

CHRISTCHURCH CITY COUNCIL

DELEGATIONS REGISTER

Legal Services

25 March 2025¹

If you are exercising a delegation, and signing a contract using an electronic signature, please read Legal Services memo TRIM memo 20/358138

¹ See 16/128142 which summarises all amendments made to the Delegations Register since 4 January 2016.

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HOW THIS DELEGATIONS REGISTER WORKS

This Delegations Register is broken into five parts. The first part contains the Council's Delegations Policy. The Council's Delegations Policy explains the rules relating to the way in which delegations and sub-delegations apply and operate in the Council. Parts A to D are subject to the Council's Delegations Policy.

Part A contains the delegation of statutory and other delegations by the Council to the Chief Executive. These include all of the responsibilities, duties and powers imposed on the Council by statute or assumed under bylaws made by the Council, together with delegations in respect of financial management, property transactions (including leases and licences), and other matters such as dealing with legal proceedings and the settlement of claims.

These delegations may be sub-delegated, unless this is expressly excluded in Part A.

Part B contains delegations by the Council to officers, in particular under the Building Act 2004 and the Resource Management Act 1991. This Part also covers such activities as road stopping, operation of the Council's development contributions policy and the facilities rebuild programme.

These delegations may not be sub-delegated, unless this is expressly included in Part B.

Part C contains the sub-delegation of most of the responsibilities, duties and powers delegated by the Council to the Chief Executive. This is consistent with the principle behind the delegations register, referred to in clause 1.1 of the Delegations Policy which is to delegate decision-making to the lowest competent level. Generally, these sub-delegations may not be further sub-delegated.

Parts A, B and C expressly exclude any power, responsibility or duty that has been delegated to a Community Board, Committee, Subcommittee (including an Officer Subcommittee), Council Hearings Panel or other subordinate decision-making body.

Part D contains delegations by the Council to Community Boards, Committees, Hearings Panels, Sub-Committees and Officer Sub-Committees. This is an efficient way in which to spread the responsibilities of decision-making among elected members and officers. Depending on the nature of the authority delegated to them, these bodies will either have the power to consider and recommend or to consider and make decisions in respect of the matters they deal with. They, like the Council, must comply with the decision-making requirements set out in part 6 of the Local Government Act 2002.

Amendments to this Delegations Register

This Delegations Register is maintained by Legal Services, whose staff may amend it to:

- Give effect to any Council resolution with respect to Parts A, B or D;
- Give effect to any written instruction to that effect given by the Chief Executive with respect to Part C;
- Make any typographical or grammatical corrections.

DELEGATIONS POLICY

1.0 General Comments

- 1.1 The Council supports the principle of delegating decision-making to the lowest competent level. This makes best use of the abilities of elected members, ensuring the cost-effective use of resources and promoting the development of efficient and effective management. This principle has been applied to the preparation of this Delegations Register.
- 1.2 Unless expressly provided otherwise in the Local Government Act 2002, or in any other Act, the Council is able to, and will, delegate to a committee or other subordinate decision-making body, community board, or member or officer of the Council any of its responsibilities, duties or powers except the power to:
- make a rate; or
 - make a bylaw; or
 - borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
 - adopt a long-term plan, annual plan, or annual report; or
 - appoint a chief executive; or
 - adopt policies required to be adopted and consulted on under the Local Government Act 2002 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.
- 1.3 A committee, or other subordinate decision-making body, community board, or member or officer of the local authority may delegate any of its responsibilities, duties or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by whichever body made the original delegation. It may also delegate to any other local authority, organisation or person the enforcement, inspection, licensing and administration related to the Council's bylaws and other regulatory matters.
- 1.4 To avoid doubt, no delegation relieves the body or person making the delegation of the liability or legal responsibility to perform or ensure performance of the function or duty being delegated. The Council may have the power to delegate under enactments other than the Local Government Act 2002.
- 1.5 Any delegation made includes any ancillary responsibilities, duties or powers necessary to give effect to that delegation.
- 1.6 Unless specifically time-limited, a delegation will continue in force until specifically revoked, or varied by the delegator or the Council.
- 1.7 Unless a valid delegation in respect of a matter has been made and included in the Delegations Register, any decision required in respect of that matter can only be made by the Council at an ordinary or extraordinary meeting.
- 1.8 Unless otherwise expressly stated in this Delegations Register, all financial values stated in this document are GST exclusive.

2.0 Chief Executive

- 2.1 The Christchurch City Council is a local authority under the Local Government Act 2002. Elected members and the Mayor make up the Council's governing body, which is responsible and democratically accountable for decision-making.
- 2.2 The governing body appoints only one employee, the Chief Executive. He or she negotiates the terms of employment and employs all Council staff. The Chief Executive is the Council's principal administrative officer.
- 2.3 The Chief Executive is responsible for implementing the decisions of the Council and ensuring that all responsibilities, duties and powers delegated to him or her, or to any person employed by the Council, are properly performed or exercised. This includes those imposed or conferred by an Act, regulation or bylaw.
- 2.4 The Chief Executive may delegate to any other officer of the Council any of his or her powers under the Act, or any other statute, except the power to delegate or any power that is subject to a prohibition on delegation. Further sub-delegations are not permitted under the Local Government Act 2002.

3.0 Committees, Sub-Committees, other Subordinate Decision-Making Bodies and Joint Committees

- 3.1 The Council may appoint the committees, sub-committees, and other subordinate decision-making bodies that it considers appropriate. It may also appoint a joint committee with another local authority or other public body.
- 3.2 Any of the Council's responsibilities, duties or powers other than those referred to in clause 1.2 above may be delegated to a committee, sub-committee or other subordinate decision-making body.
- 3.3 A committee or other subordinate decision-making body may appoint the sub-committees that it considers appropriate unless the Council prohibits it from doing so.
- 3.4 Committees or other subordinate decision-making bodies are subject in all things to the control of the Council. They must carry out all general and special directions of the Council given in relation to them. Sub-committees are subject in the same way to the committees that appointed them.
- 3.5 The Council or a committee is not entitled to rescind or amend a decision made under a delegation authorising the making of a decision by a committee, a sub-committee, or another subordinate decision-making body.
- 3.6 All such bodies are, unless the Council resolves otherwise, deemed to be discharged on the coming into office of elected members at the next triennial election next after the committees, sub-committees, or other subordinate bodies were appointed. Unless such a resolution is made, delegated powers may lapse by operation of this provision.
- 3.7 Committees or other subordinate decision-making bodies, may delegate any of their responsibilities, duties or powers (other than those referred to in clause 1.2) to a sub-committee or person, subject to any conditions, limitations, or prohibitions imposed by the Council or by the committee or body or person that made the original delegation.
- 3.8 These entities may, without confirmation by the Council or committee or body that made the delegation, exercise those delegations in the same way as the Council could have done.

4.0 Member and Officer Delegations

- 4.1 For the purpose of this Policy:

"officer" means a named person, or the person who is for the time being the holder of a specified office;

"member" in relation to a community board, means a member appointed or elected to that board and in relation to a local authority means a member of the governing body of the Council, including the Mayor.

- 4.2 The Council may delegate to a member or officer of the Council any of its responsibilities, duties or powers other than those referred to in clause 1.2. Such delegations may be further delegated to another person, subject to any conditions, limitations, or prohibitions imposed by the Council or by the committee, body or person that made the original delegation.
- 4.3 An officer may delegate to another officer of the Council any of his or her powers delegated by the Council to that officer, except:
- the power to delegate; or
 - any power delegated to the officer that is subject to a prohibition on delegation; or
 - any power under an enactment where the enactment expressly prohibits the delegation of the power.
- 4.4 Effectively, this means that only one sub-delegation is permitted.
- 4.5 An officer to whom any responsibilities, duties or powers are delegated may exercise them in the same way and with the same effect as the delegating officer could have done.
- 4.6 If not specified in the Delegations Register, delegations to an officer holding a named position may be exercised by all officers in a direct line of authority above that officer. This applies also to any officer who performs or exercises the same or a substantially similar role or function, whatever the name of his or her position.
- 4.7 A delegated authority must be exercised in accordance with all relevant Council policies and conditions, such as financial limits and process and reporting requirements.
- 4.8 Where an officer is in a position in an acting capacity, the officer may exercise the delegations to that position. However, the officer should state that he or she is exercising the delegation in an acting capacity.
- 4.9 Where there is any ambiguity between the wording of a legislative function and the delegation of that function to an officer, the wording of the legislation will prevail. A delegation made under legislation that is subsequently repealed will be read as a delegation made, with or without modification, under any replacement or corresponding legislation.

- 4.10 Responsibilities, duties or powers under the Resource Management Act 1991 and the Local Government (Rating) Act 2002 delegated by the Council to officers, including the chief executive, may not be sub-delegated.
- 4.11 The delegation of a responsibility, duty or power is the granting of authority to exercise that responsibility, duty or power, not a compulsion to do so (either at all or in a particular case). Whether or not to exercise a delegated authority may depend on the circumstances of a particular matter or the job description of the officer concerned. Where the authority is granted to a number of officers employed in different units of the Council, it will be up to the unit managers concerned to ensure that the authority is exercised consistently across all of those units.
- 4.12 Each Part of the Delegations Register will specify whether the delegations can be exercised severally (ie the delegation can be exercised by the officer acting alone) or whether they must be exercised jointly (ie two or more officers acting together).

PART A

Statutory and Other Delegations to the Chief Executive

For the purpose of performing his or her duties, the Council delegates to the Chief Executive all of its responsibilities, duties and powers to act on any matter, subject to the restrictions set out in the sub-parts and tables in this Part.

These delegations expressly exclude any power, responsibility or duty that has been delegated to a Community Board, Committee, Subcommittee (including an Officer Subcommittee), Council Hearings Panel or other subordinate decision-making body as set out in Part D.

The Chief Executive may sub-delegate any of these responsibilities, duties, or powers unless this is expressly excluded as set out in the sub-parts and tables in this Part.

PART A - SUB-PART 1 – LEGISLATIVE DELEGATIONS

1. Animal Welfare Act 1999

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act except the power to nominate a member of an animal ethics committee under section 101.	

2. Arts Council of New Zealand Toi Aotearoa Act 2014

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act except – (a) the allocation of funds to community arts projects; (b) consenting to a representative of the local authority to be a member of the community arts council under section 18(2); and (c) making a grant under section 18(2)(b).	

3. Biosecurity Act 1993 and any regulations made under that Act

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act and regulations made under this Act except – (a) the power to set and assess rates; and (b) the power to transfer the performance of an operation under this Act to another local authority.	

4. Births, Deaths, Marriages, and Relationships Registration Act 1995

Delegation	Date Amended
The power under section 75E to request the Registrar-General to provide a copy of all entries made in the access register in relation to any person.	

5. Building Research Levy Act 1969

Delegation	Date Amended
If the Council has been appointed an agent under section 9, receiving any levies payable.	

6. Burial and Cremation Act 1964 and any regulations made under that Act

Delegation	Date Amended
All of its responsibilities, duties and powers under this Act and regulations made under this Act except – (a) naming of cemeteries under section 7; (b) making of bylaws under section 16; (c) erecting a crematorium under sections 38 and 39; and (d) making of bylaws under section 40.	

7. Christchurch District Drainage Act 1951

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act except the power to hear and determine any objections under section 28A.	

8. **Civil Defence Emergency Management Act 2002**

Delegation	Date Amended
All the duties of a local authority under section 64.	

9. **Criminal Procedure Act 2011 and regulations made under that Act**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act and regulations made under this Act.	

10. **Climate Change (Unit Register) Regulations 2008**

Delegation	Date Amended
All of its powers as an account holder under the Regulations.	Inserted 11 August 2022

11. **Dog Control Act 1996 and any regulations made under that Act**

Delegation	Date Amended
<p>All of its responsibilities, duties, and powers under this Act and regulations made under this Act except –</p> <ul style="list-style-type: none"> (a) making grants under section 6(2)(b); (b) appointing a joint committee under section 7; (c) adopting a dog control policy under section 10, and reviewing the dog control policy under section 10AA; (d) entering into a written agreement under section 16(2) with another territorial authority in respect of dog control services; (e) making dog control bylaws under section 20; (f) hearing and determining an objection to a probationary owner classification under section 22; (g) terminating a probationary owner classification under section 23; (h) hearing and determining an objection to a disqualified owner classification under section 26; (i) hearing and determining an objection to a dangerous dog classification under section 31; (j) determining an objection to a menacing dog classification under sections 33B or 33D; (k) setting dog control fees under section 37; (l) hearing and determining an objection to a barking dog notice under section 55; (m) entering into an agreement with another territorial authority for the provision of pound facilities under section 67; and (n) setting pound fees under section 68. 	

12. **Domestic Violence Act 1995 and the Domestic Violence (Public Registers) Regulations 1998**

Delegation	Date Amended
All of its responsibilities, duties, and powers under Part 6 of this Act and these regulations.	

13. **Electricity Act 1992**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

14. **Fencing Act 1978**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

15. **Food Act 2014 and regulations made under that Act**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act, and these regulations, except – (a) the decision to combine with one (1) or more territorial authorities for the purpose of performing the function of a registration authority under section 173(2); (b) transferring the Council’s functions, duties, and powers under section 176; (c) transferring the Council's functions, duties, and powers under section 179; (d) changing or revoking a transfer under section 182; and (e) setting fees under section 205.	

16. **Freedom Camping Act 2011**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act except – (a) making bylaws under section 11; and (b) reviewing bylaws under section 13.	

17. **Gambling Act 2003**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act except - (a) granting consent under section 100 (otherwise than in accordance with the Council’s policy on class 4 venues); and (b) adopting a policy on class 4 venues under sections 101 and 102.	

18. **Gas Act 1992**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

19. **Government Roothing Powers Act 1989**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act except – (a) consenting to a delegation made by the New Zealand Transport Agency under section 62(1); (b) surrendering delegated powers and duties under section 63; and (c) requests to New Zealand Transport Agency under section 81 in respect of motorways.	

20. **Hazardous Substances and New Organisms Act 1996 and any regulations made under this Act**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

21. **Health Act 1956 and any regulations made under this Act (including without limitation the Camping-Grounds Regulations 1985, the Health (Registration of Premises) Regulations 1966, the Health (Hairdressers) Regulations 1980 and the Health (Burial) Regulations 1946)**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act and regulations made under this Act except - (a) borrowing money under section 27 otherwise than in accordance with the LTP;	

(b) making bylaws under section 64;	
(c) the powers and functions under the Housing Improvement Regulations 1947 that may not be delegated as set out in regulation 22;	
(d) setting fees under regulation 13 of the Health (Burial) Regulations 1946; and	
(e) setting fees under regulation 7 of the Health (Registration of Premises) Regulations 1966.	

22. **Heritage New Zealand Pouhere Taonga Act 2014**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act except - (a) making written comments on a draft statement under section 17; (b) making a written submission on an application under section 69; (c) making contributions to funds of Heritage New Zealand Pouhere Taonga under section 97; and (d) transferring land to Heritage New Zealand Pouhere Taonga under section 98.	

23. **Housing Improvement Regulations 1947**

Delegation	Date Amended
To determine the minimum standards of fitness for houses where required under the provisions of Part 1 of these Regulations.	

24. **Impounding Act 1955 and any regulations made under that Act**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act, and these regulations, except - (a) setting poundage fees and sustenance charges under section 14; and (b) declaring, under section 34, that section 33 does not apply to a specified road in the district.	

25. **Land Drainage Act 1908**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act except the power to subdivide drainage districts under section 16.	

26. **Land Transport Act 1998, and any rules and regulations made under that Act (including without limitation the Heavy Motor Vehicle Regulations 1974)**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act, and regulations and rules made under this Act except – (a) the power to direct that any heavy traffic, or any specified kind of heavy traffic may not proceed between any 2 places in accordance with section 16A; (b) making bylaws under sections 22AB to 22AD; and (c) making bylaws setting speed limits and designating urban traffic areas under the Land Transport Rule: Setting of Speed Limits 2003.	

27. **Land Transport Management Act 2003**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act except – (a) making submissions when consulted on the regional land transport programme under section 18; (b) making submissions when consulted on the declaration of state highways under section 103; and (c) appointing a person to represent the Council on the regional transport committee under section 105.	

28. **Litter Act 1979**

Delegation	Date Amended
<p>All of its responsibilities, duties, and powers under this Act except -</p> <ul style="list-style-type: none"> (a) hearing objections under section 10; (b) making grants under section 11; (c) making bylaws under section 12, and (d) adopting an infringement notice regime under section 13. 	

29. **Local Government Act 1974**

Delegation	Date Amended
<p>All of its responsibilities, duties, and powers under this Act except -</p> <ul style="list-style-type: none"> (a) vesting property in a road in the New Zealand Transport Agency under section 316; (b) declaring a specified road or part of a specified road to be a pedestrian mall under section 336 and revoking any such declaration; (c) making bylaws under section 344(9) relating to swing gates and cattle stops under that section; (d) declaring a limited access road under section 346; (e) declaring land to be single parcels of land under section 346D; (f) declaring any private road or right of way to be a public road under section 349; (g) granting consent under section 354 in relation to a cellar or other excavation; (h) establishing toll gates and collecting tolls under section 361; (i) resolving to construct a private drain through adjoining premises under section 460; (j) declaring a private drain to be a public drain under section 462; and (k) making bylaws under section 517 relating to land drainage works. 	

30. **Local Government Act 2002**

Delegation	Date Amended
<p>All of its responsibilities, duties, and powers under this Act except -</p> <ul style="list-style-type: none"> (a) those set out in clause 32(1)(a) to (f) of Schedule 7; (b) exempting a small organisation under section 7; (c) entering into a triennial agreement under section 15; (d) transferring responsibilities under section 17; (e) reviewing the delivery of services under section 17A; (f) establishing a community board under section 49; (g) establishing a council controlled organisation under section 56; (h) appointing directors to council organisations under section 57; (i) agreeing to any statement of intent of a council organisation under Schedule 8; (j) adopting assessments of water and other sanitary services under section 125; (k) prescribing fees under section 150; (l) making determinations under section 155; (m) reviewing a bylaw under section 160; (n) transferring a bylaw-making power under section 161; (o) appointing a member under section 249(2); and (p) making a reorganisation proposal under clause 3 of Schedule 3. 	

31. **Local Government (Rating Act) 2002**

Delegation	Date Amended
To authorise the register of a notice of charge under section 90 in relation to postponed rates. This power may not be sub-delegated.	

32. **Local Government Official Information and Meetings Act 1987**

Delegation	Date Amended
As set out in section 42, all of its powers under Parts 2 to 5 of this Act except any power specified in section 32. Under section 43(1), the Chief Executive is specifically authorised to sub-delegate all or any of these powers.	

33. **Machinery Act 1950 and any regulations made under that Act**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act and these regulations.	

34. **New Zealand Library Association Act 1939**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

35. **Ombudsmen Act 1975**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

36. **Plumbers, Gasfitters, and Drainlayers Act 2006**

Delegation	Date Amended
All of its powers under section 91.	

37. **Postal Services Act 1998**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

38. **Privacy Act 2020**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	1 December 2020

39. **Public Records Act 2005**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

40. **Public Works Act 1981**

Delegation	Date Amended
The power to apply to the Minister of Lands for land to be declared as road under section 114 of the Public Works Act 1981, and to give written consent of the Council under section 114(2)(h) of the Public Works Act 1981.	28 May 2020

41. **Rates Rebate Act 1973**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

42. **Rating Valuations Act 1998 and any regulations made under this Act**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act and regulations.	

43. **Reserves Act 1977**

Delegation	Date Amended
To appoint rangers in respect of any reserve for which the Council is an administering body under section 8.	
To lay an information in respect of an offence against the Reserves Act 1977 under section 101.	
To determine which reserve may be grazed for management purposes and to enter into grazing licences.	
To grant or decline permits for activities on reserves (other than leases and licences – except for grazing licences).	
To enter into licences to occupy reserves temporarily under section 74. This delegation excludes the hearing of submissions / objections.	
<p>(a) <i>To determine to temporarily close part or all of a recreation reserve (noting that the Chief Executive must seek consent from the Minister of Conservation as required by section 53(1)(d) or 53(1)(e) of the Reserves Act 1977 where it is proposed to close part or all of the recreation reserve:</i></p> <p>(i) <i>For a total number of days in excess of 40 days in any year;</i></p> <p>(ii) <i>For a single period in excess of six consecutive days.</i></p> <p>(b) <i>The responsibility to specify the maximum, and specific charges that may be charged for admission to the closed area of a recreation reserve as required under section 53(1)(e) of the Reserves Act 1977.</i></p> <p>(c) <i>The responsibility to approve such other charges being made with respect to a specific reserve either generally or with respect to a specified occasion except for the park temporary hire charges which are part of the LTCCP process.</i></p> <p><i>The above delegations are subject to the following conditions:</i></p> <p>(i) <i>Liaising with organisations that have programmed organised activities on the park or reserve, which will be affected by the temporary closure, to temporarily relocate their activities to another area of the park, or another park for the duration of the temporary closure.</i></p> <p>(ii) <i>Liaising with other organisations whose activities will be disrupted by the temporary closure of the park to minimise disruption to their activities by finding acceptable alternatives for the duration of the park closure.</i></p> <p>(d) <i>That staff report through the quarterly performance report on decisions exercised under this delegation.</i></p>	
To exercise all of the Ministerial powers that have been delegated to the Council under the Reserves Act 1977.	
To agree to the surrender of easements over land vested as reserve under the Reserves Act 1977, and to sign all required documentation.	12 November 2020

44. **Sale and Supply of Alcohol Act 2012**

Delegation	Date Amended
The Chief Executive has the Council's general authority to delegate to any person any of the Chief Executive's functions, powers and duties under the Sale and Supply of Alcohol Act 2012.	
The power under section 197 (5) to appoint a chief licensing inspector.	

45. **Statutory Land Charges Registration Act 1928**

Delegation	Date Amended
The power under section 6(3) to sign a notice of a statutory land charge.	
The power under section 7(2) to sign a certificate releasing a statutory land charge.	

46. **Summary Proceedings Act 1957 and any regulations made under this Act.**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act and regulations made under this Act.	

47. **Telecommunications Act 2001**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

48. **Trespass Act 1980**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act. The Chief Executive is the person in lawful occupation of land owned, occupied or controlled by the Council.	

49. **Unit Titles Act 2010**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

50. **Utilities Access Act 2010**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

51. **Walking Access Act 2008**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act except - (a) the decision to give written consent as an administering authority under section 21; (b) the decision to agree to be a controlling authority (or not as the case may be) under section 36; (c) setting and imposing charges under section 37; (d) the decision to agree with the Commission's decision to revoke a walkway; and (e) making bylaws under section 68.	

52. **Waste Minimisation Act 2008**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act except - (a) making decisions under section 32 with respect to the spending of the levy; (b) adopting a waste management and minimisation plan under section 43; (c) setting fees in accordance with section 46; (d) making grants under section 47;	



(e) reviewing the waste management and minimisation plan under section 50;	
(f) making bylaws under section 56; and	
(g) reviewing bylaws under section 58.	

53. **Water Services Act 2021**

Delegation	Date Amended
All of the responsibilities, duties and powers under the Water Services Act 2021 and any regulations made under that Act.	

PART A - SUB-PART 2 – FINANCIAL DELEGATIONS

1. Terms of General Financial Delegation

Financial Delegations	Details and limitations	Date Amended
Capital Expenditure Power of the Chief Executive together with the Mayor to commit the Council to financial transactions (or projects consisting of multiple transactions) relating to the acquisition, purchase, or provision of assets (including vehicle fleet, plant or machinery), services, property, gifts, guarantees, indemnities and the disposal of assets up to \$15,000,000. This power includes the authority to administer, enforce, and cancel such transactions or to vary them so long as the new total does not exceed \$15,000,000.	Conditional on: <ul style="list-style-type: none"> ▪ expenditure being budgeted for; ▪ compliance with the procedures identified in any relevant financial authority manual or policy in relation to each transaction (for example applicable national standards and current Council policies (eg procurement), or financial management guidelines); ▪ each transaction over \$10,000,000 being reported to Finance and Performance Committee; and ▪ with regard to the acquisition and disposal of assets, the transaction being in accordance with the long-term plan. 	
Operational Expenditure Power of the Chief Executive together with the Mayor to commit the Council to financial transactions (or projects consisting of multiple transactions) relating to the acquisition, purchase, or provision of assets (including vehicle fleet, plant or machinery), services, property, gifts, guarantees, indemnities and the disposal of assets up to \$10,000,000. This power includes the authority to administer, enforce, and cancel such transactions or to vary them so long as the new total does not exceed \$10,000,000.	Conditional on: <ul style="list-style-type: none"> ▪ expenditure being budgeted for; ▪ compliance with the procedures identified in any relevant financial authority manual or policy in relation to each transaction (for example applicable national standards and current Council policies (eg procurement), or financial management guidelines); ▪ each transaction over \$5,000,000 being reported to Finance and Performance Committee; and ▪ with regard to the acquisition and disposal of assets, the transaction being in accordance with the long-term plan. 	
Capital Expenditure Power of the Chief Executive alone to commit the Council to financial transactions (or projects consisting of multiple transactions) relating to the acquisition, purchase, or provision of assets (including vehicle fleet, plant or machinery), services, property, gifts, guarantees, indemnities and the acquisition or disposal of assets up to \$10,000,000. This power includes the authority to administer, enforce, and cancel such transactions or to vary them so long as the new total does not exceed \$10,000,000.	Conditional on: <ul style="list-style-type: none"> ▪ expenditure being budgeted for; ▪ compliance with the procedures identified in any relevant financial authority manual or policy in relation to each transaction (for example applicable national standards and current Council policies (eg procurement), or financial management guidelines); ▪ with regard to the acquisition and disposal of assets, the transaction being in accordance with the long-term plan. 	
Operational Expenditure Power of the Chief Executive alone to commit the Council to financial transactions (or projects consisting of multiple transactions) relating to the acquisition, purchase, or provision of assets, (including vehicle fleet, plant or machinery), services, property, gifts, guarantees, indemnities and the disposal of assets up to \$5,000,000. This power includes the authority to administer, enforce, and cancel such transactions or to vary them so long as the new total does not exceed \$5,000,000.	Conditional on: <ul style="list-style-type: none"> ▪ expenditure being budgeted for; ▪ compliance with the procedures identified in any relevant financial authority manual or policy in relation to each transaction (for example, any applicable national standards and current Council policies (eg procurement), or financial management guidelines); ▪ with regard to the acquisition and disposal of assets, the transaction being in accordance with the long-term plan. 	
Capital Expenditure – Emergency and Transitional Periods Power of the Chief Executive alone to commit the Council to financial transactions (or projects consisting of multiple transactions) relating to the acquisition, purchase, or provision of assets (including vehicle fleet, plant or machinery), services, property, gifts, guarantees, indemnities and the acquisition or disposal of assets. This power includes the authority to administer, enforce, and cancel such transactions or to vary them.	This power only applies when a state of national or local emergency exists over Christchurch City, or when a transitional period (either national or local) is in force in Christchurch City.	
Operational Expenditure – Emergency and Transitional Periods Power of the Chief Executive alone to commit the Council to financial transactions (or projects consisting of multiple transactions) relating to the acquisition, purchase, or provision of assets, (including vehicle fleet, plant or machinery), services, property, gifts, guarantees, indemnities and the disposal of assets. This power includes the authority to administer, enforce, and cancel such transactions or to vary them.	This power only applies when a state of national or local emergency exists over Christchurch City, or when a transitional period (either national or local) is in force in Christchurch City.	
Capital/operational expenditure	Conditional on: <ul style="list-style-type: none"> • the Chief Executive making a determination that <ul style="list-style-type: none"> • such a financial transaction(s) is necessary and unavoidable for the operation of the Council, and 	Added 11 Nov 21

Financial Delegations	Details and limitations	Date Amended
Power of the Chief Executive alone to commit the Council to financial transactions (or projects consisting of multiple transactions) in relation to unplanned and unbudgeted expenditure up to \$5,000,000. This power includes the authority to administer, enforce, and cancel such transactions or to vary them so long as the new total does not exceed \$5,000,000.	<ul style="list-style-type: none"> the expenditure is required under urgency to respond to an unexpected event, and no existing budget is available for this expenditure; and the Mayor approves the exercise of the delegation. <p>The exercise of this delegation must be reported to the Finance and Performance Committee.</p>	

2. Other Financial Delegations

Other Financial Delegations	Terms and Limitations	Date Amended
Write down value of stock	To write down the value of stock (where the write down is no more than \$20,000).	
Write off stock and minor assets	To write off stock items and minor assets (where the write off is no more than \$20,000).	
Write off bad debts	To write off debts of up to \$50,000.	
Issuing credit notes	To authorise the issue of credit notes.	
Issuing refunds	To authorise the issue of refunds.	
Invest Council funds	To invest Council funds according to the Investment Policy approved by Council.	
Managing Council borrowing	To provide for and manage the Council's borrowing facilities, debt, and risk hedging according to the Council's Liability Management Policy and Investment Policy, the Annual Plan, and any borrowing/on-lending (back-to-back) arrangements proposed by Christchurch City Holdings Ltd. This includes without limitation issuing bonds, drawing debt under existing facilities, renegotiation and extension of existing facilities, negotiation and establishment of new facilities, hedging interest rates, entry into ISDA agreements to govern derivative hedges, and the approval of counterparties).	11 Nov 2021
Signing financial authorities	To sign financial authorities on behalf of the Council.	11 Nov 2021
Transferring funds between accounts	To transfer funds between any of the Council's bank accounts.	
Accepting vested assets in lieu of revenue	To accept vested assets in lieu of revenue up to a value of \$500,000.	
Transferring budgets	To authorise the transfer of budgets (capital expenditure and operational expenditure) between activities within a group of activities up to \$500,000.	
Transferring budgets	To authorise the transfer of budgets (capital expenditure and operational expenditure) between groups of activities up to \$500,000.	
Transferring budgets	To authorise the transfer of budgets between projects (within the total budget of the project).	
Default summonses etc	To sign all documents relating to default summonses and general proxies and swear proofs of debt on behalf of the Council.	

PART A - SUB-PART 3 – PROPERTY DELEGATIONS

1. Acquisition and disposal of land (including interests in land)

Delegation	Date Amended
<p>Authority to negotiate, enter into, implement, vary, enforce and cancel contracts with other parties on behalf of the Council for the acquisition of land (including interests in land) or the disposition of land (including interests in land) owned by the Council, and to sign all required documentation.</p> <p>This delegation includes the authority to dispose of land where by necessity additional land has been acquired in relation to a Council project and that additional land is not required. This delegation only applies where there is no immediate identified alternative public use or work. Retaining the property for an alternative public use or work must:</p> <ul style="list-style-type: none"> • Meet a clearly identified need, • Be supported by a sound and robust business case, • Support Council strategies, and • Be provided for with established funding in the Council's annual and long term plans. 	
Power to engage such consultants or contractors considered necessary as part of the process to acquire or dispose of land (including interests in land).	
Power to determine, administer and implement the appropriate process for the disposition of Council owned land (including interests in land).	
<p>Limitations, etc</p> <p>All of the above delegations are subject to the terms of the General Financial Delegation to the Chief Executive.</p> <p>All of the above delegations are subject to applicable Council policy.</p> <p>All of the above delegations are subject to any specific statutory requirements, including the requirement that with regard to the acquisition and disposal of assets, the transaction being in accordance with the long-term plan.</p>	

2. Leases – Leasing of Council owned property excluding leases under the Reserves Act 1977

Delegation	Date Amended
Authority to negotiate and grant leases of Council property to other parties, and to sign all required documentation.	
Authority to negotiate and enter into variations of leases of Council property to other parties, and to sign all required documentation.	
Authority to negotiate, conduct and conclude reviews of rent payable under leases of Council property to other parties, and to sign all required documentation.	
Authority to give (or decline) consent as landlord to the assignment and sublease of leases of Council property to other parties, and to sign all required documentation.	
Authority to negotiate and grant renewals or extensions of leases of Council property to other parties, and to sign all required documentation.	
Authority to negotiate and agree to the cancellation or surrender of leases of Council property to other parties, and to sign all required documentation.	
Authority to administer and enforce the terms and conditions of leases of Council property to other parties, and to sign all required documentation.	
Authority to give (or decline) consent as landlord to any matter or request made by tenants under leases of Council property to other parties, and to sign all required documentation.	
Power to engage such consultants or contractors considered necessary as part of the process to grant leases of Council property to other parties.	
Power to determine, administer and implement the appropriate process for the leasing of Council property to other parties, and to select the successful tenant.	
<p>Limitations, etc</p> <p>All of the above delegations are subject to the terms of the General Financial Delegation to the Chief Executive.</p> <p>All of the above delegations are subject to applicable Council policy.</p> <p>All of the above delegations are subject to any specific statutory requirements, for example and without limitation, the Property Law Act 2007, the Public Bodies Leases Act 1969, and with regard to the acquisition and disposal of assets, the transaction being in accordance with the long-term plan.</p>	

3. Leases – Leasing of property to the Council

Delegation	Date Amended
Authority to negotiate and enter into leases of property to the Council by other parties, and to sign all required documentation.	
Authority to negotiate and enter into variations of leases of property to the Council by other parties, and to sign all required documentation.	
Authority to exercise rights of renewal or to negotiate extensions to the terms of leases of property to the Council by other parties, and to sign all required documentation.	
Authority to negotiate and agree to the cancellation or surrender of leases of property to the Council by other parties, and to sign all required documentation.	

