

# Delegations Manual 2011



## Contents

<b>1.0</b>	<b>INTRODUCTION .....</b>	<b>1</b>
1.1	GLOSSARY .....	1
1.2	THE PLACE OF THE DELEGATION MANUAL .....	1
1.3	THE PHILOSOPHY OF THE COUNCIL .....	2
1.4	GENERAL AND SPECIFIC DELEGATIONS.....	3
1.5	THE MEANING OF DELEGATION.....	3
1.6	WHAT MAY BE DELEGATED .....	3
1.7	THE CHARACTERISTICS OF DELEGATION .....	3
1.8	CARE IN DEFINING AUTHORITY.....	4
1.9	STATUTORY AUTHORITY.....	4
2.1	CODE OF PRACTICE .....	4
2.2	COUNCIL ACTIVITIES .....	5
2.3	DELEGATION .....	6
<b>2.0</b>	<b>COMMITTEES .....</b>	<b>8</b>
2.1	CIVIL DEFENCE AND EMERGENCY MANAGEMENT COMMITTEE (GROUP) .....	8
2.2	COMMUNITY DEVELOPMENT COMMITTEE .....	9
2.3	EFFICIENCY REVIEW COMMITTEE .....	12
2.4	ENVIRONMENT AND POLICY COMMITTEE .....	13
2.5	FINANCE AND MONITORING COMMITTEE .....	15
2.6	HEARINGS .....	17
2.7	OPERATIONS COMMITTEE .....	19
2.8	REGIONAL TRANSPORT COMMITTEE.....	21
2.9	THE WASTEWATER MANAGEMENT COMMITTEE .....	22
<b>3.0</b>	<b>STAFF CONTRACTUAL AUTHORITY AND FINANCIAL MANAGEMENT OF ACTIVITIES.....</b>	<b>25</b>
<b>4.0</b>	<b>STAFF DELEGATIONS .....</b>	<b>26</b>
4.1	CHIEF EXECUTIVE .....	28
4.2	GROUP MANAGER CORPORATE SERVICES.....	28
4.3	GROUP MANAGER ENGINEERING AND WORKS .....	29
4.4	GROUP MANAGER ENVIRONMENT AND POLICY .....	30
4.5	STATUTORY DELEGATIONS OF OFFICERS IN THE ENVIRONMENT AND PLANNING DEPARTMENT AS SPECIFIED IN THE DELEGATIONS REGISTER (A).....	31
4.6	GROUP MANAGER COMMUNITY PLANNING AND DEVELOPMENT .....	31
<b>5.0</b>	<b>PROCUREMENT POLICY .....</b>	<b>32</b>
5.1	STATUTORY REQUIREMENTS.....	32

## **Rules of “Acting”**

When a person is “Acting” they have the authority of the person being acted for, unless specific limitations are supplied in writing at the time the acting commences.

## **Document Management**

The Chief Executive has Council approval to make and record any delegation reassignments to officers that arise from structural or position changes within the organisation, provided that the other terms of the delegation are not changed.

## 1.0 Introduction

### 1.1 Glossary

#### a. Corporate Management Team

The Corporate Management Team comprises the Chief Executive and four senior managers – Group Manager Corporate Services, Group Manager Engineering and Works, Group Manager Environment and Policy and Group Manager Community Planning and Development. The role and purpose of the Corporate Management Team is set out in its terms of reference.

#### b. Group Manager

- i. A member of the Corporate Management Team other than the Chief Executive.
- ii. A senior member of staff with portfolio responsibility over a significant area of Council's business.

#### c. Activity

The particular branch of the Council's functions (e.g. water, sewerage, library) as opposed to the particular accounts which comprise that activity.

#### d. Activity Manager

Officers nominated by the Corporate Management Team to assume responsibility for particular activities within the Council's functions so as to ensure agreed works are completed within the approved financial management and control framework.

### 1.2 The place of the delegation manual

1.2.1 This Delegation Manual has been adopted by the Gisborne District Council to ensure that authority and responsibility exists for the efficient and effective conduct of Council business.

1.2.2 There are three types of delegation:

- Statutory delegations: This is where a power, identified in statute, has been delegated by that statute to local Councils. In many cases it is appropriate for the Council itself to delegate that power to specific officers.
- Delegations of contractual authority: These are the delegations whereby individual officers are given authority to enter into contracts on behalf of Council, subject to specific constraints.
- Administrative delegations: These are the powers which are exercised on a routine basis within the corporate body e.g. approving of staff leave, etc.

1.2.3 This manual is limited to statutory delegations and delegations of contractual authority.

1.2.4 This manual contains one significant change from previous versions. Delegations below the Group Manager level will be granted by a sub-delegation from the Chief Executive or member of the Corporate Management Team.

The purpose of this change is to retain focus of Council delegations on the key areas of committees and senior management, allowing the lesser delegations to staff to be managed by senior management. This has the added advantage that structural changes to teams or roles can be incorporated within the delegation framework without reference back to Council.

- 1.2.5 Insofar as delegations of contractual authority are concerned, this manual is formatted more or less the same as previous manuals.
- 1.2.6 This manual should not be considered comprehensive and should be read in conjunction with the Delegation Register.

### **1.3 The philosophy of the Council**

- 1.3.1 The Gisborne District Council believes that it is essential, in the interests of good management and effective administration, to encourage a delegation of decision making to the lowest competent level.
- 1.3.2 Authority and responsibility are inseparable. Those with responsibility for a task or function should always have the authority to carry it out effectively.  
  
Those with authority should always be responsible for its wise use.  
  
Delegations will not however remove from the Council, Chief Executive and "Managers" ultimate accountability for the affairs of this Council.
- 1.3.3 People who have delegated authority should willingly accept authority and responsibility for decision making in the certain knowledge that their decisions, if made in a full, fair and objective manner, will not be reviewed lightly.
- 1.3.4 It is the Council's role under the Local Government Act 2002 to enable democratic local decision-making and action by and on behalf of communities to promote the social, economic, environmental and cultural well-being of communities in the present and future. The Council does this through consultation, planning, decision-making and accountability. In order to efficiently perform its duties and obligations delegations from Council to committees, the Chief Executive and Officers are essential.
- 1.3.5 A necessary consequence of delegation is the need for clear reporting. The Gisborne District Council adheres to the concept of exception reporting. This means that when the Council makes a decision, it expects the decision to be implemented without further reporting. Only if the target is not met, i.e. an exception occurs, should further reporting be necessary.
- 1.3.6 Finally, the level of delegation is symptomatic of the health and well-being of the Council. Without it, and the mutual trust and respect which should exist between members of the Council and its officers, the effectiveness and efficiency of the organisation must be at risk.

