



DUNEDIN CITY COUNCIL COMMITTEE STRUCTURE AND DELEGATIONS

ADOPTED 24 FEBRUARY 2026

AMENDMENTS APPROVED OR
NOTED BY COUNCIL

21 MAY 2026

22 JULY 2026

24 SEPTEMBER 2026



DUNEDIN
CITY COUNCIL

kaunihera
a-rohe o
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dunedin

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Version	Adopted by Council on	Amendment Approved/Noted by Council on	Published	Changes
1	29 January 2026	24 February 2026	26 February 2026	
2		21 May 2026		District Licensing Committee Membership Updated
3		22 July 2026		Saddle Hill Community Board Councillor appointment
4		24 September 2026		Hearings Committee (RMA Matters) Membership Updated District Licensing Committee Membership Updated

PART I – INTRODUCTION

PHILOSOPHY

- 1 The statutory function of Council is one of good governance of the City, through the considered use of committees and the appointment of skilled managers.
- 2 Delegation assists in the better achievement of the respective functions of elected representatives and officers. The effectiveness of delegation must be monitored, and the system amended where necessary. This is a key role of elected members.
- 3 Elected members as individuals have no statutory authority. Their role is therefore closely linked to meetings of the Council and its committees with their fundamental decision making and planning role allowing issues to be raised, debated and resolved.
- 4 The Council has adopted this Manual to define the respective roles within the decision-making process, i.e. the delegations to the Committees and Subcommittees of Council and the Chief Executive.
- 5 The delegations and terms of reference to Committees and Subcommittees implements the basic principle that elected members make policy and officers implement it.
- 6 The task of putting the Council's policies to work is the responsibility of the Chief Executive acting through managers. The Council and committees then monitor progress towards any objective. They do this by seeing that key milestones are met. If those milestones are not being achieved then elected members must review and, if necessary, revise those objectives and strategies.
- 7 Elected members also have the important role of linking with the wider community to gain an appreciation of community and individual needs and the way that these could be achieved.
- 8 With all these functions in mind the Council has adopted a philosophy of delegation to the lowest appropriate level. This will achieve the best use of the abilities of councillors and officers, minimise costs, develop effective managers and minimise bureaucratic interference in the lives of the residents of Dunedin.

AUTHORITY TO DELEGATE

- 9 The Council's authority to delegate to Committees derives from Schedule 7, clause 32 of the Local Government Act 2002
<https://www.legislation.govt.nz/act/public/2002/0084/latest/DLM175643.html>
- 10 Other Acts do provide special additional rules regarding delegation, e.g. the Resource Management Act 1991.

OPERATIVE DATE

- 11 This Manual comes into effect on 29 January 2026 and will continue in force until revoked by the Council.

- 12 All earlier policies which conflict with or duplicate any provision in this Manual are revoked as at 29 January 2026.

AMBIGUITY AND CONFLICT

- 13 In the event of ambiguity or conflict between the provisions of the delegations to Committees and Subcommittees resulting in uncertainty or dispute as to which committee has delegated authority to act in respect of a particular matter, the Chief Executive will prepare a written report and submit it to the Mayor (or the Deputy Mayor in the absence of the Mayor) for consideration and determination. The decision of the Mayor (or Deputy Mayor) will be final and binding. A subsequent report will be prepared for Council, clarifying the ambiguity and seeking approval to amend the Community Structure and Delegations Manual as appropriate.
- 14 If neither the Mayor nor the Deputy Mayor is available, the decision of the Chief Executive will be final and binding.

PART II – GENERAL MATTERS OF DELEGATION

THE MEANING OF DELEGATION

- 15 Delegation in this Manual means the assignment of a power, function or duty to another together with the authority to carry out that duty or complete the action assigned with responsibility for the outcome.

APPOINTMENT OF STANDING COMMITTEES

- 16 The Mayor has the power to establish the Committees and Subcommittees of the Council.

ROLE OF STANDING COMMITTEES

- 17 All Standing Committees identify and monitor outcomes, visions and performance measures (indicators) for the Council's Long Term Plan (LTP).
- 18 All Standing Committees shall have a policy development role within their area of responsibility and authority.
- 19 All Standing Committees shall be responsible for monitoring performance (including budget and performance targets and indicators in the LTP) for their area of responsibility and authority.
- 20 The responsibilities of Standing Committees are set out in their Terms of Reference (Delegations).
- 21 All Standing Committees shall be responsible for legislation and policy responses relevant to their area of responsibility and authority.

ROLE OF SUBCOMMITTEES

- 22 Subcommittees will have only the powers, functions and duties specifically given to them by the Council or standing committee to which, they report.

ROLE OF ADVISORY PANELS/GROUPS

- 23 Advisory Panels/Groups will be constituted following report to Council or the relevant Committee. The terms of reference will be determined when established. The Advisory Panels/Groups have no power to act or decide.
- 24 The resolution establishing the Advisory Panels/Groups shall clearly define:
- a) Its terms of reference including its purpose, and the scope of its investigative, advisory, recommendatory and fact-finding roles
 - b) Membership: noting that the membership will usually comprise elected members and may include people from outside agencies.

- c) The Chairperson of the Advisory Panels/Groups.
- 25 All Advisory Panels/Groups must be established using the Councillor Advisory Panel template attached to this Manual, at Appendix B.

TERM OF DELEGATION

- 26 Unless any delegation is stated to be for a defined term, it will continue until revoked by the delegator or the Council or is withdrawn by operation of law.

DELEGATION TO OFFICE

- 27 Unless stated otherwise every delegation is to a committee or office and will be unaffected by changes in the membership of a committee or the holder of an office.

REPORTING AND FINDINGS

- 28 Every committee and subcommittee will report decisions taken under delegated authority in the manner required by Standing Orders, i.e. in minutes submitted to the next available meeting of the Council or the committee to which a subcommittee reports, as the case may be.
- 29 Reporting by Advisory Panels/Groups will be defined in the terms of reference.

DELEGATION

- 30 A Committee, subordinate decision-making body, or Community Board may delegate powers or functions as specified in Schedule 7, Clause 32(3) of the Local Government Act 2002. Subcommittees may not delegate powers and functions granted to them. They may establish Advisory Panels/Groups to advise them.
- 31 Delegations to officers will be made to the Chief Executive who may delegate a power, function or duty to another officer or subcommittee of officers. As well as the discretionary delegations made under this Manual there are provisions in various Acts applying to the Council which provide for powers, duties and functions to be exercised directly by specified staff.
- 32 Officers (other than the Chief Executive) may not delegate powers and functions given to them.

DELEGATIONS TO BE IN WRITING AND RECORDED

- 33 Every delegation made by a Committee, subordinate decision-making body, or Community Board will be in writing and clearly define the nature, purpose and limitation of the power, function or duty delegated.
- 34 Every delegation made by the Chief Executive will be recorded in a register kept for that purpose. This register is known as the Staff Delegations Manual.

CALL-UP PROCEDURE BEFORE DECISION MADE

- 35 Nothing in this Manual will limit the power of a delegator to cancel a delegation and resume that power prior to the delegate having made a decision.
- 36 The Mayor may, on behalf of the Council, signal an intention to cancel any delegation made by the Council prior to the delegate having made the decision. The delegate will then take no further action on that matter until the Council has met to approve the cancellation and either:
 - a) Referred the matter back to the delegate (with directions if any); or
 - b) Determined the matter.
- 37 Before signalling an intention to withdraw any delegation the Mayor shall consult with the Chairperson of the relevant committee or community board involved, if any, and the Chief Executive.
- 38 A delegate may, rather than make a decision, refer a matter back to the delegator with a suitable recommendation. The delegator will then decide the matter.

CALLING IN A MATTER FOR COUNCIL CONSIDERATION

- 39 The Mayor may require any matter that would otherwise be reported to a committee or subcommittee, to be reported to the Council. If that matter is already on a published agenda for a committee or subcommittee meeting, that meeting will not consider that matter unless invited by the Mayor to make a recommendation to the Council.

