka – one representative Ngati Rangituhia – one representative Rātana Community – one representative</p> <p><i>Current membership</i>³⁷ Mr P Turia (Whangaehu) Chair Ms T Hiroa (Ngati Whitikaupeka) Deputy Chair Mr M Gray (Ngati Rangituhia) Mr T Curtis (Te Runanga O Ngati Hauiti) Mr P Richardson (Ngati Parewahawaha) Ms C Raukawa-Manuel (Nga Ariki Turakina)</p>	<p>Recommending status only</p>

³⁶ Resolved Minute Number: 04/RDC/226, 30 September 2004

³⁷ Resolved Minute Number 09/RDC/263, 25 June 2009

<p>Mr P Maraku (Ratana Community) Mr C Shenton (Ngati Kauae/Tauira) Mr T Steedman (Ngati Hinemanu/Ngati Paki) Mr R Steedman (Ngai te Ohuake), Ms H Benevides (Ngati Tamakopiri) Ms K Hina (Nga Wairiki Ki Uta)</p> <p>Council member: His Worship the Mayor, Andy Watson– <i>ex officio</i>³⁸ Cr Cath Ash³⁹</p> <p><i>Meeting Frequency:</i> Meet on the second Tuesday of every second month.</p>	
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³⁸ Resolved Minutes Number 16/RDC/294 3 November 2016

³⁹ Resolved Minutes Number 16/RDC/294 3 November 2016

Community Boards

Rātana Community Board

Establishment	Delegations
<p><i>Purpose:</i></p> <ul style="list-style-type: none"> • The role of community boards is set out in section 52 of the Local Government Act 2002. This includes: <ul style="list-style-type: none"> ○ represent, and act as an advocate for, the interests of its community; and ○ consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and ○ maintain an overview of services provided by the territorial authority within the community; and ○ prepare an annual submission to the territorial authority for expenditure within the community; and ○ communicate with community organisations and special interest groups within the community; and ○ undertake any other responsibilities that are delegated to it by the territorial authority. • To be the first point of contact (prior to Council) for community groups. Where this is not possible the Committee will be informed of the approach by the community group to the Council. • Applications for the Parks Upgrade Partnership Fund are considered and commented on by the Committee 	<p>To determine and set names for roads in their area of responsibility.</p> <p>Seeking community views on projects or initiatives requiring or allocated Council funding or other support within the area covered by the Board (including consultation on significant projects during their implementation phase).</p> <p>Managing specified community facilities and services within the area covered by the Board.⁴¹</p> <p>Authority to make decisions on major tree removals in public spaces, taking into account community consultation processes', and the advice of the Parks and Recreation team leader.⁴²</p> <p>Delegated authority to award allocated funds for the Ratana community from the Community Initiatives Fund (to be reviewed January 2019).⁴³</p> <p>Delegated authority for the \$5,000 annual allocation for “defined small local works” in line with the guidelines provided as follows:</p>

⁴¹ Resolved Minute Number 07/RDC/359, 15 November 2007

⁴² Resolved Minute Number 17/RDC/264, 27 July 2017

⁴³ Resolved Minute Number 18/RDC/020, 25 January 2018

<p>prior to the application being considered by Council.</p> <ul style="list-style-type: none"> Placemaking initiatives that are taking place on Council land, will be considered and commented on by the Committee before the application is considered by the Chief Executive. <p><i>Membership:</i> Four members elected from the Rātana Community</p> <p><i>Current membership</i> Chair: Charlie Mete Maata Kare Thompson Charlie Rourangi Thomas Tataurangi</p> <p><i>Liaison Councillor</i> Cr Soraya Peke-Mason⁴⁰</p> <p><i>Meeting Frequency:</i> Monthly or bi-monthly, as determined by the Committee</p>	
<p>GUIDELINES FOR DELEGATION TO COMMUNITY BOARDS FOR THE \$5,000 ANNUAL ALLOCATION AND TO COMMUNITY COMMITTEES IN COMMITTING THE \$1.00 PER RATEABLE PROPERTY FOR 'DEFINED SMALL LOCAL WORKS'⁴⁴</p> <ol style="list-style-type: none"> The objective of the delegation is to allow Community Boards and Community Committees to fund purchases of small items or additional services which are not included in Council's operating budgets and which will benefit the local community. Examples would be signage, park furniture, plants, paint, a leaflet or other publication or an event, including implementing community-led place-making initiatives identified as priorities through the Town Centre Plan process (or some similar community consultation). Proposed expenditure must be approved – <ul style="list-style-type: none"> by resolution at a publicly notified meeting (and at a time when the public is not excluded from proceedings), or (in the case of Rātana) through a community hui, from which a record is tabled and endorsed at the next available meeting of the Rātana Community Board, or 	

⁴⁰ Resolved Minute Number 16/RDC/306 3 November 2016

⁴⁴ Council, 27 August 2009: 09/RDC/302

- (for urgent matters) by documented communication to all Board/Committee members and appropriate staff for discussion and tabled and endorsed at the next available meeting so that a clear audit trail is evident.
3. Where the proposed expenditure will be paid to a community organisation, Council's reporting requirements for its Community Initiatives Fund must be met.
4. The delegation does not extend to proposed expenditure which –
- provides training or conference attendance for one or more members, or
 - Is contrary to the recommendation contained in an officer's report to the Board or
 - constitutes an additional payment to an individual or organisation for goods or services subject to a contract with the Council, or
 - exceeds the annual allocation.
- Any such a proposal must be referred to Council for decision.

Taihape Community Board

Establishment	Delegations
<p><i>Purpose:</i></p> <ul style="list-style-type: none"> • The role of community boards is set out in section 52 of the Local Government Act 2002. This includes: <ul style="list-style-type: none"> ○ represent, and act as an advocate for, the interests of its community; and ○ consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and ○ maintain an overview of services provided by the territorial authority within the community; and ○ prepare an annual submission to the territorial authority for expenditure within the community; and ○ communicate with community organisations and special interest groups within the community; and ○ undertake any other responsibilities that are delegated to it by the territorial authority. • To be the first point of contact (prior to Council) for community groups. Where this is not possible the Committee will be informed of the approach by the community group to the Council. • Applications for the Parks Upgrade Partnership Fund are considered and commented on by the Committee 	<p>To authorise the allocation of funds from the Taihape Municipal Band Grants Account to the Taihape College in accordance with the Taihape Municipal Band Incorporated Dissolution Agreement.⁴⁶</p> <p>To determine and set names for roads in their area of responsibility.</p> <p>Seeking community views on projects or initiatives requiring or allocated Council funding or other support within the area covered by the Board (including consultation on significant projects during their implementation phase).</p> <p>Managing specified community facilities and services within the area covered by the Board.⁴⁷</p> <p>Convening as a subcommittee any user group(s) at Taihape Memorial Park⁴⁸</p> <p>Local governance of the Taihape Main Street upgrade project through convening a steering committee⁴⁹</p> <p>Authority to make decisions on major tree removals in public spaces, taking into account community consultation processes, and the advice of the Parks and Recreation team leader.⁵⁰</p> <p>Delegated authority to award allocated funds for the Taihape ward from the</p>

⁴⁶ Resolved by Council 24 November 1994.

⁴⁷ Resolved Minute Number 07/RDC/359, 15 November 2007

⁴⁸ Resolved Minute Number 18/RDC/018

⁴⁹ Resolved Minute Number 08/RDC/155, 26 June 2008

⁵⁰ Resolved Minute Number 17/RDC/264, 27 July 2017

<p>prior to the application being considered by Council.</p> <ul style="list-style-type: none"> • Placemaking initiatives that are taking place on Council land, will be considered and commented on by the Committee before the application is considered by the Chief Executive. • To engage with wider/smaller communities of the ward represented. <p><i>Membership:</i> Four members elected from the Taihape Ward.</p> <p>Two councillors appointed by Council from the Taihape Ward.</p> <p><i>Current membership</i> Chair: Michelle Fannin Ann Abernethy Gail Larsen Yvonne Sicely</p> <p><i>Council Representatives:</i> Cr Angus Gordon⁴⁵ Cr Ruth Rainey</p> <p><i>Meeting Frequency:</i> Monthly or bi-monthly, as determined by the Committee</p>	<p>Community Initiatives Fund (to be reviewed January 2019).⁵¹</p> <p>Delegated authority to consider the annual work programmes, and make recommendations to Council from the Taihape MoU community partner(s) (to be reviewed January 2019).⁵²</p> <p>Delegated authority for the \$5,000 annual allocation for “defined small local works” in line with the guidelines provided as follows:</p>
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⁴⁵ Resolved Minutes Number 16/RDC/305 3 November 2016

⁵¹ Resolved Minute Number 18/RDC/019, 25 January 2018

⁵² Resolved minute number 18/RDC/019, 25 January 2018

GUIDELINES FOR DELEGATION TO COMMUNITY BOARDS FOR THE \$5,000 ANNUAL ALLOCATION AND TO COMMUNITY COMMITTEES IN COMMITTING THE \$1.00 PER RATEABLE PROPERTY FOR 'DEFINED SMALL LOCAL WORKS'⁵³

1. The objective of the delegation is to allow Community Boards and Community Committees to fund purchases of small items or additional services which are not included in Council's operating budgets and which will benefit the local community. Examples would be signage, park furniture, plants, paint, a leaflet or other publication or an event, including implementing community-led place-making initiatives identified as priorities through the Town Centre Plan process (or some similar community consultation).
2. Proposed expenditure must be approved –
 - by resolution at a publicly notified meeting (and at a time when the public is not excluded from proceedings), or
 - (in the case of Rātana) through a community hui, from which a record is tabled and endorsed at the next available meeting of the Rātana Community Board, or
 - (for urgent matters) by documented communication to all Board/Committee members and appropriate staff for discussion and tabled and endorsed at the next available meeting so that a clear audit trail is evident.
3. Where the proposed expenditure will be paid to a community organisation, Council's reporting requirements for its Community Initiatives Fund must be met.
4. The delegation does not extend to proposed expenditure which –
 - provides training or conference attendance for one or more members, or
 - Is contrary to the recommendation contained in an officer's report to the Board or
 - constitutes an additional payment to an individual or organisation for goods or services subject to a contract with the Council, or
 - exceeds the annual allocation.Any such a proposal must be referred to Council for decision.

⁵³ Resolved minute number 09/RDC/302, 27 August 2009

Other Committees

Creative New Zealand Funding Assessment Committee

Establishment	Delegations
<p><i>Field of Activity:</i> All matters pertaining to the allocation of Creative New Zealand funds.</p> <p><i>Membership:</i> Two Councillors from different wards of the District.</p> <p>A representative from Te Roopu Ahi Kaa.</p> <p>A representative from the Rātana Community Board.⁵⁴</p> <p>Community representatives selected by the Council for their familiarity with the range and diversity of the District’s local arts and community activities following public advertising in the four weeks following the triennial October elections.⁵⁵</p> <p>Committee membership shall reflect the community character by including men and women as well as representation from the Māori community and special populations groups.</p> <p>Local authority elected representatives whether Council or Community Board shall not be more than two.</p> <p>Chairperson selected by the committee annually.</p> <p>Each appointment will be for up to three years, expiring at each triennial October local government election, but a member may be reconfirmed through the relevant selection process.⁵⁶</p>	<p>Assess all applications to the Schemes</p> <p>Make allocations of funds in accordance with the current Creative New Zealand Guidelines</p> <p>Make allocations of funds in accordance with local eligibility criteria and priorities for support</p> <p>Communicate, in writing, all eligibility criteria to applicants</p> <p>Set annual priorities in response to particular needs within the community</p> <p>Given the delegated authority to establish its own priorities within the criteria of the Creative Communities Scheme (CNZ) Funding Scheme.</p>

⁵⁴ Resolved Minute Number 08/RDC/272, 30 October 2008

⁵⁵ Resolved Minute Number 07/POL/048, 15 August 2007

⁵⁶ Resolved Minute Number 07/POL/048, 15 August 2007

<p><i>Current membership</i> Cr Richard Aslett⁵⁷ His Worship the Mayor, Andy Watson – <i>ex officio</i>⁵⁸</p> <p>Community representatives - ⁵⁹</p> <p>Te Roopu Ahi Kaa representative – Katarina Hina⁶⁰</p> <p>A representative from the Rātana Community Board – <i>vacant</i></p> <p><i>Meeting Frequency</i> Twice a year</p>	
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⁵⁷ Resolved Minutes Number 16/RDC/296 3 November 2016

⁵⁸ Resolved Minute Number 16/RDC/296 3 November 2016

⁵⁹ Resolved Minute Number 13/RDC/269 31 October 2013

⁶⁰ Resolved Minute Number 13/RDC/269 31 October 2013, Resolved Minute Number 14/RDC/197 28 August 2014

Sport New Zealand Rural Travel Fund Committee

Establishment	Delegations
<p><i>Current Membership</i> Chair: Cr Angus Gordon Cr Dave Wilson His Worship the Mayor, Andy Watson – <i>ex officio</i>⁶¹</p> <p><i>Meeting Frequency</i> Annually</p>	<p>To assess all applications to the scheme</p> <p>Make allocations of funds in accordance with the current SPARC Guidelines</p> <p>Make allocations of funds in accordance with eligibility criteria and priorities for support</p> <p>Communicate, in writing, all eligibility criteria to applicants</p>

⁶¹ Resolved Minute Number 16/RDC/297 3 November 2016

Hunterville Rural Water Supply Management Sub- Committee⁶²

Establishment	Delegations
<p>Established pursuant the Local Government Act 2002</p> <p><i>Field of Activity:</i> All matters pertaining to management of the Hunterville Rural Water.</p> <p><i>Membership:</i> One Hunterville Ward Member of Council.</p> <p>8 members elected by Scheme participants. The subcommittee is authorised to call a meeting of scheme members to fill a vacancy in the subcommittee as the need arises, and to notify the Council’s chief executive of the outcome of all such processes.</p> <p>Chairperson elected by the Committee.</p> <p><i>Current membership</i>⁶³ Mr B Crawford (Chair) Mr P Peterson Mr M Grace Mr J McManaway Mr S Weston Mr B Journeaux Cr Dean McManaway– Council representative (As a subcommittee of Council, a quorum does not require the presence of an elected member)⁶⁴</p> <p>His Worship the Mayor, Andy Watson – <i>ex officio</i>⁶⁵</p> <p><i>Meeting Frequency</i> Second Monday of every second month</p>	<p>In accordance with and subject to the provisions of Council’s Rural Water Supply Policy (RWSP) which should be read in conjunction with the delegated authority described below:</p> <p>To consider applications for the supply of water and to set conditions for such supply. (RWSP Clause 3)</p> <p>To approve the form on which applications for the supply of water must be made.</p> <p>To fix the fee payable for connection. (RWSP Clause 7.1)</p> <p>The Committee has sole discretion with respect to the connection of new consumers. (RWSP Clause 2.2)</p> <p>To approve consumer applications for a change in the supply of water and to fix an application fee for such change. (RWSP Clause 3.3 and 3.4)</p> <p>To approve agreements for the supply of water between owners of subdivided property within the Scheme. (RWSP Clause 6.1)</p> <p>To decide the criteria for determining scheme participant’s quantity of supply for the whole or part of a participating property and to recommend the capital contribution payable. (RWSP Clause 6.2)</p> <p>To decide whether water may be piped from a scheme participating property to a non participating property. (RWSP Clause 6.3)</p> <p>To grant relief from payment for water supplied with respect to notice received from an owner</p>

