

Instrument of Statutory Delegation

General Delegation to Chief Executive, and Delegation to Officers under Resource Management Act and Local Government (Rating) Act

By resolution at a meeting on 27 June 2019 the Gisborne District Council:

1. Delegated to its Chief Executive all responsibilities, functions and powers to act on any matter, excluding those matters in respect of which delegation is prohibited by legislation; and
2. Delegated specific powers and functions under the Resource Management Act 1991 (RMA), and the Local Government (Rating) Act 2002 (LGRA), to the officers specified alongside those powers and functions in Schedules 1 and 2 of this Instrument; and
3. Determined not to impose any conditions, limitations, restrictions or prohibitions in the delegations; and
4. Revoked all previous statutory delegations to the Chief Executive, and all delegations to other officers under the RMA and LGRA.

This delegation is made under clauses 32 and 32A of Schedule 7 of the Local Government Act 2002.

For the avoidance of doubt, the delegation to the Chief Executive includes the ability to issue warrants to enforcement officers and to affix the seal.

The General Principles of Delegation set out below apply to this delegations.

General Principles of Delegation

Acting

Functions or powers delegated to holders of an office may be exercised by a person who has been appointed to act in the office.

Changes to team or office name

A specified office or class of office includes an office that carries the same, or substantially the same responsibility as the specified office and is intended to replace, or substantially replace the specified office.

Other parties able to act

The delegation of authority does not prevent another authorised party from exercising the function, power or duty. For example, the Chief Executive may refer a matter to the Council or a Committee for decision.

Non-discretionary duties

The Schedules list only those functions, powers and duties or which involve discretionary decision-making. All staff have authority to perform non-discretionary duties (those not listed) on behalf of the Council, within the general scope of their role.

Expectations

In exercising the delegated authority, the delegates are expected to:

1. act in accordance with their Financial Delegations and within budgetary constraints.
2. comply with Council policies and procedures relating to the exercise of the functions and powers.

For the avoidance of doubt, these expectations are not intended as legal conditions or limitations in the scope of the powers delegated.

Council resolution confirmed by:

A handwritten signature in blue ink, appearing to be 'Meng Foon', written over a horizontal line.

Meng Foon

Mayor

Date:

27 June 2019

Schedule 1

Delegation to Officers of powers and functions under the Resource Management Act 1991

Key

BSM	Building Services Manager
BTL	Biosecurity Team Leader
BPPC	Business Partner, People and Capability
CAM	Cultural Activities Manager
CARM	Community Assets and Resources Manager
CCTL	Consents Coordination Team Leader
CM	Consents Manager
CMEM	Compliance Monitoring & Enforcement Manager
DESP	Director Environmental Services & Protection
DP	Duty Planner
DTR	Director Transformation & Relationships
EHTL	Environmental Health Team Leader
FWOM	Four Waters Operations Manager
ICM	Integrated Catchments Manager
IM	Infrastructure Manager
IRCP	Intermediate Resource Consents Planner
LSM	Liveable Spaces Manager
MCTL	Monitoring and Compliance Team Leader
PP	Principal Planner
RCTL	Resource Consents Team Leader
SPM	Strategic Planning Manager
SRCP	Senior Resource Consents Planner

Note that the Council has delegated all of the powers and functions listed below to the Chief Executive, in addition to the listed officers.

Section	Summary of function or power	Delegates
s 10(2)	Decision on application for extension of existing use rights	DESP, CM, CMEM, BSM, RCTL, PP
s 34A(1)	Appointment of Hearing Commissioners (not power of delegation)	DESP, DTR (Expectation of consultation with CE)
s 36(5) to (7) and 36AA	Power to set additional charges, provide estimates, and make decisions on non-performance pending payment of charge.	DESP, DTR, SPM, CM, CMEM, RCTL, BSM
s 36AAB	Powers to remit the whole or part of any charge, and to not commence or continue processing resource consent applications or private plan change applications if insufficient money has been paid as required by Council's schedule of charges	DESP, DCL, DTR, SPM, CM, CMEM, RCTL
s 37	Waive requirements or extend time limits.	DESP, DTR, SPM, CM, CMEM, RCTL, BSM, PP
s 38	Authorisation and warranting of enforcement officers (including ability to affix seal)	DESP
s 41B	Directions to provide evidence within time limits	DESP, DTR, SPM, CM, CMEM, RCTL, PP
s 41C	Directions and requests before hearing	DESP, DTR, SPM, CM, CMEM, RCTL, PP
s 41D	Strike out a submission	DESP, DTR, SPM, CM, CMEM, RCTL, PP