POLICY AND FACT

- 40 In making a decision every delegate will consider:
 - a) All policies established by the Council; and
 - b) The facts relevant to a matter.
- 41 If the facts relevant to any matter do not support a decision consistent with a Council policy, the delegate should submit the matter to the Council or relevant Committee, which has power to decide, with a suitable explanation and recommendation (this does not apply to decisions made under the Resource Management Act 1991).

BUDGET CONTROLS

- 42 Budgets are one of the key safeguards over delegation. As such the Council reserves to itself any decision relating to the variation of budgets except as provided for in the next clause.
- 43 The Chief Executive may vary any budget sum or sums where:
 - a) The cash requirement is not altered; and

- b) The change is to allow for the more effective management of that activity in accordance with any financial or Annual Plan.
- 44 Any officer responsible for expenditure or revenue will arrange for any likelihood of future over-expenditure or under-expenditure to be reported to the relevant Group Manager or General Manager as soon as possible. That Group Manager or General Manager will:
 - a) Take all necessary steps to control expenditure or restore revenue; or
 - b) Vary the relevant line item or activity schedule; or
 - c) Report the matter to the Chief Executive who will consider the matter and take the appropriate action to avoid over-expenditure.

USE OF COUNCIL SEAL AND AUTHORITY TO SIGN

- 45 The Chief Executive will be responsible for custody of the Council's seal. The seal may be attached to all documents which record the disposal or exchange of an interest in land (with the exception of residential tenancies) or other documents where it is appropriate to do so. It will be attached, however, only when:
 - a) The Council or a committee has authorised the transaction involved; or
 - b) The transaction involved has been authorised by an officer under delegated authority.
- 46 The seal will be affixed and accompanied by the signatures of the Mayor or any elected member of the Council.
- 47 Where a document need not be executed under seal of the Council it may instead be signed by the Chief Executive or any other officer who is authorised under delegated authority to approve the transaction involved.
- 48 The Chief Executive (or any other officer authorised by the Chief Executive) may sign any certificate relating to the existence of any state of affairs involving the Council.

PART III – COMMITTEES OF COUNCIL

INTRODUCTION

- 49 This part of this Manual covers the Council's political structure and authority.
- 50 The constitution, membership, area of responsibility and delegated authority of specific committees and subcommittees can be found on the following pages.
- 51 Committee Structure can be found in Appendix A of this document.

COUNCIL DELEGATIONS TO ITS STANDING AND SPECIAL COMMITTEES

- 52 To the extent allowed by law, the Council delegates to its respective Standing Committees and Special Committees all of the powers, functions and duties of the Council as set out under the name of each Committee.

Except:

- a) The power to make a rate (Schedule 7, Clause 32 (1)(a) Local Government Act 2002).
- b) The power to levy a uniform annual fee or uniform annual charge.
- c) The power to make a bylaw (Schedule 7, Clause 32 (1)(b) Local Government Act 2002).
- e) Any other power which must by law be exercised by the full Council only.
- f) The power to approve a proposed district plan (or part thereof), or approve a change to a district plan in accordance with the provisions of the Resource Management Act 1991.
- g) The adoption of all Council policy, and any changes to this, including (but not limited to):
 - 1 Long Term Plan
 - 2 Annual Plan (including the determination of the funding priorities derived from that for rates setting and other funding purposes and consideration of recommendations from the Annual Plan Hearings Committee)
 - 3 Annual Report
 - 4 Liability Management Policy including the power to borrow money, or purchase or dispose of assets other than in accordance with the Long Term Plan (Schedule 7, Clause 32 (1)(c) Local Government Act 2002)
 - 5 Revenue and Funding Policy
 - 6 Investment Policy
 - 7 Financial Strategy

- h) The approval of loan guarantees.
- i) Over expenditure of budget, unbudgeted expenditure and variations to estimates.
- j) Appointment or dismissal of the Chief Executive.
- k) Appointment and remuneration of representatives on outside bodies (including Council owned companies).
- l) Any proposal to promote legislation.
- m) Any decision (excluding decisions made under the Resource Management Act 1991 or Council's Development Contributions Policy) which is inconsistent with any policy or strategy which has been or may be adopted by the Council.
- n) Proposals for change to the political structure of Council including the nature and authority of Committees, delegations to officers (unless expressly delegated to the Committee), the size of Council, the nature of wards and communities, and representation for wards and communities.
- o) Proposals for the remuneration of elected members.
- p) Proposals to increase the share capital of Dunedin City Holdings Limited.
- q) The sale or purchase, of real property where the value exceeds \$500,000 and property developments where the value exceeds \$1,000,000.

Explanatory Note: For all property sales and purchases up to \$500,000 and property developments up to \$1,000,000 refer to the Chief Executive's Delegations. All borrowing required to finance the transaction must be approved by Council. The acquisition and negotiation of terms and conditions for the transaction are delegated to the Group Manager, Property.

- r) To determine representation arrangements required under section 19H of the Local Electoral Act 2001.

- 53 The powers delegated to Standing Committees shall be within the scope defined by the Annual and Long Term Plans, Revenue and Financing Policy, Treasury Risk Management Policy, Rates and Remission Postponement Policy, Development Contributions Policy, Significance and Engagement Policy, Financial Strategy and Infrastructure Strategy and restricted to those purposes in the Annual Plan where financial provision has been made and where the decision or action proposed is not contrary to Council policy.

WARRANTS

- 54 Pursuant to Schedule 7, Clause 32A of the Local Government Act 2002 the Chief Executive may appoint enforcement officers and issue warrants affixed with the Council Seal to enforcement officers (subject to such restrictions, conditions or prohibitions as may be specified by law or under any enactment from time to time).

ARRANGEMENTS IN A MAJOR EVENT

55 If a major event occurs that prevents either:

- a) A quorum of the Dunedin City Council or Council Committee being achieved or
- b) Compliance with any other legal requirement necessary to constitute a valid meeting of the local authority, then

the Mayor or Deputy Mayor, or in their absence the Chief Executive (or Acting Chief Executive) is delegated all of the powers and functions of the Local Authority (other than those which under the law may not be delegated). Such delegations are to remain in place until a valid meeting of the Dunedin City Council has been convened.

DECLARATION OF LOCAL STATE OF EMERGENCY

56 Pursuant to section 25(5) of the Civil Defence Emergency Management Act 2002, the Mayor may declare a state of local emergency or give notice of a local transition period. If the Mayor is absent, then one of the following elected members are designated to declare on the Mayor's behalf as follows:

- Deputy Mayor Cherry Lucas
- Councillor Christine Garey
- Councillor Steve Walker

Committees

Audit, Risk and Assurance Committee

REPORTING TO: Council

CHAIRPERSON: Bruce Robertson (Independent Member)

DEPUTY CHAIRPERSON: Rachael Dean (Independent Member)

CONSTITUTION AND MEMBERS: The Mayor, Deputy Mayor, Councillors Chambers, Simms and Vandervis and the two independent members.

QUORUM: Three members which must include at least one independent member

MEETING FREQUENCY: Quarterly with additional meetings or as required by the Chairperson

PURPOSE AND OBJECTIVES

- 1 The purpose of the Audit, Risk and Assurance Committee is to assist and advise the Council and the Chief Executive on the discharge of the Council's responsibilities for risk management and internal control, particularly ensuring the Council:
 - a) Operates with a robust internal control framework and risk management systems, processes and procedures.
 - b) Carries out activities and makes decisions using prudent financial management practices.
 - c) Complies with applicable laws, regulations, standards, policies and best practice guidelines.
- 2 The Committee will satisfy itself with the integrity and appropriateness of internal and external reporting and accountability arrangements and ensure the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.
- 3 In fulfilling their role on the Audit, Risk and Assurance Committee, members shall be always impartial and independent. Committee members have a responsibility to treat all information with appropriate confidentiality. This includes matters tabled and/or discussed at meetings as well as any material circulated before or after a meeting.