⁶² Resolved Minute number 09/RDC/072, 26 February 2009

⁶³ As at 26 November 2007

⁶⁴ Resolved Minute Number 16/RDC/298 3 November 2016

⁶⁵ Resolved Minute Number 16/RDC/298 3 November 2016

	<p>or occupier that the supply of water is no longer required. (RWSP Clause 6.4)</p> <p>To recommend the charge or charges which may be levied for the cost of construction, maintenance, and operation of the Scheme including the interest and capital repayment costs of any loan raised for construction. (RWSP Clause 7.1)</p> <p>To disconnect any supply from an unsuitable primary tank.</p> <p>To decide whether a property owner is liable for the cost of lowering a pipe where the owner has reduced the cover over the pipe.</p> <p>To cut off the supply to a property until satisfactory repairs have been made to leaks within the Scheme. (RWSP Clause 5.1)</p> <p>To recommend that the supply of water be stopped or disconnected where any person refuses or fails to pay any charge for which that person is liable.</p> <p>To recommend the delay the strict observance of any provision of the Rural Water Supply Policy 2009 if the Committee is of the opinion that full compliance would needlessly or injuriously affect a business or cause great loss or inconvenience.</p> <p>To recommend the charges to be levied for each year ending on the same date as the financial year of the Council. (RWSP 7.1)</p> <p>To grant a permit for entry into the catchment area in the immediate vicinity of the intake structure, and to impose conditions on that permit.</p> <p>To direct the disposal of any animal carcass within the catchment area above the intake structure.</p>
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Erewhon Rural Water Supply Management Sub-Committee⁶⁶

Establishment	Delegations
<p>Established pursuant to the Local Government Act 2002</p> <p><i>Field of Activity:</i> All matters pertaining to management of the Erewhon Rural Water.</p> <p><i>Membership:</i> One member of the Taihape Ward of Council.</p> <p>Six members elected by the Scheme participants at a triennial election following the local body triennial elections.</p> <p>One representative nominated by the Aorangi Awarua Trust</p> <p>Chairperson elected by the Committee.</p> <p><i>Current membership</i>⁶⁷ Mr J Gilbert (Chair) Mr J Bird Mr H Speedy Mr B Thomas Mr G Duncan Mr P Batley Mr M Gilbert⁶⁸</p> <p>Ms M Mako – Aorangi Awarua Trust Representative</p> <p>Cr Angus Gordon – Council Representative⁶⁹</p> <p>His Worship the Mayor, Andy Watson – <i>ex officio</i>⁷⁰</p>	<p>In accordance with and subject to the provisions of Council’s Rural Water Supply Policy (RWSP) which should be read in conjunction with the delegated authority described below:</p> <p>To maintain the Erewhon Rural Water Scheme from the main line from the first tank to the tee at the Kelly Land company homestead.</p> <p>To consider applications for the supply of water and to set conditions for such supply. (RWSP Clause 3)</p> <p>To approve the form on which applications for the supply of water must be made.</p> <p>To fix the fee payable for connection. -(RWSP Clause 7.1)</p> <p>The Committee has sole discretion with respect to the connection of new consumers. (RWSP Clause 2.2)</p> <p>To approve consumer applications for a change in the supply of water and to fix an application fee for such change. (RWSP Clause 3.3 and 3.4)</p> <p>To approve agreements for the supply of water between owners of subdivided property within the Scheme. (RWSP Clause 6.1)</p> <p>To decide the criteria for determining scheme participant’s quantity of supply for the whole or part of a participating property and to recommend the capital contribution payable. (RWSP Clause 6.2)</p>

⁶⁶ Resolved Minute number 09/RDC/075, 26 February 2009

⁶⁷ Resolved by ERWS, 12 Novemebr 2007

⁶⁸ Appointed as observer with speaking rights but no voting rights.

⁶⁹ Resolved Minute Number 16/RDC/299 3 November 2016

⁷⁰ Resolved Minute Number 16/RDC/299 3 November 2016

<p><i>Meeting Frequency</i> Every three months</p>	<p>To decide whether water may be piped from a scheme participating property to a non participating property. (RWSP Clause 6.3)</p> <p>To grant relief from payment for water supplied with respect to notice received from an owner or occupier that the supply of water is no longer required. (RWSP Clause 6.4)</p> <p>To recommend the charge or charges which may be levied for the cost of construction, maintenance, and operation of the Scheme including the interest and capital repayment costs of any loan raised for construction. (RWSP Clause 7.1)</p> <p>To disconnect any supply from an unsuitable primary tank.</p> <p>To decide whether a property owner is liable for the cost of lowering a pipe where the owner has reduced the cover over the pipe.</p> <p>To cut off the supply to a property until satisfactory repairs have been made to leaks within the Scheme. (RWSP Clause 5.1)</p> <p>To recommend that the supply of water be stopped or disconnected where any person refuses or fails to pay any charge for which that person is liable.</p> <p>To recommend the delay the strict observance of any provision of the Rural Water Supply Policy 2009 if the Committee is of the opinion that full compliance would needlessly or injuriously affect a business or cause great loss or inconvenience.</p> <p>To recommend the charges to be levied for each year ending on the same date as the financial year of the Council. (RWSP Clause 7.1)</p> <p>To grant a permit for entry into the catchment area in the immediate vicinity of the intake structure, and to impose conditions on that permit.</p>
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	To direct the disposal of any animal carcass within the catchment area above the intake structure.
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Omatane Rural Water Supply Management Sub-Committee⁷¹

Establishment	Delegations
<p>Established pursuant to the Local Government Act 2002.</p> <p><i>Field of Activity:</i> All matters pertaining to management of the Omatane Rural Water.</p> <p><i>Membership:</i></p> <p>One member of the Taihape Ward of Council.</p> <p>One member from each property participating in the Scheme.</p> <p>Chairperson elected by the Committee.</p> <p><i>Current membership</i></p> <p>Mr L Bird Mr N Gregory Mr L Kelly Mr A McKay Mr J Platts Mr J Taylor Mr A Ramsay</p> <p>Cr Ruth Rainey – Council representative⁷²</p> <p>His Worship the Mayor, Andy Watson – <i>ex officio</i>⁷³</p> <p><i>Meeting Frequency</i> Annually</p>	<p>In accordance with and subject to the provisions of Council’s Rural Water Supply Policy (RWSP) which should be read in conjunction with the delegated authority described below:</p> <ol style="list-style-type: none"> 1. To consider applications for the supply of water and to set conditions for such supply. (RWSP Clause 3) 2. To approve the form on which applications for the supply of water must be made. 3. To fix the fee payable for connection. 4. The Committee has sole discretion with respect to the connection of new consumers. (RWSP Clause 2.2) 5. To approve consumer applications for a change in the supply of water and to fix an application fee for such change. (RWSP Clause 3.3 and 3.4) 6. To approve agreements for the supply of water between owners of subdivided property within the Scheme. (RWSP Clause 6.1) 7. To decide the criteria for determining scheme participant’s quantity of supply for the whole or part of a participating property and to recommend the capital contribution payable. (RWSP Clause 6.2) 8. To decide whether water may be piped from a scheme participating property to a non-participating property. (RWSP Clause 6.3) 9. To grant relief from payment for water supplied with respect to notice received from an owner or occupier that the supply of water is no longer required. (RWSP Clause 6.4)

⁷¹ Resolved Minute number 09/RDC/075, 26 February 2009

⁷² Resolved Minute Number 16/RDC/300 3 November 2016

⁷³ Resolved Minute Number 16/RDC/300 3 November 2016

	<p>10. To recommend the charge or charges which may be levied for the cost of construction, maintenance, and operation of the Scheme including the interest and capital repayment costs of any loan raised for construction. -(RWSP Clause 7.1)</p> <p>11. To disconnect any supply from an unsuitable primary tank.</p> <p>12. To decide whether a property owner is liable for the cost of lowering a pipe where the owner has reduced the cover over the pipe.</p> <p>13. To cut off the supply to a property until satisfactory repairs have been made to leaks within the Scheme. (RWSP Clause 5.1)</p> <p>14. To recommend that the supply of water be stopped or disconnected where any person refuses or fails to pay any charge for which that person is liable.</p> <p>15. To recommend the delay the strict observance of any provision of the Rural Water Supply Policy 2009 if the Committee is of the opinion that full compliance would needlessly or injuriously affect a business or cause great loss or inconvenience.</p> <p>16. To recommend the charges to be levied for each year ending on the same date as the financial year of the Council. (RWSP Clause 7.1)</p> <p>17. To grant a permit for entry into the catchment area in the immediate vicinity of the intake structure, and to impose conditions on that permit.</p> <p>18. To direct the disposal of any animal carcass within the catchment area above the intake structure</p>
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Bulls Community Committee

Establishment	Delegations
<p><i>Purpose:</i></p> <ul style="list-style-type: none"> • To provide a local link and point of contact for Council liaison with the community. • To also provide for the exchange of information, communication, and to assist with the Council’s consultative processes. • To exercise delegated authority for the annual allocation of \$1.00 per rateable property for “defined small local works” in line with the guidelines provided⁷⁴ • Particularly, to help to ensure that any minor remedial or renewal works are brought to Council’s attention through the Request for Service procedure in the appropriate manner through promoting the use of the Request for Service procedure and advising community members on how to use the Request for Service procedure • To be the first point of contact (prior to Council) for community groups. Where this is not possible the Committee will be informed of the approach by the community group to the Council. • Applications for the Parks Upgrade Partnership Fund are considered and commented on by the Committee prior to the application being considered by Council. • Placemaking initiatives that are taking place on Council land, will be considered and commented on by the Committee before the 	<p>Authority to make decisions on major tree removals in public spaces, taking into account community consultation processes’, and the advice of the Parks and Recreation team leader.⁸¹</p> <p>Delegated authority to award allocated funds for the Bulls ward from the Community Initiatives Fund (to be reviewed January 2019).⁸²</p> <p>Delegated authority to consider the annual work programmes, and make recommendations to Council from the Bulls MoU community partner(s) (to be reviewed January 2019).⁸³</p> <p>Convening as a subcommittee any user group(s) at the Bulls Domain.⁸⁴</p> <p>Delegated authority for the annual allocation of \$1.00 per rateable property for “defined small local works” in line with the guidelines provided⁸⁵</p> <p><i>Terms of Reference:</i> Committees will generally follow the Terms of Reference as listed below:</p> <ul style="list-style-type: none"> • The term of membership of each Committee shall generally coincide with Local Government terms of office, i.e. three years. The Committees shall be disestablished at each triennial election, the same

⁷⁴ Appended to the Delegations Register

⁸¹ Resolved Minute Number 17/RDC/264, 27 July 2017

⁸² Resolved Minute Number 18/RDC/015, 25 January 2018

⁸³ Resolved Minute Number 18/RDC/015, 25 January 2018

⁸⁴ Resolved Minute Number 18/RDC/015, 25 January 2018

⁸⁵ Appended to the Delegations Register

<p>application is considered by the Chief Executive.</p> <ul style="list-style-type: none"> To engage with wider/smaller communities of the ward represented. <p><i>Field of Activity:</i> Community liaison between the Council and Bulls community.</p> <p><i>Membership</i>⁷⁵:</p> <ul style="list-style-type: none"> The number of members elected to serve on the Committee shall be a minimum of seven and a maximum of ten⁷⁶. Each Committee to comprise one Councillor appointed from the Bulls Ward, one representative of the RNZAF Base Ohakea, selected by the Commanding Officer Operation Support Wing of the Ohakea Base⁷⁷ and between seven and nine elected members. The number of members elected to serve on the Committee shall be a minimum of six and a maximum of nine. The Council will call nominations to each Committee within thirty days after each triennial local government election. Where between six and nine nominations are received by the closing date, those people will be declared elected; Where more than nine nominations are received by the closing date, the Council will call a public meeting and conduct an election by secret ballot; Where fewer than six nominations are received by the closing date, the Council will call a public meeting to seek additional nominations. If the 	<p>as all other Committees of Council. The Council will call public meetings in each Ward in order to elect Committees as soon as practicable after each general Local Government election.</p> <ul style="list-style-type: none"> Each Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups. One/Two liaison Councillor(s) is/are to be appointed by the Council to serve on each Committee, in order to provide a formal link with the Council at an elected member level. The minutes of Committee meetings shall be made and maintained in accordance with the requirements set out in Rangitikei District Council's Standing Orders, adopted 3 November 2016, and any subsequent amendment, having regard for current statutory provisions for recordkeeping. Council staff will aid in the preparation of minutes to this standard. <p>Guidelines for Delegation to Community Committees in committing the \$1.00 per rateable property for "defined small local works"</p> <ol style="list-style-type: none"> The objective of the delegation is to allow Community Committees to fund purchases of small items or additional services which are not included in Council's operating budgets and which will benefit the local community. Examples would be signage, park furniture, plants, paint, a leaflet or other publication or an event, including implementing community-led place-making
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⁷⁵ Resolved Minute Number 04/RDC/404, 16 December 2004

⁷⁶ For the 2016-19 triennium Council agreed that the Committee may have two more members than provided in the terms of reference so long as all members remain on that Committee (1 December 2016).

⁷⁷ Resolved Minute Number 11/RDC/006, 27 January 2011

<p>total nominations received prior to and at the public meeting exceed nine, the Council will conduct an election at the public meeting by secret ballot;</p> <ul style="list-style-type: none"> • Where fewer than six nominations have been received at the public meeting called to seek additional nominations, the Council will declare the Community Committee unformed for the triennium. • A minimum of 20 people are required to be present at any public meeting called to seek further nominations, or to elect members, to form a Community Committee. • The Committee, once formed, has the power to co-opt additional members provided that the total elected membership does not exceed ten. • The Council will publicly notify the results of the call for nominations within seven days after the close of nominations and (if applicable) after the public meeting called to form the Committee. • Procedures for election will generally follow those laid down in the Local Electoral Act 2001. Elections will be the responsibility of the Council's Deputy Electoral Officer. • The Chairperson of each Community Committee to be appointed from within the Committee itself by the Committee members. <p><i>Current membership</i>⁷⁸ Chair: Tyrone Barker Lynette Andrews Nigel Bowen Tricia Falkner Matthew Holden Annabel Sidey Julie Toomey Glenda Turner</p>	<p>initiatives identified as priorities through the Town Centre Plan process (or some similar community consultation).</p> <ol style="list-style-type: none"> 2. Proposed expenditure must be approved – <ul style="list-style-type: none"> • by resolution at a publicly notified meeting (and at a time when the public is not excluded from proceedings),or • (for urgent matters) by documented communication to all Committee members and appropriate staff for discussion and tabled at the next available meeting so that a clear audit trail is evident. 3. Where the proposed expenditure will be paid to a community organisation, Council's reporting requirements for its Community Initiatives Fund must be met. 4. The delegation does not extend to proposed expenditure which – <ul style="list-style-type: none"> • provides training or conference attendance for one or more members, or • constitutes an additional payment to an individual or organisation for goods or services subject to a contract with the Council, or • exceeds the annual allocation. Any such a proposal must be referred to Council for decision.
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⁷⁸ Council approved a temporary over-strength committee: 14/RDC/007, 30 January 2014.