- 1.3.7 When exercising those delegations which may involve cultural matters of importance to Maori, officers should first seek written advice from the Chief Executive and/or the Maori Liaison Officer.

#### **1.4 General and specific delegations**

- 1.4.1 In this Manual a general delegation implies the granting of authority to determine a range of matters of a similar kind as and when they arise over a period of time without further reference to the delegator.

- 1.4.2 From time to time the Council may delegate authority to determine a specific issue and this authority will exist only so long as that matter is unresolved and will then lapse.

Such a specific delegation could occur outside the normal financial limits for tender acceptance or in any other area where the Council has confidence the correct decision will arise.

- 1.4.3 This Manual will be updated for general delegations as they are granted, but not those of a specific nature which will be largely historic by the time they are recorded.

#### **1.5 The meaning of delegation**

- 1.5.1 Delegation in this Manual and the Delegation Register, means the assignment of a duty or power of action to another together with the authority to carry out that duty or complete the action assigned with responsibility for the outcome.

- 1.5.2 A power merely to consider a proposal is not delegation and is not therefore generally included in this Manual. It is assumed that all committees, sub-committees and officers have authority to consider any matter within their jurisdiction and submit a report or recommendation to a higher authority unless that is prohibited by law.

#### **1.6 What may be delegated**

- 1.6.1 The Council itself is in a sense, a delegatee in that its functions, powers and duties derive from Parliament through empowering legislation under which legislative, judicial and administrative authority is granted to the Council.

- 1.6.2 The Council is a body corporate and, for the purposes of performing its role, has full capacity to carry on or undertake any activity or business, do any act, or enter into any transaction.

#### **1.7 The characteristics of delegation**

It is important to understand the following characteristics of delegation:

- 1.7.1 The delegator does not lose the functions, power or duty by delegation and may exercise this concurrently with the delegatee.

- 1.7.2 It is implicit that a delegation may be revoked at any time without notice.

1.7.3 The delegatee is acting in his or her own name on behalf of the Council when exercising delegated authority.

1.7.4 A local authority may not rescind or amend a decision made by a committee pursuant to a delegation authorising the making of the decision. (Clause 30(6) Schedule 7 of the Local Government Act 2002.)

## 1.8 Care In defining authority

1.8.1 The law recognises, in certain circumstances, the right of individuals acting in good faith in reliance of the apparent authority of a delegatee to enforce a decision of a delegatee, whether or not the delegatee in fact had the authority claimed.

1.8.2 Accuracy and precision should always be a feature when defining the scope and limitations of any delegated authority in order to protect the interests of the Council, the delegatee and any interested third party.

## 1.9 Statutory authority

1.9.1 The delegations contained in this Manual are made in accordance with the Local Government Act 2002 as amended and any other statutory authority permitting delegation.

1.9.2 In accordance with Section 39(c), a local authority should ensure that responsibility and processes for decision-making in relation to regulatory responsibilities is separated from those of non-regulatory responsibilities. The Management Structure should also reflect this separation.

## 2.1 Code of practice

2.1.1 Council as a unitary authority has the powers, duties and functions of both a Territorial Authority and a Regional Authority, faces a greater challenge than most other Councils in practicably meeting the requirements of Section 39(c) of the Local Government Act 2002. In particular the Gisborne District Council needs to make strenuous efforts to ensure that it separates its regulatory functions from its other functions in a clear and appropriate manner.

2.1.2 The Gisborne District Council has structured its organisation and, at the elected level its Committees, in accordance with the separation requirement.

2.1.3 However, the Gisborne District Council believes it is **not** practicable to entrench the separation of Committees by delegating to them total **authority to act** in making policy on all matters which come within their scope.

This principle has been tried and has been found to be clearly impracticable as it undermines Council responsibility for the total activities of the body corporate.

2.1.4 The Gisborne District Council further recognises that its structure does not need to reflect internally the governmental structure that exists throughout the rest of the country.

The Council therefore **will** make policy decisions in determining outcomes sought, which will reflect its total circumstances whether regarded in terms of service-delivery or regulation.

- 2.1.5 Such decisions will only be made at the policy level and will be made clearly and transparently in accordance with separate streams of advice from within the organisation. They will **not** be concerned with the mechanics of subsequent statutory process. A policy decision having been taken on a regulatory matter which impinges upon the Council as a deliverer of services will be adhered to by the Council in common with all other affected bodies.
- 2.1.6 Because of the Gisborne District Council's unique position the Council will, wherever it is making application to itself or wherever one arm of the organisation is providing input to another within the terms of a particular statutory process, ensure that where appropriate, the matter is referred to independent commissioners for a decision.
- 2.1.7 To further preserve the integrity of statutory process within a unitary authority the Council's Hearings Committee will be a separate Committee appointed and reporting directly to Council. In general the Committee will have authority to determine matters coming before it although specific decisions in this regard may be made on a case by case basis at the time of establishing a Committee to hear particular matters.

## **2.2 Council Activities**

2.2.1 For the purpose of this Manual the role of Council may be categorised as:-

**a. Policy making**

The determination of outcomes envisaged for particular Council activities together with the means to be used in achieving these outcomes.

**b. Statutory decision making**

The making of decisions required or allowed by statute to be undertaken by Council (including its Committees) which are not in themselves policy decisions as defined above.

**c. Decisions allowed by Statute**

Decisions which may be delegated as appropriate.

**d. Monitoring**

Monitoring of particular Council activities including:

- Monitoring of progress towards the outcomes in the current Long Term Plan (LTP), against the measure and Performance Indicators specified in the Long Term Plan (LTP).
- Monitoring specific parameters, such as adherence to Treasury Policies, conformance with budget, and achievement of goals set from time to time by Council or Committee resolution.

e. **Decision making**

- All decisions made by Council, its Committees, or delegated to officers, must conform to the Decision Making Processes of Sections 76-81 of the Local Government Act 2002 (or as amended).
- This includes express consideration of options, the social, economic, environmental and cultural wellbeing, the Significance Policy and consistency with other policies.
- Where appropriate, officers must include consideration of Ss 76-81 in officers' reports which recommend a decision by Council or its Committees, including a discussion of the four well-beings for each of the options proposed.
- If Council, or its Committees, wish to make a decision which is not one of the ones recommended in the officers' report, then Councillors are obliged to consider the four well-beings for the option they are considering.
- Reports which are provided for information purposes only, and for which the only resolution made is "That the report be received", do not need to follow the decision-making process, as no decision is being made.

