

**QLDC Council
28 August 2014**

Report for Agenda Item: 4

Department:

Legal and Regulatory

4: Council Delegations to Officers

Purpose

- 1 To enable the efficient and effective conduct of Council's affairs, by updating and amending the delegations to Council officers.

Recommendation

2 That Council

- a. **Amend** as from 29 August 2014, the existing delegations to the Chief Executive and other officers in the manner set out in **Attachment (A)**.

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21/08/2014

Reviewed and authorised by:
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Title: Chief Executive

21/08/2014

Background

- 3 This report considers an amendment to the delegations from Council to the Chief Executive, and Council's powers under the Resource Management Act 1991 which have been delegated to other officers.
- 4 In April 2014 Council adopted the recommendation to lower the Chief Executive's limit on financial transactions.
- 5 The delegations from Council to the Chief Executive Officer have been reviewed following Council's decisions on the Annual Plan, and the current Long Term Plan. The aggregate value of the borrowing transactions described in the

Annual Plan and Long Term Plan exceeds the current levels of financial delegation to the Chief Executive.

- 6 Additionally, job titles for staff assigned delegations under the Resource Management Act 1991 have changed. Amendments to clarify the assignment of decision making and administrative functions are also necessary.
- 7 An amendment to the Chief Executive's financial delegation and an update and amendment of the Resource Management delegations to clarify the functions and assignment of functions is proposed.

Comment

- 8 When an Annual Plan or Long Term Plan empowers the Queenstown Lakes District Council to carry out activities (e.g. expenditure) Council officers must be authorised to give effect to those activities.
- 9 The Annual Plan activities for 2014/15 include the making of a grant to Destination Queenstown, and the purchase/sale of bonds and other investment instruments from the Local Government Funding Agency and other approved institutions. Repayments of interest and principal on borrowings are also specified. Those transactions were previously executed by officers under the financial delegation which was revoked in April of this year.
- 10 The aggregate value of each category of transactions exceeds the current levels of financial delegation to the Chief Executive, and an amendment to the Chief Executive's financial delegation is proposed.
- 11 An amendment to this delegation will permit the Chief Executive to execute Council's financial commitments as approved by Council in the Annual Plans, and the Long Term Plan. This amended delegation will ensure the efficient delivery of activities that have already been approved by Council. Providing that authorisation by way of a delegation provides some transparency over the carrying out of specified expenditure activities which have already received Council's approval.
- 12 It should be noted that the amendment is limited to borrowing already approved by Council, and strictly in accordance with the Treasury Management Policy. The minimum delegation necessary to effect the transaction is proposed, in order to provide an effective control on the execution of financial transactions.
- 13 With respect to the delegations to officers under the Resource Management Act 1991, the amendments have been made to provide for:
 - a. carrying out electronic transactions (as well as paper transactions) with Land Information New Zealand;
 - b. an update of job titles (i.e. the reference General Manager Infrastructure and Assets has been amended to refer to General Manager Planning and Infrastructure);
 - c. the separation of decision making tasks from transactional tasks by assigning transactional matters to officers;

- d. the re-assignment of a power under section 176 of the Resource Management Act 1991 to the Manager Parks and Commercial Operations (previously held by the Chief Executive).
- 14 The proposed amendments to the financial delegations to the Chief Executive and officer delegations have been reviewed and do not contravene the prohibitions on delegations.¹
- 15 The Chief Executive may in turn sub-delegate some responsibilities to allow Council Officers to carry out the powers and functions to the most efficient and effective levels.
- 16 The proposed amendments to the financial delegation to the Chief Executive and for the Resource Management Act 1991 are described in Attachment (A) to this report. The amendments are shown in bold type.

Financial Implications

- 17 As the assignment of delegated powers is an administrative matter, there is no budget or cost implication arising from Council's decision. However it should be noted that the amendments to the delegations are necessary to efficiently conduct the expenditure approved in an Annual Plan or Long Term Plan.

Local Government Act 2002 Purpose Provisions

- 18 The delegations proposed in Attachment (A) achieve the purpose of the Local Government Act as they provide for the efficient and effective conduct of Council's activities as set out in an approved Annual Plan and the Long Term Plan.