<p>Perrin Turner Russel Ward Vicky Whiteman His Worship the Mayor, Andy Watson - <i>ex-officio</i>⁷⁹ – Liaison Councillors⁸⁰ Cr Jane Dunn Cr Graeme Platt</p> <p><i>Meeting Frequency</i> Bi-monthly (in addition informal workshops may be held as the Committee determines).</p>	
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⁷⁹ Resolved Minute Number 16/RDC/302 3 November 2016

⁸⁰ Resolved Minute Number 16/RDC/302 3 November 2016

Huntermville Community Committee

Establishment	Delegations
<p><i>Purpose:</i></p> <ul style="list-style-type: none"> • To provide a local link and point of contact for Council liaison with the community. • To also provide for the exchange of information, communication, and to assist with the Council’s consultative processes. • To exercise delegated authority for the annual allocation of \$1.00 per rateable property for “defined small local works” in line with the guidelines provided⁸⁶ • Particularly, to help to ensure that any minor remedial or renewal works are brought to Council’s attention through the Request for Service procedure in the appropriate manner through promoting the use of the Request for Service procedure and advising community members on how to use the Request for Service procedure • To be the first point of contact (prior to Council) for community groups. Where this is not possible the Committee will be informed of the approach by the community group to the Council. • Applications for the Parks Upgrade Partnership Fund are considered and commented on by the Committee prior to the application being considered by Council. • Placemaking initiatives that are taking place on Council land, will be considered and commented on by the Committee before the 	<p>Delegated authority for the annual allocation of \$1.00 per rateable property for “defined small local works” in line with the guidelines provided⁸⁹</p> <p>Authority to make decisions on major tree removals in public spaces, taking into account community consultation processes’, and the advice of the Parks and Recreation team leader.⁹⁰</p> <p>Delegated authority to award allocated funds for the Huntermville ward from the Community Initiatives Fund (to be reviewed January 2019).⁹¹</p> <p>Convening as a subcommittee any user group(s) at Queens Park, Huntermville.⁹²</p> <p><i>Terms of Reference:</i> Committees will generally follow the Terms of Reference as listed below:</p> <ul style="list-style-type: none"> • The term of membership of each Committee shall generally coincide with Local Government terms of office, i.e. three years. The Committees shall be disestablished at each triennial election, the same as all other Committees of Council. The Council will call public meetings in each Ward in order to elect Committees as soon as practicable after each general Local Government election. • Each Committee will have power to co-opt other members, either from the public generally or

⁸⁶ Appended to the Delegations Register

⁸⁹ Appended to the Delegations Register

⁹⁰ Resolved Minute Number 17/RDC/264, 27 July 2017

⁹¹ Resolved Minute Number 18/RDC/018, 25 January 2018

⁹² Resolved Minute Number 18/RDC/018, 25 January 2018

<p>application is considered by the Chief Executive.</p> <p><i>Field of Activity:</i> Community liaison between the Council and Hunterville community.</p> <p><i>Membership</i>⁸⁷:</p> <ul style="list-style-type: none"> • The number of members elected to serve on the Committee shall be a minimum of five and a maximum of ten. • The Council will call nominations to each Committee within thirty days after each triennial local government election. • Where between five and ten nominations are received by the closing date, those people will be declared elected; • Where more than ten nominations are received by the closing date, the Council will call a public meeting and conduct an election by secret ballot; • Where fewer than five nominations are received by the closing date, the Council will call a public meeting to seek additional nominations. If the total nominations received prior to and at the public meeting exceed nine, the Council will conduct an election at the public meeting by secret ballot; • Where fewer than five nominations have been received at the public meeting called to seek additional nominations, the Council will declare the Community Committee unformed for the triennium. • A minimum of 10 eligible voters are required to be present at any public meeting called to seek further nominations, or to elect members, to form a Community Committee. 	<p>representatives of specific community interest groups.</p> <ul style="list-style-type: none"> • One/Two liaison Councillor(s) is/are to be appointed by the Council to serve on each Committee, in order to provide a formal link with the Council at an elected member level. • The minutes of Committee meetings shall be made and maintained in accordance with the requirements set out in Rangitikei District Council’s Standing Orders, adopted 3 November 2016, and any subsequent amendment, having regard for current statutory provisions for recordkeeping. Council staff will aid in the preparation of minutes to this standard. <p>Guidelines for Delegation to Community Committees in committing the \$1.00 per rateable property for “defined small local works”</p> <ol style="list-style-type: none"> 1. The objective of the delegation is to allow Community Committees to fund purchases of small items or additional services which are not included in Council’s operating budgets and which will benefit the local community. Examples would be signage, park furniture, plants, paint, a leaflet or other publication or an event, including implementing community-led place-making initiatives identified as priorities through the Town Centre Plan process (or some similar community consultation). 2. Proposed expenditure must be approved – <ul style="list-style-type: none"> • by resolution at a publicly notified meeting (and at a time when the public is not excluded from proceedings), or
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⁸⁷ Resolved Minute Number, 04/RDC/404, 16 December 2004

<ul style="list-style-type: none"> • The Committee, once formed, has the power to co-opt additional members provided that the total elected membership does not exceed ten. • The Council will publicly notify the results of the call for nominations within seven days after the close of nominations and (if applicable) after the public meeting called to form the Committee. • Procedures for election will generally follow those laid down in the Local Electoral Act 2001. Elections will be the responsibility of the Council's Deputy Electoral Officer. • The Chairperson of each Community Committee to be appointed from within the Committee itself by the Committee members. <p><i>Current membership:</i> Chair: Karen Kennedy Sandra Carroll Maureen Fenton Richard Gower Trevor O'Connor Jean Signal Lynette Thompson Erina True Jane Watson His Worship the Mayor, Andy Watson – <i>ex-officio</i> - Liaison Councillors⁸⁸ Cr Dean McManaway Cr Ruth Rainey</p> <p><i>Meeting Frequency</i> Bi-monthly (in addition informal workshops may be held as the Committee determines).</p>	<ul style="list-style-type: none"> • (for urgent matters) by documented communication to all Committee members and appropriate staff for discussion and tabled at the next available meeting so that a clear audit trail is evident. <p>3. Where the proposed expenditure will be paid to a community organisation, Council's reporting requirements for its Community Initiatives Fund must be met.</p> <p>4. The delegation does not extend to proposed expenditure which –</p> <ul style="list-style-type: none"> • provides training or conference attendance for one or more members, or • constitutes an additional payment to an individual or organisation for goods or services subject to a contract with the Council, or • exceeds the annual allocation. <p>Any such a proposal must be referred to Council for decision.</p>
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⁸⁸ Resolved Minute Number 16/RDC/302 3 November 2016

Marton Community Committee

Establishment	Delegations
<p><i>Purpose:</i></p> <ul style="list-style-type: none"> To provide a local link and point of contact for Council liaison with the community. To also provide for the exchange of information, communication, and to assist with the Council’s consultative processes. To exercise delegated authority for the annual allocation of \$1.00 per rateable property for “defined small local works” in line with the guidelines provided⁹³ Particularly, to help to ensure that any minor remedial or renewal works are brought to Council’s attention through the Request for Service procedure in the appropriate manner through promoting the use of the Request for Service procedure and advising community members on how to use the Request for Service procedure To be the first point of contact (prior to Council) for community groups. Where this is not possible the Committee will be informed of the approach by the community group to the Council. Applications for the Parks Upgrade Partnership Fund are considered and commented on by the Committee prior to the application being considered by Council. Placemaking initiatives that are taking place on Council land, will be considered and commented on by the Committee before the 	<p>Delegated authority for the annual allocation of \$1.00 per rateable property for “defined small local works” in line with the guidelines provided⁹⁷</p> <p>Authority to make decisions on major tree removals in public spaces, taking into account community consultation processes’, and the advice of the Parks and Recreation team leader.⁹⁸</p> <p>Delegated authority to award allocated funds for the Marton ward from the Community Initiatives Fund (to be reviewed January 2019).⁹⁹</p> <p>Delegated authority to consider the annual work programmes, and make recommendations to Council from the Marton MoU community partner(s) (to be reviewed January 2019).¹⁰⁰</p> <p>Convening as a subcommittee any user group(s) at Centennial Park, Marton.¹⁰¹</p> <p><i>Terms of Reference:</i> Committees will generally follow the Terms of Reference as listed below:</p> <ul style="list-style-type: none"> The term of membership of each Committee shall generally coincide with Local Government terms of office, i.e. three years. The Committees shall be disestablished at each triennial election, the same as all other Committees of Council.

⁹³ Appended to the Delegations Register

⁹⁷ Appended to the Delegations Register

⁹⁸ Resolved Minute Number 17/RDC/264, 27 July 2017

⁹⁹ Resolved Minute Number 18/RDC/016, 25 January 2018

¹⁰⁰ Resolved Minute Number 18/RDC/016, 25 January 2018

¹⁰¹ Resolved Minute Number 18/RDC/016, 25 January 2018

<p>application is considered by the Chief Executive.</p> <p><i>Field of Activity:</i> Community liaison between the Council and Marton community.</p> <p><i>Membership</i>⁹⁴:</p> <ul style="list-style-type: none"> • The number of members elected to serve on the Committee shall be a minimum of seven and a maximum of ten. • The Council will call nominations to each Committee within thirty days after each triennial local government election. • Where between seven and ten nominations are received by the closing date, those people will be declared elected; • Where more than ten nominations are received by the closing date, the Council will call a public meeting and conduct an election by secret ballot; • Where fewer than seven nominations are received by the closing date, the Council will call a public meeting to seek additional nominations. If the total nominations received prior to and at the public meeting exceed nine, the Council will conduct an election at the public meeting by secret ballot; • Where fewer than seven nominations have been received at the public meeting called to seek additional nominations, the Council will declare the Community Committee unformed for the triennium. • A minimum of 10 eligible voters are required to be present at any public meeting called to seek further nominations, or to elect members, to form a Community Committee. 	<p>The Council will call public meetings in each Ward in order to elect Committees as soon as practicable after each general Local Government election.</p> <ul style="list-style-type: none"> • Each Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups. • One/Two liaison Councillor(s) is/are to be appointed by the Council to serve on each Committee, in order to provide a formal link with the Council at an elected member level. • The minutes of Committee meetings shall be made and maintained in accordance with the requirements set out in Rangitikei District Council’s Standing Orders, adopted 3 November 2016, and any subsequent amendment, having regard for current statutory provisions for recordkeeping. Council staff will aid in the preparation of minutes to this standard. <p>Guidelines for Delegation to Community Committees in committing the \$1.00 per rateable property for “defined small local works”</p> <ol style="list-style-type: none"> 1. The objective of the delegation is to allow Community Committees to fund purchases of small items or additional services which are not included in Council’s operating budgets and which will benefit the local community. Examples would be signage, park furniture, plants, paint, a leaflet or other publication or an event, including implementing community-led place-making initiatives identified as priorities through the Town Centre Plan
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⁹⁴ Resolved Minute Number 04/RDC/404, 16 December 2004

<ul style="list-style-type: none"> • The Committee, once formed, has the power to co-opt additional members provided that the total elected membership does not exceed ten. • The Council will publicly notify the results of the call for nominations within seven days after the close of nominations and (if applicable) after the public meeting called to form the Committee. • Procedures for election will generally follow those laid down in the Local Electoral Act 2001. Elections will be the responsibility of the Council’s Deputy Electoral Officer. • The Chairperson of each Community Committee to be appointed from within the Committee itself by the Committee members. <p><i>Current membership</i>⁹⁵ Chair: Carolyn Bates Lyn Duncan Jennifer Greener Pip Hancock Donna Harris Belinda Harvey-Larsen Lynda Hunter Wendy Wagner His Worship the Mayor, Andy Watson – <i>ex-officio</i> - Liaison Councillors⁹⁶ Cr Lynne Sheridan Cr Dave Wilson</p> <p><i>Meeting Frequency</i> Bi-monthly (in addition informal workshops may be held as the Committee determines).</p>	<p>process (or some similar community consultation).</p> <ol style="list-style-type: none"> 2. Proposed expenditure must be approved – <ul style="list-style-type: none"> • by resolution at a publicly notified meeting (and at a time when the public is not excluded from proceedings), or • (for urgent matters) by documented communication to all Committee members and appropriate staff for discussion and tabled at the next available meeting so that a clear audit trail is evident. 3. Where the proposed expenditure will be paid to a community organisation, Council’s reporting requirements for its Community Initiatives Fund must be met. 4. The delegation does not extend to proposed expenditure which – <ul style="list-style-type: none"> • provides training or conference attendance for one or more members, or • constitutes an additional payment to an individual or organisation for goods or services subject to a contract with the Council, or • exceeds the annual allocation. Any such a proposal must be referred to Council for decision.
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⁹⁵ Resolved Minute Number 09/RDC/263, 25 June 2009

⁹⁶ Resolved Minute Number 16/RDC/302 3 November 2016

Turakina Community Committee

Establishment	Delegations
<p><i>Purpose:</i></p> <ul style="list-style-type: none"> • To provide a local link and point of contact for Council liaison with the community. • To also provide for the exchange of information, communication, and to assist with the Council’s consultative processes. • To exercise delegated authority for the annual allocation of \$1.00 per rateable property for “defined small local works” in line with the guidelines provided¹⁰² • Particularly, to help to ensure that any minor remedial or renewal works are brought to Council’s attention through the Request for Service procedure in the appropriate manner through promoting the use of the Request for Service procedure and advising community members on how to use the Request for Service procedure. • To be the first point of contact (prior to Council) for community groups. Where this is not possible the Committee will be informed of the approach by the community group to the Council. • Applications for the Parks Upgrade Partnership Fund are considered and commented on by the Committee prior to the application being considered by Council. • Placemaking initiatives that are taking place on Council land, will be considered and commented on by the Committee before the 	<p>Delegated authority for the annual allocation of \$1.00 per rateable property for “defined small local works” in line with the guidelines provided¹⁰⁵</p> <p>Authority to make decisions on major tree removals in public spaces, taking into account community consultation processes’, and the advice of the Parks and Recreation team leader.¹⁰⁶</p> <p>Delegated authority to award allocated funds for the Turakina ward from the Community Initiatives Fund (to be reviewed January 2019).¹⁰⁷</p> <p><i>Terms of Reference:</i> Committees will generally follow the Terms of Reference as listed below:</p> <ul style="list-style-type: none"> • The term of membership of each Committee shall generally coincide with Local Government terms of office, i.e. three years. The Committees shall be disestablished at each triennial election, the same as all other Committees of Council. The Council will call public meetings in each Ward in order to elect Committees as soon as practicable after each general Local Government election. • Each Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups. • One/Two liaison Councillor(s) is/are to be appointed by the Council to

¹⁰² Appended to the Delegations Register

¹⁰⁵ Appended to the Delegations Register

¹⁰⁶ Resolved Minute Number 17/RDC/264, 27 July 2017

¹⁰⁷ Resolved Minute Number 18/RDC/017, 25 January 2018

<p>application is considered by the Chief Executive.</p> <ul style="list-style-type: none"> To engage with wider/smaller communities of the ward represented. <p><i>Field of Activity:</i> Community liaison between the Council and Turakina community.</p> <p><i>Membership:</i>¹⁰³</p> <ul style="list-style-type: none"> The number of members elected to serve on the Committee shall be a minimum of seven and a maximum of ten. The Council will call nominations to each Committee within thirty days after each triennial local government election. Where between seven and ten nominations are received by the closing date, those people will be declared elected; Where more than ten nominations are received by the closing date, the Council will call a public meeting and conduct an election by secret ballot; Where fewer than seven nominations are received by the closing date, the Council will call a public meeting to seek additional nominations. If the total nominations received prior to and at the public meeting exceed nine, the Council will conduct an election at the public meeting by secret ballot; Where fewer than seven nominations have been received at the public meeting called to seek additional nominations, the Council will declare the Community Committee unformed for the triennium. A minimum of 10 eligible voters are required to be present at any public meeting called to seek further 	<p>serve on each Committee, in order to provide a formal link with the Council at an elected member level.</p> <ul style="list-style-type: none"> The minutes of Committee meetings shall be made and maintained in accordance with the requirements set out in Rangitikei District Council's Standing Orders, adopted 3 November 2016, and any subsequent amendment, having regard for current statutory provisions for recordkeeping. Council staff will aid in the preparation of minutes to this standard. <p>Guidelines for Delegation to Community Committees in committing the \$1.00 per rateable property for "defined small local works"</p> <ol style="list-style-type: none"> The objective of the delegation is to allow Community Committees to fund purchases of small items or additional services which are not included in Council's operating budgets and which will benefit the local community. Examples would be signage, park furniture, plants, paint, a leaflet or other publication or an event, including implementing community-led place-making initiatives identified as priorities through the Town Centre Plan process (or some similar community consultation). Proposed expenditure must be approved – <ul style="list-style-type: none"> by resolution at a publicly notified meeting (and at a time when the public is not excluded from proceedings),or (for urgent matters) by documented communication to all Committee members and appropriate staff for discussion and tabled at the next
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¹⁰³ Resolved Minute Number 04/RDC/404, 16 December 2004

