

# Staff Delegations Manual



1 Dunorling Street  
PO Box 122, Alexandra 9340  
New Zealand

03 440 0056

Info@codc.govt.nz  
www.codc.govt.nz



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## Purpose

To define and document Central Otago District Council's (the Council) policies, procedures and delegations relating to decision making when giving effect to its statutory duties, responsibilities, and powers.

The Staff Delegations Manual (the Manual) records the Chief Executive Officer's delegations to officers. This document supplements the [Register of Delegations to Community Boards, Portfolios, Committees, and the Chief Executive Officer](#). The Manual enables the organisation to operate effectively and resourcefully, maximising organisational efficiency through delegation, to the appropriate decision-making level.

## Principles and objectives

No delegation relieves the local authority, Council or any officer of the liability or legal responsibility to perform or ensure performance of any function, duty, or power. An officer must comply with any and all conditions (such as financial limits, reporting, or other procedural requirements) relevant to the exercise of a delegated authority and must comply with all applicable Council policies.

The Manual will be read subject to the delegations made by the Council, to the Chief Executive Officer, and other requirements set out in the [Register of Delegations to Community Boards, Portfolios, Committees, and the Chief Executive Officer](#). The authority delegated to the Chief Executive Officer may be delegated to any other officer of the Council. Every delegation will be subject to any other policy, process or procedure employed by Council or the Chief Executive Officer.

All delegations made by the Chief Executive Officer are required by law to be in writing and suitably recorded. The Chief Executive Officer may further delegate expenditure authority to subordinate staff as deemed fit. Subject to any legislative restrictions, a responsibility, duty, or power delegated to an officer is delegated to all officers in a direct line of authority above that officer. All decisions must be made in accordance with the law, Council policy and approved budgets.

The delegations held/noted within this Manual are associated with the employment position/job role of the individual employed by Council. The delegation remains with the position, despite any change to the individual holding the position. Exceptions to this will be expressly outlined in the Manual.

Full responsibility must be taken for the exercise of the delegation. The delegated authority holds responsibility for the consequences and outcomes of the delegation. These delegations do not preclude the Chief Executive Officer from referring any matter to the Council or a committee (including a subcommittee) of the Council or to the relevant Community Board, as appropriate, for a decision for any reason.

An officer who is delegated a responsibility, duty or power is also delegated any ancillary responsibilities, duties, or powers necessary to give effect to that delegation. Where an officer is in a position in an acting capacity it must be expressly stated. The officer may exercise the delegations to that position. Unless expressed otherwise, where a delegation is to more than one officer, that power of delegation is to each officer separately.

All delegates (i.e. the person given the delegation) must act with due diligence, care, probity and in the best interests of Central Otago District Council. The level of responsibility must be commensurate with the level of authority, complexity, and risk that is delegated. In the event that the lowest delegated authority is unavailable or if a delegate considers it is inappropriate to exercise a delegation in relation to a specific matter, they may refer the decision back to the delegator. The Chief Executive Officer may review any decision or decisions.

Employees who are in a position to influence a decision relating to the supply of goods and services to council, must declare the interest and notify their manager if they, directly or indirectly, hold any financial, personal or other interest in the organisation negotiating for the supply of goods or services. As soon as a conflict of interest has been declared, the employees' manager, in consultation with the employee, will decide on a course of action to manage or avoid the conflict of interest.

In circumstances where Executive Managers are involved in conflicts of a pecuniary interest, a “one up” approval process will be applied. In the instance of the Chief Executive Officer, the decision-making may be sub-delegated to an Executive Manager or the Mayor.

The following matters cannot be delegated to an officer:

- the following powers:
  - the power to make a rate;
  - the power to make a bylaw;
  - the power to borrow money, or purchase/dispose of assets, other than in accordance with the long-term or annual plan;
  - the power to adopt a long-term plan, annual plan, annual report; or
  - the power to appoint a Chief Executive Officer.
- the power to 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; and
- any matter not permitted to be delegated by any other Act (for example the approval of a policy statement or plan under the Resource Management Act 1991); and
- any matter that can only be given effect to by a Council resolution.

## Scope

The Staff Delegations Manual applies to all employees of Central Otago District Council. For the avoidance of doubt, reference to officers, staff or employees within this document refers to employees, volunteers, persons seconded to Council and, as appropriate, contractors (individuals, contractor staff, sub-contractors or affiliated persons with third parties).

Where the description of a delegated legislative function is ambiguous or appears to conflict with the wording of the legislation, the wording of the legislation will prevail.

