

Central Hawke's Bay District Council			Quarterly Report: Jan - Mar 2018	
8. Emergency Management and Bylaws				
Performance measures intended to be reported in the Annual Report.				
The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Emergency responders are suitably trained and equipped to respond to disaster	Rural Fire – annual exercise, volunteer training programme	Rural fire teams training levels	Rural fire teams meet industry standards	Progress to date includes: Responsibility for Rural Fire control moved from CHBDC to Fire and Emergency NZ on July 1 2017. Council now has no involvement with Rural Fire with any enquiries being forwarded to the new organisation.
Enforcement – through education – of Councils bylaws and related legislations	Enforcement of regulated activities with the least possible intervention on private lives	Response to all complaints and requests within 5 working days	100% compliance	81 complaints received during the quarter 241 complaints received year to date 99% of complaints and requests responded to within 24 hours year to date

Key achievements / activities for the last quarter

We have continued to work closely with the HB Emergency Management Group. A key focus this quarter was to develop a CDEM Community Resilience plan with Porangahau and the surrounding community. Led by Jae Sutherland (from HB CDEM), the main community meeting was held on 28 March 2018 at the Rongomaraeroa Marae Porangahau. Approximately 100 people attended and the CDEM Group are currently preparing the final plan for distribution.

Repairs were carried out to both 'radio telephone' channels at Ambblethorn Station during this quarter. ES134's aerial was found to be badly damaged by stock and the aerial was replaced and the location on the building changed so that it can't happen again. ES4 failed during a 2 day weather event and required a new cable inside the building to make it operational again.

A Civil Defence Emergency Management stall was set and manned at a Red Cross Expo in Waipukurau.

What did we say we would do in the last quarter

Our goal for the last quarter was to commence development of a Community Resilience Plan for Porangahau and Te Paerahi Beach communities with CDEM Group staff.

Our key focus for the next quarter

Following our Civic Defence and Emergency Management Function Audit in 2017, an improvement work programme will be developed in the last quarter in conjunction with the Hawke's Bay CDEM group. The key focus will be on improving the state and responsiveness of our emergency management locally supported by the Regional Group.

We will commence a review of our policies and bylaws, in light of recent decisions at LTP deliberations (freedom camping and parking), and in anticipation of changes required as part of the District Plan review. At the end of the quarter a project plan will be in place with anticipated scope and timeframes.

Central Hawke's Bay District Council			Quarterly Report: January - March 2018	
9. Land Transport				
Performance measures intended to be reported in the Annual Report.				
The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Road Safety Roads that are increasingly safer	Inspections, monitoring and improvements as required	By using the NZTA accident reporting system to produce an annual report	A reducing trend in the annual number of fatalities and serious injuries where road factors (not weather) were a contributing factor.	Fatalities – 2016/17 1 Fatalities this quarter 1 Fatalities year to date - 2017/18 2 Serious injury crashes this quarter 2 Serious injury crashes – 2016/17 4 Serious injury crashes year to date - 2017/18 3
Road Condition The average quality of ride on a sealed local road network, measured by smooth travel exposure	Road surface repairs and renewals	By annually determining the smooth travel exposure	To show results within the requirements of the One Road Network Classification system	This is measured in July of 2018
Road Maintenance The percentage of the sealed local road network that is resurfaced	A programme of reseals based on the requirements as noted in the field and the forward work programme	By dividing the number of km sealed by the number of km of sealed road	To reseal at least 7% of the sealed road network	35.7 km of reseal for the quarter 68.4 km of reseal year to date 100% of reseal year to date

Footpaths The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document (such as its annual plan, activity management plan, asset management plan, annual works program or long term plan).	Inspections, monitoring and a programme of repairs and renewals	By reviewing the footpath inventory annually and assessing its condition	At least 20% of the footpaths in excellent condition and no more than 10% of the footpaths in poor condition measured annually	Total kilometres of footpaths: 68km 74.7 % excellent and 6.4 % poor (this is remeasured in late July of each year)
Response to service requests The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the timeframe specified in the long term plan	Timely response to public enquiries	Monthly reporting from the Request for Service system	To respond to 85% of the service requests within 15 days	42 service requests received during the quarter 89 service requests received year to date 82% of service requests responded to within 15 days year to date

Key achievements / activities for the last quarter

Peel street Area Wide Pavement Treatment due to difficulty in engaging a property owner to acquire land, delays were encountered and the project scope and design had to be modified further delaying the advertising and award

The re-seal programme was completed within the quarter.

The Professional Services Contract has been extended for 5 months to carry through until November 2018. This will allow Council to better understand the professional services needs of the wider organisation given the increase in capital investment planned under initiatives such as the Big Water Story. This will also allow Council to evaluate the skills and services available of the successful tenderer for the Community Facilities and Infrastructure Maintenance Contract.

What did we say we would do in the last quarter

Ensure the professional services contract is completed and advertised

Advertise and award the Peel Street Area Wide Pavement Treatment contract

Complete the re-seal programme for the 17/18 fiscal year

Our key focus for the next quarter

Completing in-progress work programmes and compile year-end reports and analysis.

Tender the streetlighting contract

Tender the road marking contract

Tender the footpath contract

Review, re-write, and put to market the professional services contract

Formalise contract management and contract administration approaches

Address opportunities for improvement raised in NZTA and Internal audits

Central Hawke's Bay District Council			Quarterly Report: January - March 2018	
10. Solid Waste				
Performance measures intended to be reported in the Annual Report.				
The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Provide reliable and responsive kerbside collection services	Kerbside collection services completed on the designated day at a regular time	Number of complaints about the service	Less than 2 missed collections per month recorded in the Request For Service system	Note these figures represent only instances where rubbish has not been collected at all. The data does not represent the times where collection has been late and Themba has then gone and collected. We are able to change the data to provide a view of all missed collections if desired (Josh recommends this) 2 missed collections this quarter 5 missed collections year to date
Ensure that the community are very satisfied with Council's Solid Waste services and facilities	Provide services and facilities that the community want and that the majority of the community are satisfied with	Through Council's biennial community satisfaction survey	More than 90% of survey respondents are satisfied or very satisfied with Council's Solid Waste services and facilities	NA% of survey respondents were satisfied or very satisfied No survey in 2017/2018 year.

CHB waste to be diverted from landfill through provision of reuse, recycling and compost programmes	Operation of transfer station with green waste disposal options, and recycling centres	Achieve waste diversion targets	Volume of waste from transfer stations to landfill <2500 tonnes per year	514.64 tonnes of waste from transfer stations to landfill this quarter 1479.36 tonnes of waste from transfer stations to landfill year to date
Environmental effects reduced through compliance with Resource Consents for the landfill	Compliance with Resource Consents for the landfill	Compliance with Resource Consents for the landfill	100% compliance	100% % compliance with resource consents for the landfill

514.64 tons of waste from transfer stations to landfill this quarter	Comparison with same period last year
1479.36 tons of waste from transfer stations to landfill year to date	493.08 tons of waste from transfer stations to landfill this quarter
2488.18 tons of waste disposed to landfill this quarter	1506.48 tons of waste from transfer stations to landfill year to date
7543.36 tons of waste disposed to landfill year to date	2430.58 tons of waste disposed to landfill this quarter
1084.64 tons of waste from outside CHB this quarter	7491.20 tons of waste disposed to landfill year to date
3319.22 tons of waste from outside CHB year to date	1144.58 tons of waste from outside CHB this quarter
122 tons of recycling received this quarter	333.04 tons of waste from outside CHB year to date
619 tons of recycling received year to date	254.06 tons of recycling received this quarter
720 m ³ of green waste received this quarter	813.17 tons of recycling received year to date
1170 m ³ of green waste received year to date	415 m ³ of green waste received this quarter
	1720 m ³ of green waste received year to date

Key achievements / activities for the last quarter

Continuing to work on the Leachate to land project with our consultants.

A review of the SWMMP has been completed and has been submitted for consultation and is currently awaiting submissions.

What did we say we would do in the last quarter

Consent work and a review of the SWMMP.

Our key focus for the next quarter

Solid Waste Management and Minimisation Plan

Leachate to Landfill

Central Hawke's Bay District Council			Quarterly Report: January - March 2018	
11. Water Supply				
Performance measures intended to be reported in the Annual Report.				
The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Compliance with Drinking Water Standard (DWS)	Upgrading all water systems to ensure compliance with DWS Monitoring and testing of supplied water to ensure DWS compliance	Compliance with DWS as set out by the DHB	100% continued compliance with regard to sampling and monitoring	Results of monitoring and testing of water supplies complied the DWS. Exceptions were: None
Safety of drinking water	Council's drinking water supply complies with Part 4 of the drinking water standards (bacteria compliance criteria) by 2017 Council's drinking water supply complies with Part 5 of the drinking water standards (protozoal compliance criteria) by 2020	The extent of which the local authorities drinking water supply complies with: a) Part 4 of the drinking water standards (bacteria compliance criteria) b) Part 5 of the drinking water standards (protozoal compliance criteria)	Bacteria compliance criteria by 2017 Protozoal compliance criteria by 2020	Work is continuing to achieve Bacterial Compliance. Work is continuing to achieve Protozal compliance by December 2020
Ensure compliance with resource consents and the sustainable management of the water takes	Ongoing monitoring and compliance Manage the water takes in periods of low flow in the districts rivers	Number of resource consent breaches	No more than minor breaches (ie not sufficient to attract a fine) of consent conditions	There were no breaches this quarter There were no breaches year to date.

Demand Management An agreed direction with the community and HBRC on managing water usage	Have in place an approved Water Management and Conservation Strategy	The average consumption of drinking water per day per resident within the district.	The average consumption of drinking water per day per water connection is less than 1.80m ³	1.71 average consumption of drinking water per day per connection for the quarter 1.61 average consumption of drinking water per day per connection year to date
Continuity of supply	Work with our contractor to ensure a continuous improvement in outages caused through leaks/breaks/pump failure	Outages caused through leaks, breaks, pump failures, etc are repaired within contractual time frames and recorded for analysis in monthly reports	95% of faults fixed within timeframes	189 faults reported during the quarter 87.8% of faults repaired within timeframes this quarter 86.16% of faults repaired within timeframes year to date
Fault Response Times	Where the local authority attends a call out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured	a) Attendance for urgent call outs: from the time that the Local Authority receives notification to the time the service personnel reaches the site b) Resolution of urgent call outs: from the time that the Local Authority receives notification to the time the service personnel confirm resolution of the fault or interruption c) Attendance for non-urgent call outs: from the time that the Local Authority receives notification to the time	Target response time to an urgent callout ≤ 2 hours Target resolution time to an urgent callout ≤ 12 hours Target response time to a non-urgent callout ≤ 6 hours Target resolution time to a non-urgent callout ≤ 72 hours	4 urgent call outs for the quarter 1 urgent call outs responded to within ≤ 2 hours for the quarter 7 urgent call outs responded to within ≤ 2 hours year to date 3 urgent call outs resolved ≤ 12 hours for the quarter 7 urgent call outs resolved ≤ 12 hours year to date 185 non urgent call outs for the quarter 55 non urgent call outs responded to within ≤ 6 hours for the quarter

		<p>the service personnel reaches the site</p> <p>d) Resolution of non-urgent call outs: from the time that the Local Authority receives notification to the time the service personnel confirm resolution of the fault or interruption</p>		<p>107 non urgent call outs responded to within ≤ 6 hours year to date</p> <p>143 non urgent call outs resolved ≤ 72 hours for the quarter</p> <p>397 non urgent call outs resolved ≤ 72 hours year to date</p>
Customer Satisfaction	Drinking water that tastes and looks satisfactory	<p>The total number of complaints received by the local authority about any of the following:</p> <p>a) Drinking water clarity</p> <p>b) Drinking water taste</p> <p>c) Drinking water odour</p> <p>d) Drinking water pressure or flow</p> <p>e) Continuity of supply</p> <p>f) The local authority's response to any of these issues</p>	<p>Number of complaints relating to drinking water received per annum ≤ 5 per 1000 connections to the local authority's networked reticulation system</p>	<p>There are currently 4073 water connections to the networked reticulation system</p> <p>There were no complaints received during the quarter</p> <p>There have been no complaints received year to date</p> <p>Nil of complaints per 1000 connections</p>

Key achievements / activities for the last quarter

Waipukurau UV treatment room - Most of the equipment has been installed and commissioning will commence in the very near future.

What did we say we would do in the last quarter

Waipukurau UV treatment room - continue towards completing the building and installing the UV equipment.

Waipukurau - Porritt Place watermain upgrade - the tender process has begun and the contract will be awarded shortly.

Porangahau - the water filter trial has been expanded to include ultra filtration. The new UF filters have just arrived and this trial will commence in the near future.

Boundary Backflow Preventers - installation has commenced on boundary BFP on council properties and this will continue over this quarter.

Our key focus for the next quarter

Waipukurau UV treatment room - Waipukurau Completing the commissioning process and producing water that complies with the Drinking Water Standards New Zealand.

Waipukurau - Porritt Place watermain upgrade was postponed to allow contractors to complete higher priority projects such as the Peel St AWPT.

Move trial media filter to Takapau and commence new trial.

Central Hawke's Bay District Council			Quarterly Report: January to March 2018	
12. Wastewater				
Performance measures intended to be reported in the Annual Report.				
The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Ensure compliance with resource consents	Compliance with the territorial authorities resource consents for discharge from the wastewater treatment plants measured by the number of: a) Abatement notices b) Infringement notices c) Enforcement orders d) Convictions Received in relation to these resource consents	Number of abatement notices received each month Number of infringement notices received each month Number of enforcement orders received each month Number of convictions received each month Number of abatement notices received in the year Number of infringement notices received in the year Number of enforcement orders received in the year Number of convictions received in the year	Number of abatement notices received each month: 0 Number of infringement notices received each month: 0 Number of enforcement orders received each month: 0 Number of convictions received each month: 0 Number of abatement notices received in the year: 0 Number of infringement notices received in the year: 0 Number of enforcement orders received in the year: 0 Number of convictions received in the year: 0	Number of abatement notices received for the quarter: 0 Number of infringement notices received for the quarter: 0 Number of enforcement orders received for the quarter: 0 Number of convictions received for the quarter: 0 Number of abatement notices received year to date: 0 Number of infringement notices received year to date: 0 Number of enforcement orders received year to date: 0 Number of convictions received year to date: 0

Continuity of service	Ongoing inspection, maintenance, upgrade and renewal	The number of dry weather and total sewerage overflows from the Council's sewerage systems	<p>Less than 100 total overflows per annum per 1000 sewerage connections to the total sewerage systems</p> <p>Less than 30 dry weather overflows per annum per 1000 sewerage connections to the total sewerage systems</p>	<p>There are currently 3463 sewerage connections to the total sewerage systems</p> <p>3 sewerage overflows for the quarter</p> <p>15 sewerage overflows year to date</p> <p>4.33 sewerage overflows per 1000 connections</p> <p>2 dry weather sewerage overflows for the quarter</p> <p>11 dry weather sewerage overflows year to date</p> <p>3.17 dry weather sewerage overflows per 1000 connections</p>
	Where Council attends to sewage overflows resulting from a blockage or other fault in the Council sewerage systems, the following median response times measured	<p>a) Attendance time: from the time that Council receives notification to the time that service personnel reach the site</p> <p>b) Resolution time: from the time that Council receives notification to the time that service personnel confirm resolution of the blockage or other fault</p>	<p>Target response time to a callout:</p> <p>Sewerage Blockage: ≤ 1 hour</p> <p>Other sewerage faults: ≤ 1 hour</p> <p>Target resolution time to a callout:</p> <p>Sewerage Blockage: ≤ 4 hours</p> <p>Other sewerage faults: ≤ 24 hours</p>	<p>3 sewerage blockages for the quarter</p> <p>2 sewerage blockages attended within ≤ 1 hour for the quarter</p> <p>9 sewerage blockages attended within ≤ 1 hour year to date</p> <p>2 sewerage blockages resolved ≤ 4 hours for the quarter</p> <p>11 sewerage blockages resolved ≤ 4 hours year to date</p>

				<p>0 other sewerage faults for the quarter</p> <p>0 other sewerage faults attended within ≤ 4 hour for the quarter</p> <p>1 other sewerage faults attended within ≤ 4 hour year to date</p> <p>0 other sewerage faults resolved ≤ 24 hours for the quarter</p> <p>1 other sewerage faults resolved ≤ 24 hours year to date</p>
Customer satisfaction	A sewerage system that can be taken for granted by customers	<p>The total number of complaints received by Council about any of the following:</p> <ul style="list-style-type: none"> a) Sewerage odour b) Sewerage system faults c) Sewerage system blockages d) Council's response to issues with its sewerage system 	Number of complaints received per annum ≤ 10 per 1000 sewerage connections to the total sewerage systems	<p>There are currently 3463 sewerage connections to the networked reticulation system</p> <p>0 complaints received during the quarter</p> <p>279 complaints received year to date</p> <p>80.56 of complaints per 1000 connections</p>

number of exceedances for the quarter
 numbers of exceedances rolling 12 months

Key achievements / activities for the last quarter

The Takapau Macroinvertebrate / Periphyton sampling was carried out 19th January 2018 and 16th February 2018. The conclusion: 'There were no statistically significant differences in biotic indices between sites upstream and downstream of the Takapau WWTP discharge. If anything, indices were generally indicative of slightly better ecological health downstream than upstream of the discharge. The discharge from the Takapau WWTP did not appear to cause any detrimental effect on macroinvertebrate communities in this stretch of the Makaretu River at this time.'

At the Waipukurau WWTP the inlet structure has been lifted and the floating wetland cover removed to ensure the water entering the lamellas is from the middle of the water column. This will help prevent suspended solids causing complications with chemical dosing and clarification.

The extremely constricted gravity main in Waipawa has been jet cleaned and various pieces of equipment have been dragged through from the manhole in Shanly St to the manhole in Johnson St to remove roots and debris. A significant amount of baby wipes and 'women's products' were removed. The main is now 50% operational and staff are waiting for CCTV footage to assess what further action is required.

A request to cease sampling at the end of the stage 1 review for Waipawa was not accepted by the Consultant appointed by the court. However a reduction in sites and elements was approved. This change was implemented in February 2018.

What did we say we would do in the last quarter

CCTV of the catchment around the Svenson Road Pump Station to investigate points of infiltration.

Continue to implement improvement options for the Waipukurau Treatment Plant.

Implement the conditions of the new Otane Resource Consent.

Continue to carry out the sampling requirement for the Waipawa Review.

Complete CCTV projects already in the system which have been deferred because of the focus on odour sources.

Our key focus for the next quarter

Because of budget issues all CCTV catchment studies have been put on hold until the next financial year.

Budget constraints require only reactive operational tasks are carried out this quarter.

A significant amount of staff time will be required for the new Community Facilities and Infrastructure Contract discussions.

The Otane Wastewater Treatment Plant upgrade will go to tender May 2018. As part of this work an Infiltration and Inflow study is being considered. A Proposal for Professional Services from Cardno will be considered to carry out this work. I & I reduction will directly affect the size of plant required to achieve the requirements of the Resource Consent, and therefore capital costs.

Quarterly Activity Reporting

Wastewater Treatment Quality Results for the Quarter to 31 March 2018

Showing number of exceedances in 6 months of sampling.
5 exceedances are allowed in 12 months.

	pH	cBoD ₅	SS	E.Coli	SRP		Ammonia	SS	
Waipawa	0	0		1	1	✓	19	6	X
Waipukurau	0	1		1	2	✓	19	8	X
Otane	0	1	0	✓					
Porangahau	0	0	3	✓					
Te Paerahi	0	0	0	✓					
Takapau	0	0	0	✓					

Wastewater Treatment Quality Results for the rolling 12 months to 31 March 2018

Showing number of exceedances in 12 months of sampling.

5 exceedances are allowed in 12 months.

	pH	cBoD ₅	SS	E.Coli	SRP		Ammonia	SS	
Waipawa	0	0		2	2	✓	25	6	X
Waipukurau	0	1		4		✓	26	11	X
Otane	0	1	0	✓					
Porangahau	0	0	3	✓					
Te Paerahi	0	0	0	✓					
Takapau	0	0	0	✓					

Wastewater Flow Volumes for the rolling 12 months to 31 March 2018

	FLOW			
	Limit	Exceedances Allowed	Result	
Waipawa	1,500 m ³ per day	36 days	38 days	X
Waipukurau	4,000 m ³ per day	36 days	22 days	✓
Otane	225 m ³ per day	36 days	36days	✓
Porangahau	415 m ³ per day	18 days	25 days	X
Te Paerahi	87 m ³ per day	18 days	12 days	✓
Takapau	216 m ³ per day	No limit	136 days	✓

Central Hawke’s Bay District Council

Quarterly Report: January - March 2018

13. Stormwater

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Maintain storm water systems to design levels	Ongoing inspection, maintenance, upgrades and renewal	Number of reported incidences of surface ponding, or flooding of properties each year	No more than 5 incidences in a 1 in 5 year rainfall event for residential areas, as a result of the stormwater network	0 incidences of surface ponding or flooding of residential areas this quarter 0 incidences of surface ponding or flooding of residential areas year to date
		Number of premises flooded due to direct failure of council network	No premises flooded due to direct failure of council network	0 incidences of premises flooded this quarter 0 incidences of premises flooded year to date
Fault Response Times	Where Council attends to flooding events resulting from a Council storm water systems, the following median response times measured	Attendance time: from the time that Council receives notification to the time that service personnel reach the site	Target response time to an urgent callout ≤2 hours	1 urgent call outs for the quarter 0 urgent call outs responded to within ≤2 hours for the quarter 7 urgent call outs responded to within ≤2 hours year to date

Meet customer requests in a timely and efficient manner	Respond to customer queries and complaints	All blockages and other faults repaired within contract timeframes	100% of faults fixed within timeframes	13 faults reported during the quarter 92.3% of faults fixed within timeframes during the quarter 85.7% of faults fixed within timeframes year to date
Customer Satisfaction	A storm water system that can be taken for granted by customers	The total number of complaints received by Council about the performance of the storm water systems	Number of complaints received per annum ≤ 5 per 1000 storm water connections to the total storm water systems	There are currently 2979 storm water connections to the networked reticulation system 0 complaints received during the quarter 0 complaints received year to date 0 of complaints per 1000 connections

Key achievements / activities for the last quarter

Most of the requested CCTV ing has been completed and we are currently waiting for the footage to arrive.

What did we say we would do in the last quarter

We are working with The stormwater network from Windsor Rd to Church St in Waipawa - this is a complicated upgrade and has been temporarily delayed to overcome some localised problems.

Our key focus for the next quarter

Two tomos have appeared in Waipukurau, one in Francis Drake St and the other in Jellicoe St. These are caused by disintegration in the helicore stormwater pipes in the area. Our focus is to CCTV the pipes to determine just how bad the problem is and then take the necessary action to rectify it.

