



DELEGATIONS

Part 4

Delegation to Staff

Contractual Authorities – Staff Schedule

Title	Contractual Authority		Activity
	1	2	
Management			
Chief Executive	\$1,000,000	\$200,000	All Activities
General Manager Finance and Business Support	\$250,000	\$100,000	
General Manager Planning, Regulation and Environment	\$250,000	\$100,000	
General Manager Utilities and Roothing *	\$250,000	\$100,000	*See Exception below
General Manager Community and Recreation	\$250,000	\$100,000	
General Manager Organisational Development and Human Resources	\$250,000	\$100,000	
General Manager Strategy, Engagement, and Economic Development	\$250,000	\$100,000	
Executive Assistant to Chief Executive and Team Leader Executive Assistants	\$15,000	\$2,000	
Executive Assistant to the Mayor	\$2,000		
Executive Assistant – Utilities and Roothing / Team Leader Admin Assistants	\$2,000		
Executive Assistant	\$2,000		
Community Team			
Community Team Manager	\$10,000	\$2,000	
Team Leader – Vibrant Communities	\$5,000		
Community Development Facilitator	\$2,000	--	
Youth Development Facilitator	\$2,000	-	
Mayor’s Taskforce for Jobs Facilitator	\$2,000		
Finance			
Finance Manager	\$50,000	\$2,000	
Accounting Team Leader	\$10,000	\$2,000	
Accountant	\$5,000	\$2,000	
Assistant Accountant	\$5,000	\$2,000	
Asset Information Management Team Leader	\$5,000	\$500	
Procurement Specialist	\$5,000		
Governance			
Governance Manager and Deputy Electoral Officer	\$25,000	\$2,000	
Governance Coordinator	\$1,000		
Governance Team Leader	\$1,000		
Governance Support Officer	\$1,000		
Governance Advisor	\$1,000		
Senior Quality and Risk Advisor	\$2,500		

* **Utilities and Roothing Manager** – Exception for authorisation of up to \$1million for maintenance and operations invoices for solid waste and roading contracts



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Aquatic Centres			
Aquatic Facilities Manager	\$20,000	\$20,000	
Dudley Park Aquatic Centre Manager	\$5,000		
Kaiapoi Aquatic Centre Manager	\$5,000		
Dudley Aquatic Centre Team Leader	\$1,000		
Kaiapoi Aquatic Centre Team Leader	\$1,000		
Aquatic Facilities Administrator	\$1,000		
Building Unit			
Manager Building Unit	\$25,000	\$2,000	
Residential Processing Team Leader	\$2,000	--	
Commercial Processing Team Leader	\$2,000		
Building Inspections Team Leader	\$2,000	--	
Compliance Team Leader	\$2,000		
Team Lead – Regulatory Operations and Building Administration	*\$5,000		
PIM Team Leader	\$2,000	--	
Senior Compliance Officer	¹ \$10,000 ² \$1,000		¹ EQ Prone Buildings ² Building Officer
Council Property			
Property Manager	\$30,000	\$2,000	
Property Acquisitions and Disposals Manager	\$20,000	\$500	
Property Acquisitions and Disposals Officer	\$10,000		
Housing Advisor	\$10,000		
Property Services Team Leader	\$20,000		
Property Services Officer	\$10,000		
Facilities Management Officer	\$10,000		
Property Systems Coordinator	\$10,000		
Property Systems Analyst	\$10,000		
People and Engagement			
Human Recourses Manager	\$20,000	\$2,000	
Health Safety and Wellbeing Manager	\$10,000	\$2,000	
Information Services			
Chief Information Officer	\$50,000	\$10,000	
Information and Communications Technology Team Leader (whilst the CIO is absent on extended leave)	\$20,000	\$10,000	Information systems
Cyber Security Systems Engineer	\$3,000	\$3,500	² For Projects
IT Service Desk Engineer	\$3,000	\$3,500	² For Projects
Senior Systems Engineer	\$3,000	\$3,500	² For Projects
Software Support Analyst	\$5,000		
Systems Engineer	\$3,000	\$3,500	² For Projects
Software Support Coordinator	\$3,000	\$3,500	² For Projects