Council Policies

- 19 The following Council policies were considered:
- Council's Policy on Significance - The decision is not significant as it is not considered to adversely affect the level of service or the manner or extent to which the Council delivers its services. Although the financial delegation proposed is greater than the threshold specified in the significance policy, the delegation is simply to give effect to a decision that has already been made in accordance with the special consultative procedure. It is therefore not a significant decision to award this delegation
 - Treasury and Finance Policy – the decision will enable the efficient conduct of expenditure consistent with Council's finance policy.
 - Annual Plan 2014/15 – the decision will enable the activities to be carried out efficiently.
- 20 As delegations concern the administration of Council affairs, there are no consultation or publicity requirements.

Attachments

- A Proposed amendments to delegations (marked in bold text);

Attachment A

Delegations from Council

General Delegation to the Chief Executive

The Council delegates to the Chief Executive Officer:

1. Any and all of its responsibilities, duties and powers to act on any matter, subject to the limits and conditions below and excluding those matters in respect of which delegation is prohibited by any Act or Regulation. This power includes the authority to sub-delegate such powers as the Chief Executive determines necessary.

Limits and Conditions

- a. **the power of the Chief Executive Officer alone to commit the Council to borrowing which has been approved in the Long Term Plan or Annual Plan is limited to instruments for a maximum of \$30,000,000 of principal plus the associated interest payments and where the borrowing complies with the Treasury Management Policy.**
- b. **the power of the Chief Executive Officer alone to commit the Council to a transaction with the New Zealand Transport Agency is limited to a maximum of \$7,000,000.**
- c. in the case of other transactions the power of the Chief Executive Officer together with the Mayor or Deputy Mayor to commit the Council to a transaction (or to terminate or vary any transaction) is limited to a maximum of \$7,500,000 for capital expenditure and a maximum of \$5,000,000 for operational expenditure.
- d. in the case of other transactions the power of the Chief Executive Officer alone to commit the Council to a transaction (or to terminate or vary any transaction) is limited to:
 - i. a maximum of \$4,000,000 for capital expenditure; and
 - ii. a maximum of \$1,000,000 for operating expenditure;
 - iii. **a maximum of \$4,000,000 for grants to Destination Queenstown which are approved by Council in an Annual Plan or Long Term Plan.**
- e. a transaction (including termination or variation of any transaction) must be for the efficient conduct of Council affairs, and be consistent with the Long Term Plan and/or Annual Plan.
- f. the rules set out in the *General rules applying to all delegations – Queenstown Lakes District Council*, attached as Schedule 2 must be complied with.
- g. the value of a series of repeat, related or ancillary transactions must be aggregated for the purpose of determining if they exceed the capital expenditure or operational expenditure limit specified in this delegation;
- h. the value of a transaction must be calculated as the total value of the transaction over the full term of the contract and shall include any rights of renewal unless such rights of renewal are at the absolute discretion of the Council;

- i. in regard to the borrowing of money or the acquisition and disposal of assets, the transaction being in accordance with the long-term plan.
- 2. The power to sub-delegate any of the Chief Executive's responsibilities, duties and powers on any matter, including:
 - a. Section 43, Local Government (Official Information and Meetings) Act 1987;
 - b. Section 125, Privacy Act 1993.
- 3. The Council's power to bring or withdraw prosecution or infringement proceedings for any offence, including but not limited to:
 - a. Resource Management Act 1991;
 - b. Building Act 2004;
 - c. Local Government Act 2002;
 - d. any Queenstown Lakes District Council Bylaw.
- 4. The Council's power, pursuant to Part 6 of the Criminal Procedure Act 2011, to decide to appeal against any sentence passed upon the conviction of any person for proceedings by the Council. Such appeals only to be lodged on solicitor's recommendation.

Reporting

- 5. A quarterly report on the Chief Executive's exercise of delegated powers on material matters will be provided for the information of the Audit and Risk Committee.
- 6. Failure to report the exercise of powers under this delegation shall not invalidate the exercise of the delegation.