Central Hawke’s Bay District Council

Quarterly Report: January - March 2018

14. Parks, Reserves and Pools

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Parks (including sports grounds) war memorials and pools are well maintained	Contractors will be employed to manage these facilities	Independent audit of management contract – twice per year	Contractors are meeting requirements	<div>Audits were completed in the second and thrid quarters.</div> <div>Independent audit of management contract completed in third quarter.</div>
		All requests for service are completed within timeframes	100% of requests for service completed within timeframes	<div>2 requests for service received during the quarter</div> <div>50% of requests for service completed within timeframes during the quarter</div> <div>86% of requests for service completed within timeframes year to date</div>
Residents and visitors have access to affordable beach accommodation	Provision of camp grounds under lease agreements	Current lease agreements	Lease arrangements met	All leased
Swimming Pool facilities are available to the community	Suitable range of opening hours to maintain community access	Opening hours	Facilities are open for advertised or contracted hours	<div>Facilities were open for 0 hours during the quarter</div> <div>Facilities were contracted to be open for 0 hours during the quarter</div>

Key achievements / activities for the last quarter

The Waipawa Pool remained closed, however work began on preparations for the potential redevelopment of the pool with the establishment of the Project Reference Group.

Completed the garden area renovation by the AW Parson Stadium.

Remained operationally in budget while undertaking ongoing maintenance.

Supported the Trust on the Turf project, liaising on carparking arrangements prior to opening.

What did we say we would do in the last quarter

Complete the garden area by AW Parsons Stadium.

Ongoing maintenance.

Remain within budget.

Multi Sports Turf - Council is working with the Trust

Our key focus for the next quarter

To move planning forward for the redevelopment of the Waipawa Centennial Pool, to ensure a positive start is made in order to have it operational by 1 December 2018.

Along with Otane residents, trees will be provided and planting will be undertaken. The current date for this is 6 June (Arbor Day), which will be a great opportunity for the community to come together and lead the replanting.

Ensure carparking is provided within timeframe and budget for turf opening.

Central Hawke's Bay District Council			Quarterly Report: January - March 2018	
15. Public Toilets				
Performance measures intended to be reported in the Annual Report.				
The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Clean facilities provided to the public	Provision of facilities and regular cleaning of facilities in key locations	Independent audit of management contract – twice per year	Contractors are meeting requirements	Audits were undertaken in the second and third quarters. Independent audit of management contract completed in third quarter.
		All requests for service completed within timeframes	100% of requests for service completed within timeframes	9 requests for service received during the quarter 89% of requests for service completed within timeframes during the quarter 93% of requests for service completed within timeframes year to date
Public toilets are will maintained	Maintenance and upgrades carried out as needed	Upgrades carried out as required	Activity completed	Upgrades completed this quarter include n/a. 2 upgrades completed year to date.

Key achievements / activities for the last quarter

Remained within budget, all toilets are operational.

What did we say we would do in the last quarter

Ongoing maintenance.

Stay within budget.

Our key focus for the next quarter

Planning public toilets works programme for the 2018/19 year.

Central Hawke's Bay District Council			Quarterly Report: January to March 2018	
16. Retirement Housing				
Performance measures intended to be reported in the Annual Report.				
The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Units are fully occupied	Units meet demand	Occupancy rates	95% occupancy	100% occupancy rate for the quarter 100% occupancy rate year to date 48 out of 48 units are occupied 2 people on the waiting list for Waipukurau 3 people on the waiting list for Waipawa
Quality units are provided for tenants	Provision of housing units	6 monthly inspection completed	Ensure that both parties meet their obligations under the Residential Tenancies Act 1986	Next inspections to be carried out 21 to 24 May

Key achievements / activities for the last quarter

Exterior painting of selected flats.

What did we say we would do in the last quarter

Exterior painting of selected flats.

Our key focus for the next quarter

16 Limbrick Street : Complete internal repaint, new vanity, new laundry tub and kitchen bench top. New carpet and lino. Previous tenant had been in the flat for 16 years.

Carry out requirements for maintenance from the May Inspections as finance is available.

Central Hawke's Bay District Council				Quarterly Report: January-March 2018
17. Libraries Performance measures intended to be reported in the Annual Report. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Availability of Library Services	Libraries will be open specified hours to the public and through the Council website	Opening hours	Minimum of 3950 hours per annum	Libraries open 1028 hours during the quarter Libraries open 3498 hours year to date
Quality, safe and up to date library facilities and materials provided	Carry out a work program which ensure library fitouts and assets are adequately maintained Buying and providing up to date publications and databases	User satisfaction surveys – biennial	90% satisfaction levels	100% satisfaction level achieved in survey
Provide active education/recreational programs and other services	Children's holiday programs and other reader services	Number of holiday and other programs	Four provided annually	4 programs this quarter including: 46 programs year to date.

80 e books issued during the quarter
30487 books issued during the quarter

Key achievements / activities for the last quarter

Ran a very successful summer reading programme for both children and adults. The summer reading programme had a completion rate of over 80%. The iRead programme achieved just over 70% completion.

The Te Reo programme working with Terrace School had a 100% completion rate. The summer reading programme for adults was so successful we are going to have a winter programme.

A very successful Summer reading programme finale was held.

The visit to Palmerston North Library with our iRead children was a huge success and we are hoping will lead to a book and activity club.

Very well attended author evening with Mark Vette and dogs!

Purchased Edison robots which are the start of our stem programmes

Lego was used with school visits

Planned an amazing school holiday programme for April.

What did we say we would do in the last quarter

Hold Summer Reading Finale

Visit to Palmerston North Library with iRead children (Year 7-8) which will include a session in the Youth Space talking about what Youth Space does, then back at Central where there will be a VR (virtual reality) and Laser Cutting station set up so the kids can have a go on VR and make a sticker using the laser cutter. The visit will finish off with Robots and the iRead kids can have a play with controlling them and then take part in some robot battles.

Have an author visit by Mark Vette and one of his dogs.

Hold a regional summer reading debrief.

Coding will resume.

We will start outreach and library visits with the Paul Hunter Centre and Pukeora

Lego - in the holidays and school visits.

Deliver readers advisory.

Start investigating STEM principles (Science, technology, engineering and mathematics) related programming this will include MAKER opportunities. This would enable us to set up a project plan.

Our key focus for the next quarter

Author event local 4 wheel drive enthusiast Mark Warren will launch his book at the Waipukurau Library

Focus on making connections with through knowledge and information and technology, IT assistance in both libraries and programming, coding groups 4 days a week.

3rd room at the Waipawa Library will continue to become a well used room for school visits and activities as well as a meeting room.

Trial class visits with a technology/digital literacy focus. This has been a huge success, with our trial of one class resulting in seven bookings, with repeat visits booked in. We expect to see this demand continuing to grow.

Prepare for Winter Warmers

Run a winter reading programme for adults

Develop plans on how to attract non-readers/users to the libraries, investigating such ideas as guitar lessons, local history, genealogy groups, seed library, Maker Spaces, using everyday objects to create whatever you like, set challenges, foster creativity, innovation and fun.

Purchase our 3D printers

Central Hawke's Bay District Council			Quarterly Report: January to March 2018	
18. Theatres, Halls and Museums				
Performance measures intended to be reported in the Annual Report.				
The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Theatres and halls provide a community focus and promote their heritage	Communities are managing their own facilities	Proportion of community halls managed by community hall committees	100%	100% of community halls managed by hall committees
Theatres, halls and CHB Settler's Museum provide safe places for the community	Building inspections	Monthly Building Warrant of Fitness (BWOFF) checks are carried out	All Council owned facilities have current BWOFF	16 monthly BWOFF checks carried out this quarter 10 of 10 council owned facilities have a current BWOFF

Third quarter data not available of film / conference and meeting attendance this quarter at the Civic Theatre

6070 in the first and second quarter, third quarter data not available of film / conference and meeting attendance year to date at the Civic Theatre

Third quarter data not available of films sessions screened at the Civic Theatre during the quarter

563 in the first and second quarter, third quarter data not available of films sessions screened at the Civic Theatre year to date

1587 visitors to the CHB Settler's Museum this quarter

3832 visitors to the CHB Settlers' Museum year to date

Key achievements / activities for the last quarter

Underfloor insulation was installed into the Central Hawke's Bay municipal theatre to assist with heating. An initial review of solutions proposed for heating for the theatre was also received.

Ran the tender for the Makaretu hall with no Met with the Makaretu Hall Committee on options to seek external fundraising

The ROI of interest process for the Waipukurau Memorial Hall closed.

What did we say we would do in the last quarter

Tendering of the Makaretu cladding repairs.

We are currently requesting Expressions of Interest for the Memorial Hall, Waipukurau and will have completed the lease and management process.

Our key focus for the next quarter

Central Hawke's Bay Municipal Theatre - Finalising mechanical engineering advice on solutions for addressing heating and cooling for implementation early in the 2018/19 year.

Bringing the ROI process for the Waipukurau Memorial Hall to a conclusion..

Central Hawke's Bay District Council			Quarterly Report: January to March 2018	
19. Cemeteries				
Performance measures intended to be reported in the Annual Report.				
The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Well maintained and attractive facilities provided to the public	Maintenance of lawn plots and grounds to contract specifications, with capital work programs to maintain the assets	Independent audit of management contract – twice per year	Contractors are meeting their requirements	Audits were carried out in the second and third quarter. Independent audit of management contract completed in third quarter.
		All requests for service completed within timeframes	100% of requests for service are completed within timeframes	11 requests for service received during the quarter 55% of requests for service completed within quarter 84% of requests for service completed within timeframes year to date
Accurate and complete historical records available to the public	Burial records will be maintained on the internet	All burial records available to be viewed on the internet	100%	100% of burial records available to be viewed on the internet

6 internments during the quarter 34 internments year to date 6 plots sold during the quarter 25 plots sold year to date
--

Key achievements / activities for the last quarter

Damaged concrete footpaths in Waipawa that were a priority were replaced.

What did we say we would do in the last quarter
--

Complete our 6 monthly inspections of all Cemeteries in the District. Removal of some of the damaged concrete footpaths at the Waipawa Cemetery is underway and will continue over a period of time as it is weather dependent.
--

Our key focus for the next quarter

Completing the a six monthly inspection for Cemeteries.

Central Hawke's Bay District Council			Quarterly Report: January to March 2018	
20. Properties and Buildings				
Performance measures intended to be reported in the Annual Report.				
The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
Level of Service	What will we deliver?	How will we measure our success?	Target 2015/2025	Achieved level of service
Ensure safe buildings for public use	Building inspections	Monthly Building Warrant of Fitness (BWOFF) checks are carried out	All Council buildings have a current BWOFF	16 monthly BWOFF checks carried out this month 5 of 5 Council buildings have a current BWOFF
Affordable services	All properties not required for Council or community use will be leased where possible	Lease income	Achieve 4% of the total funding required	\$377 lease income received this month \$21,587 lease income received year to date 10% of the total funding required

Key achievements / activities for the last quarter

Negotiating with an potential tenant for the St John Building.
Renewed the taps in the Waipawa Campground.

What did we say we would do in the last quarter

Finalise a lease agreement for the St John building.
Renew the taps in the Waipawa campground
To keep within budget, only the windows of the Community rooms will be painted and the outside of the building will be washed

Our key focus for the next quarter

Remaining within budget and focussing on identifying priority historical issues for resolution.

Central Hawke's Bay District Council		Quarterly Report: Jan - March 18
Compliments and Complaints		
Compliments received during the quarter		Complaints received during the quarter
5 official compliments received. 26 Feb: "Thanks to Elle for the job that was done on Abbotsford Road. It's looking great." 5 March: "Thanks for clearing council stormwater drain to stop flooding issue on property." 9 March: "thanks for the extremely efficient way the tree on Limpus Road was dealt with - so quick in fact that the kids got to go to school! ... Fantastic service!" 13 March: "Compliment for Thema Ncomanzi to say how friendly and informative he was and she learnt a lot from what he could tell her regarding her water issue" 15 March: compliment for how ACO supported a dog owner in a difficult situation.		4 official complaints received. 27 Feb: complaint about how an issue was handled at Kairakau beach. 11 March: complaint about lack of response to a report of an aggressive dog in Otane (report was made on 14 February). 12 March: complaint about manner in which ACO approached a situation with a dog owner. 16 March: concern about how dog controller handled a situation.

Central Hawke's Bay District Council

Quarterly Report: Jan - Mar 2018

Health and Safety

Activities

5 number of incidents/accidents this quarter
 7 number of incidents/accidents year to date
 3 number of near misses the quarter
 10 number of near misses year to date

Key achievements / activities for the last quarter

Safe Driving & Smoke Free Procedures under review by the People & Capability Manager
 Draft Drug & Alcohol - Staff Policy and Procedure reviewed by People & Capability Manager and ready for final consultation with staff
 Hazard/Risk Registers updated for the Main Admin Council building and both Libraries (with input from staff) which were reviewed by the Safety & Wellbeing Committee.
 Safety & Wellbeing Lead provided HR support to CE and completed inductions for new starters.
 Safety & Wellbeing Lead acted as the Regulatory Manager, until the new appointment of GM-Customer & Community Partnerships
 Contractor Audits - audits completed for Higgins and Downers
 Small contractors pre-qualification form creation for Site Wise - Draft pre-qualification form created for smaller contractors to adhere with Site Wise requirements.

What did we say we would do in the last quarter

New Hazards/Risk registers to be completed for all council sites and activities - project started with Libraries and Council Buildings
 Complete Safety Plans in PeopleSafe - not completed in previous quarter.
 Present the Fit for Work (now known as Drug & Alcohol - Staff Policy and Procedure) to ELT for further feedback from staff and subsequent release - completed
 Update Safe Driving and Smoke Free procedures to be reviewed and approved by ELT - under review by People & Capability Manager

Our key focus for the next quarter

Hazard/Risk registers - review planned (ongoing) for Operational activities/sites eg Oxidation Ponds

Safety & Wellbeing Plan draft for 2018/19

Operational Procedures Project - Complete a procedure gap-analysis across the business for operational areas that are missing procedures. Pilot procedure writing planned for "Oxidation Pond Misting Chemical Top-Up"

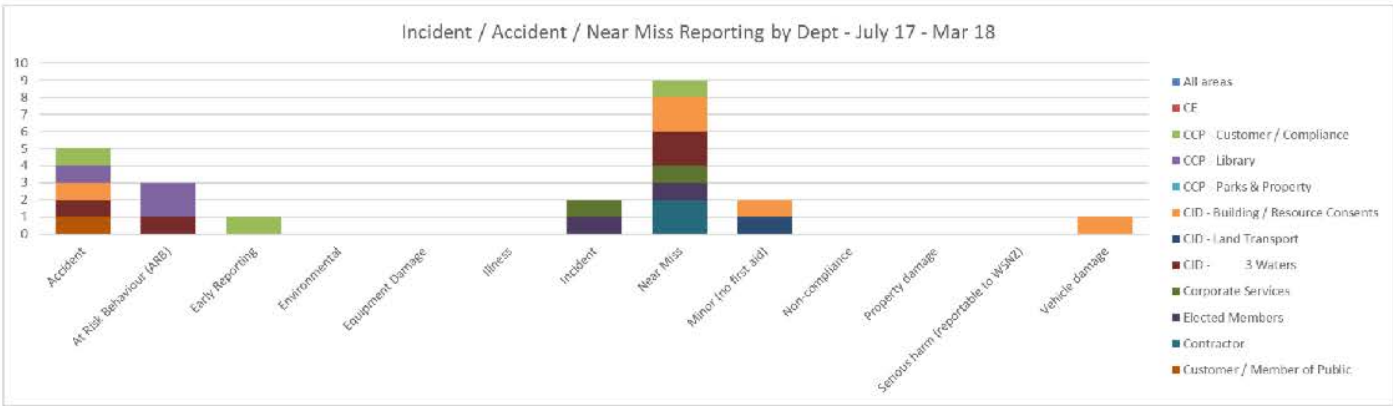
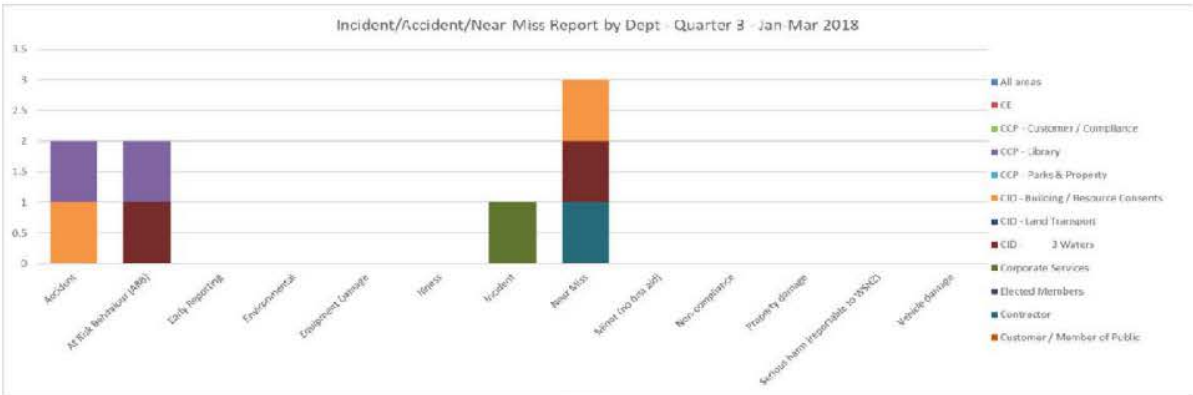
Asbestos Management Plan - new legislation came in to effect, requiring Council to develop a Asbestos Management Plan for Council owned buildings. Safety & Wellbeing Lead investigating suitable vendors, planning to carry out a quotation process and providing options to ELT, in partnership with the Customer & Community Partnerships group.

Draft Drug & Alcohol - Staff Policy and Procedure - People & Capability Manager to circulate for staff feedback and make required changes. Plan to make the document live and roll-out staff tool boxes on drug and alcohol testing.

Contractor Audits (ongoing) - Planned audits for AI Management, Orsborne (road marking) and Bay Spray

Small contractors pre-qualification form - Finalise pre-qualification form and issue to all smaller contractors not on Site Wise, expected completion 30th June 2018.

Appendix to Health & Safety Quarterly Report – Jan – Mar 2018



Central Hawke's Bay District Council			Quarterly Report: Jan – March 2018
LGOIMA Requests			
Name/ Business	Date Received	Subject	Completed
Helen Black	9-Jan-2018	Pest Control Operations	11-Jan-2018
Taxpayers Union	9-Jan-2018	Average Residential Rates	31-Jan-2018
Taxpayers Union	9-Jan-2018	Ratepayers numbers	31-Jan-2018
Taxpayers Union	9-Jan-2018	Staff Numbers	31-Jan-2018
Taxpayers Union	9-Jan-2018	Code of Conduct	31-Jan-2018
Taxpayers Union	9-Jan-2018	Mayoral Staff	31-Jan-2018
Taxpayers Union	9-Jan-2018	CEO Remuneration	31-Jan-2018
Taxpayers Union	9-Jan-2018	Elected Official Remuneration	31-Jan-2018
Taxpayers Union	9-Jan-2018	Chamber of Commerce subscription	31-Jan-2018
Taxpayers Union	9-Jan-2018	Council Owned Housing	31-Jan-2018
Taxpayers Union	9-Jan-2018	Audit & Risk Oversight	31-Jan-2018
Baybuzz	17-Jan-2018	Infrastructure Spend	30-Jan-2018
Taxpayers Union	17-Jan-2018	Entertainment, catering & gift expenses	13-Feb-2018
Taxpayers Union	25-Jan-2018	Average Residential costs – Regional Councils	20-Feb-2018
Taxpayers Union	25-Jan-2018	Absenteeism	20-Feb-2018
Taxpayers Union	25-Jan-2018	Membership to external groups	20-Feb-2018

Steve Best	18-Jan-2018	Dog Policy	9-Feb-2018
Kawiti Juventin	16-Feb-2018	Volunteering programme for Council Staff	20-Feb-2018
Natalie Bird	26-Feb-2018	Council's staff list including titles & structured by department	02-Mar-2018
Taxpayers Union	20-March-2018	Building Consent costs	Withdrawn
Green Party Aotearoa	29-Mar-2018	Vehicle infringement numbers	12-Apr-2018

9.9 ADOPTION OF THE DELEGATIONS REGISTER**File Number:** COU1-1400**Author:** Bronda Smith, Group Manager, Corporate Support and Services**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. Delegations Register dated 31 May 2018**PURPOSE**

The matter for consideration by the Council is adoption of the Delegations Register.

2. RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) That Council adopt the Delegations Register dated 31 May 2018.

COMPLIANCE

Significance	This matter is assessed as being of some importance
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ol style="list-style-type: none">1. That Council adopt the Delegations Register dated 31 May 20182. That Council not adopt the Delegation Register dated 31 May 2018 and give Officers guidance on changes required to the Register.
Affected persons	The persons who are affected by or interested in this matter are the wider district of Central Hawke's Bay.
Recommendation	This report recommends option 1 for addressing the matter.
Long-Term Plan / Annual Plan Implications	No
Significant Policy and Plan Inconsistencies	None

EXECUTIVE SUMMARY

The Delegation Register records all delegations from the Central Hawke's Bay District Council to Standing Committees, Subcommittees, Members and Officers. The delegations require approval by Council resolution. Delegations, unless otherwise stated, are deemed to have been made under Clause 32, Schedule 7 of the Local Government Act 2002 (LGA).

BACKGROUND

Delegation is the conveying of a duty or power to act to another person, including the authority that the person making the decision would themselves have had in carrying out that duty or exercising that power.

For the purposes of administrative efficiency and expediency in the conducting of its day-to-day business, the Council delegates certain statutory duties, responsibilities and powers to its standing committees, subcommittees, members or staff. Likewise the Chief Executive delegates certain duties and responsibilities to a subordinate level. These delegations are a necessary operational requirement to achieve best use of the abilities of elected representatives and officers and to promote effective and expeditious decision-making. Delegations seek to avoid administrative delays and inefficiencies that might otherwise occur if all matters had to be referred to Council or Chief Executive every time a decision needed to be made.

The Delegations Register is the record of the delegations of Council and the Chief Executive and, once approved, is the legal basis for which Council's standing committees, subcommittees, members or officers are able to perform these duties.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as of some importance

OPTIONS

The following assessment relates to all options

- a) Financial and Resourcing Implications
There are no Financial or Resourcing implications
- b) Risk Analysis
There is a risk that there are powers delegated within the Delegations Register that are not able to be delegated. This has been mitigated by reviewing the legislation and ensuring the delegations are in line with the legislation.
- c) Alignment to Project Thrive and Community Outcomes
This aligns with Project Thrive and the Community Outcomes
- d) Statutory Responsibilities
There is a statutory responsibility to ensure that the Delegations are appropriate and that only powers able to be delegated are included in the Delegations Register.
- e) Consistency with Policies and Plans
The Delegations Register complies with the Policies and Plans of Council
- f) Participation by Māori
This is an administrative matter. No participation by Māori is required.

- g) **Community Views and Preferences**
The Community has have been sort during Project Thrive with the view to the Council carrying out its duties efficiently and effectively.
- h) **Advantages and Disadvantages**
For the purposes of administrative efficiency and expediency in the conducting of its day-to-day business, the Council delegates certain statutory duties, responsibilities and powers to its standing committees, subcommittees, members or staff. Likewise the Chief Executive delegates certain duties and responsibilities to a subordinate level. These delegations are a necessary operational requirement to achieve best use of the abilities of elected representatives and officers and to promote effective and expeditious decision-making. Delegations seek to avoid administrative delays and inefficiencies that might otherwise occur if all matters had to be referred to Council or Chief Executive every time a decision needed to be made

Option 1 That Council adopt the Delegations Register dated 31 May 2018

Option 2 That Council not adopt the Delegation Register dated 31 May 2018 and give Officers guidance on changes required to the Register.