AREA OF RESPONSIBILITY AND DELEGATIONS

- 1 To advise on matters of audit and risk and provide advice and recommendations to the Chief Executive and Council for its consideration.
- 2 To receive the External Auditor's correspondence in regard to the audit arrangements and letters of representation and recommend their execution to the Council.

- 3 To meet with the External Auditors, receive their reports and monitor and approve the implementation of changes to policies, procedures and practices that result from the External Auditor's recommendations.
- 4 To monitor the financial management practices and processes of the Council and consider their compliance with relevant legislation, policies and good practice.
- 5 To review the annual report including the accounting policies and make recommendations to the Council on adoption.
- 6 To review, maintain and monitor the robustness and comprehensiveness of the Council's policy framework and recommend these to Council for approval.
- 7 To monitor the appropriate operation of governance policies through the regular consideration of reports on health and safety matters, legislative compliance, fraud prevention and investigations, risk registers, sensitive expenditure and any other matters referred to it through policy content or the direct request of the Council.
- 8 To set and monitor the Internal Audit plan, appoint the Internal Auditor, receive Internal Audit findings, and monitor and approve the implementation of changes to policies, procedures and practices that result from the Internal Auditor's recommendations.
- 9 To take independent external advice and independently access information from management as required.
- 10 To consider annually the delegations for the committee and make recommendations to Council on their content.

DELEGATION LIMITS

- 11 The Audit, Risk and Assurance Committee may not delegate any of its responsibilities, duties or powers.

Finance and Performance Committee

REPORTING TO:	Council
CHAIRPERSONS:	Co-Chairpersons: Deputy Mayor Lucas and Councillor Lee Vandervis
CONSTITUTION AND MEMBERS:	Mayor and all Councillors and a representative from both the Kati Huirapa ki Puketeraki Rūnaka and the ki Te Rūnanga o Ōtākou
QUORUM:	Quorum requirements will be in accordance with Standing Orders
MEETING FREQUENCY:	As per the meeting schedule or as required.

PURPOSE AND OBJECTIVES

- 1 The purpose of the Finance and Performance Committee is to provide governance oversight and exercise delegated decision making authority on key financial, investment, rating and performance-related matters on behalf of the Council, ensuring that resources are managed effectively and aligned with the Council's strategic objectives and statutory requirements.

AREA OF RESPONSIBILITY AND DELEGATIONS

- 1 The Committee provides governance oversight to ensures value for money for the Dunedin City ratepayers by:
 - a) Overseeing compliance with the Council's Financial Strategy and Revenue and Financing Policy
 - b) Monitoring, reviewing, and reporting on the Council's revenue, capital expenditure and operating expenditure against approved budgets and forecasting.
 - c) Considering and monitoring the implementation of recommendations from external auditors.
 - d) Engaging at governance level with Council Controlled Organisations and Council Controlled Trading Organisations to give effect to Council's strategic framework.
 - e) Approving Rates Relief applications in accordance with adopted Council policy.
- 2 To exercise and perform the Council's functions, powers and duties within its area of responsibility except where such powers are required by legislation to be exercised by Council or are reserved by Council resolution or by clause 52, Part III of this Manual.
- 3 The Committee may recommend to Council and/or the Chief Executive any changes to the rating system for the City, any variation to budgets that are outside the delegated powers of

officers, or on any other matter that is within the Committee's area of responsibility. This includes recommending the approval of Statements of Intent for CCOs and CCTOs each year.

- 4 The Committee must make a recommendation to Council or the Chief Executive if the decision considered appropriate is not consistent with, sustainable, or is contrary to any policy (including the Annual Plan or Long Term Plan) established by the Council.
- 5 Where the committee considers that a decision would be inconsistent, unsustainable or contrary to any policy or plan adopted by the Council (including the Annual Plan or Long-Term Plan), it must make a recommendation to Council or the Chief Executive, as appropriate.
- 6 To monitor the overall financial position of the Council and its monthly performance against the Annual Plan and Long Term Plan including debt levels and the performance of the Council Investment Portfolio.

Council Controlled Organisations (CCOs) and Council Controlled Trading Organisations (CCTOs)

- 7 All matters relating to CCOs and CCTOs not reserved to the Council under clause 52, Part III of this Manual, including:
 - a) The approval of the Statements of Intent and their modification (if any).
 - b) Monitoring the financial and non-financial performance of the CCOs and the CCTOs through the monitoring of Quarterly and Annual Reports, including consideration of Board performance and other matters where appropriate.
 - c) Engaging with CCOs and CCTOs during the development of governance documents, and in particular how delivery on Council strategies, Long Term Plans, Annual Plans, and relevant Council submissions (as required) will be best achieved
 - d) Approving the content of Letters of Expectation for CCOs and CCTOs.

Other Delegations

- 8 To approve the content of submissions to agencies on issues which fall within the scope of activity of the Committee. Where timing constraints apply, the Co-Chairpersons have the authority to lodge a submission and seek retrospective approval.
- 9 To consider matters that do not clearly fall within the area of responsibility of another Standing Committee, where the Mayor, in consultation with the Chief Executive, considers it appropriate that the matter be considered by the Committee in the first instance, and to make recommendations to Council on those matters.
- 10 To adopt or amend policies and strategies related to the Committee's area of responsibility, where such authority has been expressly delegated by the Council and provided the policy or amendment does not conflict with any existing Council policy, strategy, Annual Plan, or Long Term Plan.

Hearings Committee

REPORTING TO:	Council
CHAIRPERSON:	Deputy Mayor Lucas
MEMBERSHIP:	For RMA matters: Deputy Mayor Lucas and Councillors Garey, Treadwell and Walker All other matters: Members are to be approved on a case-by-case basis by the Chair of the Hearings Committee or Council in consultation with the Chair
CONSTITUTION:	A committee may be constituted by either the Hearings Committee or the Chairperson selecting any combination of committee members, independent commissioners or a community board member (if appointed by the Chairperson)
QUORUM:	Three, in the case of a committee being constituted, except that where following the establishment of the committee a Councillor or independent commissioner becomes ill or is otherwise prevented from continuing as a member of the Committee, the quorum shall be two. For the avoidance of doubt, the quorum does not include a Community Board member (if appointed). One, in the case of the Hearings Committee, or the Chairperson of the Hearings Committee, delegating the powers of the Hearings Committee to a Committee member or independent commissioner.
MEETING FREQUENCY:	As required

PURPOSE AND OBJECTIVES

- 1 The Hearings Committee provides for the development and growth of Dunedin City by decision making in respect of all of Council's regulatory functions, including the Local Government Act 1974, Local Government Act 2002, Reserves Act 1977, Resource Management Act 1991, Dog Control Act 1996 and Bylaws.

AREA OF RESPONSIBILITY

- 1 The Committee may make recommendations to Council or the Chief Executive on any matter within its responsibilities.
- 2 The Hearings Committee is responsible for the development of regulatory policy and bylaws.
- 3 The Committee's responsibilities are to make regulatory decisions delegated to it by the Council or any of its Committees.

- 4 The Hearings Committee must make a recommendation to Council or the Chief Executive if the decision considered appropriate is not consistent with, or is contrary to, any policy (including the Annual Plan or Long Term Plan) established by the Council. This limit does not apply to decisions made under the Resource Management Act 1991, or in respect of development contribution remissions.

DELEGATIONS TO THE COMMITTEE

- 1 To exercise and perform all the Council's functions, powers and duties relating to the areas of responsibility listed above, except those matters reserved to the Council by law, by resolution of the Council, or by clause 52, Part III of this Manual.
- 2 To consider and determine all procedural and jurisdictional matters arising during the exercise of the Committee's delegations.
- 3 The Committee may delegate any of its powers to an independent commissioner and/or officer(s) of the Council appointed in accordance with the provisions of this delegation.
- 4 To hear submissions and make recommendations to Council on existing and proposed bylaws, including amendments.
- 5 To hear and determine objections under the Dog Control Act 1996.
- 6 To hear and determine, except where otherwise specified in the Council bylaws or relevant legislation, applications for a waiver of provisions of a bylaw.
- 7 To hear and determine, except where otherwise specified in the Council bylaws or relevant legislation, objections arising from the implementation or administration of bylaws.
- 8 To hear submissions and make recommendations to Council on changes on traffic and parking restrictions.