Matters pertaining to delegation outside of the scope of this Manual may be specified in the [Register of Delegations to Community Boards, Portfolios, Committees, and the Chief Executive Officer.](#)

## Definitions

Word or phrase	Definition
<p><b>Delegation</b></p>	<p>The term ‘delegation’ is the assignment of a duty, function, power or action to another person. A delegation provides that person with the authority to carry out the duty, function or power and to complete any action required to give effect to the delegation.</p> <p>In this instance, delegation refers to the transfer of responsibility, duty or powers from the Chief Executive Officer to Council officers and third parties. Any delegation includes the authority to make decisions under delegated authority on behalf of Council, unless expressly stated otherwise.</p>
<p><b>One-up-principle</b></p>	<p>Relating to financial delegations, this means that delegation holders cannot approve transactions involving themselves or from which they could be seen to benefit, instead they must be approved by their one-up manager. In the instance of the Chief Executive Officer, the Mayor will approve transactions. In the instance of the Mayor, the Deputy Mayor and the Executive Manager – Corporate Services will approve transactions. In the instance of the Deputy Mayor, the Chief Executive Officer will approve transactions.</p>

## Policy

The Manual is a living document and is subject to modification. The document will be reviewed periodically to ensure delegations are operating as intended, providing alterations where legislative change requires amendments.

The Manual is split into four main sections:

- Financial, Contracting and Rating Delegations
- Statutory, Regulatory and Other Delegations to Officers
- Management Delegations to Staff
- Warrants

### Additional Information



These sections are complementary and should be read in conjunction with one another. Different levels and limits of delegation are provided to officers, depending on the nature and activity of the decision.

## Term of Delegation

Unless any delegation is stated to be for a defined term, it will continue until:

- Revoked by the delegator; or
- Revoked by the Council; or
- Withdrawn by operation of law.

The Council may, at any time, revoke, suspend or amend the terms and conditions in relation to any delegation it has made, with the exclusion of decisions already taken. Where this occurs, it will be recorded by resolution of Council.

The Chief Executive Officer may revoke, suspend for a period or amend the terms and conditions in relation to any delegation to subordinates which have been made. The extent of the delegation may be reduced for a period, or power may be exercised by a supervisor of the person holding the delegation. This would be appropriate during the training or development of new employees, or where decisions may require greater scrutiny.

## Process

In the instance of new employees, the Executive Assistant of the respective employee whom the financial delegation relates, is responsible for sending through an IS Request, as per the instruction of the respective Executive Managers.

This request must be sent to ensure the delegated amount in the financial system matches with that of the Manual. Any other changes to the Manual are to go through the Executive Assistant – Corporate Services alongside supporting documentation outlining approvals.

## Acting Chief Executive Officer

The Chief Executive Officer may request any officer appointed by Council to act as Chief Executive Officer during temporary periods of absence from duties, together with such of the Chief Executive Officer's powers, as considered appropriate.

## Legal Authority

Delegations are made in accordance with:

- Register of Delegations to Community Boards, Committees and the Chief Executive Officer; and
- Schedule 7, section 32(3) of the Local Government Act 2002, which states:

*“A committee or other subordinate decision-making body, community board, or member of 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 the local authority or by the committee or body or person that makes the delegation.”*

## Sub-delegation

At times, it will be necessary for the performance of assigned duties for a staff member to have delegated authority additional to those specifically mentioned in the Staff Delegations Manual. These situations may include staff acting temporarily in a role (such as acting Chief Executive Officer) where they need to exercise the delegations of that higher role. The Chief Executive Officer may delegate a power, function or duty to another officer or subcommittee of officers.

Every sub-delegation by the Chief Executive Officer will be in accordance with the *Register of Delegations to Community Boards, Committees and the Chief Executive Officer*.

Sub-delegations will be recorded in writing and will clearly define the nature, purpose and limitation of the power, function or duty delegated. Such sub-delegations will be recorded in writing, signed by the person granting the delegation and a copy of this documentation will be retained.

Executive Managers are delegated the authority to assign staff to an appropriate financial expenditure ‘level’ as outlined in the Financial Delegations below.

## Amendments to Delegations

Every delegation to officers outlined in this Manual may be changed or revoked by written amendment by the Chief Executive Officer or the Executive Manager of the officer’s respective area.

Each revocation or amendment will take effect at the latter of:

- A date nominated by the Chief Executive Officer or respective Executive Manager; or
- Immediately after being signed by the Chief Executive Officer or respective Executive Manager.

The Manual shall be maintained by the Executive Assistant - Corporate Services, who will be responsible for the amendment of the Manual to allow for administrative or minor changes.

All amendments of the financial delegations must be sent via an IS Request, copying in the Executive Assistant – Corporate Services and the authorising Executive Manager.

## Significance and Engagement

The degree to which compliance with the decision-making requirements in the Act is required is proportional to the significance of the particular decision and the resources available. In every instance, the delegated individual must determine the significance of the decision they are making or the power they are exercising, despite the delegated authority which they hold, to make the decision.

The [Significance and Engagement Policy](#) should be referred to in instances of doubt.

## Additional Delegations

### Civil Defence

The Council has a range of powers, functions and duties under legislation relating to defence, maritime safety and emergency management.

During the period of a Civil Defence emergency, the appropriate delegations made under the Civil Defence Emergency Management Act 2002 and the Otago Civil Defence Emergency Management Group Plan (or similar) will apply.