<p>nominations, or to elect members, to form a Community Committee.</p> <ul style="list-style-type: none"> • The Committee, once formed, has the power to co-opt additional members provided that the total elected membership does not exceed ten. • The Council will publicly notify the results of the call for nominations within seven days after the close of nominations and (if applicable) after the public meeting called to form the Committee. • Procedures for election will generally follow those laid down in the Local Electoral Act 2001. Elections will be the responsibility of the Council's Deputy Electoral Officer. • The Chairperson of each Community Committee to be appointed from within the Committee itself by the Committee members. <p><i>Current membership</i> Chair: Duran Benton Laurel Mauchline-Campbell Alastair Campbell Tina Duxfield Hayley Grant Carol Neilson Anita Oliver His Worship the Mayor, Andy Watson – <i>ex-officio</i> – Liaison Councillors¹⁰⁴ Cr Soraya Peke-Mason Cr Lynne Sheridan</p> <p><i>Meeting Frequency</i> Bi-monthly (in addition informal workshops may be held as the Committee determines).</p>	<p>available meeting so that a clear audit trail is evident.</p> <ol style="list-style-type: none"> 3. Where the proposed expenditure will be paid to a community organisation, Council's reporting requirements for its Community Initiatives Fund must be met. 4. The delegation does not extend to proposed expenditure which – <ul style="list-style-type: none"> • provides training or conference attendance for one or more members, or • constitutes an additional payment to an individual or organisation for goods or services subject to a contract with the Council, or • exceeds the annual allocation. Any such a proposal must be referred to Council for decision.
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¹⁰⁴ Resolved Minute Number 16/RDC/302 3 November 2016

McIntyre Reserve Management Committee¹⁰⁸

Establishment	Delegations
<p><i>Current membership:</i> Richard Goodwin Angus Gordon Alexander McIntyre Christine McKay Jack Potaka Baker Stuart (Andrew) Ramsay His Worship the Mayor, Andy Watson- <i>ex-officio</i> Liaison Councillor¹⁰⁹ Cr Dean McManaway</p> <p><i>Meeting Frequency</i> Determined by the committee</p> <p>The Committee comprises a minimum of four and a maximum of six people.</p> <p>A minimum of 8 eligible voters are required to be present at any public meeting called to seek further nominations, or to elect members, to form a Reserve Management Committee.¹¹⁰</p> <p>Nominators (and voters, should that prove necessary) for the Committee should reside within 25km of Ohingaiti.¹¹¹</p>	<p>Authority to expend budget as approved by Council in applicable Annual Plan/Long Term Plan for management and maintenance of McIntyre Reserve, in accordance with any applicable Reserve Management Plan</p> <p>Authority to negotiate leases or licences to occupy for McIntyre Reserve subject to the following conditions:</p> <p>The process for selection of tenant includes at least one public notice inviting tenders for the lease.</p> <p>Leases or licences to occupy should not exceed a term of three years</p> <p>Council staff should conduct a performance audit of lease or licence to occupy arrangements at least once every three years</p> <p>Responsibilities</p> <p>General responsibility for the management of McIntyre Reserve</p> <p>Responsible for submission in November each year of budget of proposed expenditure for financial year commencing 1 July of following year, subject to approval by Council through adoption of budgets in the applicable Annual Plan/Long Term Council Community Plan</p> <p>Responsible for keeping minutes of meetings, and forwarding these to the Council's Minutes Secretary within 30 days of the confirmation of those minutes.</p>

¹⁰⁸ Established from 13 October 2007

¹⁰⁹ Resolved Minute Number 16/RDC/303, 3 November 2016

¹¹⁰ Resolved Minute Number 07/RDC/355, 15 November 2007

¹¹¹ Resolved Minutes Number 16/RDC/025, 29 February 2016

Turakina Reserve Management Committee¹¹²

Establishment	Delegations
<p><i>Current membership</i></p> <p>Chair: Duran Benton Alastair Campbell Laurel Mauchline-Campbell Murray Richardson His Worship the Mayor, Andy Watson – <i>ex-officio</i> Liaison Councillor ¹¹³ Cr Soraya Peke-Mason</p> <p><i>Meeting Frequency</i> The first Thursday of every second month</p> <p>The Committee comprises a minimum of four and a maximum of six people.</p> <p>A minimum of 8 eligible voters are required to be present at any public meeting called to seek further nominations, or to elect members, to form a Reserve Management Committee.¹¹⁴</p> <p>Nominators (and voters, should that prove necessary) for the Committee should reside within 20km of Turakina Village.¹¹⁵</p>	<p>Authority to expend budget as approved by Council in applicable Annual Plan/Long Term Plan for management and maintenance of Turakina Domain, in accordance with any applicable Reserve Management Plan.</p> <p>Responsibilities General responsibility for the management of Turakina Domain Responsible for submission in November each year of budget of proposed expenditure for financial year commencing 1 July of following year, subject to approval by Council through adoption of budgets in the applicable Annual Plan/Long Term Council Community Plan Responsible for keeping minutes of meetings, and forwarding these to the Council’s Minutes Secretary within 30 days of the confirmation of those minutes.</p>

¹¹² Established from 13 October 2007

¹¹³ Resolved Minute Number 16/RDC/303, 3 November 2016

¹¹⁴ Resolved Minute Number 07/RDC/355, 15 November 2007

¹¹⁵ Resolved Minutes Number 16/RDC/198, 28 July 2016

Māori Land Rates Remission Committee

Establishment	Delegations
<p><i>Purpose:</i> To assess applications to provide rates relief for Māori freehold land in multiple ownership</p> <p><i>Current Membership</i>¹¹⁶ Cr Nigek Belsham Cr Ruth Rainey His Worship the Mayor, Andy Watson – <i>ex-officio</i> Thomas Curtis Terry Steedman Chris Shenton Mark Grey</p> <p><i>Meeting Frequency:</i> Ad Hoc</p>	<p>To decide upon applications for rates remission under the Māori Freehold Land policy.</p>

¹¹⁶ Resolved Minute Number 16/RDC/295 3 November 2016

SECTION 2

DELEGATIONS TO THE CHIEF EXECUTIVE, COUNCIL STAFF AND COUNCIL CONTRACTORS

Delegations to Officers

The following delegations to Officers are made pursuant to Schedule 7, Clause 32 of the Local Government Act 2002.¹¹⁷

All decisions made under delegated authority are to be regularly and formally reported to Council as appropriate.

Any delegation by Council, to an Officer other than the Chief Executive, may not be delegated by that Officer to another Officer. Authority shall be delegated by the Chief Executive so as to enable decisions to be taken at the lowest competent level.

Format

This section of the Delegations Register contains the delegations to the Chief Executive and other officers.

The staff delegations are presented in a consistent format. The template used provides additional information to assist with understanding and/or application of the Delegations Register.

The template used is explained as follows:

Name of Officer's Position

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

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

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

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

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

Financial Delegations – The financial authority assigned to the position.

¹¹⁷ Resolved Minute Number 03/RDC/181, 3 July 2003, Confirmed by Resolved Minute Number 00/RDC/063 – 29 June 2000.

Authorised Signatories to the Council's Bank Account

The following officers are authorised signatories to the Council's bank account:

Ross McNeil
Michael Hodder¹¹⁸
George McIrvine
Janis West

¹¹⁸ Resolved Minute Number 05/RDC/074, 24 February 2005

Chief Executive

Statutory Appointments

- 1 A statutory appointment pursuant to Section 42 of the Local Government Act 2002 to be the Chief Executive and the Principal Administrative Officer for the purposes of any other Act (Section 42(4) of the Local Government Act 2002).

Statutory Delegations

- 1 All powers and authorities exercisable by the Chief Executive under the Local Government Act 2002 and any other Act, Regulation, Bylaw or Standing Order of the Rangitikei District Council using that terminology, as well as by the “Principal Administrative Head” or “General Manager” in terms of any Act, Regulation, Bylaw or Standing Order of the Rangitikei District Council using that terminology.
- 2 Authority pursuant to Section 32B of the Seventh Schedule to the Local Government Act 2002 to delegate to any other officer of the Council any of his powers and duties except:
 - (a) the power to delegate, under Section 32B; and
 - (b) any power delegated to him which is subject to a prohibition on delegation; and
 - (c) any power under any enactment where the enactment expressly prohibits the delegation of the power.
- 3 To undertake any power or authority delegated by Council to any employee of the Council as though that authority and power had also been delegated to the Chief Executive.

Discretionary Statutory Delegations

- 1 **Court Processes**
 - 1.1 To authorise the taking or defending of proceedings in the Council’s name in any Court or Tribunal (except for proceedings for rating sale pursuant to the Local Government (Rating) Act 2002 which shall require a prior resolution of the Council).

If this authority is exercised to take or defend any proceedings of any sort in the High Court then a report of such proceedings shall be delivered to Council at the next available Council meeting.
 - 1.2 To authorise the undertaking of any prosecution proceedings in the name of the Council or by any Council employee for breach of any Act, Regulation or Rangitikei District Council Bylaw or the Rangitikei District Plan.
 - 1.3 To delegate to any Council employee the authority to take all steps and do all things which may be necessary in connection with the taking or defending of proceedings on behalf of the Council, either civil or criminal, or of any other sort, or to appear on behalf of the Council in any Court or Tribunal.

- 1.4 Authority to resolve resource management appeals through Environment Court mediation processes with the proviso that in exercising this authority, consultation should be undertaken with the Mayor and a report of such resolution to be provided to the Council at its next available meeting.
- 1.5 The Chief Executive is delegated to lay information on behalf of the Rangitikei District Council, under Section 377 of the Building Act 2004, provided that the exercise of this delegation is reported to the next meeting of Council.

2 **Civil Defence and Fire**

- 2.1 To perform functions and powers of the Council as a member of the Civil Defence Emergency Management Group in accordance with Sections 16-20 of the Civil Defence Emergency Management Act 2002.

To plan and provide for Civil Defence Emergency within the District pursuant to Section 64 of the Civil Defence Emergency Act 2002.
- 2.2 In the absence or unavailability of the Principal Rural Fire Officer under the Forest and Rural Fires Act 1977 or the appointed deputy, the authority to act in the position of Principal Rural Fire Officer in terms of that Act and any regulation pursuant to the Forest and Rural Fires Regulations 1979.

3 **Official Information and Privacy Act Requests**

- 3.1 Pursuant to Section 42 of the Local Government Official Information and Meetings Act 1987 to exercise all the powers and authorities of the Council under Parts II to V of that Act, **EXCEPT** powers specified in Section 32 of that Act (recommendations made to the Council by the Ombudsman).
- 3.2 Pursuant to Section 43 of the Local Government Official Information and Meetings Act 1987 authority to delegate to any employee of the Council in writing all or any of the powers referred to in paragraph 3.1 above together with any general or special directions or conditions as may be appropriate in the circumstances.
- 3.3 To act as Privacy Officer pursuant to Section 23 of the Privacy Act 1993, and pursuant to Section 124 of that Act, to undertake all of the Council's powers and duties in respect of Privacy Act matters insofar as they relate to information held or kept by the Council.
- 3.4 Pursuant to Section 125 of the Privacy Act 1993, to delegate to any employee of the Council in writing all or any of the powers referred to in paragraph 3.3 above **EXCEPT** the powers specified in Section 125(1)(a) and (b) of the Act.

4 **Liquor licensing**

- 4.1 Pursuant to Section 196 of the Sale and Supply of Alcohol Act 2012, the Chief Executive is Secretary of the Rangitikei District Licensing Committee(s).
- 4.2 To determine the cost/risk rankings and exercise the discretion available to a territorial authority in the Sale and Supply of Alcohol (Fees) Regulations 2013.

5 **Authority to Appoint and Warrant**

- 5.1 To appoint persons to be:

- (a) Authorised Officers under the provisions of Section 174 of the Local Government Act 2002;
 - (b) Enforcement Officers under the provisions of Section 177 of the Local Government Act 2002 and Section 38 of the Resource Management Act 1991;
 - (c) Authorised Officers under the provisions of Section 222 of the Building Act 2004;
 - (d) A Parking Warden pursuant to Section 128D of the Land Transport Act 1998;
 - (e) Litter Control Officers pursuant to Section 5 of the Litter Act 1979 and Litter Wardens pursuant to Section 8;
 - (f) a Pound Keeper pursuant to Sections 8-9 of the Impounding Act 1955;
 - (g) a Ranger pursuant to Section 8 of the Impounding Act 1955;
 - (h) an Inspector (including a Chief Inspector) pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012;
 - (i) a Local Authority Inspector pursuant to Section 2, 13 and 14 of the Food Act 1981;
 - (j) an Environmental Health Officer pursuant to Section 28 of the Health Act 1956;
 - (k) a Rural Fire Officer pursuant to Section 13 of the Forest and Rural Fires Act 1977;
 - (l) a Privacy Officer pursuant to Sections 23 and 124 of the Privacy Act 1993 and an Information Officer pursuant to Section 42 of the Local Government Official Information and Meetings Act 1987;
 - (m) a Ranger under Section 8 of the Reserves Act 1977;
 - (n) a Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996;
 - (o) to any other position required to enable the Council to fulfil its statutory obligations and duties.
- 5.2 Pursuant to Section 32A of Schedule 7 of the Local Government Act 2002 to issue warrants to enforcement officers appointed under the Local Government Act 2002 and to issue such warrants as may be required to persons appointed to positions pursuant to paragraph 5.1. including persons who are not employees of the Council.
- 5.3 Authority to suspend or revoke the appointment of any person appointed to positions pursuant to paragraph 5.1.

6 Signing and Sealing of Documents on behalf of Council

- 6.1 For all deeds to be executed by Council under the Property Law Act 2007, to be signed and sealed by two elected members and the Chief Executive.

- 6.2 Documents relating to interests in land, including reserves vested in Council or for which Council is the administering body:
- (a) to sign on behalf of the Council all documents which evidence transactions of any sort which have been authorised by Council resolution and which:
- include terms and provisions customary to such documents;
 - adequately protect Council;
 - reflect and include specific provisions including price as resolved by Council;
- (b) to sign on behalf of Council all documents relating to:
- tenancies, leases and licenses for up to 5 years and renewals of leases where the original grant of lease contained a right of renewal;
 - easements and similar rights;
 - release of bonds and encumbrances;
 - caveats or encumbrances;
 - discharges or partial discharges of mortgages granted by Council;
 - subdivision whether of Council owned property or in connection with resource consents granted by Council;
 - options to purchase (but not the exercise of any option);
- PROVIDED THAT** in each case such documents:
- include terms and provisions customary to such documents; and
 - adequately protect Council.
- A report on the documents signed under the authority of (a) or (b) above shall be submitted to the next available meeting of the Council.
- (c) to agree to variations to the price of any property which Council has resolved to purchase or sell **PROVIDED THAT** such variation does not exceed 5% of the amount resolved by Council and is reported to the next available meeting of the Council.

6.3 Signing of documents other than those relating to interests in land

- 6.3.1 Subject to clause 7.1 below, to sign on Council's behalf contracts for:
- authorised works for which provision has been made in the Council's approved budget; and
 - which are to be carried out within the criteria laid down by Council's purchasing, tendering and contract tendering procedures.