s 42	Order to protect sensitive information	DESP, CM, CMEM, RCTL, BSM, , DTR, SPM, PP
s 42A	Require or commission a report	DESP, CM, CMEM, DTR, SPM, RCTL
s 42A(5)	Waive requirement to send officer report	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, PP
s 44A	Local Authority recognition of national environmental standards	DESP, DTR, DESP, SPM, RCTL, PP
s 58	If so directed by a national planning standard, power to amend any planning document.	DESP, DTR
s 86D(2)	Make application to Environment Court for a rule to have legal effect	DESP, DTR, SPM
s 87BA	Power to decide and give notice on boundary activities	DESP, CM, CMEM DTR, SPM, RCTL, PP
s 87BB	Power to decide and give notice on deemed marginal or temporary permitted activities	DESP, CM, CMEM DTR, SPM, RCTL, PP
s 87E	Decision to return, decline or grant a request to transfer an application for resource consent or application for a change or cancellation of consent condition to the Environment Court	DESP
s 87F	Prepare a report and suggest conditions to the Environment Court.	DESP, CM, CMEM DTR, SPM, RCTL, PP
s 88	Determine that an application for resource consent is incomplete and provide reasons	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, PP, SRCP, IRCP, DP, CCTL
s 91	Deferral of application pending additional applications	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, PP
s 92(1)	Requirement for further information from applicant	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, PP, SRCP
s 92(2)	Commission a report in relation to an application	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, PP
s 92A	Set time limit for applicants to provide information.	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, PP
s 95, ss 95A to 95G	Powers to make all relevant determinations	DESP, CM, CMEM, DTR, SPM, RCTL, PP, BSM
s 97(4)	Adopt an earlier closing date	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, PP
s 99(1) to (3)	Arrange pre-hearing meetings for the purpose of clarifying, mediating or facilitating resolution of any matter or issue.	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, PP
s 99(4)	The authority to decide if staff who have the power to make a decision on an application may attend and participate in a pre-hearing meeting.	DESP, CM, CMEM, DTR, SPM, RCTL
s 99(8)	Decline to process an application or consider a submission.	DESP, CM, CMEM, DTR, SPM, RCTL, PP
s 99A	Powers relating to mediation	DESP, CM, CMEM, DTR, SPM, RCTL

s 100	Determination whether hearing necessary	DESP, CM, CMEM, DTR, SPM, RCTL
s 101	Fix hearing date, time and place	DESP, CM, CMEM, DTR, SPM, RCTL, PP
s 102(1)	Determination for a joint hearing	DESP, DTR
s 103	Determination not to hold a combined hearing	DESP, DTR
ss 104, 104A to 104D, 105 to 108, 405A, 406, 407, 409	Decisions on applications for resource consents that are not notified, or for which no hearing is to be held.	DESP, CM, CMEM, DTR, SPM, RCTL, PP
s 109	Make decisions in relation to bonds or covenants	DESP, CM, CMEM, RCTL, BSM, , DTR, SPM,
s 110	Power to authorise refund of money when activity does not proceed	DESP, CM, CMEM, RCTL, DTR, SPM,
s 114	Decisions relating to notification of decision	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, PP
s 124	Decision as to whether operations can continue under original resource consent pending determination of replacement consent	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, PP
s 125	Decision whether to extend period before a resource consent lapses	DESP, CM, CMEM, DTR, SPM, RCTL
s 126	Cancellation of consents unexercised for more than five years	DESP, CM, CMEM, DTR, SPM, RCTL
s 127 & 149Z	Decision on an application to change or cancel a resource consent condition	DESP, CM, CMEM, DTR, SPM, RCTL, PP
s 128 to 132	Initiate, approve and determine review of consent conditions	DESP, CM, CMEM, DTR, SPM, RCTL, PP
s 132(3) & (4)	Determine resource consent should be cancelled.	DESP
s 133A	Correct minor mistakes or defects in a resource consent	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, RCTL, PP
s 136	Authority to approve transfer of water permits	DESP, CM, CMEM, RCTL, DTR, SPM, PP
s 137	Authority to approve transfer of discharge permits	DESP, CM, CMEM, RCTL, DTR, SPM, PP
s 138	Decision to accept or refuse part or full surrender of a resource consent	DESP, CM, CMEM, DTR, SPM, PP
s 138A	Consider special provisions relating to coastal permits for dumping and incineration	DESP, CM, CMEM, RCTL, DTR, SPM, PP
s 139	Issue of certificate of compliance	DESP, CM, CMEM, DTR, SPM, RCTL, PP
s 139a	Issue existing use certificate	DESP, CM, CMEM, DTR, SPM, RCTL, PP
s 142 to 149ZD	All powers and function of the Council in Part 6AA Proposals of National Significance Request Minister call in a matter lodged with the Council	DESP
s 149G	Prepare a report on the key planning issues on a resource consent application that has been called in	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, PP
s 165D	Refuse to receive an application for a coastal permit	DESP, CM, CMEM, RCTL, DTR, SPM, PP
s 165E(2)	Determination of an application for a coastal permit	DESP