Resource Management Act 1991

- 9 To consider, determine or make recommendations on matters relevant to any of the following:
 - a) Resource consents (including variation or cancellation of conditions)
 - b) Designations/notices of requirement
 - c) Submissions on proposed plan changes (both Council initiated and private plan changes)
 - d) Heritage orders
 - e) Variation or change to the District Plan
 - f) Compliance certificates/existing use certificates
 - g) Objections
- 10 To approve for notification a proposed variation or change to the District Plan (including any partially operative District Plan).

- 11 Withdraw a proposed plan change under clause 8D, First Schedule of the Resource Management Act 1991.

Reserves Act 1977

- 12 To approve any easements under section 48 of the Reserves Act 1977.
- 13 To determine any reserve management matter where a member of the public has requested to be heard under section 120 of the Reserves Act 1977.
- 14 To act as the administering body and determine whether to grant, vary, renew or decline:
- Leases
 - Licences
 - Easements
 - Any other statutory instrument in relation to land held or administered under the Reserves Act 1977

Explanatory Note: in some instances, it may be necessary for the committee to recommend to Council to exercise the Minister's delegation to Council in respect of the above decisions.

Second Generation District Plan Appeals

- 15 The Chair of the Hearings Committee (or their delegate) has the delegation to resolve 2GP appeals.

Explanatory Note: This is in order to provide consistency through the Environment Court process which provides certainty for appellants.

- 16 The Chairperson, or in the absence of the Chairperson, an elected member delegated by the Chairperson in consultation with the Chief Executive may authorise lodging submissions in support or in opposition to a plan review, change or variation, or to an application for a resource consent relating to:
- a) The District Plan including any partially operative District Plan
 - b) Other local authorities or agencies where the subject matter could impact on any strategic or planning issue, strategy, policy or objective of Council.

Local Government Act 1974 and Local Government Act 2002

- 17 To levy development contributions under section 198 of the Local Government Act 2002.
- 18 To consider and determine applications for remission of a development contribution for an unusual development where the amount is less than \$10,000 and a hearing has been requested.
- 19 To consider and determine applications for remission of a development contribution for an unusual development where the contribution is greater than \$10,000.
- 20 Receive, hear and determine transport shelter objections under section 339 of the Local Government Act 1974.

- 21 To receive, hear and consider objections to any proposal by the Council under section 342 of the Local Government Act 1974 to stop any road and recommend to the Policy and Planning Committee whether to allow or disallow any objections.
- 22 To hear submissions on any Council policy or strategy that has been adopted for public consultation.
- 23 To hear and determine matters regarding drainage and works on private land under the Local Government Act 1974 and Local Government Act 2002.

Other Powers

- 24 To decide applications for a Right of Way.
- 25 To consider, except where otherwise specified in Council Bylaws or relevant legislation, any rights of objection from decisions made under Council Bylaws.
- 26 To appoint a subcommittee of Councillors, an independent Commissioner or a subcommittee made up of a combination of Councillors and independent Commissioner(s) in accordance with the following:
 - a) *Independent Commissioners*
A sole independent Commissioner can hear and determine a matter where appointed and delegated to do so by this Committee. Unless specifically appointed to make only a recommendation, independent Commissioner(s) are appointed to make a decision on the Council's behalf.
 - b) *Otago Regional Council Commissioners*
Independent Commissioners may include representatives of the Otago Regional Council provided the Otago Regional Council representative holds appropriate accreditation.
 - c) *Community Board Representatives*
Community Board representatives may be appointed to the Hearings Committee or a sub-committee when applications within the Community Board area are being considered. Where a Community Board member is appointed, this is in addition to the quorum.

:

 - c) Independent Commissioner(s) may be appointed to hear and determine matters if either:
 - 1 An application for resource consent designation, plan change, or variation is being considered and Council or a Council Controlled Organisation is the:
 - Landowner
 - Lessee
 - Applicant
 - Has a financial interest
 - Affected person
 - Submitter; or

- 2 If a Councillor is unavailable, has a conflict of interest or the Council has any other role where the Council is unable to be regarded at all times as fully impartial in its decision-making capacity.

Delegation to Committee Members

- 27 The Chairperson, (or in the absence of the Chairperson another elected member appointed by the Chairperson) in consultation with the Chief Executive, is authorised to:
- a) appoint a subcommittee select independent commissioners and form a Hearings Committee from committee members, as required, and once appointed they are delegated the power to carry out any of the Council's functions, powers or duties under the Resource Management Act 1991 delegated to the Hearings Committee.
 - b) Select the Chairperson or mediator for pre-hearing meetings pursuant to sections 99, 99A and clause 8AA of the First Schedule of the Resource Management Act.

Explanatory Note: The person making these appointments will consult with the Governance Manager to consider hearing schedules and availability of appointees before exercising this delegation.

- 28 The Chairperson (or in the event of a conflict of interest or their absence, another elected member appointed by the Chairperson) in consultation with the Chief Executive shall authorise:
- a) Initiating or joining any District Court or Environment Court proceedings where the Dunedin City Council has made a submission on a policy document or wishes to join an appeal as a party to proceedings.
 - b) Negotiating and resolving, or withdrawing from, any proceeding arising from any District Court or Environment Court proceedings initiated under clause 28(a).
- 29 The Chairperson (or in the event of a conflict of interest or their absence, another elected member appointed by the Chairperson), in consultation with the Chief Executive, or the Chief Executive or their delegate, may negotiate and resolve District Court or Environment Court proceedings .

Policy and Planning Committee

REPORTING TO:	Council
CHAIRPERSON:	Mayor Barker
DEPUTY CHAIRPERSON:	Deputy Mayor Lucas
CONSTITUTION AND MEMBERS:	Mayor and all Councillors and a representative from both the Kati Huirapa ki Puketeraki Rūnaka and the ki Te Rūnanga o Ōtākou
QUORUM:	Quorum requirements will be in accordance with Standing Orders
MEETING FREQUENCY:	As per the meeting schedule or as required.

PURPOSE AND OBJECTIVES

- 1 The Policy and Planning Committee is responsible for overseeing the development, review, and implementation of Council strategies, policies, frameworks, and plans to ensure alignment with long-term goals and compliance with relevant legislation.

AREA OF RESPONSIBILITY AND DELEGATION

- 1 The Policy and Planning Committee oversees and makes decisions on:
 - a) Plans under the Resource Management Act 1991 and any replacement legislation;
 - b) Strategic and spatial planning beyond statutory plans, including plans prepared at a regional, greater Dunedin, or local level;
 - c) Climate change resilience and planning;
 - d) Transport strategies and policies, including road stopping;
 - e) The Residents Opinion Survey;
 - f) Adoption of management plans for reserves as required under the Reserves Act 1977;
 - g) Approve Statements of Proposal for public consultation under the Local Government Act 2002 and the Reserves Act 1977;
 - h) Other relevant strategies and policies not delegated to other Council committees.
- 2 Management of the Bylaw Review Programme including the development; review; or amendment of bylaws up to, but not including, adoption, and approval to commence public consultation.

Explanatory Note: Schedule 7 Clause 32(1) of the LGA 2002 notes that Council cannot delegate the power to make a bylaw.