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Systems Trainer	\$3,000	\$3,500	² For Projects
Cyber Security Analyst	\$5,000		
Business and Technology Solutions Team Leader	\$5,000		
Geospatial Team Leader	\$5,000	\$5,000	
Information Management Team Leader	\$2,000		Stationery purchases (per invoice)
Information Management Senior Information Management Advisor	\$2,000		
Information Management Advisor	\$2,000		
Information Management Officer	\$2,000		
Library Services			
District Libraries Manager	\$20,000	\$2,000	
Collections Team Leader	\$15,000	\$2,000	
Learning and Heritage Team Leader	\$10,000	\$2,000	
Operations Team Leader	\$10,000	\$2,000	
Community and Culture Team Leader	\$10,000	\$2,000	
Libraries Discovery and Digital Coordinator	\$5,000		
Local History and Heritage Coordinator	\$5,000		
Community Connections Coordinator	\$5,000		
Customer Services			
Customer Services Manager	\$25,000	\$2,000	
Kaipoi Customer Services Team Leader	\$3,000	\$500	
Oxford Customer Services Team Leader	\$10,000	\$2,000 *\$3,000	*Delegation with regard to pensioner housing
Customer Services Contact Team Leader	\$500	\$500	
Customer Services Officer	\$500	\$500	
Customer Services Officer (with responsibility for Pensioner housing)	\$3,000		Pensioner Housing: Signing off invoices in any one account
Rates and Debtors Team Leader	\$5,000		
Credit Controller	\$5,000		
Rates and Debtors Officer	\$3,000		
Rates Officer – Assessment and Compliance	\$3,000		
Rates Officer – Database and Audit	\$3,000		
Rates Officer – Direct Debits	\$3,000		
Rates Officer – Property Specialist	\$3,000		
Rates Assistant	\$3,000		
Communications and Engagement			
Communications and Engagement Manager	\$25,000		
Creative Administration Lead	\$5,000		



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Development Planning Unit			
Development Planning Manager	\$25,000	\$10,000	
Team Leader Development Planning	\$5,000		
Team Leader Planning Strategy	\$5,000		
Development Planning Administrator	\$500		
Emergency Management and Civil Defence			
Manager of Emergency Management	\$25,000	\$2,000	
Controller / Disaster Recovery Manager	--	\$100,000	
Response Manager / Deputy Disaster Recovery Manager	--	\$100,000	
Emergency Management Advisor	\$1,000		
Emergency Management Coordinator	\$1,000		
Environmental Services			
Environmental Services Manager	\$25,000	\$2,000	
Team Leader Environmental Compliance	\$1,000		
Team Leader Environmental Health	\$1,000		
Animal Control Officer	\$1,000		
Environmental Health Officer	\$1,000		
Compliance Officer	\$1,000		
Strategic Projects			
Strategy and Business Manager	\$25,000	\$10,000	
Strategy and Centres Team Leader	\$10,000		
Policy and Corporate Planning Team Leader	\$10,000		
Plan Implementation Unit			
Planning Manager	\$25,000	\$2,000	
Resource Consents Team Leader	\$5,000		
Team Leader Planning Administration	\$500		
Greenspace			
Greenspace Manager	\$30,000	\$5,000	
Community Facilities Officer	\$5,000	\$5,000	
Landscape Architect	\$5,000	\$5,000	
Design and Planning Team Leader	\$10,000	\$5,000	
Parks and Facilities Team Leader	\$10,000		
Biodiversity Team Leader	\$15,000		
Senior Ranger Biodiversity	\$5,000		
Strategy and Partnerships Team Leader	\$5,000		
Greenspace Coordinator	\$5,000		
Community Facilities Administrator	\$5,000		
Tree and Assets Contract Liaison	\$5,000		
Parks Contract Liaison Officer	\$3,000		