s 165L	Request Minister to approve allocations of authorisations for space	DESP
s 165O	Request Minister to revoke or amend an approval to use a public tender	DESP
ss 165X to 165ZFE	Powers relating to authorisations and applications for coastal permits	No delegation to officers
ss 168A & 149Z	Determine whether to notify notice of requirement for designation	DESP, CM, CMEM, RCTL, BSM,, DTR, SPM, PP
s 169	Process Notice of Requirement to Council.	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, PP
s 171	Recommendation on Notice of Requirement to Council when:	DESP, CM, CMEM, DTR, SPM, RCTL, PP
	• No submissions have been received, or	
	• No request is made for a hearing, or	
s 171	• The need for a hearing has been averted by all submitters giving written agreement with conditions of consent proposed, and therefore they no longer want to be heard	
s 174	Appeal decisions on Notices of Requirement (not Councils)	DESP, DTR, CM, SPM
s 176A	Powers in relation to Outline Plan	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, PP
ss 181 & 149Z	Alteration of designation	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, PP
s 182(5)	Decline to remove part of a designation	DESP, CM, CMEM, RCTL, BSM, PP, DTR, SPM
s 184	Determination that lapsing time for designation can be extended beyond five years	DESP, CM, CMEM, RCTL, BSM, PP, DTR, SPM
s 184a	Determination that lapsing time for Council's own designation can be extended beyond five years	DESP, CM, CMEM, RCTL, BSM, PP, DTR, SPM
s 186(4)	Consent for setting apart of Council held land for work of a network utility operator – (asset management)	DESP, DTR
ss 189A, 190, 191, 149Z	Powers relating to notice of requirement for a heritage order.	DESP, CM, CMEM, RCTL, PP, BSM
s 193	Consent to do anything that would wholly or partly nullify the effect of a heritage order (where Council is the relevant heritage protection authority)	No delegation to officers
s 195A & 149Z	Alter heritage order (applies to both applications to and those by Council)	DESP, CM, CMEM, RCTL, BSM, PP, DTR, SPM
s 198C	Determine request	DESP, CM, CMEM, RCTL, BSM, PP, DTR, SPM
s 198D	Prepare and serve report on requirement	DESP, DTR, SPM, CM
s 198E(4)	File s 274 notice in respect of a notice of motion lodged with the Environment Court	DESP, DTR, SPM, CM
s 198H	Decision to refer a requirement to the Environment Court for decision	DESP, DTR, SPM, CM
s 198J & 198M	Determine requirement; Prepare report and suggested conditions; and Serve submitters	DESP, DTR, SPM, CM
s 198K	Lodge and serve notice of motion and supporting affidavit with the Environment Court	DESP, DTR, SPM, CM

