

Annual Review of Delegations – 2026 Requested Changes

Affected Delegation No. and Title	Requested Change	Rationale	Comment / recommendation	Chief Support
<i>Example: 1.1.1 Appoint Authorised Persons</i>	<i>Include Manager Business Services as sub delegate</i>	<i>The Manager Business Services is responsible for the provision of ranger and other enforcement services performed by authorised persons. Sub-delegating this authority would improve and streamline the appointment process.</i>	<i>Sub-delegation is supported.</i>	<i>Chief Financial Officer</i>
1.1.16 Tenders for Goods and Services	Function 10 may be exercised by a Chief. (Function 10 is the power to authorise variations and extensions to contracts).	Currently only the CEO or the Council have the power to vary any contract. This is regardless of the contract value. The requested change allows Chiefs to vary and extend contracts. This will improve operational efficiency in the variation of contract process and bring this delegation more in line with the Execution of Documents Policy.	Supported	Chief Financial Officer, Duncan Olde 30 April 2026
1.1.16A Tenders for Goods and Services – Tender Exempt Procurement	Function 11 may be exercised by a Chief. (Function 11 is the power to authorise variations	Currently only the CEO or the Council have the power to vary any contract. This is	Supported	Chief Financial Officer, Duncan Olde 30 April 2026

	and extensions to contracts).	regardless of the contract value. The requested change allows Chiefs to vary and extend contracts. This will improve operational efficiency in the variation of contract process and bring this delegation more in line with the Execution of Documents Policy.		
1.1.19 Payments from Municipal, Reserve or Trust Funds	Include Manager Strategic Accounting as a sub-delegate and add this position to Category A signatories under CEO conditions.	The Manager Finance role was split to create the Manager Strategic Accounting role which both have access to approve payments but the delegation was never amended to reflect that change.	Supported	Chief Financial Officer, Duncan Olde 30 April 2026
1.1.24 Agreement as to Payment of Rates and Service Charges	Include Finance Officer - Rates and Rates, Interim and Pensioner Officer as sub-delegates.	Agreements for payment arrangements is a general query made frequently to all members of the rates team. By updating the delegation to include all rates officers it will streamline the process rather than requesting approval from the Senior Rates Officer each agreement.	All team members know that we can't accept payment arrangements over the three year period and have a calculation tool to add the current plus estimated future and rates interest on to ensure an appropriate payment arrangement is agreed to.	Chief Financial Officer, Duncan Olde 30 April 2026 S
1.1.19 Payments from Municipal, Reserve or Trust Funds	Change position 1028.01 name from Financial	Change to reflect current titles.	Supported	Chief Financial Officer, Duncan Olde 30 April 2026

1.1.21 Defer, Grant Discounts, Waive or Write off Debts 1.1.23 Rate Record Amendment 1.1.24 Agreement as to Payment of Rates and Service Charges 1.1.26 Recovery of Rates and Service Charges 1.1.27 Recovery of Rates Debts – Require Lessee to Pay Rent	Services Controller to Coordinator Finance.			
1.2.8 Audit – CEO Review of Systems and Procedures	Change the CEO conditions to be every four years.	Reflects the amendment made to the Local Government (Audit) Regulations.	Supported	Chief Financial Officer, Duncan Olde 30 April 2026
1.2.14 Financial Management	Change the CEO conditions (2) to be every four years.	Reflects the amendment made to the Local Government (Audit) Regulations.	Supported	Chief Financial Officer, Duncan Olde 30 April 2026
1.2.9 Infringement Notices	Include Coordinator Parking and Rangers as sub delegate.	Coordinator Parking and Rangers is responsible for the provision of ranger and parking enforcement services performed by authorised persons. Sub-delegating this authority would improve and	Supported	Chief Financial Officer, Duncan Olde 30 April 2026

		streamline the appeals, withdrawals and extension request process.		
1.1.6 Confiscated or Uncollected Goods.	Include Administration Team Leader Parking and Rangers as sub delegate.	Administration Team Leader Parking and Rangers is responsible for the provision of ranger and parking administration. Sub-delegating this authority would improve and streamline confiscated or uncollected goods process.	Supported	Chief Financial Officer, Duncan Olde 30 April 2026
2.2.6 - Determine Applications for a Stallholder's or Trader's Permit	Remove Coordinator Events, Arts and Funding; Remove Coordinator Community Development	The respective Coordinators have never been required to enact these delegations previously. The Manager Community is already listed on these delegations so could assist / enact if required.	Supported	Chief Community Planner
2.2.8 - Issue a permit for street entertainers to perform in a public place	Remove Coordinator Events, Arts and Funding; Remove Coordinator Community Development	The respective Coordinators have never been required to enact these delegations previously. The Manager Community is already listed on these	Support	Chief Community Planner

		delegations so could assist / enact if required.		
5.2.1 Cat Registrations	Include Administration Team Leader Parking and Rangers as sub delegate.	Administration Team Leader Parking and Rangers is responsible for the annual registration renewal process. Sub-delegating this authority would improve and streamline cat registration process.	Supported	Chief Financial Officer, Duncan Olde 30 April 2026
5.2.2 Cat Control Notice	Include Administration Team Leader Parking and Rangers as sub delegate.	Administration Team Leader Parking and Rangers is responsible for the provision of ranger and parking administration. Sub-delegating this authority would improve and streamline cat control notice process.	Supported	Chief Financial Officer, Duncan Olde 30 April 2026
6.2.2 Refuse or cancel registration.	Include Administration Team Leader Parking and Rangers as sub delegate.	Administration Team Leader Parking and Rangers is responsible for annual registration renewal process. Sub-delegating this authority would improve and streamline the dog registration process.	Supported	Chief Financial Officer, Duncan Olde 30 April 2026
6.2.4 Recover Monies Due Under this Act	Include Administration Team Leader Parking and Rangers as sub delegate.	Administration Team Leader Parking and Rangers is responsible for the provision of ranger	Supported	Chief Financial Officer, Duncan Olde 30 April 2026

		and parking administration. Sub-delegating this authority would improve and streamline the dog impound process in relation to recovery of expenses.		
1.1.6 Confiscated or Uncollected Goods 1.1.7 Disposal of Sick or Injured Animals 5.2.1 Cat Registration 5.2.2 Cat Control Notice	Remove Supervisor Parking and Rangers as Sub-Delegate.	Position no longer exists.	Supported	Chief Financial Officer, Duncan Olde 30 April 2026