

### Chief Executive delegation to Corporate Services

(below General Manager level)

- District Administration Services
- Financial Services

Act	Section	Delegation	Title
Local Government Act 2002	12	Power to authenticate documents (previously under section 252 LGA74)	<ul style="list-style-type: none"> <li>• Legal Services Manager</li> <li>• In-house Counsel</li> </ul>
		Power to seek legal advice from approved legal service providers	<ul style="list-style-type: none"> <li>• Legal Services Manager</li> <li>• In-house Counsel</li> </ul>
		Power to instruct solicitors to represent Council in hearings before any Court or Tribunal or other judicial or quasi-judicial body	<ul style="list-style-type: none"> <li>• Legal Services Manager</li> <li>• In-house Counsel</li> </ul>
		Authority to represent Council, whether or not assisted by other solicitors, in hearings before any Court or Tribunal or other judicial or quasi-judicial body	<ul style="list-style-type: none"> <li>• In-house Counsel</li> </ul>
		Power to receive, prepare, complete, and/or execute statutory and legal documents including affidavits and declarations	<ul style="list-style-type: none"> <li>• Legal Services Manager</li> <li>• In-house Counsel</li> </ul>
Various	Various	Authority to institute and proceed with legal proceedings on behalf of Council, including but not limited to the power to lay an information in respect of an offence against any Act	<ul style="list-style-type: none"> <li>• Legal Services Manager</li> <li>• In-house Counsel</li> </ul>
Local Government Act 2002	40	Power to prepare and make publicly available a local governance statement	<ul style="list-style-type: none"> <li>• Manager – District Administration Services</li> </ul>
Local Government Act 2002	116	Establish and maintain a register of charges over any of Council's assets, keeping copies of all instruments specifically affecting any of its property	<ul style="list-style-type: none"> <li>• Chief Financial Officer</li> </ul>
Local Government Act 2002	Various	Sign release documents on insurance claims made by Council	<ul style="list-style-type: none"> <li>• Chief Financial Officer</li> </ul>

Local Government Act 2002	Various	Power to write off bad debts (not unpaid rates) of up to \$10,000	<i>Jointly</i> <ul style="list-style-type: none"> <li>• General Manager Corporate Services</li> <li>• Chief Financial Officer</li> </ul>
Local Government Act 2002	Various	Power to recommend to the Chief Executive the writing off of bad debts (not unpaid rates) above \$10,000	<i>Jointly</i> <ul style="list-style-type: none"> <li>• General Manager Corporate Services</li> <li>• Chief Financial Officer</li> </ul>
Disputes Tribunal Act 1988	-	Power to represent Council in the Disputes Tribunal and bind the Council to agreed settlements and/or Referees' determinations	<ul style="list-style-type: none"> <li>• Legal Services Manager</li> </ul>
Local Government Official Information and Meetings Act 1987	42	Authority to exercise all or any of Council's powers under Parts 1 to 5 of the Act, except any powers specified in section 32 of the Act	<ul style="list-style-type: none"> <li>• Manager – District Administration</li> <li>• Legal Services Manager</li> <li>• In-House Counsel</li> <li>• Senior Solicitor</li> <li>• Solicitor</li> <li>• Legal Services Officer</li> <li>• Property Legalisation Officer</li> </ul>
Local Government Official Information and Meetings Act 1987	44A	Power to determine such other information concerning land as is relevant for inclusion in a LIM	<ul style="list-style-type: none"> <li>• Legal Services Manager</li> <li>• Property Legalisation Officer</li> </ul>
Local Government Official Information and Meetings Act 1987	46, 46A, 49, 51, 51A	Power to publicly notify meetings and to make available agendas, reports and minutes	<ul style="list-style-type: none"> <li>• Governance Support Team Leader</li> </ul>
Privacy Act 1993	23, 124	Authority to exercise all or any powers of Council under the Act including power to act as one of Council's privacy officers	<ul style="list-style-type: none"> <li>• Legal Services Manager</li> <li>• Legal Services Officer</li> </ul>
Statutory Land Charges Registration Act 1928	6(1), 7(2)	To sign notice of statutory land charge and to sign releases of such charges	<ul style="list-style-type: none"> <li>• Chief Financial Officer</li> <li>• Manager Financial Accounting</li> </ul>
Local Government Act 1974 Local Government Act 2002 Public Works Act 1981 Reserves Act 1977 Te Ture Whenua Māori Act 1993 Land Transfer Act 1952	Various	Power to negotiate on Council's behalf in the acquisition and disposal of land and interests in land, for public works and other purposes (including road legalisation) that Council is authorised to undertake under these Acts, provided that where the negotiated sum exceeds the officer's level of delegated authority the negotiation will be subject to approval of a Council	<ul style="list-style-type: none"> <li>• Property Legalisation Officer</li> </ul>

Property Law Act 2007		officer, the relevant Committee, or Council as required. (Note: the power to purchase or dispose of assets, other than in accordance with the LTCCP, cannot be delegated to staff; Council resolutions are required to complete such transactions)	
	Various	Authority to represent Council, whether or not assisted by solicitors, in hearings before the District Court, the Environment Court, and the Māori Land Court, in respect of matters pertaining to the powers delegated to property legalisation officers as listed above	<ul style="list-style-type: none"> <li>• Property Legalisation Officer</li> </ul>
	Various	Authority to prepare documents, whether or not assisted by solicitors, to give effect to agreements negotiated under the powers delegated to property legalisation officers as listed above, for execution by Council and lodgement with the appropriate statutory authority for registration or gazettal	<ul style="list-style-type: none"> <li>• Property Legalisation Officer</li> </ul>
Local Government Act 2002 Local Government (Rating) Act 2002	Various	Authority to approve requests for remission of excess water charges above 50% of the excess charge, up to an including the value of \$10,000 (refer Council resolution 16 June 2016)	<ul style="list-style-type: none"> <li>• Chief Financial Officer</li> <li>• Manager Financial Accounting</li> </ul>