NEXT STEPS

Following the adoption of the Delegations Register, officers will be informed and warrant cards updated to

Recommended Option

This report recommends Option 1. That Council adopt the Delegations Register dated 31 May 2018 for addressing the matter.

CENTRAL HAWKE'S BAY



DELEGATIONS REGISTER

Dated 31 May 2018

This Delegation Register records all delegations from the Central Hawke's Bay District Council to Standing Committees, Subcommittees, Members and Staff. The delegations have been approved by Council resolution/s. Delegations, unless otherwise stated, are deemed to have been made under Clause 32, Schedule 7 of the Local Government Act 2002 (LGA).

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Part A

INTRODUCTION

Part A of this Delegations Register contains introductory and background information for the reader. Of particular note are the principles and general terms and conditions that apply to all Central Hawke's Bay District Council delegations.

1.1 Purpose

This document is the Delegations Register for the Central Hawke's Bay District Council ('the Delegations Register').

The purpose of the Delegation Register is to set out the Central Hawke's Bay District Council's ('the Council') policies, procedures and delegations relating to decision making when giving effect to its statutory duties, responsibilities and powers.

1.2 Background

1.2.1 Definition of Delegation

Delegation is the conveying of a duty or power to act to another person, including the authority that the person making the decision would themselves have had in carrying out that duty or exercising that power.

For the purposes of administrative efficiency and expediency in the conducting of its day-to-day business, the Council delegates certain statutory duties, responsibilities and powers to its standing committees, subcommittees, members or staff. Likewise the Chief Executive delegates certain duties and responsibilities to a subordinate level. These delegations are a necessary operational requirement to achieve best use of the abilities of elected representatives and officers and to promote effective and expeditious decision-making. Delegations seek to avoid administrative delays and inefficiencies that might otherwise occur if all matters had to be referred to Council or Chief Executive every time a decision needed to be made.

1.2.2 The Legal Basis

Council's authority to delegate to its standing committees, subcommittees, members or staff is principally derived from Schedule 7, Clause 32 of the Local Government Act 2002 (LGA).

Schedule 7 Clause 32 of the LGA states that:

"Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of the 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 Plan; or*
- (d) The power to adopt a long-term 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 plan or developed for the purpose of the local governance statement; or*
- (g) The power to adopt a remuneration and employment policy.*

Other statutes¹ also confer or limit the ability for the Council to delegate decision-making powers and duties. For instance, Section 34 of the Resource Management Act 1991 restricts the delegation of certain plan approval functions to other than the Council. While the Local Government Official Information and Meetings Act 1987 provides for delegations under section 42 and 43 of that Act, a response to recommendations made to the Council by the Ombudsman (section 32) may not be delegated.

Authority and responsibility are inseparable. Those with responsibility for a task or function should always have the authority to carry it out effectively. It should be noted that no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.

Delegates 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 interfered with. The act of delegating involves mutual trust and respect without which the efficiency and effectiveness of the Council would be at risk.

1.2.3 Principles, Terms and Conditions

Unless a delegation in this Register states otherwise, the delegation is derived from the Council. The Council or Chief Executive in their determination as to duties, responsibilities and powers to be delegated will have regard to the principles outlined in Table 1 (below).

In the exercise of any delegation, the delegate (i.e. the person given the delegation) must comply with the general terms and conditions, which are also identified in Table 1. In addition to the general terms and conditions, the delegate must also comply with any additional terms and conditions that might apply to specific delegations.

The laws relating to local government generally recognise that the decisions of a delegate may be reviewed or appealed to the delegator who may confirm, vary, overrule, or substitute any decision although there are exceptions such as where a decision is made and other review remedies are available (e.g. appeal to a court or tribunal).

¹ See Building Act 2004 - Section 232; Civil Defence Emergency Management Act 2002 - Section 12; Impounding Act 1955 - Section 63; Local Government Official Information and Meetings Act 1987 - Sections 42, 43; Privacy Act 1993 - Sections 124, 125; Public Bodies Contracts Act 1959 - Section 4; Resource Management Act 1991 - Section 34A(3); Sale and Supply of Alcohol Act; Fencing of Swimming Pools Act 1987 - Section 12.

Table 1: Principles, Terms and Conditions

Principles
<p>Because the business to be transacted by the Council is diverse and wide-ranging, delegations are necessary to ensure the efficient, effective, and timely delivery of services to the communities it represents.</p> <p>Delegations have generally been made to the lowest level of competence, commensurate with the degree of responsibility and difficulty involved in the undertaking of the task delegated.</p> <p>In deciding what is the lowest level of competence for each delegation, particular attention has been paid to the fact that along with the powers and duties contained in the delegation go the responsibilities and accountability for its correct and effective implementation and any reporting requirements.</p> <p>Wherever possible, delegations to staff have been made on a wide basis to promote the most effective and efficient implementation and delivery of Council's policies and objectives.</p>
General Terms and Conditions
<p>No delegations shall limit the power of Council or other delegator to exercise a function, duty or power in substitution for a delegate.</p> <p>Delegations must be precise and in writing in order to protect both the Council and the delegate.</p> <p>In the exercise of any delegation, the delegate will ensure they act in accordance with:</p> <ol style="list-style-type: none"> 1. Any binding statutory authority (in relation to each delegation, relevant sections of the Act will be identified); and 2. Any relevant Council policy or procedural documents (including reporting and recording requirements). <p>In relation to delegations to officer level, every delegation will be to a stated officer and will be exercised in relation to the duties of their position as identified in their Position Description or when an officer has been appointed in an acting capacity.</p> <p>Decisions, other than on minor or routine matters, made under delegated authority will be reported to the Council or a relevant Committee.</p> <p>For the avoidance of doubt, supervisors shall have the same powers of delegation as subordinate staff, unless the exercise of such delegation requires, by law, a particular qualification or registration.</p> <p>A delegation once made cannot be further sub-delegated.</p> <p>The Council may, at any time, revoke, suspend for a period, or amend the terms of conditions in relation to any delegation it has made. Where this occurs, it will be recorded by resolution of Council.</p> <p>The Chief Executive may revoke or suspend for a period, or amend the terms and conditions in relation to:</p> <ol style="list-style-type: none"> 1. Any delegation to subordinates that he has made; and 2. Any delegation to the Chief Executive that Council has revoked or suspended.

Staff will not exercise delegated authority in cases of uncertainty or where it would be desirable that policy direction be given. There are also circumstances where staff will be required to seek peer review prior to exercising delegated authority, in which case supervisors will make this known.

All staff decisions made under delegated authority should clearly contain an appropriate endorsement e.g. 'made under delegated authority'. Where a delegation exists to make a decision on behalf of Council, the delegate has all the necessary powers of Council to effect that decision, including any related transitional powers prescribed by statute.

The delegations to staff, if required by any enactment, are also made through the Chief Executive Officer by virtue of inclusion in this Register.

1.2.4 Term of Delegation

Unless any delegation is expressed to be for a definable period it will continue until revoked by the delegator or the Council, or withdrawn by operation of law. The Delegations Register is a 'living' document and as such will be reviewed and amended from time-to-time.

1.2.5 Delegation to Office

Unless a contrary intention is indicated every delegation will be to a stated office or position and not to an individual or the membership of a group in their personal capacities. In every case of this type the delegation will survive any change in the occupier of any such office.

1.3 Structure

The Delegations Register is structured in four parts.

Part A of the Delegations Register presents introductory and background information for the Delegations Register.

Part B of the Delegations Register contains general administrative delegations relating to employment matters, the use of the Common Seal, the making of submissions on behalf of council, and the release of information. Part B has five sections.

Part C of the Delegations Register contains legal and financial delegations. Part C has four sections.

Part D of the Delegations Register contains delegations (not already addressed) relating to the Council's regulatory functions, duties and powers under various statutes. Part D has four sections.

Part B

ADMINISTRATIVE DELEGATIONS

Part B of the Delegations Register sets out general administrative delegations relating to employment matters, the issuing of warrants, the use of the Common Seal, submissions on behalf of Council, and the release of information.

2. EMPLOYMENT RELATED DELEGATIONS

2.1 The Chief Executive

Pursuant to section 42(2) of the Local Government Act 2002, the Chief Executive is responsible, on behalf of the Council, for ensuring the effective and efficient management of the Council, employing staff and negotiating the terms of employment of staff.

It is the role of the Chief Executive to lead and oversee staff in implementing the decisions of the Council and ensuring that all statutory responsibilities of the Council are met. The CE is also responsible for ensuring that all responsibilities, duties and powers delegated to him or her, or to any person employed by the Council, are properly performed or exercised. The Chief Executive may delegate to any other officer of the Council any of his or her powers under the Act, or any other statute, except the power to delegate or any power that is subject to a prohibition on delegation.

The Chief Executive has absolute control over all employment-related matters concerning staff, and has authority to:

- (a) Approve the employment of all staff.
- (b) Approve staff members taking up or engaging in other employment, in addition to their Council employment, subject to the following provisos:
 - Council duties having priority;
 - The other employment is not to interfere with or impair the due and proper discharge of their normal duties;
 - The other employment will not be carried out during the staff member's Council working hours; and
 - There being no conflict of interest arising from the other employment.

The Chief Executive may request any person appointed by the Council to act as Chief Executive during temporary periods of absence from duties together with such of the Chief Executive's powers as he or she considers appropriate.

2.2 Chief Executive Delegations to Management

Pursuant to section 42(2) of the LGA 2002, the Chief Executive has authorised the Group Manager – Customer & Community Partnerships, Group Manager – Community Infrastructure and Development, Group Manager – Corporate Support and Services, People and Capability Manager, Customer Experience Lead, Customer and Consents Lead, and Libraries Manager in relation to their area of responsibility and in accordance with relevant Council policy, to:

- (a) Determine staff hours of attendance that best suits Council's needs;
- (b) Approve the temporary reallocation of duties provided they do not require additional remuneration or amendment to the Position Description;
- (c) Approve overtime, including granting time off in lieu of overtime;

- (d) Approve time-in-lieu and all types of leave, except:
 - Leave identified as being at the sole discretion of the Chief Executive; and
 - Leave without pay for periods in excess of two weeks;
- (e) Approve the attendance of staff at conferences, courses or seminars;
- (f) Disciplinary action, excluding dismissal unless authorised through the sub-delegation of the Chief Executives powers in the section below.

Further, the Chief Executive has delegated the following specific management functions to the Group Manager – Customer & Community Partnerships, Group Manager – Community Infrastructure and Development and Group Manager – Corporate Support and Services

- (a) The initiation and completion of dismissal processes with the support and advice from People and Capability Manager.

Delegates are authorised to undertake the tasks above in relation to the area or responsibility and in accordance with relevant Council policy. Delegates must act in a manner consistent with the Employment Relations Act 2000 and any other applicable legislative requirements, any disciplinary policy of Council, and any specific requirements set out in the individual employment agreements.

3. AUTHORISATION TO USE COMMON SEAL

The Common Seal of the Council shall be held by the Chief Executive who shall be responsible for its use.

A Council resolution is required for the Seal to be affixed to a document, however in the case of a document of a routine nature, and/or a document which is urgent, the Seal may be affixed to such documents and such action reported to the next Council meeting for a confirmation resolution.

Where the Common Seal of the Council is affixed to any document it shall be attested by:

- (a) the Mayor, or in his/her absence, the Deputy Mayor; and
- (b) the Chief Executive, or in his/her absence, the Acting Chief Executive.

The Common Seal will be affixed to any document that is required to be executed under the Seal, including:

- Warrants to enter private land on behalf of the Council made under the Resource Management Act, the Biosecurity Act, the Building Act, Local Government Act 1974 or the Local Government Act 2002;
- When executing any Memorandum of Transfer pursuant to section 80 of the Local Government (Rating) Act 2002;
- Regional policy statements and regional and district plans prepared under the Resource Management Act;
- Bylaws prepared under the Local Government Act 2002 or other relevant statutes;

- Any documents (e.g. covenants, caveats, or consent notices) which otherwise require the use of the Council's Common Seal with the exception of "Deeds".
- In relation to executing any Deed, the authority to impress on any document the Common Seal of the Council is delegated to the *Mayor or in his absence Deputy Mayor, and any one councillor* by virtue of section 9 of the Property Law Act 2007 (two signatures required).

Specific terms and conditions

All Common Seal transactions will be recorded on the *Common Seal Register*, which is maintained by the Executive Assistant to the Chief Executive, and reported to a subsequent Council meeting when not already authorised by Council resolution.

4. DELEGATED AUTHORITY TO MAKE SUBMISSIONS

The authority to:

- Make a submission to a Board of Inquiry in relation to a proposed national policy statement under section 49 of the Resource Management Act;
- Make a further submission to a Board of Inquiry in relation to a proposed national policy statement under section 50(2) of the Resource Management Act;
- Make a submission to the Environment Court in relation to a special tribunal's report relating to a water conservation order (section 209 of the Act);
- Be heard at an inquiry for a proposed Water Conservation Order (section 211 of the Act); and
- Apply for the revocation or amendment of any Water Conservation Order (section 216 of the Act);
- Make a submission to an adjoining local authority on any proposed regional policy statement, regional or district plan or change or variation (Clause 6 of Schedule 1 of the Act);
- Make a submission to any application to an adjoining authority for resource consent (section 96 of the Act);

Is delegated to:

Chief Executive

Group Manager – Community Infrastructure and Development

Group Manager – Corporate Support and Services

Group Manager – Customer & Community Partnerships

The authority to make a submission on any other matters of general Council interest or concern, where it is not possible within the available time to refer the matter to the Council or relevant standing committee, is delegated to:

Chief Executive

Group Manager – Community Infrastructure and Development

Group Manager – Corporate Support and Services

Group Manager – Customer & Community Partnerships

People and Capability Manager

Organisation Transformation Lead

5. REQUESTS AND THE RELEASE OF INFORMATION

5.1 Official Information

All requests for official information from the Council will be referred to the LGOIMA Officer on behalf of the Chief Executive for his or her information.

The authority to exercise the Council's powers under Parts II to V of the Local Government Official Information and Meetings Act 1987 (except those in section 32 of that Act) is delegated to:

Chief Executive
Acting Chief Executive

The ability to refuse to release information under Part 1 cl. 6 or cl 7.; or Part 2 cl. 17 of the Local Government Official Information and Meetings Act 1987 is restricted to:

Chief Executive
Acting Chief Executive

5.2 Privacy Act Requests

The authority to determine in respect of any request for personal information under Part V of the Privacy Act 1993:

- Whether the request can be granted in whole or in part; or
- Where a request has been granted, whether any information should be withheld; or
- Whether a request for personal information to be corrected should be granted; or
- Ensure compliance with all related administrative requirements;

Is delegated to:

Chief Executive
People & Capability Manager

5.3 News Media and Website

News Media

The authority to make statements to the news media relating to Council's business is delegated to:

Chief Executive
Group Manager – Community Infrastructure and Development
Group Manager – Corporate Support and Services
Group Manager – Customer & Community Partnerships
People and Capability Manager
Organisation Transformation Lead
Civil Defence Emergency Management Controller (in relation to civil defence matters)

The Chief Executive or a Senior Manager may delegate to an appropriate staff member a specific media task as per the Central Hawke's Bay District Council media policy.

Delegations are exercised in accordance with Council's Media and Communication Policy.

5.4 Placement of Public Notices or Advertisements

The authority to place public notices and advertisements in relevant newspapers or other publications is delegated to:

Chief Executive

Group Manager – Community Infrastructure and Development

Group Manager – Corporate Support and Services

Group Manager – Customer & Community Partnerships

People and Capability Manager

Organisation Transformation Lead

Customer Experience Lead

Communications Officer

Governance Officer

Services Administrator

Delegations are exercised in accordance with Council's Media and Communication Policy.

5.6 Disposal of Council Records

The authority to dispose of any Council records after receiving confirmation from the relevant Department Manager or, where required, to make application to another authority for disposal, is delegated to:

Group Manager – Corporate Support and Services

Records Officer

Services Administrator

Part C

LEGAL AND FINANCIAL DELEGATIONS

Part C of the Delegations Register sets out delegations relating to legal matters, significant decision-making procedures under the Local Government Act 2002, operating expenditure, financial and accounting matters including rating.

6. LEGAL ADVICE AND PROCEEDINGS

6.1 Authorisation to Obtain Legal Advice

The authority to obtain legal advice on Council's behalf is delegated to:

Chief Executive
Group Manager – Community Infrastructure and Development
Group Manager – Corporate Support and Services
Group Manager – Customer & Community Partnerships
People and Capability Manager
Organisation Transformation Lead

6.2 Authorisation to Sign Legal Documents

The authority to sign on Council's behalf any routine legal administrative document is delegated to:

Chief Executive
Group Manager – Community Infrastructure and Development
Group Manager – Corporate Support and Services
Group Manager – Customer & Community Partnerships
People and Capability Manager
Organisation Transformation Lead

6.3 Authorisation to Release or Alter Loans, Mortgages and Statutory Land Charges

The authority to release or alter loans, mortgages and statutory land charges has been delegated to:

Chief Executive
Acting Chief Executive

6.4 Authorisation to Commence Court Proceedings

Unless otherwise provided for in this Register, the authority to commence Court proceedings is confined to the Council except in exceptional circumstances where time does not permit consideration by Council and where such action is necessary to protect or further Council's interests. In such circumstances the authority to commence Court proceedings is delegated to the *Chief Executive*, following discussion with the *Mayor*.

The authority to file in the name of the Council a Statement of Defence, or other appropriate response, to any proceedings against the Council, commenced in any Court or Tribunal is delegated to:

Chief Executive

Group Manager – Community Infrastructure and Development
Group Manager – Corporate Support and Services
Group Manager – Customer & Community Partnerships
People and Capability Manager
Organisation Transformation Lead
Customer Experience Lead
Customer and Consents Lead
Resource Consents Planner (in relation to resource consent proceedings)

6.5 Authorisation to Settlement of Claims against Council

The authority to settle claims against Council up to a limit of **\$50,000** (exclusive of GST) in accordance with a recommendation from Council's insurers, or competent legal advice is delegated to:

Chief Executive
Group Manager – Community Infrastructure and Development
Group Manager – Corporate Support and Services
Group Manager – Customer & Community Partnerships

6.6 Authorisation to Initiate Proceedings to Recover Costs

The authority to:

Initiate to have Court costs awarded; and
Initiate legal proceedings to collect Court costs awarded;

Is delegated to:

Chief Executive
Group Manager – Community Infrastructure and Development
Group Manager – Corporate Support and Services
Group Manager – Customer & Community Partnerships

6.7 Authorisation to Issue a Trespass Notice

The authority to issue a trespass notice on Council's behalf is delegated to:

Chief Executive
Group Manager – Community Infrastructure and Development
Group Manager – Corporate Support and Services
Group Manager – Customer & Community Partnerships
People and Capability Manager
Organisation Transformation Lead
Customer Experience Lead
Customer and Consents Lead

Library Manager
Utilities Officer

6.8 Authorisation to Vote on behalf of Council

The authority to vote on behalf of Council, where a resolution of Council is not a prerequisite, is delegated to:

Chief Executive
Acting Chief Executive

is delegated to:

the Mayor; and in their absence
the Deputy Mayor; or
the Chair of the Finance & Planning Committee

The proxy is instructed to vote in the best interests of Council but to take direction from Council on sensitive or controversial matters before committing Council's shareholder votes.

7. OPERATING, PLANT AND CONTINGENCY EXPENDITURE

7.1. Authorisation of Operating and Capital Expenditure within Approved Budgets

The designated position and the officer (as at the time of publication) identified in Table 2 (below) are also authorised to enter into specified contracts for services commensurate with their authorised expenditure limits.

Note: All limits are GST exclusive.

Table 2: Delegated authority to approve expenditure within approved budgets

Opex	Capex	Designation
\$1,000,000	\$1,000,000	Chief Executive
\$200,000	\$200,000	Group Manager - Community Infrastructure & Development
\$200,000	\$100,000	Group Manager - Corporate Support & Services
\$200,000	\$200,000	Group Manager - Customer & Community Partnerships
\$20,000	\$0	Organisation Transformation Lead
\$50,000	\$50,000	Land Transport Manager
\$25,000	\$25,000	Land Transport Contracts Manager
\$25,000	\$25,000	Senior Land Transport Engineer
\$25,000	\$25,000	Customer Experience Lead
\$25,000	\$0	Senior Planner

Opex	Capex	Designation
\$25,000	\$25,000	District Librarian
\$25,000	\$25,000	Waste Water Engineer
\$25,000	\$25,000	Utilities Engineer
\$25,000	\$25,000	Senior Civil Engineer
\$20,000	\$0	People & Capability Manager
\$15,000	\$15,000	Civil Engineer
\$10,000	\$0	Community Development Officer
\$10,000	\$0	Customer & Consents Lead
\$5,000	\$0	Executive Assistant
\$5,000	\$5,000	IT Manager
\$5,000	\$0	Communications Officer/Administration Officer
\$5,000	\$5,000	Utilities Officer - Recreation and Community Facilities
\$5,000	\$0	Building Consent Lead
\$2,000	\$0	Building Control Administration Officer
\$1,000	\$0	Health and Safety Manager
\$1,000	\$0	Rates Officer
\$1,000	\$0	Senior Rates Officer
\$1,000	\$1,000	Network Support/Website Administrator
\$1,000	\$0	Governance & Support Officer
\$1,000	\$0	Compliance and Bylaws Officer
\$1,000	\$0	Customer Services Officer
\$1,000	\$0	Utilities Officer - Infrastructure
\$500	\$0	Animal Control Officer
\$500	\$0	Environmental Health Assistant Cadet
\$500	\$0	Customer Service Officer – Waipukurau Library
\$500	\$0	Environmental Health Officer
\$500	\$0	Services Administration Officer
\$500	\$0	Team Librarian

The Chief Executive, and in relation to their departmental budgets, Department Managers are authorised to re-allocate operating expenditure between budgets with the same rating mechanisms provided it is necessary to achieve committed outputs and provided the end-of-year budgeted surplus or deficit will be achieved, provided that any likely exceedance is reported to Council or the relevant Committee.

7.3 Authorisation of Contingency Expenditure

The authority to approve contingency expenditure for an emergency including but not limited to flood events, a civil defence emergency management event, maritime oil spills or a pest animal, plant or disease outbreak is delegated to the officers identified in Table 3 and in accordance with the reporting thresholds identified below.

Table 3: Delegated authority to approve contingency expenditure

Position	Name	Reporting threshold (exclusive of GST)	Reporting to
Controller	D Tate	\$500,000	Central Hawke's Bay District Council as soon as practicable
Controller	J Lloyd	\$500,000	

7.4 Authorisation for Carbon Credit Transactions

The authority to approve carbon credit transactions including but not limited to sell, purchase, transfer and redeem carbon credits is delegated to the officers identified in Table 4.