- 6.3.2 to sign on Council's behalf contracts or issue letters of acceptance for the purposes of creating a contract where it has been resolved by the Council or any committee or sub-committee of the Council to accept any tender or quotation or where such contract is within the delegation to any committee, sub-committee or officer.
- 6.3.3 Any other documents, such as a Memorandum of Understanding where authorised by a Council or committee or sub-committee resolution.
- 6.4 To give any certification or authentication required of the Chief Executive under the Unit Titles Act 1972.
- 6.5 To impress Council's seal on any document which requires Council's seal and which the Chief Executive is authorised to sign under this delegation.
- 6.6 Authority to sign electronic registration documents where there is a resolution from Council.

7 Financial

- 7.1 The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.
- 7.2 Authority (whether in relation to statutory, discretionary statutory, operational or general delegations) to approve either capital or operational expenditure up to a total value or total project value of two hundred and fifty thousand dollars (\$250,000) excluding GST, subject to meeting the following criteria:
 - The expenditure is for authorised works or services for which provision has been made in Council's approved budget
 - Negotiate terms and interest rates for loans, which have been agreed by Council. Final approval requires Council approval
 - Council's purchasing, tendering and contract tendering procedures are followed and complied with;
 - A report on the exercise of this delegation for contracts over two hundred thousand dollars (\$200,000) shall be submitted to the next available meeting of Council.
- 7.3 To open, to operate and to close the Council's bank accounts in conjunction with the Finance & Business Support Group Manager.
- 7.4 To exempt the calling of tenders over Fifty Thousand Dollars (\$50,000) (GS inclusive) in accordance with an approved budget.
- 7.5 To certify and authorise the payment of progress payments in relation to contracts entered into by the Council.
- 7.6 To write off unrecoverable debts up to a maximum of fifteen thousand dollars (\$15,000) in any one case.

- 7.7 Jointly with the Finance & Business Support Group Manager, to issue and monitor the use of Credit Cards.
- 7.8 Authorise expenditure of up to twenty five thousand dollars (\$25,000) for any unprogrammed, unbudgeted or additional operating item and up to one hundred thousand dollars (\$100,000) for any unprogrammed, unbudgeted or additional capital item.
- 7.9 Authority, in conjunction with the Finance & Business Support Group Manager, to authorise and approve any expenditure in an emergency, in accordance with Council's Procurement Policy and Procedures.

8 Building Act 2004

- 8.1 To undertake all of the Council's powers, duties and obligations under the Building Act 2004 **OTHER** than:
 - 8.1.1 the transfer of any function, power or duty to another local authority pursuant to Section 233 of that Act or the making of arrangements with any other building consent authority pursuant to Section 213 of that Act; and
 - 8.1.2 the fixing of any fees or charges in accordance with Section 219 of that Act¹¹⁹.

9 General

- 9.1 To carry out and undertake Council's powers under Parts 3 to 6 of the Property Law Act 2007.
- 9.2 To exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980 with authority to delegate these powers to any other employee of the Council.
- 9.3 To exercise the powers conferred on the Council by Clauses 11, 11A, 11B, 11C and 12 of the Tenth Schedule of the Local Government Act 1974 (temporary prohibition of traffic on roads) **EXCEPT** for clause 11(e).
- 9.4 To make any decision, election, or determination as 'Principal' in relation to any contract entered into between the Council and any third party.
- 9.5 To give, sign or authorise any notice to any third party in the name of or on behalf of the Principal under any contract.
- 9.6 To carry out or authorise the carrying out of any works or other expenditure considered necessary to be undertaken by the Principal pursuant to the Conditions of Contract.
- 9.7 To issue and sign on behalf of Council any notices which may be required to be given by Council under the provisions of the Local Government Act 2002, the Local Government Act 1974 or any other legislation or bylaw and to delegate this authority to any other employee of the Council.

¹¹⁹ Council has reserved to itself the power to remit the whole or any part of such fees.

- 9.8 To give effect to the approved programmes and activities in the Long Term Plan or Annual Plan.
- 9.9 To determine a local authority record is worth permanent preservation and thus a local authority archive in addition to those records which are so defined in Section 4 of the Public Records Act 2005
- 9.10 To make minor changes to the Local Governance Statement, with regard to staffing as required to maintain accuracy.
- 9.11 In a planned absence to appoint an employee of Council to act on his/her behalf.

10 Development Contributions

- 10.1 Authority to carry out on Council's behalf, all its functions, powers and duties in relation to the Rangitikei District Council's Development Contributions Policy [if developed].

11 Interim Issues

- 11.1 In relation to matters arising at the end of the term of the Council, from the day of the declaration of results of the triennial general election until the first meeting of the Council, to make decisions on behalf of the Council, in respect of urgent matters arising during this time, in consultation with the incoming Mayor. Any decision somade is to be reported to the first scheduled business meeting of the Council in the triennium.

12 Rates

- 12.1 In respect to the Local Government Rating Act 2002, to perform the functions of the Council as specified in the Act, **EXCEPT:**
 - 12.1.1 13-23 Setting Rates
 - 12.1.2 54 Not Collecting Small amounts
 - 12.1.3 55 Policy for early payment
 - 12.1.4 56 Policy for payment of rates fro subsequent year
 - 12.1.5 57 Penelty for unpaid rates
 - 12.1.6 58 Imposition of penalty
 - 12.1.7 63-68 Recovery of rates
 - 12.1.8 77 Sale of abandoned land
 - 12.1.9 117B-D Lump sum contributions
 - 12.1.10 119 Setting rates again
- 12.2 To enter into arrangements with ratepayers for the settlement of outstanding rates and remit penalties on amounts under consideration or for current rates that are being paid by regular payment and where a conflict between payment date and penalty date occurs.
- 12.3 To waive up to 50% of the cost of excess water usage due to a leak on private property beyond the Council's meter.

Acting Chief Executive

Statutory and Discretionary Statutory Delegations

- 1 If the Chief Executive is absent or not available, authority to exercise all of the delegations which have been given by the Council to the Chief Executive.

Executive Officer

Statutory Appointments

- 1 An Information Officer pursuant to Section 42 of the Local Government Official Information and Meetings Act 1987.
- 2 A Privacy Officer pursuant to Section 23 and 124 of the Privacy Act 1993.

Statutory Delegations

- 1 Pursuant to Section 42 of the Local Government Official Information and Meetings Act 1987 all the powers and authorities of the Council under Parts II to V **EXCEPT** powers specified in Section 32 of that Act.

Discretionary Statutory Delegations

- 1 Pursuant to Section 42 of the Local Government Official Information and Meetings Act 1987 to exercise all the powers and authorities of the Chief Executive under Parts II and V of that Act **EXCEPT** powers specified in Section 32 of that Act.

Operational Delegations

- 1 Authority to liaise with the media on all matters related to the activities of the Rangitikei District Council.

Personnel Delegations

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

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – one thousand dollars (\$1,000) in accordance with approved budgets and Council procedures.

Community & Regulatory Services Group Manager

Statutory Appointments

Nil

Statutory Delegations

Nil

Discretionary Statutory Delegations

Local Government legislation

- 1 Authority to administer and enforce Rangitikei District Council Bylaws in accordance with the scope of the position.
- 2 To issue and sign on behalf of Council any notices which may be required to be given by Council under the provisions of the Local Government Act 2002, the Local Government Act 1974 or any other legislation or bylaw and to delegate this authority to any other employee of the Council.
- 3 Pursuant to Section 42 of the Local Government Official Information and Meetings Act 1987 to exercise all the powers and authorities of the Chief Executive under Parts II and V of that Act **EXCEPT** powers specified in Section 32 of that Act.
- 4 Authority to issue Land Information Memorandum (LIM's) pursuant to Section 44A of the Local Government Official Information and Meetings Act 1987.
- 5 Authority to sign a certificate for the purposes of Schedule 1 of the Overseas Investment Act 2005.
- 6 All powers, duties and functions delegated to the following positions:
 - (a) Strategy and Community Planning Manager
 - (b) Community & Leisure Services Team Leader
 - (c) Parks & Reserves Team Leader
 - (d) Environmental Services Team Leader

Resource Management

- 1 Pursuant to Section 34A of the Resource Management 1991 to carry out and undertake all of the Council's functions, powers and duties under that Act other than:
 - 1.1 the approval of a proposed policy statement or plan under clause 17 of Schedule 1 or any change to a proposed policy statement or plan;
 - 1.2 the making of a recommendation on a requirement for a Designation or Heritage Order under Part VIII which has been notified in accordance with Section 95A to 95F of the Resource Management Act 1991;
 - 1.3 the granting of a notified Resource Consent to which submissions in opposition have been received:

- 1.4 applications for Resource Consents for subdivisions which provide for roads and reserves to vest in Council except where:
 - (a) the roads to vest –
 - is a corner splay or splays;
 - is in accordance with an approved roading pattern detailed in the District Plan;
 - is a minor adjustment to an existing road or approved roading pattern;
 - involves a subdivision of up to ten additional lots;
 - (b) the reserve to vest –
 - is an esplanade reserve or reserves;
- 1.5 the hearing of objections to Council arising out of certain decisions and requirements which have been made by Council staff pursuant to Section 357 of the Resource Management Act 1991;
- 1.6 this power of delegation;
- 1.7 the transfer of any one or more of the local authority's functions, powers and duties pursuant to Section 33 of the Resource Management Act 1991;
- 1.8 the fixing of any fees or charges in accordance with Section 36 of the Resource Management Act 1991, including the power to remit the whole or any part of any charge of a kind referred to in section 36 which would otherwise be payable.
- 2 Authority to sign certificates pursuant to Sections 222, 223, 224c, 224f, 226(1)(e), 234(7), 239(2), 240(1)(b), 240(5), 241(4)(b), 243f(ii) of the Resource Management Act 1991.
- 3 By delegation from the Chief Executive authority to sign certificates pursuant to Section 5(1)(g) of the Unit Titles Act 1972.
- 4 Authority to sign Covenants or Consent Notices, or cancellation/variations of Covenants or Consent Notices pursuant to Section 240(3), 240(4), and 221 of the Resource Management Act 1991.
- 5 Authority to sign on behalf of the Council and to impress the common seal of the Council to the following documents:
 - 5.1 Covenants for Land Use Consents pursuant to Section 108(2)(d) and 109 of the Resource Management Act 1991;
 - 5.2 Covenants for Land Use Consents pursuant to Section 108(2)(d) and 109 of the Resource Management Act 1991;
 - 5.3 Variation or cancellation of the Covenants pursuant to Section 108(7) of the Resource Management Act 1991;
 - 5.4 Bonds for Resource Consents including the variation or cancellation of such Bonds pursuant to Sections 108A and 109 of the Resource Management Act 1991;

- 5.5 In relation to esplanade strips and access strips – to instruments pursuant to Section 232, to agreements pursuant to Section 235, access strip agreements pursuant to Section 237B of the Resource Management Act 1991;
 - 5.6 Withdrawal of Caveats or granting consent to deal with property subject to Caveats which have arisen out of matters under the Resource Management Act 1991 or preceding legislation;
 - 5.7 Easements required in connection with subdivision consents (including the variation and cancellation of such easements) pursuant to Section 243 of the Resource Management Act 1991.
- 6 Authority to determine forfeiture of bonds (partial or total).
 - 7 Authority to sign on Council's behalf the release of bonds and the waiver of conditions of a bond.

Liquor Licensing

- 1 By delegation from the Chief Executive to carry out the powers, functions and duties of the Secretary of the District Licensing Committee and to issue decisions and apply the Council Seal in respect of all unopposed applications
- 2 Authority to sign a certificate pursuant to Sections 100 or 143 of the Sale and Supply of Alcohol Act 2012 stating that the proposed use of the premises meets the requirements of the Resource Management Act 1991.

Asset Management Recreation and the Reserves Act 1977

- 1 Authority to carry out Council's powers, functions and duties under the Reserves Act 1977 Instrument of Delegation for Territorial Authorities other than matters which require the approval of the Minister.
- 2 Authority to exercise all the powers of Council as owner or occupier of land or premises under and pursuant to the provisions of the Trespass Act 1980.

Council Policies – Gambling, Board Venues and Development Contributions

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

Operational Delegations

- 1 Authority on behalf of the Council and any Standing Committee or Sub-committee of the Council to issue a letter of acceptance for the purpose of creating a contract where it has been resolved to accept any tender or quotation.
- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council.

- 3 Authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Group Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 4 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 5 Settle claims for compensation for damage (except matters relating to persons employed or previously employed by the Rangitikei District Council) for amounts up to ten thousand dollars (\$10,000).
- 6 Authority to sign electronic registration of documents where there is a resolution from Council.

Personnel Delegations

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

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational –fifty thousand dollars (\$50,000) in accordance with approved budgets and Council procedures.

Authority, in conjunction with another member of the Executive Management Team to authorise and approve any expenditure in an emergency, in accordance with Council's Procurement Policy and Procedures.

Strategy and Community Planning Manager

Statutory Appointments

Nil

Statutory Delegations

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

Nil

Personnel Delegations

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

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – five thousand dollars (\$5,000) in accordance with approved budgets and Council procedures.

Parks & Reserves Team Leader

Statutory Appointment

- 1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.
- 2 A Reserves Ranger pursuant to Section 8 of the Reserves Act 1977.
- 3 A Litter Control Officer pursuant to Section 5 of the Litter Act 1979.

Statutory Delegations and Enforcement

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out and undertake all functions, powers and duties of a Litter Control Officer pursuant to the Litter Act 1979.

Discretionary Statutory Delegations

- 1 Authority to administer and enforce Rangitikei District Council Bylaws in accordance with the scope of the position.
- 2 Authority to carry out and undertake all operational functions, powers and duties of the Council under the Reserves Act 1977 other than matters which require the approval of the Minister.

Operational Delegations

- 1 Authority on behalf of the Council and any Standing Committee or Sub-committee of the Council to issue a letter of acceptance for the purpose of creating a contract where it has been resolved to accept any tender or quotation.
- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council.

Personnel Delegations

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

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

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

Community & Leisure Services Team Leader

Statutory Appointments

- 1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.
- 2 A Reserves Ranger pursuant to Section 8 of the Reserves Act 1977.

Statutory Delegations

- 1 Authority to carry out the functions, powers and duties of a Reserves Ranger pursuant to the Reserves Act 1977.

Discretionary Statutory Delegations

- 1 Authority to administer and enforce Rangitikei District Council Bylaws in accordance with the scope of the position.
- 2 Authority to carry out and undertake all operational functions, powers and duties of the Council under the Reserves Act 1977 other than matters which require the approval of the Minister.
- 3 All powers, duties and functions delegated to the:
 - (a) District Librarian

Operational Delegations

- 1 Authority on behalf of the Council and any Standing Committee or Sub-committee of the Council to issue a letter of acceptance for the purpose of creating a contract where it has been resolved to accept any tender or quotation.
- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council.
- 3 Authority to collect rent and other outgoings in accordance with a Council lease agreement.
- 4 Authority to initiate and resolve rental and/or ongoing arrears if the arrears have been outstanding for over 2 months.
- 5 Authority to terminate a lease for non-payment of rent or breach of lease conditions and if necessary initiate legal proceedings in the Court, (including arbitration) for recovery of the arrears or termination of the lease and repossession of the property.
- 6 Authority to undertake rent reviews in accordance with a lease which may include the instructing of a valuer, together with negotiating new rent.
- 7 Authority and power to act on Council's behalf as a landlord for the purposes of entering leased/tenanted land or buildings to carry out the landlord's rights and obligations under the lease.
- 8 Authority to waive fees at Council parks and halls (but not deposits against damage).