## 2.3 Delegation

- 2.3.1 Committees will have **authority to consider** all matters coming within their scope as stated in the Delegations Manual.
- 2.3.2 Committees will have the **authority to determine** only those matters within their scope coming within categories (b) (c) (d) and (e) in paragraph 2.2.1.
- 2.3.3 The making of policy will be a matter for Council as a whole with policy matters to be raised either upon the recommendation of a Committee or referred directly to Council in the first instance when so agreed between the Chairperson of the relevant Committee(s) and the Mayor.

Alternatively any Committee on the motion of any member may resolve to refer any agenda item to full Council with or without recommendation as resolved at the time.

- 2.3.4 Any Committee, (other than the Hearings Committee) may, on the motion of any member, resolve to refer any agenda item to full Council with or without a recommendation of that Committee.
- 2.3.5 Unless expressly provided otherwise in the Local Government Act 2002, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except –
  - a. the power to make a rate; or
  - b. the power to make a bylaw; or

- c. the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan; or
- d. the power to adopt a long-term council community plan, annual plan, or annual report; or
- e. the power to appoint a chief executive; or
- f. the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term council community plan or developed for the purpose of the local governance statement.

2.3.6 Unless specifically stated in the "Scope" or the "Delegation" of any of the Committees described in the following Clauses 2.1 and 2.9, no Committee has the authority to:

- Determine fees and charges;
- Enter into a contract otherwise than in accordance with Section 4 of the Public Bodies Contracts Act 1959 and Public Finance Act 1989.
- Appoint Council representatives on any body not specifically related to the responsibilities of that Committee;
- Exercise the powers or duties conferred or imposed on Council by the Public Works Act 1981;
- Approve expenditure where no provision is made in the LTP or the Annual Plan for that year (except see Section 2.2).
- Approve over-expenditure of any account.
- Adopt general policies.
- Initiate High Court proceedings.

## 2.0 Committees

### 2.1 Civil Defence and Emergency Management Committee (Group)

#### Rationale

The purpose of this committee is to ensure that appropriate emergency management as detailed in the Civil Defence Emergency Management Act 2002 (The Act) is carried out within the Gisborne District. The Civil Defence and Emergency Management (CDEM) Group provides governance and general oversight of the activities required to be undertaken on its behalf by the Act. To assist the CDEM Group to achieve its responsibilities a Co-ordinating Executive Group (CEG) has been formed to provide advice, implement its decisions and oversee the Group Plan. CEG comprises of senior officers from Council and the organisations providing emergency and essential services as defined in the Act.

The Group comprises the whole of Council and meetings may take place on the same date as Council meetings. The Group is chaired by the Mayor.

#### Scope

- In relation to relevant hazards and risks:  
The Gisborne CDEM Group is required by the Act to:
  - Identify, assess, and manage those hazards and risks
  - Consult and communicate about risks
  - Identify and implement cost-effective risk reduction.
- Take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel (including volunteers), and an appropriate organisational structure for those personnel, for effective civil defence emergency management in its area.
- Take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information and any other resources for effective Civil Defence Emergency Management in its area.
- Respond to and manage the adverse effects of emergencies in its area.
- Carry out recovery activities.
- When requested, assist other Groups in the implementation of Civil Defence Emergency Management in their areas, having regard to the competing Civil Defence Emergency Management demands within the Group's own area and any other requests for assistance from other groups.
- Within its area, promote and raise public awareness of, and compliance with, this Act and legislative provisions relevant to the purpose of this Act.
- Monitor and report on compliance, within its area, with this Act and legislative provisions relevant to the purpose of this Act.

- Develop, approve, implement and monitor a Civil Defence Emergency Management Group Plan and regularly review the Plan.
- Participate in the development of the National Civil Defence Emergency Management Strategy and the National Civil Defence Emergency Management Plan.
- Promote Civil Defence Emergency Management in its area that is consistent with the purpose of this Act.

### **Delegations**

The Group has delegated authority to approve expenditure (including substituted capital expenditure) items that are provided for in the LTP or Annual Plan where the value of expenditure exceeds that authority delegated to officers.

### **Collaborations**

Through CEG and the Emergency Management Office relationships must be formed and maintained with a wide range of agencies and organisations, comprising but not limited to:

- Central Government agencies both locally and national
- Emergency Services
- Non-Government Organisations
- Utility companies
- Maori and tangata whenua
- Media
- Community Groups.

### **Membership**

Full Council, Mayor as Chairperson

### **Quorum**

Half of the members when the number is even and a majority when the membership is uneven.

Eight (8).

## **2.2 Community Development Committee**

### **Rationale**

The purpose of this committee is to provide the governance overview and monitoring of the Council's programmes and policies that have the community's social, cultural or economic wellbeing as their primary focus. The committee will provide an interface between the Council, government agencies, organisations, groups and individuals in the community that have a role in contributing to community wellbeing in these areas. The committee may recommend to the Council that it adopt policies and practices to achieve these ends, in doing so it will work with other committees to ensure alignment and integration.

### **Scope**

- Encourage and facilitate investment in community programmes including central government funding for local programmes.
- Oversee the community services provided by the library, Olympic Pool and the Council's theatres and halls.
- Manage service level agreements with providers of Council services.
- Promote and facilitate community and cultural events throughout the district.
- Promote and facilitate community exchanges including international relations through Sister Cities.
- Monitor and advise Council on issues and new initiatives for community health, housing, education, youth, aged, training programmes, recreation, art and cultural opportunities.
- Review information on the district's economy.
- Encourage and facilitate investment in the district by new and existing businesses.
- Recommend relevant policies and programmes to Council.
- Liaise with Council's Operations and Environment and Planning Committees on the monitoring of economic, environmental, social and cultural well-beings and to collaborate with these committees as required on the amendments of Council's policies.
- Co-ordinate responses by Council to relevant government legislation.
- Co-ordinate responses by Council to relevant policy initiatives by other organisations.
- Review and adjust relevant working programme priorities within agreed budgets, activity management plans and levels of service as per the Council's LTP.

The Committee shall:

- Receive regular financial and management reports on relevant activities.