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Strategic and Special Projects			
Strategic and Special Projects Manager	\$100,000		
Airfield Manager and Safety Officer	\$5,000		
Senior Advisor Assets and Capital	\$20,000	\$5,000	
Project Manager	\$15,000		
Roading Asset Management			
Roading and Transport Manager	\$100,000	\$50,000	
Roading Operations Team Leader	\$25,000	\$25,000	
Senior Road Maintenance Advisor	\$25,000		
Road Maintenance Engineer	\$10,000	\$10,000	
Roads Contract Engineer	\$10,000	\$10,000	
Senior Transportation Engineer	\$10,000	\$10,000	
3 Waters and Solid Waste Asset Management			
3 Waters Manager	\$100,000	\$50,000	
Stormwater and Waterways Manager	\$25,000	\$25,000	
Waterways Engineer	\$15,000	\$15,000	
3 Waters Compliance Officer	\$5,000	\$5,000	
Water and Wastewater Asset Manager	\$25,000	\$25,000	
Asset Management Engineer – Water and Wastewater	\$15,000	\$15,000	
Solid Waste Asset Manager	\$25,000	\$25,000	
Solid Waste Officer	\$5,000	\$5,000	
Water Operations Team Leader	\$25,000	\$25,000	
Wastewater Engineer	\$15,000	\$15,000	
Land Drainage Engineer	\$15,000	\$15,000	
Water Engineer	\$15,000	\$15,000	
Stormwater Engineer	\$15,000	\$15,000	
Control Systems Engineer	\$5,000	\$5,000	
Infrastructure Resilience Manager	\$25,000		



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Utilities and Roading						
Senior Engineering Advisor			\$50,000	\$50,000		
Title	Contractual Authority					Activity
	1	2	3	4	5	
Project Delivery Unit (Note: PDU amounts are also applicable to progress payments, although this excludes where PDU acts as “Engineer to a Contract”.)						
Project Delivery Manager	\$100,000	\$50,000	\$25,000	\$5,000		PDU & areas contracted by Client Units
Special Projects Team Leader	\$5,000	\$2,000				
Utilities Projects Team Leader	\$5,000	\$2,000				
Civil Projects Team Leader	\$5,000	\$2,000				
Development Manager	\$5,000	\$2,000				
Network Planning Team Leader	\$5,000	\$2,000				
Water Unit						
Water Unit Manager	\$20,000	\$1,000			\$5,000	
Business Support Team Leader	\$10,000	\$1,000			\$5,000	
Treatment Team Leader	\$10,000	\$1,000			\$5,000	
Reticulation Maintenance Team Leader	\$10,000	\$1,000			\$5,000	
Reticulation Contracts Team Leader	\$10,000	\$1,000			\$5,000	
Administrative Officer	\$5000					
Health and Safety Administrator	\$1,000					
Laboratory Technician	\$500					

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Delegation Building Unit Team Lead – Regulatory Operations and Building Administration

*For refund or part refund of cancelled or amended:

- PIM applications
- Building consent applications
- Inspection processes
- Certificate of acceptance
- Certificate of public use

Key: **Contractual Authority N° 1** = Expenditure provided for and approved in the Annual Plan and Budget (per item)
Contractual Authority N° 2 = Emergency expenditure not provided for in the Annual Plan and Budget
Contractual Authority N° 3 = Expenditure provided for and approved in Unit Budgets and Project Delivery
Contractual Authority N° 4 = Emergency expenditure not provided for in unit budgets and Project Delivery
Contractual Authority N° 5 = Expenditure on management-quoted work projects approved by activity manager where involving sub-contractors for materials, labour and plant hire
Activity = Area of responsibility unless otherwise stated