Authority to administer and enforce the terms and conditions of leases of property to the Council by other parties, and to sign all required documentation.	
Power to engage such consultants or contractors considered necessary as part of the process to lease property from other parties.	
Limitations, etc All of the above delegations are subject to the terms of the General Financial Delegation to the Chief Executive. All of the above delegations are subject to any specific statutory requirements, for example, the Property Law Act 2007, and with regard to the acquisition and disposal of assets, the transaction being in accordance with the long-term plan. All of the above delegations are subject to any applicable Council Policy.	

4. Licences – granting of licences excluding licences under the Reserves Act 1977

Delegation	Date Amended
Authority to negotiate and grant licences of Council property (including legal road) to other parties, and to sign all required documentation.	
Authority to negotiate and enter into variations of licences of Council property (including legal road) to other parties, and to sign all required documentation.	
Authority to give (or decline) consent to the assignment of licences of Council property (including legal road) to other parties, and to sign all required documentation.	
Authority to negotiate and grant renewals or extensions of licences of Council property (including legal road) to other parties, and to sign all required documentation.	
Authority to negotiate and agree to the cancellation or surrender of licences of Council property (including legal road) to other parties, and to sign all required documentation.	
Authority to administer and enforce the terms and conditions of licences of Council property (including legal road) to other parties, and to sign all required documentation.	
Authority to give (or decline) consent as licensor to any matter or request made by licensees under licences of Council property (including legal road) to other parties, and to sign all required documentation.	
Power to engage such consultants or contractors considered necessary as part of the process to grant leases of Council property (including legal road) to other parties.	
Power to determine, administer and implement the appropriate process for the licensing of Council property (including legal road) to other parties, and to select the successful licensee.	
Limitations, etc All of the above delegations are subject to the terms of the General Financial Delegation to the Chief Executive. All of the above delegations are subject to any specific statutory requirements as the case may be. All of the above delegations are subject to any applicable Council Policy. All of the above delegations include the granting of temporary access licences, and grazing licences. All of the above delegations exclude the granting of licences under the Reserves Act 1977.	

5. Licenses – Licensing of property to the Council

Delegation	Date Amended
Authority to negotiate and enter into licenses of property to the Council by other parties, and to sign all required documentation.	
Authority to negotiate and enter into variations of licences of property to the Council by other parties, and to sign all required documentation.	
Authority to exercise rights of renewal or to negotiate extensions to the terms of licences of property to the Council by other parties, and to sign all required documentation.	
Authority to negotiate and agree to the cancellation or surrender of licences of property to the Council by other parties, and to sign all required documentation.	
Authority to administer and enforce the terms and conditions of licences of property to the Council by other parties, and to sign all required documentation.	
Power to engage such consultants or contractors considered necessary as part of the process to licence property from other parties.	
Delegation	Date Amended
Limitations, etc All of the above delegations are subject to the terms of the General Financial Delegation to the Chief Executive. All of the above delegations are subject to any specific statutory requirements, for example, the Property Law Act 2007. All of the above delegations are subject to any applicable Council Policy.	

6. **Other land dealings – excluding reserves under the Reserves Act 1977**

Delegation	Date Amended
Authority to deal (other than acquiring, disposing, leasing or licensing) with Council land (including interests in land), including without limitation granting, entering into, varying, surrendering, releasing or discharging mortgages, easements, encumbrances, bonds, covenants, or other instruments, and to sign all required documentation.	
Authority to manage, administer and enforce the terms and conditions of any Easement Instrument of which the Council is the grantor or the grantee (including authority to agree to any variation or surrender), or any encumbrance, bond, or covenant, and to give or decline any consent or approval requested by any party to such Instrument, and to sign all required documentation.	
Authority to generally exercise the powers of the Council contained in the Residential Tenancies Act 1996 in relation to any property.	
Authority to consent (or to decline consent) as landowner and affected neighbour in relation to any resource consent, and to lodge any submission as an affected landowner in respect of any notified resource consent application or plan change.	
Where the Council is the landowner, to sign subdivision plans as owner on behalf of the Council, except where part of the land to be subdivided is vested in the Council.	
Where the Council is the holder of a land use consent or a discharge permit, to decide to transfer the whole or part of the holder's interest in the consent or permit to any other person.	
Limitations, etc All of the above delegations are subject to the terms of the General Financial Delegation to the Chief Executive. All of the above delegations are subject to any specific statutory requirements, for example, the Property Law Act 2007. All of the above delegations are subject to any applicable Council Policy. For delegations under section 176 of the Resource Management Act 1991 see Part B of this Delegations Register.	

PART A - SUB-PART 4 – OTHER MATTERS

1. Drones Policy

Delegation	Date Amended
The Chief Executive may delegate authority to approve applications under the ‘Drones’ and Remotely Piloted Aircraft Systems Policy.	

2. Legal Proceedings

Delegation	Date Amended
<p>Authority to manage potential and actual legal claims (including judicial review and injunction proceedings) made against the Council.</p> <p>Includes all ancillary authority necessary to give effect to the delegation, including authority to:</p> <ul style="list-style-type: none"> ▪ Notify Council’s insurer; ▪ Instruct external legal counsel to represent Council; ▪ Accept service of documents; ▪ Defend the claim in any New Zealand Court or Tribunal; ▪ Deal with any interlocutory matter (including any matters relating to discovery); ▪ Give and request any person to give sworn evidence; ▪ Apply for a witness to be summonsed; ▪ Appear on behalf of the Council at the proceedings; ▪ Authorise another person to represent the Council at the proceedings; ▪ Submit the claim to alternative dispute resolution (including mediation and arbitration); and ▪ Sign any documents in respect of the above. 	
<p>Authority to defend a claim made against the Council in any New Zealand Tribunal including the Disputes Tribunal and the Tenancy Tribunal).</p> <p>Includes all ancillary authority necessary to give effect to the delegation, including authority to:</p> <ul style="list-style-type: none"> ▪ Represent Council at the proceedings; ▪ Authorise another person to represent the Council at the proceedings; ▪ Accept service of documents; and ▪ Sign any documents in respect of the above. 	
<p>Authority to commence legal proceedings (without limitation including any prosecutions) on the Council’s behalf in any New Zealand Court or Tribunal.</p> <p>Includes all ancillary authority necessary to give effect to the delegation, including authority to:</p> <ul style="list-style-type: none"> ▪ Notify Council’s insurer; ▪ Instruct external legal counsel to represent Council; ▪ Accept service of documents; ▪ File the claim in any New Zealand Court or Tribunal; ▪ Deal with any interlocutory matter (including any matters relating to discovery); ▪ Give and request any person to give sworn evidence; ▪ Apply for a witness to be summonsed; ▪ Appear on behalf of the Council at the proceedings; ▪ Authorise another person to represent the Council at the proceedings; ▪ Submit the claim to alternative dispute resolution (including mediation and arbitration) – See the delegation in relation to alternative dispute resolution; ▪ Sign any undertaking as to damages required to be given for the purposes of commencing injunction proceedings; ▪ Give security for costs; and ▪ Sign any documents in respect of the above. 	
<p>Authority to determine to make a claim on the Council’s behalf by way of application to any New Zealand Tribunal including the Disputes Tribunal and the Tenancy Tribunal).</p> <p>Includes all ancillary authority necessary to give effect to the delegation, including authority to</p> <ul style="list-style-type: none"> ▪ Represent Council at the proceedings; 	

Delegation	Date Amended
<ul style="list-style-type: none"> ▪ Authorise another person to represent the Council at the proceedings; ▪ Accept service of documents; and ▪ Sign any documents in respect of the above. 	
<p>Authority to take all steps necessary to enforce any Court judgment in favour of the Council, and to recover debts owing to the Council.</p> <p>Includes (without limitation):</p> <ul style="list-style-type: none"> ▪ To institute proceedings in the Disputes Tribunal and the District Court to recover debts owing to the Council, and to make decisions in relation to the enforcement of judgments obtained; ▪ To institute proceedings in the High Court to recover debts owing to the Council, and to make decisions in relation to the enforcement of judgments obtained; ▪ To institute in the High Court an application for liquidation or for bankruptcy and to make decisions in relation to the enforcement of judgments obtained; ▪ To accept service of documents; and ▪ To sign any documents in respect of the above. 	

3. Settlement of Claims

Delegation	Date Amended
<p>Authority to settle a claim or threatened claim (including a claim in Court or Tribunal proceedings) and to sign the Settlement Agreement on the Council's behalf.</p> <p>If the proposed settlement will involve a monetary contribution to be made by the Council, the following conditions apply:</p> <ul style="list-style-type: none"> ▪ Provision being made within the relevant Unit's budget for that year; ▪ The amount proposed does not exceed the amount of the operational expenditure financial delegation to the Chief Executive; and ▪ The Head of Legal and Democratic Services approving the proposed settlement. <p>Authority to sign any documents in respect of the above.</p> <p>This Delegation does not cover any claims in relation to the Building Act 2004 or weathertight building claims or any Weathertight Financial Assistance Package claims.</p>	
<p>Authority to manage claims and represent the Council at any Weathertight Homes Resolution Service, Weathertight Homes Tribunal, District Court, or High Court proceedings (including teleconferences, mediations and adjudications) relating to weathertight building claims or any claims under the Building Act 2004.</p> <p>Authority to engage legal, professional and technical services in relation to the management of any such claim.</p> <p>Authority to accept service of documents and sign any documents in respect of the above.</p>	
<p>Authority to settle (and sign the Settlement Agreement on Council's behalf) any weathertight building claims or any Weathertight Financial Assistance Package claims or claims under the Building Act 2004.</p> <p>Any settlement amount must not exceed the amount of the operational expenditure financial delegation to the Chief Executive.</p> <p>Authority to engage legal, professional and technical services in relation to the settlement of any such claim.</p> <p>A settlement of any weathertight building claim or claim under the Building Act 2004 may consist of a single payment agreed between all the parties through a mediation process in adjudication and court settlement.</p> <p>A settlement of a Weathertight Financial Assistance Package claim may consist of a single payment or staged payments over the period of the repair to the satisfaction of the Department of Building and Housing, the Council, and the Building Consent Authority.</p> <p>Authority to accept service of documents and sign any documents in respect of the above.</p>	

4. Settlement of Claims - Alternative Dispute Resolution

Delegation	Date Amended
<p>Authority to:</p> <ul style="list-style-type: none"> Decide whether mediation is offered or entered into; Approve people to represent the Council's interest; Approve the scope of the authority of the Council's representatives; Agree the mediator to be used; Approve and sign on the Council's behalf a pre-mediation agreement that covers the terms and conditions of the mediation; Agree with the other party on whether third parties may be permitted to attend the mediation proceeding and whether any settlement agreement may be disclosed to third parties; Decide any change to the Council's share of the cost of mediation; and Sign any documents in respect of the above. 	
<p>Authority to:</p> <ul style="list-style-type: none"> Decide whether to submit a claim to arbitration; Approve people to represent the Council's interest; Approve the scope of the authority of the Council's representatives; Agree the arbitrator to be used; Decide any change to the Council's share of the cost of arbitration; and Sign any documents in respect of the above. 	

5. Urban Design Panel

Delegation	Date Amended
To appoint additional members to the Urban Design Panel as and when required to provide specialist expertise on a case-by-case basis.	

6. Structures on Roads Policy

Clause	Responsibilities, duties, and powers etc.	Limits etc.
4.1	Verandahs in Commercial areas	
4.2	Architectural features on buildings	Where the structure does not extend more than two metres. Where the structure extends more than two metres, the decision-maker is the Council as advised by the relevant Community Board.
4.3	Overbuilding to increase the leasable floor area of a building	Where the overbuilding does not extend more than 2.5 metres. Where the overbuilding extends more than 2.5 metres, the decision-maker is the Council as advised by the relevant Community Board.
5.1	Seismic movement trenches	
5.2	Subsurface privately owned tunnels	As advised by the relevant community board
6.1	Retaining structures	
6.2	Carports, garages, parking platforms, access ramps, and cable-car stations	
6.3	Exoskeletal structures	
6.4	Essential service structures	
6.5	Other structures	

PART A - SUB-PART 5 – BYLAWS DELEGATIONS

1. Christchurch City Council Alcohol Restrictions in Public Places Bylaw 2018

Delegation	Date Amended
The power to erect signage within Alcohol Ban Areas as set out in clause 10.	
The authority to amend any explanatory notes in this Bylaw as the case may be, and this power may be sub-delegated.	

2. Christchurch City Council General Bylaw 2008

Delegation	Date Amended
All of its powers under this Bylaw except the powers under clause 13 (dispensing powers).	

3. Christchurch City Council Marine, River, and Lake Facilities Bylaw 2017

Delegation	Date Amended
All of its powers under this Bylaw except the following powers - (a) to resolve permanent no fishing zones under clause 15(3); (b) to amend or revoke permanent no fishing zones under clause 15(4); and (c) to set fees under clause 17.	

4. Christchurch City Council Parks and Reserves Bylaw 2016

Delegation	Date Amended
All of its powers under the Bylaw except the powers - (a) under clause 9.3 (referring to restricted parking areas); (b) under clauses 13.4 and 13.5 (resolving to set aside areas for model aircraft and amendments and revocations of such resolutions); and (c) to set any fees.	

5. Christchurch City Council Public Places Bylaw 2018

Delegation	Date Amended
All of the Council's powers under the Bylaw except - (a) the power under clause 6(1) to set application and other fees for permissions under the bylaw; (b) the power under clause 7 to adopt policies and codes of conduct related to matters regulated by the bylaw; (c) the power under clause 13 that any public place or specified part of a public place be set aside for a special use or activity, or cannot be used for a particular use of activity.	

6. Christchurch City Council Stock on Roads Bylaw 2017

Delegation	Date Amended
All of its powers under this Bylaw except the following powers - (a) to resolve Restricted Roads under clause 5(A)(2); (b) to amend or revoke Restricted Roads under clause 5(A)(3); and (c) to set fees under clause 14.	

7. Christchurch City Council Trade Waste Bylaw 2015

Delegation	Date Amended
All of its powers under this Bylaw including the power under clause 24(6) to make an adjustment to the fee calculation but excluding all other powers to set fees and charges under the provisions of this Bylaw.	

8. **Christchurch City Council Traffic and Parking Bylaw 2017**

Delegation	Date Amended
<p>All of its powers under the Bylaw except the following powers -</p> <ul style="list-style-type: none"> (a) prescribing stopping standing and parking prohibitions and restrictions under clause 7; (b) resolving parking places, parking buildings, transport stations and zone parking areas under clause 8; (c) resolving residents' only parking areas and residents' exemption parking areas under clause 10; (d) allowing motor vehicles to stop stand or park under clause 11(3)(c); (e) resolving one way streets/roads under clause 16; (f) resolving turning restrictions and no u-turns under clause 17; (g) resolving special vehicle lanes under clause 18; (h) resolving traffic prohibitions and restrictions under clause 19; (i) resolving shared zones under clause 20; (j) resolving shared paths under clause 21; (k) restricting vehicles on unformed roads under clause 22; (l) setting speed limits and designating urban traffic areas under clause 27; and (m) setting application fees under clause 28. 	

9. **Christchurch City Council Water Supply and Wastewater Bylaw 2022**

Delegation	Date Amended
All of its powers under this Bylaw (not already delegated) except the setting of any fees.	Inserted 7 July 2022

10. **Christchurch City Council Waste Management and Minimisation Bylaw 2023**

Delegation	Date Amended
The authority to amend any explanatory notes in this bylaw as the case may be, and this power may be sub-delegated.	

11. **Christchurch City Council Stormwater and Land Drainage Bylaw 2022**

Delegation	Date Amended
<p>All of its powers under this Bylaw (not already delegated) except</p> <ul style="list-style-type: none"> (a) specifying standards for discharges to the stormwater network under clause 9. (b) adopting a register of industrial and trade activities under clause 27. (c) the setting of any fees. 	Inserted 7 July 2022

12. **Bylaws Generally**

Delegation	Date Amended
Its powers to appoint authorised officers for the purposes of performing duties under any of the Council's bylaws.	
Its powers to institute any enforcement action, including a prosecution for an offence against any of the Council's Bylaws, or bringing injunction proceedings, together with a power to make any decision pertaining to such enforcement or prosecution or injunction proceedings.	
Its powers to take enforcement action against any person who breaches any such injunction and to make any decision on any matter relating to any such action.	

PART B

Statutory and Other Delegations to Officers etc

The Council delegates to the persons who hold the positions as set out below, the following responsibilities, duties, and powers as set out in the sub-parts and tables in this Part.

Unless otherwise specified, these delegations exclude any power, responsibility or duty that has been delegated to a Community Board, Committee, Subcommittee (including an Officer Subcommittee), Council Hearings Panel or other subordinate decision-making body.

These powers may only be sub-delegated if it is expressly provided for in the sub-parts and tables below.

All delegations are made severally unless specified otherwise (ie the delegation can be exercised by the officer acting alone).

PART B - SUB-PART 1 – LEGISLATIVE DELEGATIONS

1. Building Act 2004 and any regulations made under this Act²

General Manager Strategy, Planning & Regulatory Services	GMSPR
Head of Regulatory Compliance	HRCP

Section	Delegation	GMSPR	HRCP
All	All of its responsibilities, duties, and powers under this Act and regulations made under this Act except - (a) its powers under sections 131 and 132 relating to the adoption or review of policies on dangerous, earthquake prone and insanitary buildings; (b) its power under section 213 to make arrangements for any other building consent authority to perform the Council's functions of a building consent authority; (c) its power under sections 219(1)(a) and 281A to set any fee or charge in relation to a building consent and for the performance of any other function or service under the Act; (d) its powers under sections 233 to 236 to transfer any of its functions, duties or powers under the Act to another territorial authority; (e) its power under sections 233 to 236 to agree to undertake any function, duty or power of any other territorial authority under the Act; and (f) its power under section 281B in relation to increasing fees and charges, and section 281C in relation to refunds or waivers of fees and charges. These responsibilities, duties, and powers may be sub-delegated.	✓	✓
281C	Its power under section 281C in relation to refunds or waivers of fees and charges. This power may be sub-delegated.	✓	

2. Local Government (Rating) Act 2002

General Manager Finance, Risk & Performance/CFO	GMFR
Head of Finance	HF
Rates Manager	RRM
Corporate Reporting Manager	CRM
Team Leader Rates	TLR
Senior Rates Officer (includes Rates Project Co-ordinator)	SRO

Rates Officer	RO
Team Leader Corporate Data Management and Maintenance	TLD
Senior Data Specialist	SDS

Section	Delegation	GMFR	HF	RRM	CRM	TLR	SRO	RO	TLD	SDS
27	To keep and maintain the rating information database and to make decisions about the recognition of a rating unit in the rating information database.			✓		✓	✓	✓	✓	✓
27 (s 7-9, 22, Schedules 1 and 2)	To determine the non-rateable status of a rating unit.			✓		✓				
27(4)	To make decisions with respect to determining: <ul style="list-style-type: none"> The category to which a rating unit belongs for the general rate; The categories to which the rating unit belongs for a targeted rate; and Excess water charges. 			✓		✓	✓	✓		
27(5)	To make decisions with respect to recording separately for different parts of a rating unit (if separate records are necessary because of different rating treatment for each part of a rating unit), any of the matters specified in this section.			✓		✓	✓			
28(2)	To determine whether or not to include the name of any person in the rating information database because it is necessary to identify the rating unit.								✓	✓
28(3)	To determine the reasonable fee for being supplied with a copy of the particulars from the rating information database.			✓		✓				
28(4)	To give notice as required.			✓		✓				
28C	To remove names from the rating information database.								✓	✓
29	To determine ratepayer objections to the rating information database.			✓		✓	✓			

² See [Christchurch City Council Consenting & Compliance Group – Building Act 2004: Sub delegations](#) for Building Act sub-delegations

Section	Delegation	GMFR	HF	RRM	CRM	TLR	SRO	RO	TLD	SDS
32,33	To update the rating information database in accordance with this section.								✓	✓
35	To remove names from the rating information database in accordance with this section.								✓	✓
36	To update the rating information database in accordance with this section.								✓	✓
37	To keep and maintain the rates records.			✓		✓	✓	✓	✓	✓
39	To determine objections to the rates record.			✓		✓	✓			
40	To correct an error in the rating information database or the rates records.			✓		✓	✓	✓		
41, 41A	To issue an amended rates assessment if an error is corrected.			✓		✓	✓	✓		
42	To recover additional rates from a ratepayer. To set the interest rate in accordance with this section.			✓						
44-51	To provide for the delivery of rates assessments and rates invoices in accordance with these sections.			✓		✓	✓	✓		
45, 46	To provide for the design (form and content) of rates assessments and invoices.			✓		✓				
53	To negotiate and enter into agreements under section 53 to collect rates on behalf of other local authorities.	✓	✓							
54	To not collect rates that are uneconomic to collect. The amount limit is \$20 (including GST) per annum, except for the excess water supply targeted rate where the amount is limit is \$25 (including GST) per invoice.			✓		✓				
58	To impose penalties not paid by the due date.			✓		✓	✓	✓		
61, 62	To exercise powers for recovery of rates if owner in default.			✓		✓				
63	To commence legal proceedings to recover unpaid rates.	✓	✓							
85	Remission 1: To determine the applicability of remissions for not for profit community organisations: *Acting jointly as the Rates Panel.			✓*	✓*	✓*				
85	Remission2: Land owned or used by the Council for community benefit * Acting jointly as the Rates Panel			✓*	✓*	✓*				
85	Remission 3: To determine the applicability of remissions for late payment penalties.		✓	✓		✓	✓	✓		
85	Remission 4: Contagious parcels of land			✓		✓	✓			
85	Remission 5: Residential pressure wastewater system electricity costs			✓		✓	✓			
85	Remission 6: Earthquake-affected properties			✓		✓	✓			
85	Remission 7: Excess Water Rates		✓	✓		✓	✓	✓		
85	Remission 8: Vacant Central City Land			✓		✓	✓			
85	Remission 9: Wheelie bin service reduction			✓			✓			
87-90	To determine the applicability of rates postponements: *Any two of the delegates acting jointly.			✓		✓				
85-90	To carry out any administrative tasks associated with remissions or postponements under these sections, and not otherwise delegated.			✓		✓	✓	✓		
98A	To divide a separate rating area from a rating unit on Māori freehold land in accordance with this section.			✓		✓	✓			
98A(5)	To give the required notice.			✓		✓	✓	✓		
98B	To make apportionments in accordance with this section.			✓		✓	✓	✓		
98D	To make adjustments in accordance with this section.			✓		✓	✓	✓		
98E	To determine that a separate rating area divided from a rating unit is no longer a separate rating area in accordance with this section.			✓		✓	✓			
99	To apply to Maori Land Court for charging order.	✓	✓							
108	To apply to Maori Land Court to enforce charging order.	✓	✓							
111	To apply to Maori Land Court for payment of unpaid rates.	✓	✓							

Section	Delegation	GMFR	HF	RRM	CRM	TLR	SRO	RO	TLD	SDS
114-115	To remit or postpone rates pursuant to Council rates remission and postponement policy.			✓		✓				
114-115	To carry out any administrative tasks associated with remissions or postponements under these sections, and not otherwise delegated.			✓		✓	✓	✓		
135	To sign documents as correct copies for the purpose of Court or Tribunal proceedings.	✓	✓	✓						

3. Protected Disclosures Act 2000

Section	Delegation	CEO	Protected Disclosure Officer
All	All of its responsibilities, duties, and powers under this Act (to be exercised in accordance with the procedures in Council's Protected Disclosures policy) except the power to adopt the internal procedures (Policy) under section 11.	✓	✓

4. Resource Management Act 1991

Delegations made under the authority of sections 34 and 34A of the Resource Management Act as the case may be.

The Deputy Mayor and the Chief Executive are delegated the authority to appoint Hearings Panels on matters under the Resource Management Act 1991.

RMA Hearings Panel ³	HP
Commissioner	C
General Manager Strategy, Planning & Regulatory Services	GMSPR
Head of Planning and Consents	HPC
Manager Resource Consents	MRC
Team Leader Planning	PTL
Principal Advisor – Resource Consents	PAR
Senior Planner	SP
Planner or any person who is engaged as a consultant planner to the Council	P
Manager Planning	MP
Team Leader City Planning	CPT
Principal Advisor, Planning	PAP
General Manager Finance, Risk & Performance/CFO	GMFR
Head of Regulatory Compliance	HRCP

Manager Property Consultancy	MPC
General Manager Citizens and Community	GMCC
Head of Transport and Waste Management	HOT
Head of Parks	HOP
Head of Legal and Democratic Services	HOL
Manager Legal Services Delivery – Public, Regulatory and Litigation	MLS
Senior Legal Counsel – Public, Regulatory and Litigation	SLC

³ An RMA Hearings Panel may include elected members appointed as hearings commissioners under s34A of the RMA



Section	Delegation	HP	C	GMSPR	HPC	MRC	PTL	PAR	SP	P	MP	CPT	PAP	HRCP	GMFR	GMCI	HOT	HOP	MPC	GMCC	HOL	MLS	SLC
10(2)	To consider and make a decision on an application to extend the period for which existing use rights apply, including identifying people for affected party approval under section 10(2)(ii).	✓	✓	✓	✓	✓	✓	✓															
11(1)(b)	Authority to sign certificates in respect of the subdivision of land being acquired or disposed of by the Council.														✓	✓	✓		✓				
34A	To appoint a commissioner or commissioners.	✓		✓	✓	✓	✓	✓			✓	✓											
36(5) and 149ZD	To require additional fees to be paid over and above any prescribed fees, in order to enable the Council to recover its actual and reasonable costs of processing an application.	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓									
36(6)	To provide an estimate of the additional fees likely to be imposed.			✓	✓	✓	✓	✓	✓		✓	✓		✓									
36AAB	To remit the whole or part of a charge.			✓	✓	✓	✓				✓	✓		✓									
37	To waive or extend any time limits.	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓										
38	To authorise persons to be enforcement officers under this section.			✓										✓									
39AA	To direct that a hearing or part of a hearing may be conducted using 1 or more remote access facilities.	✓	✓	✓	✓	✓	✓				✓	✓											
39B(3) and (4)	To determine whether there are exceptional circumstances that warrant not all of the persons being accredited.			✓							✓												
40	To exercise the powers under section 40(2) and 40(3) in relation to hearings.	✓	✓																				
41B	To direct the applicant and submitters to provide briefs of evidence before a hearing.	✓	✓																				
41C	To make directions and requests before or at hearings.	✓	✓																				
41D	To make a direction striking out a submission, before, at, or after a hearing	✓	✓																				
42	To make an order in relation to the protection of sensitive information.	✓	✓																				
42A	To require the preparation of a report.	✓	✓																				
42A	To approve the content of a report in relation to a plan change before that report is circulated in accordance with this section.			✓	✓						✓	✓											
91F	To decide whether to return an application to the applicant or continue to process the application, if it has been suspended for a total of 20 working days in response to 1 or more requests under section 91D.			✓	✓	✓	✓	✓	✓														
44A	To amend the plan or proposed plan to remove a duplication or conflict with a national environmental standard.											✓											
55(2)	Duty to amend the plan or proposed plan if directed by national policy statement.											✓											
58I(2)	Duty to amend the plan or proposed plan if directed by national planning standard.											✓											
58I(4)	To exercise the Council's powers under this section in relation to discretionary directions.			✓	✓						✓	✓											
80C	To decide to apply to the Minister to use the streamlined planning process.			✓	✓						✓												
87BA(2)(a)	To issue a written notice confirming that an activity is a permitted boundary activity.			✓	✓	✓	✓	✓	✓														
87BA(2)(b)	To return an application for a boundary activity to the applicant if it is not a permitted activity, with written reasons.			✓	✓	✓	✓	✓	✓														
87BB(1)(d)	To determine that an activity is a permitted activity where a non-compliance is marginal or temporary.		✓	✓	✓	✓	✓	✓															
87E	To make a decision on a request by the applicant for an application to be referred directly to the Environment Court.	✓	✓																				

Section	Delegation	HP	C	GMSPR	HPC	MRC	PTL	PAR	SP	P	MP	CPT	PAP	HRCP	GMFR	GMC	HOT	HOP	MPC	GMCC	HOL	MLS	SLC
88(3)	If an application does not include the information required by Schedule 4 or by regulations, to determine that the application is incomplete and return the application, with written reasons for the determination to the applicant.			✓	✓	✓	✓	✓	✓														
91	To determine not to proceed with the notification or hearing of an application on the grounds that other resource consents are required (in accordance with this section).	✓	✓	✓	✓	✓	✓	✓	✓														
91F	To decide whether to return an application to the applicant or continue to process the application, if it has been suspended for a total of 20 working days in response to 1 or more requests under section 91D.			✓	✓	✓	✓	✓	✓														
91C(2)	To decide whether to return an application to the applicant or continue to process the application, if it has been suspended for a total of 130 or more working days.			✓	✓	✓	✓	✓															
92 92A	To require further information to be provided or to commission a report under section 92, and to set a timeframe for provision of the information under section 92A(2).	✓	✓	✓	✓	✓	✓	✓	✓	✓													
95A-95G	To determine all notification matters under these sections.	✓	✓	✓	✓	✓	✓	✓	✓														
97(4)	To decide to adopt an earlier submission closing date for limited notified applications where all affected persons have provided the Council with a submission, written approval, or notice that they will not make a submission.			✓	✓	✓	✓	✓															
99	To invite or require an applicant and / or submitters to attend a pre-hearing meeting.	✓	✓	✓	✓	✓	✓	✓															
99	To appoint a person to be the chairperson of a pre-hearing meeting (the chairperson must prepare a report for the authority before the hearing).			✓	✓	✓	✓	✓															
99A(1)	To refer an applicant and / or submitters to mediation.	✓	✓	✓	✓	✓	✓	✓															
99A(3)	To refer to mediation an applicant and submitters, with the consent of all of the persons being referred; and to appoint a mediator and report the outcome of the mediation to the consent hearing meeting (Pre-hearing mediation).	✓	✓	✓	✓	✓	✓	✓															
100	To determine whether a hearing in respect of a resource consent application is necessary.	✓	✓	✓	✓	✓	✓	✓															
102	To determine that a joint hearing is unnecessary.	✓	✓	✓	✓	✓	✓	✓															
103	To determine that a combined hearing is unnecessary.	✓	✓	✓	✓	✓	✓	✓															
104A 104B 104C 104D 105 106	To consider and make a decision on any resource consent application which has not been publicly notified and does not require a hearing.			✓	✓	✓	✓	✓	✓														
104A 104B 104C 104D 105 106	To consider and make a decision on any resource consent application, including hearing the application if required.	✓	✓																				
108 108A 108AA 109	To impose conditions on resource consents, and to sign documents varying, cancelling or renewing bonds and covenants. (Refer also to section 220 for conditions on subdivision consents).	✓	✓	✓	✓	✓	✓	✓	✓														