Explanatory Notes:

- 7. The specified expenditure limits do not include GST.**
- 8. These delegations do not preclude the Chief Executive Officer from referring any matter to the Council or a committee (including a subcommittee) of the Council or to the Wanaka Community Board, as appropriate, for a decision for any reason.

Delegations to Officers Under Resource Management Act 1991

Resource Management Act 1991

Section	Description	Delegated to
10	Extension of existing use rights	Manager , Resource Consenting
10A	Authority to allow certain existing activities (now made unlawful/not permitted) to continue while application for resource consent is pending.	Manager , Resource Consenting
10B	Authority to allow certain building work to continue where it has been subsequently made unlawful by a district plan	Manager , Resource Consenting
32	Duty to meet requirements for preparing s 32 reports and evaluations.	District Plan Manager
36(3) 36(3A) 36(5)	Authority to make decisions about additional administrative charges	Manager , Resource Consenting
37	Power to extend time periods as provided in this section	Manager , Resource Consenting
37A	Requirement to consider matters before extending a time limit.	Manager , Resource Consenting
39B	Appointment of commissioner to hearings	Resource Consent Commissioner Appointment Committee
41B 41C	Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings	Manager Resource Consenting District Plan Manager Hearings Commissioner Hearings Panel
42	Power to make directions about hearings to protect sensitive information.	Hearing Commissioner Hearings Panel
42A	Powers regarding the preparation,	Manager , Resource

Resource Management Act 1991

Section	Description	Delegated to
	commissioning and provision of reports	Consenting
44A	Power to amend plans to address national environmental standards	District Plan Manager
55(2)	Duty to amend plan or proposed plan if directed by national policy statement.	District Plan Manager
86D	Ability to apply to Environment Court for a rule to have legal effect.	General Manager, Planning and Infrastructure
87E 87F 87G	Power to determine Council position on a request for direct referral (87E), prepare reports (87F) and provide information to Environment Court (87G).	87E: Full Council or if insufficient time, a group of Councillors comprising the Mayor, the Planning and Development Portfolio Leader and Deputy with Councillor Gazzard to act if either the Portfolio Leader or Deputy is unavailable. 87F and 87G: GM Planning & Infrastructure
88	Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act.	Manager , Resource Consenting Senior Planner Planner
91	Power to determine not to proceed with a resource consent application on certain grounds.	Manager , Resource Consenting
92 92A 23	Authority to request further information to be provided, or to commission a report	Manager , Resource Consenting Senior Planner Planner
95	Requirement to comply with time limit on notification. Authority to determine whether	Manager , Resource

Resource Management Act 1991

Section	Description	Delegated to
95A 95B 95C 95D	the adverse effects on the environment of an application will be minor. Requirement for notification or limited notification of the application where applicable.	Consenting Senior Planner Planner Hearings Commissioner
95E	Duty to determine which persons may be adversely affected by an application and to serve notice of the application on them if required.	Manager, Resource Consenting Senior Planner Planner
99	Power to call pre-hearing meetings and invite or require parties to attend and the duty to prepare a report of the meeting.	Manager, Resource Consenting
99A	Power to refer parties who have made a resource consent application or submissions on the application to mediation	Manager, Resource Consenting
100	Authority to determine whether a hearing should be held in respect of any application for a resource consent	Manager, Resource Consenting
101	Authority to decide when and where a hearing is to be held within the constraints of section 37	Manager, Resource Consenting Planning Support Coordinator
102	Authority to determine issues concerning joint considerations by two or more consent applications in relation to the same proposal.	Manager, Resource Consenting
103	Authority to determine issues concerning two or more consent authorities.	Manager, Resource Consenting
104	Duty to take matters into consideration and to exclude other matters when considering	Manager, Resource

