

**DELEGATIONS MADE BY COUNCIL TO
CHIEF EXECUTIVE AND STAFF**

Legislation and Authority	Powers Delegated
<p>Food Act 1981 and any regulations made under that Act To the Chief Executive with power of sub-delegation to officers.</p>	<p>Delegation of authority to exercise and administer all responsibilities, duties and powers of the Council under the Act and any regulations made under the Act, including but not limited to the processing of exemptions from Food Hygiene Regulations 1974 under section 8N of the Act.</p>
<p>Local Government Act 2002 and any regulations made under that Act To the Chief Executive with power of sub-delegation to officers.</p>	<p>Delegation of authority to exercise and administer all responsibilities, duties and powers of the Council under the Act and any regulations made under the Act, except:</p> <ul style="list-style-type: none"> • the powers set out in clause 32(1)(a) to (h) of Schedule 7 of the Act; • any Local Government Act 2002 power expressly reserved to the Council or expressly delegated by the Council to a committee; • where sections 138 or 140 of the Local Government Act 2002 apply; or • as limited by the conditions set out below. <p>Delegation of authority to affix the Council's common seal:</p> <ul style="list-style-type: none"> • to any warrants issued by the Council where the warrants authorise entry onto private land on behalf of the Council; • to any deed entered into by Council (Note that leases, easements, instruments and other land-related documents are deemed to have the same effect as deeds and should be executed as deeds. See clause 13 of the Land Transfer Regulations 2002); • to any document that has been prepared to implement a resolution previously made by the Council; and • in any other situation where the Council is directed by legislation to use its common seal; <p>providing that the signature of the Chief Executive followed by that of the Mayor or Deputy Mayor and one Councillor have first been obtained and that the use of the common seal is recorded in a register and advised to Council on a weekly basis via the Elected Members Bulletin.</p> <p>Without limiting the powers delegated to the Chief Executive above, the Chief Executive may:</p> <ul style="list-style-type: none"> • implement any proposal or decision contained within the Council's Long Term Plan (LTP) or Annual Plan or other adopted Council policy; • issue warrants under the Local Government Act 2002 or any other enactment under which Council officers

	<p>may be warranted;</p> <ul style="list-style-type: none"> • appoint enforcement officers under section 177 of the Act; • give approval to matters or activities relating to land or buildings under the control, authorisation or ownership of the Council, except as limited by clause 32(1)(c) of Schedule 7 of the Act; • grant leases of residential properties (see note above about deed execution); • grant leases of Council land or non-residential buildings where the term of the lease is 3 years or less and where the total rent over the duration of the lease aligns with a Council Officer's financial delegation (see note above about deed execution); • grant licences to occupy Council land where the term of the licence is 3 years or less; • grant easements over land (see note above about deed execution); • Enter into leases of non-Council land where the term of the lease is 3 years or less and where the total rent over the duration of the lease aligns with a Council Officer's financial delegation; and • Enter into licences to occupy non-Council land where the term of the licence is 3 years or less. <p>The following conditions apply to the exercise of the Chief Executive's delegated powers under the Act:</p> <ul style="list-style-type: none"> • The Chief Executive may commit Council expenditure for any contracts or agreements up to \$2.4million, for any one contract or agreement, including the authority to enter into such a contract or agreement, providing that before exercising these powers the Chief Executive is satisfied that full allowance has been made and remains for the proposed expenditure in an approved budget and that, if applicable, all tenders accepted over a value of \$250,000 are reported to the Operations and Finance Committee; • The Chief Executive may sub-delegate the authority to commit the Council to expenditure for any contracts or other agreements under approved circumstances eg mediation, for a lesser amount than \$600,000 for any one contract or agreement, including the authority to enter into such a contract or agreement, providing that before exercising these powers the sub-delegate is satisfied that full allowance has been made and remains for the proposed expenditure in an approved budget and that, if applicable, all tenders accepted over a value of \$250,000 are reported to the Operations and Finance Committee; • The Chief Executive (with the power to sub-delegate) may write off sundry debts (excluding rating debts) to the value of \$1,000.
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