### Emergency Acting Chief Executive Officer

The Chief Executive Officer may request any person appointed by the Council to act as Chief Executive Officer during temporary periods of absence from duties, together with such of the Chief Executive Officer's powers as considered appropriate.

### Acting appointments in an emergency

Should other management and key staff be unable to function in their roles or incapacitated, other suitably qualified staff may apply to the Chief Executive Officer or Emergency Acting Chief Executive Officer to assume the delegations of those positions.

### Other

This Staff Delegations Manual does not contain formal delegations in relation to the authorisation to sign correspondence (including email correspondence), media statements (including social media) and placement of public notices. Employees should refer to the relevant internal Policies in relation to these matters.

## Compliance

In the instance that this Manual is not adhered to or is intentionally disregarded, disciplinary action may apply.

## Relevant legislation

- Local Government Act 2002
- Resource Management Act 1991
- Rating Act 2002
- Employment Relations Act 2000
- Privacy Act 2020
- Local Government Official Information and Meetings Act 1987
- Public Records Act 2005
- Civil Defence Emergency Management Act 2002
- Sale and Supply of Alcohol Act 2012;
- Dog Control Act 1996;
- Hazardous Substances and New Organisms Act 1996
- Transit New Zealand Act 1989
- Public Works Act 1981

## Related documents

- Register of Delegations to Community Boards, Portfolios, Committees and the Chief Executive Officer
- Staff Interests Policy
- Sensitive Expenditure Policy
- Significance and Engagement Policy
- Procurement Policy
- Fraud, Bribery and Corruption policy
- Protected Disclosures (Whistle Blower) Policy
- Staff Handbook (Code of Conduct)

## Review

This Manual will come into effect on 19/07/2021 and will remain in effect until such time as it is varied or revoked by the Chief Executive Officer.


It is intended that the policy will be reviewed every three years or as necessary.



## Appendix 1 – Financial, Contracting and Rating Delegations

As at 19/07/2021.

This section of the Manual outlines delegations relating to contracting and agreements, financial matters (including rating) and property delegations provided from Council, to the Chief Executive Officer, combined with those delegations that the Chief Executive Officer has delegated to Executive Managers, third tier managers and all other officers specified.

<b><i>Additional Information</i></b>	
	<i>All amounts are GST exclusive</i>

The specified financial delegations authorise officers to raise orders, enter into, vary, and exit from transactions which commit the Council to expenditure to the limits specified, as well as giving budget signing authority.

### Delegations to the Chief Executive Officer

In the case of power to enter into financial commitments the Chief Executive Officer may delegate authority:

- a) Up to a value of \$500,000 to members of the Executive Team for any individual transaction;
- b) to other staff positions up to a value of \$50,000 for any individual transaction.

### Credit Cards

The Chief Executive Officer may approve the issue of credit or purchase cards to officers where appropriate. The issuing of credit and purchase cards must be justified.

A credit limit of \$10,000 is imposed. Limits may vary, dependent on the role of the officer.

Refer to the [Credit Card Policy](#) for further detail.

## Koha

The expenditure on Koha set out in the [Sensitive Expenditure Policy](#) must be adhered to. The amount of Koha given on behalf of Council should reflect the occasion and be approved by the relevant Executive Manager or Chief Executive Officer for staff issue, and by the Mayor for Elected Members to issue.

## Procurement Delegations

### Contracts

This section of the Delegations Manual contains delegations in relation to contractual matters and should be read alongside the financial delegations.


Where an item of expenditure has been approved by Council resolution, the Chief Executive Officer or relevant Executive Manager (as appropriate), can:

- execute the contract (other than those contracts required to be signed under the Council's seal); or
- authorise payments up to the approved contract dollar amount or delegate the authorisation of payments to a nominated position.

In signing or approving an invoice, purchase order or contract, the officer is indicating they understand the following:

- The expenditure is accounted for in Council's Annual Plan or has been approved by Council;
- The expenditure falls within the officer's delegated approval limit;
- The [Procurement Policy](#) has been adhered to;
- The price on the invoice is acceptable and as quoted.
- Staff can only use their delegations within their area; delegations are not to be used elsewhere in Council.

Authority to sign off contracts rests with the relevant staff who have a level of delegation consistent with the total expenditure expected over the life of the contract. Once in place, individual invoices under that contract may be authorised by relevant staff with the level of delegation appropriate to each invoice.