- 3 To commence and complete a road stopping under either section 342 of the Local Government Act 2002 and section 116 Public Works Act 1981, subject to such terms and conditions (if any) that the Committee considers appropriate.
- 4
- 5 Council's strategic engagement and response to Central Government strategies, plans and initiatives that have implications for Dunedin.
- 6 To exercise and perform the Council's functions, powers and duties relating to the Committee's area of responsibility listed above, except where such powers are required by legislation to be exercised by Council, a Hearings Committee, or independent commissioners, or are otherwise reserved by resolution of the Council, and by clause 52, Part III of this Manual.
- 7 To make submissions to agencies on issues which fall within the scope of activity of the Committee. Where timing constraints apply, the Chairperson (or in the case of an absence, the Deputy Chairperson) has the authority to lodge submissions consistent with existing Council Policy and adopted positions and must report such action to the next meeting of the committee for retrospective approval.

Other Delegations

- 8 To consider matters that do not clearly fall within the area of responsibility of another standing committee, where the Mayor, in consultation with the Chief Executive, considers it appropriate that the matter be considered by the committee in the first instance, and made recommendations to Council on these matters.

Reserved delegations that are not delegated to the Chief Executive

- 9 To authorise the preparation, notification or withdrawal prior to hearing of any plan review, change or variation including dealing with requests for private plan changes under clause 25, First Schedule Resource Management Act 1991 **This authority excludes the hearing and determination of submissions, which are delegated separately to Hearings Committees or commissioner.**

Explanatory Note: Legal proceedings for specified Resource Management Act 1991 proceedings, the Hearings Committee and the Members of that Committee have relevant delegations. For other legal action refer to the Chief Executive's delegation.

Delegation to Committee Members

- 10 The Chairperson may authorise lodging submissions where those submissions are consistent with adopted Council Policy or strategy, and must report the use of this delegation to the committee at its next meetingon:
 - a) a plan review, change or variation, or
 - b) an application for a resource consent relating to:
 - i. The District Plan including any partially operative District Plan

- ii. Other local authorities or agencies where the subject matter could impact on any strategic or planning issue, strategy, policy or objective of Council.

Te Pae Māori Committee

REPORTING TO:	Council
CHAIRPERSON:	Co-chaired by Mayor Barker and a Mana Whenua Representative
CONSTITUTION AND MEMBERS:	The Mayor, Deputy Mayor Lucas, Councillors Laufiso, Mayhem and Treadwell Two Mana Whenua Representatives from ki Kati Huirapa ki Puketeraki, two Mana Whenua Representatives from ki Te Rūnanga o Ōtākou, one Mataawaka Representative
QUORUM:	Five members which must include at least two elected members and two from Mana Whenua
MEETING FREQUENCY:	Three times annually

PURPOSE AND OBJECTIVES

- 1 The purpose of the Te Pae Māori Committee is to operate as a mana-to-mana forum between the Dunedin City Council, Ka Rūnaka, and Mataawaka (non-Kai Tahu Māori), providing a trusted and enduring relationship for dialogue, partnership, and advice.
- 2 The Committee supports the Council to meet its commitment under the Treaty of Waitangi by:
 - a. Advancing a shared strategic understanding, mutual respect, and partnership between the Council, Ka Rūnaka, and Mataawaka, while recognising and upholding each party's respective roles, responsibilities, and rakatirataka.
 - b. Providing a forum for discussion of strategic-level matters of relevance to mana whenua and Māori communities that fall within the mandate of Council.
 - c. Informing the identification of key priorities that influence Council decision-making, including the development of the Long-Term Plan, Annual Plan, and other significant strategies, policies, and frameworks.
 - d. Providing guidance that helps shape Council's operational programmes, engagement approaches, and budget considerations for working with mana whenua and Māori, ensuring alignment between governance priorities and delivery.
 - e. Supporting a consistent, coordinated, and values-based approach to Māori partnership across the organisation.

AREA OF RESPONSIBILITY AND DELEGATION

- 1 To provide advice and recommendations to the Chief Executive and Council on matters of strategic importance to mana whenua and Māori communities.

- 2 To work in partnership with Ka Rūnaka and Mataawaka to identify strategic priorities for Māori that:
 - a. inform Council's governance and planning processes, including the Long-Term Plan and Annual Plans; and
 - b. guide how mana whenua are engaged at an operational level, including informing the development of an agreed annual work programme between the Dunedin City Council and Aukaha Ltd, or any individual or entity expressly authorised to represent the interests of mana whenua.
- 3 To review, monitor, and provide advice on key projects, policies, submissions, and work programmes that are identified as having high impact or high interest for mana whenua and Māori.
- 4 To monitor and provide advice on the effectiveness of the Te Taki Haruru (DCC's Māori Strategic Framework), including progress toward its stated outcomes and its alignment with Council strategies, plans, and budgets.
- 5 The Committee does not hold decision-making authority except where expressly delegated by Council.

District Licensing Committee

REPORTING TO:	Alcohol Regulatory and Licensing Authority (ARLA)
COMMISSIONERS:	Pieter Van De Klundert Colin Weatherall Bruce Vollweiler
CONSTITUTION AND MEMBERS:	Cr Hall (Council Representative) Cr Vandervis (Council Representative) Adrian Cheyne (Community Representative) Meredith Clements (Community Representative)
QUORUM:	Commissioner plus two members for a Hearing Commissioner (where no objection to an application has been filed and no matters of opposition raised in respect of an application for a Licence or Manager's Certificate or renewal of a Licence or Manager's Certificate)
MEETING FREQUENCY:	As required

AREA OF RESPONSIBILITY AND DELEGATIONS

- 1 Determining all Alcohol Licence applications in accordance with the Sale and Supply of Alcohol Act 2012.
- 2 Undertake all functions, duties and obligations as set out in the Sale and Supply of Alcohol Act 2012 relevant to the District Licensing Committee.
- 3 To grant or decline Special Licence or Temporary Authority applications pursuant to the Sale and Supply of Alcohol Act 2012.
- 4 To grant or decline On, Off and Club Licence and Manager's Certificate applications, renewal of On, Off and Club Licences, Manager's Certificates and variation of Licence conditions pursuant to the Sale and Supply of Alcohol Act 2012.
- 5 Exercise the powers of a Commission of Inquiry under the Commissions of Inquiry Act 1908.
- 6 All responsibilities, duties and powers of a District Licensing Committee conferred by the Sale and Supply of Alcohol Act 2012.

Chief Executive Performance and Employment Committee

Under Section 41A Local Government Act 2022 I establish the membership and powers of the Chief Executive Performance and Employment Committee as follows:

REPORTING TO:	Council
CHAIRPERSON:	Mayor Barker
DEPUTY CHAIRPERSON:	Deputy Mayor Lucas
MEMBERS:	Councillor Chambers, Councillor Treadwell and Councillor Walker
QUORUM:	Three
MEETING FREQUENCY:	Three monthly with additional meetings as required by the Chairperson

Note: Attendance at any meetings of the Chief Executive Performance and Employment Committee is restricted to those members specifically appointed.

Public forums will not be permitted.

AREA OF RESPONSIBILITY AND DELEGATIONS

- 1 Set annual key performance indicators for the Chief Executive.
- 2 Provide feedback and support to the Chief Executive and undertake performance reviews, all consistent with the process and timeline in the relevant employment agreement.
- 3 Report the outcome of the annual review of the Chief Executive's performance and make recommendations to Council on the outcome of that review for approval.
- 4 Review the Chief Executive's remuneration and package in accordance with the employment agreement and make recommendations to the Council for approval.
- 5 Monitor and provide updates on any performance issues and progress to Council at other times and on request.
- 6 The Chairperson or the Committee can engage relevant external advice including independent legal advice to assist the Committee with all or any of the matters relating to its delegations.
- 7 Recommend to Council for approval when required, a recruitment, selection and appointment process for a Chief Executive.
- 8 Oversee the Chief Executive recruitment and selection and recommend candidates and proposed remuneration to Council for approval.
- 9 Conduct and complete a review of employment at least 6 months prior to the end of the Chief Executive's first term of employment (Local Government Act 2002, Schedule 7, clause 35) and recommend to Council whether or not the Chief Executive should be appointed for a second

term of up to two years or that the position be advertised as vacant (Local Government Act 2002, Schedule 7, clause 34).