### **Delegations**

The committee has delegated authority to:

- Approve expenditure (including substituted capital expenditure) items that are provided for in the LTP or Annual Plan where the value of that expenditure exceeds that authority delegated to officers.
- Recommend to the Finance and Monitoring Committee the approval of expenditure not in the estimates of up to \$100,000 or above the budget by 10%.
- Make submissions on government legislation and policy initiatives by other organisations on behalf of Council.
- Appoint non-voting advisory members to assist the committee.
- Prepare submissions on any matter that is within its rationale and scope for Council approval and submit on behalf of Council when timelines do not allow Council prior approval.

### **Collaborations**

The committee will develop and maintain effective relations with other Council committees, government and its departments, social, health, education and training funders and providers in order to achieve its rationale and scope, including centrally with government and in particular:

- Ministry of Social Development
- Trade and Enterprise NZ
- Te Puni Kokiri
- Housing NZ
- Ministry of Health
- Ministry of Justice
- NZ Police
- Tourism NZ
- Creative NZ
- SPARC.

The committee will collaborate and work with local organisations, including:

- Chamber of Commerce
- Eastland Energy Community Trust
- Tourism Eastland
- Heart of Gisborne
- Embassies and High Commissions
- GISCOSS
- Eastern Institute of Technology
- Tairāwhiti Youth Voice
- Tairāwhiti Museum and Art Gallery
- Tairāwhiti Health Board, Turanga Health and Ngāti Porou Hauora
- Sport Gisborne Tairāwhiti
- Tairāwhiti Youth Workers Council
- Grey Power
- Church groups
- Maori and tangata whenua
- City Safe
- Tairāwhiti Development Partnership
- Gisborne Sister Cities Committee
- Creative Tairāwhiti.

### **Membership**

As appointed by resolution of Council from time to time provided there is a minimum of Six (6) Councillors plus His Worship the Mayor ex officio.

Non-Voting advisory members as appointed by the committee.

### **Quorum**

Half of the members when the number is even and a majority when the membership is uneven.

## **2.3 Efficiency Review Committee**

### **Rationale**

The Gisborne district has a rates affordability problem, notwithstanding the organisation's relatively good sector benchmark performance. Part of the solution is to reduce Council expenditure. The Committee's purpose is to investigate and report on measures that reduce unacceptable cost and improve performance and services. Expenditure and income, as well as business and process efficiency within the organisation will be investigated and reviewed as will any Activity referred to the Committee by Council. The Committee will recommend change to other committees or Council and will support management to implement changes which are within the scope of their roles and delegations.

### **Scope**

- To identify, review and recommend action on expenditure whether capital or operating where costs can be saved without compromising levels of service
- To identify, review and recommend to the relevant Committee or Council changes to services where cost can be reduced by reducing levels of services
- To review business processes and practices, policies and procedures that are contributing to inefficiencies and unacceptable cost and to recommend action.
- To consider, in relation to the foregoing, such topics as –
  - vehicle fleet management
  - purchasing policies
  - shared services
  - approach to policy and regulation
  - decision making and consultation methods
  - service delivery method reviews
  - resourcing levels
  - contracts for service
  - project scoping
  - job costing/labour cost recovery
  - business processes
  - compliance tasks
  - debt management
  - support costs and allocation.
- To engage any stakeholders with a special interest in the work of the Committee.
- To receive reports on any aspect of the Council's business relevant to the Committee's purpose.

- To consider both income and expenditure items in relation to performance and efficiency.
- To commission and receive reports on benchmarking, organisational efficiency, and best practice procedures and methods for the internal operation of Council's work groups.

**The Committee shall:**

- Be serviced by the Group Manager – Corporate Services with the active support of the Chief Executive, other Group Managers and Finance Manager
- Have access to all Managers including activity managers
- Report regularly to the Finance and Monitoring Committee and to Council on the Committee's activities and recommendations
- Use internal resources for its works and existing budgets
- Maintain a record of its deliberations and decisions and comply with Standing Orders and the relevant provisions in the Local Government Official Information and Meetings Act
- Comply with the general provisions relating to the Committees as set out in the Gisborne District Council Delegations Manual
- Meet on a frequency agreed by the members.

**Delegations**

The Committee has delegated authority to:

- make recommendations to the Chief Executive, other committees and the Council on any matter within the scope of its purpose(rationale).

**Collaborations**

The Committee will develop and maintain effective relations with its advisors and other Council committees, and where necessary:

- people who have a stake in the Committee's work
- Council's external advisors (legal, tax and audit).

**Membership**

The membership is appointed by resolution of Council. The quorum shall be three. For clarity, staff servicing the Committee are not members.

## **2.4 Environment and Policy Committee**

**Rationale**

The purpose of this committee is to provide governance overview of Council's policy development in all areas with the exception of the LTP and Annual Plan development.

The prime focus of the committee will be on environmental policies, regulations and their implementation.

The area of responsibility includes formal policy and regulatory plans under legislation including the Resource Management Act, Biosecurity Act, Building Act, Dog Control Act, Health Act, Bylaws, Regulations and the Local Government Act 2002. It also includes non statutory policy plans such as longer term urban development, and township development plans.

The committee will coordinate Council's responses and submissions to plans and policy initiatives by others including central government legislative initiatives.

### **Scope**

- Consider all environmental related policy promoted by Council including resource management, animal control, building, biosecurity, environmental health, rural fire, liquor licensing (excluding LTP and Annual Plans) and make appropriate recommendations to Council.
- Co-ordinate responses by Council to relevant government legislation.
- Co-ordinate responses by Council to relevant policy initiatives by other organisations.
- Make, review and enforce reserve management plans and policies.
- Make, review and enforce Bylaws.
- Review and adjust relevant working programme priorities within agreed budgets, activity management plans and levels of service as per the Council's LTP.
- Recommend to Council preparation and change to Council's RMA plans as per Part I of the First Schedule of the RMA 1991.
- Liaise with Council's Operations and Community Development Committees on the monitoring of economic, environmental, social and cultural well-beings and to collaborate with these committees as required on the amendments of Council's policies.
- Monitor policy implementation, delivery and enforcement by regulatory services under relevant legislation.
- Prepare submissions on any matter that is within its rationale and scope for Council approval and submit on behalf of Council when timelines do not allow Council prior approval.

The Committee shall:

- Receive regular financial and management reports on relevant activities.

### **Delegations**

The committee has delegated authority to:

- Consider all matters within the scope.
- Approve expenditure (including substituted capital expenditure) items that are provided for in the LTP or Annual Plan where the value of that expenditure exceeds that authority delegated to officers.