Section	Delegation	HP	C	GMSPR	HPC	MRC	PTL	PAR	SP	P	MP	CPT	PAP	HRCP	GMFR	GMCI	HOT	HOP	MPC	GMCC	HOL	MLS	SLC
109(3) –(5)	To decide that officers and/or agents of the consent authority will enter onto the land subject to bonded work, to ascertain whether the work has been completed, and to complete the work, if the consent holder fails to do so. To decide to recover the cost from the bond, and to register the shortfall as a charge on the land.			✓	✓	✓								✓									
110	If a resource consent lapses, is cancelled or is surrendered and the activity does not proceed, to refund a financial contribution to the consent holder less a value equivalent of the costs incurred by the consent authority in relation to the activity and its discontinuance.			✓	✓	✓																	
124	To exercise the consent authority's discretion to allow exercise of an existing consent while applying for a new consent, in accordance with this section.		✓	✓	✓	✓																	
125	To consider and make decisions on an application to extend the lapse period of a resource consent, where the original application was not publicly notified and did not require a hearing.			✓	✓	✓	✓	✓	✓														
125	To consider and make decisions on an application to extend the lapse period of a resource consent.	✓	✓																				
126	To cancel a resource consent, and consider and make a decision on an application to revoke the cancellation notice and state a period after which a new notice may be served, for any consent that has been given effect to but has not been exercised for a continuous period of five(5) years.	✓	✓	✓	✓	✓																	
127	To consider and make decisions to change or cancel any condition imposed on a resource consent, including notification decisions, where the original application was not publicly notified and did not require a hearing.			✓	✓	✓	✓	✓	✓														
127	To consider and make decisions to change or cancel any condition imposed on a resource consent, including notification decisions and hearing the application if required.	✓	✓																				
128 to 132	To decide to serve notice on a consent holder of the Council's intention to review the conditions of a resource consent, and decide as to notification, and to consider and make a decision on the review, including cancellation of the consent.	✓	✓	✓	✓	✓	✓	✓															
133A	To issue an amended resource consent.	✓	✓	✓	✓	✓	✓	✓	✓														
138	To determine whether to refuse to accept the surrender of all or part of a resource consent.	✓	✓	✓	✓	✓	✓	✓	✓														
139	To issue a certificate of compliance.		✓	✓	✓	✓	✓	✓	✓														
139(4)	To require further information to be provided in order to determine if a certificate of compliance must be issued.		✓	✓	✓	✓	✓	✓	✓	✓													
139A	To issue an existing use certificate.	✓	✓	✓	✓	✓	✓	✓	✓														
139A(3)	To require further information to be provided in order to determine if an existing use certificate must be issued.	✓	✓	✓	✓	✓	✓	✓	✓	✓													
139A(8)	To revoke an existing use certificate if it was issued based on inaccurate information.	✓	✓	✓	✓	✓																	
142	To request the Minister to make a direction to call in a matter that is or part of a proposal of national significance.			✓																			
149T	To give notice on Council's behalf under s274 of a matter of national significance that the Minister has called in and directly referred to Environment Court.			✓																			
149V	To lodge appeal to the High Court on question of law on Council's behalf.			✓																			

Section	Delegation	HP	C	GMSPR	HPC	MRC	PTL	PAR	SP	P	MP	CPT	PAP	HRCP	GMFR	GMCI	HOT	HOP	MPC	GMCC	HOL	MLS	SLC
149W(2)	To amend the proposed plan, change or variation under clause 16(1) of Schedule 1 as soon as practicable after receiving the notice of decision of the Board or Court.											✓											
149ZD	To recover costs incurred by the Council from the applicant and to provide an estimate of costs when required to do so by the applicant.			✓																			
168A	Authority to lodge notice of requirement on behalf of Council.														✓	✓				✓			
168A	To determine all notification matters under this section and associated sections, and make associated prehearing decisions under sections 99 to 103.		✓	✓																			
168A	To consider a notice of requirement by the territorial authority and decide to confirm, modify, impose conditions on or withdraw the requirement.		✓																				
169	To determine all notification matters under this section and associated sections, and all decisions under sections 92 to 92B, and 96 to 103.	✓	✓	✓	✓	✓	✓	✓	✓														
169	To request further information on a notice of requirement.	✓	✓	✓	✓	✓	✓	✓	✓	✓													
170	If proposing to publicly notify a proposed plan within 40 working days of receipt of a requirement, to include the requirement in the proposed plan, with the consent of the requiring authority.			✓	✓						✓												
171	To consider a notice of requirement and any submissions received and recommend to the requiring authority that it confirm, modify, impose conditions on or withdraw the requirement.	✓	✓																				
173	To identify landowners and occupiers who are directly affected by a decision on a designation.			✓	✓	✓	✓	✓	✓														
174	To decide to appeal to the Environment Court against a decision of a requiring authority on a designation.	✓	✓	✓																			
175(2)	To include a designation in the district plan when one of the circumstances set out section 175(1) applies.			✓	✓						✓	✓											
176 and 178	The power to give the consent of the Council as the requiring authority to the use of land subject to a requirement or designation for which they are responsible.														✓	✓	✓		✓	✓			
176A(2)	To waive the requirement for an Outline Plan.		✓	✓	✓	✓	✓	✓	✓														
176A(4)	To decide whether to request changes to an Outline Plan under s 176A(4).	✓	✓	✓	✓	✓	✓	✓	✓														
176A(5)	To decide to appeal to the Environment Court against a decision by a requiring authority not making the changes to an outline development plan requested by the Council.	✓	✓	✓																			
181(2)	For an alteration of a designation, the same delegations as those set out above under sections 168A to 176 for a new designation.	✓	✓	✓	✓	✓	✓	✓	✓														
181(3)(b)	To identify landowners and occupiers who are directly affected by a decision on an alteration.			✓	✓	✓	✓	✓	✓														
181(3)	To consider and make decisions on an alteration to a designation in the plan or a requirement in the proposed plan if the alteration is a minor change in effects or boundaries.	✓	✓	✓	✓	✓	✓	✓	✓														
182(5) and 196	To decide whether to decline to remove part of a designation or heritage order from the district plan.	✓	✓																				
184 184A	To consider and make decisions on an application to extend the lapse period of a designation.	✓	✓																				
189(1)	Authority to lodge notice of requirement for a heritage order on behalf of Council.			✓																✓			

Section	Delegation	HP	C	GMSPR	HPC	MRC	PTL	PAR	SP	P	MP	CPT	PAP	HRCP	GMFR	GMCI	HOT	HOP	MPC	GMCC	HOL	MLS	SLC
189(4)	Authority to withdraw a requirement for a heritage order on behalf of Council			✓																			
189A	To determine all notification matters under this section and associated sections, and make associated prehearing decisions under sections 99 to 103.	✓	✓	✓	✓	✓	✓	✓	✓														
189A	To consider a notice of requirement for a heritage order by the territorial authority and decide to confirm, modify, impose conditions on or withdraw the requirement.		✓																				
190	To request further information on a notice of requirement for a heritage order.	✓	✓	✓	✓	✓	✓	✓	✓														
190	To determine all notification matters under this section and associated sections, and make associated prehearing decisions under sections 99 to 103.	✓	✓	✓	✓	✓	✓	✓	✓														
191	To consider a notice of requirement for a heritage order and any submissions received and recommend to the requiring authority that it confirm, modify, impose conditions on or withdraw the requirement.	✓	✓																				
193	To give written consent in relation to the land protected by the Council's heritage order.																	✓	✓				
195	To appeal to Environment Court against heritage protection authority's decisions under sections 193 or 194.	✓	✓																				
195A(1) and (2)	For an application by the Heritage Protection Authority to alter a heritage order, the same delegations that apply with respect to sections 189 to 195.	✓	✓	✓																			
195A(3)	To alter a heritage order in the plan or a requirement in the proposed plan if the alteration is a minor change in effects or boundaries.	✓	✓	✓	✓	✓	✓	✓															
195B(5)	To make a written objection or submission to the Minister on the Minister's proposal to transfer responsibility for an existing heritage order to another heritage protection authority.			✓																			
195C	To amend the district plan by noting a transfer of responsibility for a heritage order.			✓																			
198C	To make a decision under section 198C on a request made under section 198B for direct referral of a notice of requirement for a designation or heritage order to the Environment Court.	✓																					
198D	To approve the content of a consent authority report on a requirement that has been directly referred to the Environment Court.			✓	✓	✓																	
220	To impose conditions on a subdivision consent.	✓	✓	✓	✓	✓	✓	✓	✓														
221(2)	To be an "authorised person" to sign a consent notice.			✓	✓	✓	✓	✓	✓	✓													
221(3)	To vary or cancel any condition contained in a consent notice with the same delegations as set out above for a resource consent application under sections 88 to 121.	✓	✓	✓	✓	✓	✓	✓	✓														
222	To issue a completion certificate for matters subject to performance bonds, and to extend the time period for completion.			✓	✓	✓	✓	✓	✓														
223(3)	To be an "authorised officer" to certify that a survey plan has been approved.			✓	✓	✓	✓	✓	✓	✓													
224(c)	To be an "authorised officer" to certify compliance with the conditions of a subdivision consent, or, in respect of the conditions that have not been complied with, that a completion certificate, a consent notice has been issued or a bond has been entered into.			✓	✓	✓	✓	✓	✓	✓													
224(f)	To be an authorised person to provide the certificate under this section for a subdivision effected by the grant of a cross lease or company lease or by the deposit of a unit plan.			✓	✓	✓	✓	✓	✓	✓													
226(1)(e)	To certify as an "authorised officer" any plan of subdivision or copy thereof, which has not had a previous statutory approval.			✓	✓	✓	✓	✓	✓														
232 & Sch 10	Where an esplanade strip is created, in relation to the instrument to be registered, determine matters to be included, excluded etc;			✓	✓	✓	✓	✓	✓										✓				

Section	Delegation	HP	C	GMSPR	HPC	MRC	PTL	PAR	SP	P	MP	CPT	PAP	HRCP	GMFR	GMCI	HOT	HOP	MPC	GMCC	HOL	MLS	SLC
	Power to do all things necessary to effect registration of the instrument.																						
234	To vary or cancel the instrument creating an esplanade strip as set out in this section.	✓	✓	✓	✓	✓	✓	✓	✓														
234(7)	To certify as an “authorised officer” specifying the variations to the instrument or that the instrument is cancelled as the case may be.			✓	✓	✓	✓	✓	✓														
235	To enter into an agreement to create an esplanade strip for any of the purposes specified in section 229.															✓	✓		✓	✓			
237B	To agree with the registered proprietor of land to acquire an easement over the land and to execute the easement and to agree to vary or cancel any such easement.															✓	✓		✓	✓			
237C	To close an access strip or esplanade strip during periods of emergency or public risk likely to cause loss of life, injury, or serious damage to property.															✓	✓		✓	✓			
237D	To given written agreement to all or part of an esplanade reserve ceasing to be vested in and administered by the territorial authority and instead vesting in the Crown or regional council.															✓	✓		✓	✓			
239	Authority to certify survey plans subject to specified interests.			✓	✓	✓	✓	✓	✓														
240	To sign covenants pursuant to section 240(3) and certify cancellation of covenants under section 240(5)(b), as an “authorised officer”.			✓	✓	✓	✓	✓	✓														
241	To cancel an amalgamation condition under section 241(3), and to certify cancellation as an “authorised officer” under section 241(4)(b).	✓	✓	✓	✓	✓	✓	✓	✓														
243	To provide written consent for the surrender, transfer or variation of an easement under section 243(a), to revoke a condition requiring an easement under section 243(e), and to certify cancellation of the condition as an “authorised officer” under section 243(f)(ii).	✓	✓		✓	✓	✓	✓	✓														
267	To participate in a conference and make decisions on behalf of the Council.			✓	✓	✓	✓	✓	✓		✓	✓	✓								✓	✓	✓
268A	To participate in a mandatory alternative dispute resolution process and make decisions on behalf of the Council.			✓	✓	✓	✓	✓	✓		✓	✓	✓								✓	✓	✓
269-291	Authority to determine and direct Council involvement in Environment Court proceedings.			✓	✓	✓					✓												
292	Authority to seek that Environment Court remedy defect in plan.			✓							✓												
294	Authority to seek that Environment Court review a decision or rehear proceedings.			✓	✓	✓					✓												
299-308	Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings.			✓	✓	✓					✓												
311	To apply to the Environment Court for a declaration and all steps incidental to seeking that declaration.			✓	✓	✓								✓									
315	To seek consent of the Environment Court and to comply with an enforcement order on behalf of a person who has failed to comply with an order.			✓	✓	✓								✓									
316 to 320	Authority to initiate enforcement order and interim enforcement order proceedings, and take all steps incidental to seeking the order.			✓	✓	✓								✓									
321	To apply to the Environment Court to change or cancel an enforcement order.			✓	✓	✓								✓									
325A	To consider applications to change or cancel an abatement notice.			✓	✓									✓									
332 and 333	To provide written authorisation to enforcement officers under these sections.			✓										✓									

Section	Delegation	HP	C	GMSPR	HPC	MRC	PTL	PAR	SP	P	MP	CPT	PAP	HRCP	GMFR	GMCI	HOT	HOP	MPC	GMCC	HOL	MLS	SLC
336	To decide on an application for property seized under sections 323 or 328 to be returned, and to dispose of the property where authorised under section 336.			✓										✓									
338	Authority to initiate any prosecution and make decisions on any matter relating to any such prosecution.			✓										✓									
357D	To hear and make decisions on any objection made under section 357 or section 357A.	✓	✓																				
357D	To consider and determine an objection to the conditions imposed on a resource consent under section 357A.			✓	✓	✓	✓	✓															
357D	To hear and determine an objection to additional fees under section 357B.		✓																				
Sch 1 cls 3, 3C	To determine whether consultation has already occurred under other enactments, and to decide who to consult with under cl 3(2).			✓	✓						✓	✓											
Sch 1 cl 4	To give written notice to requiring authorities in accordance with this clause.			✓	✓						✓	✓											
Sch 1 cl 5(1A)	To determine which ratepayers are likely to be affected by a proposed plan (paragraph (a)). To determine the extent of the area affected by the proposed change (paragraph (b)) To identify any other person who is directly affected by the plan.			✓	✓						✓	✓											
Sch 1 cl5(1B)	To determine which landowners and occupiers are likely to be directly affected by any requirement or modification of a designation or heritage order under clause 4.			✓	✓						✓	✓											
Sch 1 cl5(5)	To decide where any proposed policy statement or plan will be made available.			✓	✓						✓	✓											
Sch 1 cl5A(2)	To identify all persons directly affected by a proposed change or variation of a proposed policy statement or plan			✓	✓						✓	✓											
Sch 1 cl5A(5)	To decide what further information relating to a proposed change or variation will be provided.			✓	✓						✓	✓											
Sch 1 cl5A(7)	To adopt an earlier closing date for submissions in accordance with subclause (7)			✓	✓						✓	✓											
Sch 1 cl5A(9)	To determine what other places a proposed change or variation should be available.			✓	✓						✓	✓											
Sch 1 cls 6(2), and 6A(3)	To make submissions on Council's behalf.			✓																			
Sch 1 cl 8,	To make further submissions on Council's behalf.			✓																			
Sch 1 cl 8AA	To invite submitters to a meeting or refer matters to mediation, and to authorise an officer holding one of the authorised positions listed below to participate in any such mediation or informal mediation; and to commit the Council to a binding agreement to resolve the matter provided it does not require any Council expenditure not authorised by a Council delegation. The authorised positions are: • Head of Planning and Consents • Manager Planning • Team Leader Planning • Senior Policy Planner • Policy Planner • Principal Adviser Planning • Head of Legal and Democratic Services • Manager Legal Services Delivery – Public, Regulatory and Litigation • Senior Legal Counsel - Public, Regulatory and Litigation			✓																			

Section	Delegation	HP	C	GMSPR	HPC	MRC	PTL	PAR	SP	P	MP	CPT	PAP	HRCP	GMFR	GMC	HOT	HOP	MPC	GMCC	HOL	MLS	SLC
Sch 1 Cl 8B	To hold a hearing into submissions on its proposed plan and to recommend decisions to Council.	✓	✓																				
Sch1, cl 8D	To withdraw a proposed policy statement or plan.	✓		✓																			
Sch 1, cl 8C	To determine whether a hearing is required.			✓																			
Sch 1 cl 9(1)	To consider a notice of requirement and any submissions received and recommend to the requiring authority that it confirm, modify, impose conditions on or withdraw the requirement.	✓	✓																				
Sch 1 cl 9(2)	To consider a notice of requirement by the territorial authority and decide to confirm, modify, impose conditions on or withdraw the requirement.		✓																				
Sch 1 cl 10	To consider submissions and make recommendations to Council on provisions and matters raised in submissions.	✓	✓																				
Sch 1 cl 10A	To apply to the Minister for an extension of time			✓	✓	✓																	
Sch 10A(3)	To determine which persons may be directly affected by an extension sought under subclause (1)			✓	✓						✓	✓											
Sch 1 cl 14	Authority to lodge an appeal with the Environment Court.	✓		✓																			
Sch 1 cl 11(2)	To determine which landowners and occupiers are directly affected by a decision under clause 9(2) and must therefore be served with a copy of the public notice.			✓	✓						✓	✓											
Sch 1 cl 13(4)	To determine which landowners and occupiers are directly affected by a decision of a requiring authority or heritage protection authority and must therefore be served with notice of the decision.			✓	✓						✓	✓											
Sch 1 cl 16	To amend the proposed plan in the circumstances set out in this clause.			✓	✓						✓	✓											
Sch1 cl 20A	To amend the operative plan to correct minor errors.			✓	✓						✓	✓											
Sch1 cl 23	To require further information to be provided under subclause (1), require additional information under subclause (2) or to commission a report under subclause (3).			✓	✓						✓	✓											
Sch 1 cl 25	The power to adopt, accept, reject or deal with a request to prepare or change a plan as a resource consent application, provided that any rejection or dealing with as an application for resource consent may be subject to review by the Urban Development and Transport Committee of the Whole.			✓																			
Sch1 cl 24	To decide to modify a request.			✓	✓						✓	✓											
Sch1 cl 28	Power to send a notice and deem a plan change request to have been withdrawn.			✓	✓						✓												
Sch1 cl 29	Power to hear and make recommendations on provisions and matters raised in submissions.	✓	✓																				
Sch1 cl 32	Authority to certify as a correct copy material incorporated by reference.			✓	✓						✓												
Sch 1 cl 40(2)	To identify which landowners and occupiers are likely to be directly affected by decisions relating to requirements, designations or heritage orders, and any other person who may be affected.			✓	✓						✓	✓											
Sch 1 cl 42	To agree to a notice of requirement proceeding through the collaborative process and to nominate a representative for the collaborative group.			✓	✓						✓												
Sch 1 cl 43(5)	To approve a commission of a report.			✓	✓						✓												
Sch 1 cl 50(1)	To make submissions on Council's behalf.			✓																			
Sch 1 cl 51	To prepare a report under this clause.	✓	✓																				
Sch 1 cl 90(3)	To identify landowners and occupiers who are directly affected by a decision.			✓	✓						✓	✓											

Section	Delegation	HP	C	GMSPR	HPC	MRC	PTL	PAR	SP	P	MP	CPT	PAP	HRCP	GMFR	GMCI	HOT	HOP	MPC	GMCC	HOL	MLS	SLC
General	To issue a certificate under the certification provisions of the District Plan. (For example, and without limitation minimum floor level certificate, wastewater capacity certificate).			✓	✓	✓	✓	✓	✓	✓													
General	To instruct counsel to represent the Council where the Council is a party in any proceedings before the Environment Court, as the case may be.			✓	✓	✓					✓												
General	<p>To authorise an officer holding one of the authorised positions listed below to participate in mediation or any other alternative dispute resolution process (not covered by sections 267 or 268A) of any proceeding before the Environment Court that does not arise out of the First Schedule of the Resource Management Act 1991, including the power to commit the Council to a binding agreement to resolve the proceeding provided it does not require any Council expenditure not authorised by a Council delegation.</p> <p>The authorised positions are as follows:</p> <ul style="list-style-type: none"> ▪ Head of Planning and Consents ▪ Manager Resource Consents ▪ Team Leader Planning ▪ Senior Planner ▪ Principal Adviser – Resource Consents ▪ Head of Legal and Democratic Services ▪ Manager Legal Services Delivery – Public, Regulatory and Litigation ▪ Senior Legal Counsel - Litigation 	✓	✓	✓	✓	✓																	
General	<p>To authorise an officer holding one of the authorised positions listed below to participate in mediation or any other alternative dispute resolution process (not covered by sections 267 or 268A) of any proceeding before the Environment Court that arises out of the First Schedule of the Resource Management Act 1991, including the power to commit the Council to a binding agreement to resolve the proceeding provided it does not require any Council expenditure not authorised by a Council delegation.</p> <p>The authorised positions are as follows:</p> <ul style="list-style-type: none"> ▪ Head of Planning and Consents ▪ Team Leader City Planning ▪ Senior Policy Planner ▪ Principal Advisor – Planning ▪ Head of Legal and Democratic Services ▪ Manager Legal Services Delivery – Public, Regulatory and Litigation ▪ Senior Legal Counsel - Litigation 			✓	✓	✓																	
General	To lodge submissions on behalf of the Council on any proposed district plan or variation to a proposed district plan administered by the Council, or on any Council initiated or privately initiated change to a district plan administered by the Council, or on any notice of requirement for a designation or on any notice of requirement for a heritage order.			✓	✓						✓												
General	To lodge submissions on behalf of the Council on any Proposed Regional Plan or variation to a Proposed Regional Plan, or any change to a Regional Plan, or any Proposed Regional Policy Statement.			✓																			

Section	Delegation	HP	C	GMSPR	HPC	MRC	PTL	PAR	SP	P	MP	CPT	PAP	HRCP	GMFR	GMCI	HOT	HOP	MPC	GMCC	HOL	MLS	SLC
General	To lodge submissions on behalf of the Council on any proposed District Plan or variation to a Proposed District Plan in neighbouring territorial authority districts.			✓																			
General	To lodge appeals against decisions of the Canterbury Regional Council and of neighboring territorial authorities on Proposed Regional Policy Statements, Proposed Regional Plans, Proposed District Plans, resource consents and on Variations and Changes to Proposed or Operative Regional Policy Statements, Regional Plans, and District Plans.			✓																			
General	To make submissions on individual notified regional land use consents and water, discharge and coastal permits where: (a) there are special matters of metropolitan importance; or (b) there are special matters of importance to the local community or local environment; or (c) there are technical skills or knowledge which the Council can contribute to achieving a better outcome for the community.			✓																			
General	To make submissions on applications for resource consents applied for in territorial authority districts adjoining the city.			✓																			
General	Authority to sign the Owaka Basin Stormwater Design Memorandum of Understanding with the New Zealand Transport Agency on behalf of the Christchurch City Council.			✓																			
General	Authority to agree to any further negotiated outcomes between Christchurch City Council, New Zealand Transport Agency, the Board of Inquiry, and other parties reached before or during the hearing of submissions on the Notice of Requirement. Jointly with the Chairperson of the Infrastructure, Transport and Environment Committee			✓																			
General	PRESTONS ROAD LIMITED AND DEVELOPMENT BONDS Authority to negotiate, agree and enter into the necessary documentation and take the necessary steps required to give effect to such bonding agreements.			✓																			

5. Sale and Supply of Alcohol Act 2012 and the Sale and Supply of Alcohol (Fees) Regulations 2013

Head of Regulatory Compliance	HRCP
Principal Adviser Regulatory Compliance	PARC
Team Leader Alcohol Licensing	TLA
Alcohol Licensing Inspector	ALI
Any of the following persons holding any of these positions: Level 2 Planner Planning technician Level 3 Planner Senior Planner	PLa
Any of the following persons holding any of these positions: Principal Advisor – Building Consenting; Team Leader Engineering Services; Team Leader Processing (Commercial)	BCd



Senior Building Consent Officer (Commercial)	
Senior Building Control Officers (Commercial)	
Building Consent Officer (Commercial)	

Section	Delegation	HRCP	PARC	PLa	BCd	TLA
100(f)	To issue certificates. * That the proposed use of the premises meets the requirements of the Resource management Act 1991 ∞ That the proposed use of the premises meets the requirements of the building code			✓*	✓∞	
143(1)(b)	To issue certificates. * That the proposed use of the premises meets the requirements of the Resource management Act 1991 ∞ That the proposed use of the premises meets the requirements of the building code			✓*	✓∞	
Reg 6(4)	To assign a fees category to premises that is 1 level lower than the fees category determined under subclause (1).	✓	✓			✓
Reg 10(2)	To charge a fee for a special licence that is 1 class below the class of the licence that is issued.	✓	✓			✓

6. Christ Church Cathedral Reinstatement Order 2020

Clause	Delegation	C	HPC	MRC
9-14	To impose conditions on a resource consent application in accordance with these clauses.	✓		
17	To determine which persons are to be notified and invited to comment under clause 17(2)(e)		✓	✓

7. Fast-track Approvals Act 2024

General Manager Strategy, Planning & Regulatory Services	GMSPR
General Manager Corporate Services	GMCS
General Manager City Infrastructure	GMCI
General Manager Citizens and Community	GMCC
Head of Planning and Consents	HPC
Manager Resource Consents	MRC
Team Leader Planning	PTL

Section	Delegation	GMSPR	GMCS	HPC	MRC	PTL	GMCI	GMCC
17	To provide comments to the Minister on a referral application	✓		✓	✓	✓		
53	To provide comments on the substantive application	✓	✓	✓	✓	✓	✓	✓
57	To appear at any hearing in respect of the substantive application	✓		✓	✓	✓		
67	To provide a report if required	✓		✓	✓	✓		
70	To provide comments on the panel's draft conditions	✓		✓	✓	✓		
99	To decide whether to lodge an appeal to the High Court on a question of law	✓						
Sch 3 cl3	To nominate a person(s) to be a member of the expert panel	✓		✓	✓			
Sch 5 cl30	To include a designation in the district plan and any proposed district plan	✓		✓				



PART B - SUB-PART 2 – GRANTS

General Manager Citizens and Community	GMCC
General Manager Strategy, Planning & Regulatory Services	GMSPR
Head of Community Support and Partnerships	HCS
Head of Planning and Consents	HPC

1. Grants, other funding support

Delegation	GMCC	HOP	HRS
<p>To approve proposed applications by the Council to other organisations for grants, or similar funding support, provided such applications meet either the sufficient criterion or the essential criteria and one or more of the optional criteria, set out below:</p> <p>Sufficient Criterion Projects supported in the past on an ongoing basis.</p> <p>Essential Criteria (a) The project must provide significant social, economic and / or environmental benefit. (b) The project sits substantially outside normal City Council service delivery activities.</p> <p>Optional Criteria (one or all of the following may apply) (c) The benefits of the project extend significantly beyond the boundaries of Christchurch City. (d) The project addresses a need or opportunity in an area where the City Council is not traditionally the lead agency in service provision. (e) The project relates to traditional Council service delivery areas but is a capital project of a nature which would normally only be implemented 'once in a generation'. (f) The project (whether capital or operational) has been developed in partnership with other agencies which will also commit resources to its implementation.</p> <p>That applications meeting the criteria be forwarded to funding agencies and a report is provided to the Finance Committee for information on a quarterly basis which lists these applications.</p>	✓	✓	✓

2. Metropolitan Discretionary Response Fund

Delegation	HCS
<p>The authority to approve grants from the Metropolitan Discretionary Response Fund of up to \$15,000.</p> <p>This Fund does not cover:</p> <p>(a) Legal challenges or Environment Court challenges against the Council, Council-controlled organisations or Community Board decisions; (b) Projects or initiatives that change the scope of a Council project; or (c) Projects or initiatives that will lead to ongoing operational costs to the Council.</p>	✓



3. **Business Improvement District Establishment Grants**

Delegation	GMSPR
To approve Business Improvement District Establishment Grants of up to \$15,000.	✓

4. **Sustainability Fund**

Delegation	HCS
To determine and carry out the administration requirements for this Fund, and to enter into Funding Agreements with Grant recipients.	✓

5. **Events and Festivals Fund**

Delegation	Chair and Deputy Chair of the Sustainability and Community Resilience Committee	GMCC
To approve, decline or refer applications to alternative Council funds, applications that have been made to the Events and Festivals Fund where the events are taking place from 1 July-30 October 2020.	✓*	✓*
*jointly		

6. **Christchurch Heritage Festival Community Grant Fund**

Delegation	HPC
To approve grants from the Christchurch Heritage Festival Community Grant Fund up to and including \$5,000 for any one grant.	✓

7. **Heritage Grants**

Delegation	GMSPR	HPC
<p>The power to grant the following extensions of time in relation to Heritage Grants⁴:</p> <ul style="list-style-type: none"> Up to an 18 month extension of time for a Heritage Incentive Grant: Up to an 18 month extension of time for a Central City Landmark Heritage Grant. <p>The sub-delegation is limited to being exercised once (one extension) for a specified Heritage Grant, noting that any further extensions would need to be determined by the Council.</p>	✓	✓

⁴ This sub-delegation was resolved by the Sustainability and Community Resilience Committee Meeting on 1 June 2022.

PART B - SUB-PART 3 – OTHER MATTERS

Mayor	M
Deputy Mayor	DM
Council Hearings Panel	HP
Chairperson of the Mayor's Welfare Fund Charitable Trust Committee (currently Councillor Johanson)	Chair-MW
Mayor's Welfare Fund Charitable Trust Advisory Committee	Cttee-MW
Chief Executive Officer	CEO
General Manager Citizens and Community	GMCC
General Manager City Infrastructure	GMCI
General Manager Finance, Risk & Performance/CFO	GMFR
General Manager Strategy, Planning & Regulatory Services	GMSPR
General Manager Corporate Services	GMCS
Head of Legal and Democratic Services	HOL
Head of Finance	HF
Head of Procurement and Contracts	HPC
Manager Democratic Services	MDS
Head of Community Support and Partnerships	HCS
Team Leader Community Funding	TLCF
Community Funding Advisor	CFA
Head of Transport and Waste Management	HOT
Team Leader Asset Planning Transport	TLAPT
Manager Property Consultancy	MPC
Head of Parks	HOP
Head of Planning and Consents	HPC
Manager Resource Consents	MRC
Head of Strategic Policy and Resilience	HSPR
Team Leader Development Support	TLDS
Business Unit Team Member	BUTM
Community Funding Advisor	CFA

1. **Annual permits for vehicles on the beach**

Delegation	GMCC	HOP
1. Authority to:		
(a) To issue annual permits, subject to the conditions specified in Attachment 1 to this report dated 26 August 2004), for the operation of vehicles on the beach between Heyders Road and the Waimakariri River Mouth (with the power to sub-delegate this function to any officer(s) of the Parks Unit).		
(b) The power to alter the conditions of such permits at any time.		
(c) The power to initiate any prosecution for an offence against the applicable clauses of the Council's bylaw together with the power to make a decision on any matter relating to such prosecution.	✓	✓
(d) The power to suspend or revoke any such permit if the delegate is satisfied that the permit holder has breached any condition of that permit.		
2. To suspend or cancel all such permits at any time should the delegate consider that to be necessary in the interests of public safety, the protection of the environment or for any other reason considered appropriate by the delegate.		

2. **Artworks in public places**

Delegation	GMCC	GMSPR
To decide on the placement of Urban and Environmental and Community category artworks in public places (where not part of a wider planning process for the site/area concerned) utilising the criteria detailed in Appendix 11. (Refer to Council resolution and report dated 23 September 2004.)	✓ jointly	✓ jointly

3. **Authority and Instruction Forms**

Delegation	HOL
To sign on behalf of the Council all necessary 'Authority and Instruction' forms as required from time to time:	
(a) To authorise and instruct the solicitors acting for the Council (including those solicitors employed by Legal Services) to undertake land conveyancing transactions electronically by e-dealing on behalf of the Council on the Land Information New Zealand internet based land registry system known as 'Landonline'; and	✓
(b) To comply with the requirements of Regulation 7 of the Land Transfer Regulations 2018 and the 'Rules of conduct and client care for Lawyers' set out in the Schedule to the Lawyers and Conveyancers Act (Lawyers: Conduct and Client Care) Rules 2008.	

4. **Burwood Resource Recovery Park**

Delegation	GMCI
To take all steps that he considers necessary to continue the operation of the Burwood Resource Recovery Park, including (but not limited to):	✓
(a) Promoting and recommending to the Council appropriate Order-in-Council in relation to the Resource Management Act 1991, the Reserves Act 1977, the Public Works Act 1981, or any other statute, under the Canterbury Earthquake Response and Recovery Act 2010 containing such provisions and powers as he shall consider necessary; and	
(b) Exercising on behalf of the Council any power given to the Council under any such Order-in Council; and	
(c) Negotiation and entering into such agreement with the Licensee under the forest licence of the Bottle Lake Forest Park (or the Licensee's purchaser) as considered necessary on terms and conditions acceptable to the General Manager ; and	
(d) Negotiating and entering into a lease or similar arrangement of the Burwood Resource Recovery park on terms and conditions acceptable to the General Manager (and the power to administer, enforce as required the terms and conditions of such lease or similar arrangement once granted).	
To issue a public notice under clause 8 (3) (a) of the Canterbury Earthquake (Resource Management Act Permitted Activities) Order 2011 permitting the use of the Areas B, C and D as shown on the plan attached to the report in the agenda to receive, process, sort, recycle and remove demolition material sourced from buildings demolished as a result of the 4 September 2010 and 22 February 2011 earthquakes and its related aftershocks.	✓

5. **Business Improvement District Policy**

Delegation	CEO
To approve the Business Improvement District Standard Operations Manual, and the Criteria for the Business Improvement Contestable Grant Fund.	✓

6. **Common Seal**

Delegation
The Mayor or a Councillor may witness the affixing of the common seal together with one (1) other Councillor.