s 205	Authority to make submissions on a proposed water conservation order	DESP, DTR
s 209	Authority to make submissions to the Environment Court on a proposed water conservation order	DESP, DTR
s 221	Issue, vary or cancel consent notice	DESP, CM, CMEM, RCTL, BSM, PP
s 222	Allowing a bond binding the owner to complete work or make a financial contribution as required by condition of subdivision consent	DESP, CM, CMEM, RCTL, BSM, PP
s 223, 237, 240, 243	Approval or declining of survey plan Issue a certificate that a survey plan has been approved under this s	DESP, CM, CMEM, RCTL, BSM, PP
s 224(c)	Issue a completion certificate that all conditions of a subdivision consent are complied with	DESP, CM, CMEM, RCTL, BSM, PP
s 224(f)	Sign certificate for purpose of s 224(f)	DESP, CM, CMEM, RCTL, BSM, PP
s 226(1)(e)	Issue a certificate confirming allotments are in accordance with provisions of district plans and statutory documents	DESP, CM, CMEM, RCTL, BSM, PP
s 234	Vary or cancel instrument creating esplanade strip	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, PP
s 235	Creation of esplanade strip by agreement	DESP, CM, CMEM, RCTL, BSM,, DTR, SPM, PP
s 237	Approval of survey plans where esplanade reserves or esplanade strips required	DESP, CM, CMEM, RCTL, BSM, PP
s 237B	Agreement to acquire easement for access strip	DESP, CM, CMEM, RCTL, BSM, PP
s 237C	Closure of strips to public	DESP, CM, CMEM, RCTL, BSM, PP
s 237D	Transfer of esplanade reserve to the Crown	CE only
s 237H(2)	Acceptance or objection to registered valuer's determination of compensation	DESP
s 240, 241, 243	Powers relating to conditions as to amalgamation of land and easements	DESP, CM, CMEM, RCTL, BSM, PP
s 245	Approve survey plans for reclamation	DESP, CM, CMEM, BSM, RCTL, PP
s 274	Give notice of intention to become party to proceedings	DESP, DTR (Expectation of consultation with CE)
s 294	Application to Environment Court to order a rehearing of proceedings by the Court	DESP, DTR (Expectation of consultation with CE)
s 299, 300	Initiate and file notice of appeal to High Court	DESP, DTR (Expectation of consultation with CE)
s 308G	Commence proceedings for declaration person/persons in contravention of Part 11A	DESP, DTR (Expectation of consultation with CE)
s 308I	Commence proceedings for damages in the High Court	DESP, DTR (Expectation of consultation with CE)
s 311	Application to Environment Court for declaration	DESP, DTR
s 316	Application to Environment Court for enforcement order	DESP, CMEM
s 320	Application to Environment Court for interim enforcement order	DESP, CMEM
s 325A	Cancellation or change of Abatement Notice	DESP, CMEM, MCTL

s 329	Issue of water shortage directions	DESP, CM, CMEM
s 330	Authority to take preventative or remedial action where adverse environmental effects, or a sudden event likely to cause loss of life, injury or serious damage to property, threatens any public work for which Council has financial responsibility, or any natural or physical resource or areas	DESP, CM, CMEM, RCTL, BSM,, DTR, SPM, DLC, DCL, ICM, IM, FWOM, CARM, LSM, CAM, MCTL, SRCP
s 331	Seek an enforcement order from Environment Court to recover costs	DESP
s 332	Authorise entry by enforcement officer	DESP, CM, CMEM, CMTL, RCTL, BSM,
s 334	Application for warrant for entry for search	DESP, CM, CMEM, RCTL, BSM, CMTL, Enforcement Officers
s 336(2)	Determination on return of property seized under ss 323 and 328	DESP, CM, CMEM, MCTL, EHTL
s 338	Decide whether to commence a prosecution for an offence	DESP, CMEM (Expectation of consultation with CE)
s 343C	Decide whether or not to commence proceedings for an infringement offence	DESP, CMEM
s 353	Extension of period fixed	DESP, CM, CMEM, RCTL, BSM,, DTR, SPM
s 355	Application for vesting of reclaimed land in Council	DESP, DTR
s 357 & 357D	Authority to consider any objection to an officer's decision when the objection can be wholly upheld or agreement is reached with applicant on partial upholding of the objection.	DESP, CM, CMEM, BSM, RCTL
s 388	Request for information regarding exercise of resource consent	DESP, CM, CMEM, RCTL, BSM, DTR, SPM, PP
1st sch cl 3	Determining who to consult	DTR, SPM
1st sch cl 4	Respond as to whether the Council requires the designation to be included in that district's proposed plan, with or without modification.	DTR, SPM
1st sch cl 4a	Power to provide copies of planning documents to iwi and determine time for advice	DTR, SPM
1st sch cl 6	Make a submission	DTR, SPM
1st sch cl 5, 5A and 11	Determining which persons are directly affected and so need to be notified	DTR, SPM
1st sch cl 7	Power to summarise submissions made in respect of a policy statement or plan or a change or variation thereto.	DTR, SPM
1st sch cl 8	Make a further submission	DTR, SPM
1st sch cl 8AA	Resolution of disputes	DTR, SPM
1st sch cl 10A	Power to apply for extension of time if local authority is unable, or likely to be unable, to meet decision making obligations under Clause 10(4)(a)	DTR, SPM
1st sch cl 11	Power to decide which landowners or occupiers are directly affected by the Council's decisions under Clause 9(2).	DTR, SPM
1st sch cl 16	Minor amendment of proposed policy statement or plan	DTR, SPM
1 st sch cl 20A	Minor correction of operative policy statement or plan	DTR, SPM