Management of Council Property

- 1 To negotiate and tender land for lease with third parties for a period not exceeding 10 years.
- 2 To negotiate a renewal of a Council lease where the lessee/tenant has abided by all the obligations and conditions.
- 3 Decision to decline the renewal of a Council lease where the lessee/tenant has not abided by terms and obligations of the lease must be referred to Council.
- 4 To authorise the suspension of rental payments for a maximum of three months where the term of the lease is for a minimum period of six months.
- 5 To negotiate rent-free grazing leases on Council land but only if the costs of maintenance of the property exceeds the potential return.
- 6 To approve or decline the sub-leasing of Council property; together with the authority to approve or decline a sub-leasing arrangement that varies from the head-lease.
- 7 To approve or decline assignment of leases.
- 8 To approve or decline alterations to lessee/tenant owned buildings where the alterations may impact on Council owned land.
- 9 To approve or decline a lessee/tenant's request for alterations to Council owned buildings.
- 10 To terminate a grazing lease if the Council owned land is required for the purpose of Council activities.
- 11 To terminate a lease in consultation with the existing lessee/tenant.
- 12 To negotiate sale and purchase agreements, subject to Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 13 To enter into contracts, and execution of the same, for the use and management of Council facilities and land together with the authority to renew such agreements.
- 14 To apply for a building consent for work to be undertaken on Council property.
- 15 Authority to carry out and undertake Council's operational functions, powers and duties under Parts 2 to 8 of the Public Works Act 1981.

Personnel Delegations

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

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – ten thousand dollars (\$10,000) in accordance with approved budgets and Council procedures.

District Librarian

Statutory Appointments

Nil

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

- 1 Authority to collect rent and other outgoings in accordance with a Council lease agreement.
- 2 Authority and power to act on Council's behalf as a landlord for the purposes of entering leased/tenanted land or buildings to carry out the landlord's rights and obligations under the lease.

Personnel Delegations

Nil

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – one thousand dollars (\$1,000) in accordance with approved budgets and Council procedures.

Environmental Services Team Leader/ Regulatory Manager

Statutory Appointments

- 1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.
- 2 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002.
- 3 An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.
- 4 An Authorised Officer pursuant to Section 222 of the Building Act 2004.
- 5 An Enforcement Officer pursuant to Section 229 of the Building Act 2004.
- 6 An Inspector pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012.
- 7 A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996.
- 8 A Ranger pursuant to Section 8 of the Impounding Act 1955.
- 9 A Poundkeeper pursuant to Section 8 of the Impounding Act 1955.
- 10 A Litter Control Officer pursuant to Section 5 of the Litter Act 1979.
- 11 A Parking Warden pursuant to Section 7 of the Land Transport Act 1998.

Statutory Delegations

- 1 Authority to carry out the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.
- 3 Authority pursuant to the Building Act 2004 to carry out the functions, powers and duties of an Authorised Officer including authority to carry out inspections under Section 222 of the Act, the authority to issue infringement notices under Section 372 of the Act and the authority to issue notices pursuant to Sections 124 and 164 of the Act.
- 4 Authority to carry out the functions, powers and duties of an Inspector pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012.
- 5 Authority to carry out the functions, powers and duties of an Enforcement Officer pursuant to Section 229 of the Building Act 2004.
- 6 An Inspector pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012.
- 7 Authority to carry out the functions, powers and duties of a Dog Control Officer pursuant to the Dog Control Act 1996.
- 8 Authority to carry out and undertake the functions, powers and duties of a Ranger pursuant to the Impounding Act 1955.
- 9 Authority to carry out the functions, powers and duties of a Litter Control Officer pursuant to the Litter Act 1979.

- 10 Authority to carry out the functions, powers and duties of a Parking Warden pursuant to the Land Transport Act 1998.
- 11 Power to administer and enforce the Traffic and Parking Bylaw 2017.

Discretionary Statutory Delegations

Local Government

- 1 Authority to administer and enforce Rangitikei District Council Bylaws in accordance with the scope of the position.
- 2 To issue and sign on behalf of Council any notices which may be required to be given by Council under the provisions of the Local Government Act 2002, the Local Government Act 1974 or any other legislation or bylaw and to delegate this authority to any other employee of the Council.
- 3 Authority to issue Land Information Memorandum (LIM's) pursuant to Section 44A of the Local Government Official Information and Meetings Act 1987 .
- 4 Authority to sign a certificate for the purposes of Schedule 1 of the Overseas Investment Act 2005.
- 5 Pursuant to Section 42 of the Local Government Official Information and Meetings Act 1987 to exercise all the powers and authorities of the Chief Executive under Parts II and V of that Act **EXCEPT** powers specified in Section 32 of that Act and also **EXCEPT** the powers contained in Sections 6,7, 8, 17 and 18 of that Act (refusal of requests).

Resource Management

- 1 Pursuant to Section 34A of the Resource Management Act 1991 to carry out and undertake all of the Council's functions, powers and duties under that Act **OTHER THAN**
–
 - 1.1 the approval of a proposed policy statement or plan under clause 17 of Schedule 1 or any change to a proposed policy statement or plan;
 - 1.2 the granting of a notified Resource Consent to which submissions in opposition have been received;
 - 1.3 applications for Resource Consents for subdivisions which provide for roads and reserves to vest in Council except where:
 - (a) the road to vest –
 - is a corner splay or splays;
 - is in accordance with an approved roading pattern detailed in the District Plan;
 - is a minor adjustment to an existing road or approved roading pattern;
 - involves a subdivision of up to ten additional lots;
 - (b) the reserve to vest –
 - is an esplanade reserve or reserves;

- 1.4 the hearing of objections to Council arising out of certain decisions and requirements which have been made by Council staff pursuant to Section 357 of the Resource Management Act 1991;
 - 1.5 making of a decision on a request by an applicant to refer an application to the Environment Court for determination pursuant to section 87E of the Resource Management Act 1991;
 - 1.6 this power of delegation;
 - 1.7 the transfer of any one or more of the local authority's functions, powers and duties pursuant to Section 33 of the Resource Management Act 1991;
 - 1.8 the fixing of any fees or charges in accordance with Section 36 of the Resource Management Act 1991, including the power to remit the whole or any part of any charge of a kind referred to in section 36 which would otherwise be payable.
- 2 Authority to sign certificates pursuant to Sections 222, 223, 224c, 224f, 226(1)(e), 234(7), 240(1)(b), 240(5), 241(4)(b), 243f(ii) of the Resource Management Act 1991.
 - 3 By delegation from the Chief Executive authority to sign certificates pursuant to Section 5(1)(g) of the Unit Titles Act 1972.
 - 4 Authority to sign Covenants or consent notices, or cancellation/variations of Covenants or consent notices pursuant to Sections 240(3), 240(4), and 221 of the Resource Management Act 1991.
 - 5 Authority to sign on behalf of Council and to impress the common seal of the Council to the following documents –
 - 5.1 Covenants for Land Use Consents pursuant to Section 108(2)(d) of the Resource Management Act 1991;
 - 5.2 Variation or cancellation of the Covenants pursuant to Section 108(7) of the Resource Management Act 1991;
 - 5.3 Bonds for Resource Consents including the variation or cancellation of such Bonds pursuant to Sections 108A and 109 of the Resource Management Act 1991;
 - 5.4 In relation to esplanade strips and access strips – to instruments pursuant to Section 232, to agreements pursuant to Section 235, access strip agreements pursuant to Section 237B of the Resource Management Act 1991;
 - 5.5 Withdrawal of Caveats or granting consent to deal with property subject to Caveats which have arisen out of matters under the Resource Management Act 1991 or preceding legislation;
 - 5.6 Easements required in connection with subdivision consents (including the variation and cancellation of such easements) pursuant to Section 243 of the Resource Management Act 1991.
 - 6 Authority to determine forfeiture of bonds (partial or total).
 - 7 Authority to sign on Council's behalf the release of bonds and the waiver of conditions of a bond.

- 8 Authority to enter into a Deed of Covenant under the Reserves Act 1977.
- 9 Authority to carry out the functions, powers and duties of a Parking Warden pursuant to the Land Transport Act 1998.
- 10 Authority to sign Land Information Memorandum (LIM's) pursuant to Section 44A of the Local Government Official Information and Meetings Act 1987.
- 11 Authority to sign a certificate for the purposes of Schedule 1 of the Overseas Investment Act 2005.
- 12 Authority to sign a certificate pursuant to the Sale and Supply of Alcohol Act 2012 stating that the proposed use of the premises meets the requirements of the Resource Management Act 1991.
- 13 Authority to resolve resource management appeals through Environment Court mediation processes with the proviso that in exercising this authority, consultation should be undertaken with the Chairperson of Council's Regulatory Committee and a report of such resolution to be provided to be provided to the Regulatory Committee at its next available meeting.

Building Compliance

- 1 Authority to exercise Council's powers, duties and obligations under the Building Act 2004 **OTHER THAN:**
 - 1.1 the fixing of any fees or charges in accordance with Section 219 of that Act.
- 2 Authority to enter onto land for the purpose of carrying out an inspection to determine whether or not there is on the land a pool that is not fenced as required by Section 11 of the Fencing of Swimming Pools Act 1987.
- 3 Authority to grant amusement device permits pursuant to Regulation 11 Amusement Devices Regulations 1978.

Environmental Services

- 1 Authority pursuant to the Health Act 1956:
 - 1.1 To issue Cleansing Orders under Section 41
 - 1.2 To issue Certificates pursuant to Section 42
 - 1.3 To issue repairs Notices and Closing Orders pursuant to Section 42
 - 1.4 To determine whether a Closing Order is to be cancelled pursuant to Section 45
 - 1.5 To restrict and control offensive trades pursuant to Section 54
 - 1.6 To exercise the powers of Council pursuant to Section 81 in relation to cleansing and disinfection
 - 1.7 To enter and inspect premises as an Authorised Officer pursuant to Section 128.
- 2 Authority to grant Certificates of Exemption pursuant to Regulation 4(s) of the Health (Hairdressers) Regulations 1980, Regulation 14 of the Camping Ground Regulations 1985 and Regulation 6 of the Food Hygiene Regulations 1974.

- 3 Authority to issue and decline Certificates of Registration under Section 5 and issue Notices and revoke registration under Section 9 of the Health (Registration of Premises) Regulations 1966.
- 4 Authority to register Funeral Directors and premises under the Health (Burial) Regulations 1946.
- 5 Authority to register Hairdressers and premises under the Health (Hairdressers Regulations 1980).
- 6 Authority to exercise the powers, functions and duties of Council under the Housing Improvement Regulations 1947 that are not required by Section 22 of the Regulations to be exercised by the Council by resolution or Special Order.
- 7 Authority to give Notice requiring the clearance of a watercourse or drainage channel under Section 511 of the Local Government Act 1974 or Section 62 of the Land Drainage Act 1908.
- 8 Authority to carry out and undertake the functions, powers and duties of an Environmental Health Officer pursuant to the Health Act 1956).

Liquor Licensing

- 1 Authority to sign a certificate pursuant to Sections 100 or 143 of the Sale and Supply of Alcohol Act 2012 stating that the proposed use of the premises meets the requirements of the Resource Management Act 1991.

Animal Control

- 1 Authority pursuant to the Dog Control Act 1996:
 - 1.1 to classify a person as a probationary owner pursuant to Section 21
 - 1.2 to require a probationary owner to undertake training pursuant to Section 23A
 - 1.3 to disqualify a person from being the owner of a dog pursuant to Section 25 and to extend the period of disqualification pursuant to Section 28
 - 1.4 to classify dogs as dangerous pursuant to Section 31 or Section 33ED
 - 1.5 to classify dogs as menacing pursuant to Sections 33A, 33C or 33ED
 - 1.6 to require a menacing dog to be neutered pursuant to Section 33EB
 - 1.7 to exercise the powers and functions of Council pursuant to Sections 32 and 33E
 - 1.8 to provide information pursuant to Sections 35 and 35A
 - 1.9 to remit, reduce or refund dog control fees under Section 39
 - 1.10 to sell, destroy or otherwise dispose of an impounded dog pursuant to Section 69
 - 1.11 to authorise or refuse the return of a dog which has been removed under either Section 56 or Section 32 and retained in custody pursuant to Section 70
 - 1.12 to retain or authorise the release of a dog that is threatening the safety of the public pursuant to Section 71

- 1.13 to exercise the powers and functions of Council pursuant to Section 71A.
- 2 Authority to exercise the powers, functions and duties of Council pursuant to Section 63 of the Impounding Act 1955, other than the setting of fees and charges pursuant to section 14 of the Act.

Enforcement

- 1 All duties, power and authority pursuant to Part 2, Fire Suppression, of the Forest and Rural Fires Act 1977.
- 2 Authority and powers to request an owner to remove a fire hazard or remove the fire hazard if no owner is present pursuant to Section 183 of the Local Government Act 2002.

Council Policies – Class 4 Gambling and Board Venues

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

Other

- 1 All powers, duties and functions delegated to the:
 - (a) Building Control officer
 - (b) Planner
 - (c) Senior Animal Control Officer

Operational Delegations

- 1 Authority to sign electronic registration of documents where there is a resolution from Council.

Personnel Delegations

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

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – ten thousand dollars (\$10,000) in accordance with approved budgets and Council procedures.

Building Control Officer

Statutory Appointments

- 1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.
- 2 An Authorised Officer pursuant to Section 222 of the Building Act 2004.
- 3 An Enforcement Officer pursuant to Section 229 of the Building Act 2004.
- 4 An Enforcement Officer pursuant to Section 177 Local Government Act 2002.
- 5 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991.
- 6 Powers of a territorial authority officer pursuant to Section 11 of the Fencing of Swimming Pools Act 1987.

Statutory Delegations and Enforcement

- 1 Authority pursuant to the Building Act 2004 to carry out and undertake all functions, powers and duties of an Authorised Officer including the carrying out of inspections under Section 222 of the Act.
- 2 Authority to carry out all of the functions, powers and duties of an Enforcement Officer pursuant to Section 229 of the Building Act 2004, the issue of infringement notices under Section 372 of the Act and the authority to issue notices pursuant to Sections 124 and 164 of the Act
- 3 Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 and Section 232 of the Building Act 2004 to carry out the functions of the Council, including its functions as a building consent authority, under the Building Act 2004.
- 4 Authority to carry out and undertake all the functions powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 5 Authority to carry out and undertake all or any of the functions powers or duties of an Enforcement Officer under the Resource Management Act 1991.
- 6 Authority to enter and carry out an inspection under Section 11 of the Fencing of Swimming Pools Act 1987.

Discretionary Statutory Delegations

- 1 Power to administer and enforce Rangitikei District Council Bylaws in accordance with the scope of the position.
- 2 Power to administer and enforce the Traffic and Parking Bylaw 2017.
- 3 The authority to grant and refuse to grant building consents in accordance with sections 49 & 50 of the Act.
- 4 The authority to issue and amend compliance schedules and issue Building Warrant of Fitness pursuant to sections 102, 106, 107, 108, 109 & 111.
- 5 The authority to require further information pursuant to sections 33,48,98, and 363A.

- 6 The authority to issue or refuse to issue Code Compliance Certificate pursuant to Sections 95 and 95A of the Act.
- 7 The authority to issue Certificate of Public Use pursuant to Section 363A of the Act.
- 8 The authority to make decisions regarding alterations and change of use pursuant to sections 112, 113, 115, and 118.
- 9 The authority to carry out any functions that are incidental, related or consequential upon the functions set out above pursuant to section 12.
- 10 Power to grant amusement device permits regulation 11 Amusement Device Regulations 1978.
- 11 Authority to sign a certificate pursuant to the Sale and Supply of Alcohol Act 2012 stating that the proposed use of the premises meets the requirements of the Building Act 2004.