- 10 Negotiate an initial performance agreement, subsequent agreements and any variations with the Chief Executive and recommend to Council for approval.

Subcommittees

Grants Subcommittee

REPORTING TO:	Council
CHAIRPERSON:	Councillor Andrew Simms
DEPUTY CHAIRPERSON:	Councillor Mandy Mayhem
ELECTED MEMBERS:	Deputy Mayor Lucas, Councillors Chambers, Mayhem, Simms, Treadwell
APPOINTED REPRESENTATIVES:	One Mana whenua Representative Two Community Representatives
CONSTITUTION:	The subcommittee will comprise: • Up to five elected members • One appointed mana whenua representative • Two appointed community representatives
MEETING FREQUENCY:	As required.
QUORUM:	The quorum for all meetings is five for all meetings and must include • At least three elected members • Two external representatives.

Explanatory Notes:

- 1 Community Board members are not eligible to stand as community representatives.

AREA OF RESPONSIBILITY

- 2 In exercising its delegated authority, the Sub/committee will:
 - a) Assess grant applications as outlined in the DCC Grants Management Policy and;
 - b) Make funding allocations in accordance with the DCC Grants Management Policy.
- 3 Where the Subcommittee considers that an appropriate decision would be inconsistent with, or contrary to, any Council policy (including the Annual Plan or Long-Term Plan), it must make a recommendation to the Council at its next meeting or the Chief Executive for determination.

DELEGATIONS

- 4 To assess and determine grant applications within the policies set by Council and to distribute available funding accordingly.
- 5 To delegate to the Chief Executive the authority to determine grant applications that are

valued at \$5,000 or less. Decisions made under this delegation must be reported to the next Grants Subcommittee meeting for noting.

EXCLUSION NOTES

- 6 The following grants are not delegated to the Grants Subcommittee for decisions due to compliance requirements relating to external funding. These grants have their own decision-making panels:
 - a) Creative New Zealand Grants

Delegations to other groups

Otago Civil Defence Emergency Management Group

REPORT TO:	Council
CHAIRPERSON:	The Otago Civil Defence Emergency Management Group shall appoint one of the representatives of its members as chairperson, and one of its members as deputy chairperson. Each will hold office for such period as agreed by the Group, but only so long as those persons remain a representative of a member of the Group.
CONSTITUTION:	Pursuant to section 12 of the Civil Defence Emergency Management Act 2002 and subsequent amendments, the Otago Civil Defence Emergency Management Group is constituted as a joint standing committee under section 114S of the Local Government Act 1974 (a joint committee under section 30 of Schedule 7 of the Local Government Act 2002) by resolutions adopted by: • Central Otago District Council • Clutha District Council • Dunedin City Council • Otago Regional Council • Queenstown Lakes District Council • Waitaki District Council
MEMBERSHIP:	Each local authority listed above is a member of the Otago Civil Defence Emergency Management Group. Each member is represented on the joint committee by the Mayor/Chairperson, or by an elected person from that authority who has delegated authority to act for the member.
QUORUM:	Three
MEETING FREQUENCY:	As required

PURPOSE

The Otago Civil Defence Emergency Management Group has the purpose and all of the functions, powers and obligations of a civil defence emergency management group as defined by the Civil Defence Emergency Management Act 2002 and subsequent amendments. Section 17 of the Civil Defence Emergency Management Act 2002 defines the function of a group and each of its members that, in summary, require it to:

- 1 Identify, assess and manage relevant hazards and risks;
- 2 Ensure provision of trained and competent personnel, an appropriate organisational structure and the necessary services and resources for effective civil defence emergency management in its area;

- 3 Respond to and manage the adverse effects of emergencies;
- 4 Carry out recovery activities;
- 5 Assist other civil defence emergency management groups when requested;
- 6 Promote public awareness of and compliance with the Civil Defence Emergency Management Act and legislative provisions relevant to the purpose of the Act;
- 7 Develop, approve, implement, monitor and review a civil defence emergency management group plan;
- 8 Participate in the development of the national civil defence emergency management strategy and the national civil defence emergency management plan;
- 9 Promote civil defence emergency management in its area that is consistent with the purpose of the Civil Defence Emergency Management Act 2002.

MEETINGS

The Otago Civil Defence Emergency Management Group shall meet quarterly and as required with the location for meetings rotating among member authorities.

Meetings may also be held via teleconference.

DELEGATIONS

The Otago Civil Defence Emergency Management Group shall have all the delegated authorities that may be given by each member Council, including authority to fulfil the powers, obligations and functions of the Group as specified in the Civil Defence Emergency Management Act 2002, authority to appoint subcommittees, and authority to sub-delegate any authority able by law to be delegated.

SUBCOMMITTEE

A subcommittee of all members of the Otago Civil Defence Emergency Management Group may be formed and given full delegated authority to carry out the functions, obligations, and powers of the Group under the Civil Defence Emergency Management Act 2002 pursuant to section 114 P (2) of the Local Government Act 1974 and section 30(2) schedule 7 of the Local Government Act 2002. Any meeting will transact routine business and not commit members to any major financial expenditure.

STANDING ORDERS

The current Standing Orders of the Otago Regional Council shall govern the conduct of the meetings, except that order papers and agenda papers shall be sent to every member no less than five working days before the meeting.

Notwithstanding anything in the Civil Defence Emergency Management Act or Standing Orders, adequate notice shall be given of all matters to be discussed at a meeting of the Group. Where a

matter of significance is to be considered, where practicable, prior written notice of the background to that matter must be given in sufficient time to allow for consultation with each member.

ADMINISTERING AUTHORITY

The Otago Regional Council as the administering authority shall provide administrative and leadership of the Group.

REPORTING

The Group will report to each member.

CONTINUANCE OF JOINT STANDING COMMITTEE

The Otago Civil Defence Emergency Management Group shall not be discharged by a triennial election but appointments of representatives of members shall be confirmed, or new appointments made by each council following each election.

PART IV – COMMUNITY BOARDS

COMMUNITY BOARDS

1 The powers delegated to Community Boards in respect of their area of responsibility and authority shall be within the scope defined by the terms of the Local Government Act 2002.

2 Dunedin's Community Boards shall have the following delegated powers:

a) **Submissions to Government and Other Agencies**

- The power to make submissions to Government and other agencies (such as local or regional authorities) on issues that fall within the area of responsibility of the Board. Make submissions to any organisation relating to matters of interest to the Board in respect of the Board's area (a copy of any such submission is to be given to the Chief Executive).

b) **Community Development and Consultation**

- To liaise with individuals and groups in the Board's area of responsibility.
- To advocate for the community on any issue.
- To develop and adopt a community plan.

c) **Parks and Reserves**

- Make formal submissions on Reserve Management Plans under the Reserves Act 1977.
- To provide input into the temporary use of parks, reserves and Council owned land for market days, street appeals and stalls and specific events and functions, and monitor their effects.

d) **Planning**

- To make submissions to Council on all matters pertaining to the District Plan which impact on the Board's community.

e) **Civil Defence**

- To operate all Board co-ordination centres under the overall direction of the Civil Defence Controller.
- To act (under the provisions of the DCC's Civil Defence Plan) as the interface between the community and its response agencies and as the Board co-ordinator element of the response structure defined in that Plan.
- To establish Board co-ordination centres (under the direction of the Councillors and Community Board Chairperson), report to the Civil Defence Controller where communications exist and make decisions under delegated authority where communications are out of action. (Where the Chairperson is unavailable a Councillor assumes control).