Additional Information	
	<ul style="list-style-type: none"> <li>• Transactions must not be segregated into separate, repeat, related or ancillary transactions for the purpose of avoiding a value threshold or breach of a financial delegation limit.</li> <li>• The value of a transaction must be calculated as the total value of the transaction over the full term of the contract and shall include any rights of renewal unless such rights of renewal are at the discretion of the Council.</li> </ul>

The table below sets out the delegated authority for each procurement method type:

Spend category	Value threshold	Governance and approval	Suggested procurement type
Minor (see also table below)	Less than \$50,000	Team Leader or Manager in accordance with their financial delegation	Petty cash can be used for incidental purchases Written quotes Use AoG, Pre-qualified supplier or panel or Direct source as appropriate
Moderate	\$50,000 - \$199,999	Executive Manager per approved budgets	Market Tender Use AoG, Pre-qualified supplier or panel or Direct source as appropriate
High	\$200k - \$500k	Executive Manager per approved budgets or CEO	Market Tender Closed competitive process in certain circumstances
	\$500k - \$1m	Executive Team or CEO	Market Tender Closed competitive process in certain circumstances
	\$1m +	Council	Market Tender Closed competitive process in certain circumstances
Emergency procurement	\$1m	CEO	Closed competitive process or alternative methods Direct source in certain circumstances

\*Refer to the Procurement Policy for further information

### Emergency Procurement

In the event of a genuine emergency, flexibility is required by CODC to procure goods and services which may be required to manage the emergency response. A balance is required between the need to act without delay, against obligations to achieve value for money. Appropriate authorisation should be gained from the relevant delegated authority before any emergency procurement is made.

### Contract Delegations

When contracts that extend beyond the current financial year are entered into, there must be reasonable grounds to believe that adequate future year budgets will be available to meet the contract costs.

<b>Engineer to Contract</b>	
<b>Description</b>	<b>Delegated to</b>
<p><b>ENGINEER TO CONTRACT UNDER NZS CONTRACTS 3910, 3916 AND 3917</b></p> <p>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.</p> <p>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.</p>	<p>Executive Manager – Infrastructure Services</p> <p>Executive Manager – Planning and Environment</p>
<p><b>PRINCIPAL'S REPRESENTATIVE UNDER NZS CONTRACT 3915</b></p> <p>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.</p> <p>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".</p>	<p>Executive Manager – Infrastructure Services</p> <p>Executive Manager – Planning and Environment</p>

## Asset Disposal

The initial decision to dispose of an asset should come from the third-tier manager responsible for the asset. This should occur when the asset becomes redundant, obsolete, damaged, is surplus to requirements or requires replacement.

Documented authorisation to dispose of the asset must be obtained from the employees Executive Manager or the Chief Executive Officer prior to commencing this process. Refer to the [Fixed Asset and Disposal Policy](#) for further detail.

## Budget over-runs

Where a manager of Council becomes aware that actual expenditure will exceed its approved budget, the manager is required to advise their respective Executive Manager as soon as is practicable. The Executive Manager is required to report this to the Chief Executive Officer. This will require a report to Council and the funding being retrospectively approved, if there is not activity savings or additional income to offset the over-run.

## Explanatory Notes

The specified expenditure limits are exclusive of GST.

The initiator of the purchase order cannot approve that order. The only exception to this rule is the Chief Executive Officer acting in an emergency capacity.

## Finance Delegations

Key	
Role	Abbreviation
Chief Executive Officer	CEO
Executive Manager – Corporate Services	EM-CS
Executive Manager – Infrastructure Services	EM-IS
Executive Manager – Planning and Environment	EM-PE
Executive Manager – People and Culture	EM-PC

<b>Banking</b>	
<b>Description</b>	<b>Delegate</b>
<p>Authorised to open and operate Central Otago District Council bank accounts.</p> <p>All banking and treasury functions including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Adding a new signatory</li> <li>• Authority to arrange for direct debits</li> <li>• Managing borrowing facilities</li> <li>• Electronically transferring funds</li> </ul>	<p>As per the investment policy adopted in the current Long-term Plan or Annual Plan</p>
<b>Debts</b>	
<b>Description</b>	<b>Delegate</b>
<p>The writing-off of debts considered to be bad or uncollectible, or for rates outside of the legislative seven-year period after all due diligence and collection actions (including the use of a debt collection agency) are exhausted. A report to be presented to Council at the end of each financial year detailing bad debts written-off.</p>	<p>EM-CS Finance Manager</p>
<p>The writing off of debts considered to be uneconomical or uncollectible up to the value of \$10.00.</p>	<p>Finance Manger Rates Officer Water Billing Officer</p>
<p>Enter into any arrangement for payment of a debt owed to Council over a period.</p>	<p>EM-CS Finance Manager Rates Officer Water Billing Officer</p>
<b>Credit Notes</b>	
<b>Description</b>	<b>Delegate</b>
<p>Authority to approve credit notes within specified delegation levels.</p>	<p>Third tier managers (\$5,000) Executive Managers (\$50,000) Chief Executive Officer (up to financial delegation level)</p>