Table 4: Delegated authority to approve carbon credit transactions

Account	Position
NZ-8244 Landfill	Chief Executive
	Group Manager – Corporate Support and Services

8. FINANCIAL AND ACCOUNTING MATTERS

For other specific delegated financial authorities, please refer to Council's Treasury Management Policy

8.1 Authorisation to Bank, Invest and Sign Cheques

The authority to open bank accounts is delegated to:

Chief Executive

The authority to:

- (a) Bank, transfer, and invest funds held by the Council in accordance with Council policy, subject to the observance of appropriate internal controls;
- (b) Sign and countersign cheques, bills of exchange, promissory notes and other negotiable instruments, withdrawal notices or authorise electronic payments on behalf of Council;
- (c) Approve payroll payments and all payroll related matters; and
- (d) Approve all tax payments and tax related matters;

Is delegated to:

Chief Executive

Group Manager – Community Infrastructure and Development

Group Manager – Corporate Support and Services

Group Manager – Customer & Community Partnerships

Specific terms and conditions:

The above delegation is subject to two of the delegates signing and countersigning appropriate documentation

8.2 Authorisation to Recover Debts

The authority to take appropriate action within Council policy to recover debts, including, but not limited to Court (excluding High Court), Tribunal proceedings and debt collection agencies is delegated to:

Chief Executive

Group Manager – Corporate Support and Services

8.3 Authorisation to Consider Bad Debts

The authority to write off bad debts of up to \$20,000 following discussion with the Manager of the Department from where the debt originated is delegated to:

Chief Executive

Group Manager – Corporate Support and Services

8.3 Authorisation to Approve Credit Notes

The authority to approve credit notes up to \$20,000 following discussion with the Manager of the Department from where the debt originated is delegated to:

Chief Executive

Group Manager – Corporate Support and Services

8.4 Council Property, Leases, and Licenses

The authority to:

- (a) Approve the leasing or granting of any licence to occupy or tenancy, to vary the terms and conditions of any lease, licence to occupy or tenancy, or to terminate any lease, licence to occupy or tenancy involving Council land;
- (b) Enter into contracts for the maintenance, management and development of any council property.
- (c) Enter into binding agreements for the sale and purchase of property with schedules listing such sales or purchases being submitted to the relevant Standing Committee on a regular basis. (Sales or purchases in excess of \$500,000 are delegated to the Chief Executive);
- (d) Grant and administer stall site licences including licences for the occupation of legal road (including termination thereof where required for non-payment of rental or other good reason);

Is delegated to:

Chief Executive

Group Manager – Community Infrastructure and Development

Group Manager – Corporate Support and Services

Group Manager – Customer & Community Partnerships

Customer Experience Lead

8.5 Use of Council Property, Assets and Staff by Outside Organisations

The authority to approve:

- a) The use of any Council building, facility or equipment by an outside person or organisation in accordance with established guidelines;
- b) The disposal (whether by tender or otherwise) of any motor vehicle or item of plant in accordance with a recognised programme of vehicle and plant replacement;
- c) The disposal (whether by tender or otherwise), and the terms thereof, of any other surplus Council asset up to a book value of \$10,000 (exclusive of GST) per item; and
- d) The hiring out, and the terms and conditions thereof, of any Council asset and staff;

Is delegated to:

Chief Executive

Group Manager – Community Infrastructure and Development

Group Manager – Corporate Support and Services

Group Manager – Customer & Community Partnerships

Customer Experience Lead

8.6 Elected Member Payments

The authority to consider and approve elected members remuneration and expense claims is delegated to:

Chief Executive

Group Manager – Corporate Support and Services

8.7 Authorisation for Chief Executive Credit Card Expenditure

Delegated authority to approve credit card expenditure is assigned to:

- (a) the Mayor or in the Mayor's absence the Deputy Mayor for the Chief Executive Credit Card.

8.8 Authorisation to decide on Rates Remissions

The authority to consider and decide on applications made under the following Rates Remissions Policies is delegated to the:

Group Manager – Corporate Support and Services (or equivalent positions within the Finance Department) to a value of \$2,500. Any requested remissions above \$2,500 or if there is any doubt or dispute arising, the application is to be referred to the Chief Executive.

The authority to consider and decide on applications made under the following Rates Policies is delegated to the:

8.9 Objections to Rating Valuations

Section 6 of the Rating Valuations Regulations 1998 allows for a local authority to extend the due date for objections to rating valuations, either because the valuation wasn't received or for any other good reason. The power to decide on an extension to a due date for an objection is delegated to either of:

Chief Executive

Group Manager – Corporate Support and Services

8.10 Delegations within the Local Government (Rating) Act 2002

Section	Details of Power	Reasons	Delegations
27(5)	The decision on whether to divide rating units and the methodology for division.	A division may be required where a single rating unit falls into a number of differential categories.	CEO Group Manager – Corporate Support and Services
28(2)	The decision on whether the disclosure of the name of any person is necessary to identify a rating unit.	The Rating Information Database (RID) may not contain the name of any person unless this is necessary to identify the particular property.	CEO Group Manager – Corporate Support and Services
29	Authority to determine objections to the RID.	An owner has the right to object to any entry in the RID on a number of grounds. Council determines whether the objection is valid and any actions required correcting it.	CEO Group Manager – Corporate Support and Services
35	Authority to remove a name from the RID.	A person's name may be removed from the RID in circumstances outlined in Section 35. Generally this is as a result of a sale or disposal of the property.	CEO Group Manager – Corporate Support and Services
39	Authority to determine objections to rates records.	A ratepayer may object to information contained in the rates records on the ground that the rates are calculated incorrectly or that the rates balance is incorrect.	CEO Group Manager – Corporate Support and Services
40	Authority to correct errors in the RID and Rate Records.	Errors in the RID or rate records may be corrected even if there was no objection.	CEO Group Manager – Corporate Support and Services
52	Authority to agreed methods of payments for rates.	The Act allows rates to be paid by any method that is agreed by the local authority.	CEO Group Manager – Corporate Support and Services
54	Authority not to collect small amounts, up to \$10.00.	The Act allows the authority to not collect small amounts where, in its opinion, it is uneconomic to do so. It is envisaged that this will only occur where the cost to collect a debt is likely to exceed the	CEO Group Manager – Corporate Support and Services

Section	Details of Power	Reasons	Delegations
		amount of the debt due.	
61	Authority to collect unpaid rates from the owner.	Where a ratepayer, other than the owner, is in default, the local authority may collect rates that are in default, from the owner.	CEO Group Manager – Corporate Support and Services Senior Rates Officer Rates Officer
62	Authority to collect unpaid rates from persons other than the owner.	Where the owner is in default of their rates, the local authority may recover the rates from a mortgagee.	CEO Group Manager – Corporate Support and Services Senior Rates Officer Rates Officer
63	Ability to commence legal proceedings for the recovery of rates that are in default.	Where rates are in default, the local authority may commence legal proceedings against the owner for recovery of the rates.	CEO Group Manager – Corporate Support and Services
67	Commencement of rating sales or lease provisions.	Once a local authority has received judgement and payment had not been received within the prescribed period, the authority may commence the process to carry out a rating sale or lease of the land to satisfy the level of the debt. <i>Note: This process is carried out by the District Court Registrar and does not apply to Māori Freehold Land.</i>	CEO Group Manager – Corporate Support and Services
72	Authority to sell land by private treaty.	If land that was the subject of a rating sale does not sell above the reserve set by the Registrar, the Registrar may, with the consent of the local authority, sell the land by private treaty for any consideration that the Registrar thinks reasonable. <i>Note: This does not apply to Māori Freehold Land.</i>	CEO Group Manager – Corporate Support and Services
77–83	Authority to sell abandoned land.	<i>A local authority has the power to commence the process to have land declared 'abandoned' if rates have not been paid on it for three years, and the ratepayer:</i>	CEO Group Manager – Corporate Support and Services

Section	Details of Power	Reasons	Delegations
		<ul style="list-style-type: none"> is unknown, or cannot be found after due enquiry, or is deceased and has no personal representative, or has given notice of the intention to abandon or has abandoned the land. <p>The process is carried out through the District Court and the Court has to be satisfied the appropriate endeavours have been made to discover the owner.</p> <p><i>Note: This does not apply to Māori Freehold Land.</i></p>	
85	Authority to administer rate remission and postponement policies.	As defined within the remission and postponement policies.	CEO Group Manager – Corporate Support and Services
99	Authority to apply for charging orders.	The Act provides that where it has proved impossible to obtain rate on Māori Freehold Land, a local authority may apply to the Māori Land Court for a charging order on the land.	CEO Group Manager – Corporate Support and Services
135	Authority to sign documents for Court proceedings.	The Act authorises Council to commence legal proceedings. The authority to sign such documents needs to be delegated to appropriate officers.	CEO Group Manager – Corporate Support and Services

8.10 Receipting and administering external grants

Staff are already delegated the authority to enter into contracts within authorised expenditure limits. However at other times, staff are required to enter into contracts where Council is receiving external funding or administering funding on behalf of external organisations. The power to receive and/or administer external grants or funding be delegated to each of:

Chief Executive

Group Manager – Community Infrastructure and Development

Group Manager – Corporate Support and Services

Group Manager – Customer & Community Partnerships

Library Manager

Community Development Coordinator

8.11 Receipting and administering of monies held by Council for external entities

Where Council holds funds for external entities, a separate memorandum of understanding governing the receipt and expenditure shall be held. Such memorandum of understanding shall comply with any requirements of Council policies and delegated authority.

8.12 Authorisation to raise loans

1. That Council borrow such amounts and enter into such incidental arrangements on such terms and conditions (including, without limitation, the provision of any security granted by Council) as the Authorised Persons named in 4 below may determine from time to time.
2. Every borrowing or incidental arrangement incurred or entered into by Council on the terms and conditions determined by any of the Authorised Persons shall:
 - 2.1. Be for a purpose or purposes specified in the Long Term Plan, as it may be amended or supplemented by Council from time to time, or for general working capital purposes of Council, subject, in each case, to the financial limitations contained in the Liability Management Policy;
 - 2.2. Be secured and have the benefit of a Deed of Charge, creating a charge over the rate deemed to be made by Council on the date each loan is raised.
3. Council considers that financial limitations contained in the Long Term Plan and the Treasury Management Policy including Liability Management and Investment Policies (as the same may be amended from time to time by Council) address the risks and benefits of the proposed borrowings and incidental arrangements to be undertaken by Council, and that no borrowing or incidental arrangement should be incurred or entered into by Council if such borrowing or incidental arrangement would exceed those financial limitations, without, in each case, specific authorisation at a full meeting of Council.
4. The persons from time to time holding the following offices with Council (or such other office with Council, howsoever designated, as may from time to time replace or succeed any such office), namely:
 - 4.1. The **Chief Executive** and the **Group Manager – Corporate Support and Services** be designated as "Authorised Persons".
5. The Authorised Persons are hereby authorised, empowered and appointed, on behalf of Council, while acting jointly (but subject to 1 and 2 above) to:
 - 5.1. Investigate, consider, negotiate, agree and approve the specific terms and conditions of each borrowing and / or incidental arrangement entered into by Council from time to time, in accordance with, and for the purpose of implementing, the capital and operating

expenditure programmes set out in the Long Term Plan and otherwise in accordance with the financial limitations contained in the Treasury Management Policy including Liability Management and Investments Policies;

- 5.2. Negotiate, agree, enter into, execute and deliver such documents and take all actions and make all decisions as the Authorised Persons may consider necessary or desirable for the purpose of giving effect to any borrowing or incidental arrangement and any security which may be given in respect thereof; and
- 5.3. Sign, dispatch, give or make, any letter, acknowledgement, notice, certificate, demand, authority, undertaking, approval, payment instruction or other document on behalf of Council as the Authorised Persons may consider necessary or desirable in connection with, or incidental to, the matters referred to or authorised in paragraphs 5.1 or 5.2 above.
6. All further actions, documents, agreements, deeds, resolutions, powers of attorney, authorities, letters, payments, undertakings, approvals or notices required under or in connection with the matters approved and authorised by these Resolutions be from time to time undertaken, executed, entered into, made or given by or on behalf of Council by the Authorised Persons; such further matters to be in the form and/or on the terms and conditions approved by the Authorised Persons (appointed pursuant to these Resolutions) and the execution of any document(s) relating to such matters by the Authorised Persons shall be conclusive evidence of the agreement to and authorisation, approval and confirmation of that matter by Council and the Authorised Persons.
7. The authorisations set out in 4 to 6 above;
 - 7.1. Shall remain in force and effect until they are revoked by resolution of Council, provided that any person dealing with the Authorised Persons shall be entitled to assume that the authorisations have not been revoked and remain in force and effect and, in so assuming, shall be protected unless and until actual notice of revocation has been given; and
 - 7.2. Shall be exercisable by the Authorised Persons without, and be valid and effective to bind Council notwithstanding the absence of, notice to or approval by Council, but shall not operate to the exclusion of Council powers in respect of the matters referred to therein, to the effect that Council may continue to exercise those powers themselves notwithstanding the authorisations.

Part D

STATUTORY DELEGATIONS

Part D of the Delegations Register sets out delegations under various statutes to Council committees, staff, and other functionaries.

12. DELEGATION TO OFFICERS

NAME	DELEGATION/AUTHORITY
Chief Executive Officer	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 168 – Power to dispose of Property Seized and Impounded • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act • Section 177 – Power to appoint Enforcement Officer <p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 322 – Scope of Abatement Notice • Section 323 - Compliance with an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance with an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C Infringement notices <p>An Enforcement Officer pursuant to Section 232, and an Authorised Officer pursuant to Section 222(4) of the Building Act 2004 with the following delegated responsibilities, powers and duties:</p> <ul style="list-style-type: none"> • Section 12 - Carry out Function of Building Consent Authority • Section 83 – Removing Section 78 Notices (buildings constructed over the title across boundaries) • Section 222 - Inspections and Entry onto Premises • Section 377 – Lay Information For Prosecution <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 1 – Introductory • Part 2 – Public Places • Part 3 – Hotels • Part 4 – Trading in Public Places • Part 5 – Livestock Movement and Animals in Public Places • Part 6 – Solid Waste • Part 7 – Water Supply • Part 8 – Control of Advertising Signs • Part 12 – Dog Control • Part 13 – The Keeping of Animals, Poultry and Bees

	<ul style="list-style-type: none"> • Part 14 – Cemeteries • Part 21 – Stormwater • Part 22 – Wastewater • Part 23 – Trade Waste • Part 25 – Traffic • Part 26 – Speed Limits • Part 29 – Liquor Control in Public Places <p>An Authorised Officer pursuant to Section 356 of Local Government Act 1974 for the purpose of</p> <ul style="list-style-type: none"> • Section 356 – Removal of Abandoned Vehicles From Roads
Electoral Officer	<p>An Electoral Officer pursuant to section 12 of the Local Electoral Act 2001 for the purpose of:</p> <ul style="list-style-type: none"> • Section 15 - Conducting Elections and Polls
Deputy Electoral Officer	<p>A Deputy Electoral Officer pursuant to section 13 of the Local Electoral Act 2001 for the purpose of:</p> <ul style="list-style-type: none"> • Section 15 - Conducting Elections and Polls
Group Manager – Community Infrastructure and Development	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act • Section 177 – Power to appoint Enforcement Officer <p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 323 - Compliance with an Abatement Notice • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C- Infringement notices <p>An Enforcement Officer pursuant to Section 232, and an Authorised Officer pursuant to Section 222(4) of the Building Act 2004 with the following delegated responsibilities, powers and duties:</p> <ul style="list-style-type: none"> • Section 12 - Carry out Function of Building Consent Authority • Section 83 – Removing Section 78 Notices (buildings constructed over the title across boundaries) • Section 121 & 124 – Insanitary Buildings Provisions • Section 220 – Carrying Out Building Work on Default • Section 222 - Inspections and Entry onto Premises • Section 377 – Lay Information For Prosecution

	<p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 5 – Livestock Movement and Animals in Public Places • Part 6 – Solid Waste • Part 7 - Water Supply • Part 21 - Stormwater • Part 22 - Wastewater • Part 23 - Trade Waste • Part 25 – Traffic • Part 26 – Speed Limits <p>An Authorised Officer pursuant to Section 356 of Local Government Act 1974 for the purpose of</p> <ul style="list-style-type: none"> • Section 356 – Removal of Abandoned Vehicles From Roads <p>An Authorised Officer pursuant to Local Government Act 1974 for the purpose of:</p> <ul style="list-style-type: none"> • Section 355 – Removal of Overhanging Trees
Senior Civil Engineer	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 323 - Compliance with an Abatement Notice • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C- Infringement notices <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 6 – Solid Waste • Part 7 - Water Supply • Part 21 - Stormwater • Part 22 - Wastewater • Part 23 - Trade Waste <p>An Enforcement Officer pursuant to section 232, and an Authorised Officer pursuant to section 222(4) of the Building Act 2004 with the following delegated responsibilities, powers and duties:</p>

	<ul style="list-style-type: none"> Section 12 - Role of Building Consent Authority and Territorial Authority (EXCLUDING the issuing of Certificates of Acceptance, and Producer Statements). <p>A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:</p> <ul style="list-style-type: none"> Section 7 – Enforcing Provisions of this Act Section 10 – Territorial Authority may require occupier of private land to clear litter Section 14 – Serving of Infringement Notices
3 Waters Programme Manager	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> Section 164 - Exercise the Power to Seize Property not on Private Land Section 165 - Exercise the Power to Seize Property on Private Land Section 171 - General Power of Entry Section 172 - Power of Entry for Enforcement Purposes Section 173 - Power of Entry in Cases of Emergency Section 174 – Authority to Act <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> Part 6 – Solid Waste Part 7 - Water Supply Part 21 - Stormwater Part 22 - Wastewater Part 23 - Trade Waste <p>An Enforcement Officer pursuant to section 232, and an Authorised Officer pursuant to section 222(4) of the Building Act 2004 with the following delegated responsibilities, powers and duties:</p> <ul style="list-style-type: none"> Section 12 - Role of Building Consent Authority and Territorial Authority (EXCLUDING the issuing of Certificates of Acceptance, and Producer Statements). <p>A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:</p> <ul style="list-style-type: none"> Section 7 – Enforcing Provisions of this Act Section 10 – Territorial Authority may require occupier of private land to clear litter Section 14 – Serving of Infringement Notices
Wastewater Engineer	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> Section 164 - Exercise the Power to Seize Property not on Private Land Section 165 - Exercise the Power to Seize Property on Private Land

	<ul style="list-style-type: none"> • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 6 – Solid Waste • Part 7 - Water Supply • Part 21 - Stormwater • Part 22 - Wastewater • Part 23 - Trade Waste <p>A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:</p> <ul style="list-style-type: none"> • Section 7 – Enforcing Provisions of this Act • Section 10 – Territorial Authority may require occupier of private land to clear litter • Section 14 – Serving of Infringement Notices
Wastewater Officer	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 6 – Solid Waste • Part 7 - Water Supply • Part 21 - Stormwater • Part 22 - Wastewater • Part 23 - Trade Waste <p>A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:</p> <ul style="list-style-type: none"> • Section 7 – Enforcing Provisions of this Act • Section 10 – Territorial Authority may require occupier of private land to clear litter • Section 14 – Serving of Infringement Notices
Civil Engineer	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land

	<ul style="list-style-type: none"> • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C- Infringement notices <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 6 – Solid Waste • Part 7 - Water Supply • Part 21 - Stormwater • Part 22 - Wastewater • Part 23 - Trade Waste <p>A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:</p> <ul style="list-style-type: none"> • Section 7 – Enforcing Provisions of this Act • Section 10 – Territorial Authority may require occupier of private land to clear litter • Section 14 – Serving of Infringement Notices <p>A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996, for the purpose of:</p> <ul style="list-style-type: none"> • Section 14 - Power to Enter Land or Premises • Section 15 - Power to Seize or Feed and Shelter Dog • Section 16 - Districts in which Power may be Exercised • Section 17 - Powers of Warranted Officers • Section 19 - Power to Request Information about Owner • Section 19A - Power to Request Information about Dog • Section 57 - Seizure of Dog Responsible for Attack of Persons or Animals • Section 57A - Seizure of Dog Rushing at Persons, Animals or Vehicles
Utilities Engineer	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act

	<p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 6 – Solid Waste • Part 7 - Water Supply • Part 21 - Stormwater • Part 22 - Wastewater • Part 23 - Trade Waste <p>A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:</p> <ul style="list-style-type: none"> • Section 7 – Enforcing Provisions of this Act • Section 10 – Territorial Authority may require occupier of private land to clear litter • Section 14 – Serving of Infringement Notices
Utilities Officer - Community Infrastructure and Development	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 6 – Solid Waste • Part 7 - Water Supply • Part 21 - Stormwater • Part 22 - Wastewater • Part 23 - Trade Waste <p>A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:</p> <ul style="list-style-type: none"> • Section 7 – Enforcing Provisions of this Act • Section 10 – Territorial Authority may require occupier of private land to clear litter • Section 14 – Serving of Infringement Notices
Land Transport Manager	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes

	<ul style="list-style-type: none"> • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 5 - Livestock Movement & Animals in Public Places • Part 8 - Control of Advertising Signs • Part 25 - Traffic • Part 26 - Speed Limits <p>A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:</p> <ul style="list-style-type: none"> • Section 7 – Enforcing Provisions of this Act • Section 10 – Territorial Authority may require occupier of private land to clear litter • Section 14 – Serving of Infringement Notices <p>An Authorised Officer pursuant to Local Government Act 1974 for the purpose of:</p> <ul style="list-style-type: none"> • Section 355 – Removal of Overhanging Trees
Land Transport Maintenance Contract Engineer	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 5 - Livestock Movement & Animals in Public Places • Part 8 - Control of Advertising Signs • Part 25 - Traffic • Part 26 - Speed Limits <p>A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:</p> <ul style="list-style-type: none"> • Section 7 – Enforcing Provisions of this Act • Section 10 – Territorial Authority may require occupier of private land to clear litter • Section 14 – Serving of Infringement Notices <p>An Authorised Officer pursuant to Local Government Act 1974 for the purpose of:</p> <ul style="list-style-type: none"> • Section 355 – Removal of Overhanging Trees

<p>Land Transport Services Officer</p> <p>Land Transport Officer</p>	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 5 - Livestock Movement & Animals in Public Places • Part 8 - Control of Advertising Signs • Part 25 - Traffic • Part 26 - Speed Limits <p>A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:</p> <ul style="list-style-type: none"> • Section 7 – Enforcing Provisions of this Act • Section 10 – Territorial Authority may require occupier of private land to clear litter • Section 14 – Serving of Infringement Notices <p>An Authorised Officer pursuant to Local Government Act 1974 for the purpose of:</p> <ul style="list-style-type: none"> • Section 355 – Removal of Overhanging Trees
<p>Land Transport Contract Manager</p>	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 5 - Livestock Movement & Animals in Public Places • Part 8 - Control of Advertising Signs • Part 25 - Traffic • Part 26 - Speed Limits <p>A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:</p> <ul style="list-style-type: none"> • Section 7 – Enforcing Provisions of this Act

	<ul style="list-style-type: none"> • Section 10 – Territorial Authority may require occupier of private land to clear litter • Section 14 – Serving of Infringement Notices <p>An Authorised Officer pursuant to Local Government Act 1974 for the purpose of:</p> <ul style="list-style-type: none"> • Section 355 – Removal of Overhanging Trees
Land Transport Contract Engineer	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 5 - Livestock Movement & Animals in Public Places • Part 8 - Control of Advertising Signs • Part 25 - Traffic • Part 26 - Speed Limits <p>A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:</p> <ul style="list-style-type: none"> • Section 7 – Enforcing Provisions of this Act • Section 10 – Territorial Authority may require occupier of private land to clear litter • Section 14 – Serving of Infringement Notices <p>An Authorised Officer pursuant to Local Government Act 1974 for the purpose of:</p> <ul style="list-style-type: none"> • Section 355 – Removal of Overhanging Trees
Customer & Consent Lead	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central</p>