Resource Management Act 1991

Section	Description	Delegated to
	an application	Consenting Senior Planner Hearings Commissioner Hearings Panel
104A 104B 104C 104D 105 106	Power to determine resource consent applications and impose conditions Power to decline subdivision consent	Manager, Resource Consenting Senior Planner Hearings Commissioner Hearings Panel
108 108A	Power to impose conditions on resource consent. Power to impose a bond as one of the conditions.	Manager, Resource Consenting Senior Planner Hearings Commissioner Hearings Panel
108 108A	Power to execute documents to register a bond (whether cash or by registered guarantee) or covenant together with all ancillary administrative tasks	Manager, Resource Consenting Senior Planner Subdivision Planner
109	Conditions relating to bonds; power to enter on to land to ensure work for which bond is given is being completed.	Manager, Resource Consenting Senior Planner Hearings Commissioner Hearings Panel
109	Power to execute documents to discharge, cancel or vary bonds (in part or whole), together with all ancillary administrative	Manager Resource Consenting

Resource Management Act 1991

Section	Description	Delegated to
	<p>tasks including certification and online registration of certificates as authorised officer.</p> <p>Power to register a land charge (or remove a land charge) on the land for costs of performing works where costs exceed funds secured</p>	Senior Planner
110	Power to refund financial contribution to consent holder where consent has lapsed.	Manager , Resource Consenting
113	Recording reasons for decisions on resource consent applications in writing.	Manager Resource Consenting Senior Planner Hearings Commissioner Hearings Panel
114	Authority to serve consent applicant and submitters with notice of the decision on an application	Planning Support Coordinator
116	Authority to consent to commencement of consent which is subject to Environment Court appeal	Manager Resource Consenting
120	Authority to lodge appeal on Council's behalf in Environment Court	Full Council or if insufficient time, a group of Councillors comprising the Mayor, the Planning and Development Portfolio Leader and Deputy with Councillor Gazzard to act if either the Portfolio Leader or Deputy is unavailable.
124(2)	Power to allow a consent holder to continue to operate while applicant is seeking a new resource consent	Manager Resource Consenting

Resource Management Act 1991

Section	Description	Delegated to
125	Power to grant extension of period after which a consent will lapse	Manager Resource Consenting Senior Planner Hearings Commissioner Hearings Panel
126	Power to cancel a resource consent by written notice	Manager , Resource Consenting
127	Power to change or cancel conditions imposed on a resource consent	Manager , Resource Consenting Senior Planner Hearings Commissioner Hearings Panel
128 129	Power to review a resource consent and to give notice of review.	Manager , Resource Consenting
132	Power to change the conditions of a resource consent on a review under s128, or to cancel resource consent	Manager , Resource Consenting Hearings Commissioner Hearings Panel
133A	Power to make minor changes or corrections to resource consent (within 20 working days of grant).	Manager , Resource Consenting Senior Planner
138	Authority to issue a notice of acceptance of surrender of consent	Manager , Resource Consenting Senior Planner

Resource Management Act 1991

Section	Description	Delegated to
139 139A	Authority to issue certificate of compliance, other powers and existing use certificates.	Manager , Resource Consenting Senior Planner
149B 149E 149G 149Q 149T 149V 149ZD	<p>Duty of local authority to provide EPA with all related information to a matter (where the Minister has called in a matter and the local authority has been served with a direction under s 149A).</p> <p>Power to make a submission on behalf of Council on matter of national importance.</p> <p>Duty to prepare a report commissioned by the EPA.</p> <p>Authority to receive report from EPA and to make comments on it.</p> <p>Power to give notice on Council's behalf under s274 of matter referred directly to the Environment Court</p> <p>Power to lodge appeal to the High Court on question of law on Council's behalf.</p> <p>Power to recover costs incurred by the Council from the applicant</p>	<p>149B: GM Planning & Infrastructure</p> <p>149E Full Council or if insufficient time, a group of Councillors comprising the Mayor, the Planning and Development Portfolio Leader and Deputy with Councillor Gazzard to act if either the Portfolio Leader or Deputy is unavailable.</p> <p>149G: GM Planning & Infrastructure</p> <p>149Q: GM Planning & Infrastructure</p> <p>149T: GM Planning & Infrastructure</p> <p>149V: Full Council or if insufficient time, a group of Councillors comprising the Mayor, the Planning and Development Portfolio Leader and Deputy with Councillor Gazzard to act if either the Portfolio Leader or Deputy is unavailable.</p> <p>149ZD: Full Council or if insufficient time, a group of Councillors comprising the Mayor, the Planning and Development Portfolio</p>