7. **Composition of Hearings Panels⁵**

Delegation	M	DM	CEO	MDS
To approve the composition of Council Hearings Panels other than those appointed under the Resource Management Act 1991.				✓
Acting on the advice of the Manager Hearings and Council Support, the authority to appoint external membership to Council hearings panels (other than those under the Resource Management Act 1991) on a case by case basis where matters of significance to mana whenua have been identified and are being considered.	✓			

8. **RMA Hearings Panel (Elected Members)⁶**

Delegation	DM	CEO
To appoint elected members to RMA Hearings Panels as hearings commissioners under section 34A of the Resource Management Act 1991.	✓jointly	✓jointly

9. **Development Contributions**

Delegation	CEO	GMCC	GMSPR	GMFR	HPC	MRC	HSPR	TLDS	HOP	BUTM
To decide on the terms of a partial or complete off-set of the requirements for development contributions by way of land rather than cash.					✓	✓	✓		✓	
To request in writing that a developer enters into a private development agreement with the Council.	✓			✓	✓	✓	✓			
To decide on the terms of a private development agreement whereby a developer provides infrastructure, facilities or land (or a combination of these) in lieu of cash for development contributions. *Any two acting jointly.	✓*	✓*	✓*	✓*						
To approve the use of an encumbrance instrument - at least two Executive Team members of the Council. *Any two acting jointly.	✓*	✓*	✓*	✓*						
To approve the terms of any postponement as set out in an encumbrance instrument or memorandum of agreement - at least two Executive Team Members of the Council. *Any two acting jointly.	✓*	✓*	✓*	✓*						
Rebate of development contributions (as provided for in any Development Contributions Rebate Policy adopted by the Council). To approve the funding for a development contributions rebate up to a value of \$1,000.			✓	✓	✓	✓		✓		✓
Rebate of development contributions (as provided for in any Development Contributions Rebate Policy adopted by the Council). To approve the funding for a development contributions rebate up to a value of \$10,000.			✓	✓	✓	✓		✓		
Rebate of development contributions (as provided for in any Development Contributions Rebate Policy adopted by the Council): To approve the funding for a development contributions rebate up to a value of \$500,000			✓	✓	✓	✓				
Rebate of development contributions (as provided for in any Development Contributions Rebate Policy adopted by the Council): To approve the funding for a development contributions rebate up to a value of \$1,000,000			✓	✓						
To request further information from an applicant for a reconsideration of requirement for development contributions.					✓	✓		✓		
To decide on a reconsideration of requirement for development contributions.					✓	✓				
To appoint a development contributions commissioner.					✓	✓				

⁵ The Council's Hearings Panel Committee was re-established by the Mayor on 1 December 2016, and was not discharged. See the Council's resolution of 26 September 2019.

⁶ The Council's Hearings Panel Committee was re-established by the Mayor on 1 December 2016, and was not discharged. See the Council's resolution of 26 September 2019.



10. **Earthquake Remembrance Markers at Sensitive Sites**

Delegation	GMCC	HOT	HOP
Responsibility for the consideration and approval of requests, and the establishment of any operational procedural reasons to support this resolution.	✓	✓	✓

11. **Engineer to Contract**

Delegation	GMCI
ENGINEER TO CONTRACT UNDER NZS CONTRACTS 3910, 3916 AND 3917 The power of appointment in respect of the role of "Engineer" under NZS 3910, 3916 and 3917 Conditions of Contract for Building and Civil Engineering Construction - to appoint a suitably qualified external contractor to act in the role of "Engineer to Contract" in any of the Council's present and future NZS 3910, 3916 and 3917 contracts. Further: That the appointed "Engineer to Contract" be permitted to appoint a suitably qualified Council employee or external contractor to act as "Engineer's Representative" to exercise any of the powers vested in the Engineer.	✓
PRINCIPAL'S REPRESENTATIVE UNDER NZS CONTRACT 3915 The power of appointment in respect of the role of "Principal's Representative" under NZS 3915 Conditions of Contract for Building and Civil Engineering Construction - to appoint a suitably qualified Council employee or external contractor to act in the role of "Principal's Representative" in any of the Council's present and future NZS 3915 contracts. Further: That the appointed "Principal's Representative" be permitted to appoint a suitably qualified Council employee or external contractor to assist in the execution of any of the responsibilities of the "Principal's Representative".	✓
SERVICES MANAGER UNDER NEC TERM SERVICE CONTRACT, PROJECT MANAGER OR SUPERVISOR UNDER THE NEC ENGINEERING AND CONSTRUCTION CONTRACT AND EMPLOYER'S AGENT UNDER ANY NEC CONTRACT The power of appointment in respect of the role of "Services Manager" under the NEC Term Service Contract, "Project Manager" or "Supervisor" under the Engineering and Construction Contract and "Employers Agent" under any contract in the NEC suite of contracts - to appoint a suitably qualified external contractor or Council employee to act in the role of "Services Manager" under the NEC Term Service Contract, "Project Manager" or "Supervisor" under the Engineering and Construction Contract and "Employers Agent" under any contract in the NEC suite of contracts in any of the Council's present and future NEC contracts. Further: That the appointed "Services Manager" under the NEC Term Service Contract, "Project Manager" or "Supervisor" under the Engineering and Construction Contract and "Employers Agent" under any contract in the NEC suite of contracts be permitted to appoint a suitably qualified Council employee or external contractor to assist in the execution of any of the responsibilities of the "Services Manager" under the NEC Term Service Contract, "Project Manager" or "Supervisor" under the Engineering and Construction Contract and "Employers Agent" under any contract in the NEC suite of contracts.	✓

12. **Facilities Rebuild Plan – commercial buildings for staff and public**

Delegation	GMSPR	GMCC
The decision(s) to close and reopen commercial buildings for staff and public subject to the following framework: (a) Carry out a DEE assessment on buildings of Importance Level 2 or above. (b) Carry out a DEE or Interim Use Evaluation (IUE) on Importance Level 1 buildings. (c) Create an Occupancy Assessment Panel consisting of one Council and two external Chartered Professional Engineers to provide occupancy recommendations on low strength buildings with brittle collapse mechanisms. (d) Where a DEE assessment has been completed, or until a DEE assessment has been completed, a building may be occupied without restriction except that: ▪ buildings that have a seismic capacity of 33% NBS or less and have significant damage shall not be occupied; ▪ buildings that have a seismic capacity of 33% NBS or less and have brittle collapse mechanisms shall not be occupied unless the Occupancy Assessment Panel assesses the building as suitable for occupancy. (e) Where an IUE assessment has been completed, or until an IUE assessment has been completed, a building may be occupied without restriction except that buildings that the assessing Chartered Professional Engineer believes should not be occupied will not be occupied.	✓ jointly	✓ jointly

(f)	Buildings that cannot be occupied may be accessed for further assessments, removal of chattels or to undertake critical maintenance (such as essential work on building services equipment), subject to a written access plan being approved by a Chartered Professional Engineer.		
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13. Facilities Rebuild Plan – social housing units

Delegation	GMCS	GMCC
<p>The decision(s) to close and reopen the Council’s social housing units for use subject to the following framework:</p> <p>(a) <i>Note:</i> the DEE assessments are being carried out on the Council’s social housing units.</p> <p>(b) Where a DEE assessment has been completed or, until a DEE assessment has been completed. Council social housing units may be occupied without restriction except that:</p> <ul style="list-style-type: none"> buildings that have suffered significant damage and have a seismic capacity of 33% NBS or less will not be occupied; or buildings that have not suffered significant damage but have an identifiable brittle collapse mechanism, with a seismic capacity of 33% NBS or less will not be occupied. buildings that have not suffered damage (‘damage’ as defined by the DBH Guidelines) but have a seismic capacity of 17% NBS or less will not be occupied. <p>(c) That occupants are made fully aware of the issues of safety and the relative strength of the unit they occupy compared to NBS and the potential implications of that and that this must be recorded on a case by case basis.</p> <p>(<i>Note:</i> that in the context of this Motion ‘damage’ is defined as being damage to the seismic or gravity load resisting system that is sufficient to impair or significantly reduce the building’s ability to resist further earthquake loads.).</p>	✓ jointly	✓ jointly

14. Facilities Rebuild Plan

Delegation	GMCS	GMCC
<p>Authority to:</p> <p>(a) approve the demolition of buildings for safety reasons</p> <p>(b) repair an existing facility / structure within insurance proceeds where the work will cost less than \$1 million (excluding Social Housing) and the cost of the work is less than 50% of a building’s total insured value and to accept the insurance settlement for the work completed, noting that the relevant Community Board will be notified for possible comment at least 48 hours before any proposed work starts; and</p> <p>(c) to undertake urgent stabilisation and weather-proofing work, including heritage buildings.</p>	✓ jointly	✓ jointly

15. Insurance Policies

Delegation	CEO	GMFRP	GMCC	GMCI	HF
<p>The General Manager Finance, Risk & Performance / Chief Financial Officer jointly with 1 other authorised person as indicated in the adjacent columns to enter into arrangements for the placement of all the Council’s insurance policies, subject to the exercise of such delegated power being reported back to the Finance and Performance Committee of the Whole.</p> <p>With respect to the placement of all the Council’s insurance policies, where there is a proposed change to the Council’s lead insurer, the decision must be made with the Chair and Deputy Chair of the Insurance Subcommittee, or the Mayor and Chair of the Finance and Performance Committee.</p>	✓	✓	✓	✓	✓
<p>To accept progress payments and partial insurance payments on behalf of the Council on the condition that they are not full and final, nor commit the Council to a settlement. This power may be sub-delegated. This power may be exercised severally.</p>	✓				✓
<p>To accept insurance payouts for facilities which the Council insures but does not own, subject to the approval of the building owner and distribute the payout to the appropriate party(s). This power may be sub-delegated. This power may be exercised severally.</p>	✓				✓
<p>To settle claims less than \$5,000 that are to be settled globally based on the estimated cost to repair ie “category 1” claims. Refer to original Council report. This power may be sub-delegated. This power may be exercised severally.</p>	✓				✓

16. **Local Government Funding Agency**

Delegation	HF
To sign all documents, including resolutions, special resolutions and funding documents required to establish and operate the Local Government Funding Agency (LGFA).	✓

17. **Mayoral Relief Fund**

Delegation	HF
<p>Solicit and receive donations to the Christchurch Earthquake Mayoral Relief fund from the public.</p> <p>Ensure that neither the Christchurch City Council, nor any entity controlled by the Christchurch City Council, will be making donations to the Christchurch Earthquake Mayoral Relief Fund in respect of which any tax incentive will be claimed.</p> <p>Issue appropriate receipts for all donations received to the Christchurch Earthquake Mayoral Relief Fund.</p> <p>Invest the funds held by the Christchurch Earthquake Mayoral Relief Fund in accordance with standard Council policies and procedures providing that the General Manager Resources / Chief Financial Officer ensures:</p> <ul style="list-style-type: none"> All money invested from this Christchurch Earthquake Mayoral Relief Fund must be used exclusively for that purpose. That if there is an inconsistency between this resolution and the Council's investment policies, this resolution prevails. 	✓

18. **Mayor's Welfare Fund Charitable Trust**

Delegation	Chair-MW	Cttee-MW delegate	GMCC	HCS	TLCF	CFA	GMFRP	HF
<p>To be signatories of the Mayor's Welfare Fund Charitable Trust's bank account(s), including (without limitation) the signing of cheques:</p> <p>PROVIDED THAT the signatures of two persons are required to operate the Mayor's Welfare Fund Charitable Trust's bank account(s) and at least one of those signatories must be a person marked with an asterisk in the adjacent columns.</p> <p>†The Cttee-MW delegate is a person appointed by name by the Mayor's Welfare Fund Charitable Trust Committee (as set out in the minutes of the Committee).</p>	✓	✓†	✓	✓*	✓*	✓*		
To approve a single application up to \$1000			✓	✓	✓	✓		
To approve a single application up to \$2000			✓	✓	✓			
To approve a single application of up to \$10,000 following a recommendation from the Mayor's Welfare Fund Charitable Trust Advisory Committee (as set out in the minutes of the Committee)				✓				
To exercise the Council's powers as trustee under clauses 7.1 to 7.6 as set out in the Trust Deed.					✓		✓	✓

19. **Parks / Trees etc**

Delegation	GMCC	HOP	HOT
To avoid any doubt, this delegation is subject to all requirements of the Christchurch District Plan and the Resource Management Act 1991. This delegation may not be sub-delegated.		✓	
To approve intrusions or not allow intrusions through recession planes of buildings adjoining parks.	✓	✓	
To grant or decline permits (other than leases or licences) for activities on reserves.	✓	✓	
To require bonds for any use on Council parks property.	✓	✓	
To make decisions on the siting of floodlights on sports parks, noting the appropriate community board would have decided on the installation of those floodlights.	✓	✓	

Delegation	GMCC	HOP	HOT
<p>In consultation with any other units affected, to authorise the following work on any tree from any reserve, park, open space or road corridor:</p> <ul style="list-style-type: none"> planting and maintenance; removal of structurally unsound and unhealthy trees, trees causing damage to infrastructure or other safety concerns where there is no viable alternative other than to remove the tree, removal of a tree where the tree is impeding the consented legal access to the road (eg vehicle crossing). <p>The relevant Community Board is to be informed of any removals that have been carried out under this delegation.</p> <p>To avoid any doubt, this delegation is subject to all requirements of the Christchurch District Plan and the Resource Management Act 1991.</p> <p>This delegation may be sub-delegated.</p>	✓	✓	✓
<p>In consultation with any other units affected, where there is an approved regeneration plan in place to authorise the removal of any tree or vegetation from any land that was formerly known as the Christchurch residential red zone for the purposes of ecological restoration, land drainage improvement or flood protection.</p> <p>The relevant Community Board and the Transformative Governance Group Te Tira Kāhikuhiku are to be informed of any removals prior to being carried out under this delegation.</p>		✓	

20. Public Streets Enclosure Policy

Delegation	MPC	HOT	HRCF
<p>To institute enforcement proceedings and / or terminate the occupancy of a site where -</p> <p>(a) the occupier does not obtain a licence; or</p> <p>(b) the occupier refuses to comply with the terms and conditions of the applicable licence.</p>	✓	✓	✓

21. Repair and Replacement of Council-Owned Retaining Walls

Delegation	HP	HOT
<p>Authority to commence Schedule 12 of the Local Government Act 2002 process by:</p> <p>(a) depositing for public inspection descriptions of the proposed works to be completed for the support and stability of public land or public infrastructure by means of retaining walls and plans showing how they would affect any land or buildings;</p> <p>(b) taking the appropriate steps to effect the service of notices in writing of Council's intention to construct the proposed works.</p>		✓
The power to hear and determine objections in respect of retaining walls made under, Schedule 12 of the Local Government Act 2002.	✓	
Authority to make decisions on the Council's behalf in respect of any appeals to the District Court.		✓

22. Road Stopping

Delegation	HOT ⁸	TLAPT ⁸	MPC
<p>The Council's power to accept or decline an application from either a Council Business Unit or from any other person to stop legal road provided that the application meets the following criteria:*</p> <ul style="list-style-type: none"> The area of road to be stopped will not constitute a complying lot under the District Plan on its own account nor will its amalgamation with the adjoining lot create a new potential for the adjoining lot to be subdivided; and It will be necessary for the stopped road to be amalgamated with the certificate of title to an adjoining property; and The owner of an adjoining property is the logical purchaser of the stopped road; and That the proposed road-stopping complies with the Council's Road Stopping Policy, and The area of road to be stopped is not adjoining a reserve or waterway. <p>*Where the application does not fit within the above criteria, the Council has delegated to the Community Board for the ward within which the legal road proposed to be stopped is situated the power to accept or decline the application. (refer Part D, Sub-part 1, Roads and Traffic Management Controls).</p>	✓	✓	✓

Delegation	HOT ⁸	TLAPT ⁸	MPC
<p>To exercise the Council's powers under sections 116, 117 and 120 of the Public Works Act 1981 and Sections 319(h), 342(1)(a) and 345 of the Local Government Act 1974 (excluding the power to hear objections and recommend to the Council whether the Council should allow or otherwise any objections received to road stopping procedures pursuant to the Tenth Schedule of the Local Government Act 1974 and the Council's powers under paragraph 5 of the Tenth Schedule) in relation to road stopping and the disposal of land that was previously stopped road.</p> <p>To determine which statutory procedure should be employed to undertake a particular road stopping (either under the Local Government Act 1974 or under the Public Works Act 1981).</p> <p>That prior to exercising this delegation, the delegated officer will informally circulate to the relevant community board members for comment all applications received by that officer for road-stopping within their ward prior to processing the application, with Board members to respond within seven days.</p> <p>These delegations are to be exercised in accordance with the Council's Road Stopping Policy 2020.</p> <p>∞ To be exercised in consultation with the Manager Property Consultancy</p>			

23. Consent under Heritage Conservation Covenants

Delegation	GMSPR
To give the Council's consent under a Heritage Conservation Covenant, and to sign any required documentation.	✓

24. Submission to External Agencies

Delegation	GMCS	GMCC	GMFRP	GMCI	GMSPR
To determine that an external consultation process or an external engagement process warrants a submission by the Council, and to determine whether the submission will be approved by a Council Committee of the Whole or the Council (in accordance with the Council's resolution of 23 January 2020) or a General Manager ('staff submission').	✓	✓	✓	✓	✓
To approve the contents of a staff submission.	✓	✓	✓	✓	✓



PART C

Statutory and Other Delegations from the Chief Executive to Staff

Amendment No 50

On 10 December 2015, the Council made a broad range of delegations to the Chief Executive. These delegations came into force on 4 January 2016, and the then Chief Executive made a series of sub-delegations which came into force on 4 January 2016.

In March 2021, I made a new series of sub-delegations which came into force on 11 March 2021. These sub-delegations are set out in Part C of the Council's Delegations Register.

I have determined to amend the sub-delegations to provide for the recent changes to the Executive Leadership team and provide for the new tier two structure and increase the efficiency and effectiveness of the Council.

These amendments are set out below.

PART C – Sub-Part 1 – Legislative sub-delegations

Any person holding a position on the Executive Leadership team	Level 2
General Manager Citizens and Community	GMCC
General Manager Finance, Risk & Performance/CFO	GMFR
General Manager Strategy, Planning and Regulatory Services	GMSPR
General Manager Corporate Services	GMCS
General Manager City Infrastructure	GMCI

General Manager Citizens and Community

Head of Libraries and Information	HLI
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Head of Recreation, Sports & Events	HRS
Head of Parks	HOP
Manager Regional Parks	MRP
Director Botanic Gardens and Garden Parks	DBGGP
Manager Hagley Park	MHP
Senior Administration Officer	SeniorAO
Cemeteries Support Officer	CemSO

Head of Community Support and Partnerships	HCSP
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Manager Civil Defence & Emergency Management	CDEM
Head of Vertical Capital Delivery	



Three Waters and Waste

Head of Three Waters	H3W
Manager Service Excellence	MSE
Manager Planning and Delivery	MPD
Manager Operations	MOP
Manager Resource Recovery	MRR
Team Leader Water Services	TLWS
Team Leader Waterways Operations	TLWO
Area Supervisor Land Drainage	ASLD
Any of the following persons holding these positions: Manager Service Excellence, Team Leader Quality and Compliance, Engineering Officer – Water Supply, Team Leader Water Services, Asset Engineer Planning Water and Waste, Engineering Officer - Field, Team Leader Stormwater and Waterways Operations, Reticulation Maintenance Contract Supervisor, Senior Advisor Reticulation & Maintenance, Work Maintenance Supervisor, Operational Delivery Leader Reticulation Maintenance, Team Leader/Programme Manager Wastewater, Team Leader/Programme Manager Stormwater & Wastewater, Team Leader Asset Management, Asset Engineer Mechanical/Civil, Asset Engineer Reticulation, Asset Engineer, Asset Engineer Land Drainage, Asset Engineer Planning 3W, Asset Engineer Water & Waste, Team Leader Asset Planning Stormwater & Waterways, Senior Stormwater Planning Engineer, Senior Surface Water Planner, Surface Water and Land Drainage Planner, Assistant Engineer – Water/Environmental, Stormwater Planning Engineer, Drainage Engineer, Planning Engineer, Waterways Planning Engineer Team Leader Asset Planning & Wastewater, Assistant Engineer – Water/Environmental, Planning Engineer Subdivisions, Senior Technician Water and Waste Planning Senior Resource Advisor, Senior Planning Engineer – Growth	S29D

Any of the following persons holding any of these positions: Manager Service Excellence, Team Leader Quality and Compliance, Engineering Officer – Water Supply,	S181D
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Team Leader Water Services, Asset Engineer Planning Water & Waste, Engineering Office – Field, Team Leader Stormwater and Waterways Operations, Contracts Manager Land Drainage Utilities, Senior Technical Engineer Land Drainage, Area Supervisor Land Drainage, Manager Planning and Delivery, Team Leader Water and Wastewater Operations, Reticulation Maintenance Contract Supervisor, Senior Advisor Reticulation & Maintenance, Work Maintenance Supervisor, Operational Delivery Leader Reticulation Maintenance, Team Leader/Programme Manager Wastewater, Team Leader/Programme Manager Stormwater & Wastewater, Team Leader Asset Management, Asset Engineer Mechanical/Civil, Asset Engineer Reticulation, Asset Engineer, Asset Engineer Land Drainage, Asset Engineer Planning 3W, Asset Engineer Water & Waste, Team Leader Asset Planning Stormwater & Waterways, Senior Stormwater Planning Engineer, Senior Surface Water Planner, Surface Water and Land Drainage Planner, Assistant Engineer – Water/Environmental, Stormwater Planning Engineer, Drainage Engineer, Planning Engineer, Surface Water Engineer, Planning Engineer, Waterways Planning Engineer, Team Leader Asset Planning Water & Wastewater, Assistant Engineer – Water/Environmental, Planning Engineer Subdivisions, Senior Technician Water and Waste Planning, Senior Resource Advisor, Senior Planning Engineer – Growth, Manager Operations, Team Leader Network Operations.	S181D
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General Manager City Infrastructure

Head of Transport and Waste Management	HOT
Operations Manager (Transport)	OPT
Team Leader Parking Compliance	TLPC
Any of the following persons holding these positions: Team Leader Temporary Traffic Management, Traffic Management Coordinator.	TTM1D
Any of the following persons holding these positions: Team Leader Temporary Traffic Management.	TTM2D
Any of the following persons holding these positions: Team Leader – Real Time Services, SCATS Operator, Real Time Operations Engineer, SCATS Assistant Engineer, SCATS Corridor Optimisation Engineer, SCATS Engineer, Network Optimisation Engineer.	RT04D
Senior Parking Compliance Officer	SPO
Parking Compliance Officer	PaO
Manager City Streets Maintenance	MCS
Any of the following persons holding these positions: Team Leader Road Amenity and Asset Protection (Transport) Asset Protection Officer (Transport) Asset Protection Engineer (Transport)	Asset
Any of the following persons holding these positions: Manager Operations (Transport) Team Leader Traffic Operations Senior Traffic Engineer Traffic Engineer	Traffic 1D
Any of the following persons holding these positions: Manager Operations (Transport) Team Leader Traffic Operations	Traffic 2D

General Manager Strategy, Planning & Regulatory Services

Head of Planning and Consents	HPC
Manager Resource Consents	MRC
Team Leader Planning	PTL
Principal Adviser – Resource Consents	PAR
Senior Planner	SP
Any of the following persons holding these positions: General Manager Strategy, Planning & Regulatory Services, Head of Planning and Consents, Manager Resource Consents, Manager Planning, Principal Adviser – Resource Consents, Senior Planner.	S348D
Planner	P

Head of Building Consenting	HBC
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Team Leader Certifications & Exemptions	TLCE
Team Leader LIM Document & Property Info	TLPLI

Manager Planning	MP
City Planning Team Leader	CPT
Principal Adviser, Planning	PAP

Team Leader Heritage	TLHe
Team Leader Policy Approvals	TLP

Head of Regulatory Compliance	HRCP
Principal Adviser Regulatory Compliance	PARC
Manager Strategic Compliance	MSC
Manager Animal Services	MAS
Team Leader Animal Management	TAM
Animal Management Officer	AMO
Customer Service and Shelter Support	CSSS
Customer Service & Triage Officer	CSTO
Any of the following persons holding these positions in the Animal Management Team: Team Leader Administration Support, Customer Service & Technical Support Officer, Finance & Systems Co-ordinator, Customer Service & Administration Support Officer, Customer Service and Shelter Support Officer. Any of the following holding these positions in the Customer Services Team: Team Leader Customer Services, Customer Services Shift Supervisor, Customer Services Representative.	S35D
Pound Keeper	PK
Team Leader Compliance & Investigations	TLCI
Team Leader Compliance Support	TCS
Compliance Officer	EfO
Team Leader Food Safety and Environmental Compliance	TLFSEC
Team Leader Environmental Health	TLEC
Environmental Health Officer	EHO
Team Leader Alcohol Licensing	TLA
Team Leader Customer Service and Triage	TLCS
Technical Officer Alcohol Licensing	TOAL

General	EntryD
<p>Any of the following persons holding these positions:</p> <p>Compliance Officer (Including Senior),</p> <p>Compliance and Swimming Pool Inspector,</p> <p>Environmental Officer,</p> <p>Environmental Health Officer,</p> <p>Team Leader Environmental Health,</p> <p>Manager Strategic Compliance,</p> <p>Alcohol Licensing Inspector,</p> <p>Team Leader Engineering Services,</p> <p>Engineer and Engineering Officer (Including Structural, Fire, Civil, Geotechnical, Mechanical, Subdivision, and graduate or senior of those disciplines),</p> <p>Principal Building Official,</p> <p>Building Inspector (including Senior),</p> <p>Team Leader Inspections,</p> <p>Manager Residential Consents,</p> <p>Manager Commercial Consents,</p> <p>Building Consent Officer (Including Senior),</p> <p>Building Control Officer (Including Senior),</p> <p>Team Leader Processing,</p> <p>Team Leader Vetting and Allocation,</p> <p>Technical Adviser,</p> <p>Manager Service Excellence,</p> <p>Team Leader Quality and Compliance,</p> <p>Engineering Officer – Water Supply,</p> <p>Team Leader Water Services,</p> <p>Asset Engineer Planning Water & Waste,</p> <p>Engineering Officer – Field,</p> <p>Team Leader Stormwater and Waterways Operations,</p> <p>Contracts Manager Land Drainage Utilities,</p> <p>Senior Technical Engineer Land Drainage,</p> <p>Area Supervisor Land Drainage,</p> <p>Team Leader Water and Wastewater Operations,</p> <p>Reticulation Maintenance Contract Supervisor,</p> <p>Senior Advisor Reticulation & Maintenance,</p> <p>Work Maintenance Supervisor,</p> <p>Operational Delivery Leader Reticulation Maintenance,</p> <p>Manager Planning and Delivery,</p> <p>Team Leader/Programme Manager Wastewater,</p> <p>Team Leader/Programme Manager Stormwater & Wastewater,</p> <p>Team Leader Asset Management,</p> <p>Asset Engineer,</p> <p>Team Leader Asset Planning Stormwater & Waterways</p> <p>Senior Stormwater Planning Engineer,</p> <p>Senior Surface Water Planner,</p> <p>Surface Water and Land Drainage Planner,</p> <p>Assistant Engineer – Water/Environmental,</p> <p>Stormwater Planning Engineer,</p> <p>Drainage Engineer,</p>	



Planning Engineer, Surface Water Engineer, Planning Engineer, Waterways Planning Engineer, Team Leader Asset Planning & Wastewater, Assistant Engineer – Water/Environmental, Planning Engineer Subdivisions, Senior Technician Water and Waste Planning, Senior Resource Advisor, Senior Planning Engineer – Growth, Drinking Water Sampling Technician	EntryD
Council Engineer	ENG

General Manager Finance, Risk & Performance/ CFO

Head of Sustainable City Growth and Property	HSCGP
Manager Property Consultancy	MPC
Head of Finance	HF
Rates Revenue Manager	RRM
Manager Transactions Services	MTR
Team Leader Rates	TLR
Senior Rates Officer	SRO
Rates Officer	RO
Senior Data Specialist	SDS

General Manager Corporate Services

Head of Digital/Chief Information Officer	CIO
Manager Information Management	MIM
Information and Records Management Team Leader	TLD
Any of the following persons holding these positions in the Data Management Team: Data Management Team Leader Data Specialist Senior Data Specialist	Data 1D

Manager Official Information	MOI
Graduate Information Advisor	GIA
Information Adviser (including Senior)	IA
Head of Legal and Democratic Services	HOL
Manager Hearings and Council Support	TLH
Council Secretary	CS
Committee Adviser	CA
Privacy Officer	PO

Head of Strategic Policy and Resilience	HSP
Resource Efficiency Manager	REM



PART C - SUB-PART 1 – LEGISLATIVE SUB-DELEGATIONS

1. Animal Welfare Act 1999

Delegation	GMSPR	HRCP	MAS	TAM
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓	✓

2. Arts Council of New Zealand Toi Aotearoa Act 2014

Delegation	GMCC
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓

3. Biosecurity Act 1993 and any regulations made under that Act

Delegation	HSP	REM
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓

4. Births, Deaths, Marriages, and Relationships Registration Act 1995

Delegation	GMCS	HOL
The power under section 100 to request the Registrar-General to provide a copy of all entries made in the access register in relation to any person.	✓	✓

5. Building Research Levy Act 1969

Delegation	GMSPR	HBC
If the Council has been appointed an agent under section 9, receiving any levies payable.	✓	✓

6. Burial and Cremation Act 1964

Section	Delegation	GMCC	HOP	MCP	SenAO	CemSO
	All of the responsibilities, duties and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓		
8	Providing for the management of cemeteries in accordance with this section.	✓	✓	✓		
9	Permitting graves, vaults, monuments and tablets, and otherwise exercising the powers in this section.	✓	✓	✓	✓	✓
10	Selling exclusive rights of burial and otherwise exercising the powers in this section.	✓	✓	✓	✓	✓
11 and 12	Setting aside a portion of a cemetery for a religious denomination and marking off portions of the cemetery.	✓	✓	✓		
14	Entering into agreements with guardians of religious denominations.	✓	✓	✓		
15	Setting aside a portion of a cemetery for the burial of members of Her Majesty's Forces etc.	✓	✓	✓		
49	Permit the burial or cremation of poor persons in accordance with this section.	✓	✓	✓		

7. Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967

Reg	Delegation	GMCC	HOP	MCP
3	To decide to give notices under this regulation.	✓	✓	✓
4	To decide to publish notices under this regulation.	✓	✓	✓

Reg	Delegation	GMCC	HOP	MCP
5	To decide to remove dilapidated or neglected monuments or tablets under this regulation.	✓	✓	✓

8. **Camping-Grounds Regulations 1985**

Reg	Delegation	GMSPR	HRCP	PARC	TLFSE	EHO
3	To refuse to grant a certificate of registration, and to refuse to permit the use of an existing camp-ground for a relocatable home park.	✓	✓	✓		
4	To require copies of camp plan to be lodged with the Council.	✓	✓	✓		
5	To determine if sites satisfactorily marked.			✓	✓	✓
6(3)	To give permission in writing to buildings or structures.	✓	✓	✓		
8	To determine whether lighting is satisfactory.	✓	✓	✓		
9	To determine whether the camping-ground meets the required standards of sanitation and safety.	✓	✓	✓	✓	✓
10	To request to examine records.	✓	✓	✓	✓	✓
11	To give written consent to a relocatable home on a relocatable home park.	✓	✓	✓	✓	✓
12	To determine if a satisfactory standard of all weather access is being provided and maintained.	✓	✓	✓	✓	✓
14	To grant certificates of exemption under this regulation.	✓	✓	✓		
Schedule	To determine if a camping-ground meets the required standards and to determine acceptable standards for those matters that the Schedule leaves to the discretion of the Council.	✓	✓	✓	✓	✓

9. **Christchurch District Drainage Act 1951**

Section	Delegation	H3W	MSE	MOP	S29D
General	All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓	
29	To enter lands and premises in accordance with this section.	✓	✓	✓	✓

10. **Civil Defence Emergency Management Act 2002**

Delegation	CDEM
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓

11. **Criminal Procedure Act 2011 and regulations made under that Act**

Delegation	GMSPR	HRCP
All of the responsibilities, duties, and powers under this Act and regulations that have been delegated to the Chief Executive.	✓	✓

12. **Dog Control Act 1996**

Section	Delegation	GMSPR	HRCP	MAS	AMO	CSSS	CSA	S35D	PK
11	To appoint dog control officers and other staff under this section.	✓	✓						
12	To appoint dog control rangers.	✓	✓						
13	To authorise the issue of warrants of appointment.	✓	✓						
21	To classify probationary owners.		✓	✓					
23A	To require a probationary owner to undertake a dog owner education programme or dog obedience course.		✓	✓					
25	To disqualify owners.		✓	✓					
28(6)	To extend a period of disqualification.		✓	✓					
31	To classify any dog as a dangerous dog.		✓	✓					

Section	Delegation	GMSPR	HRCP	MAS	AMO	CSSS	CSA	S35D	PK
32(1)(f)	To consent to the disposal of a dangerous dog.			✓		✓			
32(5)(b)	To authorise the release of a dog from custody.			✓		✓			
33A and 33C	To classify any dog as a menacing dog.		✓	✓					
33E(1)	To require the production of a certificate.		✓	✓					
33E(5)	To exempt any menacing dog from the muzzling requirements in any specified circumstances.		✓	✓					
33EB	To require neutering of menacing dog classified as menacing by another territorial authority when subsequently registered with this Council, and the power to require the production of a veterinarian's certificate.		✓	✓	✓				
33ED	To classify certain dogs as dangerous or menacing unless satisfied that circumstances were exceptional and do not justify classification.		✓	✓					
35	To provide register information and make any necessary determinations under this section.			✓	✓		✓	✓	
36A(3)(a)	To issue instructions under this section.			✓	✓	✓	✓		
39	To remit, reduce or refund dog control fees or part of those fees in accordance with this section.		✓	✓					
40	To require written statements and the production of certificates under this section.			✓	✓		✓		
46	To issue replacement labels or discs.			✓	✓		✓		
66	To authorise any person other than a dog control officer to issue an infringement notice under this section.	✓	✓						
66	To commence proceedings in accordance with section 21 of the Summary Proceedings Act 1957 where an infringement notice has been issued and to make any decision in any matter relating to such proceedings.		✓	✓					
69 and 70(7)	To dispose of any dog.			✓	✓	✓	✓		
71	To exercise the Council's powers under this section.			✓		✓			
General	To institute any prosecution for an offence under the Act or under any bylaw made by the Council under the Act and to make any decision in any matter relating to any such prosecution.		✓	✓					
General	To apply for an injunction preventing a person from committing a breach of any bylaw made by the Council under section 20 of the Act and to make any decision in any matter relating to such an application.		✓	✓					
General	To take enforcement action against any person who breaches any such injunction and to make any decision in any matter relating to such action.		✓	✓					

13. **Electricity Act 1992**

Delegation	GMCI	HOT
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓

14. **Fencing Act 1978**

Delegation	GMCI	HOT
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive with respect to the extension, location, relocation of fences on road.	✓	✓

15. **Food Act 2014 and regulations made under that Act**

Delegation	GMSPR	HRCP	MSC	TLCI	TLFSE	EHO
All of the responsibilities, duties, and powers under this Act and these regulations that have been delegated to the Chief Executive.	✓	✓	✓	✓	✓	✓

16. **Freedom Camping Act 2011**

Section	Delegation	GMSPR	HRCP	PARC
32	To appoint enforcement officers under this Act and to arrange for the issue of warrants of appointment.	✓	✓	✓
39	To decide whether or not to return seized and impounded property.	✓	✓	✓
40	To dispose of seized and impounded property.	✓	✓	✓

17. **Gas Act 1992**

Delegation	GMCI	MPC	HOT
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓
With respect to low impact cell sites, this sub-delegation is limited to those sites that are up to 20 metres in height that comply with the new design.			