Hawke's Bay District Council Bylaws for the purpose of:

- Part 2 - Public Places
- Part 4 - Trading in Public Places
- Part 5 - Livestock Movement & Animals in Public Places
- Part 7 - Water Supply
- Part 8 - Control of Advertising Signs
- Part 12 - Dog Control
- Part 13 - The Keeping of Animals, Poultry & Bees
- Part 25 - Traffic
- Part 26 - Speed Limits
- Part 29 - Liquor Control

An Enforcement Officer pursuant to section 232, and an Authorised Officer pursuant to section 222(4) of the Building Act 2004 with the following delegated responsibilities, powers and duties:

- Section 12 - Role of Building Consent Authority and Territorial Authority
- Section 14F – Responsibilities of Building Consent Authority
- Section 28 – Limits on certain Powers of building consent authority
- Section 33 - Content of Application
- Section 34 - Issue of Project Information Memorandum
- Section 36 - Issue development contribution notice
- Section 37 - Issue certificate if resource consent required
- Section 48 - Processing Application for Building Consent
- Section 49 - Grant of Building Consent
- Section 50 - Refusal of Application for Building Consent
- Section 51 - Issue of Building Consent
- Section 52 - Lapse of Building Consent
- Section 62 – Recover Unpaid Levies from Building Consent Applicant
- Section 67 - Grant Consent Subject to Waiver or Modification of Building Code
- Section 70 – Applications relating to energy work
- Section 71 - Building on Land Subject to Natural Hazards
- Section 72 - Building Consent Granted in Certain Cases
- Section 73 – Conditions on building consents granted under section 72
- Section 74 - Steps After Notification
- Section 75 - Construction of Building on Two or More Allotments
- Section 77 - Building Consent not to be Granted
- Section 83 - Application for Entry to be Removed
- Section 90 – Inspections by building consent authorities
- Section 93 - Issue of Code of Compliance
- Section 94 - Matters for Consideration
- Section 95 - Issue of Code of Compliance Certificate
- Section 95A – Refusal to issue code compliance certificate
- Section 96 - Issue of Certificate of Acceptance in Certain Circumstances
- Section 98 - Processing Application for Certificate of Acceptance
- Section 99 - Issue of Certificates of Acceptance
- Section 99A – Refusal of application for certificate of acceptance
- Section 102 - Issue of Compliance Schedule in Certain Circumstances
- Section 106 - Application for Amendment to Compliance Schedule
- Section 107 - Amendment of Compliance Schedule

	<ul style="list-style-type: none"> • Section 108 – Administering Annual Building Warrant of Fitness • Section 109 - Obtaining of Reports on Compliance Schedule • Section 111 - Inspections by Territorial Authority • Section 112 - Alterations to Existing Buildings • Section 113 – Buildings with specified intended lives • Section 115 - Code Compliance requirements – Change of Use • Section 116 - Code Compliance Requirements – Extension of Life • Section 116A – Code compliance requirements - subdivision • Section 124 - Dangerous, affected, Earthquake-prone, or Insanitary Buildings • Requirements for notice requiring building work or restricting entry • Section 126 - Territorial authority may carry out work • Section 127 – Building work includes demolition of building • Section 128 – Prohibition on using dangerous, affected, earthquake, or insanitary building • Section 129 - Measures to Avoid Immediate Danger or to Fix Insanitary Conditions • Section 162D – Inspection of Residential Pools • Section 164 - Issue of Notice to Fix • Section 167 - Inspection of Building Work Under Notice to Fix • Section 177 – Make Application for Determination • Section 212 – Act as Building Consent Authority • Section 219 - Fees, Charges, and Levies • Section 220 - Carry out Building Work on Default • Section 221 - Recovery of Costs • Section 222 – Inspections by territorial authority • Section 282A - Licensing Building Practitioners • Section 285 - Licensing Classes Designated by Regulations • Section 363 - Protecting Safety of Members of Public • Section 371 - Proceedings for Infringement Notices • Section 371B – Authorisation to issue infringement notice • Section 372 - Issue of Infringement Notices • Section 375 - Prosecution of Offences • Section 377 – Lay an Information • Section 381 – Apply to District Court for Injunction • Section 394 - Service of Notices • Schedule 1, Part 1, Clause 2 – Territorial and regional authority discretionary exemptions <p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 224(f) – Power to Certify Compliance with Building Code Provisions • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C - Infringements <p>An Authorised Officer pursuant to Amusement Devices Regulations 1978 for the purpose of:</p> <ul style="list-style-type: none"> • Regulations 11(3) – Inspection of Amusement Device • Regulation 11(5) – Issue of Permit
Senior Planner	An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act

	<p>including, without limitation: Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Authorised Officer pursuant to Local Government Act 1974 for the purpose of:</p> <ul style="list-style-type: none"> • Section 348 – Powers with respect to Private Roads and Ways • Section 327A – Building Line Restrictions <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 2 - Public Places • Part 4 - Trading in Public Places • Part 5 - Livestock Movement & Animals in Public Places • Part 7 - Water Supply • Part 8 - Control of Advertising Signs • Part 12 - Dog Control • Part 13 - The Keeping of Animals, Poultry & Bees • Part 25 - Traffic • Part 26 - Speed Limits • Part 29 - Liquor Control <p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 322 – Scope of Abatement Notice • Section 323 - Compliance with an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance with an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C - Infringements <p>An Enforcement Officer pursuant to section 232, and an Authorised Officer pursuant to section 222(4) of the Building Act 2004 with the following delegated responsibilities, powers and duties:</p> <ul style="list-style-type: none"> • Section 37 – Issue of Certificates if Resource Consent Required
Senior Consent Planner Consent Planner	<p>An Authorised Officer pursuant to Local Government Act 1974 for the purpose of:</p> <ul style="list-style-type: none"> • Section 348 – Powers with respect to Private Roads and Ways • Section 327A – Building Line Restrictions <p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation: Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 171 - General Power of Entry

	<ul style="list-style-type: none"> • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 323 - Compliance With an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance With an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C – Infringements <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 2 - Public Places • Part 4 - Trading in Public Places • Part 5 - Livestock Movement & Animals in Public Places • Part 7 - Water Supply • Part 8 - Control of Advertising Signs • Part 12 - Dog Control • Part 13 - The Keeping of Animals, Poultry & Bees • Part 25 - Traffic • Part 26 - Speed Limits • Part 29 - Liquor Control <p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 322 – Scope of Abatement Notice • Section 323 - Compliance with an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance with an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C - Infringements
Building Consent Lead	<p>An Enforcement Officer pursuant to section 232, and an Authorised Officer pursuant to section 222(4) of the Building Act 2004 with the following delegated responsibilities, powers and duties:</p> <ul style="list-style-type: none"> • Section 12 - Role of Building Consent Authority and Territorial Authority • Section 14F – Responsibilities of Building Consent Authority • Section 28 – Limits on certain Powers of building consent authority • Section 33 - Content of Application • Section 34 - Issue of Project Information Memorandum • Section 36 - Issue development contribution notice • Section 37 - Issue certificate if resource consent required • Section 48 - Processing Application for Building Consent • Section 49 - Grant of Building Consent • Section 50 - Refusal of Application for Building Consent

- Section 51 - Issue of Building Consent
- Section 52 - Lapse of Building Consent
- Section 62 – Recover Unpaid Levies from Building Consent Applicant
- Section 67 - Grant Consent Subject to Waiver or Modification of Building Code
- Section 70 – Applications relating to energy work
- Section 71 - Building on Land Subject to Natural Hazards
- Section 72 - Building Consent Granted in Certain Cases
- Section 73 – Conditions on building consents granted under section 72
- Section 74 - Steps After Notification
- Section 75 - Construction of Building on Two or More Allotments
- Section 77 - Building Consent not to be Granted
- Section 83 - Application for Entry to be Removed
- Section 90 – Inspections by building consent authorities
- Section 93 - Issue of Code of Compliance
- Section 94 - Matters for Consideration
- Section 95 - Issue of Code of Compliance Certificate
- Section 95A – Refusal to issue code compliance certificate
- Section 96 - Issue of Certificate of Acceptance in Certain Circumstances
- Section 98 - Processing Application for Certificate of Acceptance
- Section 99 - Issue of Certificates of Acceptance
- Section 99A – Refusal of application for certificate of acceptance
- Section 102 - Issue of Compliance Schedule in Certain Circumstances
- Section 106 - Application for Amendment to Compliance Schedule
- Section 107 - Amendment of Compliance Schedule
- Section 108 – Administering Annual Building Warrant of Fitness
- Section 109 - Obtaining of Reports on Compliance Schedule
- Section 111 - Inspections by Territorial Authority
- Section 112 - Alterations to Existing Buildings
- Section 113 – Buildings with specified intended lives
- Section 115 - Code Compliance requirements – Change of Use
- Section 116 - Code Compliance Requirements – Extension of Life
- Section 116A – Code compliance requirements - subdivision
- Section 124 - Dangerous, affected, Earthquake-prone, or Insanitary Buildings
- Requirements for notice requiring building work or restricting entry
- Section 126 - Territorial authority may carry out work
- Section 127 – Building work includes demolition of building
- Section 128 – Prohibition on using dangerous, affected, earthquake, or insanitary building
- Section 129 - Measures to Avoid Immediate Danger or to Fix Insanitary Conditions
- Section 162D – Inspection of Residential Pools
- Section 164 - Issue of Notice to Fix
- Section 167 - Inspection of Building Work Under Notice to Fix
- Section 177 – Make Application for Determination
- Section 212 – Act as Building Consent Authority
- Section 219 - Fees, Charges, and Levies
- Section 220 - Carry out Building Work on Default
- Section 221 - Recovery of Costs
- Section 222 – Inspections by territorial authority

	<ul style="list-style-type: none"> • Section 282A - Licensing Building Practitioners • Section 285 - Licensing Classes Designated by Regulations • Section 363 - Protecting Safety of Members of Public • Section 371 - Proceedings for Infringement Notices • Section 371B – Authorisation to issue infringement notice • Section 372 - Issue of Infringement Notices • Section 375 - Prosecution of Offences • Section 377 – Lay an Information • Section 381 – Apply to District Court for Injunction • Section 394 - Service of Notices • Schedule 1, Part 1, Clause 2 – Territorial and regional authority discretionary exemptions <p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 224(f) – Power to Certify Compliance with Building Code Provisions • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C - Infringements <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 5 - Livestock Movement & Animals in Public Places • Part 12 - Dog Control • Part 13 - The Keeping of Animals, Poultry & Bees <p>An inspector pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012 for the purpose of:</p> <ul style="list-style-type: none"> • Section 267 Powers of Entry on Licensed Premises. <p>An Authorised Officer pursuant to Amusement Devices Regulations 1978 for the purpose of:</p> <ul style="list-style-type: none"> • Regulations 11(3) – Inspection of Amusement Device • Regulation 11(5) – Issue of Permit
Senior Building Consent Officer	<p>An Enforcement Officer pursuant to section 232, and an Authorised Officer pursuant to section 222(4) of the Building Act 2004 with the following delegated responsibilities, powers and duties:</p> <ul style="list-style-type: none"> • Section 12 - Role of Building Consent Authority and Territorial

	<p>Authority (EXCLUDING the issuing of Certificates of Acceptance, Project Information Memoranda, and Producer Statements).</p> <ul style="list-style-type: none"> • Section 33 - Content of Application • Section 34 – Issue of Project Information Memorandum • Section 36 - Attachment of Development Contribution • Section 37 - Attachment of Additional Certificate • Section 48 - Processing Application for Building Consent • Section 49 - Granting of Building Consent • Section 50 – Refusal of Application for Building Consent • Section 51 - Issue of Building Consent • Section 52 – Lapse of Building Consent • Section 67 – Grant Consent Subject to Waiver or Modification of Building Code • Section 70 – Applications relating to energy work • Section 71 - Building on Land Subject to Natural Hazards • Section 72 - Building Consent Granted in Certain Cases • Section 73 – Conditions on building consents granted under section 72 • Section 75 – Construction of Building on two or More Allotments • Section 77 - Building Consent not to be Granted • Section 90 – Inspections by building consent authorities • Section 94 – Matters for Consideration • Section 95 - Issue of Code of Compliance Certificate • Section 96 – Issue of Certificate of Acceptance in Certain Circumstances • Section 98 – processing Application for Certificate of Acceptance • Section 99 – Issue of Certificates of Acceptance • Section 99A – Refusal of Application for Certificate of Acceptance • Section 102 – Issue of Compliance Schedule in Certain Circumstances • Section 106 – Application for Amendment of Compliance Schedule • Section 107 – Amendment of Compliance Schedule • Section 109 – Obtaining of Reports on Compliance Schedule • Section 111 - Inspections by Territorial Authority • Section 112 – Alterations to Existing Buildings • Section 113 – Buildings with Specified Intended Lives • Section 115 - Code Compliance Requirements – Change of Use • Section 116 - Code Compliance Requirements – Extension of Life • Section 116A – Code Compliance Requirements - Subdivision • Section 124 - Dangerous, Earthquake-prone, or Insanitary Buildings • Section 126 – Territorial Authority May Carry Out Work • Section 129 - Measures to Avoid Immediate Danger or to Fix Insanitary Conditions • Section 164 - Issue of Notice to Fix • Section 167 - Inspection of Building Work Under Notice to Fix • Section 219 - Fees, Charges, and Levies • Section 222 – Inspections by territorial authority • Section 282A – Licensing Building Practitioners • Section 285 – Licensing Classes Designated by Regulations • Section 363 – Protecting Safety of Members of Public • Section 372 - Issue of Infringement Notices • Section 394 - Service of Notices
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	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey <p>An inspector pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012 for the purpose of:</p> <ul style="list-style-type: none"> • Section 267 Powers of Entry on Licensed Premises.
Building Consent Officer Building Consent / Regulatory Services Cadet	<p>An Enforcement Officer pursuant to section 232, and an Authorised Officer pursuant to section 222(4) of the Building Act 2004 with the following delegated responsibilities, powers and duties:</p> <ul style="list-style-type: none"> • Section 12 - Role of Building Consent Authority and Territorial Authority (EXCLUDING the issuing of Certificates of Acceptance, Project Information Memoranda, and Producer Statements). • Section 33 - Content of Application • Section 36 - Attachment of Development Contribution • Section 37 - Attachment of Additional Certificate • Section 48 - Processing Application for Building Consent • Section 49 - Granting of Building Consent • Section 50 – Refusal of Application for Building Consent • Section 51 - Issue of Building Consent • Section 71 - Building on Land Subject to Natural Hazards • Section 72 - Building Consent Granted in Certain Cases • Section 73 – Conditions on Building Consents Granted Under Section 72 • Section 75 – Construction of Building on Two or More Allotments • Section 77 - Building Consent not to be Granted • Section 90 – Inspections by building consent authorities • Section 95 - Issue of Code of Compliance Certificate • Section 96 – Issue of Certificate of Acceptance in Certain Circumstances • Section 98 – Processing Application for Certificate of Acceptance • Section 99 – Issue of Certificate of Acceptance • Section 99A – Refusal of Application for Certificate of Acceptance • Section 102 – Issue of compliance Schedule in Certain Circumstances • Section 106 – Application for Amendment to Compliance Schedule • Section 107 – Amendment of Compliance Schedule • Section 109 – Obtaining of Reports on Compliance Schedule • Section 111 - Inspections by Territorial Authority

	<ul style="list-style-type: none"> • Section 112 – Alterations to Existing Buildings • Section 115 - Code Compliance requirements – Change of Use • Section 116 - Code Compliance Requirements – Extension of Life • Section 124 - Dangerous, Earthquake-prone, or Insanitary Buildings • Section 126 - Territorial Authority May Carry Out Work • Section 129 - Measures to Avoid Immediate Danger or to Fix Insanitary Conditions • Section 164 - Issue of Notice to Fix • Section 167 - Inspection of Building Work Under Notice to Fix • Section 219 - Fees, Charges, and Levies • Section 222 – Inspections by territorial authority • Section 372 - Issue of Infringement Notices • Section 394 - Service of Notices <p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An inspector pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012 for the purpose of:</p> <ul style="list-style-type: none"> • Section 267 Powers of Entry on Licensed Premises.
Building Consent Authority Administration Officer	<p>As a Building Control Administration Officer have the following delegated responsibilities, powers and duties under the Building Act 2004:</p> <ul style="list-style-type: none"> • Section 36 - Attachment of Development Contribution • Section 37 - Attachment of Additional Certificate • Section 51 - Issue of Building Consent • Section 95 - Issue of Code of Compliance Certificate • Section 102 - Issue of Compliance Schedule in Certain Circumstances • Section 219 - Fees, Charges, and Levies <p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>General</p> <ul style="list-style-type: none"> • Conduct Administrative Needs as it relates to the Building Act

	2004, the Resource Management Act 1991 and any other relevant legislation and bylaws.
Group Manager – Customer & Community Partnerships	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 322 – Scope of Abatement Notice • Section 323 - Compliance with an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance with an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C - Infringements <p>A Warranted Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996, for the purpose of:</p> <ul style="list-style-type: none"> • Section 14 - Power to Enter Land or Premises • Section 15 - Power to Seize or Feed and Shelter Dog • Section 16 - Districts in which Power may be Exercised • Section 17 - Powers of Warranted Officers • Section 19 - Power to Request Information about Owner • Section 19A - Power to Request Information about Dog • Section 21(1), (2) & (4) Classifying a Probationary Owner • Section 22(4) – To Give Written Notice – Decision on a Probationary Owner Objection • Section 25(1), (3) & (4) - Disqualification of Dog Owners • Section 27(2) – To Give Written Notice – Decision on a Disqualified Owner Objection • Section 31(1) & (2) - Classifying Dog as Dangerous • Section 31(5) – To Give Written Notice – Decision on a Dangerous Dog Objection • Section 32 - Classification of Dangerous Dog • Section 32(1)(f) - Consent to Dispose of Dangerous Dog • Section 33A & 33C - Classifying Dog as Menacing • Section 33D(4) – To Give Written Notice – Decision on a Menacing Dog Objection • Section 35 – Supply of Register Information • Section 42 - Failure to Register Dog • Section 55 - Barking Dogs • Section 56 - Removal of Barking Dog

	<ul style="list-style-type: none"> • Section 57 - Seizure of Dog Responsible for Attack of Persons or Animals • Section 57A - Seizure of Dog Rushing at Persons, Animals or Vehicles • Section 66 - Issue of Infringement Notices and Power to Waive Infringements • Section 69 - Impounding and Disposal of Dog <p>A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:</p> <ul style="list-style-type: none"> • Section 7 - Enforcing Provisions of the Act • Section 10 – Territorial Authority may require occupier of private land to clear litter • Section 14 - Serving of Infringement Notices <p>An Authorised Officer pursuant to the Food Act 2014</p> <ul style="list-style-type: none"> • To carry out any functions as the registration authority as detailed in the act. <p>An inspector pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012 for the purpose of:</p> <ul style="list-style-type: none"> • Section 64 Issue of licences, certificates and authorities • Section 65 Set up and maintain registers • Section 66 Keep record of Applications • Section 262 Infringement Notices • Section 267 Powers of Entry on Licensed Premises • Section 268 Power to Seize Samples of Alcohol • Section 280 Variation, Suspension, or Cancellation of Licenses other than Special Licenses • Section 281 Suspension or Cancellation of Licenses by Licensing Authority in Respect of Certain Offences • Section 283 Variation, Suspension, or Cancellation of Special Licenses • Section 285 Suspension or Cancellation of Manager's certificates • Section 289 Suspension of License for Non-Compliance with Public health or Fire Precaution Requirements. <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 2 - Public Places • Part 4 - Trading in Public Places • Part 5 - Livestock Movement & Animals in Public Places • Part 7 - Water Supply • Part 8 - Control of Advertising Signs • Part 12 - Dog Control • Part 13 - The Keeping of Animals, Poultry & Bees • Part 25 - Traffic • Part 26 - Speed Limits • Part 29 - Liquor Control <p>An Authorised Officer pursuant to Local Government Act 1974 for the purpose of:</p> <ul style="list-style-type: none"> • Section 355 – Removal of Overhanging Trees
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	<p>An Authorised Officer pursuant to Reserves Act 1977 for the purpose of:</p> <ul style="list-style-type: none"> • Section 8 – Honorary Ranger • Section 40 – Functions of Administering Body <p>An Environmental Health Officer pursuant to section 28 of the Health Act 1956 for the purpose of:</p> <ul style="list-style-type: none"> • Section 34 - Abatement of Nuisance without Notice • Section 42 - Requiring of repairs and Issue of Closing Order • Section 128 - Power of Entry and Inspection <p>An Authorised Officer to perform the following</p> <ul style="list-style-type: none"> • To issue and decline certificates of registration, grant certificates of exemption and issue notices under Regulation 9 of the Health (Registration of Premises) Regulations 1966, including those for the purposes of the Health (Hairdressers) Regulations 1980; Food Hygiene Regulations 1974; Camping Ground Regulations 1985. • To register Funeral Directors and premises under the Health (Burial) Regulations 1985 • Functions as detailed in the Food Fees & Charges Regulations 2015 (exempt, waive, or refund fees) <p>An Authorised Officer pursuant to Section 356 of Local Government Act 1974 for the purpose of</p> <ul style="list-style-type: none"> • Section 356 – Removal of Abandoned Vehicles From Roads <p>An Authorised Officer pursuant to Public Bodies Leases Act 1969 for the purpose of:</p> <ul style="list-style-type: none"> • Section 7 – Grant Leases • Section 8 – Sell Leases • Section 9 – Land may be offered for leasing at amount determined by Leasing Authority • Section 17 & 18 – Public applications to Lease • Section 22 – Processes for reviews of Rent • Section 23 – Process for surrender of leases • Section 23A – Subleases and sub-tenants
Customer Experience Lead	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information

- Section 322 – Scope of Abatement Notice
 - Section 323 - Compliance with an Abatement Notice
 - Section 327 - Issue and Effect of Excessive Noise Direction
 - Section 328 - Compliance with an Excessive Noise Direction
 - Section 332 - Power of Entry for Inspection
 - Section 333 - Power of Entry for Survey
 - Section 335 - Content and Effect of Warrant for Entry for Search
 - Section 343C - Infringements
- A Warranted Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996, for the purpose of:
- Section 14 - Power to Enter Land or Premises
 - Section 15 - Power to Seize or Feed and Shelter Dog
 - Section 16 - Districts in which Power may be Exercised
 - Section 17 - Powers of Warranted Officers
 - Section 19 - Power to Request Information about Owner
 - Section 19A - Power to Request Information about Dog
 - Section 32 - Classification of Dangerous Dog
 - Section 33A - Classification of Menacing Dog
 - Section 42 - Failure to Register Dog
 - Section 55 - Barking Dogs
 - Section 56 - Removal of Barking Dog
 - Section 57 - Seizure of Dog Responsible for Attack of Persons or Animals
 - Section 57A - Seizure of Dog Rushing at Persons, Animals or Vehicles
 - Section 66 - Issue of Infringement Notices
 - Section 69 - Impounding and Disposal of Dog
- A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:
- Section 7 - Enforcing Provisions of the Act
 - Section 10 – Territorial Authority may require occupier of private land to clear litter
 - Section 14 - Serving of Infringement Notices
- An inspector pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012 for the purpose of:
- Section 64 Issue of licences, certificates and authorities
 - Section 65 Set up and maintain registers
 - Section 66 Keep record of Applications
 - Section 196 Perform function of Secretary of Licensing Committee (delegated under section 198 to Customer Experience Lead or in their absence the Group Manager – Customer and Community Partnerships)
 - Section 262 Infringement Notices
 - Section 267 Powers of Entry on Licensed Premises
 - Section 268 Power to Seize Samples of Alcohol
 - Section 280 Variation, Suspension, or Cancellation of Licenses other than Special Licenses
 - Section 281 Suspension or Cancellation of Licenses by Licensing Authority in Respect of Certain Offences
 - Section 283 Variation, Suspension, or Cancellation of Special Licenses
 - Section 285 Suspension or Cancellation of Manager's certificates