<b>Emergency Expenditure</b>	
<b>Description</b>	<b>Delegate</b>
Authority to approve contingency expenditure for an emergency situation.	Chief Executive Officer Civil Defence Controller
<b>Unbudgeted Capital Expenditure</b>	
<b>Description</b>	<b>Delegate</b>
Authority to approve Unbudgeted Capital Expenditure.	Council Community Board Members
<b>Credit Card Expenditure and Expense Claims</b> (See the <a href="#">Credit Card Policy</a> )	
<b>Description</b>	<b>Delegate</b>
Approving Credit Card expenditure and expense claims for the Mayor.	Deputy Mayor and Executive Manager – Corporate Services
Approving Credit Card expenditure and expense claims for the Chief Executive Officer.	Mayor
Authorisation of a Council Credit card held by an officer.	CEO
Authority to approve credit card expenditure and expense claims (excluding the Mayor and the Chief Executive Officer).	One-up-principle
<b>Bank, Invest and Sign Cheques</b> (two signatories must sign)	
<b>Description</b>	<b>Delegate</b>
Authority to arrange overdraft facilities up to statutory limit.	As per the Investment Policy adopted in the current Long-term Plan or Annual Plan

Authority to arrange for Term Deposits.	As per the Investment Policy adopted in the current Long-term Plan or Annual Plan
Approve Payroll Payments and all payroll related matters.	Two of the following: EM-CS Finance Manager Accountants Executive Managers CEO
Approve all tax payments and tax related matters.	Two of the following: EM-CS Finance Manager Accountants Executive Managers CEO
Rating	
Description	Delegate
Authority to postpone rates or remit rates in accordance with Council's operating rating principles within the rating policy.	As per the delegations stated in the Rating Policy as adopted in the current Long-term Plan or Annual Plan
Remission of penalties in accordance with Council's rating policy.	As per the delegations stated in the Rating Policy as adopted in the current Long-term Plan or Annual Plan
Valuations	
Description	Delegate
Amend any entries in the valuation roll or Council's rating records which are the result of an error or which are no longer correct as a result of changed circumstances.	CEO EM-CS Finance Manager Rates Officer



Vary or waive any fee within jurisdiction and only if permitted by law and not inconsistent with Council policy.	CEO Executive Managers
Authority to apply to the Valuer General for valuation equalisation certificates for ratings purposes.	CEO EM-CS Finance Manager
Authority to issue an amended rates assessment if an error is encountered.	EM-CS Finance Manager
<b>Asset Acquisitions</b>	
<b>Description</b>	<b>Delegate</b>
Land and Building Purchase and Sales.	Council
Vehicle Purchase (within budget) and Disposal.	CEO Executive Managers Finance Manager
Other Fixed Assets.	CEO Executive Managers Finance Manager

## Financial Delegations

Sub-delegations may be made without the approval of the Chief Executive, however are subject to approval by the relevant Manager and Executive Manager. No further delegation is permitted.

The delegations set out in the Financial Delegations table below attach to the position.

Financial Delegations	
Level	Expenditure (\$)
Level 1 (CEO)	Unlimited to budget
Level 2 (ET)	Up to 500,000
Level 3	200,000
Level 4	Up to 50,000
Level 5	Up to 20,000
Level 6	Up to 10,000
Level 7	Up to 5,000
Level 8	Up to 2,000

## Specified Officer Categories

<b>People and Culture</b>		
<b>Specified Officer Categories</b>		
<b>Level</b>	<b>Job role</b>	<b>Cost Centre</b>
<b>Level 1</b>	Chief Executive Officer	All Cost Centres
<b>Level 2</b>	-	
<b>Level 3</b>	-	
<b>Level 4</b>	Executive Manager – People and Culture	All Cost Centres
<b>Level 5</b>	-	
<b>Level 6</b>	Collections Development Manager	Collections Development Cost Centres
<b>Level 7</b>	Human Resources Advisor Health and Safety Officer Customer Services Team Leader	People and Culture Cost Centres Health and Safety Cost Centres All Cost Centres
<b>Level 8</b>	Democracy and HR Support Maniototo Library Team Leader Roxburgh Library Team Leader Alexandra Library Team Leader Cromwell Library Team Leader Customer Services Officer Library Assistant	People and Culture Cost Centres Library Cost Centres Library Cost Centres Library Cost Centres Library Cost Centres Library Cost Centres All Cost Centres Library Cost Centres

<b>Corporate Services</b>		
<b>Specified Officer Categories</b>		
<b>Level</b>	<b>Job role</b>	<b>Cost Centre</b>
<b>Level 1</b>	Chief Executive Officer	All Cost Centres
<b>Level 2</b>	Executive Manager – Corporate Services	All Cost Centres
<b>Level 3</b>	-	
<b>Level 4</b>	Information Services Manager	Information Services Cost Centres
<b>Level 5</b>	Finance Manager	Finance Cost Centres
<b>Level 6</b>	Corporate Accountant Accountant	Finance Cost Centres Finance Cost Centres
<b>Level 7</b>	Rates Officer Water Billing Officer Business Risk and Procurement Manager  ICT Systems Engineer Document and Records Analyst	Finance Cost Centres Finance Cost Centres Business Risk and Procurement Cost Centres  Information Services Cost Centres Information Services Cost Centres
<b>Level 8</b>	Executive Assistant – Corporate Services GIS Coordinator Application Support Analyst IS Customer Support Business Analyst/Application Support	Corporate Services Cost Centres Information Services Cost Centres Information Services Cost Centres Information Services Cost Centres Information Services Cost Centres