18. **Government Roothing Powers Act 1989**

Delegation	GMCI	HOT
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓

19. **Hazardous Substances and New Organisms Act 1996 and any regulations made under this Act**

Delegation	GMSPR	HRCP	MSC	TLCI	TLEC	EHO
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓	✓	✓	✓

20. **Health Act 1956**

Section	Delegation	GMSPR	HRCP	PARC	TLHL	TLFSE	EHO
23 and 28	To appoint environmental health officers.	✓	✓	✓			
33	To exercise the powers under this section.	✓	✓	✓			
42	To be an authorised officer.	✓	✓	✓	✓	✓	✓
54	To grant consent to the operation of an offensive trade and impose conditions.	✓	✓	✓		✓	
58	To grant consent to the establishment of stockyards and impose conditions.	✓	✓	✓	✓	✓	
128	To determine who may enter and inspect any dwellinghouse, building, land, ship or other premises under this section. <i>Note: Environmental Health Officers are authorised to enter and inspect any dwellinghouse, building, land, ship or other premises under this section.</i>	✓	✓	✓			
General	To institute any prosecution for an offence under the Act and to make any decision in any matter relating to any such prosecution.	✓	✓				

21. **Health (Burial) Regulations 1946**

Reg	Delegation	HRCP	PARC
14	To grant registration of funeral directors.	✓	✓
16	To sign the certificates of registration.	✓	✓
19	To grant registration of additional or substituted places of funeral directors.	✓	✓

22. **Health (Hairdressers) Regulations 1980**

Reg	Delegation	HRCP	PARC	TLFSE
3	To grant certificates of registration.	✓	✓	✓
4	To grant certificates of exemption.	✓	✓	✓

23. **Health (Registration of Premises) Regulations 1980**

Reg	Delegation	HRCP	PARC	TLFSE
4	To require all such particulars in any application for registration.			✓
5	To determine applications for certificates of registration and issue certificates of registration, and to renew registration and issue new certificates accordingly.	✓	✓	✓
8	To keep records of all registered premises, and provide for inspection of these records.	✓	✓	✓
9	To serve notices, and to determine to cancel registration of a premises.	✓	✓	✓

24. **Heavy Motor Vehicle Regulations 1974**

Reg	Delegation	GMCI	HOT
11	To exercise its powers as a road controlling authority with respect to any bridge under its control to fix weight limits or a speed limit or both weight limits and a speed limit for heavy motor vehicles, and combinations of vehicles including a heavy motor vehicle, using the bridge; and to comply with all other requirements of this regulation.	✓	✓

25. **Heritage New Zealand Pouhere Taonga Act 2014**

Delegation	GMCI	HPC	TLHe
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓

26. **Housing Improvement Regulations 1947**

Delegation	HRCP	PARC	MSC	TLEC	TLFSE	EHO
All of the responsibilities, duties, and powers under these Regulations that have been delegated to the Chief Executive.	✓	✓	✓	✓	✓	✓

27. **Impounding Act 1955 and the Impounding Regulations 1981**

Delegation	HRCP	MAS	TAM	AMO
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓	
To declare a paddock or yard as a temporary pound and to appoint a keeper for a temporary pound, in accordance with section 32.	✓	✓	✓	✓
All of the responsibilities, duties, and powers under these regulations to sign forms 3 and 4 as an authorised officer.	✓	✓	✓	✓

28. Land Drainage Act 1908

Delegation	H3W	MSE	TLWO	ASLD
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓	✓

29. Land Transport Act 1998 and any rules made under this Act and the Heavy Motor Vehicle Regulations 1974

Section	Delegation	GMCI	HOT	OPT
128D and 128E	To appoint parking wardens under section 128D and issue warrants under section 128E.	✓	✓	
General	To take enforcement action (including any prosecution) under this Act, and these rules and regulations, together with the power to make any decision pertaining to such an action.		✓	✓
General	All of the responsibilities, duties, and powers under this Act, and these rules and regulations, that have delegated to the Chief Executive.	✓	✓	✓

30. Land Transport Rule: Setting of Speed Limits 2017

Section	Delegation	HOT	TTM1D
6	All of the Council’s powers under this section as a road controlling authority in relation to the setting of temporary speed limits.	✓	✓

31. Land Transport Management Act 2003

Delegation	GMCI	HOT
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓

32. Litter Act 1979

Section	Delegation	GMSPR	HRCP	PARC
5	To appoint litter control officers and provide for warrants of appointment to be issued (and revoke such appointments).	✓	✓	
8	To appoint litter wardens and provide for warrants of appointment to be issued (and revoke such appointments).	✓	✓	
10(1) - 10(2)	To require owners of private property to clear litter from their property, and to issue notices.		✓	✓
General	The power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such prosecution.		✓	✓

33. Local Government Act 1974

Section	Delegation	GMCI	HOT	OPT	MPC	P	S348D	TTM1D	TTM2D	RTO4D	HRCP	PARC	TLPC	H3W	CS	Efo	MSC	TLCI	MSE	MOP	TLWS	TLWO	MCS	Asset	Data 1D	Traffic 1D	Traffic2D
319(1)(a)	To repair all roads with such materials and in such manner as the Council thinks fit.	✓	✓	✓																			✓				
319(1)(g)	To alter the level of any road or any part of any road.	✓	✓																				✓				

Section	Delegation	GMCI	HOT	OPT	MPC	P	S348D	TTM1D	TTM2D	RT04D	HRCP	PARC	TLPC	H3W	CS	Efo	MSC	TLCI	MSE	MOP	TLWS	TLWO	MCS	Asset	Data 1D	Traffic 1D	Traffic2D
319(1)(i)	To make and use a temporary road upon any unoccupied land while any road adjacent is being constructed or repaired.	✓	✓																					✓			
319(1)(k)	To sell the surplus spoil of roads.	✓	✓																					✓			
319B	To allocate a number to any area of land or building or part of a building and to change the number allocated to any such area of land or building.																								✓		
333	To construct and erect guiding or sign posts, pillars or other markers, and other devices as are, in the opinion of the council, necessary for separating, guiding, or warning traffic, intercepting glare, or for any other purpose.	✓	✓	✓																						✓	
334	Determining the phasing of traffic signals (including reallocating time at signalised intersections). This delegation does not include prohibitions on left or right turns or applying turning filters which are delegated to community boards).									✓																	✓
334	Installing non-regulatory road markings.	✓	✓	✓																						✓	
335(1)	To require payment for the cost of construction of a vehicle crossing, and to give notice.	✓	✓	✓																				✓			
335(9)	To remove any vehicle crossing where the officer is satisfied that the crossing is redundant or in excess of the reasonable requirements of the occupier or owner, and to give notice.	✓	✓	✓																				✓			
337	To require alteration to pipes and drains and other apparatus on or under a road and recover the costs.	✓	✓																								
338	To grant easements or other rights for conduit pipes under or along any road or (with the owner's consent) under or along any private road or private way.				✓									✓													
341	To grant a lease of airspace above a road or of subsoil beneath the surface of a road. This power to be exercised in accordance with the Council's Policy on Structures on Roads, and is subject to the relevant property sub-delegations.				✓																						
348	To grant permission for a private road or private way or grant of right of way over any private way under this section.						✓																				
348	To certify a land transfer plan creating a private road or private way or grant of right of way over any private way under this section.					✓	✓																				
355	To require the removal of overhanging trees, to give notice, and to exercise all of the Council's powers under this section.		✓	✓							✓	✓				✓	✓	✓						✓			
356 - 356B	To remove and dispose of abandoned cars from roads and exercise all of the Council's powers under this section.		✓	✓							✓		✓														
357	To authorise any encroachment or other matter on a road which would otherwise amount to an offence under this section. This power to be exercised in accordance with the Council's Policy on Structures on Roads and is subject to the relevant property sub-delegations.		✓		✓																						
459	To require owners of land to provide private drains or do any of the other things specified in section 459(1), to give notice, and to exercise all of the Council's powers under this section.										✓	✓		✓					✓	✓	✓	✓					
460	To give notice of the Council resolution to owners.										✓	✓		✓													
461	To sign a certificate under this section.				✓									✓													
Tenth Schedule	To exercise the powers of the Council relating to the temporary prohibition of traffic on roads contained in paragraph 11(a) of the Tenth Schedule.							✓																			
Tenth Schedule	To exercise the powers of the Council relating to the temporary prohibition of traffic on roads contained in paragraph 11(b) of the Tenth Schedule.								✓																		

Section	Delegation	GMCI	HOT	OPT	MPC	P	S348D	TTM1D	TTM2D	RT04D	HRCP	PARC	TLPC	H3W	CS	Efo	MSC	TLCI	MSE	MOP	TLWS	TLWO	MCS	Asset	Data 1D	Traffic 1D	Traffic2D
Tenth Schedule	To exercise the powers of the Council relating to the temporary prohibition of traffic on roads contained in paragraph 11(c) of the Tenth Schedule.								✓																		
Tenth Schedule	To exercise the powers of the Council relating to the temporary prohibition of traffic on roads contained in paragraph 11 (d) of the Tenth Schedule. *On recommendation from the Team Leader Temporary Traffic Management														* ✓												
General	The power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such prosecution.	✓	✓								✓			✓													
Temporary traffic controls	The creation of temporary controls on any road for traffic and parking at roadworks and building sites including Construction Site Loading Zones.	✓	✓	✓				✓																			

34. Local Government Act 2002

Section	Delegation	GMCI	H3W	MSE	MOP	HOP	HOT	HRCP	PARC	TLCI	Efo	EntryD	S181D	Officer Position	HOL	HPC	TLDS	HBC
162	To apply for an injunction restraining a person from committing a breach of a bylaw or an offence against this Act. To take enforcement action against any person who breaches any such injunction and to make any decision in any matter relating to such action.	✓	✓			✓		✓	✓									
v163	To exercise the Council's powers to remove or alter a work or thing that is, or has been, constructed in breach of a bylaw; and to recover the costs of removal or alteration from the person who committed the breach.	✓	✓			✓	✓	✓	✓									
167	To determine whether or not to return seized and impounded property.	✓	✓			✓	✓	✓	✓									
168	To dispose of seized property in accordance with this section.	✓	✓			✓		✓	✓									
171	To exercise the power of entry and give the required notice. This power includes (subject to section 174 of this Act) the power to authorise other persons to effect the entry on behalf of the Council.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
173	To exercise a power of entry including (subject to section 174 of this Act) the power to authorise other persons to effect the entry on behalf of the Council.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
174	To authorise the issue of written warrants of appointment. *For the purpose of appointing enforcement officers to enforce the Christchurch City Council Parks and Reserves Bylaw 2016.	✓	✓			✓*	✓	✓	✓									✓
177	To appoint enforcement officers and arrange for the issue of warrants of appointment. *For the purpose of appointing enforcement officers to enforce the Christchurch City Council Parks and Reserves Bylaw 2016.	✓	✓			✓*	✓	✓	✓									
181(1) and (2)	To determine the construction of works on or under private land or under a building on private land are necessary for— (a) the supply by territorial authorities of water by means of reticulated systems; (b) the supply of water through water races; (c) trade wastes disposal; (d) land drainage and rivers clearance.	✓	✓															

Section	Delegation	GMCI	H3W	MSE	MOP	HOP	HOT	HRCP	PARC	TLCI	Efo	EntryD	S181D	Officer Position	HOL	HPC	TLDS	HBC
	To determine the construction of works on or under private land or under a building on private land are necessary for sewage and stormwater drainage. The power to construct such works.																	
181(3)	To request and obtain the prior written consent from the owner of the land to the construction of the work or give the notice and deposit the description and plan of the works for public inspection as required by Schedule 12 (but not to conduct the hearing).	✓	✓		✓													
181(4) and (5)	To enter land and inspect, alter, renew, repair, or clean any work constructed under section 181 or under the corresponding provision of a former Act, including giving of reasonable notice of the intention to enter.	✓	✓		✓	✓							✓					
186	To exercise the Council's powers under this section.	✓	✓			✓		✓										
187	To recover costs and reasonable administrative and supervision charges for work authorised to be carried out in a default situation.	✓	✓	✓		✓		✓										
193	To determine and authorise that the water supply to the land or building be restricted.	✓	✓	✓														
199A and 199B	To make a further information request and carry out any associated administrative functions relating to the reconsideration of a development contribution.															✓	✓	
199A and 199B	To make a decision on a reconsideration request.															✓		
199C to 199N and Schedule 13	To exercise all other functions under these sections and this Schedule except that only the Head of Planning & Consents has the authority to appoint a commissioner from the approved commissioners list to consider and hear an objection.															✓	✓	
208	To sign a notice of a statutory land charge.														✓			
General	The power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such prosecution.	✓	✓			✓	✓	✓										

35. **Local Government Official Information and Meetings Act 1987**

Section	Delegation	MOI	IA	GIA	TLH	HOL	CS	GMSPR	HRCP	TLPI
11	To give reasonable assistance to those persons requesting information.	✓	✓	✓		✓				
12	To transfer requests and attend to subsequent notification.	✓	✓	✓		✓				
13	To make decisions on requests and to determine whether or not to charge for information.	✓	✓	✓		✓				
14	To provide for extensions of time to provide official information and to attend to subsequent notification.	✓	✓	✓		✓				
15	To determine the manner of presenting information and to attend to subsequent notification.	✓	✓	✓		✓				
16	To determine deletions from documents and attend to subsequent notification.	✓	✓	✓		✓				
17, 17A, 17B, 18	To determine whether or not to refuse a request for information, and providing reason(s) for refusal.	✓	✓	✓		✓				
21	To determine access to internal rules affecting decisions, and to provide reasons for refusing to provide information.	✓	✓	✓		✓				
22	To provide a written statement under this section.	✓	✓	✓		✓				
24	To take precautions regarding access to personal information.	✓	✓	✓		✓				
25	To deal with requests for corrections.	✓	✓	✓		✓				
26	To refuse to supply personal information.	✓	✓	✓		✓				
44A	To make decisions on information to be included in Land Information Memoranda and issuing Land Information Memoranda.					✓		✓	✓	✓
46	To provide for the public notification of meetings.				✓		✓			
46A, 49, 51	To provide for the availability of agendas, reports and minutes.				✓		✓			
51A	To provide for the public notification of resolution at emergency meeting.				✓		✓			

36. **Local Government (Rating) Act 2002**

Section	Delegation	GMFR	HF	RRM	TLR	SRO
90A	To write-off outstanding rates in accordance with this section.	✓* *Acting jointly	✓* *Acting jointly			
90A	To write-off outstanding rates in accordance with this section to the following limits: <ul style="list-style-type: none"> The write-off relates to the excess water supply residential targeted rate or the excess water supply commercial targeted rate; and The rates cannot reasonably be recovered; and Either the rates relate to <ul style="list-style-type: none"> A period before a rating unit changes ownership, in circumstances where we haven't provided appropriate settlement information to facilitate the recovery of those rates from the outgoing owner; or Consumption for a period more than 365 days olds; or Consumption beyond the ratepayer's control that has been caused by an error or defect in Council's equipment. 	✓	✓	✓	✓	✓
90A	To give notice in accordance with this section.			✓	✓	✓
90B	To write off all or part of the outstanding rates in accordance with this section.	✓* *Acting jointly	✓* *Acting jointly			

37. **Machinery Act 1950 and Amusement Devices Regulations 1978**

Section	Delegation	GMSPR	HRCP	PARC	HBC	TLCI	ENG	Efo
21A(7) and Reg 11	To inspect and issue a permit for the erection and operation of amusement devices.	✓	✓	✓	✓	✓	✓	✓
21A(8)	To cancel any permit to operate an amusement device.	✓	✓	✓	✓			

38. **New Zealand Library Association Act 1939**

Delegation	GMCC	HLI
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓

39. **Postal Services Act 1998**

Section	Delegation	GMCI	HOT
40	To impose prescribe conditions in relation to the erection of public letterboxes.	✓	✓

40. **Plumbers, Gasfitters and Drainlayers Act 2006**

Section	Delegation	GMCI
15, 16	To consult with the Minister in relation to certain sanitary plumbing exemptions.	✓

41. **Privacy Act 2020**

Delegation	HOL	MOI/PO
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓

42. **Public Records Act 2005**

Section	Delegation	GMCS	MIM	TLD
17	To provide for the creation and maintenance of local authority records.	✓	✓	✓
40	To comply with the requirements in relation to protected records.	✓	✓	✓
45, 46	To classify the access status of the Council's local authority records.	✓	✓	✓
47	To provide for the public inspection of open access records.	✓	✓	✓

43. **Public Works Act 1981**

Section	Delegation	HSCGP	MPC
19	To sign compensation certificates as the authorised delegate of the Chief Executive.	✓	✓
114	The power to apply to the Minister of Lands for land to be declared as road under section 114 of the Public Works Act 1981, and to give written consent of the Council under section 114(2)(h) of the Public Works Act 1981.	✓	✓

44. **Rates Rebate Act 1973**

Section	Delegation	RRM	TLR	SRO	RO
5-8	To consider applications for rates rebates and refunds, determine whether to grant the applications in accordance with sections 5-7, and apply the rebate / refund if granted.	✓	✓	✓	✓
9	To apply to Secretary for Local Government for refund of rebates granted.	✓	✓	✓	
10(1)	To authorise the recovery of all or part of a rates rebate or rates refund as a rate payable in respect of the rating unit.	✓	✓	✓	
11A	To seek advice from the Secretary of Local Government.	✓	✓		
13	To take any declarations required for the purposes of this Act.	✓	✓		

45. **Rating Valuations Act 1998**

Section	Delegation	GMFR	HF	RRM	TLR	SRO	RO	SDA
8	To appoint person or body to undertake valuation services and notify Valuer-General of person or body undertaking valuations services for the Council.	✓	✓					
9	To undertake general revaluation in accordance with this section.		✓	✓				
10	To provide specified information to the Valuer-General.			✓	✓	✓		✓
12	To give public notice in accordance with section 12 and provide for public inspection of the district valuation roll.			✓				
13	To give notice of general revaluation in accordance with this section.		✓	✓				
14-17	To exercise powers regarding alterations and new valuations, giving notice, during the currency of a general revaluation.			✓	✓	✓	✓	
34(4)	To decide to alter the valuation or to decline to alter the valuation.		✓	✓				
34(5)	To alter the valuation roll.			✓	✓	✓	✓	
35	To give notice as required by this section.			✓				
36	To file on Council's behalf for an objection to be heard by the Land Valuation Tribunal and arrange for service to the required parties.	✓	✓	✓				
38(3)	To authorise a person who provides or has provided valuation services to the Council (or an officer or employee of such person) to represent Council in proceedings before the Land Valuation Tribunal.		✓	✓				
39	To alter the district valuation roll to give effect to the decision of the Land Valuation Tribunal.			✓	✓	✓	✓	✓
41	To provide certified copies of entries in the district valuation roll.			✓	✓	✓		
42	To keep and maintain information and documents, and provide to Valuer-General when required.			✓	✓			
43	To enter into agreement with the regional council as to the regional council's annual share of costs.	✓	✓	✓				
45	To provide written authorisation to persons for entry onto private property to carry out valuations.			✓				

46. **Rating Valuations Regulations 1998**

Section	Delegation	RRM	TLR	SRO
6	To extend the due date for lodging an objection.	✓		
8	To notify the objector of the further information needed if the objection is to proceed.	✓		
10	To refuse to consider late or incomplete objections.	✓		
12	To issue and endorse as accurate a certified copy of an entry in the district valuation roll.	✓	✓	✓

47. **Reserves Act 1977**

Section	Delegation	HOP	HSCGP	MPC
8	To appoint rangers in respect of any reserve for which the Council is an administering body.	✓		
101	To lay an information in respect of an offence against the Reserves Act 1977.	✓		

Section	Delegation	HOP	HSCGP	MPC
	To determine which reserve land may be grazed for management purposes, and to enter into grazing licences. * acting jointly.	✓*		✓*
	To grant or decline permits for activities on reserves (other than leases and licences – except for grazing licences). * acting jointly.	✓*		✓*
	To enter into licences to occupy reserves temporarily under section 74. This delegation excludes the hearing of submissions / objections.	✓		✓
	To agree to the surrender of easements over land vested as reserve under the Reserves Act 1977, and to sign all required documentation.		✓	✓

48. **Sale and Supply of Alcohol Act 2012**

Section	Delegation	TLH	CA	HRC	PARC	TLA	TLCI	TLFSE	TLHL	TCS	TOAL	TCLS
64	To issue licences, certificates and authorities (endorsed where appropriate).			✓	✓		✓	✓	✓	✓		✓
65-66	To keep records of every application filed with the DLC and the decision on the application. To keep a register of licensees to whom special licences have been issued by the committee, recording all prescribed particulars relating to those licences. To provide extracts from any record or register. To send to the secretary of ARLA a copy of every application made to the DLC, and a copy of every decision made by it.					✗					✓	✓
67	To certify extracts of registers or records.		✓	✓	✓	✗	✓	✓	✓	✓		✓
72	To issue duplicate licences or certificates to holders.			✓		✗					✓	✓
73	To receive notifications of surrender of licences and certificates. To notify the secretary of ARLA of the surrender, and record the specified information.					✗					✓	✓
102	To give copies of objections to applicants.					✗					✓	✓
103	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.		✓			✗					✓	✓
120	To give copies of objections to applicants. To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.		✓			✗					✓	✓
128	To give copies of objections to applicants.					✗					✓	✓
129	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.					✗					✓	✓
139	To require applicants to attach notices of applications to conspicuous sites etc.			✓		✗						✓
140(2)	To set the time for the lodging of objections.			✓		✗					✓	✓
140(4)	To give copies of objections to applicants.					✗					✓	✓
141	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.		✓			✗					✓	✓
155	To receive copies of appeals of licensing committee decisions. To send copies of all required documentation related to an appeal to the secretary of ARLA.	✓	✓									
197	To appoint licensing inspectors under the Act.			✓								
220	To give copies of applications and accompanying documents to the Police and the inspectors. To give copies of any filed reports to applicants.		✓			✗					✓	✓
225	To give copies of applications and accompanying documents to the Police and the inspectors. To give copies of any filed reports to applicants.		✓			✗					✓	✓

Section	Delegation	TLH	CA	HRCP	PARC	TLA	TLCI	TLFSE	TLHL	TCS	TOAL	TLCS
283	To give copies of applications to licensees. To fix dates for public hearings. To give notice of hearings.	✓	✓									
284	To send copies or orders to the secretary of ARLA.	✓	✓									

49. **Statutory Land Charges Registration Act 1928**

Section	Delegation	HOL
6	To sign a notice of a statutory land charge.	✓
7	To sign a certificate releasing a statutory land charge.	✓

50. **Summary Proceedings Act 1957**

Delegation	GMSPR	HRCP
To institute proceedings (including any prosecutions) under this Act, together with the power to make any decision pertaining to such proceedings.	✓	✓

51. **Telecommunications Act 2001**

Section	Delegation	GMCI	HOT	Asset
137	To impose conditions on any authority to construct, place and maintain lines or wireless works, in, on, along, over, across, or under any road.	✓	✓	✓
142	To impose conditions on any authority to place a cabinet or appliance on a road.	✓	✓	

52. **Trespass Act 1980**

Section	Delegation	Delegate
3 and 4	To be the person in lawful occupation of land owned, occupied or controlled by the Council for the purposes of giving a warning to leave under section 3 and giving a warning to stay off a place under section 4.	Any person holding a position on the Executive Leadership Team Head of Customer Services Head of Libraries and Information Head of Community Support and Partnerships Director Christchurch Art Gallery Manager Civil Defence & Emergency Management Head of Parks Head of Recreation, Sport & Events Area Head Ranger Park Ranger Botanic Gardens Any person holding a Team Leader Community Library position Any person holding an Associate Team Leader Community Library position. Head of Transport and Waste Management Head of Three Waters Head of Regulatory Compliance Head of People and Culture Head of Sustainable City Growth and Property Manager Property Consultancy Head of Legal and Democratic Services Team Leader Parking Operations and Appeals

Section	Delegation	Delegate
		Team Leader Parking Compliance Manager Facilities Operations and Team Members Senior Manager Facilities Maintenance and Projects Advisor
10	To be the person in lawful occupation of land owned, occupied or controlled by the Council for the purposes of commencing proceedings.	Head of Legal and Democratic Services Head of Regulatory Compliance.

53. **Unit Titles Act 2010**

Section	Delegation	HPC	MRC	PTL	SP	SO
32(2)(a)	To give a certificate in respect of any unit plan.	✓	✓	✓	✓	✓

54. **Utilities Access Act 2010**

Delegation	GMCI	HOT	OPT	Asset
To act as a utility operator on behalf of Council in relation to water and wastewater infrastructure and to perform all the responsibilities, duties and powers of that position in accordance with the Utilities Access Act 2010 and the National Code of Practice for Utilities Operators Access to Transport Corridors.	✓	✓	✓	✓
To act as the corridor manager on behalf of Council in relation to the transport corridor and to perform all the responsibilities, duties and powers of that position in accordance with the Utilities Access Act 2010 and the National Code of Practice for Utilities Operators Access to Transport Corridors.	✓	✓	✓	✓

55. **Walking Access Act 2008**

Delegation	GMCI	HOP
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓

56. **Waste Minimisation Act 2008**

Section	Delegation	HOT
32	Power to spend levy money in the manner prescribed in the Act	✓
52	To undertake, or contract for any waste management and minimisation service, facility or activity in accordance with this section. Provided the exercise of this sub-delegation is within the delegate's financial authority.	✓
53	To sell any marketable product in accordance with this section.	✓
55	To comply with any notice issued by a Health Protection Officer and give notice / directions to person providing waste collection service.	✓
76	To appoint any enforcement officers and provide for the warrants to be issued.	✓
84	To decide whether or not to return seized or impounded property.	✓
85	To dispose of seized or impounded property in accordance with this section.	✓

57. **Water Services Act 2021**

Section	Delegation	GMCI	H3W	MSE	MOP	TLWS
21(1)	To ensure that drinking water is safe	✓	✓			
21(2)	To take any of the actions in this subsection	✓	✓	✓	✓	
22(1)	To ensure that drinking water complies with drinking water standards	✓	✓	✓	✓	✓
22(2)	To take any of the actions in this subsection	✓	✓	✓	✓	
23(2)	To ensure that a drinking water supply is registered	✓	✓	✓	✓	
24	To take all reasonably practicable steps to supply drinking water that complies with aesthetic values	✓	✓	✓	✓	
25(1)	To ensure that a sufficient quantity of drinking water is provided to each point of supply	✓	✓	✓	✓	

Section	Delegation	GMCI	H3W	MSE	MOP	TLWS
25	To make decisions about restricting or interrupting supply in accordance with this section	✓	✓	✓	✓	
26	To make notifications under this section	✓	✓	✓	✓	
27	To ensure that supply arrangements protect against the risk of backflow and to take any actions under this section	✓	✓	✓	✓	
28	To use end-point treatment and to take any actions under this section	✓	✓			
30	To prepare, lodge and implement a drinking water safety plan in accordance with this section	✓	✓			
35	To take any of the actions in relation to a notifiable risk or hazard under this section	✓	✓			
36	To make notifications under this section	✓	✓			
37	To keep, maintain and provide records in accordance with this section	✓	✓			
38	To provide information to consumers. To establish, maintain and administer a consumer complaints process To report annually on its consumer complaints process	✓	✓			
43	To prepare and implement a source water risk management plan (ie as part of the drinking water safety plan)	✓	✓			
44	To monitor the quality of the supplier's source water in accordance with this section	✓	✓			
45	To provide information in accordance with this section	✓	✓			
49	To comply with all applicable compliance rules	✓	✓			
56	To apply for a renewal of registration of a drinking water supply To notify Taumata Arowai of any changes to information provided under this section	✓	✓			
57	To apply for an exemption from compliance with sections of the Act	✓	✓			
58	To apply for an exemption in relation to residual disinfection	✓	✓			
59	To advise affected consumers about a drinking water emergency	✓	✓			
63	To advise affected consumers about an exemption from requirements during any drinking water emergency	✓	✓			
89	To apply to Taumata Arowai for an internal review of a decision	✓	✓			
93	To appeal to the District Court under this section	✓	✓			
95	To appeal to the High Court under this section	✓	✓			
96	To appeal to the Court of Appeal or Supreme Court under this section	✓	✓			
104	To comply with any directions issued by a compliance officer under this section	✓	✓	✓	✓	✓
105	To comply with any directions issued by a compliance officer under this section	✓	✓	✓	✓	✓
139	To prepare and implement a risk management plan for the wastewater network To provide the draft and final risk management plan to the Taumata Arowai	✓	✓			
146	To keep and maintain records if required by Taumata Arowai To provide records to Taumata Arowai if required	✓	✓			

PART C - SUB-PART 2 – FINANCIAL SUB-DELEGATIONS

Level 2

General Manager Citizens and Community	GMCC
General Manager Finance, Risk & Performance/CFO	GMFR
General Manager Strategy, Planning & Regulatory Services	GMSPR
General Manager Corporate Services	GMCS
General Manager City Infrastructure	GMCI

Level 3⁷

Any person holding a "Head of" ⁸ position
Art Gallery Director
Head of Digital/Chief Information Officer
Electoral officer carrying out his or her functions under the Local Electoral Act 2001
Manager Greater Christchurch Partnership
Manager Asset Management & Facilities

Level 3A⁹

Manager Asset Management and Facilities

Level 4¹⁰

Any person holding a position that is a direct report to a level 3 position. <i>Note:</i> (a) this level includes any person holding a position that is a direct report to a level 3 position where the level 3 position is currently vacant. (b) this expressly excludes any person holding an executive assistant or personal assistant position.
Manager Property Consultancy
Manager of the Office of the Mayor and Civic Services
Rates Revenue Manager
Manager Transactions
Manager Facilities Operations
Manager Maintenance and Projects

Level 5¹¹

Any named officer holding a named position who is authorised in writing (a) by his or her Head ¹² and the Head of Finance to hold a Level 5 financial sub-delegation over \$10,000 but less than \$100,000 (capex or opex), being the amount set out in the authority; or (b) by his or her Head to hold a Level 5 financial sub-delegation up to \$10,000, being the amount set out in the authority. <i>Note:</i> Where a named person no longer holds the named position, the person ceases to hold the related financial sub-delegation.