	<ul style="list-style-type: none"> • Section 289 Suspension of License for Non-Compliance with Public health or Fire Precaution Requirements. <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 2 - Public Places • Part 4 - Trading in Public Places • Part 5 - Livestock Movement & Animals in Public Places • Part 7 - Water Supply • Part 8 - Control of Advertising Signs • Part 12 - Dog Control • Part 13 - The Keeping of Animals, Poultry & Bees • Part 25 - Traffic • Part 26 - Speed Limits • Part 29 - Liquor Control <p>An Environmental Health Officer pursuant to section 28 of the Health Act 1956 for the purpose of:</p> <ul style="list-style-type: none"> • Section 34 - Abatement of Nuisance without Notice • Section 42 - Requiring of repairs and Issue of Closing Order • Section 128 - Power of Entry and Inspection <p>An Authorised Officer pursuant to the Food Act 2014</p> <ul style="list-style-type: none"> • To carry out any functions as the registration authority as detailed in the act. <p>An Authorised Officer to perform the following</p> <ul style="list-style-type: none"> • To issue and decline certificates of registration, grant certificates of exemption and issue notices under Regulation 9 of the Health (Registration of Premises) Regulations 1966, including those for the purposes of the Health (Hairdressers) Regulations 1980; Food Hygiene Regulations 1974; Camping Ground Regulations 1985. • To register Funeral Directors and premises under the Health (Burial) Regulations 1985 • Take actions under the Food Act Regulations 2015 <p>An Authorised Officer pursuant to Section 356 of Local Government Act 1974 for the purpose of</p> <ul style="list-style-type: none"> • Section 356 – Removal of Abandoned Vehicles From Roads <p>An Authorised Officer pursuant to Fencing Act 1978.</p>
Utilities Officer – Customer & Community Partnerships	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency

	<ul style="list-style-type: none"> • Section 174 – Authority to Act <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 2 - Public Places • Part 4 - Trading in Public Places • Part 6 - Solid Waste • Part 7 - Water Supply • Part 14 - Cemeteries • Part 21 - Stormwater • Part 22 - Wastewater • Part 25 - Trade Waste <p>An Authorised Officer pursuant to Local Government Act 1974 for the purpose of:</p> <ul style="list-style-type: none"> • Section 355 – Removal of Overhanging Trees <p>An Authorised Officer pursuant to Reserves Act 1977 for the purpose of:</p> <ul style="list-style-type: none"> • Section 8 – Honorary Ranger • Section 40 – Functions of Administering Body <p>An Authorised Officer pursuant to Camping Ground Regulations 1985 for the purpose of administering the Regulation</p> <p>An Authorised Officer pursuant to Fencing Act 1978.</p> <p>A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:</p> <ul style="list-style-type: none"> • Section 7 – Enforcing Provisions of this Act • Section 10 - Territorial Authority may require occupier of private land to clear litter • Section 14 – Serving of Infringement Notices
Compliance and Bylaws Officer	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 322 – Scope of Abatement Notice • Section 323 - Compliance with an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction

- Section 328 - Compliance with an Excessive Noise Direction
- Section 332 - Power of Entry for Inspection
- Section 333 - Power of Entry for Survey
- Section 335 - Content and Effect of Warrant for Entry for Search
- Section 343C - Infringements

An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:

- Part 2 - Public Places
- Part 4 - Trading in Public Places
- Part 5 - Livestock Movement & Animals in Public Places
- Part 7 - Water Supply
- Part 8 - Control of Advertising Signs
- Part 12 - Dog Control
- Part 13 - The Keeping of Animals, Poultry & Bees
- Part 25 - Traffic
- Part 26 - Speed Limits
- Part 29 - Liquor Control

An Enforcement Officer pursuant to Section 232, and an Authorised Officer pursuant to Section 222(4) of the Building Act 2004 with the following delegated responsibilities, powers and duties:

- Section 12 - Carry out Function of Building Consent Authority
- Section 222 - Inspections and Entry onto Premises

A Warranted Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996, for the purpose of:

- Section 11 - To carry out all or any of the functions and powers of a Dog Control Officer
- Section 12 - To carry out all or any of the functions and powers of a Dog Ranger
- Section 14 - Power to Enter Land or Premises
- Section 15 - Power to Seize or Feed and Shelter Dog
- Section 16 - Districts in which Power may be Exercised
- Section 17 - Powers of Warranted Officers
- Section 19 - Power to Request Information about Owner
- Section 19A - Power to Request Information about Dog
- Section 32 - Classification of Dangerous Dog
- Section 33A & 33C - Classification of Menacing Dog
- Section 42 - Failure to Register Dog
- Section 55 - Barking Dogs
- Section 56 - Removal of Barking Dog
- Section 57 - Seizure of Dog Responsible for Attack of Persons or Animals
- Section 57A - Seizure of Dog Rushing at Persons, Animals or Vehicles
- Section 66 - Issue of Infringement Notices
- Section 69 - Impounding and Disposal of Dog

A Pound keeper pursuant to Section 8 of the Impounding Act 1955 for the purpose of:

- Section 13(k) - Authorised to keep records required to be kept by a Local Authority
- Section 63 - Delegation of Local Authority Powers

	<ul style="list-style-type: none"> Section 64 - Serving of Notices <p>A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:</p> <ul style="list-style-type: none"> Section 7 - Enforcing Provisions of the Act Section 10 – Territorial Authority may require occupier of private land to clear litter Section 14 - Serving of Infringement Notices <p>An inspector pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012 for the purpose of:</p> <ul style="list-style-type: none"> Section 262 Infringement Notices Section 267 Powers of Entry on Licensed Premises <p>A Parking Warden pursuant to Section 7 of the Transport Act 1962</p> <p>An Authorised Officer pursuant to Section 356 of Local Government Act 1974 for the purpose of</p> <ul style="list-style-type: none"> Section 356 – Removal of Abandoned Vehicles From Roads
Environmental Health Officer	<p>An Environmental Health Officer pursuant to section 28 of the Health Act 1956 for the purpose of:</p> <ul style="list-style-type: none"> Section 34 - Abatement of Nuisance without Notice Section 41 – Issue Cleansing Orders Section 42 - Requiring of repairs and Issue of Closing Order Section 81 & 83 - Powers in relation to cleaning and disinfecting Section 128 - Power of Entry and Inspection <p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> Section 164 - Exercise the Power to Seize Property not on Private Land Section 165 - Exercise the Power to Seize Property on Private Land Section 171 - General Power of Entry Section 172 - Power of Entry for Enforcement Purposes Section 173 - Power of Entry in Cases of Emergency Section 174 – Authority to Act <p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> Section 22 - Duty to Give Certain Information Section 323 - Compliance with an Abatement Notice Section 327 - Issue and Effect of Excessive Noise Direction Section 328 - Compliance with an Excessive Noise Direction Section 332 - Power of Entry for Inspection Section 333 - Power of Entry for Survey Section 335 - Content and Effect of Warrant for Entry for Search Section 343C - Infringements <p>An Authorised Officer pursuant to the Food Act 2014</p>

	<ul style="list-style-type: none"> • To carry out any functions as the registration authority as detailed in the act. <p>An Authorised Officer to perform the following</p> <ul style="list-style-type: none"> • To issue and decline certificates of registration, grant certificates of exemption and issue notices under Regulation 9 of the Health (Registration of Premises) Regulations 1966, including those for the purposes of the Health (Hairdressers) Regulations 1980; Food Hygiene Regulations 1974; Camping Ground Regulations 1985. • To register Funeral Directors and premises under the Health (Burial) Regulations 1985 • Take actions under the Food Act Regulations 2015 <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 2 - Public Places • Part 3 - Hostels • Part 25 – Trade Waste
Liquor Licensing Inspector	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 323 - Compliance with an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance with an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C - Infringements <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 2 - Public Places • Part 3 - Hostels • Part 29 - Liquor Control <p>An inspector pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012 for the purpose of:</p> <ul style="list-style-type: none"> • Section 262 Infringement Notices • Section 267 Powers of Entry on Licensed Premises • Section 268 Power to Seize Samples of Alcohol • Section 280 Variation, Suspension, or Cancellation of Licenses other than Special Licenses • Section 281 Suspension or Cancellation of Licenses by Licensing Authority in Respect of Certain Offences

	<ul style="list-style-type: none"> • Section 283 Variation, Suspension, or Cancellation of Special Licenses • Section 285 Suspension or Cancellation of Manager's certificates • Section 289 Suspension of License for Non-Compliance with Public health or Fire Precaution Requirements.
Animal Control Officer	<p>A Warranted Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996, for the purpose of:</p> <ul style="list-style-type: none"> • Section 11 - To carry out all or any of the functions and powers of a Dog Control Officer • Section 12 - To carry out all or any of the functions and powers of a Dog Ranger • Section 14 - Power to Enter Land or Premises • Section 15 - Power to Seize or Feed and Shelter Dog • Section 16 - Districts in which Power may be Exercised • Section 17 - Powers of Warranted Officers • Section 19 - Power to Request Information about Owner • Section 19A - Power to Request Information about Dog • Section 32 - Classification of Dangerous Dog • Section 33A & 33C - Classification of Menacing Dog • Section 42 - Failure to Register Dog • Section 55 - Barking Dogs • Section 56 - Removal of Barking Dog • Section 57 - Seizure of Dog Responsible for Attack of Persons or Animals • Section 57A - Seizure of Dog Rushing at Persons, Animals or Vehicles • Section 66 - Issue of Infringement Notices • Section 69 - Impounding and Disposal of Dog <p>A Pound keeper pursuant to Section 8 of the Impounding Act 1955 for the purpose of:</p> <ul style="list-style-type: none"> • Section 13(k) - Authorised to keep records required to be kept by a Local Authority • Section 63 - Delegation of Local Authority Powers • Section 64 - Serving of Notices <p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 323 - Compliance with an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction

	<ul style="list-style-type: none"> • Section 328 - Compliance with an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 342C - Infringements <p>An Authorised Officer pursuant to clause 101 of Part 1 of the Central Hawke's Bay District Council Bylaws for the purpose of:</p> <ul style="list-style-type: none"> • Part 5 - Livestock Movement & Animals in Public Places • Part 8 - Control of Advertising Signs • Part 12 - Dog Control • Part 13 - The Keeping of Animals, Poultry & Bees <p>A Litter Control Officer pursuant to Section 5 of the Litter Act 1979 for the purpose of:</p> <ul style="list-style-type: none"> • Section 7 - Enforcing Provisions of the Act • Section 10 – Territorial Authority may require occupier of private land to clear litter • Section 14 - Serving of Infringement Notices <p>A Parking Warden pursuant to Section 7 of the Transport Act 1962</p>
Noise Abatement Officer (Triko Security employee)	<p>An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002, in relation to any offence under this Act including, without limitation:</p> <p>Offences Against Bylaws made under this Act</p> <ul style="list-style-type: none"> • Section 164 - Exercise the Power to Seize Property not on Private Land • Section 165 - Exercise the Power to Seize Property on Private Land • Section 171 - General Power of Entry • Section 172 - Power of Entry for Enforcement Purposes • Section 173 - Power of Entry in Cases of Emergency • Section 174 – Authority to Act <p>An Enforcement Officer pursuant to Section 38 (1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 323 – Compliance with abatement notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance With an Excessive Noise Direction • Section 332 - Power of Entry for Inspection

RESOURCE MANAGEMENT ACT 1991 AND ASSOCIATED LEGISLATION DELEGATIONS

These are specific delegations to the Chief Executive, Group Manager Customer & Community Services, Consents Lead, Resource Management Planners and Customer and Regulatory Services.

Section or Clause Number	Delegation Description	Delegated To (Acronym)	Notes
		Council Chief Executive (CE), Group Manager - Community Infrastructure and Development (GMCID) Group Manager - Customer and Community Partnerships (GMCCD) Customer Consents Lead (CCL) Customer Experience Lead (CEL) Senior Consents Planners and Senior Planner (SP) (including any Enforcement Officer) Resource Consents Planners (P) (including any Enforcement Officer)	1. Delegations include temporary Acting CE, GMCID, GMCCD, CCL, or CEL when relevant or required.

	LOCAL GOVERNMENT ACT 1974		
327A	Cancellation of building line restrictions	CE, GMCID, GMCCD, CCL, SP	
348	The power to exercise all powers of Council in respect of private roads and private ways	CE, GMCID, GMCCD, CCL, CEL, SP, P	
319(i)	To name roads	CE	
319	General powers in respect of roads	CE, GMCID, GMCCD, CCL, CEL, SP, P	
	LOCAL GOVERNMENT ACT 2002		
171	The power to approve entry to any land or building other than a dwelling house (and to sign a warrant to that effect) for doing anything that the Local Authority is empowered to do under this Act or any other Act and to issue a warrant under the seal of Council authorising that the person is so authorised.	CE, GMCID, GMCCD, CCL, CEL	See RMA S332/333
177	The power to appoint an enforcement officer.	CE, GMCID, GMCCD	
215	The power to approve an application for a removal order.	CE, GMCID, GMCCD	
	UNIT TITLES ACT 2010		
32(2)	The power to provide certification pursuant to subsection (2)	CE, GMCID, CCL, SP	
	RESOURCE MANAGEMENT ACT 1991		
10(2)(b)	Time extension to existing use	CE, GMCID, CCL, SP, P	

34(A)(1) & (2) and 100(A)	The nomination of one or more commissioners from the list of commissioners appointed by the Council for hearings (Ref. report No 3654 / 2008 adopted 1/10/2008).	CE, GMCID, GMCCD, CCL, CEL, SP	
36(5)	Power to reduce or waive fees or deposits for charitable or community organisations or in other situations deemed appropriate.	CE, GMCID, GMCCD	
37(1)	Power to waive or extend time limits as specified in this section.	CE, GMCID, CCL, SP	
37(2)	Waive compliance with the requirement to submit information as outlined in Section 37(2) and the power to set new terms for the rectification or the omission of the inaccuracy.	CE, GMCID, CCL, SP, P	
37A(6)	Power to determine and notify those persons who are directly affected by the extension or waiver of compliance with a time period, method of service, or service of document.	CE, GMCID, CCL, SP, P	
38	Power to authorise an Enforcement Officer/s to carry out all or any of the functions and powers as an enforcement officer under this Act. functions	CE, GMCID, GMCCD	
41B	The power to direct an applicant to provide briefs of evidence to the authority before a hearing.	CE, GMCID, GMCCD, CCL, CEL, SP, P	
41C	The power to request further information prior to or at a Hearing.	CE, GMCID, GMCCD, CCL, CEL, SP, P	

42	The power to make an order that a hearing be held with the public excluded. The power to make an order prohibiting or restricting the publication or communication of any information supplied or obtained in the course of any proceedings.	CE, GMCID, GMCCD, CCL, CEL	
42A(1)	The power to commission a report by an officer or consultant for hearing.	CE, GMCID, GMCCD, CCL, CEL, SP, P	
42A(5)	The Authority to waive compliance with service of documents requirements.	CE, GMCID, GMCCD, CCL, CEL, SP	
86D(2)	The power to make an application to the Environment Court for a rule to have legal effect.	CE, GMCID, GMCCD, CCL, CEL	
87AAB(1) & (2)	New Consent Exemption under this section	CE, GMCID, CCL, SP, P	
87BB	Exemption of activities from resource consent for marginal or temporary breaches	CE, GMCID, CCL, SP, P	
87(E)	Decision on whether to allow an application to be determined by the Environment Court and authority to determine an application for referral to the Environment Court is incomplete.	CE, GMCID, CCL	
88	The power to determine that an application is incomplete and to return the application with written reasons for the determination.	CE, GMCID, CCL, SP, P	
91	The power to defer an application pending additional consents.	CE, GMCID, CCL, SP, P	
92(1)	The power to request further information relating to an application.	CE, GMCID, CCL, SP, P	
92(2)	The power to commission a report on any matter relating to the application.	CE, GMCID, GMCCD, CCL, SP, P	

92A (2)	The power to set a time limit within which further information requested by a territorial authority should be provided.	CE, GMCID, CCL, SP, P	
92A(3)	The power to decline an application for failure to meet requirements under this subsection.	CE, GMCID, CCL, SP	
92B(2)	The power to decline an application in accordance with this section.	CE, GMCID, CCL, SP	
95 and 95(A)–(F)	The power to determine when applications shall be non-notified, limited notified or publicly notified.	CE, GMCID, CCL, SP	
99	The power to convene a pre-hearing meeting and exercise all powers under this section.	CE, GMCID, CCL, SP, P	
99A	The power to refer applicants and persons who made submissions on the application to mediation and the authority to appoint a mediator under section 34A.	CE, GMCID, GMCCD, CCL, CEL	
100	The power to determine that a hearing is not needed.	CE, GMCID, GMCCD, CCL	
101	The power to fix a hearing date and time and place of the hearing.	CE, GMCID, GMCCD, CCL, CEL, SP, P	
102	Functions in relation to joint hearings.	CE, GMCID, GMCCD, CCL, CEL, SP, P	
103	Functions in relation to combined hearings for resource consents in relation to the same proposal.	CE, GMCID, GMCCD, CCL, CEL, SP, P	

104 104A, 104B, 104C, 104D	The power to grant or refuse non notified resource consents and the power to decide on applications made with full or limited notification but only where such applications: (i) Have not attracted any, or only relatively minor submissions in opposition or where such submissions have been resolved between parties, and; (i) Where the issues are clear cut, and; (ii) Where policies are clear cut, and; (iii) Which have a favourable officer report, and; (iv) The applicant and/or submitters support this decision.	CE, GMCID, CCL, SP	
106	The power to refuse to grant a subdivision taking in consideration the issues specified in S106.	CE, GMCID, CCL, SP	
108	The power to determine conditions of a resource consent	CE, GMCID, CCL, SP, P	
108A (1), (2) &(3)	Bonds	CE, GMCID, GMCCD, CCL, CEL, SP, P	
109	The power to authorise Council use of bond funds	CE, GMCID, CCL	
124(2)(e)	The power to permit an existing consent to continue while applying for a new consent.	CE, GMCID, CCL	
125	The power to extend the period within which a resource consent lapses.	CE, GMCID, CCL, SP	

126	The power to cancel unexercised resource consents.	CE, GMCID, CCL, SP, P	
127	The power to decide on an application for change to or cancellation of consent conditions.	CE, GMCID, CCL, SP	
128-132	The power to initiate and determine a review of conditions of a resource consent.	CE, GMCID, CCL, SP	
133A	Power to approve an amended resource consent within 20 working days of the granting of the original.	CE, GMCID, CCL, SP, P	
138	The power to grant or refuse partial or full surrender of a resource consent.	CE, GMCID, CCL, SP	
139	The power to grant or refuse an application for a certificate of compliance.	CE, GMCID, CCL, SP	
139A	The power to grant or refuse an application for an existing use certificate.	CE, GMCID, CCL, SP	
149Z	The power to process applications referred from the Minister for the Environment or the EPA.	CE, GMCID, CCL, SP	
169	The power to process notices of requirement from a requiring authority.	CE, GMCID, CCL, SP	
170	The power to decide whether to include a notice of requirement in a proposed plan change.	CE, GMCID, CCL, SP	
174	The power to appeal to the Environment Court against the whole or any part of a decision of a	CE, GMCID, CCL, SP	

	requiring authority.		
176A(2)	The power to waive the requirement for an outline plan.	CE, GMCID, CCL, SP	
176A(4)	The power to request changes to an outline plan.	CE, GMCID, CCL, SP, P	
176A(5)	The power to Appeal against the decision of a requiring authority to the Environment Court.	CE, GMCID, CCL, SP	
181	The power to alter a designation.	CE, GMCID, CCL, SP	
184(1)(b) and 184(2)(b)	The power to extend the expiry period of a designation that has not been given effect to.	CE, GMCID, CCL, SP	
190	The power to process notices of requirement for a heritage order from a heritage authority.	CE, GMCID, CCL, SP	
191	Ability to request changes	CE, GMCID, CCL, SP	
195A	The power to alter heritage orders.	CE, GMCID, CCL, SP	
198C	The power to decide whether a notice of requirement application will be determined by the Environment Court as requested by applicant.	CE, GMCID, CCL	
198I	The power to decide whether a notice of requirement application will be determined by the Environment Court	CE, GMCID, CCL	
220	The power to impose conditions on subdivision consents.	CE, GMCID, CCL, SP	

221(1)	The power to impose a condition requiring the issuing of a consent notice.	CE, GMCID, CCL, SP	
221(3)(b)	The power to review, vary or cancel any consent notice.	CE, GMCID, CCL, SP	
222	The power to extend a completion period and to issue a completion certificate.	CE, GMCID, CCL, SP	
223	The power to approve any survey plan	CE, GMCID, CCL, SP	
224(c)	Power to certify compliance with specified conditions prior to deposit of survey plan.	CE, GMCID, CCL, SP	
224(f)	Power to certify compliance with building code provisions.	CE, GMCID, CCL, SP	
226(e)	Power to issue a certificate in accordance with this Section.	CE, GMCID, CCL, SP	
S232.	The power to approve the creation of an esplanade strip in accordance with S232 (1) and (2).	CE, GMCID, CCL, SP	
S234(6)	The power to grant (with or without modifications) or decline an application to vary or cancel an instrument creating an esplanade strip.	CE, GMCID, CCL, SP	
234(7)	The power to certify a varied or cancelled esplanade strip.	CE, GMCID, CCL, SP	
235	Power to agree to create an esplanade strip with the agreement of the registered proprietor.	CE, GMCID, CCL	

237	The power to approve survey plans where esplanade reserves or esplanade strips are required.	CE, GMCID, CCL	
237B	The power to authorise the creation, variation, or cancellation of easements.	CE, GMCID, CCL	
240(1) and (3)	The power to endorse survey plans with covenants and to approve the covenant instrument.	CE, GMCID, CCL	
240(4) and (5)	The power to approve the cancellation of a covenant imposed under this Section or under the corresponding provision of any former enactment for non-notified applications.	CE, GMCID, CCL	
241)	The power to approve the individual disposal of land or the holding of land in separate titles which have previously been amalgamated.	CE, GMCID, CCL	
241 continued	The power to cancel in whole or in part any condition described in Subsection (2).	CE, GMCID, CCL	
243	The power to revoke an easement in whole or in part.	CE, GMCID, CCL	
274	The power to nominate an officer or other person to attend a proceeding of the Environment Court.	CE, GMCID, CCL	
299	The power to appeal against the decision or report and recommendation of the Environment Court to the High Court on a point of law.	CE	
311	The power to apply for a declaration in accordance with this Section.	CE, GMCID, CCL	

316	The power to apply for an enforcement order or interim enforcement order.	CE, GMCID, GMCCD, CCL, CEL	
325A(2)	The power to cancel an abatement notice.	CE, GMCID, GMCCD, CCL, CEL	
325A(5)	The power to determine an application to review and/or amend an abatement notice.	CE, GMCID, GMCCD, CCL, CEL	
330	The power to make the necessary determinations and undertake such actions as are provided for in subsections (1) - (3) inclusive	CE, GMCID, GMCCD, CCL, CEL	Applies to emergency work and the power to take preventative or remedial action.
334	The power to seek a search warrant from a District Court Judge or any duly authorised Justice or any Community Magistrate or Registrar for entry for search.	CE, GMCID, GMCCD, CCL	
357C	The power to grant an extension of time to lodge an objection under sections 357 to 357B hear and determine any matters under this Section	CE, GMCID, CCL	
First Schedule, Part one, Clause 5 and 5A	Power to decide on whom public notice shall be sent in relation to a policy statement or plan or a change thereto	CE, GMCID, CCL, SP	
First Schedule Part One Clause 6 and 6A	The power to make a submission on a proposed policy statement or plan that was notified under Clause 5.	CE, GMCID, CCL, SP	

First Schedule, Part one, Clause 8AA	The power to refer to mediation issues raised by persons who have made submissions on the proposed plan or policy statement and the power to appoint an independent mediator in accordance with this Clause.	CE, GMCID, CCL, SP	
First Schedule, Part One, Clause 14	The power to authorise an appeal against any aspect of a requiring Authority's or heritage protection authority's decision.	CE, GMCID, CCL	
First Schedule, Part two, Clause 23	The power to require further information from an applicant.	CE, GMCID, CCL	
First Schedule, Part three, Clause 32	The power to certify as correct copies of material to be incorporated by reference into a plan or proposed plan.	CE, GMCID, CCL	

9.10 FEES AND CHARGES 2018/19**File Number:** COU1-1400**Author:** Bronda Smith, Group Manager, Corporate Support and Services**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. Schedule of Fees and Charges 2018/19**PURPOSE**

The matter for consideration by the Council is the adoption of the Fees and Charges for 2018/19

3. RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) That the Fees and Charges for the financial year dated 2018/19 as set out in Attachment A excluding Animal Control Fees be approved.
- b) That Council give notice pursuant to Section 103 of the Local Government Act 2002 of its intention to prescribe the fees payable for the period 1 July 2018 to 30 June 2019 in respect of certificates, authorities, approvals, consents, and services given or inspections made by the Council under the Local Government Act 2002, the Building Act 2004, the Building (Infringement Offences, Fees, and Forms) Regulations 2007, the Amusement Devices Regulations 1978, the Resource Management Act 1991, Health (Registration of Premises) Regulations 1966, Sale and Supply of Alcohol (Fees) Regulations 2013, the Gambling Act 2003, the Burial and Cremation Act 1964, and the Central Hawke's Bay District Council Bylaws as set out in the Fees and Charges Schedule 2018/19.