- Recommend to the Finance and Monitoring Committee the approval of expenditure not in the estimates of up to \$100,000 or above the budget by 10%.
- Make recommendations to Council on plans, policy and policy related matters.

#### **Collaborations**

The committee will develop and maintain effective relations with other Council committees, government and its departments, NGOs and other stakeholders to achieve its rationale and scope and in particular:

- Community groups
- Business groups
- Environmental groups
- Government departments
- Maori and tangata whenua.

#### **Membership**

As appointed by resolution of Council from time to time provided there is a minimum of Six (6) Councillors plus the Mayor ex officio.

#### **Quorum**

Half of the members when the number is even and a majority when the membership is uneven.

## **2.5 Finance and Monitoring Committee**

#### **Rationale**

The purpose of this committee is to overview the financial affairs and performance of the organisation. It will advise Council on the preparation of and performance against budget, Annual Plans, the LTP, Annual Reports and corporate and financial policies. The committee will provide an audit overview – internal as well as external. It will monitor risk management and the performance of Council's strategic, investment and enterprise assets.

#### **Scope**

- To monitor all targets set by the LTP and the Chief Executive's Performance Agreement.
- To have oversight of financial processes and monitor financial and non-financial trends.
- To receive regular financial reports for all aspects of Council's business.
- To receive reports both from staff and Council's external advisors on the identification and mitigation of financial risk.
- To consider the operational and financial effectiveness of Council's CCOs, CCTOs, Commercial Business Units, and make recommendations to Council if any change in service provision is indicated.
- To monitor risk within the organisation, both of a financial and a non-financial nature, and to recommend policies for the mitigation of risk.

- To decide all applications for rate remissions, postponements, and penalties, in accordance with policies published in the LTP, and any other financial policies which Council may choose to adopt from time to time.
- To recommend to Council the adoption or otherwise of Financial Policies.
- To have oversight of Council's financial practices, including the sources of funds, banking arrangements, investment and debt criteria, future financial arrangements, and the like.
- To commission and receive reports on benchmarking, organisational efficiency, and best practice procedures and methods for the internal operation of Council's work groups.
- To recommend procedures and constraints concerning the operation of all types of reserve funds.
- To review and adjust relevant working programme priorities within agreed budgets, activity management plans and levels of service as per the Council's LTP.
- To recommend financial delegations, or delegations concerning revenue, financial or rating policies, to specific staff members, where legislation or policies specifically make provision for such delegations.
- To review and approve business plans including any related fees, charges and expenditure (including capital expenditure).

The Committee shall:

- Receive regular financial and management reports on relevant activities.
- Research best practice in other councils and other relevant industries, and make recommendations where improvements can be identified.
- Set and review Levels of Customer Service as necessary.
- Initiate special audits, as well as internal audits, if and when these are indicated.
- Have oversight of the Budgeting Process and set financial objectives with respect to Council's funding proposals.
- Call for post-implementation analyses to ensure that specified returns on expenditure are achieved.
- Liaise directly with Council's Auditors to satisfy themselves that matters concerning probity or the exercising of sensitive expenditure policies are handled appropriately.
- Recommend the levels of Fees and Charges which are not set through the making of bylaws.

### **Delegations**

The committee has delegated authority to:

- authorise any transactions which are in compliance with Council's LTP, Annual Plan, Treasury Policy or authorised contracts which are outside the delegated authority of (available) Council officers

- decide on, and implement, all Council's delegations concerning remission of rates, imposition or remission of penalties where applicable in accordance with the adopted Rates Remission Policies in the LTP and where appropriate the write-off of water rates
- sub-delegate any of the delegations it has concerning Council's adopted Rates and Penalty Remission Policies
- set fees and charges for Council services, provided these do not conflict with fee setting procedures of bylaws or the LTP process
- approve substituted capital expenditure
- prepare submissions on any matter that is within its rationale and scope for Council approval and submit on behalf of Council when timelines do not allow Council prior approval
- commit expenditure not in the estimates of up to \$100,000 or above the budget by 10%.

#### **Collaborations**

The committee will develop and maintain effective relations with other Council committees, central government and its departments, non-government organisations and other stakeholders to achieve its rationale and scope, and in particular:

- Council's internal and external legal advisors.
- Council's taxation advisors.
- Specialists in the structuring of corporate or company structures.
- Council's auditors.
- The Office of the Auditor-General.
- The Office of the Valuer-General.
- Financial policymakers in Local Government NZ, Society of Local Government Managers, and other districts.

#### **Membership**

As appointed by resolution of Council from time to time provided there is a minimum of six (6) Councillors (including the Chairperson) plus His Worship the Mayor ex officio.

#### **Quorum**

Half of the members when the number is even and a majority when the membership is uneven.

## **2.6 Hearings**

#### **Rationale**

The purpose of the committee is to provide timely decisions where Council has a statutory or quasi judicial making responsibility, and where decision making by full Council or staff is not necessary or practical.

### **Scope**

Unless otherwise provided for by delegations made by Council, the committee shall conduct all statutory hearings under:

- Reserves Act 1977.
- Local Government Act 1974 and 2002 (other than the Long Term Plan and Annual Plan).
- Soil Conservation and Rivers Control Act 1941.
- Resource Management Act 1991.
- Building Act 2004.
- Sale of Liquor Act 1989.
- Biosecurity Act 1993.
- Dog Control Act 1996.
- Gambling Act 2003
- Any Bylaws promulgated by Council.

Approval or otherwise of resource consents or licences or permission, where staff, for whatever reason, cannot or do not wish to exercise their delegation.

Consideration of submissions on all Policy Statements or Plans, Variations or Changes, prepared as per the First Schedule of the Resource Management Act 1991.

The committee shall make recommendations to Council on any such submissions to plans, variations or charges in accordance with the First Schedule to the Resource Management Act.

Consideration of all proposed Regional Pest Management Strategies prepared pursuant to the Biosecurity Act 1993 after the submission period. The Committee shall make recommendations to Council on any strategy.

The definition of "Hearings" is not restricted to occasions on which an applicant and/or submitters have requested the right to be heard.

### **Delegations**

The committee has delegated authority to hear and decide the maximum extent available to it under the legislation applying in particular cases and will hear and determine wherever possible.

### **Collaborations**

None.

### **Membership**

As appointed by resolution of Council from time to time provided there is a minimum of Six (6) Councillors with the availability of co-opted specialists (with voting rights) as determined by the committee.

In order to reduce costs to participants in the hearing, the Chairperson of the committee after consultation with the Group Manager Environment and Planning may direct the number of Councillors sitting on the panel to be reduced to three (3).