⁷ Commencing on 9 May 2016
⁸ For example, and without limitation, Head of Three Waters, Head of Transport and Waste Management, Head of Building Consenting
⁹ Commencing on 9 August 2024 following the Chief Executive's approval
¹⁰ Commencing on 9 May 2016
¹¹ Commencing on 9 May 2016
¹² For example and without limitation, Head of Three Waters, Head of Procurement and Contracts



1. **General Terms of Financial Sub-delegations**

Delegation	Other conditions	Level 2	Level 3	Level 3A	Level 4	Level 5
<p>Capital Expenditure / Operational Expenditure</p> <p>To commit the Council to financial transactions (or projects consisting of multiple transactions) relating to the acquisition, purchase, or provision of assets (including vehicle fleet, plant or machinery), services, property, gifts, guarantees, indemnities and the disposal of assets up to \$5,000,000.</p> <p>This power includes the authority to administer, enforce, and cancel such transactions or to vary them so long as the new total does not exceed \$5,000,000.</p>	<p>Conditional on:</p> <ul style="list-style-type: none"> All council policies and procedures must be adhered to. This includes the Council's Procurement Policy as set out on the Council's website. All financial delegation limits are subject to a maximum of what is approved in the current LTP / Annual Plan and associated cost centre budgets. The financial authority is delegated to commit expenditure within the budgeted amount. It does not permit expenditure if there is no budget available. You must not commit the organisation to expenditure where no budget exists. With regard to the acquisition and disposal of assets, the transaction being in accordance with the LTP. Overspending on an individual budget item must be for a reasonable and appropriate purpose and must be balanced by making savings against other items. You must not spend OPEX out of CAPEX or vice versa. If you are uncertain about whether your delegation should be exercised, you must seek the approval of someone senior to you who also has appropriate delegated authority before you incur the expenditure or make the decision. You must not sub-divide financial transactions to avoid the delegated financial authority limits or avoid a contestable process. An executive team member must approve any sales of surplus assets to staff and elected members. 	✓				
<p>Capital Expenditure / Operational Expenditure</p> <p>To commit the Council to financial transactions (or projects consisting of multiple transactions) relating to the acquisition, purchase, or provision of assets (including vehicle fleet, plant or machinery), services, property, gifts, guarantees, indemnities and the disposal of assets up to \$1,000,000.</p> <p>This power includes the authority to administer, enforce, and cancel such transactions or to vary them so long as the new total does not exceed \$1,000,000.</p>	<p>Conditional on:</p> <ul style="list-style-type: none"> All council policies and procedures must be adhered to. This includes the Council's Procurement Policy as set out on the Council's website. All financial delegation limits are subject to a maximum of what is approved in the current LTP / Annual Plan and associated cost centre budgets. With regard to the acquisition and disposal of assets, the transaction being in accordance with the LTP. The financial authority is delegated to commit expenditure within the budgeted amount. It does not permit expenditure if there is no budget available. You must not commit the organisation to expenditure where no budget exists. Overspending on an individual budget item must be for a reasonable and appropriate purpose and must be balanced by making savings against other items. You must not spend OPEX out of CAPEX or vice versa. If you are uncertain about whether your delegation should be exercised, you must seek the approval of someone senior to you who also has appropriate delegated authority before you incur the expenditure or make the decision. You must not sub-divide financial transactions to avoid the delegated financial authority limits or avoid a contestable process. An executive team member must approve any sales of surplus assets to staff and elected members. 		✓			

Delegation	Other conditions	Level 2	Level 3	Level 3A	Level 4	Level 5
<p>Capital Expenditure / Operational Expenditure</p> <p>To commit the Council to financial transactions (or projects consisting of multiple transactions) relating to the acquisition, purchase, or provision of assets (including vehicle fleet, plant or machinery), services, property, gifts, guarantees, indemnities and the disposal of assets up to \$500,000.</p> <p>This power includes the authority to administer, enforce, and cancel such transactions or to vary them so long as the new total does not exceed \$500,000.</p>	<p>Conditional on:</p> <ul style="list-style-type: none"> All council policies and procedures must be adhered to. This includes the Council's Procurement Policy as set out on the Council's website. All financial delegation limits are subject to a maximum of what is approved in the current LTP / Annual Plan and associated cost centre budgets. With regard to the acquisition and disposal of assets, the transaction being in accordance with the LTP. The financial authority is delegated to commit expenditure within the budgeted amount. It does not permit expenditure if there is no budget available. You must not commit the organisation to expenditure where no budget exists. Overspending on an individual budget item must be for a reasonable and appropriate purpose and must be balanced by making savings against other items. You must not spend OPEX out of CAPEX or vice versa. If you are uncertain about whether your delegation should be exercised, you must seek the approval of someone senior to you who also has appropriate delegated authority before you incur the expenditure or make the decision. You must not sub-divide financial transactions to avoid the delegated financial authority limits or avoid a contestable process. An executive team member must approve any sales of surplus assets to staff and elected members. 			✓		
<p>Capital Expenditure / Operational Expenditure</p> <p>To commit the Council to financial transactions (or projects consisting of multiple transactions) relating to the acquisition, purchase, or provision of assets (including vehicle fleet, plant or machinery), services, property, gifts, guarantees, indemnities and the disposal of assets up to \$250,000.</p> <p>This power includes the authority to administer, enforce, and cancel such transactions or to vary them so long as the new total does not exceed \$250,000.</p>	<p>Conditional on:</p> <ul style="list-style-type: none"> All council policies and procedures must be adhered to. This includes the Council's Procurement Policy as set out on the Council's website. All financial delegation limits are subject to a maximum of what is approved in the current LTP / Annual Plan and associated cost centre budgets. With regard to the acquisition and disposal of assets, the transaction being in accordance with the LTP. The financial authority is delegated to commit expenditure within the budgeted amount. It does not permit expenditure if there is no budget available. You must not commit the organisation to expenditure where no budget exists. Overspending on an individual budget item must be for a reasonable and appropriate purpose and must be balanced by making savings against other items. You must not spend OPEX out of CAPEX or vice versa. If you are uncertain about whether your delegation should be exercised, you must seek the approval of someone senior to you who also has appropriate delegated authority before you incur the expenditure or make the decision. You must not sub-divide financial transactions to avoid the delegated financial authority limits or avoid a contestable process. An executive team member must approve any sales of surplus assets to staff and elected members. 				✓	
<p>Capital Expenditure / Operational Expenditure</p>	<p>Conditional on:</p>					✓

Delegation	Other conditions	Level 2	Level 3	Level 3A	Level 4	Level 5
<p>To commit the Council to financial transactions (or projects consisting of multiple transactions) relating to the acquisition, purchase, or provision of assets (including vehicle fleet, plant or machinery), services, property, gifts, guarantees, indemnities and the disposal of assets up to \$100,000.</p> <p>This power includes the authority to administer, enforce, and cancel such transactions or to vary them so long as the new total does not exceed \$100,000.</p>	<ul style="list-style-type: none"> ▪ All council policies and procedures must be adhered to. This includes the Council's Procurement Policy as set out on the Council's website. ▪ All financial delegation limits are subject to a maximum of what is approved in the current LTP / Annual Plan and associated cost centre budgets. ▪ With regard to the acquisition and disposal of assets, the transaction being in accordance with the LTP. ▪ The financial authority is delegated to commit expenditure within the budgeted amount. It does not permit expenditure if there is no budget available. You must not commit the organisation to expenditure where no budget exists. ▪ Overspending on an individual budget item must be for a reasonable and appropriate purpose and must be balanced by making savings against other items. ▪ You must not spend OPEX out of CAPEX or vice versa. ▪ If you are uncertain about whether your delegation should be exercised, you must seek the approval of someone senior to you who also has appropriate delegated authority before you incur the expenditure or make the decision. ▪ You must not sub-divide financial transactions to avoid the delegated financial authority limits or avoid a contestable process. ▪ An executive team member must approve any sales of surplus assets to staff and elected members. 					

2. Other Financial Sub-delegations

References to Levels 2, 3 and 4 as described immediately above under the heading "Sub-Part 2 Financial Sub-Delegations".

General Manager Finance, Risk & Performance/CFO

Head of Finance	HF
Group Financial Controller	GFC
Corporate Reporting Manager	CRM
Rates Revenue Manager	RRM
Group Treasurer	GT
Treasury Accountant	TYA
Manager Insurance and Asset	MIA
Finance Business Partner	FBP
Manager Transaction Services	MTR
Debt Management Team Leader	DMTL
Team Leader Financial	TLF

Delegation	Level 2	Level 3	Level 4	GMR	HF	GFC	GT	CRM	MTR	MIA	FBP	RRM	TYA	DMTL	TLF
To write down the value of stock (where the write down is no more than \$20,000).				✓	✓										
To write off stock items and minor assets where the write off is no more than \$20,000.	✓	✓		✓	✓										
To write off debts up to \$10,000. * Debt Management Team Leader to review and the Group Financial Controller to sign it off.						✓* jointly								✓* jointly	
To write off debts of up to \$20,000.					✓										
To write off debts between \$20,001 and \$50,000.				✓* jointly	✓* jointly										
To write off library debt from customer records.		✓	✓ and any library team member												
To authorise the issue of credit notes up to \$1000 in accordance with Council policy.	✓	✓	✓ and team member												
To authorise the issue of credit notes between \$1001 and \$10,000 in accordance with Council policy.	✓	✓	✓												
To authorise the issue of credit notes between \$10,001 and \$100,000 in accordance with Council policy. *Any level 3 person acting jointly with the Head of Financial Management/Chief Financial Officer		✓* jointly			✓* jointly										

Delegation	Level 2	Level 3	Level 4	GMR	HF	GFC	GT	CRM	MTR	MIA	FBP	RRM	TYA	DMTL	TLF
To authorise the issue of credit notes \$100,001 and greater in accordance with Council policy. *Any level 3 person and level 2 person acting jointly with the Head of Financial Management/Chief Financial Officer	✓* jointly	✓* jointly			✓* jointly										
To authorise the issue of refunds up to \$1000 in accordance with Council policy.	✓	✓	✓ and team member												
To authorise the issue of refunds between \$1001 and \$10,000 in accordance with Council policy.	✓	✓	✓												
To authorise the issue of refunds between \$10,001 and \$100,000 in accordance with Council policy. * Any level 3 person acting jointly with the Head of Financial Management/Chief Financial Officer		✓* jointly			✓* jointly										
To authorise the issue of refunds \$100,001 and greater in accordance with Council policy. *Any level 3 person and level 2 person acting jointly with the Head of Financial Management/Chief Financial Officer	✓* jointly	✓* jointly			✓* jointly										
Granting credit and credit limits up to \$10,000 in accordance with Council policy.					✓				✓					✓	
Granting credit and credit limits between \$10,001 and \$20,000 in accordance with Council policy.					✓				✓						
Granting credit and credit limits between \$20,001 and \$200,000 in accordance with Council policy.				✓	✓										
Where the Council has collected payments on behalf of a third party (for example Inland Revenue, Environment Canterbury, Ministry of Business, Innovation and Employment, BRANZ), to pass on those payments to that third party in accordance with any agreed terms and conditions or statutory provision as the case may be.					✓	✓			✓			✓			✓
To invest Council funds according to the Investment Policy approved by Council. (Including the raising of invoices or Notices for principal and interest payments on Council's on-lending to CCTOs and OCHT). *Delegation to TYA subject to these conditions: Investments in term deposits: <ul style="list-style-type: none"> The amount of each deposit does not exceed \$10 million; AND The term of each deposit does not exceed three (3) calendar months. Transfer of funds without restriction: <ul style="list-style-type: none"> Between Council's Rabobank Call account and nominated BNZ account; OR Between Council's BNZ accounts; OR To make interest payments (through the standard payment process). 				✓	✓		✓	✓				✓	✓*		

Delegation	Level 2	Level 3	Level 4	GMR	HF	GFC	GT	CRM	MTR	MIA	FBP	RRM	TYA	DMTL	TLF
To provide for and manage the Council's borrowing facilities, debt, and risk hedging according to the Council's Liability Management Policy. (This includes issuing bonds, drawing debt under existing facilities, renegotiation and extension of existing facilities, negotiation and establishment of new facilities, hedging interest rates and signing counterparty confirmations relating to such activities).				✓	✓	✓	✓	✓				✓			
To sign financial authorities on behalf of the Council. *The Group Treasurer may only authorise on-line payments relating to the principal or interest amounts due on Council's borrowing (under the Treasury Policy) and investments (under the Investment Policy, including on-lending to CCTOs and OCHT).				✓	✓	✓	✓*	✓	✓	✓	✓				✓
To transfer funds between any of the Council's bank accounts.				✓	✓	✓	✓	✓	✓	✓	✓				✓
To accept vested assets in lieu of revenue up to a value of \$500,000.	✓	✓													
To authorise the transfer of budgets (capital expenditure and operational expenditure) between activities within a group of activities up to \$500,000. * Any level 3 person and level 2 person acting jointly.	✓*	✓*													
To authorise the transfer of budgets (capital expenditure and operational expenditure) between groups of activities up to \$500,000. * Any level 3 person and level 2 person acting jointly.	✓*	✓*													
To authorise the transfer of budgets between projects (within the total budget of the project). * Any level 3 person and level 2 person acting jointly.	✓*	✓*													
To sign all documents relating to default summonses and general proxies and swear proofs of debt on behalf of the Council.				✓	✓	✓	✓	✓							



PART C - SUB-PART 3 – PROPERTY SUB-DELEGATIONS

General Manager City Infrastructure	GMCI
Head of Sustainable City Growth and Property	HSCGP
Manager Property Consultancy	MPC
Manager Facilities	MF

3. Acquisition and disposal of land (including interests in land)

Delegation	GMCI	HSCGP	MPC
All of the powers in relation to the acquisition and disposal of land that have been delegated to the Chief Executive. This sub-delegation is subject to the terms of the delegate's financial sub-delegations.	✓	✓	✓

4. Leases – Leasing of Council owned property excluding leases under the Reserves Act 1977 but including non-social housing residential tenancies

Delegation	GMCI	HSCGP	MPC
All of the powers in relation to the leasing of Council owned property to other parties that have been delegated to the Chief Executive. This sub-delegation is subject to the terms of the delegate's financial sub-delegations.	✓	✓	✓

5. Leasing of property to the Council

Delegation	GMCI	HSCGP	MPC
All of the powers in relation to the leasing of property to the Council that have delegated to the Chief Executive. This sub-delegation is subject to the terms of the delegate's financial sub-delegations.	✓	✓	✓

6. Licences – granting of licences excluding licences under the Reserves Act 1977

Delegation	GMCI	HSCGP	MPC
All of the powers in relation to the granting of licences (excluding licences under the Reserves Act 1977) that have been delegated to the Chief Executive. This sub-delegation is subject to the terms of the delegate's financial sub-delegations.	✓	✓	✓

7. Licences – Licensing of property to the Council

Delegation	GMCI	HSCGP	MPC
All of the powers in relation to the licensing of property to the Council that have been delegated to the Chief Executive. This sub-delegation is subject to the terms of the delegate's financial sub-delegations.	✓	✓	✓

8. Other land dealings – excluding reserves under the Reserves Act 1977

Delegation	GMCI	HSCGP	MPC	MF
All of the powers in relation to other land dealings (excluding other land dealings under the Reserves Act 1977) that have been delegated to the Chief Executive. This sub-delegation is subject to the terms of the delegate's financial sub-delegations.	✓	✓	✓	
In exercising the authority to deal with Council land, authorising the removal of vehicles from land under the control of the Council where those vehicles are parked without the requisite authority from Council, and there is Council signage stating that unauthorised parked vehicles will be removed at the owner's expense. (By way of example, unauthorised vehicles are being parked in the KEB Carpark which is reserved for Council fleet vehicles. This sub-delegation empowers staff to authorise the removal of those vehicles from that carpark). This sub-delegation does not authorise these sub-delegates to remove vehicles under the powers of the Land Transport Act 1998.	✓	✓	✓	✓

PART C - SUB-PART 4 – OTHER SUB-DELEGATIONS

General Manager Citizens and Community	GMCC
General Manager Finance, Risk & Performance/CFO	GMFR
General Manager Strategy, Planning & Regulatory Services	GMSPR
General Manager Corporate Services	GMCS
General Manager City Infrastructure	GMCI

Head of Digital/Chief Information Officer	CIO
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Head of Finance	HF
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Head of Legal and Democratic Services	HOL
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Head of Building Consenting	HBC
Building Claims Specialist	BCS

Operations Manager (Transport)	OPT
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Manager Continuous Improvement	MCI
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Manager, Regional Parks	MRP
Manager, Community Parks	MCP
Director Botanic Gardens & Garden Parks	DBGGP
Manager Hagley Park	MHP
Team Leader Operations Support	TLOS
Manager Parks Programmes and Partnerships	MPPP

Senior Project Manager – Construction Operations	SPM-CO
Manager Operation WWW	OM3W

Manager Civil Defence & Emergency Management	CDEM
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Head of Sustainable City Growth and Property	HSCGP
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Media Manager	MM
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Head of Facilities, Property and Planning	HFPP
Head of Vertical Capital Delivery	HVC
CE Venues Otautahi	OV
Community Housing Liaison Lead	CHLL



1. **Information Technology**

Delegation	GMCS	CIO
<p>To authorise the acquisition of any information technology product or service (for example and without limitation computer hardware, equipment, or online computer capacity, and computer software or services both on premises or online (in the cloud)).</p> <p>Before giving such authorisation:</p> <ul style="list-style-type: none"> the acquisition must have been approved by the Technical Design Authority in CO-Information Technology; and the acquisition must be related to an IT programme or an IT level of service that has been approved by the ELT IT Governance Board. <p><i>Note:</i> This delegation applies regardless of funding source (operational expenditure or capital expenditure) or budget holder so that the person who holds the applicable financial sub-delegation must obtain authorisation under this sub-delegation for the acquisition.</p> <p>This delegation is an operational delegation and it may be sub-delegated as determined by the General Manager Resources / Chief Financial Officer or the Head of Digital/Chief Information Officer, as the case may be.</p>	✓	✓

2. **Legal Proceedings**

Delegation	GMFR	GMCI	GMSPR	GMCC	GMCS	HOL	HF
All of the powers in relation to legal proceedings that have been delegated to the Chief Executive.							
This sub-delegation is subject to the general terms of the delegate's financial sub-delegations.	✓	✓	✓	✓	✓	✓	✓
Each sub-delegate must consult with the Head of Legal and Democratic Services when exercising this sub-delegation.							

3. **Settlement of claims (except for building, weathertight homes claims etc)**

Delegation	GMFR	GMCI	GMSPR	GMCC	GMCS	HOL	HF
All of the powers in relation to the settlement of claims that have been delegated to the Chief Executive.							
This sub-delegation is subject to the general terms of the delegate's financial sub-delegations.	✓	✓	✓	✓	✓	✓	✓
The Head of Legal and Democratic Services must approve the proposed settlement when the proposed settlement will involve a monetary contribution to be made by the Council. In all other cases, each sub-delegate must consult with the Head of Legal and Democratic Services when exercising this sub-delegation.							

4. **Settlement of weathertight building claims or any Weathertight Financial Assistance Package claims or claims under the Building Act 2004**

Delegation	GMSPR/GMFR jointly	HOL	HBC	BCS
<p>All of the powers that have been delegated to the Chief Executive in relation to the management and representation of the Council at any Weathertight Homes Resolution Service, Weathertight Homes Tribunal, District Court, or High Court proceedings (including teleconferences, mediations and adjudications) relating to weathertight building claims or any claims under the Building Act 2004.</p> <p>This sub-delegation is subject to the following financial limits:</p> <ul style="list-style-type: none"> BCS = up to \$30,000; HBC = up to \$500,000; HOL = up to \$500,000; and GMIP/GMR (jointly) = up to \$1,000,000. <p>Each sub-delegate must consult with the Head of Legal and Democratic Services when exercising this sub-delegation.</p>	✓	✓	✓	✓
<p>All of the powers in relation to the settlement of weathertight building claims or any Weathertight Financial Assistance Package claims or claims under the Building Act 2004 that have been delegated to the Chief Executive.</p> <p>This sub-delegation is subject to the following financial limits:</p> <ul style="list-style-type: none"> BCS = up to \$30,000; HBC = up to \$500,000; HOL= up to \$500,000; and GMIP/GMR (jointly) = up to \$1,000,000. <p>Each sub-delegate must consult with the Head of Legal and Democratic Services when exercising this sub-delegation.</p>	✓	✓	✓	✓

5. Settlement of claims - Alternative Dispute Resolution

Delegation	GMFR	GMCI	GMSPR	GMCC	GMCS	HOL	HF
<p>All of the powers in relation to legal proceedings that have been delegated to the Chief Executive.</p> <p>This sub-delegation is subject to the general terms of the delegate's financial sub-delegations.</p> <p>Each sub-delegate must consult with the Head of Legal and Democratic Services when exercising this sub-delegation.</p>	✓	✓	✓	✓	✓	✓	✓

6. Standing Orders – Meeting Cancellations

Delegation	Council Secretary
All of my powers to cancel a meeting in accordance with Standing Order 5.12 if I am unavailable to exercise my power under this Standing Order.	✓

7. Drones Policy

Delegation	OPT	MRP	MCP	DBGGP / TLOS	MHP	HVC	HRS	HSCGP	OM3W	CHLL	OV	MM	CDEM
To approve applications for consent under the Council's 'Drones' and Remotely Piloted Aircraft Systems Policy as set below: Where two or more persons hold a sub-delegation, the delegation may be exercised severally.													
Roads	✓												
Regional Park – Coastal and Plains		✓											
Regional Park – Port Hills, Banks Peninsula		✓											
Community Parks			✓										
Botanic Gardens and Garden Parks				✓									
Hagley Park					✓								
Building site or empty plot						✓							
Facilities (rebuild)													
Facilities (existing) except if Recreation and Sports facilities								✓					
Facilities (Recreation and Sports)							✓						
Treatment Plant									✓				
Social Housing (non-operable)										✓			
Venues Otautahi (Arena and Town Hall)											✓		
Media												✓	
Civil Defence Emergencies													✓

8. Learning Through Action Agreements

Delegation	HOP	MPPP
Enter into Learning Through Action Agreements with schools and other organisations (part of the LEOTC programme)	✓	✓
Authorise terms and conditions for Learning Through Action programmes (part of the LEOTC programme)	✓	✓

9. Non-Disclosure Agreement

Delegation	GMCC	GMCS	GMFR	GMCI	GMSPR	CIO
To exercise the Council's power to enter into a Non-Disclosure Agreement or a document requiring similar confidentiality obligations						
<p>This sub-delegation is subject to the following limits:</p> <ul style="list-style-type: none"> The Commercial and Property Team within Legal Services must approve the terms and conditions of the Agreement or document; and The delegate must consult with a Council Insurance Specialist when exercising this sub-delegation. 		✓	✓	✓	✓	✓

PART C - SUB-PART 5 – BYLAWS SUB-DELEGATIONS

Head of Three Waters	H3W
Manager Resource Recovery	MRR
Manager Planning and Delivery	MPD
Manager Operations	MOP
Manager Service Excellence	MSE
Team Leader Water Services	TLWS
Team Leader Water & Wastewater Operations	TLWWO
Team Leader Stormwater & Waterways Operations	TLSWO
Team Leader Asset Planning	TLAP
Team Leader Quality and Compliance	TLQC
Any of the persons holding these positions: Senior Surface Water Planner Planning Engineers (includes Senior Planning Engineers) Drainage Engineer Engineer – Water/Environmental (includes Assistant Engineer – Water/Environmental) Surface Water Engineers (includes Principal Surface Water Engineers) Surface Water and Land Drainage Planner Specialist Advisor - Water/Environmental Quality Assurance Officer Engineering Officer – Field Engineering Officer - Business	WWW-O
General Manager Citizens and Community	GMCC
Head of Parks	HOP
Any of the following persons holding these positions: Director Botanic Gardens & Garden Parks Manager, Community Parks Manager, Regional Parks	Parks 1D
General Manager City Infrastructure	GMCI
General Manager Strategy, Planning & Regulatory Services	GMSPR
Head of Transport and Waste Management	HOT
Team Leader Parking Compliance	TLPC
Senior Parking Compliance Officer	SPO
Parking Compliance Officer	PaO
Any of the following persons holding these positions: Team Leader Road Amenity and Asset Protection (Transport) Asset Protection Officer (Transport) Asset Protection Engineer (Transport)	Asset

Any of the following persons holding these positions: Traffic Management Co-ordinator Team Leader Temporary Traffic Management	TTM1D
Any of the following persons holding these positions: Team Leader Temporary Traffic Management	TTM2D
Any of the following persons holding these positions: Manager Operations (Transport) Team Leader Traffic Operations Senior Traffic Engineer Traffic Engineer	Traffic 1D
Any of the following persons holding these positions: Manager Operations (Transport) Team Leader Traffic Operations	Traffic 2D
Manager City Streets Maintenance	MCS

Head of Legal and Democratic Services	HOL
Head of Regulatory Compliance	HRCP
Principal Adviser Regulatory Compliance	PARC
Team Leader Animal Management	TAM
Senior Animal Management Officer	SAO
Animal Management Officer	AMO
Customer Service and Shelter Support	CSSS
Pound Keeper	PK

Head of Recreation, Sports & Events	HRS
Any of the following persons holding these positions: Manager Events and Arts Team Leader Events Partnerships and Development Events Partnerships and Development Advisor	Events 1D
Any of the following persons holding these positions in the Data Management & Maintenance Team: Team Leader Data Management & Maintenance Data Specialist Senior Data Specialist	Data 1D

1. Christchurch City Council Cleanfill and Waste Handling Operations Bylaw 2015

Delegation	HOT	MRR
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	
To issue written licences under this Bylaw.		✓

2. **Christchurch City Council General Bylaw 2008**

Delegation	GMSPR	HRCP	HOT	H3W	GMCC	HOP
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓	✓	✓	✓

3. **Christchurch City Council Marine, River and Lake Facilities Bylaw 2017**

Delegation	GMCC	HOP	Parks 1D	MPC
To be an “authorised officer” for the purposes of the Bylaw: *For the purposes of granting leases and licences	✓	✓	✓	✓*
To review a permission given under the Bylaw	✓	✓		
To amend the explanatory notes in the Bylaw	✓			

4. **Christchurch City Council Parks and Reserves Bylaw 2016**

Delegation	GMCC	HOP
To be an “authorised officer” for the purposes of the Bylaw, and to appoint any other authorised officers under this Bylaw.	✓	✓
All of the other powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓

5. **Christchurch City Council Public Places Bylaw 2018**

Delegation	GMC	GMCC	HRS	HOT	HOP	Data 1D	Traffic 1D	Events 1D	MPC
To be an “authorised officer” for the purposes of the Bylaw (which includes assessing applications for assessment, and issuing permits). * For the purposes of issuing permits for commercial activities (clause 8), and signage (clause 10), on roads. ∞For the purposes of issuing permits for commercial activities (clause 8), and signage (clause 10), on parks. ** For the purposes of issuing permits for events (clause 9) and signage (clause 10). *** For the purposes of issuing leases and licences for commercial activities etc in public places.	✓	✓	✓	✓	✓∞		✓*	✓***	✓****
To exercise the Council’s powers in relation to obstructions under clause 11: * On roads ∞In parks	✓	✓		✓	✓		✓*		
To give notice under clause 12(4) of the Bylaw in relation to displaying a number						✓			
To exercise the Council’s powers under clause 12(5) of the Bylaw in relation to displaying the name of a road or private road.	✓			✓			✓		
To review, withdraw or alter a permission given under the Bylaw, under clause 5(3).	✓	✓	✓	✓	✓				
To amend the explanatory notes in the Bylaw.	✓	✓							

6. **Christchurch City Council Stock on Roads Control Bylaw 2017**

Delegation	GMCI	HOT	Traffic 1D
To be an “authorised officer” for the purposes of the Bylaw (which includes assessing applications for assessment, and issuing permits).	✓	✓	✓
To issue permissions under clause 9(1).	✓	✓	✓
To review a permission given under the Bylaw.	✓	✓	
To amend the explanatory notes in the Bylaw.	✓		

7. **Christchurch City Council Trade Waste Bylaw 2015**

Delegation	H3W	MSE	EOB	EOF
All of powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓	✓

8. **Christchurch City Council Traffic and Parking Bylaw 2017**

Delegation	GMSPR	GMCI	HOT	OPT	TLPC	SPO	PaO	MCS	Asset	TTM1D	TTM2D	Traffic 1D	Traffic 2D
To be an authorised officer for the purposes of clause 9.	✓	✓	✓	✓	✓				✓	✓			
To be an authorised officer for the purposes of clause 11(3).	✓	✓	✓	✓					✓				
To be an authorised officer for the purposes of clause 12.	✓	✓	✓		✓	✓	✓					✓	
To be an authorised officer for the purposes of clause 13.	✓	✓	✓		✓	✓	✓					✓	
To be an authorised officer for the purposes of clause 23.	✓	✓	✓								✓		✓
To be an authorised officer for the purposes of clause 24.	✓	✓	✓						✓		✓		✓
To be an authorised officer for the purposes of clauses 25 and 26.	✓	✓	✓	✓					✓				
To issue a notice under clause 29 of this Bylaw.	✓	✓	✓	✓				✓	✓				
To amend the explanatory notes in the Bylaw.	✓	✓											

9. **Christchurch City Council Waste Management Bylaw 2009**

Delegation	HOT	MRR
All of powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓

10. **Christchurch City Council Water Supply and Wastewater Bylaw 2022**

Delegation	GMCI	H3W	MSE	MPD	MOP	TLWS	TLWWO	TLSWO	TLAP	TLQC	WWW-O
All of powers under this Bylaw that have been delegated to the Chief Executive (apart from the imposition of water restrictions under clause 15).	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
The power to restrict or prohibit the use of water under clause 15 and to give the required notice	✓	✓	✓							✓	
To approve or decline applications (for approvals, licences, authorisations however so expressed) under this Bylaw.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
To restrict or prohibit matters under this Bylaw (apart from the imposition of water restrictions under clause 15).	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
To be an “authorised officer” officer for the purposes of the Bylaw	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

11. Christchurch City Council Stormwater and Land Drainage Bylaw 2022

Delegation	GMCI	H3W	MSE	MPD	MOP	TLWS	TLWVO	TLSWO	TLAP	WWW-O
All of powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓	✓	✓	✓	✓	✓	✓	
To approve or decline applications (for approvals, licences, authorisations however so expressed) under this Bylaw.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
To restrict or prohibit matters under this Bylaw.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
To be an “authorised officer” officer for the purposes of the Bylaw.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

12. Bylaws Generally

Delegation	GMCI	HRCP	HOT	H3W	GMCC	HOP	GMSPR	HOL
To institute any enforcement action, including a prosecution for an offence against any of the Council’s Bylaws, or bringing injunction proceedings, together with a power to make any decision pertaining to such enforcement or prosecution or injunction proceedings.	✓	✓	✓	✓	✓	✓	✓	✓
To take enforcement action against any person who breaches any such injunction and to make any decision on any matter relating to any such action.	✓	✓	✓	✓	✓	✓	✓	✓
All of the powers under any of the Council’s Bylaws that have been delegated to the Chief Executive which relate to activities within the Council’s parks.					✓	✓		

13. Christchurch City Council Alcohol Restrictions in Public Places Bylaw

Delegation	Events 1D	HRS
To nominate an even to be a Large-Scale Event under clause 6 of bylaw.	✓	✓

PART C - SUB-PART 6 – HUMAN RESOURCES DELEGATIONS

INTRODUCTION

- Pursuant to section 42 of the Local Government Act 2002, the Chief Executive is responsible to the Council for:
- (a) employing the staff of the Council and negotiating the terms of employment; and
 - (b) ensuring, so far as is practicable, that the management structure of the Council:
 - reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes; and
 - is capable of delivering adequate advice to the Council to facilitate the explicit resolution of conflicting objectives.