COMPLIANCE

Significance	This matter is assessed as being significant
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ul style="list-style-type: none"> 1. That the Fees and Charges for the financial year dated 2018/19 as set out in Attachment A excluding Animal Control Fees be approved. 4. 2. Retain the current fee structure.
Affected persons	The persons who are affected by or interested in this matter are the community of Central Hawkes Bay District Council.
Recommendation	This report recommends option 1 for addressing the matter.
Long-Term Plan / Annual Plan Implications	The Fees and Charges are a material component of the revenue of Council and therefore have an implication for being able to meet the Long Term Plan budgets if the current fee structure is maintained.

COMPLIANCE	
Significant Policy and Plan Inconsistencies	No

BACKGROUND

As part of the Long Term Plan, Council has reviewed the Schedule of Fees & Charges and has consulted on the charges as part of the Long Term Plan special consultation process.

The fees and charges noted in the schedule for 2018/2019 relate to certificates, approvals, consents, and services given or inspections made by the Council under the Local Government Act 2002, the Building Act 2004, the Building (Infringement Offences, Fees, and Forms) Regulations 2007, the Amusement Devices Regulations 1978, the Resource Management Act 1991, Health (Registration of Premises) Regulations 1966, Sale and Supply of Alcohol (Fees) Regulations 2013, the Gambling Act 2003, the Burial and Cremation Act 1964, and the Central Hawke's Bay District Council Bylaws as set out in the Schedule of Fees and Charges 2018/2019.

Council is required under Section 103 of the Local Government Act 2002, to give notice of its fees and charges payable for the period 1 July 2018 to 30 June 2019 as part of the Revenue and Financing Policy.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as **significant** because it has a material impact on the Council's abilities to deliver the services included in the Long Term Plan.

OPTIONS

Option 1

That the Fees and Charges for the financial year dated 2018/19 as set out in Attachment A excluding Animal Control Fees be approved

That Council give notice pursuant to Section 103 of the Local Government Act 2002 of its intention to prescribe the fees payable for the period 1 July 2018 to 30 June 2019 in respect of certificates, authorities, approvals, consents, and services given or inspections made by the Council under the Local Government Act 2002, the Building Act 2004, the Building (Infringement Offences, Fees, and Forms) Regulations 2007, the Amusement Devices Regulations 1978, the Resource Management Act 1991, Health (Registration of Premises) Regulations 1966, Sale and Supply of Alcohol (Fees) Regulations 2013, the Gambling Act 2003, the Burial and Cremation Act 1964, and the Central Hawke's Bay District Council Bylaws as set out in the Fees and Charges Schedule 2018/19.

- a) Financial and Resourcing Implications
This option ensures that Council is able to meet the budgets within the Long Term Plan.
- b) Risk Analysis
There is no risk assessed with this option.
- c) Alignment to Project Thrive and Community Outcomes
This aligns with the Council's Community Outcomes.

- d) **Statutory Responsibilities**
Council is required to adopt the Fees and Charges prior to charging the fees based on the legislative requirements that the Fees and Charges are set under.
- e) **Consistency with Policies and Plans**
This is consistent with the Long Term Plan 2018-28.
- f) **Participation by Māori**
There are no specific implications for Māori regarding the setting of the rates.
- g) **Community Views and Preferences**
The views of the community and preferences were considered as part of the special consultative process run as part of the Long Term Plan process
- h) **Advantages and Disadvantages**
Approval of the Fees and Charges in the attachment allows Council to remain within the budgets included in the Long Term Plan.

Option 2

Retain the current fee structure

- a) **Financial and Resourcing Implications**
This option has material implications to meeting the budgets within the Long Term Plan.
- b) **Risk Analysis**
There is risk in this option to meeting the budgets within the Long Term Plan.
- c) **Promotion or Achievement of Community Outcomes**
This aligns with the Council's Community Outcomes.
- d) **Statutory Responsibilities**
There is no statutory responsibilities in this option as the current fee structure has already been adopted by Council
- e) **Consistency with Policies and Plans**
This option is not consistent with the Long Term Plan
- f) **Participation by Māori**
There are no specific implications for Māori regarding the setting of the rates.
- g) **Community Views and Preferences**
This would be inconsistent with the special consultative process run as part of the Long Term Plan process
- h) **Advantages and Disadvantages**
This option has material implications to meeting the budgets within the Long Term Plan.

NEXT STEPS

Following the approval of the Schedule for Fees and Charges, from the 1st July 2018, the Fees and Charges will be updated on all forms and on the website.

Recommended Option

This report recommends option 1 for addressing the matter.

1. Schedule of Fees and Charges

Leadership and Governance Group

There are no applicable charges in this activity area.

Planning and Regulatory Group

Resource Management	excl GST	GST	incl GST
Notes: <ul style="list-style-type: none">Pursuant to Section 36, 36(1) and 36(3) of the Resource Management Act 1991, Council may require the person who is liable to pay one or more of the below charges, to also pay an additional charge to recover actual and reasonable costs in respect of the matter concerned.These set fees relate to the minimum administration charge only. The actual fee payable includes the cost of time taken to process each application, memorandum, consent, certificate or schedule and the cost of the inspections required.Extra charges will be applicable for development levies. These will be assessed on a case by case basis. Please contact Council for exact costs.			
Administrative Charges			
Private District Plan Change (Deposit)	\$13,043.48	\$1,956.52	\$15,000.00
Land Use and Subdivision Consents			
Notified Applications (deposit)	\$3,478.26	\$521.74	\$4,000.00
Limited Notified Applications (deposit)	\$2,173.91	\$326.09	\$2,500.00
Non Notified Applications (deposit)	\$782.61	\$117.39	\$900.00
Relocation Consent (deposit)	\$782.61	\$117.39	\$900.00
Boundary Dispensation (Written Approval)	\$130.43	\$19.57	\$150.00
Boundary Dispensation (No Written Approval)	\$782.61	\$117.39	\$900.00
Land Use Consents (deposit)	\$1,043.48	\$156.52	\$1,200.00
Subdivision Consents 1-8 Lots (deposit)	\$1,043.48	\$156.52	\$1,200.00
Subdivision Consents more than 8 Lots (deposit)	\$2,086.96	\$313.04	\$2,400.00
Deamalgamation (s226)	\$130.43	\$19.57	\$150.00
ROW application (S348 LGA)	\$521.74	\$78.26	\$600.00
Variation of Conditions of Consents	\$521.74	\$78.26	\$600.00
Designations and heritage orders (New and alterations) (deposit)	\$695.65	\$104.35	\$800.00
Certificate of Compliance (section 139 Resource Management Act 1991)	\$434.79	\$65.21	\$500.00
Subdivision Compliance Fee (section 223 and/or 224 Resource Management Act 1991	\$260.87	\$39.13	\$300.00
Subdivision Compliance Fee (section 223 and/or 224 Resource Management Act 1991 – more than 10 lots	\$1,304.35	\$195.65	\$1,500.00
Consent Notices and miscellaneous subdivision documents	\$95.66	\$14.34	\$110.00
Bond Administration Fee	\$104.35	\$15.65	\$120.00
Administration, monitoring and supervision of consents	Actual and reasonable costs		
Supply of documents	Photocopying costs		
District Plan (including Planning Maps) Hardcopy	\$173.91	\$26.09	\$200.00
District Plan (including Planning Maps) CD ROM	\$43.48	\$6.52	\$50.00
Engineering Plan Approval	Actual and reasonable costs		
Sec 224 12 Month Maintenance Bond for subdivision works equal to 5% of the cost of the construction works.			
Inspection Fee – Zone 1	\$173.91	\$26.09	\$200.00
Inspection Fee – Zone 2	\$182.61	\$27.39	\$210.00

Inspection Fee – Zone 3	\$200.00	\$30.00	\$230.00
Inspection Fee – Zone 4	\$226.09	\$33.91	\$260.00
Inspection Fee – Outside Zone 4	\$260.87	\$39.13	\$300.00
Hourly charge out rate	\$130.43	\$19.57	\$150.00
Travel Costs (per km)	\$0.87	\$0.13	\$1.00
Sale of Liquor Certificate (RMA)	\$65.22	\$9.78	\$75.00
Objection of RMA decisions (Section 357)	\$869.57	\$130.43	\$1000.00
Noise Complaints	excl GST	GST	incl GST
Note: <ul style="list-style-type: none"> Pursuant to Section 36(1) and 36(3) of the Resource Management Act 1991, Council may require the person who is liable to pay one or more of the below charges, to also pay an additional charge to recover actual and reasonable costs in respect of the matter concerned. 			
Seizure charge for noise emission equipment	\$173.92	\$26.08	\$200.00
Repeat Noise Complaints	\$173.92	\$26.08	\$200.00
Call Out Fee	\$130.44	\$19.56	\$150.00
Abatement Notice Fee	\$52.18	\$7.82	\$60.00

Building Consents

NOTES:

- Building consent deposit payable on application.
- The actual fee payable includes the cost of time taken to process each application, project information memorandum, building consent or compliance schedule and the cost of the inspections required.
- Extra charges will be applicable for development levies. These will be assessed on a case by case basis. Please contact Council for exact costs.
- Deposits are based on adequate documentation being provided to Council at the time of application and a set number of inspections. Further charges will be incurred should further work be required during processing and issuing consent or should extra inspections be required.
- It is anticipated that the scheduled deposit will cover some of Council's actual and reasonable expenses. Where additional costs are incurred, the applicant will be charged accordingly. Where, upon issue of a Code of Compliance Certificate, the deposit is found to exceed the actual and reasonable cost, a refund will be made.
- Building Research Association and Department of Building and Housing levies are additional to the above at the Rates specified from time to time by the Association.
- Pursuant to Building Research Association Legislation, materials, labour and plant costs must be included in the total value of building work for the calculation of levies.
- An additional charge for the Property Information Memoranda will be made when requested prior to a Building Consent Application being filed, and when the project is more than minor works.
- The accreditation fee is to cover continuing Central Government accreditation costs relating to the Building Act 2004.
- Council intend to introduce a mileage recovery component to the inspection fee.

Consent Fees	excl GST	GST	incl GST
Solid Fuel Burner – Free Standing (including accreditation fee) (deposit) plus travel fees	\$226.09	\$33.91	\$260.00
Solid Fuel Burner – In Built (including accreditation fee) (deposit) plus travel fees	\$308.70	\$46.30	\$355.00

Marquee Consent / Inspection Fee	\$313.04	\$46.96	\$360.00
Minor plumbing and drainage works including new connections, replacement septic tanks and effluent fields, demolition work and swimming pool fences (deposit)	\$330.43	\$49.57	\$380.00
Dwellings, commercial/industrial buildings and building alterations, repiling and in ground pools (deposit)	\$1,739.13	\$260.87	\$2,000.00
Pole Barn / Garage / Carport / Conservatory under \$20,000 (deposit)	\$678.26	\$101.74	\$780.00
Minor building work (deposit)	\$330.43	\$49.57	\$380.00

Consent Fees continued	excl GST	GST	incl GST
Semi-Permanent Awnings	\$130.43	\$19.57	\$150.00
Amendment to building consent (deposit)	\$434.78	\$65.22	\$500.00
Variation processing under s45 BA04 as minor - hourly rate	\$139.13	\$20.87	\$160.00
Hourly Processing Fee	\$139.13	\$20.87	\$160.00

Administrative Charges	excl GST	GST	incl GST
Administration Fee – under \$20,000	\$234.78	\$35.22	\$270.00
Administration Fee – over \$20,000	\$434.78	\$65.22	\$500.00
Administration Fee – over \$100,000 and commercial buildings	\$608.70	\$91.30	\$700.00
Compliance Schedules (BWOFF) hourly rate	\$139.13	\$20.87	\$160.00
Amendments to Compliance Schedules hourly rate	\$139.13	\$20.87	\$160.00
Compliance Schedules charge per specified system	\$8.70	\$1.30	\$10.00
Issue of Compliance Schedule	\$234.78	\$35.22	\$270.00
Buildign Warrant of Fitness Administration Fee	\$130.43	\$19.57	\$150.00
Building Warrant of Fitness Audit Fee (hourly rate additional)	\$139.13	\$20.87	\$160.00
Building Warrant of Fitness Audit Fee Hourly Rate	\$139.13	\$20.87	\$160.00
BRANZ and MBIE Levy	Actual cost		
Inspection Fee – Zone 1	\$173.91	\$26.09	\$200.00
Inspection Fee – Zone 2	\$182.61	\$27.39	\$210.00
Inspection Fee – Zone 3	\$200.00	\$30.00	\$230.00
Inspection Fee – Zone 4	\$226.09	\$33.91	\$260.00
Inspection Fee – Outside Zone 4	\$260.87	\$39.13	\$300.00
Re-Inspection Fee	As per Zone Fee		
Central Government Accreditation Recovery Fee – under \$20,000	\$30.43	\$4.57	\$35.00
Central Government Accreditation Recovery Fee – under \$100,000	\$60.87	\$9.13	\$70.00
Central Government Accreditation Recovery Fee – over \$100,000	\$108.70	\$16.30	\$125.00
Central Government Accreditation Recovery Fee – Commercial	\$160.87	\$24.13	\$185.00
Section 72 administration (Building subject to natural hazards)	\$173.92	\$26.08	\$200.00
Section 75 administration and Certification (Building across 2 or more allotments)	\$173.92	\$26.08	\$200.00
Hourly Charge Out Rate	\$139.13	\$20.87	\$160.00
Travel Costs (per km)	\$0.87	\$0.13	\$1.00
Peer review of engineering reports	Actual Cost		
Property File Request	\$30.43	\$4.57	\$35.00

GIS Map Information		excl GST	GST	incl GST
Every Day Map Requests (No Photograph) – Note – A request that involves less than 15 minutes to produce				
	A4	\$8.70	\$1.30	\$10.00
	A3	\$12.18	\$1.82	\$14.00
	A2	\$21.74	\$3.26	\$25.00
	A1	\$26.09	\$3.91	\$30.00
Every Day Map Requests (With Photograph) – Note – A request that involves less than 15 minutes to produce				
	A4	\$17.39	\$2.61	\$20.00
	A3	\$24.35	\$3.65	\$28.00
	A2	\$43.48	\$6.52	\$50.00
	A1	\$52.18	\$7.82	\$60.00
Special Map Request Charges				
Note: <ul style="list-style-type: none"> Specialised maps are those which require new layers to be added, minor analysis work and/or specialised printing techniques. In addition to the printing charges outlined above there is a charge based on actual time taken plus any disbursements. 				
Hourly charge out rate		\$139.13	\$20.87	\$160.00
Minimum charge for specialist maps		\$65.22	\$9.78	\$75.00

Information Memoranda	excl GST	GST	incl GST
Property Information Memoranda	\$304.35	\$45.65	\$350.00
Land Information Memoranda – ten (10) working days (Residential Property)	\$260.87	\$39.13	\$300.00
Urgent Land Information Memoranda – two (2) working days (Residential Property)	\$521.74	\$78.26	\$600.00
Land Information Memoranda (Commercial)	\$521.74	\$78.26	\$600.00
Certificate of Title	\$26.09	\$3.91	\$30.00
Hourly charge out rate	\$139.13	\$20.87	\$160.00

Miscellaneous Consents	excl GST	GST	incl GST
Certificate of Public Use	\$304.35	\$45.65	\$350.00
	Plus actual and reasonable costs		
Certificate of Acceptance	\$434.78	\$65.22	\$500.00
	Plus actual and reasonable costs		
Applications for Change of use of a building	\$434.78	\$65.22	\$500.00
	Plus actual and reasonable costs		
Inspections for which no other fee has been paid (mileage will be charged for inspections outside the district) – eg effluent system subdivision inspections	\$260.87	\$39.13	\$300.00
Non Consent Compliance Schedules / Warrant of Fitness check (per specified system) hourly rate	\$139.13	\$20.87	\$160.00
Hourly charge out rate	\$139.13	\$20.87	\$160.00

Swimming Pool Fences	excl GST	GST	incl GST
Compliance Inspection for existing fence (deposit)	\$173.92	\$26.08	\$200.00

Registration of Premises	excl GST	GST	incl GST
Annual Registration of Premises			
Food premises / Food control plans	\$330.43	\$49.57	\$380.00
Verification Fee- hourly rate	\$130.44	\$19.56	\$150.00
Prepacked food only/low risk	\$173.92	\$26.08	\$200.00
Re-inspection for failure to comply / failure of CAR hourly rate	\$130.44	\$19.56	\$150.00
Offensive Trades: Operating under Schedule 3 of Health Act 1956	\$173.92	\$26.08	\$200.00
Hairdressers Registration	\$134.79	\$20.21	\$155.00
Camping Grounds	\$200.00	\$30.00	\$230.00
A discount of \$30 (inclusive GST) shall apply for any camping ground serviced with reticulated water and/or sewerage services. (i.e. \$30 (inclusive GST) discount for each service connected).	-\$26.09	-\$3.91	-\$30.00
Funeral Directors	\$173.92	\$26.08	\$200.00
Transfer of Registration	\$86.96	\$13.04	\$100.00
Registration of event on public / open space (Small) Food / Alcohol	\$65.22	\$9.78	\$75.00
Registration of event on public / open space (Medium / Large) Food / Alcohol	\$130.43	\$19.57	\$150.00
Market (Annual)	\$86.96	\$13.04	\$100.00
Street tables and chairs	\$173.92	\$26.08	\$200.00
Food Control Plan and National Programme Registration	\$173.92	\$26.08	\$200.00
Food Control Plan and National Programme Renewal	\$86.96	\$13.04	\$100.00
Verification Charge Food Control Plans hourly rate	\$130.43	\$19.57	\$150.00
Inspection/Investigation Fee (Non-compliance)	\$130.43	\$19.57	\$150.00

Liquor	excl GST	GST	incl GST
Note:			
▪ Fees set by Regulation under Sale and Supply of Alcohol Act 2012			
Application Fees			
Very low risk application	\$320.00	\$48.00	\$368.00
Low risk application	\$530.00	\$79.50	\$609.50
Medium risk application	\$710.00	\$106.50	\$816.50
High risk application	\$890.00	\$133.50	\$1,023.50
Very high risk application	\$1,050.00	\$157.50	\$1,207.50
Annual Fees			
Very low risk application	\$140.00	\$21.00	\$161.00
Low risk application	\$340.00	\$51.00	\$391.00
Medium risk application	\$550.00	\$82.50	\$632.50
High risk application	\$900.00	\$135.00	\$1,035.00
Very high risk application	\$1,250.00	\$187.50	\$1,437.50
Special Licence Applications			
Class 1 – 1 large event, more than 3 medium events or more than 12 small events	\$500.00	\$75.00	\$575.00
Class 2 – 1 to 3 medium events or 3 to 12 small events	\$180.00	\$27.00	\$207.00
Class 3 – 1 to 2 small events	\$55.44	\$8.31	\$63.75
Other Applications			
Managers Certificate Application	\$275.00	\$41.25	\$316.25
Temporary Authority / Temporary Licence	\$258.00	\$38.70	\$296.70
Permanent Club Charters annual fee	\$550.00	\$82.50	\$632.50
Extract from registrar	\$50.00	\$7.50	\$57.50
Sale of Liquor Certificate (Building)	\$65.22	\$9.78	\$75.00
Sale of Liquor Certificate (Planning)	\$65.22	\$9.78	\$75.00
District Licensing Committee Costs	At actual costs		

Hawkers, Pedlars, Itinerant Traders, Markets and Street Stalls	excl GST	GST	incl GST
Trading Licence (Public Places)			
Application and Licence Fee per annum - seasonal	\$434.78	\$65.22	\$500.00
Itinerant Trader	\$43.48	\$6.52	\$50.00
Markets – Event Organisers – seasonal	\$65.22	\$9.78	\$75.00
Markets – Food Stall Holder – seasonal	\$21.74	\$3.26	\$25.00
Raffle Days, Street Collections – Non Commercial	No permit fee is required		

Vehicle Stands	excl GST	GST	incl GST
Licences For Vehicle Stands On Streets (Omnibus and Taxicabs)			
Application	\$173.92	\$26.08	\$200.00
Annual Rental	\$100.00	\$15.00	\$115.00

Advertising Signs	excl GST	GST	incl GST
Hoardings and Signs			
Application and Permit	As for building consents		
Annual Licence Fees (per m ² or part thereof per month)	\$1.74	\$0.26	\$2.00