<b>Planning and Environment</b>		
<b>Specified Officer Categories</b>		
<b>Level</b>	<b>Job role</b>	<b>Cost Centre</b>
<b>Level 1</b>	Chief Executive Officer	All Cost Centres
<b>Level 2</b>	Executive Manager – Planning and Environment	All Cost Centres
<b>Level 3</b>	-	
<b>Level 4</b>	Parks and Recreation Manager Planning Manager Property and Facilities Manager Regulatory Services Manager	Parks and Recreation Cost Centres Planning Cost Centres Property and Facilities Cost Centres Regulatory Services Cost Centres
<b>Level 5</b>	Aquatics Manager Environmental Health Team Leader and Licensing Inspector Parks Officer - Projects	Aquatics Cost Centres Environmental Health Cost Centres Parks and Recreation Cost Centre
<b>Level 6</b>	Parks Officer - Contracts Property and Facilities Officers Buildings Management Officer	Parks and Recreation Cost Centre Property and Facilities Cost Centre Property and Facilities Cost Centre
<b>Level 7</b>	-	
<b>Level 8</b>	Swim School Coordinator Planning Officer Parks and Recreation Admin Officer Molyneux Aquatic Centre Team Leader LIM Officer Executive Assistant - Planning and Environment Environmental Health Officer Cromwell Swim Centre Team Leader Consent Officer – Building Regulatory Support – Building	Respective Swim School Cost Centres Planning Cost Centres Parks and Recreation Cost Centres Molyneux Aquatics Cost Centres LIM Cost Centres Planning and Environment Cost Centres Environmental Health Cost Centres Cromwell Swim Centre Cost Centres Regulatory Services Cost Centres Regulatory Services Cost Centres

<b>Infrastructure Services</b>		
<b>Specified Officer Categories</b>		
<b>Level</b>	<b>Job role</b>	<b>Cost Centre</b>
<b>Level 1</b>	Chief Executive Officer	All cost Centres
<b>Level 2</b>	Executive Manager – Infrastructure Services	All Cost Centres
<b>Level 3</b>	-	
<b>Level 4</b>	Capital Projects Programme Manager Rooding Manager Water Services Manager	Capital Projects Cost Centres Rooding Cost Centres Water Services Cost Centres
<b>Level 5</b>	Environmental Engineering Manager	Environmental Engineering Cost Centres
<b>Level 6</b>	Waste Minimisation Officer	Waste Minimisation Cost Centres
<b>Level 7</b>	-	
<b>Level 8</b>	Executive Assistant – Infrastructure Services	Infrastructure Cost Centres

<b>CEO Reports</b>		
<b>Specified Officer Categories</b>		
<b>Level</b>	<b>Job role</b>	<b>Cost Centre</b>
<b>Level 1</b>	Chief Executive Officer	All cost centres
<b>Level 2</b>	-	
<b>Level 3</b>	General Manager – Tourism Central Otago	Tourism Central Otago Cost Centres
<b>Level 4</b>	Chief Advisor – Strategy and Policy	Strategy and Policy Cost Centres
<b>Level 5</b>	-	
<b>Level 6</b>	Digital/Social Media Marketing Economic Development Manager Communications Coordinator Communications Officer Regional Identity Officer	Communications Cost Centres Economic Development Cost Centres Communications Cost Centres Communications Cost Centres Regional Identity Cost Centres
<b>Level 7</b>	Trade and Consumer Marketing Manager  Media and Marketing Manager Marketing and Administration Coordinator Governance Manager Community and Engagement Manager Deputy Electoral Officer	Trade and Consumer Marketing Cost Centres  Communications Cost Centres Communications Cost Centres Governance Cost Centres Community Development Cost Centres  Electoral Cost Centres
<b>Level 8</b>	Executive Assistant - CEO Maniototo VIN Centre Team Leader – Ranfurly i-SITE Team Leader Teviot Valley VIN Centre Team Leader – Roxburgh Team Leader Governance Support Officer	All Cost Centres Maniototo I-Site Cost Centres  Teviot Valley VIN I-Site Cost Centres  Governance Cost Centres

## Appendix 2 – Statutory, Regulatory and Other Delegations to Officers

Statutory Delegations are delegations of specific statutory duties, powers, and responsibilities. The majority of Council’s regulatory powers, along with rules around implementation, are contained in statute.

Council delegates to the Chief Executive Officer all responsibilities, duties and powers to act under the legislation, subject to any restrictions imposed by Council and excluding those matters in respect of which delegation is prohibited by any Act or regulation or which are expressly excluded from this delegation.