In addition, the Council’s General Delegation to the Chief Executive grants the Chief Executive a number of powers relating to the appointment and authorisation of Council employees and other persons (including the appointment of statutory officers and the signing and issuing of warrants of appointment).

Pursuant to the above authority, the Chief Executive has made the delegations specified in this Delegation Instrument.

Note: The powers of the Chief Executive that are specified in this Delegation Instrument have been included for reference purposes and were not made by this Delegation Instrument.

A. APPOINTMENTS

- Explanatory Note:** By virtue of section 12 of the Interpretation Act 1999, the power to appoint a person to an office includes the power to:
- (a) Remove or suspend a person from the office;
 - (b) Reappoint or reinstate a person to the office;
 - (c) Appoint another person in place of a person who:
 - (i) has vacated the office; or
 - (ii) has died; or
 - (iii) is absent; or
 - (iv) is incapacitated in a way that affects the performance of that person's duty.

Chief Executive	CE
Executive Leadership Team	ELT
Level 2 position ¹³	GM
Head of People and Culture	HPC
Manager Human Resources and Shared Services	MHRSS
"Head of" position	Head
Manager / Team Leader	M/TL

1. COLLECTIVE BARGAINING

REF.	DELEGATION	CE	GM	HPC	MHRSS	HRBP
1 (a)	To approve the parameters for bargaining for a Collective Employment Agreement, in conjunction with the Head of People and Culture.	✓	✓			
1 (b)	To represent the Council in bargaining with a Union in respect of a Collective Employment Agreement. *Approval required from Head of People and Culture.	✓	✓	✓	✓	✓*
1 (c)	To sign a Collective Employment Agreement or a variation to a Collective Employment Agreement.	✓	✓	✓		

¹³ Includes the Assistant Chief Executive Strategic Policy and Performance.



2. RECRUITMENT AND SELECTION

REF.	DELEGATION	CE	GM	Head	M/TL
2(a)	To establish a new position.	✓	✓*		
2(b)	To recruit for a vacant position (one up approval required).	✓	✓	✓	✓
2(c)	To approve the appointment of a preferred candidate into a vacant position (one up approval required).	✓	✓	✓	✓
2(d)	To approve a pay rate up to 100% of mid-point of remuneration band or pay grade.	✓	✓	✓	✓
2(e)	To approve a pay rate up to 103% of mid-point of remuneration band or pay grade.	✓	✓	✓	
2(f)	To approve a pay rate between 103.1% and 110% of mid-point of remuneration band or pay grade.	✓	✓		
2(g)	To approve a pay rate over 110.1% of mid-point of remuneration band or pay grade.	✓			
2(h)	To allocate an acting assignment where an allowance is payable.	✓	✓	✓	

*Consultation with HHR required

3. REORGANISATION

REF.	DELEGATION	CE	GM	Head
3(a)	To propose changes in organisation structure, lead consultation process, consider feedback and make final decision (with advice from HR Business Partner and one up manager).	✓	✓	✓
3(b)	To disestablish positions (with advice from HRBP and one up manager).	✓	✓	✓

4. REMUNERATION REVIEWS

REF.	DELEGATION	CE	GM
4(a)	To approve an IEA remuneration band.	✓	
4(b)	To approve outcome of annual remuneration reviews for employees on an IEA.	✓	✓*
4(c)	To approve outcome of remuneration reviews for employees on a CA (in conjunction with HHR).		✓*
4(d)	To approve a remuneration review outside the annual review process.	✓	✓

*Approval required from all affected GMs

5. EMPLOYMENT AGREEMENT VARIATION

REF.	DELEGATION	CE	GM	Head	M/TL
5(a)	To approve salary sacrifice for one week's additional leave for employee on an individual employment agreement (one up approval required).	✓	✓	✓	
5(b)	To approve change of hours (one up approval required).	✓	✓	✓	

6. LEARNING AND DEVELOPMENT

REF.	DELEGATION	CE	GM	Head	M/TL
6(a)	To approve to attend training (funded from Corporate training budget).	✓	✓	✓	✓
6(b)	To approve to attend training / conferences outside New Zealand.	✓			
6(c)	To approve study assistance.	✓	✓	✓	

7. TIMESHEETS

REF.	DELEGATION	CE	GM	Head	M/TL
7(a)	To authorise an employee's timesheet for payment. *May be exercised by an Executive Assistant or Personal Assistant to: (a) a GM position, or (b) a person holding a "Head of" position. ∞May be exercised by an Associate Team Leader Library	✓	✓	✓	✓

8. LEAVE

REF.	DELEGATION	CE	GM	Head	M/TL*
8(a)	To approve the taking of annual holidays (within accrual and entitlement). *May be exercised by an Associate Team Leader Library	✓	✓	✓	✓
8(b)	To approve accumulation of annual holidays in excess of one year's entitlement to a total of six weeks' annual holidays.	✓	✓	✓	
8(c)	To approve accumulation of annual holidays to an amount greater than six weeks.	✓	✓		
8(d)	To approve the cashing up of annual holidays that is accrued above four weeks per annum.	✓	✓		
8(e)	To approve one week's additional annual holidays on the basis of a salary sacrifice.	✓	✓		
8(f)	To approve working on public holidays where not usually worked.	✓	✓		
8(g)	To approve taking of alternative public holidays. *May be exercised by an Associate Team Leader Library	✓	✓	✓	✓
8(h)	To approve sick leave within entitlement. *May be exercised by an Associate Team Leader Library	✓	✓	✓	✓
8(i)	To approve Discretionary leave in consultation with their HRBP and / or Health & Safety Advisor.	✓	✓	✓	
8(j)	To approve bereavement leave within entitlement. *May be exercised by an Associate Team Leader Library	✓	✓	✓	✓
8(k)	To approve leave without pay for a period less than two weeks, in accordance with the Leave Policy. *May be exercised by an Associate Team Leader Library	✓	✓	✓	✓
8(l)	To approve leave without pay for a period of two to five weeks, in accordance with the Leave Policy.	✓	✓	✓	
8(m)	To approve leave without pay for a period more than five weeks, in accordance with the Leave Policy.	✓	✓		
8(n)	To approve study leave (financial delegations apply in respect of funding assistance).	✓	✓	✓	
8(o)	To approve parental leave.	✓	✓	✓	
8(p)	To approve time in lieu (approval to accrue time).	✓	✓	✓	
8(q)	To approve time in lieu (approval to take time).	✓	✓	✓	
8(r)	To approve representational leave.	✓	✓		

9. RESIGNATION OF EMPLOYMENT

REF.	DELEGATION	CE	GM	Head	M/TL
9(a)	To acknowledge a resignation.	✓	✓	✓	✓
9(b)	To accept a period of notice on resignation less than period stated in employment agreement.	✓	✓	✓	
9(c)	To approve retirement gratuity payment (in accordance with policy).	✓	✓	✓	

10. EMPLOYMENT DISPUTES

REF.	DELEGATION	CE	GM	Head
9(a)	To respond to a personal grievance claim (in consultation with HR Business Partner or HR Advisor).	✓	✓	✓
9(b)	To settle a negotiated or mediated claim, as defined by the Employment Relations Act (in consultation with HR Business Partner or HR Advisor).	✓	✓	✓

11. DISCIPLINARY PROCESS

REF.	DELEGATION	CE	GM	Head	M/TL
10(a)	To initiate a disciplinary process.	✓	✓	✓	✓
10(b)	To issue a warning to an employee (in consultation with HR Business Partner or HR Advisor).	✓	✓	✓	✓
10(c)	To suspend an employee. <i>Note:</i> The decision-maker must consult with their ELT member and HRBP before action is taken. Where the employee concerned holds level 3 financial sub-delegation or higher then the HRBP will consult with the Head of HR and the ELT member will consult with the CE before a decision is made to suspend.	✓	✓	✓	
10(d)	To dismiss an employee. <i>Note:</i> The decision-maker must consult with their ELT member and HRBP before action is taken. Where the employee concerned holds level 3 financial sub-delegation or higher then the HRBP will consult with the Head of HR and the ELT member will consult with the CE before a decision is made regarding an outcome to the disciplinary process.	✓	✓	✓	

12. ENGAGEMENT OF CONTRACTORS

REF.	DELEGATION	CE	GM	Head	M/TL
11 (a)	To engage a former employee as a contractor within 12 months of receiving a redundancy payment or a retirement gratuity.	✓			

13. OTHER MATTERS

REF.	DELEGATION	CE	ELT	GM	Head	M/TL
13(a)	To approve an employee working from overseas rather than at a Council workplace or under an approved working from home arrangement. * Decision must be made jointly by the CEO and the relevant General Manager	✓*		✓*		
13(b)	To approve an employee being seconded to an external organisation. * The Head of Service must make a recommendation to ELT, and ELT will decide whether the secondment is approved		✓*		✓*	

PART D

Delegations to Community Boards, Committees, Hearings Panels, Sub-Committees, Officer Sub-Committees

PART D – SUB-PART 1 - COMMUNITY BOARDS

The Council delegates to its Community Boards the responsibilities, duties, and powers set out below to exercise within their communities.

The ‘General Comments’ section at page 2 of this Register refers to those responsibilities, duties, and powers that cannot be delegated.

Any decisions made by a Community Board must be consistent with policies, procedures, standards or resolutions adopted or made by the Council (whether or not referred to in the delegations).

The delegations reflect the Council’s view that issues specific to a Community Board should be dealt with and decided on within the affected locality, rather than by the Council as a whole (examples include community facilities, community parks, and board funding).

However, a question may arise about whether an issue is inherently local or has implications beyond the boundaries of a Community Board (ie metropolitan). In this situation, the allocation of decision-making responsibilities will be determined in accordance with the following principles (similar to those established for Local Boards in the Auckland Council district):

1. decision-making responsibility for a non-regulatory activity of the Council within a Community Board area should be exercised by the Community Board (local decisions); or
2. by the Council (metropolitan decisions) if the nature of the activity is such that decision-making on a district-wide basis will better promote the interests of all communities, having regard to the following factors –
 - the impact of the decision (will it extend beyond the Community Board area); and/or
 - effective decision-making (will the decision require alignment or integration with other decisions that are the responsibility of the Council); and/or
 - the benefits of a consistent or co-ordinated approach in the Council’s district (will these outweigh the benefits of reflecting the particular needs and preferences of the communities within the Community Board area); and/or
 - the significance of the activity (as assessed in accordance with the Council’s Significance and Engagement Policy).

If the allocation of decision-making responsibilities becomes an issue to be dealt with by application of the principles referred to above, it must first be raised with the General Manager responsible for the activity proposed. Any recommendations to be made will be approved by the Executive Leadership Team before being considered by the Council, which will decide whether or not a matter should be dealt with by the Council as a whole, rather than a Community Board.

COMMUNITY GRANTS

Description	Responsibilities, duties, powers etc.	Limits etc.
Strengthening Communities Fund	Determine the allocation of the local Strengthening Communities Fund (being an amount determined by the Council) for each community.	Allocations must be consistent with any policies, standards or criteria adopted by the Council.
Discretionary Response Fund	Determine the allocation of the local Discretionary Response Fund (being an amount determined by the Council) for each community.	<p>Allocations must be consistent with any policies, standards or criteria adopted by the Council.</p> <p>The Fund does not cover</p> <ul style="list-style-type: none"> • Legal challenges or Environment Court challenges against the Council, Council Controlled Organisations or Community Boards decisions. • Projects or initiatives that change the scope of a Council project.* • Projects or initiatives that will lead to ongoing operational costs to the Council.* <p>*Note: that Community Boards can recommend to the Council that it consider a grant for this purpose.</p>
Small Grants Funds	Determine the final funding decisions from the Small Grants Fund (being an amount determined by the Council) for each community.	Allocations must be consistent with any policies, standards or criteria adopted by the Council.

APPOINTMENTS

Delegate	Responsibilities, duties, powers etc.	Limits etc.
Te Pātaka o Rākaihautū Banks Peninsula Community Board	<p>Appoint a member of the Community Board, or other person, to the following bodies, as the Council's representative (or one of the Council's representatives) on that body, and in the case of the Orton Bradley Park Trust Board, three members of the Community Board, or other persons as the Council's representatives:</p> <ul style="list-style-type: none"> • Diamond Harbour and Districts' Health Support Group • Lyttelton Historical Museum Society Incorporated • Halswell River Rating District Committee • Okains Bay Maori and Colonial Museum Trust • Orton Bradley Park Trust Board (3) being 1 person representing the Akaroa Subdivision, 1 person representing the Mt Herbert Subdivision, and 1 person representing the Lyttelton Subdivision. 	
Te Pātaka o Rākaihautū Banks Peninsula Community Board	Appoint a member to the Rural Canterbury Primary Health Organisation and the Banks Peninsula Pest Liaison Committee, as the Council's representative on those bodies.	
Te Pātaka o Rākaihautū Banks Peninsula Community Board	Appoint a member to the Summit Road Protection Authority as the Council's representative under section 7(1)(b) of the Summit Road (Canterbury) Protection Act 2001.	

Delegate	Responsibilities, duties, powers etc.	Limits etc.
Te Pātaka o Rākaihautū Banks Peninsula Community Board	To make a recommendation to the Minister of Conservation on an appointment of a representative on the Pohatu Marine Reserve Advisory Committee.	
Waipuna Halswell-Hornby-Riccarton Community Board and the Waimāero Fendalton-Waimairi-Harewood Community Board jointly	To make one appointment to the Selwyn District Council Water Race Subcommittee.	
Waitai Coastal-Burwood-Linwood Community Board	To appoint the Council's representatives(s) to the Community Liaison Committee under regulation 34(2)(b) of the Oranga Tamariki (Residential Care) Regulations 1996 to Te Oranga Care and Protection Residence in Christchurch.	
Waipuna Halswell-Hornby-Riccarton Community Board	To appoint the Council's representatives(s) to the Community Liaison Committee under regulation 34(2)(b) of the Oranga Tamariki (Residential Care) Regulations 1996 to Te Poutama Ārahi Rangatahi (Harmful Sexual Behavior programme) in Christchurch.	

AWARDS

Responsibilities, duties, powers etc.	Limits etc.
Grant Community Awards, and all awards initiated by Community Boards.	

SUBMISSIONS

Responsibilities, duties, powers etc.	Limits etc.
The power to make submissions on behalf of the Council, on applications for resource consents, to other territorial authorities or the Canterbury Regional Council, where the application is of particular concern to the local community.	This power may not be sub-delegated.

COMMUNITY FACILITIES

Responsibilities, duties, and powers etc.	Limits etc.
To approve site selection and to approve the final design of new local community facilities (for example community halls, volunteer libraries, club rooms, public toilets).	<p>This power may not be sub-delegated.</p> <p>Any financial decisions are subject to the maximum of what is approved in the current LTP/Annual Plan and associated cost centre budgets.</p> <p>This delegation does not include community facilities that have network or citizen hub implications. For example swimming pools, libraries, and multi-use service centres.</p>



Responsibilities, duties, and powers etc.	Limits etc.
To approve alterations and additions to the design of existing local community facilities (for example community halls, volunteer libraries, club rooms, public toilets).	<p>This power may not be sub-delegated.</p> <p>Any financial decisions are subject to the maximum of what is approved in the current LTP/Annual Plan and associated cost centre budgets.</p> <p>This delegation does not include community facilities that have network or citizen hub implications. For example swimming pools, libraries, and multi-use service centres.</p>
To the Waipapa Papanui-Innes-Central Community Board authority to make decisions regarding the rebuild and future management of the Shirley Community Centre at either 10 Shirley Road or any other selected site.	
Delegate future decision making for unfunded items within the QEII Park Master Plan, to the Waitai Coastal-Burwood-Linwood Community Board, subject to funding becoming available in the 2021 Long Term Plan or any other funding source.	

PARKS AND RESERVES

Note that parks and reserves can be held and managed under different legal arrangements. The delegations for landscape development plans, and floodlights on sports parks cover both parks and reserves. There are specific delegations for reserves held under the Reserves Act 1977, and similar delegations for parks (ie a park has the meaning given to that term in section 138(2) of the Local Government Act 2002).

The Waipapa Papanui-Innes-Central Community Board does not have delegated authority to determine these matters in the area situated within the Central City Area marked on Plan A attached. These matters must come to Council to determine. Reports on these matters may go through the Waipapa Papanui Innes Central Community Board on a case by case basis.

Landscape development plans for parks and reserves

Responsibilities, duties, powers etc.	Limits etc.
Approve and adopt any new landscape development plans for parks and reserves provided the design is within the policy and budget set by the Council.	This power may not be sub-delegated.
Approve the location of, and construction of, or alteration or addition to, any structure or area on parks and reserves provided the matter is within the policy and budget set by the Council.	This power may not be sub-delegated.

Installation of floodlights on sports parks

Responsibilities, duties, powers etc.	Limits etc.
To decide on the installation of floodlights on sports parks (whether the sports park is located on a park or reserve).	Subject to the Council obtaining the necessary resource consents.

Burial and Cremation Act 1964

Section	Responsibilities, duties, and powers etc.	Limits etc.
7	To name local cemeteries, and to change the name of local cemeteries in accordance with this section.	

Reserves Act 1977

Section	Responsibilities, duties, and powers etc.	Limits etc.
14	To declare any land vested in the Christchurch City Council to be a reserve subject to any conditions specified in the resolution, to be held for any of the purposes specified in sections 17 to 23.	This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).
15	To determine to exchange land comprised in any reserve or any part or parts thereof for any other land to be held for the purposes of that reserve.	This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).
16(2A)	To classify any reserve according to its primary or principal purpose as defined in sections 17 to 23.	This power may not be sub-delegated.
16(10)	To determine the name of any reserve, and to determine the change of name of any reserve.	This power may not be sub-delegated.
24	To determine to change the purpose for which a reserve is classified.	This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).
24A	To determine to change the purpose for which a reserve is classified.	This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).
41	To exercise all the powers of the Council as administering body under section 41 with respect to reserve management plans.	This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).
42	To determine to plant, maintain and remove trees on reserves within the policy set by the Council and in accordance with this section. This delegation does not include the removal of structurally unsound and unhealthy trees, trees causing damage to infrastructure or other safety concerns where there is no viable alternative other than to remove the tree.	Staff are delegated the power to remove on reserves, parks, and open spaces structurally unsound and unhealthy trees, trees causing damage to infrastructure or other safety concerns where there is no viable alternative other than to remove the tree. The Head of Parks is delegated the power to remove trees or vegetation for the purposes of ecological restoration, land drainage improvement or flood protection, where there is an approved regeneration plan in place, from any land that was formerly known as the Christchurch residential red zone.
48	To grant rights of way and other easements in accordance with this section.	This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels). Excludes the delegation given to staff in respect of proposed easements over land required to be vested in the Council as reserve on deposit of a subdivision plan.
48A	To grant licences, in accordance with this section, (a) to erect, maintain, and use buildings, dwellings, masts, and other structures, and plant and machinery; and (b) to construct, maintain, and use tracks and engage in other works. To exercise all the powers of the Council as administering body under section 48A.	This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).
54	To grant leases and licences of recreation reserves in accordance with this section.	This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).

Section	Responsibilities, duties, and powers etc.	Limits etc.
56	To grant leases and licences of scenic reserves in accordance with this section.	This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).
58A	To grant leases and licences of historic reserves in accordance with this section.	This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).
59A	To grant concessions in respect of any reserve vested in the Crown that is controlled or managed by the Council.	This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).
61	To grant leases of local purpose reserves in accordance with this section.	This power may not be sub-delegated.
73	To grant leases of recreation reserve (for farming, grazing, afforestation, and other purposes) in accordance with this section.	This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).
74	To grant licences of Council reserves in accordance with this section where the staff delegation does not apply.	This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).
75	To afforest, or enter into a contract on behalf of the Council for the afforestation of a reserve or part of a reserve in accordance with this section.	Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).
114	To agree to variations of leases and licences in accordance with this section, and to authorise staff to sign all required documentation.	This power may not be sub-delegated.
115	To agree to transfers, subleases and mortgages or other disposals of leases and licences in accordance with this section, and to authorise staff to sign all required documentation.	This power may not be sub-delegated.
General	Authority to grant extensions of leases or licences of reserves to other parties, and to authorise staff to sign all required documentation.	This power may not be sub-delegated.
General	Authority to agree to the cancellation or surrender of leases or licences of reserves to other parties, and to authorise staff to sign all required documentation.	This power may not be sub-delegated.
General	Authority to administer and enforce the terms and conditions of leases or licences of reserves to other parties, and to authorise staff to sign all required documentation.	This power may not be sub-delegated.
General	Authority to give (or decline) consent as landlord to any matter or request made by tenants/licensees under leases or licences of reserves to other parties, and to authorise staff to sign all required documentation.	This power may not be sub-delegated.

Parks

The following delegations apply to parks. "Park" has the meaning given to that term in section 138(2) of the Local Government Act 2002.

Responsibilities, duties, powers etc.	Limits etc.
Authority to determine the name of parks and to determine the name change of a park.	This power may not be sub-delegated.
Adopt, review and amend management plans.	This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).
To grant leases or licences for a maximum term of 35 years to any person or body over parks, and to authorise staff to sign all required documentation.	

Responsibilities, duties, powers etc.	Limits etc.
Authority to grant extensions of leases or licences of parks to other parties, and to authorise staff to sign all required documentation.	This power may not be sub-delegated. The length of the term including extensions must be 35 years or less.
Authority to enter into variations of leases or licences of parks to other parties, and to authorise staff to sign all required documentation.	This power may not be sub-delegated.
Authority to give (or decline) consent to the assignment of leases or licences of parks to other parties, and to authorise staff to sign all required documentation.	This power may not be sub-delegated.
Authority to agree to the cancellation or surrender of leases or licences of parks to other parties, and to authorise staff to sign all required documentation.	This power may not be sub-delegated.
Authority to administer and enforce the terms and conditions of leases or licences of parks to other parties, and to authorise staff to sign all required documentation.	This power may not be sub-delegated.
Authority to give (or decline) consent as landlord to any matter or request made by tenants/licensees under leases or licences of parks to other parties, and to authorise staff to sign all required documentation.	This power may not be sub-delegated.
Determine to plant, maintain and remove trees on parks within the policy set by the Council.	Staff are delegated the power to remove on reserves, parks, and open spaces structurally unsound and unhealthy trees, trees causing damage to infrastructure or other safety concerns where there is no viable alternative other than to remove the tree. The Head of Parks is delegated the power to remove trees or vegetation for the purposes of ecological restoration, land drainage improvement or flood protection, where there is an approved regeneration plan in place, from any land that was formerly known as the Christchurch residential red zone.

Christchurch City Council Parks and Reserves Bylaw 2016

Clause	Responsibilities, duties, and powers etc.	Limits etc.
9.3	The powers of the Council as it relates to restricted parking areas.	
13.4 and 13.5	To determine any reserve where model aircraft which are radio-controlled and either battery or electric-powered may not be flown. To subsequently amend or revoke any such resolution made under clause 13.4.	

Christchurch City Council Marine, River, and Lake Facilities Bylaw 2017

Clause	Responsibilities, duties, and powers etc.	Limits etc.
15	<ul style="list-style-type: none"> To resolve a permanent no fishing zone to protect the facility from damage, to protect health and safety, or to protect against nuisance. To amend or revoke any such resolution 	



ROADS AND TRAFFIC MANAGEMENT CONTROLS

In this part 7, “road” has the meaning given to that term in section 315 of the Local Government Act 1974.

The Waipapa Papanui-Innes-Central Community Board does not have delegated authority to determine these matters for the area situated within the Central City Area marked on Plan A attached. Reports on these matters must come to the Council or the Central City Parking Restrictions Committee to determine. These matters may go through the Waipapa Papanui Innes Central Community Boards on a case by case basis.

Local Government Act 1974

Section	Responsibilities, duties, and powers etc.	Limits etc.
319(1)(d)	To divert or alter the course of any road	
319(1)(e)	To increase or diminish the width of any road subject to and in accordance with the provisions of the district plan, if any, and to the Local Government Act 1974 and any other Act	
319(1)(f)	To determine what part of a road shall be a carriageway, and what part a footpath or cycle track only	
319(j)	To name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road.	
331	To approve concept/landscape plans for forming or upgrading footpaths, kerbs and channels	
334	To construct, remove, or alter- <ul style="list-style-type: none"> pedestrian safety areas; grass plots or flower beds or trees; facilities for the safety, health, or convenience of the public, or for the control of traffic or the enforcement of traffic laws. For example, and without limitation includes, stop signs, give way signs, left and right turning filters, one lane bridge traffic restrictions and one lane narrowing traffic restrictions, pedestrian crossings and associated infrastructure (including zebra pedestrian crossings, school patrol including kea crossings) roundabouts, traffic islands, buildouts, chicanes, and other traffic restraints. This power also includes street renewals. 	<p>This power excludes the installation or removal of traffic lights (ie traffic signals). The Council makes decisions on the installation or removal of traffic lights.</p> <p>This power excludes the power to install, remove, or alter non-regulatory road markings, which are delegated to staff.</p> <p>Tree planting must be within the policy of the Council.</p> <p>Staff are delegated the power to remove structurally unsound and unhealthy trees, trees causing damage to infrastructure or other safety concerns where there is no viable alternative other than to remove the tree.</p>
335(3)	To enquire into and make a decision regarding objections relating to notices issued pursuant to section 335(1) (relates to vehicle crossings).	
339(1)	To erect a shelter for use by intending public-transport passengers or taxi passengers.	Any objections will be heard the relevant Community Board. The Community Board will determine the outcome of the objections in accordance with section 339.
Road stopping ¹⁴	<p>The Council delegates to the Community Board for the ward within which the legal road proposed to be stopped is situated the power to accept or decline an application from either a Council Business Unit or from any other person to stop legal road. This delegation applies where the delegation to Council officers (as set out in Part B, Sub-part 3) does not apply.</p> <p>To exercise the Council’s powers under sections 116, 117 and 120 of the Public Works Act 1981 and Sections 319(h), 342(1)(a) and 345 of the Local Government Act 1974 (excluding the power to hear objections and recommend to the Council whether the Council should allow or otherwise any objections received to road stopping procedures pursuant to the Tenth Schedule of the Local Government Act 1974 and the Council’s powers under paragraph 5 of the Tenth Schedule) in relation to road stopping and the disposal of land that was previously stopped road.</p> <p>To determine which statutory procedure should be employed to undertake a particular road stopping (either under the Local Government Act 1974 or under the Public Works Act 1981).</p>	These delegations are to be exercised in accordance with the Council’s Road Stopping Policy 2020.

¹⁴ Resolved by the Council on 12 March 2020.

Land Transport Rule- Traffic Control Devices 2004 (Rule 54002)

Clause	Responsibilities, duties, and powers etc.	Limits etc.
8.3(1)	To authorise the Board of Trustees of a school to appoint appropriately trained persons to act as school patrols.	

Christchurch City Council Traffic and Parking Bylaw 2017

Clause	Responsibilities, duties, and powers etc. ¹⁵	Limits etc.
7	<ul style="list-style-type: none"> Prohibiting or restricting the stopping, standing or parking of vehicles, or any class of vehicles, on any road; or Limiting the stopping, standing or parking of vehicles on any road to any class of vehicles. Prescribing any conditions under clause 7. 	Excludes the powers that have been given to the Central City Parking Restrictions Subcommittee.
8	<ul style="list-style-type: none"> Designating an area to be a zone parking area and the restrictions that apply in that zone parking area (“zone parking controls”); and Reserving any area of land or any road or any part of a road to be a parking place, subject to restrictions; and Specifying the vehicles or classes of vehicle that can use or must not use a parking place or zone parking area; and Prescribing the restrictions that apply including (without limitation) the times, manner and other conditions for the parking of vehicles or classes of vehicles in a parking place or zone parking area. Making provision for the efficient management and control of a parking place or zone parking area. 	Excludes the powers that have been given to the Central City Parking Restrictions Subcommittee.
9(4)	<ul style="list-style-type: none"> Resolving a temporary discontinuance of a parking place. 	Excludes the powers that have been given to the Central City Parking Restrictions Subcommittee.
10	<ul style="list-style-type: none"> Reserving any specified parking place or places as - <ul style="list-style-type: none"> (a) a residents’ only parking area for the exclusive use of persons who reside in the vicinity; or (b) a residents’ exemption parking area for the use of persons who reside in the vicinity. Prescribing which parking, stopping and standing restrictions permit holders are exempt from within a residents’ exemption parking area. 	Excludes the powers that have been given to the Central City Parking Restrictions Subcommittee.
11	<ul style="list-style-type: none"> Allowing motor vehicles to stop, stand, or park in that part of the road in contravention of clause 11(1) or 11(2). 	Excludes the powers that have been given to the Central City Parking Restrictions Subcommittee.
17	<ul style="list-style-type: none"> Prohibiting or restricting turning movements, including - <ul style="list-style-type: none"> (a) vehicles or classes of vehicles on any road from turning to the right, or to the left, or from proceeding in any other direction; and (b) vehicles turning from facing or travelling in one direction to facing or travelling in the opposite direction (performing a U-turn) on specified roads. Specifying the hours or days of the week that a restricted turning movement may be made (if any). 	
19	<ul style="list-style-type: none"> Prohibiting or restricting, subject to such conditions as the Board thinks fit, any specified class of traffic or any specified motor vehicles or class of vehicle that, by reason of its size or nature or the nature of the goods carried, is unsuitable for use on any road or roads. 	
20	<ul style="list-style-type: none"> Specifying any road or part of a road to be a shared zone, and <ul style="list-style-type: none"> (a) whether the shared zone may be used by specified classes of vehicles; (b) the days and hours of operation of the shared zone (if they differ from 24 hours per day, 7 days per week); and (c) any other restrictions on how the shared zone is to be used by the public, including how traffic and pedestrians will interact. 	
21	<ul style="list-style-type: none"> Determining the length, route and/or location of a shared path; and 	

¹⁵ Clause 6 of the Christchurch City Council Traffic and Parking Bylaw 2017 applies to all resolutions of the community boards.

	<ul style="list-style-type: none"> Determining priority for users on a shared path. 	
22	<ul style="list-style-type: none"> Restricting the use of motor vehicles on unformed legal roads for the purposes of protecting, or the road and adjoining land, or the safety of road users. 	

