



## DELEGATIONS

### Table of Contents

#### Part 1

#### GENERAL AND PROCEDURES..... [S-DM 1016](#)

1. The Role of the Delegations Manual
2. Philosophy of the Council Regarding Delegations
3. Characteristics of Delegations
4. Delegation to Officers
5. Delegations to be in Writing
6. Sub-delegation
7. Reporting Decisions
8. Term of Delegation
9. Policy and Delegated Decision Making
10. Amendments to this Manual

#### Part 2

#### DELEGATION TO COMMITTEES

1. Standing Committees .....}
2. Delegation to Standing Committees.....} [S-DM 1020](#)
3. Other Committees .....}
4. Variations of Estimates.....}

##### **Standing Committees**

- Jurisdiction of the Audit and Risk Committee..... [S-DM 1022](#)  
Jurisdiction of the Community and Recreation Committee..... [S-DM 1023](#)  
Jurisdiction of the Utilities and Roading Committee..... [S-DM 1024](#)  
Jurisdiction of the District Planning and Regulation Committee..... [S-DM 1026](#)  
Jurisdiction of the Mahi Tahi Joint Development Committee..... [S-DM 1027](#)

##### **Other Committees/Subcommittees**

- Jurisdiction of the Hearings Committee..... [S-DM 1028](#)  
Jurisdiction of the Community Plan Committee..... [S-DM 1029](#)  
Jurisdiction of the CEO Review Committee..... [S-DM 1030](#)  
Jurisdiction of the Code of Conduct Committee..... [S-DM 1031](#)  
Jurisdiction of the Prosecutions Subcommittee..... [S-DM 1035](#)  
Jurisdiction of the District Licensing Committee..... [S-DM 1036](#)

##### **Joint Standing Committees**

- Jurisdiction of the Canterbury Waste Joint Committee..... [S-DM-1037](#)  
Jurisdiction of the Canterbury Regional Landfill Committee..... [S-DM 1038](#)  
Jurisdiction of the Canterbury Civil Defence Emergency Management Group  
(Joint Standing Committee)..... [S-DM 1039](#)  
Jurisdiction of the Urban Development Strategy Implementation Committee..... [S-DM 1040](#)



## DELEGATIONS

### *Table of Contents*

#### Part 3

#### DELEGATION TO COMMUNITY BOARDS

Jurisdiction of the Community Boards .....	<a href="#">S-DM 1041</a>
--	---------------------------

#### Part 4

#### 4.1 DELEGATION TO HIS/HER WORSHIP THE MAYOR

Jurisdiction of His/Her Worship the Mayor .....	<a href="#">S-DM 1043</a>
---	---------------------------

#### 4.2 DELEGATION TO STAFF

Contractual Authority and Financial Management of Activities .....	<a href="#">S-DM 1044</a>
--	---------------------------

Contractual Authorities – Staff Schedule .....	<a href="#">S-DM 1046</a>
--	---------------------------

##### Staff Delegations:

Management Team .....	<a href="#">S-DM 1047</a>
-----------------------	---------------------------

Chief Executive.....	<a href="#">S-DM 1048</a>
----------------------	---------------------------

General Manager Planning, Regulation and Environment.....	<a href="#">S-DM 1049</a>
---	---------------------------

Development Planning Manager, Plan Implementation Manager, Policy Manager and Team Leader – Resource Consents .....	<a href="#">S-DM 1049A</a>
--	----------------------------

General Manager Planning, Regulation and Environment, General Manager	
---	--

Utilities and Roading and other delegated staff .....	<a href="#">S-DM 1049B</a>
---	----------------------------

Delegations to General Managers.....	<a href="#">S-DM 1050</a>
--------------------------------------	---------------------------

General Manager Finance and Business Support (Rating) .....	<a href="#">S-DM 1051</a>
---	---------------------------

General Manager Finance and Business Support sub-delegation to Customer Service and Rating Staff .....	<a href="#">S-DM 1051A</a>
---	----------------------------

Chief Executive Sub-delegation to Human Resources Manager,	
--	--

Human Resources Coordinator and Line Managers .....	<a href="#">S-DM 1054B</a>
---	----------------------------

Chief Executive Sub-delegation to Environmental Services Manager/	
---	--

Secretary District Licensing Committee .....	<a href="#">S-DM 1054C</a>
--	----------------------------

Chief Executive Sub-delegation to General Manager Community and Recreation and Community Green Space Manager .....	<a href="#">S-DM 1054D</a>
---	----------------------------

Property Manager.....	<a href="#">S-DM 1055</a>
-----------------------	---------------------------

General Manager Planning, Regulation and Environment Sub-delegation to Officers in the Building Unit .....	<a href="#">S-DM-1056</a>
---	---------------------------

General Manager Planning, Regulation and Environment Sub-delegation to Environmental Services Mgr, Environmental Health Officers,	
--	--

General Insp. and Food Safety Officers .....	<a href="#">S-DM 1058</a>
--	---------------------------

General Manager Community and Recreation sub-delegation to Community Green Space Mgr, Aquatic Facilities Mgr and Libraries Mgr .....	<a href="#">S-DM 1061</a>
---	---------------------------

Governance Manager.....	<a href="#">S-DM 1062</a>
-------------------------	---------------------------

General Manager Finance and Business Support sub-delegation to Customer Services Mgr, Property Information Team Leader and Officers ...	<a href="#">S-DM 1064</a>
--	---------------------------



## DELEGATIONS

---

### Table of Contents

---

Authority for use of Credit Cards .....	<a href="#">S-DM 1066</a>
---	---------------------------

#### Part 5

#### WARRANTS OF APPOINTMENT

Waimakariri Water Services Unit.....	<a href="#">S-DM 1076</a>
Recreation Services .....	<a href="#">S-DM 1078</a>
Project Delivery Unit.....	<a href="#">S-DM 1080</a>
Roading .....	<a href="#">S-DM 1082</a>
Manager People and Engagement.....	<a href="#">S-DM 1084</a>
Council Property .....	<a href="#">S-DM 1086</a>
Emergency Management and Civil Defence .....	<a href="#">S-DM 1087</a>
Environmental Services.....	<a href="#">S-DM 1090</a>
Contract Staff – Waimak Patrols .....	<a href="#">S-DM 1094</a>
Water Unit.....	<a href="#">S-DM 1096</a>
Planning Unit .....	<a href="#">S-DM 1098</a>
Manager District Planning and Regulation .....	<a href="#">S-DM 1100</a>
Information and Technology Services .....	<a href="#">S-DM 1110</a>
Utilities and Roading.....	<a href="#">S-DM 1112</a>
Solid Waste .....	<a href="#">S-DM 1114</a>
Health Safety and Wellbeing .....	<a href="#">S-DM 1116</a>
Sicon Limited employees.....	<a href="#">S-DM 1120</a>
Waimakariri Irrigation Limited .....	<a href="#">S-DM 1122</a>
Building Unit .....	<a href="#">S-DM 1124</a>
Te Kohaka o Tuhaitara Trust.....	<a href="#">S-DM 1128</a>
Delta .....	<a href="#">S-DM 1132</a>