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 the the [Register of Delegations to Community Boards, Portfolios, Committees and the Chief Executive Officer](#).

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

### Delegations from the Chief Executive Officer to Officers

Key	
Role	Abbreviation
Chief Executive Officer	CEO
Executive Manager – Corporate Services	EM-CS
Executive Manager – Infrastructure Services	EM-IS
Executive Manager – Planning and Environment	EM-PE
Executive Manager – People and Culture	EM-PC



<b>(Local Government Official Information and Meetings Act 1987)</b>		
<b>Section</b>	<b>Description</b>	<b>Delegated to</b>
11	To give reasonable assistance to those persons requesting information.	CEO EM-CS Information Services Manager
13	To make decisions on requests and to determine whether or not to charge for information. <sup>1</sup>	CEO Executive Managers Third tier Managers Information Services Manager
n/a	To determine a release date for the information requested <sup>2</sup>	CEO Executive Managers Third tier managers Information Services Manager
14	To provide for extensions of time to provide official information and to attend to subsequent notification.	CEO Executive Managers Information Services Manager
16	To determine redactions from documents and attend to subsequent notification.	CEO Executive Managers Information Services Manager
17, 17A, 17B, 18	To determine whether or not to refuse a request for information, and providing reason(s) for refusal.	CEO

<sup>1</sup> Charging should be based on the effort required to prepare the request, based on the policy and procedure

<sup>2</sup> The charging and release date must consider current workloads plus Executive approval times.

21	To determine access to internal rules affecting decisions, and to provide reasons for refusing to provide information.	CEO Executive Managers Information Services Manager
26	To refuse to supply personal information.	CEO Executive Managers Information Services Manager

<b>Privacy Act 2020</b>		
<b>Section</b>	<b>Description</b>	<b>Delegated to</b>
n/a	All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive Officer. This delegation may be sub-delegated.	CEO
45	Decision to grant access to personal information	CEO External (EM-CS) Internal (EM-PC)
46	Power to refuse access to personal information as per sections 49 to 53.	CEO EM-CS Information Services Manager
47	Decision to neither confirm nor deny personal information is held	CEO EM-CS Information Services Manager

<b>Civil Defence Emergency Management Act 2002</b>	
<b>Description</b>	<b>Delegated to</b>
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive Officer.	CEO

[\*\*Delegated Authorities Operating Spreadsheet – Regulatory Services, Planning, and Parks and Recreation\*\*](#)

[\*\*Delegated Authorities Operating Spreadsheet – Property and Facilities\*\*](#)

**Other**

This Staff Delegations Manual does not contain formal delegations in relation to the authorisation to sign correspondence, media statements and the placement of public notices. Staff should refer to the relevant Staff Policies in relation to these matters.

## Appendix 3 – Management delegations to Staff

Management Delegations are those of management powers made by the Chief Executive Officer to Council Officers in order to facilitate the effective and efficient operation of Council administration.

Where activities do not contain a governance component and are not limited by statutory restrictions then they shall be delegated to the Chief Executive Officer, whereupon they may be sub-delegated.

The Chief Executive Officer's statutory responsibilities are set out in section 42 of the Local Government Act 2002 (LGA). The Chief Executive Officer is responsible for and leads staff and service delivery contractors towards the achievement of Council's statutory responsibilities and strategic objectives. In addition, the Council's general delegation to the Chief Executive Officer grants him or her a number of powers relating to the appointment of Council employees and other persons (including the appointment of statutory officers and signing of warrants of appointment).

In the absence of the Chief Executive Officer, the Executive Manager appointed for the time being as Acting Chief Executive Officer, shall exercise all the responsibilities of the Chief Executive Officer.

### The following are delegated to the Executive Manager – Corporate Services:

- Issues arising under the Privacy Act 2020 in relation to external matters;
- Disposal of records, in accordance with the Public Records Act 2005.

### The following are delegated to the Executive Manager - Planning and Environment:

- responsibility for the administration of the:
  - Sale and Supply of Alcohol Act 2012;
  - Resource Management Act 1991
  - Building Act 2004
  - Health Act 1956
  - Reserves Act 1977;
  - Dog Control Act 1996;
  - Hazardous Substances and New Organisms Act 1996
  - any other statutes, regulations and bylaws of a regulatory nature which may be determined by the Chief Executive Officer.
- The responsibility to appoint the Engineer to the contract under NZS3910
- the responsibility to appoint the Engineers representative to Contract under NZS3910.
- The responsibility to lodge submissions on the RMA reform.

### The following is delegated to the Executive Manager - Infrastructure Services:

- The responsibility to appoint the Engineer to the contract under NZS3910
- the responsibility to appoint the Engineer's representative to Contract under NZS3910.

### The following is delegated to the Executive Manager - People and Culture:

- the responsibility to approve and sign Offer Letters;
- the responsibility to approve and sign Employment Agreements;
- issues arising under the Privacy Act 2020 in relation to internal matters.