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

Nil

Contract Building Control Officer

Statutory Appointments

- 1 An Authorised Officer pursuant to Section 222 of the Building Act 2004.

Statutory Delegations and Enforcement

- 1 Authority pursuant to the Building Act 2004 to carry out and undertake all functions, powers and duties of an Authorised Officer **EXCLUDING** the carrying out of inspections under Section 222 of the Act.
- 2 Authority pursuant to the Building Act 2004 to carry out the functions, powers and duties of an Enforcement Officer including the authority to issue infringement notices under Section 372 of the Act and the authority to issue notices pursuant to Sections 124 and 164 of the Act, but **EXCLUDING** the authority to carry out inspections under Section 222 of the Act.
- 3 Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 and Section 232 of the Building Act 2004 to carry out the functions of the Council, including its functions as a building consent authority, under the Building Act 2004.

Discretionary Statutory Delegations

- 1 The authority to grant and refuse to grant building consents in accordance with sections 49 & 50 of the Act.
- 2 The authority to require further information pursuant to sections 33,48,98, and 363A.
- 3 The authority to issue or refuse to issue Code Compliance Certificate pursuant to Sections 95 and 95A of the Act.

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

Nil

Building and Compliance Officer

Statutory Appointments

- 1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.
- 2 An Authorised Officer pursuant to Section 222 of the Building Act 2004.
- 3 An Enforcement Officer pursuant to Section 229 of the Building Act 2004.
- 4 An Enforcement Officer pursuant to Section 177 Local Government Act 2002.
- 5 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991.
- 6 Powers of a territorial authority officer pursuant to Section 11 of the Fencing of Swimming Pools Act 1987.

Statutory Delegations and Enforcement

- 1 Authority pursuant to the Building Act 2004 to carry out and undertake all functions, powers and duties of an Authorised Officer including the carrying out of inspections under Section 222 of the Act.
- 2 Authority to carry out all of the functions, powers and duties of an Enforcement Officer pursuant to Section 229 of the Building Act 2004, the issue of infringement notices under Section 372 of the Act and the authority to issue notices pursuant to Sections 124 and 164 of the Act
- 3 Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 and Section 232 of the Building Act 2004 to carry out the functions of the Council, including its functions as a building consent authority, under the Building Act 2004.
- 4 Authority to carry out and undertake all the functions powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 5 Authority to carry out and undertake all or any of the functions powers or duties of an Enforcement Officer under the Resource Management Act 1991.
- 6 Authority to enter and carry out an inspection under Section 11 of the Fencing of Swimming Pools Act 1987.

Discretionary Statutory Delegations

- 1 Power to administer and enforce Rangitikei District Council Bylaws in accordance with the scope of the position.
- 2 The authority to grant and refuse to grant building consents in accordance with sections 49 & 50 of the Act.
- 3 The authority to issue and amend compliance schedules and issue Building Warrant of Fitness pursuant to sections 102, 106, 107, 108, 109 & 111.
- 4 The authority to require further information pursuant to sections 33,48,98, and 363A.
- 5 The authority to issue or refuse to issue Code Compliance Certificate pursuant to Sections 95 and 95A of the Act.

- 6 The authority to issue Certificate of Public Use pursuant to Section 363A of the Act.
- 7 The authority to make decisions regarding alterations and change of use pursuant to sections 112, 113, 115, and 118.
- 8 The authority to carry out any functions that are incidental, related or consequential upon the functions set out above pursuant to section 12.
- 9 Power to grant amusement device permits regulation 11 Amusement Device Regulations 1978.
- 10 Authority to sign a certificate pursuant to the Sale and Supply of Alcohol Act 2012 stating that the proposed use of the premises meets the requirements of the Building Act 2004.
- 11 Power to administer and enforce the Traffic and Parking Bylaw 2017.

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

Nil

Planner

Statutory Appointments

- 1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.
- 2 An Enforcement Officer pursuant to Section 177 Local Government Act 2002.
- 3 An Enforcement Officer pursuant to Section 38 Resource Management Act 1991.

Statutory Delegations and Enforcement

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

Discretionary Statutory Delegations

- 1 Authority to administer and enforce Rangitikei District Council Bylaws in accordance with the scope of the position.
- 2 Authority pursuant to Section 34A of the Resource Management Act 1991 to carry out and undertake all of the Council's functions powers or duties under that Act other than:
 - 2.1 the approval of a proposed policy statement or plan under clause 17 of Schedule 1 or any change to a proposed policy statement or plan;
 - 2.2 the making of a recommendation on a requirement for a designation or heritage order under Part VIII;
 - 2.3 the making of a decision as to whether to give public or limited notification of an application for a resource consent pursuant to sections 95 to 95F of the Resource Management Act 1991;
 - 2.4 the making of a decision on a request by an applicant to refer an application to the Environment Court for determination pursuant to section 87E of the Resource Management Act 1991.
 - 2.5 Pursuant to section 95A the power of decision as to when public notification is required.
 - 2.6 Pursuant to section 95E the power to form an opinion as to who may be adversely affected.
 - 2.7 Pursuant to section 99 the power to initiate pre-hearing meetings.
 - 2.8 Pursuant to section 101 the power to fix a hearing date.
 - 2.9 Pursuant to section 126 the power to cancel unexercised consents.
 - 2.10 The approval of a proposed policy statement or plan under clause 17 of Schedule 1 or any change to a proposed policy statement or plan;
 - 2.11 The granting of a notified Resource Consent to which submissions in opposition

- have been received;
- 2.12 Applications for Resource Consents for subdivisions which provide for roads and reserves to vest in Council except where:
- 2.13 The road to vest –
- (a) is a corner splay or splays;
 - is in accordance with an approved roading pattern detailed in the District Plan;
 - is a minor adjustment to an existing road or approved roading pattern;
 - involves a subdivision of up to ten additional lots;
 - (b) the reserve to vest –
 - is an esplanade reserve or reserves;
- 2.17 The hearing of objections to Council arising out of certain decisions and requirements which have been made by Council staff pursuant to Section 357 of the Resource Management Act 1991;
- 2.18 Making of a decision on a request by an applicant to refer an application to the Environment Court for determination pursuant to section 87E of the Resource Management Act 1991;
- 2.19 This power of delegation;
- 2.20 The transfer of any one or more of the local authority's functions, powers and duties pursuant to Section 33 of the Resource Management Act 1991;
- 2.21 The fixing of any fees or charges in accordance with Section 36 of the Resource Management Act 1991.
- 2.22 Authority to sign certificates pursuant to Sections 222, 223, 224c, 224f, 226(1)(e), 234(7), 240(1)(b), 240(5), 241(4)(b), 243f(ii) of the Resource Management Act 1991.
- 2.23 By delegation from the Chief Executive authority to sign certificates pursuant to Section 5(1)(g) of the Unit Titles Act 1972.
- 2.24 Authority to sign Covenants or consent notices, or cancellation/variations of Covenants or consent notices pursuant to Sections 240(3), 240(4), and 221 of the Resource Management Act 1991.
- 2.25 Authority to sign on behalf of Council and to impress the common seal of the Council to the following documents –
- (a) Covenants for Land Use Consents pursuant to Section 108(2)(d) of the Resource Management Act 1991;
 - (b) Variation or cancellation of the Covenants pursuant to Section 108(7) of the Resource Management Act 1991;
 - (c) Bonds for Resource Consents including the variation or cancellation of such Bonds pursuant to Sections 108A and 109 of the Resource

- Management Act 1991;
- (d) In relation to esplanade strips and access strips – to instruments pursuant to Section 232, to agreements pursuant to Section 235, access strip agreements pursuant to Section 237B of the Resource Management Act 1991;
 - (e) Withdrawal of Caveats or granting consent to deal with property subject to Caveats which have arisen out of matters under the Resource Management Act 1991 or preceding legislation;
 - (f) Easements required in connection with subdivision consents (including the variation and cancellation of such easements) pursuant to Section 243 of the Resource Management Act 1991.

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

Nil

Senior Animal Control Officer

Statutory Appointments

- 1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.
- 2 A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996.
- 3 A deputy Pound Keeper pursuant to Section 9 of the Impounding Act 1955.
- 4 A Ranger pursuant to Section 8 of the Impounding Act 1955.
- 5 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002.
- 6 A Litter Control Officer pursuant to Section 5 of the Litter Act 1979.

Statutory Delegations and Enforcement

- 1 Authority pursuant to the Dog Control Act 1996 to carry out the functions, powers and duties of a Dog Control Officer.
- 2 Authority pursuant to the Impounding Act 1955 to carry out the functions, powers and duties of a deputy Pound Keeper and a Ranger.
- 3 Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Enforcement Officer.
- 4 Authority pursuant to the Litter Act 1979 to carry out the functions, powers and duties of a Litter Control Officer.

Discretionary Statutory Delegations

- 1 Authority pursuant to the Dog Control Act 1996:
 - 1.1 to classify a person as a probationary owner pursuant to Section 21;
 - 1.2 to require a probationary owner to undertake training pursuant to Section 23A;
 - 1.3 to disqualify a person from being the owner of a dog pursuant to Section 25 and to extend the period of disqualification pursuant to Section 28;
 - 1.4 to classify a dog as dangerous pursuant to Sections 31 and 33ED;
 - 1.5 to classify a dog as menacing pursuant to Sections 33A, 33C and 33ED;
 - 1.6 to require a menacing dog to be neutered pursuant to Section 33EB;
 - 1.7 to exercise the powers and functions the Council pursuant to sections 32 and 33E;
 - 1.8 to provide information pursuant to Sections 35 and 35A;
 - 1.9 to remit, reduce or refund dog control fees or part thereof pursuant to Section 39.
 - 1.10 to sell, destroy or otherwise dispose of an impounded dog pursuant to Section 69.

- 1.11 to authorise or refuse the return of a dog which has been removed under either Section 56 or Section 32 or Section 33E and retained in custody, pursuant to Section 70;
 - 1.12 to retain or authorise the release of a dog that is threatening the safety of the public pursuant to Section 71; and
 - 1.13 to exercise the powers and functions of the Council pursuant to section 71A.
- 2 Authority to issue a permit under Clause 7 of the Rangitikei District Dog Control Bylaw 2009.
 - 3 Authority to exercise the powers, functions and duties of the Council pursuant to Section 63 of the Impounding Act 1955, other than the setting of fees and charges pursuant to Section 14 of the Act.
 - 4 Authority pursuant to Section 10 of the Litter Act 1979 to serve or cause to be served a Notice to clean or screen litter.
 - 5 Authority to administer and enforce Rangitikei District Council Bylaws in accordance with the scope of the position.
 - 6 Power to administer and enforce the Traffic and Parking Bylaw 2017.

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – one thousand dollars (\$1,000) in accordance with approved budgets and Council procedures.

Animal Control Officer

Statutory Appointments

- 1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.
- 2 A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996.
- 3 A deputy Pound Keeper pursuant to Section 9 of the Impounding Act 1955.
- 4 A Ranger pursuant to Section 8 of the Impounding Act 1955.
- 5 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002.
- 6 A Litter Control Officer pursuant to Section 5 of the Litter Act 1979.

Statutory Delegations and Enforcement

- 1 Authority pursuant to the Dog Control Act 1996 to carry out the functions, powers and duties of a Dog Control Officer.
- 2 Authority pursuant to the Impounding Act 1955 to carry out the functions, powers and duties of a deputy Pound Keeper and a Ranger.
- 3 Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Enforcement Officer.
- 4 Authority pursuant to the Litter Act 1979 to carry out the functions, powers and duties of a Litter Control Officer.

Discretionary Statutory Delegations

- 1 Authority pursuant to the Dog Control Act 1996:
 - 1.1 to classify a dog as menacing pursuant to Sections 33A, 33C and 33ED;
 - 1.2 to require a menacing dog to be neutered pursuant to Section 33EB;
 - 1.3 to provide information pursuant to Sections 35 and 35A;
 - 1.4 to sell, destroy or otherwise dispose of an impounded dog pursuant to Section 69.
- 2 Authority to exercise the powers, functions and duties of the Council pursuant to Section 63 of the Impounding Act 1955, other than the setting of fees and charges pursuant to Section 14 of the Act.
- 3 Authority pursuant to Section 10 of the Litter Act 1979 to serve or cause to be served a Notice to clean or screen litter.
- 4 Authority to administer and enforce Rangitikei District Council Bylaws in accordance with the scope of the position.
- 5 Power to administer and enforce the Traffic and Parking Bylaw 2017.

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

Nil

Liquor Licensing Inspector

Statutory Appointments

- 1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.
- 2 An Inspector pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012.
- 3 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991.
- 4 An Enforcement Officer pursuant to Section 177 Local Government Act 2002.
- 5 A Litter Control Officer pursuant to Section 5 of the Litter Act 1979.

Statutory Delegations and Enforcement

- 1 Authority to exercise the powers and functions of an Inspector pursuant to the Sale and Supply of Alcohol Act 2012.
- 2 Authority pursuant to the Resource Management Act 1991 to carry out the functions, powers and duties of an Enforcement Officer.
- 3 Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Enforcement Officer.
- 4 Authority pursuant to the Litter Control Act 1979 to carry out the functions, powers and duties of a Litter Control Officer.

Discretionary Statutory Delegations

- 1 Authority pursuant to the Local Government Act 2002:
 - (a) to enter any land or building other than a dwelling house pursuant to Section 171.
- 2 Authority to administer and enforce Rangitikei District Council Bylaws in accordance with the scope of the position.
- 3 Authority to serve or cause to be served a notice to clear or screen litter pursuant to Section 10 the Litter Act 1979.

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

Nil

Noise Control Officer (contractor)

Statutory Appointments

- 1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.
- 2 An Enforcement Officer pursuant to Section 177 Local Government Act 2002.
- 3 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991.

Statutory Delegations and Enforcement

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

Discretionary Statutory Delegations

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

Operational Delegations

Nil.

Personnel Delegations

Nil

Financial Delegations

Nil

Finance & Business Support Group Manager

Statutory Appointments

Nil

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Local Government (Rating) Act 2002

- 1 Pursuant to Section 27(5), the decision whether to divide rating units to suit the differential categories and on the methodology for division.
- 2 Pursuant to Section 28(2), the decision on whether disclosure of the name of any person is necessary to identify a rating unit.
- 3 Pursuant to Section 39, the authority to determine objections to rates records.
- 4 Pursuant to Section 61(1), the authority to recover unpaid rates from owners.
- 5 Pursuant to Section 62, the authority to recover unpaid rates from persons other than the owners.
- 6 Pursuant to Section 72, the authority to consent to a sale by private treaty.
- 7 Pursuant to Section 85, the authority to administer the Councils Remission Policy including Penalty Remissions.
- 8 Pursuant to Section 99, the authority to apply for a charging order over Maori Land.
- 9 Pursuant to Section 114, the authority to remit rates on Maori land.
- 14 All powers, duties and functions delegated to the:
 - (a) Financial Services Team Leader
 - (b) Rates and Revenue Officer

Rating Valuation Act 1998

- 15 Pursuant to Section 50, the authority to exercise all other functions and duties of the Council for the preparation, general revaluation, and maintenance of the Rangitikei District's valuation roll

Operational Delegations

- 1 Authority pursuant to Council's Liability Management and Investment Policies to carry out and undertake all the Council's functions, powers and duties to manage revenue, expenses, assets, liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interest of the community.