### **Quorum**

Half of the members when the number is even and a majority of the membership if the number is uneven. Two (2) when the Chairman of the committee has directed that the membership be reduced to three (3).

## **2.7 Operations Committee**

### **Rationale**

The purpose of this committee is to provide governance overview of Council's operational activities and services to the community with an emphasis on the management of infrastructural assets, utility services and public facilities. While the focus of the committee will be on engineering and works programmes, property services and major and capital projects, the committee will monitor and guide the operational performance of all external services against agreed levels of service and the use of funds. The committee may recommend to the Council that it adopt policies and practices concerning Council's assets and external service delivery.

### **Scope**

- All external services – other than regulatory services – delivered and activities provided by Council.
- Management of all Council's physical assets including land, buildings, roads.
- Management of infrastructure facilities within the activities including:
  - District Land Transport
  - Regional Development Roding
  - Non-subsidised Roding
  - Parking Facilities and Charges
  - Rivers Control and Land Drainage
  - River Flood Control schemes
  - Urban Services
  - Water Supply, Sewerage and Wastewater, Stormwater
  - Solid Waste
  - Reserves Asset Management
  - Buildings and Property
  - Plant, Vehicles and Radios
  - Major Projects such as Wastewater Upgrade.

The Committee shall:

- Receive regular financial and management reports on relevant activities.
- Review and set parking charges for metered or Pay and Display parking areas.
- Determine parking restrictions.

- Review Levels of Service as necessary with recommendations for change to Council.
- Review and adjust relevant working programme priorities within agreed budgets, activity management plans and levels of service as per the Council's LTP.
- Review and determine (with recommendations to Council as necessary) the criteria for prioritisation of requests for seal extensions (non-subsidised), new footpath construction, or other relevant activity.
- Liaise with Council's Environment and Planning and Community Development Committees on the monitoring of economic, environmental, social and cultural well-beings and to collaborate with these committees as required on the amendments of Council's policies.

Promote and recommend to Council policies and practices to ensure effective management of Council's assets and efficient service delivery.

### **Delegations**

The committee has delegated authority to:

- Approve expenditure (including substituted capital expenditure) items that are provided for in the LTP or Annual Plan where the value of that expenditure exceeds that authority delegated to officers.
- Approve substituted capital expenditure.
- Set fees and charges for matters within its scope.
- Set parking restrictions and charges.
- Prepare submissions on any matter that is within its rationale and scope for Council approval and submit on behalf of Council when timelines do not allow Council prior approval.
- Recommend to the Finance and Monitoring Committee the approval of expenditure not in the estimates of up to \$100,000 or above the budget by 10%.

### **Collaborations**

The committee will develop and maintain effective relations with other Council committees, government and its departments, NGOs and other Stakeholders to achieve its rationale and scope, and in particular:

- New Zealand Transport Agency.
- NZ Police.
- Ministry of Transport.
- OnTrack/ Kiwirail.
- Federated Farmers.
- NZ Forest Industry and Owners.
- Eastland Wood Council.
- Road User Organisations.
- Road Safety Organisations.

- Disability Strategy Reference Group.
- Maori and tangata whenua.
- Cycling advisory Group

#### **Membership**

As appointed by resolution of Council from time to time provided there is a minimum of six (6) Councillors plus His Worship the Mayor ex officio.

#### **Quorum**

Half of the members when the number is even and a majority when the membership is uneven.

## **2.8 Regional Transport Committee**

#### **Rationale**

The purpose of this committee is to provide governance overview of Regional Land Transport.

The committee has responsibility for the development, monitoring and review of the district-wide Regional Land Transport Strategy and Programme. It is a requirement under the Land Transport Management Act 2003 that every regional council establish a regional transport committee in accordance with the Act.

#### **Scope**

The Regional Land Transport Committee has responsibility for preparing for approval of the Council:

- A regional land transport strategy for the Gisborne Region, any variations to the strategy or any required reports on the strategy prepared in accordance with the Act
- A regional land transport programme for the Gisborne Region, any variations to the programme prepared in accordance with the Act.
- A regional fuel tax scheme for the Gisborne Region if the committee recommends the scheme.
- advice and assistance in response to any request from Council in relation to its transport responsibilities .

#### **Delegations**

The committee has no delegations. The meeting be scheduled independently from the Operations Committee.

#### **Collaborations**

The committee will develop and maintain effective relations with other Council committees, government and its departments NGOs and other stakeholders to achieve its rationale and scope, and in particular:

- The Operations Committee
- Land Transport Safety Authority

- Land Transport NZ
- Transit NZ
- Tairāwhiti District Health Board
- Automobile Association
- Poverty Bay and East Coast Road Transport Association
- NZ Police
- The Chamber of Commerce
- Eastland Wood Council
- Federated Farmers
- On Track
- Road Safety Groups
- Disability Groups
- Māori and tangata whenua.

#### **Membership**

Membership appointed to the committee shall be:

##### Council Representatives

Five (5) Councillors plus Mayor ex officio; being three (3) members of the Operations Committee representing the infrastructural interest and two (2) members of the Environment and Policy Committee representing the regulatory interest.

##### Non-Council Representatives

In accordance with the Land Transport Management Act 2003 persons to represent the New Zealand Transport Authority and each of the objectives of economic development, safety and personal security, public health, access and mobility, environmental sustainability and cultural interests.

In accordance with s.107(1) no Non-Council Representative(s), except the NZTA representative, are entitled to vote on matters related to the regional land transport programmes.

#### **Quorum**

**Seven (7). Three (3)** to be Councillors

## **2.9 The Wastewater Management Committee**

### **Rationale**

The establishment of the Wastewater Management Committee is a requirement of the conditions of the resource consents for the upgrade and discharge of Gisborne's municipal wastewater. On 21 September 2007, the Minister of Conservation granted the coastal permit for the discharge of treated wastewater to the marine area subject to the same conditions as recommended by the Hearings Committee.

### **Scope**

The purpose of this committee is to:

- Ensure implementation, commissioning and monitoring of the wastewater treatment plant is carried out in accordance with the conditions of consent.
- Explore feasible options for alternative use and disposal of domestic and industrial wastewater.
- Identify research, monitoring and planning of specific projects to improve the mauri and water quality of Turanganui a Kiwa.

The Wastewater Management Committee has a number of mechanisms at its disposal to achieve the purpose of the committee, identified in the consents, namely:

- alternative use and disposal programme
- independent Review Panel
- the Turanganui a Kiwa Water Quality Enhancement Project.