Resource Management Act 1991

Section	Description	Delegated to
		Leader and Deputy with Councillor Gazzard to act if either the Portfolio Leader or Deputy is unavailable.
149W(2)(a) and (4)	Power to implement decision of Board or Court about proposed plan or change or variation.	General Manager, Planning and Infrastructure
168 168A	Duty to receive notice of requirement	Manager, Resource Consenting Senior Planner
168A	Authority to lodge notice of requirement on behalf of Council	Chief Executive Officer General Manager Planning and Infrastructure General Manager Operations
168A	Power to determine whether to publicly notify Council's notice of requirement for a designation	Hearings Commissioner Hearings Panel Manager, Resource Consenting
168A	Power to make decision on Council's notice of requirement for a designation	Hearings Commissioner Hearings Panel Manager, Resource Consenting
169	Power to request further information and determine whether to publicly notify notice of requirement for a designation	Manager, Resource Consenting Senior Planner Planner
171	Power to consider and make recommendations on requirements for a designation	Manager, Resource Consenting

Resource Management Act 1991

Section	Description	Delegated to
		Senior Planner Hearings Commissioner Hearings Panel
173	Power to give notice of requiring authority's decision on designation	Planning Support Coordinator
174	Power to appeal to Environment Court against requiring authority's decision on designation	General Manager, Planning and Infrastructure
175	Authority to include a designation in district plan	District Plan Manager
176	Power to give written consent in relation to land designated reserve	Manager Parks and Commercial Operations
176A	Power to request changes & to waive requirement for an outline plan	Manager, Resource Consenting
181	Power to receive application for alterations to designations Power to determine applications for alteration of designations	Manager, Resource Consenting Senior Planner Hearings Commissioner Hearings Panel
182	Authority to receive withdrawals of designations and to amend the District Plan accordingly	Manager, Resource Consenting District Plan Manager
184	Power to extend designation which has not been given effect to	District Plan Manager
189	Duty to receive notice of requirement for heritage order	Manager, Resource Consenting

Resource Management Act 1991

Section	Description	Delegated to
		Senior Planner
189A	Authority to lodge notice of requirement for a heritage order on behalf of Council	General Manager, Planning and Infrastructure
189A	Power to determine whether to publicly notify Council's notice of requirement for a heritage order	Hearings Commissioner Hearings Panel
189A	Power to make decision on Council's notice of requirement for a heritage order	Hearings Commissioner Hearings Panel
190	Power to request further information and determine notification of notice of requirement for heritage order	Manager, Resource Consenting Senior Planner
191	Power to make recommendations on notice of requirement for heritage order	Manager, Resource Consenting Senior Planner Hearings Commissioner Hearings Panel
193	Authority to give written consent in relation to land protected by Council's heritage order	General Manager, Planning and Infrastructure
195	Power to appeal to Environment Court against heritage protection authority's decisions under sections 193 or 194	General Manager, Planning and Infrastructure
195A	Power to receive application for alterations to heritage order Power to determine applications for alteration of heritage order	Manager, Resource Consenting Senior Planner Hearings Commissioner

Resource Management Act 1991

Section	Description	Delegated to
		Hearings Panel
196	Power to receive withdrawals of heritage orders and to amend the District Plan accordingly	Manager , Resource Consenting District Plan Manager
220	Power to impose conditions on subdivision consents	Manager , Resource Consenting Senior Planner Subdivision Planner Hearings Commissioner Hearings Panel
220(1)(a) and (2)(b)	Authority to undertake registration of certificates as authorised officer	Manager , Resource Consenting Subdivision Planner
221(2)	Authority to issue and sign a consent notice	Manager , Resource Consenting

221(3)	Authority to vary or cancel a condition specified in a consent notice	Manager , Resource Consenting Senior Planner Subdivision Planner
221(5)	Authority to execute, as authorised person instrument(s) creating, varying, cancelling or recording expiry of consent notice	Manager , Resource Consenting Senior Planner Subdivision Planner