Amusement Devices and Shooting Galleries	excl GST	GST	incl GST
Note:			
<ul style="list-style-type: none"> The Permit Fee for Amusement Devices is in addition to any Ground Rental etc that may be required. 			
Amusement Devices Permit Fees			
For one device, for the first 7 days of proposed operation or part thereof	\$8.70	\$1.30	\$10.00
For each additional device operated by the same owner, for the first 7 days or part thereof	\$1.74	\$0.26	\$2.00
For each device for each further period of 7 days or part thereof	\$0.87	\$0.13	\$1.00
Annual Fixed Amusement Facility	\$86.96	\$13.04	\$100.00

Class 4 Gaming Licensing	excl GST	GST	incl GST
Note:			
▪ Pursuant to the Gambling Act 2003.			
Application Fee	\$186.96	\$28.04	\$215.00
License Inspection Fee	\$130.44	\$19.56	\$150.00

Skateboard and Bicycle Confiscation	excl GST	GST	incl GST
Return of confiscated skateboards and bicycles			
	\$43.48	\$6.52	\$50.00

Animal Control	excl GST	GST	incl GST
Early Payment Discount:			
A discount of \$10.00 is only available for those registrations paid prior to 1 st July each year.			
Note:			
▪ Proportionate fees apply for Dog Registration from 1 st August for all dogs legally required to be registered from that date and pups that turn 3 months of age after that date.			
Dog Registration			
Town Dogs	\$82.61	\$12.39	\$95.00
Responsible Dog Owner	\$47.83	\$7.17	\$55.00
Rural Dogs	\$40.87	\$6.13	\$47.00
Responsible Dog Owner Property Inspection	\$43.48	\$6.52	\$50.00
Pensioner / Gold Card Dog Owner	\$32.17	\$4.83	\$37.00
Dangerous Dog	\$434.78	\$65.22	\$500.00
Penalty for payment received after 1 August	\$17.39	\$2.61	\$20.00
Dog Impounding			
First impounding	\$43.48	\$6.52	50.00
Second impounding	\$56.52	\$8.48	\$65.00
Third impounding	\$108.70	\$16.30	\$125.00
Daily charge	\$13.91	\$2.09	\$16.00
After hours opening fee	\$43.48	\$6.52	\$50.00
Other charges			
Microchipping	\$26.09	\$3.91	\$30.00
Replacement tags	\$4.35	\$0.65	\$5.00
Collars – Large	\$8.70	\$1.30	\$10.00
Collars – Small	\$6.96	\$1.04	\$8.00

Walk-eez lead with poop bag	\$8.70	\$1.30	\$10.00
Ranging Charges			
Note:			
<ul style="list-style-type: none"> Pursuant to the Impounding Act 1955. 			
Staff attendance at incidents of stock on roads including State Highways (per hour)	\$173.91	\$26.09	\$200.00
Travel Costs (per km)	\$0.87	\$0.13	\$1.00
Minimum charge	\$86.96	\$13.04	\$100.00

Impounding fees for stock (excluding dogs)	excl GST	GST	incl GST
Note:			
<ul style="list-style-type: none"> Trespass rates shall be additional and as described in the Regulations to the Impounding Amendment Act 1980. 			
Impounding for every animal per day	\$13.04	\$1.96	\$15.00
Sustenance for every animal per day	\$13.04	\$1.96	\$15.00
Notice to owner by post or delivery	\$13.04	\$1.96	\$15.00
Notice to owner by advertisement[s]	At cost		
Transport to Pound [By transport operators or other]	At cost		
Transport to Pound [By Council]	At cost		
Transport to Pound [By droving]	At cost		
Minimum charge for any impounding	\$130.43	\$19.57	\$150.00
Minimum Charge for second and subsequent impounding of stock from same owner -additional fee.	\$173.91	\$26.09	\$200.00

Emergency Management	excl GST	GST	incl GST
Attendance at bylaw breaches	\$173.92	\$26.08	\$200.00

Land Transport Group

Vehicle Crossings	excl GST	GST	incl GST
Notes: <ul style="list-style-type: none"> Vehicle crossings must be installed by a contractor approved by the Council. Council must approve the design and location of crossing prior to installation. Full cost must be paid by the applicant. The applicant shall supply to the Council an estimate of the cost of the vehicle crossing along with a bond of 150% of the estimate prior to approval to construct being granted by the Council. The estimate must be not more than 30 days old and must be provided by a Contractor acceptable to Council. Bond is refundable. The vehicle crossing must be constructed within 12 months of being granted the approval to proceed or the Council will construct the crossing using the bond. Extra charges will be applicable for development levies. These will be assessed on a case by case basis. Please contact Council for exact costs. 			
Administration Fee payable at time of Vehicle Crossing application	\$169.85	\$25.48	\$195.33
Bond Administration Fee	\$48.34	\$7.25	\$55.59

Plans and Consents	excl GST	GST	incl GST
Generic Traffic Management Plan (annual fee)	\$1,330.43	\$199.57	\$1,530.00
Individual Traffic Management Plan	\$51.00	\$7.65	\$58.65
Corridor Access Request	\$108.21	\$16.23	\$124.44
Generic Overweight Permit	\$169.85	\$25.48	\$195.33
Individual Overweight Permit	\$108.21	\$16.23	\$124.44

Temporary Road Closure	excl GST	GST	incl GST
Application	\$339.70	\$50.96	\$390.66
Road Inspection Staff (per inspection)	\$221.74	\$33.26	\$255.00
Travel Costs (per km)	\$0.89	\$0.13	\$1.02

Road Stopping	excl GST	GST	incl GST
Application	\$1,543.30	\$231.50	\$1,774.80

Livestock Crossing Permit	excl GST	GST	incl GST
Application	\$168.52	\$25.28	\$193.80

Licence to Occupy – Road Reserve	excl GST	GST	incl GST
Note: <ul style="list-style-type: none">Pursuant to section 150 of the Local Government Act 2002.			
Application Fee	No Charge		
Annual Licence Fee (up to one acre (4000m ²))	No Charge		
Annual Licence Fee (larger than one acre (4000m ²))	No Charge		

Solid Waste Group

NOTES:

The following conditions apply to all trade refuse users of the landfill and transfer stations:

- The disposal of Special wastes (as defined in the landfill management plan) at the landfill requires the Waste Generator to complete the "Special Waste Questionnaire" and "Waste Profile Declaration". Special waste will be only accepted after Council's approval of the application.
- Hazardous waste, Prohibitive waste and Trade waste (as defined in Council's Solid Waste Bylaw) will not be accepted at Council facilities.
- Council will invoice commercial users at appropriate intervals. The assessment of volumes of refuse for charging will be based on the volume of refuse in the vehicle, not the compacted volume in the landfill. Council's assessment of volumes will be final.
- Unless agreed with Council NO truckloads of trade refuse or loads of clean fill greater than 0.2m³ will be accepted at the transfer stations. Such loads may be accepted at the landfill and will be charged for separately at the landfill charge.
- Unless agreed with Council or the landfill operator no after hour access is allowed to the landfill or transfer stations. No keys to the landfill or transfer stations will be issued.

Special/Difficult Refuse is waste that is bulky, lightweight or requiring immediate burying due to containing offensive odour, or is easily windblown, attractive to vermin, has health implications, contains asbestos, or as required by the Council or landfill operator.

* based on \$10/tonne Waste Levy contribution (excluding GST) and \$12.20/tonne carbon credits (GST exempt).

Refuse and Greenwaste		excl GST	Waste Min Levy	GST	Carbon credits	incl GST
Landfill (minimum charge of \$60.00)						
Standard Refuse (per tonne)	\$117.00	\$10.00*	\$19.05	\$12.20*	\$158.25	
Special/Difficult Refuse (per tonne)	Actual Costs of disposal (Min standard refuse rate charge)					
Landfill Keg Tag Bond	\$17.39	N/A	\$2.61	N/A	\$20.00	
Landfill Admin Fee for Manual Dockets	\$43.48	N/A	\$6.52	N/A	\$50.00	
Transfer Station - Refuse		excl GST	Waste Min Levy	GST	incl GST	
Car		\$10.66	\$0.65*	\$1.69	\$13.00	
Van or ute with a contained load being either a Wheelie bin/drum/small wool sack/up to 2 bags		\$10.66	\$0.65*	\$1.69	\$13.00	
Utilities and Vans		\$20.16	\$1.58*	\$3.26	\$25.00	
Trailers up to 2.0m long up to 1m high		\$20.16	\$1.58*	\$3.26	\$25.00	
Utilities and Trailers up to 2.0m loaded above 1m high (per 0.5m)		\$10.66	\$0.65*	\$1.69	\$13.00	
Trailers up to 2.6m long up to 1m high		\$29.90	\$2.27*	\$4.83	\$37.00	
Trailers up to 2.6m loaded above 1m high (per 0.5m)		\$20.16	\$1.58*	\$3.26	\$25.00	
Trailers larger than above		Per cubic metre rate				
Flat Deck Truck		Landfill or measured m³ rate				
Other Truck		Landfill or a pre agreed m³ rate				
Per cubic metre (compacted)		\$69.57	\$4.18*	\$10.43	\$80.00	

Transfer Station – Refuse continued	excl GST	Waste Min Levy	GST	incl GST
Per cubic metre (not compacted)	\$31.31	\$2.27*	\$4.69	\$36.00
Weighed load at Transfer Station (incl. weigh fee)	\$40.00 + per tonne fee			
Vehicle and Trailer	Charged for both individually			
Mixed loads	Charged at refuse rate			
Car Bodies (not accepted)	CHBDC's scrap metal partner			

Transfer Station – Greenwaste	excl GST	GST	incl GST
Car	\$6.09	\$0.91	\$7.00
Wheelie bin/ drum/ small wool sack / up to 2 bags	\$6.09	\$0.91	\$7.00
Utilities and Vans	\$11.30	\$1.70	\$13.00
Trailers up to 2.0m long up to 1m high	\$11.30	\$1.70	\$13.00
Utilities and Trailers up to 2.0m loaded above 1m high (per 0.5m)	\$6.09	\$0.91	\$7.00
Trailers up to 2.6m long up to 1m high	\$21.74	\$3.26	\$25.00
Trailers up to 2.6m loaded above 1m high (per 0.5m)	\$11.30	\$1.70	\$13.00
Trailers larger than above	Per cubic metre rate		
Flat Deck Truck	Measured m³ rate		
Other Truck	Pre agreed m³ rate		
Per cubic metre	\$26.09	\$3.91	\$30.00
Vehicle and Trailer	Charged for both individually		
Mixed loads	Charged at refuse rate		

Tyre Disposal - All tyres are to be charged independently and are on top of other refuse charges.

Car	\$4.35	\$0.65	\$5.00
Motorcycle	\$2.61	\$0.39	\$3.00
4x4	\$6.09	\$0.91	\$7.00
Truck	\$8.70	\$1.30	\$10.00
Tractor	\$23.91	\$3.59	\$27.50
Tyres on rims	2 x individual tyre charge		
Tyres to landfill in bulk	Counted and charged individually		

Refuse bags / Recycling bin Charges (Recommended Retail Price)

Refuse Bag – 35 litre	\$1.57	\$0.23	\$1.80
Refuse Bag – 60 litre	\$1.92	\$0.28	\$2.20
Recycling Bin	\$19.13	\$2.87	\$22.00

Unauthorised dumping - Council will prosecute persons caught dumping rubbish unlawfully.

Staff time for investigating and clearing per hour	\$108.70	\$16.30	\$125.00
Travel Costs (per km)	\$0.87	\$0.13	\$1.00
Minimum Charge	\$108.70	\$16.30	\$125.00

Water Services Group

Water Supply	excl GST	GST	incl GST
Charges for Water			
Notes: <ul style="list-style-type: none"> ▪ Extraordinary users may be charged by private arrangement with Council. ▪ Quarterly water billing will apply for metered water users. ▪ Extra charges will be applicable for development levies. These will be assessed on a case by case basis. Please contact Council for exact costs. 			
Tankered water (taken from standpipes) per m ³	\$3.17	\$0.48	\$3.65
Note: <i>- for information only as this charge is a rate and is set as a rate</i>			
Water to metered properties per m ³	\$2.12	\$0.32	\$2.44
Common Charges			
Note: <ul style="list-style-type: none"> ▪ Water Connections from the Council main, to and including the toby and/or meter manifold must be installed by a contractor approved by Council for the installation of water connections, at the applicant's expense. 			
Application fee	\$111.30	\$16.70	\$128.00
Inspection fee	\$111.30	\$16.70	\$128.00
Debt Recovery – hourly rate	\$111.30	\$16.70	\$128.00
Restrictor Fee	\$111.30	\$16.70	\$128.00
	Plus actual costs		
Installation of testable Backflow Preventer	Contractors cost		
Maintenance and Annual Testing Fees	Contractors cost		
Disconnections and Reconnections	Contractors cost		
Reconnection following Council imposed disconnection	Contractors cost		
New Connections	Contractors cost		

Wastewater (Sewerage) Group

Sewerage	excl GST	GST	incl GST
New Connections			
Notes: <ul style="list-style-type: none"> Sewerage connections must be installed by a contractor approved by the Council for the installation of sewerage connections. Connections at the applicant's expense. Note: Extra charges will be applicable for development levies. These will be assessed on a case by case basis. Please contact Council for exact costs. 			
Application fee	\$111.30	\$16.70	\$128.00
Inspection fee	\$111.30	\$16.70	\$128.00
Existing Connections			
Note: <ul style="list-style-type: none"> Work and repair to existing connections to Council sewer main. All physical work associated with repair at applicant's expense. 			
Inspection fee	\$111.30	\$16.70	\$128.00

Discharge of Trade Waste				
Note: <ul style="list-style-type: none"> Charges for the discharge of Trade Waste and conditions thereof are recovered under the Central Hawke's Bay District Council Trade Waste Bylaw 2006. The following charges are provided in Schedule 1D of the Bylaw. 				
B Trade Waste Charges				
Category	Description	excl GST	GST	incl GST
B1 Volume	Payment based on the volume discharged \$/m ³			
	Waipukurau	\$0.21	\$0.03	\$0.24
	Waipawa	\$0.21	\$0.03	\$0.24
B3 Suspended solids	Payment based on the mass of suspended solids \$/kg			
	Waipukurau ISS	\$1.22	\$0.18	\$1.40
	VSS	\$0.15	\$0.02	\$0.17
	Waipawa ISS	\$1.57	\$0.23	\$1.80
	VSS	\$0.21	\$0.03	\$0.24
B4 Organic loading	Biochemical oxygen demand or chemical oxygen demand \$/kg.			
	Waipukurau	\$1.63	\$0.25	\$1.88
	Waipawa	\$1.03	\$0.16	\$1.19
B5 Nitrogen	Payment based on the defined form(s) of nitrogen \$/kg.			
	Waipukurau	\$2.44	\$0.37	\$2.81
	Waipawa	\$2.17	\$0.33	\$2.50
B6 Phosphorous	Payment based on the defined form(s) of phosphorous \$/kg.			
	Waipukurau	\$8.10	\$1.21	\$9.31
	Waipawa	\$6.53	\$0.98	\$7.51
Tankered Waste Charges				
Tankered Wastes (\$/m ³)		\$0.0174	\$0.0026	\$0.02

Storm Water Group

Storm Water	excl GST	GST	incl GST
New Connections			
Note: <ul style="list-style-type: none"> Storm water connections must be installed by a contractor approved by the Council for installation of storm water connections. Connections at the applicant's expense. 			
Application fee	\$111.30	\$16.70	\$128.00
Inspection fee	\$111.30	\$16.70	\$128.00
Existing Connections			
Note: <ul style="list-style-type: none"> Work and repair to existing connections to Council's storm water drain, kerb and channel, or open drain. All physical work associated with repair at applicant's expense. 			
Inspection fee	\$111.30	\$16.70	\$128.00

Recreation and Community Facilities Group

Parks and Reserves	excl GST	GST	incl GST
Note: <ul style="list-style-type: none"> Fees for Parks and Reserves are set and collected under the FM Contract. 			
Pourerere Beach Freedom Camping			
Note: <ul style="list-style-type: none"> For permits issued for a one week period between the 20th December and 6th February each summer. At all other times no fee applies. 			
Booking Administration Fee	\$30.44	\$4.56	\$35.00

Library Charges	excl GST	GST	incl GST
Notes:			
<ul style="list-style-type: none">All residents of Central Hawke's Bay have free membership.Charges are reduced at librarian's discretion as books and magazines get older.			
Rental Books			
Hardback	\$0.87	\$0.13	\$1.00
Paperback	\$0.87	\$0.13	\$1.00
Trade paperback	\$0.87	\$0.13	\$1.00
Magazines	\$0.87	\$0.13	\$1.00
Library Request books from libraries with reciprocal agreement	\$6.09	\$0.91	\$7.00
Library Request books from other libraries (fee as imposed by other library)	\$6.09 - \$21.73	\$0.91 - \$3.26	\$7.00 - \$25.00
Books for Sale			
Books for Sale	Librarians discretion		
Lost books	Charged at replacement cost (purchase price minus discount (if any), plus 30% administration charge)		
Other Charges			
Aotearoa People's Network Kaharoa printing - per page	\$0.17	\$0.03	\$0.20
DVDs 4+ discs/3 week issue	\$6.09	\$0.91	\$7.00

Photocopying / Printing			
Note:			
<ul style="list-style-type: none"> There is no discount if the customer has supplied their own paper. 			
A4 Single Sided per sheet	\$0.18	\$0.02	\$0.20
A4 Double Sided per sheet	\$0.35	\$0.05	\$0.40
A4 Colour Single Sided	\$1.31	\$0.19	\$1.50
A3 Single Sided per sheet	\$0.35	\$0.05	\$0.40
A3 Double Sided per sheet	\$0.70	\$0.10	\$0.80
A3 Colour Single Sided	\$2.61	\$0.39	\$3.00
A2 Single Sided per sheet (Council Office Only)	\$2.18	\$0.32	\$2.50
A1 Single Sided per sheet (Council Office Only)	\$4.35	\$0.65	\$5.00
A4 Scanning for first page	\$0.87	\$0.13	\$1.00
A4 Scanning for extra pages	\$0.18	\$0.02	\$0.20
A1 and A2 Scanning to USB drives only (Council Office Only)	\$8.70	\$1.30	\$10.00
Laminating			
A4 size	\$1.74	\$0.26	\$2.00
A3 size	\$3.48	\$0.52	\$4.00
Miscellaneous			
Replacement Library Cards	\$3.48	\$0.52	\$4.00
Book Covering	\$3.48	\$0.52	\$4.00
Bond for temporary membership	\$17.39	\$2.61	\$20.00
Road Code Bond	\$8.70	\$1.30	\$10.00
Fax - outwards NZ	\$1.30	\$0.20	\$1.50
Fax - outwards NZ - additional pages	\$0.43	\$0.07	\$0.50
Fax - outwards International	\$3.48	\$0.52	\$4.00
Fax - outwards international additional pages	\$0.87	\$0.13	\$1.00
Fax - inward	\$0.43	\$0.07	\$0.50

Cemeteries and Crematoria

Notes:

- R.S.A. Personnel:
No charges are made for plots or niches for R.S.A. personnel in the R.S.A. section of the Takapau, Waipukurau or Waipawa Cemeteries but interment fees as below apply.
- The sale of reserve plots is restricted to one and then only in conjunction with the burial of a member of the same family. (With each application a standard form is filled out so that an accurate record of the reserve plot is kept. A copy of this form is also forwarded to the local Funeral Director.)
Those persons who have reserved plots on behalf of another person or for family members cannot reserve a further plot until the original reserved plots are used.
Pursuant to section 10 (4) of the Burial and Cremation Act 1964 the exclusive right of burial will lapse after sixty (60) years. All plots not used after 60 years will be offered for re-sale following deliberate effort to trace the purchaser or descendants thereof.
- The cost of general grounds maintenance in the cemetery including mowing plots in the lawn cemetery areas is carried out by Council and paid for in the Burial Plot Fee. However maintenance of headstones, fences, concrete-work, etc on any plot is the responsibility of the deceased's descendants and relatives.
- There are no additional charges for extra depth burial plots.
- With burials, including ashes and still born, where the grave has a concrete top additional charges are payable for concrete cutting and reinstatement.

Burial Plot Fees	excl GST	GST	incl GST
Burial Plots – adult	\$591.30	\$88.70	\$680.00
Burial Plots – children 12 & under (caskets up to 1200mm x 600mm)	No charge		
Burial Plots (stillborn – around the base of the memorial at Waipukurau Cemetery) (caskets up to 400mm x 340mm)	No charge		
Ashes or Crematorium Berm	\$189.57	\$28.43	\$218.00
Crematorium Garden Plot	\$234.78	\$35.22	\$270.00
Crematorium Family Garden Area (8 plots)	\$1,865.22	\$279.78	\$2,145.00
Crematorium Family Garden Area (10 plots)	\$2,313.04	\$346.96	\$2,660.00
Interment Fees			
Standard – including public holidays and weekends	\$646.09	\$96.91	\$743.00
Children 12 & Under and Stillborn - including public holidays and weekends	No charge		
Ashes	\$166.96	\$25.04	\$192.00
Miscellaneous Charges			
Permits for headstones	\$39.13	\$5.87	\$45.00
Permits for plaques	\$20.43	\$3.07	\$23.50
Permits for renovations	No charge		
Prepare Ashes Plot	\$86.96	\$13.04	\$100.00
Disinterment and Re-interment	Every disinterment and/or re-interment shall be at a fee set by the Council based on actual cost plus 20%.		

Council Chamber	excl GST	GST	incl GST
Note: <ul style="list-style-type: none"> Non-Council organisations and club using the Council Chamber will be charged \$30.00 per hour with a minimum charge of \$60.00. This includes the use of the kitchen and crockery. 			
Minimum Charge	\$52.18	\$7.82	\$60.00
Hourly Charge	\$26.09	\$3.91	\$30.00

Retirement Housing		excl GST	GST	incl GST
Notes:				
<ul style="list-style-type: none">Retirement housing rentals have been included in the Fees and Charges Schedule purely for review and information purposes. They do not form part of the Special Order procedures.New tenancies that occur during the year, may be negotiated at rentals which exceed the below.Rentals are reviewed annually.				
Kingston Place Waipawa or Ruahine Place Waipukurau (per week)	Single Occupancy	\$96.52	\$14.48	\$111.00
	Married Occupancy	\$105.22	\$15.78	\$121.00
With Council owned and maintained heat pump	Single Occupancy	\$108.70	\$16.30	\$125.00
	Married Occupancy	\$116.52	\$17.48	\$134.00
Wellington Road Waipukurau (per week)	Single Occupancy	\$110.43	\$16.57	\$127.00
	Married Occupancy	\$120.87	\$18.13	\$139.00
With Council owned and maintained heat pump	Single Occupancy	\$122.61	\$18.39	\$141.00
	Married Occupancy	\$132.17	\$19.83	\$152.00

10 PUBLIC EXCLUDED BUSINESS**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
10.1 - Ruataniwha Water Storage Scheme Intellectual Property	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
10.2 - Waipawa and District Centennial Memorial Pool Redevelopment - Approval	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

11 DATE OF NEXT MEETING**RECOMMENDATION**

THAT the next meeting of the Central Hawke's Bay District Council be held on 13 June 2018.

12 TIME OF CLOSURE