The functions of the Wastewater Management Committee include, but are not limited to:

- monitoring the implementation and commissioning of the wastewater treatment plant
- monitoring alternative use and disposal research and recommending feasible options to Council
- monitoring alternative use and disposal options and recommending implementation
- monitoring compliance of permit conditions and separated industry standards
- ensuring development of educational information to encourage reductions in domestic and industrial wastewater
- developing and administering the Turanganui a Kiwa Water Quality Enhancement Project
- recommending membership of and receiving reports from the independent review panel (IRP)
- providing an annual report to the Chief Executive Officer of the Gisborne District Council.

The Wastewater Management Committee will report to the Environment and Policy Committee in carrying out the functions required by the conditions of the resource consents.

### **Delegations**

The Wastewater Management Committee has been formed subject to Clause 30, of Schedule 7 of the Local Government Act 2002.

The Wastewater Management Committee has no delegated authority from Council, other than the functions expressed in the conditions of the resource consents.

### **Collaborations**

These arrangements are entered into by the Gisborne District Council and tangata whenua representatives of Turanganui a Kiwa, supported by other members of the committee, in a spirit of goodwill and a pledge to act towards each other with the utmost good faith.

Each member to this protocol is committed to progressing and enhancing the overall wellbeing of the district's people, environment and heritage by acknowledging and accommodating each other's values and philosophies where applicable.

The committee will develop and maintain effective relations with other Council committees, government and its departments, NGOs and other stakeholders to achieve its rationale and scope, and in particular:

- Gisborne District Council staff
- Tairāwhiti District Health Board
- Department of Conservation
- Industry
- Recreational groups
- Environmental groups
- Federated Farmers.

### **Membership**

The membership of the Wastewater Management Committee shall comprise four councillors and four tangata whenua representatives and other members that the committee itself shall determine from time to time.

The Wastewater Management Committee may appoint, or invite participation in an advisory or consultative capacity, other persons from:

- Gisborne District Council staff
- Tairāwhiti District Health Board
- Department of Conservation
- Industry
- Recreational groups
- Environmental groups
- Federated Farmers
- Others who may have a particular contribution to make to the workings of the committee.

The Council agrees to remunerate members that Council appoints.

### **Quorum**

Half of the members when the number is even and a majority when the membership is uneven.

Four (4). Two to be Councillors, two to be Maori/tangata whenua.

---

### **3.0 Staff Contractual Authority and Financial Management of Activities**

- 3.1 The contractual authorities for staff are set down in the charts following.
- 3.2 Where a manager is aware that an activity is about to be or has been overspent, he/she should report that fact to the person to whom he/she is responsible as soon as practicable.
- 3.3 The Chief Executive has authority to commit expenditure not included in the estimates up to a maximum of \$100,000 per item and shall report any such expenditure to Council at the next available opportunity.
- 3.4 The authority to commit to expenditure includes the power to vary or terminate.
- 3.5 Delegated authority includes the authority to sub-delegate to an appropriate officer except where precluded by legislation.
- 3.6 The Procurement Policy applies to all procurement by Council officers.
- 3.7 No oral contract shall be made for a sum exceeding \$1,000 exclusive of GST.

#### **3.8 Authority for Payment**

Authority for any payment shall be made by any two officers so appointed by the Chief Executive in accordance with sound business practice.

#### **3.9 Payment of Statutory Taxes and Levies**

Any one of the following may authorise the payment of taxes and levies:

The Chief Executive

The Group Manager: Corporate Services

The Finance Manager

#### **3.10 Water rate charges**

The Water Utilities Manager and the Group Manager Corporate Services will jointly be able to make a determination on water rate charges where:

- (a) there has been an undetected water leak which has caused a substantial excess water charge;
- (b) a plumbers account has been sited for repair of the leak.

In such cases the remission shall not be more than half the excess water charge resulting from the leak.

## 4.0 Staff Delegations

### Chief Executive

Item	Amount (up to)
Contractual Authority for payment of interest or debentures.	\$30 Million.
Contractual Authority for Expenditure provided for in Estimates.	\$1 M per item for Capital \$500,000 for Operations.
Authority for leases for use and grazing of small blocks of Council land.	Up to \$100,000 per item (above \$100,000 to Council).
Activities to which Contractual Authority applies.	Chief Executive's Office and Maori Liaison.
Activities for which the Officer is the Financial Manager.	<ul style="list-style-type: none"> <li>▪ Chief Executive's Office and Maori Liaison.</li> </ul>

### Group Manager Community Planning and Development

Item	Amount (up to)
Contractual Authority for Expenditure provided for in Estimates.	\$1 M per item for Capital. \$500,000 per item for Operations.
Activities to which Contractual Authority applies.	<ul style="list-style-type: none"> <li>▪ All Community Planning and Development activities.</li> </ul>
Activities for which the Officer is the Financial Manager.	<ul style="list-style-type: none"> <li>▪ All Community Planning and Development activities.</li> </ul>

## Group Manager Corporate Services

Item	Amount (up to)
Contractual Authority for Expenditure provided for in Estimates.	\$1 M per item for Capital \$500,000 per item for Operations
Contractual Authority for Payment of interest or debentures.	\$30 Million
Activities to which Contractual Authority applies.	<ul style="list-style-type: none"> <li>▪ All Corporate Services, administrative matters for the Chief Executives department.</li> <li>▪ Democratic Process (Cost of Democracy) and Civic Expenses of the District.</li> <li>▪ Allocation of costs to each activity.</li> </ul>
Activities for which the Officer is the Financial Manager.	<ul style="list-style-type: none"> <li>▪ All Corporate Services activities.</li> </ul>

## Group Manager Engineering and Works

Item	Amount (up to)
Contractual Authority for Expenditure provided for in Estimates.	\$1 M per item for Capital \$500,000 per item for Operations
Activities to which Contractual Authority applies.	<ul style="list-style-type: none"> <li>▪ All Engineering and Works activities</li> </ul>
Activities for which the Officer is the Financial Manager.	<ul style="list-style-type: none"> <li>▪ Engineering and Works management</li> </ul>

### Note:

The Manager: Engineering and Works may authorise progress payments in excess of the above amount when within the terms of approved contractual obligations and documentation.