222	Powers related to the issue of completion certificates enabling the deposit of survey plan	Manager, Resource Consenting Subdivision Planner
223	Powers related to approval of survey plan as authorised officer	Manager, Resource Consenting Subdivision Planner
224 (c)-(f)	Authority to certify compliance of survey plan as authorised officer (includes circumstances where a bond is registered) Authority to issue certificate of approval as authorised officer, and all ancillary tasks including the execution of documents for consent notices, bonds and completion certificates.	Manager, Resource Consenting Subdivision Planner
226(1)(e)	Authority to certify any plans of subdivision or copy thereof, which has not had a previous statutory approval. Authority to issue a certificate for cancellation of an amalgamation condition. Authority to confirm compliance with relevant district plan rules Authority to execute all documents (as authorised officer) for registration Authority to undertake online de-registration of certificates as authorised officer.	Manager, Resource Consenting Subdivision Planner
234	Power to vary or cancel esplanade strips on application	Manager, Resource Consenting Subdivision Planner NOTE: Decisions will be considered on a case-by-case basis and will be escalated to full Council where appropriate.

235	Power to agree on Council's behalf to creation of esplanade strip	Manager, Resource Consenting Subdivision Planner NOTE: Decisions will be considered on a case-by-case basis and will be escalated to full Council where appropriate.
237	Power to approve a survey plan where esplanade reserves or strips are required	Manager, Resource Consenting Subdivision Planner
237B	Power to acquire an easement for access strip	Manager, Resource Consenting Subdivision Planner
237C	Authority to close access strips and give notice of closure	Manager, Resource Consenting Subdivision Planner
237D	Authority to agree to transfer of access strip to Crown or regional council	Manager, Resource Consenting Subdivision Planner
237H	Authority to object to compensation valuation determination	Manager, Resource Consenting Subdivision Planner
239	Authority to certify survey plans subject to specified interests and undertake online registration of certificates as authorised officer.	Manager, Resource Consenting Subdivision Planner
240(3) and (4)	Authority to certify survey plans subject to an amalgamation covenant against transfer of allotments and execute as authorised officer all documents (includes online de-registration of certificates) .	Manager, Resource Consenting Subdivision Planner

241(1) and (3)	<p>Authority to deal with amalgamation conditions and undertake online registration of certificates as authorised officer.</p> <p>Authority to issue a certificate for cancellation of an amalgamation condition and execute all necessary documents (including online de-registration of certificates) as authorised officer.</p>	<p>Manager, Resource Consenting</p> <p>Subdivision Planner</p>
243	Authority to deal with survey plans subject to grant or reservation of easements and undertake online registration of certificates as authorised officer (includes variation and cancellation of easement instruments).	<p>Manager, Resource Consenting</p> <p>Subdivision Planner</p>
245	Authority to approve survey plan of reclamation	<p>Manager, Resource Consenting</p> <p>Subdivision Planner</p>
269 – 291	Authority to determine and direct Council involvement in Environment Court proceedings	<p>Manager, Resource Consenting</p> <p>District Plan Manager</p>
292	Authority to seek that Environment Court remedy defect in plan	District Plan Manager
294	Authority to seek that Environment Court review a decision or rehear proceedings	General Manager, Planning and Infrastructure
299 - 308	Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings	General Manager, Planning and Infrastructure
311 312	Authority to initiate declaration proceedings and take other necessary steps	General Manager, Planning and Infrastructure
314 - 321	Authority to initiate enforcement order and interim enforcement order proceedings and take other necessary steps	General Manager, Legal and Regulatory