- To attend training every triennium.
- f) **Traffic Management**
- Make submissions in respect of transportation planning, parking and traffic management including the placement of road signage, controls on vehicle parking, traffic constraints and controls.
 - To put forward the Board's preference for priorities for road improvement works within the Board's area.
- g) **Economic Development**
- Make submissions in respect of Economic Development initiatives.
 - To advise Council staff of the local implications of the sale of property assets and acquisitions of property in the community.
 - To consult with and make recommendations to Council and Enterprise Dunedin on Tourism issues of interest to the Board in respect of the Board's area.
- h) **Civic**
- To fix priorities and expend funds within budget envelopes allocated for discretionary spending in accordance with the funding allocation guidelines.
- i) **The Long Term Plan, Annual Plans and Community Plans**
- To make submissions to Council on programmes and projects within the community plan in respect of the Long Term Plan.
 - To adopt a community plan that identifies and makes recommendations on priorities for local projects and community issues.
 - To make submissions to Council on the Long Term Financial Strategy.
- j) **Policy**
- To recommend policies to the Chief Executive.
 - Make submissions on relevant policies that have effects within the Community Board's geographical area.
 - To make submissions on policies relating to services and programmes which have effects at neighbourhood level.

3 Details of the membership of the six community boards are detailed on the following pages.

Mosgiel-Taieri Community Board

REPORTING TO:	Council
CHAIRPERSON:	Rebecca Shepherd
DEPUTY CHAIRPERSON:	Andrew Sutton
MEMBERS:	Austen Banks, Rose Finnie, Brian Peat and Steve Wilson Appointed Councillor – Cr Lucas
CONSTITUTION:	Six Board members and one appointed councillor
QUORUM:	Four
MEETING FREQUENCY:	As per the meeting schedule

AREA OF RESPONSIBILITY

- 1 The powers delegated to the Board in respect of its area of responsibility and authority shall be within the scope defined by the terms of the Local Government Act 2002. The Mosgiel-Taieri Community Board shall have the following delegated powers:
- 2 A Community Board may make recommendations on any matters relating to Council's Annual Plan, Long Term Plan, Financial Strategy and Funding Policy (including the Borrowing and Investment Policy) relevant to the Board's area of responsibility, including the review of representation arrangements required under the Local Electoral Act 2001.

DELEGATIONS

- 1 All those powers detailed under the Part IV Community Boards, (Clauses 1 and 2) of this Manual.
- 2 To assess and determine grant applications within the policies set by the Council and to distribute available Community Board project funds.
- 3 Any other matter within the area of responsibility above.

Otago Peninsula Community Board

REPORTING TO:	Council
CHAIRPERSON:	Paul Pope
DEPUTY CHAIRPERSON:	Hoani Langsbury
MEMBERS:	Stacey Kokaua-Balfour, Cheryl Neill, Hugh O'Neill and Emma Strybosch
	Appointed Councillor – Cr Treadwell
CONSTITUTION:	Six Board members and one appointed councillor
QUORUM:	Four
MEETING FREQUENCY:	As per the meeting schedule

AREA OF RESPONSIBILITY

- 1 The powers delegated to the Board in respect of its area of responsibility and authority shall be within the scope defined by the terms of the Local Government Act 2002. The Otago Peninsula Community Board shall have the following delegated powers:
- 2 A Community Board may make recommendations on any matters relating to Council's Annual Plan, Long Term Plan, Financial Strategy and Funding Policy (including the Borrowing and Investment Policy) relevant to the Board's area of responsibility, including the review of representation arrangements required under the Local Electoral Act 2001.

DELEGATIONS

- 1 All those powers detailed under the Part IV Community Boards, (Clauses 1 and 2) of this Manual.
- 2 To assess and determine grant applications within the policies set by the Council and to distribute available Community Board project funds.
- 3 Any other matter within the area of responsibility above.

Saddle Hill Community Board

REPORTING TO:	Council
CHAIRPERSON:	Paul Weir
DEPUTY CHAIRPERSON:	Tracey Boereboom
MEMBERS:	Lianna MacFarlane, Barry McLellan, John Moyle and Vianney Santagati Appointed Councillor – Cr Laufiso
CONSTITUTION:	Six Board members and one appointed councillor
QUORUM:	Four
MEETING FREQUENCY:	As per the meeting schedule

AREA OF RESPONSIBILITY

- 1 The powers delegated to the Board in respect of its area of responsibility and authority shall be within the scope defined by the terms of the Local Government Act 2002. The Saddle Hill Community Board shall have the following delegated powers:
- 2 A Community Board may make recommendations on any matters relating to Council's Annual Plan, Long Term Plan, Financial Strategy and Funding Policy (including the Borrowing and Investment Policy) relevant to the Board's area of responsibility, including the review of representation arrangements required under the Local Electoral Act 2001.

DELEGATIONS

- 1 All those powers detailed under the Part IV Community Boards, (Clauses 1 and 2) of this Manual.
- 2 To assess and determine grant applications within the policies set by the Council and to distribute available Community Board project funds.
- 3 Any other matter within the area of responsibility above.

Strath Taieri Community Board

REPORTING TO:	Council
CHAIRPERSON:	Terina Geddes
DEPUTY CHAIRPERSON:	Ken Bain
MEMBERS:	Donna Hall, Quentin MacLeod, Bruce Thomas and Robin Thomas Appointed Councillor – Cr Weatherall
CONSTITUTION:	Six Board members and one appointed councillor
QUORUM:	Four
MEETING FREQUENCY:	As per the meeting schedule

AREA OF RESPONSIBILITY

- 1 The powers delegated to the Board in respect of its area of responsibility and authority shall be within the scope defined by the terms of the Local Government Act 2002. The Strath Taieri Community Board shall have the following delegated powers:
- 2 A Community Board may make recommendations on any matters relating to Council's Annual Plan, Long Term Plan, Financial Strategy and Funding Policy (including the Borrowing and Investment Policy) relevant to the Board's area of responsibility, including the review of representation arrangements required under the Local Electoral Act 2001.

DELEGATIONS

- 1 All those powers detailed under the Part IV Community Boards, (Clauses 1 and 2) of this Manual.
- 2 To assess and determine grant applications within the policies set by the Council and to distribute available Community Board project funds.
- 3 Any other matter within the area of responsibility above.

Waikouaiti Coast Community Board

REPORTING TO:	Council
CHAIRPERSON:	Alasdair Morrison
DEPUTY CHAIRPERSON:	Anna Knight
MEMBERS:	Andy Barratt, Sonya Billyard, Danny Hailes and Geraldine Tait Appointed Councillor – Cr Chambers
CONSTITUTION:	Six Board members and one appointed councillor
QUORUM:	Four
MEETING FREQUENCY:	As per the meeting schedule

AREA OF RESPONSIBILITY

- 1 The powers delegated to the Board in respect of its area of responsibility and authority shall be within the scope defined by the terms of the Local Government Act 2002. The Waikouaiti Coast Community Board shall have the following delegated powers:
- 2 A Community Board may make recommendations on any matters relating to Council's Annual Plan, Long Term Plan, Financial Strategy and Funding Policy (including the Borrowing and Investment Policy) relevant to the Board's area of responsibility, including the review of representation arrangements required under the Local Electoral Act 2001.

DELEGATIONS

- 1 All those powers detailed under the Part IV Community Boards, (Clauses 1 and 2) of this Manual.
- 2 To assess and determine grant applications within the policies set by the Council and to distribute available Community Board project funds.
- 3 Any other matter within the area of responsibility above.

West Harbour Community Board

REPORTING TO:	Council
CHAIRPERSON:	Jarrold Hodson
DEPUTY CHAIRPERSON:	Barbara Olah
MEMBERS:	Duncan Eddy, Ange McErlane. Marian Poole and Wayne Sefton Appointed Councillor – Cr Hall
CONSTITUTION:	Six Board members and one appointed councillor
QUORUM:	Four
MEETING FREQUENCY:	As per the meeting schedule

AREA OF RESPONSIBILITY

- 1 The powers delegated to the Board in respect of its area of responsibility and authority shall be within the scope defined by the terms of the Local Government Act 2002. The West Harbour Community Board shall have the following delegated powers:
- 2 A Community Board may make recommendations on any matters relating to Council's Annual Plan, Long Term Plan, Financial Strategy and Funding Policy (including the Borrowing and Investment Policy) relevant to the Board's area of responsibility, including review of representation arrangements required under the Local Electoral Act 2001.