## Group Manager Environment and Policy

Item	Amount (up to)
Contractual Authority for Expenditure provided for in Estimates	\$1 M per item for Capital \$500,000 per item for Operations
Activities to which Contractual Authority applies	<ul style="list-style-type: none"> <li>▪ All Environment and Policy activities.</li> </ul>
Activities for which the Officer is the Financial Manager	<ul style="list-style-type: none"> <li>▪ All Environment and Policy activities.</li> </ul>

#### **4.1 Chief Executive**

Interpretation of the Delegated Authority of all Officers.

- Authority to operate Council's bank accounts in conjunction with any other officer, so authorised by the Chief Executive from time to time, in accordance with sound business practice.

The Chief Executive has statutory responsibilities stated in Section 42 and Clause 33 of Schedule 7 of the Local Government Act 2002 and has the authority, duties and powers to fulfil those statutory responsibilities provided:

- no authority which is the exclusive domain of Council is to be exercised
- the Executive Limitation Policies adopted on 27 March 2008 are complied with
- the Chief Executive's employment agreement including the performance agreement are complied with.
- to issue notices under Sections 3 and 4 of the Trespass Act 1980 as occupier on behalf of the Council.
- sub-delegate any responsibility, duty or power including financial delegations, provided that these delegations are along good business practice and are separately recorded.
- Secretary to the Gisborne District Licensing Agency.
- all financial delegations held by other staff.

#### **4.2 Group Manager Corporate Services**

Interpretation of the Delegated Authority of all officers of Corporate Services Department.

- Authority to operate Council's bank accounts in conjunction with any other officer, so authorised by the Chief Executive from time to time, in accordance with sound business practice.
- Authority to institute legal proceedings for recovery of debts owed to Council subject to the decision to commence a rating sale in any particular case being taken by the Council, or a delegated Committee of Council.
- Authority to waive rate penalties and institute a process of time payment as appropriate to suit individual circumstances, in accordance with Council's Remission of Rates Policy as stated in the LTP.
- Authority to write off non-rate debts to a maximum value of \$3,000 subject to 6 monthly reporting to the Council of the amounts thus written off.
- Authority to deposit surplus general funds with any bank and to invest special funds in any manner authorised by the Trustee Act and within Council policy.
- Authority to negotiate loan interest rates or the repayment of debentures and terms with brokers and/or lending institutions for loans raised by Council up to \$30 Million.

- Authority to institute action in the Maori Land Court in respect of rates and/or ownership of Maori land.
- Authority to apply to the Valuer General for valuation equalisation certificates for rating purposes.
- Authority to settle uninsured claims for compensation or damages where the amount does not exceed \$5,000, whether or not legal proceedings have been issued by the claimant.
- Granting of consents to public entertainment in accordance with Section 603 Local Government Act 1974 including the determination of any conditions accompanying any consent.
- Authority to approve or renew leases and licenses on land in accordance with defined Council procedures and within the scope of the department for periods of five years or less and for consideration of less than \$5,000.00 or where renewal occurs at the behest of the lessee.

#### **4.3 Group Manager Engineering and Works**

Interpretation of the Delegated Authority of all officers of Engineering and Works.

- Authority to operate Council's bank accounts in conjunction with any other officer, so authorised by the Chief Executive from time to time, in accordance with sound business practice.
- The powers conferred on the Council by Clause 11 Schedule 10 of the Local Government Act 1974 (temporary prohibition of traffic on roads).
- Authority to approve or renew leases and licenses on land (including encroachments on, and occupation of, road reserves) in accordance with defined Council procedures and within the scope of the department for periods of up to five years and for consideration of less than **\$25,000** be clarified to include the roles of both lessee and lessor.
- Authority on behalf of Council and any standing Committee thereof to issue a letter of acceptance for the purpose of creating a contract where it has been resolved to accept any tender or quotation.
- Authority to release bonds upon the completion of contracts.
- Authority to allow swing gates and cattle-stops across roads pursuant to Section 344 of the Local Government Act 1974.
- Authority to Act as "Engineer" in terms of Section 6 NZS3910:2003 (or other Conditions of Contract) in respect of Council contracts.
- To act as Principal's Agent for administrative aspects of Contracts where Gisborne District Council is identified as Principal.
- Authority to lodge resource, building and other consent applications pursuant to whatever legislation pertains in each case.

- Authority to undertake work in terms of approved policy where a policy to prioritise such work exists and funding is available but no approval of particular projects has been given (for example seal extensions, footpaths, street lighting).
- Approval of all agreements as to the sale purchase and exchange of land in relation to road legalisation under the Public Works Act 1981.
- Authority for special case seal extensions.
- Authority to implement changes to traffic control and parking requirements pursuant to resolution of Council including providing, removing or altering stop signs, give way signs, parking restrictions and so on.
- Authority to approve exceptions to the contributions required from property owners under the "maintenance and improvement of open drains" policy (November 1996).

### **Reserves**

The allocation of Council reserves for sporting and other activities and fixing of charges within the limits imposed by the Reserves Act 1977.

- Authority to approve or renew leases and licenses on land in accordance with defined Council procedures and within the scope of the department for periods of five years or less and for consideration of less than \$5,000 or where renewal occurs at the behest of the lessee.

### **Property**

The allocation of housing, theatres and other Council buildings and facilities to employees, pensioners and members of the public as appropriate.

- Authority to sign tenancy agreements on behalf of Council.

### **Cemeteries**

Remission of burial charges pursuant to Section 49 of the Burial and Cremation Act 1964.

## **4.4 Group Manager Environment and Policy**

Interpretation of the Delegated Authority of all Officers of the Environment and Planning Department.

- Authority to operate Council's bank accounts in conjunction with any other officer, so authorised by the Chief Executive from time to time, in accordance with sound business practice.

All delegations as specified in the Delegations Register (A) in 4.6 below.

**4.5 Statutory Delegations of officers in the Environment and Planning Department as specified in the Delegations Register (A).**

- (A) The document "Gisborne District Council Environment and Planning Department, Delegations to Council Officers' Manual, May 2010 and approved updates thereof.

**4.6 Group Manager Community Planning and Development**

- Authority to operate Council's bank accounts in conjunction with any other officer, so authorised by the Chief Executive from time to time, in accordance with sound business practice.
- Authority on behalf of Council and any standing committee thereof to issue a letter of acceptance for the purpose of creating a contract where it has been resolved to accept any tender or quotation.

## **5.0 Procurement Policy**

### **5.1 Statutory Requirements**

On adoption of the Delegation Manual 2011 the Procurement Policy contained in the 2009 Manual will stand until the revised version is adopted in December 2011.

DRAFT