325	Authority to consent to a stay of abatement notice	Regulatory Manager
325A	Power to cancel abatement notice	Regulatory Manager
330	Power to take preventative or remedial action in emergency circumstances	General Manager, Planning and Infrastructure
331	Power to seek reimbursement of Council's costs for emergency works	General Manager, Planning and Infrastructure
336	Duty to return property seized under warrant or otherwise dispose of property if not claimed	Principal Enforcement Officer
338	Authority to commence prosecution for breach of the Act	General Manager, Legal & Regulatory
357D	Power to consider and determine objections	Hearings Commissioner
Sch 1 Cl 3, 3B	Duty to consult on proposed plan, including consultation with local iwi	District Plan Manager
Sch 1 Cl 3C	Authority to determine whether consultation has already occurred under other enactments	District Plan Manager
Sch 1 Cl 4	Duty to invite requiring authorities by written request on designations in proposed plans.	District Plan Manager
Sch 1 Cl 5	Authority to prepare s32 report and publicly notify proposed plan	District Plan Manager – but subject to authority of full Council
Sch 1 Cl 6	Authority to make submissions on Council's behalf	Full Council or if insufficient time, a group of Councillors comprising the Mayor, the Planning and Development Portfolio Leader and Deputy with Councillor Gazzard to act if either the Portfolio Leader or Deputy is unavailable.
Sch 1 Cl 7	Duty to give public notice of submissions on proposed plan	District Plan Manager

Sch 1 Cl 8, 8A	Authority to make further submissions on Council's behalf	General Manager, Planning and Infrastructure
Sch 1 Cl 8AA	Authority to invite submitters to meetings or refer matters to mediation	District Plan Manager
Sch 1 Cl 8B	Duty to give notice of hearings	District Plan Administrator
Sch 1 Cl 8C	Authority to determine whether hearing is required	District Plan Manager
Sch 1 Cl 8D	Authority to withdraw proposed plan	General Manager, Planning and Infrastructure
Sch 1 Cl 9	Power to hear and make recommendations and decisions on requirements	Hearings Commissioner Hearings Panel
Sch 1 Cl 10	Power to hear and make recommendations on provisions and matters raised in submissions	Hearings Commissioner Hearings Panel
Sch 1 Cl 11	Duty to give notice of decisions	District Plan Administrator
Sch 1 Cl 14	Authority to lodge appeal with Environment Court	General Manager, Planning and Infrastructure
Sch 1 Cl 16(1)	Duty to amend proposed plan if directed by Court	District Plan Manager
Sch 1 Cl 16(2)	Authority to amend proposed plan to correct minor errors	District Plan Manager
Sch 1 Cl 16A	Authority to initiate variation to proposed plan	General Manager, Planning and Infrastructure
Sch 1 Cl 20	Duty to give notice of plan becoming operative	District Plan Manager
Sch 1 Cl 20A	Authority to amend operative plan to correct minor errors	District Plan Manager
Sch 1 Cl 21	Authority to request change to regional plan or regional policy statement	General Manager, Planning and Infrastructure
Sch 1 Cl 23	Power to seek further information relating to	District Plan Manager

	private plan change requests	Senior Policy Planner Hearings Commissioner Hearings Panel
Sch 1 Cl 24	Power to modify plan change request	General Manager, Planning and Infrastructure
Sch 1 Cl 25	Power to determine how to proceed with plan change request, including power to reject request	General Manager, Planning and Infrastructure subject to authority of Full Council or if insufficient time, a group of Councillors comprising the Mayor, the Planning and Development Portfolio Leader and Deputy with Councillor Gazzard to act if either the Portfolio Leader or Deputy is unavailable.
Sch 1 Cl 26	Authority to prepare and notify plan change request	District Plan Manager
Sch 1 Cl 28	Power to withdraw plan change request	Full Council or if insufficient time, a group of Councillors comprising the Mayor, the Planning and Development Portfolio Leader and Deputy with Councillor Gazzard to act if either the Portfolio Leader or Deputy is unavailable.
Sch 1 Cl 29(4)	Power to hear and make recommendations on plan change request	Hearings Commissioner Hearings Panel
Sch 1 Cl 29(2) and (5)	Duty to send submissions to person who made plan change request and serve copy of its decision	District Plan Administrator
Sch 1 Cl 29(9)	Power to vary plan change request	District Plan Manager
Sch 1 Cl 32	Authority to certify material incorporated by reference	District Plan Manager
Sch 1 Cl 34	Duty to consult on incorporation of material by reference	District Plan Manager

Sch 1 Cl 35	Duty to make information available and give public notice regarding material incorporated by reference	District Plan Administrator
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