1st sch cl 23	Requirement to provide further information and commissioning of reports (private plan changes)	DTR, SPM
1st sch cl 24	Modify request for plan change	DTR, SPM
1st sch cl 32	Power to certify as correct material incorporated by reference into plan following decision	DTR, SPM
1st sch cl 43, 45, and 49	Power to give public notice if Council decides to establish a collaborative group and to notify any report from a collaborative group, and any proposed planning instrument as determined under clause 46.	DTR, SPM
1st sch cl 57	Power to publicly notify a local authority decision	DTR, SPM
1st sch cl 64	Power to establish a review panel to consider submissions arising from a collaborative planning process.	DTR
1st sch cl 88 and 90	Power to publicly notify Minister's decisions under the streamlined planning process	DTR, SPM

Schedule 2

Delegation to Officers under the Local Government (Rating) Act 2002

Key

CFO	Chief Financial Officer
RTL	Revenue Team Leader

Note that the Council has delegated all of the powers and functions listed below to the Chief Executive, in addition to the listed officers.

Section	Summary of function or power	Delegates
s 28(3)	Determine a fee for being supplied a copy of Rating Information Database data.	CFO, RTL
s 63	Power to commence court proceedings for the recovery of rates that are in default	CE only
s 67	Power to commence rating sale or lease provisions	CE only
s 72	Consent to sell or lease by private treaty.	CE only
ss 77 to 83	Powers relating to the sale of abandoned land	CE only
s 90(1) and (4)	Register a notice of charge or notice of release of charge on a rating unit if requirement to pay rates has been postponed under s 87(1)	CE only
ss 99 and 108	Apply to the Maori Land Court to obtain a charging order to administer the land for the purpose of recovering the rates. Conditional on consultation with the Chief Executive.	CE only
s 117N(2)	Power to cancel election for lump sum contribution payment or recover amount owing in a situation of late or non-payment	CFO, RTL
s 135	Power to sign documents as correct copies for legal proceedings.	CFO, RTL

Instrument of Financial Delegation

Delegation to Chief Executive

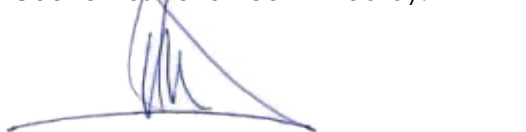
By resolution at a meeting on 27 June 2019 the Gisborne District Council:

1. Authorised its Chief Executive to commit the Council to all arrangements and contracts for the supply of goods, services, plant and labour, including execution, variation and termination of all documents, agreements and contracts aside from those required by legislation to be signed by elected representatives to enable the—
 - 1.1 implementation of decisions made by the Council, its committees and any further subordinate decision making bodies:
 - 1.2 management of capital expenditure and operations and maintenance expenditure, up to the limits approved in the relevant Annual Plan or Long Term Plan:
 - 1.3 management of expenditure not included in the Annual Plan or Long Term Plan or authorised in accordance with 1.1 above, up to a maximum of \$150,000 (GST exclusive) per item.
2. Authorised its Chief Executive to exercise any financial delegations held by other Council officers, including those set out in any relevant council policies.
3. Revoked all previous financial delegations to its Chief Executive.

General Terms and Limitations

- **Maximum daily limit:** Expenditure is limited to \$30,000,000 on any one day.
- **Compliance with laws, policies and procedures:** Expenditure must be undertaken in accordance with relevant Council policies and procedures and all applicable laws.
- **Acting:** During periods in which the Chief Executive is absent, the authority in this Instrument extends to any officer who the Council has appointed as an Acting Chief Executive, or to whom the Chief Executive has temporarily delegated all statutory functions and powers.
- **Relationship with statutory delegations:** Compliance with the limits of this financial authority is not intended as a legal condition or limitation in the scope of any statutory powers delegated.

Council resolution confirmed by:



Meng Foon, **Mayor**

Date: 27 June 2019