Christchurch City Council Stock on Roads Bylaw 2017

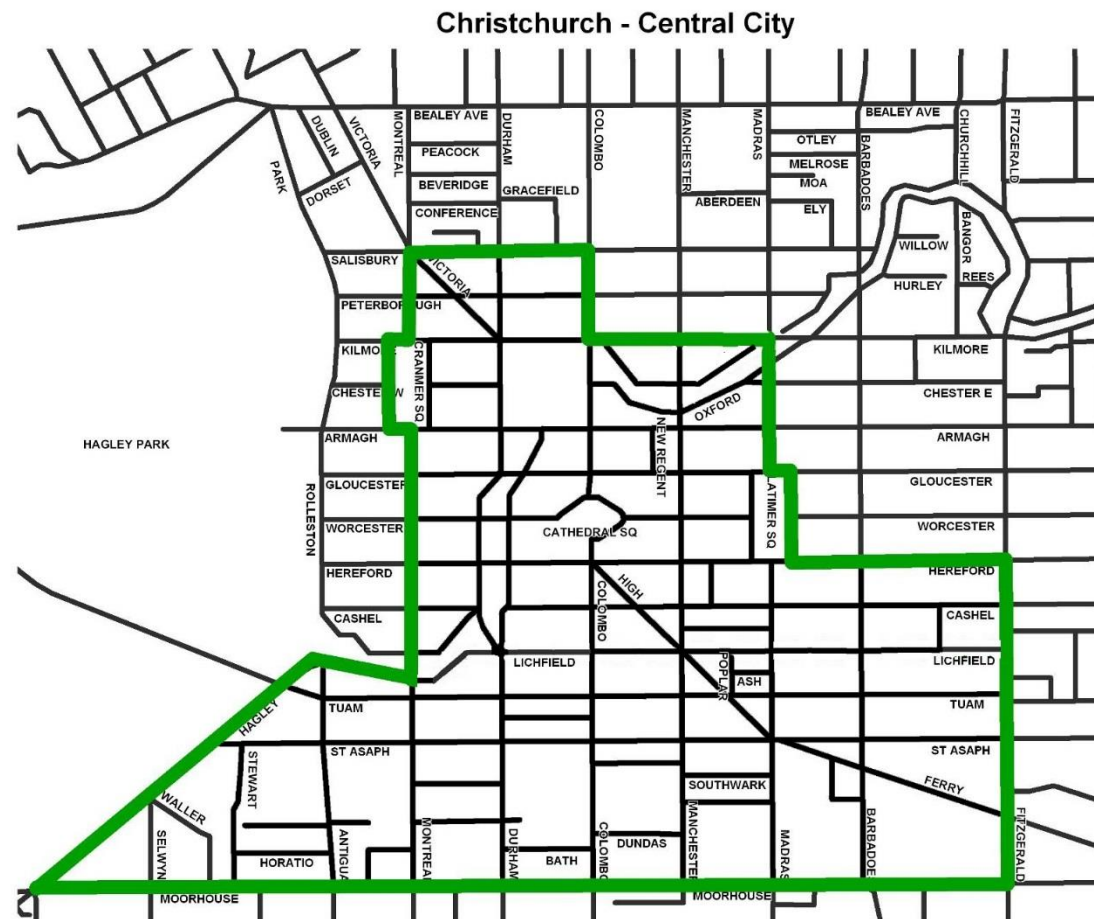
Clause	Responsibilities, duties, and powers etc.	Limits etc.
5(A)(1) and (2)	<ul style="list-style-type: none"> To resolve any road, section of road, or category of road to be a Restricted Road for the movement of stock. To amend or revoke any such resolution. 	

SALE AND SUPPLY OF ALCOHOL

General

Responsibilities, duties, powers etc.	Limits etc.
To appoint one or more members of each Community Board to appear and be heard under section 204(2)(b) of the Sale and Supply of Alcohol Act 2012, for the purpose of providing community input.	.

Plan A



PART D - SUB-PART 2 – COUNCIL COMMITTEES

See Council resolution dated 15 September 2022 for the committees, subcommittees, subordinate decision-making bodies and joint committees that were not discharged on the coming into office of the members of the Council, elected or appointed at, or following, the October 2022 triennial general elections.

- Audit and Risk Management Committee
- Canterbury Regional Landfill Joint Committee
- Canterbury Waste Joint Committee
- Central Plains Joint Committee (also known as the Central Plains Water Trust Joint Standing Committee)
- Creative Communities Funding Subcommittee
- District Licensing Committees
- District Licensing Committee Chairperson’s Panel
- Hagley Park Reference Group
- Health Safety and Wellbeing Committee and its External Members Appointment Panel
- Insurance Subcommittee
- Lyttelton Design Review Panel
- Mayor’s Welfare Fund Committee
- Ōtākaro Avon River Corridor Co-Governance Establishment Committee
- Parking Restrictions Subcommittee
- Rockfall Protection Structures Committee
- Road Closure Officer Subcommittee
- Summit Road Protection Authority
- Te Hononga Council – Papatipu Committee
- Te Waihora Co-Governance Group
- Water Management Committee Selection Working Group

AUDIT AND RISK MANAGEMENT - TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA¹⁶

Purpose

To assist the Council to discharge its responsibility to exercise due care, diligence and skill in relation to the oversight of:

- the robustness of the internal control framework;
- the integrity and appropriateness of external reporting, and accountability arrangements within the organisation for these functions;
- the robustness of risk management systems, process and practices;
- internal and external audit;
- accounting policy and practice;
- compliance with applicable laws, regulations, standards and best practice guidelines for public entities; and
- the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.

The foundations on which this Committee operates, and as reflected in this Terms of Reference, includes: independence; clarity of purpose; competence; open and effective relationships and no surprises approach.

Procedure

- In order to give effect to its advice the Committee should make recommendations to the Council and to Management.
- The Committee should meet the internal and the external auditors without Management present as a standing agenda item at each meeting where external reporting is approved, and at other meetings if requested by any of the parties.
- The external auditors, the internal audit manager and the co-sourced internal audit firm should meet outside of formal meetings as appropriate with the Committee Chair.
- The Committee Chair will meet with relevant members of Management before each Committee meeting and at other times as required.

Responsibilities

Internal Control Framework

- Consider the adequacy and effectiveness of internal controls and the internal control framework including overseeing privacy and cyber security.
- Enquire as to the steps management has taken to embed a culture that is committed to probity and ethical behaviour.
- Review the processes or systems in place to capture and effectively investigate fraud or material litigation should it be required.
- Seek confirmation annually and as necessary from internal and external auditors, attending Councillors, and management, regarding the completeness, quality and appropriateness of financial and operational information that is provided to the Council.

Risk Management

- Review and consider Management's risk management framework in line with Council's risk appetite, which includes policies and procedures to effectively identify, treat and monitor significant risks, and regular reporting to the Council.
- Assist the Council to determine its appetite for risk.
- Review the principal risks that are determined by Council and Management, and consider whether appropriate action is being taken by management to treat Council's significant risks. Assess the effectiveness of, and monitor compliance with, the risk management framework.
- Consider emerging significant risks and report these to Council where appropriate.

Internal Audit

- Review and approve the annual internal audit plan, such plan to be based on the Council's risk framework. Monitor performance against the plan at each regular quarterly meeting.
- Monitor all internal audit reports and the adequacy of management's response to internal audit recommendations.
- Review six monthly fraud reporting and confirm fraud issues are disclosed to the external auditor.
- Provide a functional reporting line for internal audit and ensure objectivity of internal audit.
- Oversee and monitor the performance and independence of internal auditors, both internal and co-sourced. Review the range of services provided by the co-sourced partner and make recommendations to Council regarding the conduct of the internal audit function.
- Monitor compliance with the delegations policy.

¹⁶ Delegations made on 31 October 2019.

External Reporting and Accountability

- Consider the appropriateness of the Council's existing accounting policies and practices and approve any changes as appropriate.
- Contribute to improve the quality, credibility and objectivity of the accounting processes, including financial reporting.
- Consider and review the draft annual financial statements and any other financial reports that are to be publicly released, make recommendations to Management.
- Consider the underlying quality of the external financial reporting, changes in accounting policy and practice, any significant accounting estimates and judgements, accounting implications of new and significant transactions, management practices and any significant disagreements between Management and the external auditors, the propriety of any related party transactions and compliance with applicable New Zealand and international accounting standards and legislative requirements.
- Consider whether the external reporting is consistent with Committee members' information and knowledge and whether it is adequate for stakeholder needs.
- Recommend to Council the adoption of the Financial Statements and Reports and the Statement of Service Performance and the signing of the Letter of Representation to the Auditors by the Mayor and the Chief Executive.
- Enquire of external auditors for any information that affects the quality and clarity of the Council's financial statements, and assess whether appropriate action has been taken by management.
- Request visibility of appropriate management signoff on the financial reporting and on the adequacy of the systems of internal control; including certification from the Chief Executive and the General Manager Resources / Chief Financial Officer that risk management and internal control systems are operating effectively;
- Consider and review the Long Term and Annual Plans before adoption by the Council. Apply similar levels of enquiry, consideration, review and management sign off as are required above for external financial reporting.
- Review and consider the Summary Financial Statements for consistency with the Annual Report.

External Audit

- Annually review the independence and confirm the terms of the audit engagement with the external auditor appointed by the Office of the Auditor General. Including the adequacy of the nature and scope of the audit, and the timetable and fees.
- Review all external audit reporting, discuss with the auditors and review action to be taken by management on significant issues and recommendations and report to Council as appropriate.
- The external audit reporting should describe: Council's internal control procedures relating to external financial reporting, findings from the most recent external audit and any steps taken to deal with such findings, all relationships between the Council and the external auditor, Critical accounting policies used by Council, alternative treatments of financial information within Generally Accepted Accounting Practice that have been discussed with Management, the ramifications of these treatments and the treatment preferred by the external auditor.
- Ensure that the lead audit engagement and concurring audit directors are rotated in accordance with best practice and NZ Auditing Standards.

Compliance with Legislation, Standards and Best Practice Guidelines

- Review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies), with Council's own standards, and Best Practice Guidelines.

Appointment of Independent Members

- Identify skills required for Independent Members of the Audit and Risk Management Committee. Appointment panels will include the Mayor or Deputy Mayor, Chair of Finance & Performance Committee and Chair of Audit & Risk Management Committee. Council approval is required for all Independent Member appointments.
- The term of the Independent members should be for three years. (It is recommended that the term for independent members begins on 1 April following the Triennial elections and ends 31 March three years later. Note the term being from April to March provides continuity for the committee over the initial months of a new Council.)
- Independent members are eligible for re-appointment to a maximum of two terms. By exception the Council may approve a third term to ensure continuity of knowledge.

Long Term Plan Activities

Consider and review the Long Term and Annual Plans before adoption by the Council. Apply similar levels of enquiry, consideration, review and management sign off as are required above for external financial reporting.

CENTRAL CITY PARKING RESTRICTION COMMITTEE

Membership

- Deputy Mayor
- Central Ward Councillor
- Head of transport and Waste Management
- Manager Operations (Transport)

Quorum: three members

Delegate the following responsibilities, duties, and powers to the Central City Parking Restrictions Committee:

Any reference to a clause in these delegations refers to a clause in the Parking and Traffic Bylaw 2017 or any substituted bylaw.

With respect to that area of the Central Business District of Christchurch shown on Plan A (inclusive both sides of the street marking the boundary), and whether it relates to “onstreet” or “off-street”, under clause 7

- Prohibiting or restricting the stopping, standing or parking of vehicles, or any class of vehicles, on any road; or
- Limiting the stopping, standing or parking of vehicles on any road to any class of vehicles.
- Prescribing any conditions under clause 7.

With respect to that area of the Central Business District of Christchurch shown on Plan A (inclusive both sides of the street marking the boundary), and whether it relates to “onstreet” or “off-street”, under clause 8

- Designating an area to be a zone parking area and the restrictions that apply in that zone parking area (“zone parking controls”); and
- Reserving any area of land or any road or any part of a road or any building or any part of a building to be a parking place or transport station, subject to restrictions; and
- Specifying the vehicles or classes of vehicle that can use or must not use a parking place or transport station or zone parking area; and
- Prescribing the restrictions that apply including (without limitation) the times, manner and other conditions for the parking of vehicles or classes of vehicles in a parking place or transport station or zone parking area.
- Making provision for the efficient management and control of a parking place or transport station or zone parking area.

With respect to that area of the Central Business District of Christchurch shown on Plan A (inclusive of both sides of the street marking the boundary), and whether it relates to “onstreet” or “off-street”, under clause 10

- Reserving any specified parking place or places as residents’ exemption parking area for the use of persons who reside in the vicinity.
- Prescribing –
 - (a) any fees to be paid annually or in any other specified manner, for the use of a residents’ parking area or a residents’ exemption parking area; and
 - (b) the manner by which any such fees may be paid for the use of a residents’ parking area or a residents’ exemption area; and
 - (c) which parking, stopping and standing restrictions permit holders are exempt from within a residents’ exemption parking area.

With respect to that area of the Central Business District of Christchurch shown on Plan A (inclusive of both sides of the street marking the boundary), and whether it relates to “onstreet” or “off-street”, under clause 11

- Allowing motor vehicles to stop, stand, or park in that part of the road in contravention of clause 11(1) or 11 (2).

FINANCE AND PERFORMANCE COMMITTEE OF THE WHOLE - TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

Delegations

The Council delegates to the Finance and Performance Committee authority to oversee and make decisions on:

Capital Programme and operational expenditure

- Monitoring the delivery of the Council's Capital Programme and associated operational expenditure, including inquiring into any material discrepancies from planned expenditure.
- As may be necessary from time to time, approving amendments to the Capital Programme outside the Long-Term Plan or Annual Plan processes.
- Approving Capital Programme business and investment cases, and any associated operational expenditure, as agreed in the Council's Long-Term Plan.
- Approving any capital or other carry forward requests and the use of operating surpluses as the case may be.
- Approving the procurement plans (where applicable), preferred supplier, and contracts for all capital expenditure where the value of the contract exceeds \$15 Million (noting that the Committee may sub delegate authority for approval of the preferred supplier and /or contract to the Chief Executive provided the procurement plan strategy is followed).
- Approving the procurement plans (where applicable), preferred supplier, and contracts, for all operational expenditure where the value of the contract exceeds \$10 Million (noting that the Committee may sub delegate authority for approval of the preferred supplier and/or contract to the Chief Executive provided the procurement plan strategy is followed).

Non-financial performance

- Reviewing the delivery of services under s17A.
- Amending levels of service targets, unless the decision is precluded under section 97 of the Local Government Act 2002.
- Exercising all of the Council's powers under section 17A of the Local Government Act 2002, relating to service delivery reviews and decisions not to undertake a review.

Council Controlled Organisations

- Monitoring the financial and non-financial performance of the Council and Council Controlled Organisations.
- Making governance decisions related to Council Controlled Organisations under sections 65 to 72 of the Local Government Act 2002.
- Exercising the Council's powers directly as the shareholder, or through CCHL, or in respect of an entity (within the meaning of section 6(1) of the Local Government Act 2002) in relation to –
- (without limitation) the modification of constitutions and/or trust deeds, and other governance arrangements, granting shareholder approval of major transactions, appointing directors or trustees, and approving policies related to Council Controlled Organisations; and –
- in relation to the approval of Statements of Intent and their modification (if any).

Development Contributions

- Exercising all of the Council's powers in relation to development contributions, other than those delegated to the Chief Executive and Council officers as set out in the Council's Delegations Register. Property • Purchasing or disposing of property where required for the delivery of the Capital Programme, in accordance with the Council's Long-Term Plan, and where those acquisitions or disposals have not been delegated to another decision-making body of the Council or staff.

Loans and debt write-offs

- Approving debt write-offs where those debt write-offs are not delegated to staff.
- Approving amendments to loans, in accordance with the Council's Long-Term Plan.

Insurance

- All insurance matters, including considering legal advice from the Council's legal and other advisers, approving further actions relating to the issues, and authorising the taking of formal actions (Sub-delegated to the Insurance Subcommittee as per the Subcommittees Terms of Reference)

Annual Plan and Long Term Plan

- Provides oversight and monitors development of the Long Term Plan (LTP) and Annual Plan.
- Approves the appointment of the Chairperson and Deputy Chairperson of the External Advisory Group for the LTP 2021-31.

Submissions

- The Council delegates to the Committee authority:
- To consider and approve draft submissions on behalf of the Council on topics within its terms of reference. Where the timing of a consultation does not allow for consideration of a draft submission by the Council or relevant Committee, that the draft submission can be considered and approved on behalf of the Council.

Limitations

- The general delegations to this Committee exclude any specific decision-making powers that are delegated to a Community Board, another Committee of Council or Joint Committee. Delegations to staff are set out in the delegations register.
- The Council retains the authority to adopt policies, strategies and bylaws.
- The following matters are prohibited from being subdelegated in accordance with LGA 2002 Schedule 7 Clause 32(1) :
 - the power to make a rate; or - the power to make a bylaw; or
 - the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or - the power to adopt a long-term plan, annual plan, or annual report; or
 - the power to appoint a chief executive; or
 - the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
 - the power to adopt a remuneration and employment policy.

Chairperson may refer urgent matters to the Council

As may be necessary from time to time, the Committee Chairperson is authorised to refer urgent matters to the Council for decision, where this Committee would ordinarily have considered the matter. In order to exercise this authority:

- The Committee Advisor must inform the Chairperson in writing the reasons why the referral is necessary.
- The Chairperson must then respond to the Committee Advisor in writing with their decision.

If the Chairperson agrees to refer the report to the Council, the Council may then assume decisionmaking authority for that specific report.

Urgent matters referred from the Council

As may be necessary from time to time, the Mayor is authorised to refer urgent matters to this Committee for decision, where the Council would ordinarily have considered the matter, except for those matters listed in the limitations above. In order to exercise this authority:

- The Council Secretary must inform the Mayor and Chief Executive in writing the reasons why the referral is necessary.
- The Mayor and Chief Executive must then respond to the Council Secretary in writing with their decision.

If the Mayor and Chief Executive agrees to refer the report to the Committee, the Committee may then assume decision-making authority for that specific report.

HEALTH, SAFETY AND WELLBEING COMMITTEE - TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA¹⁷

Purpose

Maintain and continually improve Health, Safety & Wellbeing by promoting consultation, co-operation and coordination between Management and Council. Ensuring active engagement in the ongoing development of a health, safety and wellbeing programmes.

Objective

The role of the Health, Safety and Wellbeing Committee of Council (Committee) is to assist Council to provide leadership in discharging its health and safety management responsibilities within the organisation.

Secretarial and Meetings

- The committee may have in attendance such members of management, including the Chief Executive and such other persons as it considers necessary to provide appropriate information and explanations.
- Meetings shall be held at least quarterly. Further meetings will be arranged on an as-needed basis.
- The Chair of the Committee will report all recommendations, key issues and findings to the Council.

Responsibilities:

To assist the Council in discharging its due diligence responsibilities as a Person Conducting a Business or Undertaking (PCBU), by taking reasonably practicable steps to understand the health and safety risks, and ensure that they are managed so that the organisation meets its legal obligations.

- Review and monitor the robustness of the organisation's health, safety and wellbeing risk management framework.
- Seek assurance that the organisation is effectively structured to manage health and safety risks.
- Review progress with completion of organisational Health and Safety Plan objectives.
- Monitor compliance with policies and relevant legislation.
- Seek assurance that systems used to identify and manage health and safety hazards and risk are fit for purpose, effectively implemented, regularly reviewed and continuously improved.
- Ensure that the Council is properly and regularly informed and updated on matters relating to health and safety risks.
- Enquire as to the steps management have taken to embed a proactive culture through engagement with workers and provide reasonable opportunities for workers to participate in health, safety & wellbeing.
- Seek assurance that Council are working in partnership so far as reasonably practical with other PCBU's as a primary duty of care to ensure the health and safety of workers.
- Seek advice periodically from internal and external auditors regarding the effectiveness and completeness of the health and safety systems.
- Ensure management are keeping the Committee fully apprised of all independent sources of assurance, via the health and safety framework including any internal or external audits undertaken.
- Consider whether appropriate actions are being taken by management to mitigate Council's significant health and safety risks.
- Ensure that management is kept apprised of the Council's governance body's views on health and safety issues.
- Any other duties and responsibilities which have been assigned to it from time to time by the Council.

Appointment Process for External Members:

Principles:

The following principles guide the appointment process for External Members of the Committee:

- The Head of Human Resources will provide candidates to the Chief Executive and GM Strategy & Transformation Office for consideration.
- The Chair of the Committee and Chief Executive will endorse the nominations, if appropriate.
- Candidates will be contacted at the appropriate time to confirm their willingness to serve for the term for which External Members are appointed as set out below. If they are willing to serve, independence and confidentiality requirements and a background check will be conducted. They will also be informed of Council policies.
- The Chair of the Committee and the Health and Safety Manager or Head of Human Resources will review the candidates to develop a shortlist by assessing the following:
 - Professional credentials and relevant experience
 - Their understanding of current Health and Safety legislative requirements
 - Experience with prevention, and response to compliance risks; education, auditing and monitoring concepts
 - Experience overseeing or assessing the performance of organisations with respect to their health and safety compliance or risk function

¹⁷ Delegations made on 31 October 2019.

- Understanding implications for compliance and culture in a changing regulatory environment
 - Potential conflicts for the candidate
 - Affiliations or connections with the Council and its related entities
 - Reference and background check reports
- The results of the review of the candidates will be reported to the Committee's External Members Appointments Panel, who will select from the shortlist which External Members are appointed to the Committee.

Term:

- External Members of the Committee will be appointed for a term of three years (subject to the terms their contract and the Council failing to resolve anything that would by implication necessarily shorten that term). The term for External Members shall, unless the Chief Executive specifies otherwise, begin on 1 April following the Triennial elections and end on 31 March three years later to provide continuity for the Committee over the initial months of a new Council.
- External Members are eligible for re-appointment by the Committee's External Members Appointments Panel for one further term. However, the Council may approve the re-appointment of External Members for any number of subsequent terms to ensure continuity of knowledge.

Delegations

External Members Appointments Panel:

- The Committee delegates to its External Members Appointments Panel (Panel) the authority to consider shortlisted candidates for appointment as the External Members of the Committee and to appoint 2 External Members.
- The Chair of the Panel shall be the Chair of the Committee, and the further members of the Panel shall be the elected members of the Committee.
- The quorum of the Panel shall be half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.

ŌTAKARO AVON RIVER CORRIDOR CO-GOVERNANCE ESTABLISHMENT COMMITTEE

DELEGATIONS

The Council delegates the following responsibilities to the Establishment Committee:

- To make decisions on land uses and activities on the Council-owned Ōtakaro Avon River Corridor land to be able to develop the land in accordance with the Committee's strategic direction.
- To make financial decisions in accordance with Council's delegations' policy

PART D - SUB-PART 3 – OTHER COUNCIL COMMITTEES AND SUBCOMMITTEES

See Council resolution dated 15 September 2022 for the committees, subcommittees, subordinate decision-making bodies and joint committees that were not discharged on the coming into office of the members of the Council, elected or appointed at, or following, the October 2022 triennial general elections.

1. Creative Communities Funding Subcommittee

Delegation	Date Amended
<ol style="list-style-type: none">1. Assessing applications2. Allocating funding3. Receiving reports and discussing completed projects4. Agreeing on the contents of the letter of advice to applicants5. Attending events funded by the Scheme6. Discussing and making recommendations for the Scheme's local promotion7. Attending meetings organised by Creative New Zealand8. Identifying local priorities for funding9. Monitoring the role of any third party involvement10. Developing policy for the recruitment of community representatives11. Clarifying the roles and responsibilities of assessment committee members12. Reviewing the general operation of the Scheme	13 December 2007

2. Canterbury Regional Landfill Joint Committee

Delegation	Date Amended
<p>All matters relating to participation in the Landfill Joint Venture for the purposes of owning and operating the Canterbury regional landfill at Kate Valley and associated transport and collection systems (transfer stations to the landfill only), including without limitation:</p> <ol style="list-style-type: none">(i) performing the obligations of the Councils under the Shareholders' Agreement;(ii) exercising the voting rights attached to Transwaste Canterbury Limited shares held by the Councils;(iii) appointing nominee directors to the board of Transwaste Canterbury Limited;(iv) considering the issues in relation to any scheme for the equalisation of transport costs between the Councils and if appropriate, developing such scheme;(v) appointing the Councils' representatives at Transwaste Canterbury Limited shareholders' meetings; <p>Notwithstanding any statutory power to do so the Councils shall not revoke delegations (i) to (v) above until Transwaste Canterbury Limited is liquidated.</p>	17 August 2006

3. Canterbury Waste Joint Committee

Delegation	Date Amended
All matters relating to the reduction of the volumes of solid waste sent for disposal through regional waste minimisation initiatives identified by the CWJC, including but not limited to allocating the annual funding of the joint committee as set out in the Constituting Agreement.	17 August 2006

PART D - SUB-PART 4 – COUNCIL HEARINGS PANELS

The delegations to the Council's Hearings Panels are set out below.

Note: the power to appoint the membership of Hearings Panels is set out in Part B of this Delegations Register.

1. Building Act 2004

Section	Delegation	Date Amended
72	To hear any objection concerning any officer's decision to attach conditions to a building consent under this section.	

2. Christchurch District Drainage Act 1951

Section	Delegation	Date Amended
28A	To hear and determine any objections under this section.	

3. Dog Control Act 1996

Section	Delegation	Date Amended
22	To hear and determine any objection to the classification of any person as a probationary owner.	
23	To determine to terminate a probationary owner classification early.	
26	To hear and determine any objection to the disqualification of any person from being the owner of any dog.	
31	To hear and determine any objection to the classification of any dog as a dangerous dog.	
33B and 33D	To hear and determine any objection to the classification of a dog as menacing.	
55	To hear and determine any objection to any requirement of a notice issued in respect of a barking dog.	

4. Litter Act 1979

Section	Delegation	Date Amended
10(4)-(6)	To hear and determine any objections under this section.	

5. Local Government Act 1974

Section	Delegation	Date Amended
459, 460	To hear and determine any objections concerning private drains notices or under these sections.	
10 th Sch	To hear and recommend to the Council, whether the Council should allow or otherwise any objections received to road stopping procedures pursuant to the Tenth Schedule.	
	That the Council Hearings Panel be delegated the power to authorise any officer approved by either the Legal Services Manager to participate in a mediation of any proceeding before the Environment Court other than a proceeding under the Resource Management Act. Except on proceedings arising from decisions made by the full Council, the authority shall include the power to commit the Council to a binding agreement to resolve the proceeding and shall be on such terms and conditions as the Panel considers appropriate.	



6. **Local Government Act 2002**

Section	Delegation	Date Amended
181	To hear and determine any objections under this section.	

7. **Reserves Act 1977**

Section	Delegation	Date Amended
14	To hear and determine submissions and objections, and to make recommendations in relation to the declaration of land as a reserve.	1 August 2019
15	To hear and determine submissions and objections, and to make recommendations in relation to the exchange of reserves for other land.	1 August 2019
24 and 24A	To hear and determine submissions and objections, and to make recommendations in relation to the change of classification or purpose or revocation of a reserve.	1 August 2019
41	To hear and determine submissions and objections, and to make recommendations in relation to the preparation, review and change of management plans for reserves.	1 August 2019
48	To hear and determine submissions and objections, and to make recommendations in relation to the granting of rights of way and other easements over reserves.	1 August 2019
48A	To hear and determine submissions and objections, and to make recommendations in relation to the granting of licences on reserves.	1 August 2019
54, 56, 58A, 73, and 74	To hear and determine submissions and objections, and to make recommendations in relation to the granting of leases or licences of reserves.	1 August 2019
75	To hear and determine submissions and objections, and to make recommendations in relation to the afforestation of reserves by the Council.	1 August 2019
120(1)(c)	To make appointments of persons to hear submissions and objections in relation to the Reserves Act 1977.	

Delegation	Date Amended
To hear and determine submissions and objections, and to make recommendations in relation to the preparation, review and change of management plans for parks (ie any open greenspace area held by the Council, other than a reserve held under the Reserves Act 1977).	

8. **Resource Management Act 1991**

All of the delegations to Council Hearings Panels are contained in Part B of this Delegations Register.

9. **Conservation Act 1987**

Section	Delegation	Date Amended
49	To hear and determine submissions and objections, and to make recommendations in relation to the granting of leases, licences, permits or easements in relation to a reserve	



PART D - SUB-PART 5 – OFFICER SUBCOMMITTEES

The delegations to the Council's Officer Subcommittees are set out below. These subcommittees are appointed with the membership described below and continue as follows:

1. Environmental Health Officer Subcommittee

Members
Team Leader Environmental Compliance
Team Leader Health Licensing
Senior Environmental Health Officer
Quorum = any 2 members

Health Act 1956 and the Health (Registration of Premises) Regulations 1966

Section / Reg	Delegation
41	All the powers of the Council in respect of cleansing orders.
42	To issue repair notices and closing orders.
45	To cancel a closing order.
81	To determine if the cleansing or disinfection of premises and / or articles is necessary. Power to authorise an environmental health officer to enter premises and carry out the cleaning and disinfection.
128	To determine who may enter and inspect any dwellinghouse, building, land, ship or other premises under this section. <i>Note: Environmental Health Officers are authorised to enter and inspect any dwellinghouse, building, land, ship or other premises under this section.</i>
R9	The power of the Council to serve any notice under regulation 9 of the Health (Registration of Premises) Regulations 1966.
	To appoint its own chairperson (if not already appointed by the Council).

2. Fencing Officer Subcommittee

Members
Head of Transport and Waste Management
Manager Property Consultancy

Delegation	Date Amended
To approve individual cases of fence replacement as appropriate if the following criteria can be met for fencing land resumed by the Council for road widening: (a) The owner is not the original owner from whom the land was acquired and; (b) It was not obvious on either the property or adjacent properties that there is a road widening designation. (c) Other relevant factors (including fairness and ability to pay) that may be taken into consideration. With financial assistance for fence replacement to be provided, up to a maximum of 100% of the value of the existing fence, depending on its age and condition.	
To appoint its own chairperson (if not already appointed by the Council).	

3. Procurement Rules Departure Staff Subcommittee

Members
Head of Finance
Head of Legal and Democratic Services
Manager Legal Services Delivery - Litigation
Head of Procurement
Quorum = 3 members

Delegation
To enforce and, where possible, uphold insurance and indemnity standards required by Council’s insurers.
To vary the indemnity and insurance clauses contained within the Council’s standard contractual terms and conditions.
To consider and, where appropriate, to approve indemnity and insurance clauses in contractual terms and conditions where Council’s standard forms of contract are not used.
To consider, resolve, approve and report on departures from the Council’s Procurement Policy and Framework in terms of the market approach (Procurement Rule 27).
To appoint its own chairperson (if not already appointed by the Council).

4. Reserves Officer Subcommittee

Members
Head of Parks
Manager Property Consultancy
Head of Three Waters
Quorum = any 2 members

Reserves Act 1977

Section	Delegation
	<p>The power to enter into:</p> <p>(a) Conservation covenants pursuant to the Reserves Act 1977 for the protection or enhancement of riparian areas, wetlands and some other areas of actual or potential conservation values; and</p> <p>(b) Voluntary esplanade strips for the protection or enhancement of natural values associated with riparian land.</p> <p>These delegations are subject to the following conditions:</p> <p>(a) The power be exercisable by any two of the three Subcommittee members signing the conservation covenant deed or instrument for esplanade strips;</p> <p>(b) The Subcommittee report to the Council on a six-monthly basis with details of the number of conservation covenants and voluntary esplanade strips entered into in the previous six-month period and the key details of each covenant, and esplanade strip.</p>
	To appoint its own chairperson (if not already appointed by the Council).

5. Road Closure Officer Subcommittee

Members
Operations Manager (Transport)
Manager Democratic Services
Relevant Community Board Adviser or their nominee
Quorum = any 2 members



Local Government Act 1974

Tenth Schedule	Delegation
11(e), 11A and 11B	To exercise the powers of the Council contained in these clauses.
	To give such public notice it considers necessary in the exercise of its delegated powers.
	To appoint its own chairperson (if not already appointed by the Council).

6. Road Construction Zone Officer Subcommittee

Members
General Manager City Infrastructure
Head of Transport and Waste Management

Heavy Motor Vehicle Regulations 1974

Reg	Delegation
12	To exercise the power of the Council under regulation 12 of the Heavy Motor Vehicle Regulations 1974. <i>Note: the Council has authorised the Head of Transport and Waste Management to sign any notices made by this Subcommittee under regulation 12.</i>
	To appoint its own chairperson (if not already appointed by the Council).

PART D - SUB-PART 6 – OTHER

The delegations to other bodies are set out below.

1. District Licensing Committee Chairperson's Panel (consisting of the four chairpersons of the District Licensing Committee)

Delegation	Date Amended
A subordinate decision-making body with authority to – <ul style="list-style-type: none">• Meet as and when required at a time and place of the panel's choosing; and• Determine the allocation of workload between each of the four District Licensing Committees; and• Appoint and remove from each District Licensing Committee as required the two committee members from the Council's list maintained under section 192. Such appointments and removals to be made relying on the Council's powers under section 189 and 194 of the Sale and Supply of Alcohol Act 2012, together with clause 31(1) of Schedule 7 of the Local Government Act 2002.• When the District Licensing Committee Chairpersons' Panel appoints membership to committees to conduct public hearings on opposed applications, one of the appointed members should be a list only member.	Bullet points 3 and 4 amended on 25 January 2018.

2. Infrastructure Design Standards Steering Group

Established as a subordinate decision-making body of the Council

Comprises five members, and the Chief Executive has the power to appoint and remove, as the case may be, the members of the Group

Delegation	Date Amended
Authority to make changes as required from time to time to both the IDS for Rockfall Protection Works and the Technical Guideline for the Rockfall Protection works.	
Authority to adopt future revisions (in whole or in part) of the Council's Infrastructure Design Standard.	15 November 2016
To report to the Council on at least an annual basis or when a significant revision to the Council's Infrastructure Design Standard has been adopted by the Steering Group.	