### The following employment matters are delegated to all members of the Executive Team and activity managers, where noted:

- temporary reallocation of duties, provided they do not require payment of a higher duties allowance;
- Executive Managers and Activity Managers may approve of leave, except for leave without pay in excess of one week;
- Executive Managers and Activity Managers may approve of mileage payments for use of an employee's car in line with council's vehicle use policy;
- Executive Managers and Activity Managers may approve attendance of staff at conferences, courses and seminars;
- advertising and interviewing for replacement staff, with the Chief Executive Officer's prior approval;
- Authorise the issue of trespass notices;
- Require bonds for any use of Council property under the organisations control.

<b>Insurance Policies</b>	
<b>Description</b>	<b>Delegated to</b>
Enter into arrangements for the placement of all the Council's insurance policies.	CEO EM-CS

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.	CEO Executive Managers
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<b>Parks/Trees/Public Facilities</b>	
<b>Description</b>	<b>Delegated to</b>
To require bonds for any use on Council parks property.	EM-PE Parks and Recreation Manager
<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"> <li>• planting and maintenance;</li> <li>• 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;</li> <li>• removal of a tree where the tree is impeding the consented legal access to the road (e.g. vehicle crossing);</li> </ul> <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 Central Otago District Plan and the Resource Management Act 1991;</p> <p>This delegation may be sub-delegated.</p>	EM-PE Parks and Recreation Manager

## Infrastructure Delegations

### [Delegated Authorities Operating Spreadsheet – Infrastructure Services](#)

#### Legalisation of Road Reserves

Ability to accept road reserves legalising current formed roads through the tenure review process.

Appointment of commissioners to consider and execute decisions relating to designations, reviews, objections and applications for and changes to resource consent.

To provide the consent of the requiring authority pursuant to Section 176 of the Resource Management Act 1991, to undertake any activity on land that is designated.

The Chief Executive Officer may change any condition in a resource consent (other than conditions relating to its duration) subject to conditions outlined in Section 132.

The Chief Executive Officer may nominate Local Controllers and refer such nominations to the Otago Civil Defence Emergency Management Group.

## Roads

The Council's Roading staff may exercise any power granted to the Council in regard to the construction, repair, alteration, layout, occupation and use of roads, footpaths, verges and vehicle crossings, including but not limited to those under the Local Government Act 1974, the Transit New Zealand Act 1989, the Public Works Act 1989, the Heavy Motor Vehicle Regulations 1974, the Resource Management Act 1991; and Regulations made there under, except where any power is reserved to the Council or a Committee of Council, or where more specific delegations of this manual apply.

## Bylaws

Any member of the Executive Team, or warranted or authorised officer, may administer and exercise all powers granted under bylaws regarding the activities within the District in relation to their specific area of responsibility, and may authorise prosecutions and actions under any bylaw (after advising the Chief Executive Officer of the intention to commence such actions and prosecutions).

## Temporary Road Restrictions

The Executive Manager, Infrastructure Services or the Roading Manager may exercise any power to impose temporary restrictions in regard to traffic and restrict vehicular access of any kind on roads within the district granted under and in accordance with the Local Government Act 2002 and the Transport Act 1962 and all regulations made there under.

## Human Resources Delegations

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

Human Resources Delegations automatically apply to the person appointed to that role. These delegations are granted to the lowest appropriate tier (with demonstrated competence to execute the delegation) to empower and enable managers. This authority may also be executed by all managers in a direct line above that position, unless otherwise specified.

Human resources delegations must be exercised in accordance with Staff Policies.

Other delegations have been made by the Chief Executive Officer to employees, as seen in the [Delegated Authorities Operating Spreadsheet – People and Culture](#).

## Appendix 4 – Warrants

Council delegates to the Chief Executive Officer the power to issue warrants to enforcement officers pursuant to clause 32A of Local Government Act 2002 and under any other legislation which enables the appointment of authorised or warranted officers. This power has been delegated without limits, conditions or prohibition, unless the “power to appoint” is expressly prohibited under a specific enactment.

Authority to sign and issue warrants of appointment to the following positions.

- Enforcement Officers;
- Any persons legally authorised to enter private land on behalf of Council;
- Any persons authorised to exercise a responsibility, duty or power of Council or to carry out any of Council’s regulatory functions (including the enforcement of bylaws);
- Any persons to whom the Council is legally required or to whom it is appropriate for the Council to provide a warrant of appointment.
- A “Ranger” for the purpose of the Reserves Act 1977: Parks and Recreation Manager

It is the responsibility of the respective Executive Manager to ensure that warrants held by officers who require them to carry out statutory delegations and enforcement are current.



## Emergency Warrants

On appointment, the Chief Executive or the emergency acting Chief Executive Officer will ensure additional warrants are considered and authorised without delay, where necessary. Additional warrants should be authorised to ensure key functions, such as the ability to enter onto private property, may be carried out.

Emergency warrant cards will meet all necessary statutory requirements.