- 2 To exempt the calling of tenders over fifty thousand dollars (\$50,000) (GST inclusive) in accordance with an approved budget.
- 3 Power to act as a representative of Council and authority to act on behalf of Council with respect to the scope of the Insurance Advisory Group, which is to manage the procurement of insurance for all or any of the local authorities.
- 4 Authority to execute insurance declarations on behalf of Council, subject to the limits of their financial delegations.
- 5 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Group Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 6 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 7 Authority, in consultation with the Chief Executive, to write off unrecoverable debts or stock between ten thousand dollars (\$10,000) and fifty thousand dollars (\$50,000) in any one case; any amounts over this sum require approval from Council.
- 8 Authority to agree on a 'compromise accommodation' with debtors.
- 9 Authority to negotiate contracts with Council's insurer and approve claims.
- 10 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council. Any legal proceedings instituted to recover any outstanding debt shall be reported to Council.
- 11 Authority to sign electronic registration of documents where there is a resolution from Council.

Personnel Delegations

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

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – fifty thousand dollars (\$50,000) in accordance with approved budgets and Council's procedures.

Authority, in conjunction with another member of the Executive Management Team to authorise and approve any expenditure in an emergency, in accordance with Council's Procurement Policy and Procedures.

Financial Services Team Leader

Statutory Appointments

Nil

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

- 1 All powers, duties and functions delegated to the:
 - (a) Rates and Revenue Officer
- 2 Authority to execute insurance declarations on behalf of Council, subject to the limits of their financial delegations.

Operational Delegations

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 Authority to write off, in consultation with Group Manager Business Support, unrecoverable bad debts or stock up to a maximum of Ten Thousand Dollars (\$10,000).
- 3 Authority to act in accordance with Council's approved Liability Management and Investment Policies.
- 4 Authority to negotiate contracts with Council's insurers and approve claims.

Personnel Delegations

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

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

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

Management and Project Accountant

Statutory Appointments

Nil

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

- 1 Assist in the planning and preparation of the Annual and Long Term Plans, and Annual Reports.
- 2 Repare and review management reports, including analysis of variances from budgets, on a monthly basis.

Personnel Delegations

Nil

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

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

Information Services Team Leader

Statutory Appointments

Nil

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

- 1 Manage application support services to users
- 2 Provision of support for end-user computing
- 3 Administer EDRMS user profiles (SharePoint)
- 4 Maintenance of file classification system
- 5 Implementation of approved records retention and disposal schedule

Personnel Delegations

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

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – Five Thousand Dollars (\$5,000) in accordance with approved budgets and Council procedures.

Rates and Revenue Officer

Statutory Appointments

Nil

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

- 1 The authority to correct errors in the Rating Information Database (RID) and rates record under S40 of the Local Government (Rating) Act 2002.
- 2 The authority to determine objections to the RID under Section 29 of the Local Government (Rating) Act 2002.
- 3 The authority to remove names from the RID under Section 35(b) of the Local Government (Rating) Act 2002.

Operational Delegations

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

Personnel Delegations

Nil

Financial Delegations

Nil

Infrastructure Group Manager

Statutory Appointments

- 1 An Authorised Officer pursuant to Section 174 of the Local Government Act 2002.
- 2 An Enforcement Officer pursuant to Section 76 of the Waste Minimisation Act 2008.

Statutory Delegations and Enforcement

- 1 Authority to return or dispose of property seized or impounded by Enforcement Officers pursuant to sections 84 and 85 of the Waste Minimisation Act 2008.

Discretionary Statutory Delegations

- 1 Power to administer and enforce Rangitikei District Council Bylaws in accordance with the scope of the position.
- 2 Authority delegated by the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.
- 3 Authority to carry out and undertake the Council's operational functions, powers and duties under Part 21 of the Local Government Act 1974.
- 4 Authority to require conditions to be placed on subdivision consents pursuant to Section 223 of the Resource Management Act 1991.
- 5 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 6 On behalf of the Council to authorise the undertaking of emergency works pursuant to Section 330 Resource Management Act 1991.
- 7 To apply for resource consents on behalf of Council.
- 8 Authority to carry out and undertake the Council's operational functions, powers and duties under the Parts 2 – 8 of the Public Works Act 1981.
- 9 Authority to restrict water supply to a person's land or buildings pursuant to Sections 193 of the Local Government Act 2002.
- 10 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
- 11 Authority to approve the installation of a stock underpass in accordance with Council's policy and Stock Droving Bylaw, and that any such approval be reported to the next available meeting of the Council.
- 12 Authority pursuant to the Land Drainage Act 1908 to carry out and undertake Council's operational functions powers or duties under the Act.

- 13 Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.
- 14 Authority to authorise consent to discharge trade waste pursuant to Section 196 of the Local Government Act 2002.
- 15 Power to require an owner to alter a pipe, drain or any apparatus pursuant to Section 337 of the Local Government Act 1974.
- 16 Power to issue a notice pursuant to s459(4) of the Local Government Act 1974 requiring a landowner or landowners to do all or any of the works contained in s459(1), s459(2) and s459(3).
- 17 Power to exercise Council's powers to remove a tree and/or tree roots which is/are obstructing a public drain pursuant to Section 468 of the Local Government Act 1974.
- 18 Authority to give notice to remove an obstruction from a drainage channel or watercourse pursuant to Section 511 of the Local Government Act 1974 or Section 62 Land Drainage Act 1908.
- 19 Authority to act on the Council's behalf to negotiate advances to an owner of land to make that person comply with removing an obstruction pursuant to Section 514 of the Local Government Act 1974.
- 20 To exercise the powers conferred on the Council by clauses 11 and 12 of the Tenth Schedule Local Government Act 1974 temporary prohibition of traffic on roads (except for clause 11(e)).
- 21 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 22 Authority require conditions to be added to a subdivision plan in relation to issues of Transport Management and associated infrastructure, Water Treatment and Supply, Wastewater Treatment and Disposal, and Stormwater pursuant to the Resource Management Act 1991 and the Council's District Plan.
- 23 Power on behalf of the Council to authorise the undertaking of emergency works pursuant to Section 330 Resource Management Act 1991.
- 24 Authority to submit a resource management application on behalf of Council with respect to Transport Management and associated infrastructure, Water Treatment and Supply, Wastewater Treatment and Disposal, and Stormwater.
- 25 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 26 Authority pursuant to Part 26 of the Local Government Act 1974 {Sewerage and stormwater drainage] to carry out and undertake the Council's functions, powers and duties under the Act.
- 27 Authority to exercise Council's operational powers to construct and undertake works on or under private land and buildings pursuant to Section 181 of the Local Government Act 2002.
- 28 All powers, duties and functions delegated to the following positions:

- (a) Asset Manager – Utilities
- (b) Asset Manager – Roading
- (c) Solid Waste Officer
- (d) Operations Manager

35 Council powers pursuant to the Land Transport Act 1998 and Land Transport Rule (Traffic Control Devices 2004 Rule 54002) to provide, modify or remove traffic control devices, regulatory traffic and parking signs/markings on any road in Rangitikei District under the control of Council (which includes places to which the public have access) but in doing so must maintain registers of such traffic control devices and regulatory traffic and parking signs/markings. This delegated authority is to include:

A) The placement of the following regulatory signs and markings to control traffic movement at intersections on any roads, within car parks or other public places controlled by the Council:

Stop	Turn Left	Shared Path
Give Way	No Turns	No Cycling
Roundabout Give Way	Turn Right	No Pedestrians
No Left Turn	Lane Control	No Heavy Vehicles
No Right Turn	Bus Only	Heavy Vehicle Bridge Limits
No Entry	Cycles Only	

B) The placement of the following parking signs and markings to control the parking, standing or stopping of vehicles on any roads, within car parks or other public places controlled by the Council:

No Stopping	Bus Parking	Bus Stop
No Stopping at all Times	Shuttle Bus Parking	Coach Stop

Restricted Parking	Disabled Parking	Taxi Stand
Loading Zone	Zone Parking	Shuttle Bus Stand
Motorcycle Parking	Vending Machine Zone	No Stopping Markings
Cycle Stand	No Parking	

Operational Delegations

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Council's Long Term Plan or Annual Plan.
- 3 Settle claims for compensation for damage (except matters relating to persons employed or previously employed by the Rangitikei District Council) for amounts up to ten thousand dollars (\$10,000).
- 4 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order.
- 5 Authority to act as Engineer to the Contract or Principal's Representative in contractual matters as required.
- 6 Authority to enter into any delegation agreements with the New Zealand Transport Agency (or its successors) or their agents as may be necessary to enable the Council to carry out its functions, duties, powers, liabilities and undertakings pursuant to Sections 62 and 63 of the Government Roading Powers Act 1989.
- 7 Authority to submit a claim to the New Zealand Transport Agency or its successors for payment.
- 8 Authority to certify and authorise of progress payments in relation to contracts entered into by the Council.
- 9 Authority to negotiate with the Chief Executive an annual Professional Services agreement with Rangitikei District Council.

- 10 Authority to set and/or establish an adopted engineering standards, procedures or guidelines for matters related to the provision of Transport Management and associated infrastructure, Water Treatment and Supply, Wastewater Treatment and Disposal, and Stormwater services for the District.
- 11 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved to accept any tender or quotation.
- 12 Authority to sign electronic registration of documents where there is a resolution from Council.

General

- 1 Authority on behalf of the Council and any Standing Committee or Sub-committee of the Council to issue a letter of acceptance for the purpose of creating a contract where it has been resolved to accept any tender or quotation.
- 2 Authority to certify and authorise progress payments in relation to contracts entered into by the Council.
- 3 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council. Any legal proceedings instituted to recover any outstanding debt shall be reported to Council.

Personnel Delegations

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

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

- 1 Authority (whether in relation to statutory, discretionary statutory, operational or general delegations) to approve either capital or operational expenditure up to a total value or total project value of fifty thousand dollars (\$50,000) excluding GST, subject to meeting the following criteria:
 - The expenditure is for authorised works or services for which provision has been made in Council's approved budget; and
 - Council's purchasing, tendering and contract tendering procedures are followed and complied with.
- 2 No sums shall be knowingly committed over a single financial year which exceed the budgeted sum for that significant activity.
- 3 Accept assets gifted to Rangitikei District.

- 4 Authority, in conjunction with another member of the Executive Management Team to authorise and approve any expenditure in an emergency, in accordance with Council's Procurement Policy and Procedures.

Roading Manager

Statutory Appointment

- 1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

- 1 The power under section 8.3 of the Land Transport Rule – Traffic Control Devices 2004 to authorise the Board of Trustees of a school to appoint persons as members of school patrols at specified crossing points or pedestrian crossings to assist, direct and supervise children on their way to or from school.
- 2 Power to exercise Council's powers to remove a tree and/or tree roots which is/are obstructing a public drain pursuant to Section 468 of the Local Government Act 1974.
- 3 Authority to give notice to remove an obstruction from a drain channel or watercourse pursuant to Section 511 of the Local Government Act 1974 or Section 62 of the Land Drainage Act 1908.
- 4 Authority to exercise the powers conferred on the Council by clauses 11 and 12 of the Tenth Schedule Local Government Act 1974 temporary prohibition of traffic on roads (except for clause 11(e)).
- 5 Power on behalf of the Council to authorise the undertaking of emergency works pursuant to Section 330 Resource Management Act 1991.

Operational Delegations

- 1 Authority to certify progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order.
- 2 Authority to act as Engineer Representative in contractual matters as required.

Personnel Delegations

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

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – twenty thousand dollars (\$20,000) in accordance with approved budgets and Council’s procedures.

Roading Advisor

Statutory Appointment

- 1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

- 1 The power under section 8.3 of the Land Transport Rule – Traffic Control Devices 2004 to authorise the Board of Trustees of a school to appoint persons as members of school patrols at specified crossing points or pedestrian crossings to assist, direct and supervise children on their way to or from school.
- 2 Power to exercise Council's powers to remove a tree and/or tree roots which is/are obstructing a public drain pursuant to Section 468 of the Local Government Act 1974.
- 3 Authority to give notice to remove an obstruction from a drain channel or watercourse pursuant to Section 511 of the Local Government Act 1974 or Section 62 of the Land Drainage Act 1908.
- 4 Authority to exercise the powers conferred on the Council by clauses 11 and 12 of the Tenth Schedule Local Government Act 1974 temporary prohibition of traffic on roads (except for clause 11(e)).
- 5 Power on behalf of the Council to authorise the undertaking of emergency works pursuant to Section 330 Resource Management Act 1991.

Operational Delegations

- 1 Authority to certify progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order.
- 2 Authority to act as Engineer Representative in contractual matters as required.

Personnel Delegations

Nil

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – twenty thousand dollars (\$20,000) in accordance with approved budgets and Council's procedures.

Asset Management Officer - Roading

Statutory Appointment

1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – one thousand dollars (\$1,000) in accordance with approved budgets and Council's procedures.

Asset Engineer - Roading

Statutory Appointment

1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – one thousand dollars (\$1,000) in accordance with approved budgets and Council's procedures.

Project Engineer - Roading

Statutory Appointment

1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – one thousand dollars (\$1,000) in accordance with approved budgets and Council's procedures.

Project Technician - Roading

Statutory Appointment

- 1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

- 1 Power to administer and enforce the Traffic and Parking Bylaw 2017.

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – one thousand dollars (\$1,000) in accordance with approved budgets and Council's procedures.

Corridor Access Coordinator

Statutory Appointment

1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – one thousand dollars (\$1,000) in accordance with approved budgets and Council's procedures.

Utility Manager

Statutory Appointment

- 1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

- 1 The power under section 8.3 of the Land Transport Rule – Traffic Control Devices 2004 to authorise the Board of Trustees of a school to appoint persons as members of school patrols at specified crossing points or pedestrian crossings to assist, direct and supervise children on their way to or from school.
- 2 Power to exercise Council's powers to remove a tree and/or tree roots which is/are obstructing a public drain pursuant to Section 468 of the Local Government Act 1974.
- 3 Authority to give notice to remove an obstruction from a drain channel or watercourse pursuant to Section 511 of the Local Government Act 1974 or Section 62 of the Land Drainage Act 1908.
- 4 Power on behalf of the Council to authorise the undertaking of emergency works pursuant to Section 330 Resource Management Act 1991.

Operational Delegations

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

Personnel Delegations

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

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – twenty thousand dollars (\$20,000) in accordance with approved budgets and Council's procedures.

Asset Engineer – Utilities

Statutory Appointment

1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – five thousand dollars (\$5,000) in accordance with approved budgets and Council's procedures.

Asset Management Officer – Utilities

Statutory Appointment

1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – one thousand dollars (\$1,000) in accordance with approved budgets and Council's procedures.

Special Project Manager – Utilities

Statutory Appointment

1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – one thousand dollars (\$1,000) in accordance with approved budgets and Council's procedures.

Project Engineer – Utilities

Statutory Appointment

1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – one thousand dollars (\$1,000) in accordance with approved budgets and Council's procedures.

Solid Waste and Recycling Officer

Statutory Appointment

1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – one thousand dollars (\$1,000) in accordance with approved budgets and Council's procedures.

Operations Manager – Utilities

Statutory Appointment

- 1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

Nil

Personnel Delegations

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

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – twenty thousand dollars (\$20,000) in accordance with approved budgets and Council's procedures.

Reticulation Team Leader

Statutory Appointment

1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – five thousand dollars (\$5,000) in accordance with approved budgets and Council's procedures.

Reticulation Serviceman

Statutory Appointment

1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

Nil

Treatment Team Leader

Statutory Appointment

1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

The expenditure, including for any multi-year contracts, is for authorised works or services which have been budgeted for in Council's Long Term Plan and/or Annual Plan.

Capital/Operational – five thousand dollars (\$5,000) in accordance with approved budgets and Council's procedures.

Water and Wastewater Treatment Operator

Statutory Appointment

1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

Nil

Subdivision Planner

Statutory Appointment

1 An Authorised Officer pursuant to Section 174 Local Government Act 2002.

Statutory Delegations and Enforcement

Nil

Discretionary Statutory Delegations

Nil

Operational Delegations

Nil

Personnel Delegations

Nil

Financial Delegations

Nil

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