DELEGATIONS

- 1 All those powers detailed under the Part IV Community Boards, (Clauses 1 and 2) of this Manual.
- 2 To assess and determine grant applications within the policies set by the Council and to distribute available Community Board project funds.
- 3 Any other matter within the area of responsibility above.

PART V - THE CHIEF EXECUTIVE

FUNCTIONS

57 The Chief Executive is the head of the Council's staff appointed under section 42 of the Local Government Act 2002 and shall have all the authority necessary or incidental to that position as defined in the job description and performance objectives for that position and in this Manual.

58 Under section 42 of the Local Government Act 2002:

"(1) A local authority must, in accordance with clauses 33 and 34 of Schedule 7, appoint a Chief Executive.

The Chief Executive's responsibilities are set out in section 42(2)

(2) A Chief Executive appointed under subsection (1) is responsible to his or her local authority for

- (a) implementing the decisions of the local authority; and*
- (b) providing advice to members of the local authority and to its community boards, if any; and*
- (c) ensuring that all responsibilities, duties, and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed or exercised; and*
- (d) ensuring the effective and efficient management of the activities of the local authority; and*
- (e) maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority; and*
- (f) providing leadership for the staff of the local authority; and*
- (g) employing, on behalf of the local authority, the staff of the local authority (in accordance with any remuneration and employment policy; and*
- (h) negotiating the terms of employment of the staff of the local authority.*

(3) A Chief Executive appointed under subsection (1) is responsible to his or her local authority for ensuring, so far as is practicable, that the management structure of the local authority –

- (a) reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes; and*
- (b) is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.*

- (4) For the purposes of any other Act, a Chief Executive appointed under this section is the principal administrative officer of the local authority."*

EMPLOYMENT OF STAFF

- 59 Under section 42(2)(g) and (h) Local Government Act 2002 the Chief Executive is responsible to the Council for employing the staff of the Council and negotiating their terms of employment. This includes staffing structures, authority for disciplinary action and dismissal, recruitment, good employer obligations and the equal employment opportunities programme.

FUNDS MANAGEMENT

- 60 The Chief Executive may:
- a) Invest temporary surplus funds of the Council in accordance with the Treasury Risk Management Policy; and
 - b) Borrow up to the limits approved in the annual budget and in accordance with the Treasury Risk Management Policy.

OTHER FUNCTIONS

- 61 The Chief Executive's functions shall include:
- a) Determining hours of operation of services and Council owned premises or facilities.

DELEGATIONS TO CHIEF EXECUTIVE

- 62 The Chief Executive is delegated all the powers, functions and duties necessary for the management of the Council's activities and the implementation of Council policy except:
- a) Those reserved to the Council under clause 52 of this Manual;
 - b) Any other powers, functions and duties specifically identified as being exclusively reserved to the Council or a committee under this Manual.

SUB-DELEGATION

- 63 The authority delegated to the Chief Executive may be delegated to any other officer of the Council or a subcommittee of officers. Every delegation by the Chief Executive will be in writing and suitably recorded. Every delegation may be withdrawn or amended or made subject to conditions in the same manner.
- 64 In addition to the general power to delegate to Council officers, the Chief Executive may delegate to the New Zealand Police the power to issue and serve a trespass notice to any individual on the Council's behalf, in any situation, where the New Zealand Police consider this is necessary.

- 65 In the case of the power to enter into financial commitments within overall approved budget limits the Chief Executive may delegate authority. These delegations must be recorded in writing.

PROJECT CONTROL GROUPS

- 66 Project Control Groups (PCGs) are formed primarily to execute projects already approved by the Council and will have a role in monitoring the tendering and contracting process of a project, its development or implementation. Unless expressly specified otherwise, a Project Control Group will be terminated if it has not met for six months or more.
- 67 Project Control Groups shall be formed by the Chief Executive. Normally PCGs will comprise officers. However, there may be projects where it is appropriate to include elected members or persons from outside agencies. When deciding on membership the Chief Executive will consult with the Mayor or relevant Committee Chairperson.

The Chief Executive shall:

- Appoint the Chairperson
- Clearly define the terms of reference for the project control group including its purpose, powers, duties and functions
- Determine membership of the project control group after consulting with the Mayor or relevant Committee Chairperson. Membership may include elected members and persons from outside agencies in addition to council officers.

Project Control Groups:

- Are not required to seek Council or standing committee approval for their actions, provided these actions are within the scope of the Council's decision approving the project
- Will provide reports to ELT and, if the need arises, to the Council or to Standing Committees (for example if there is a requirement for additional funding).

SPECIFIC DELEGATIONS

- 68 For the avoidance of doubt, and subject to clause 62 above, the Chief Executive's delegations include the powers detailed in clauses 62 to 75.
- 69 The Chief Executive is delegated:
- a) All powers and duties under the Resource Management Act 1991.
 - b) All powers and duties under the Public Works Act 1981, excluding the power to issue a Notice of Intention to Take pursuant to section 23 of the Public Works Act 1981.
- 70 The Chief Executive is delegated the following powers under the Local Government Act 1974:
- a) Right of way consents under section 348 of the Local Government Act 1974;

- b) Cancellation of building line restrictions under section 327A of the Local Government Act 1974.
- 71 The Chief Executive is delegated the following powers for commencing public consultation:
- a) To determine the form and extent of public consultation and adopt a statement of proposal and/or public notice for any matter that requires public consultation or notification under any legislation or by a Council policy or strategy.
- 72 To grant unopposed applications for special licences under the Sale and Supply of Alcohol Act 2012 and exercise all the powers which may, under that Act, be exercised by the Secretary of the Dunedin District Licensing Committee.
- 73 The Chief Executive is delegated the power to appoint a Commissioner, based on the recommendation of Council, to the role of Chairperson of the District Licensing Committee.

CONTRACTS, TENDERS, PURCHASING, ACQUISITION AND SALE OF ASSETS AND SERVICES

- 74 The Chief Executive may, subject to any policy established by the Council and within approved budgets, accept, negotiate or decline contracts, tenders, purchasing agreements, memoranda of understanding or any other arrangements for:
- a) The employment of staff, consultants or advisers;
 - b) The provision of services by the Council and the sale, leasing or disposal of goods, plant, capital items (excluding real property) or other assets owned by the Council;
 - c) The supply of goods, services, plant, capital items or other assets (excluding real property) to the Council;
 - d) The settlement of claims for compensation;
 - e) Easements, rights of way, caveats, registrable interests and similar minor dealings with property;
 - f) The sale and purchase, of real property where the value does not exceed \$500,000 and property developments where the value does not exceed \$1,000,000;
 - g) The leasing or exchange of real property;
 - h) All services pertaining to the provision of corporate services unless reserved to the Council or a committee;
 - i) the services delegated to the Chief Executive include:
 - i) Waiving or postponing the whole or part of any fee, charge, rental price set by Council;
 - ii) Granting of rates remission and the waiver of rates penalties;
 - iii) Warranting the appointment of staff;

- iv Setting all fees, charges, rents and prices for Council facilities and services other than:
 - charges for extraordinary supplies of water;
 - on-street parking fines and charges;
 - landfill charges;
 - swimming pool charges;
 - cemetery and crematorium charges;
 - dog registration fees.
 - j) All matters pertaining to the development of rating systems not reserved to Council or a committee.
- 75 The Chief Executive may (and may authorise any General Manager) where service levels have no material or significant change, approve the variation of any sum making up an activity schedule where the net expenditure/surplus in that activity schedule is not altered and the change is to allow for the more effective management of that activity in accordance with any strategic or annual plan or long term plan.

COAT OF ARMS OR OTHER HERALDRY

- 76 The Mayor may grant the use of the Council's coat of arms and logo, in consultation with the Chief Executive.

LEGAL ACTION ON BEHALF OF COUNCIL

- 77 The Chief Executive may initiate, join, negotiate, resolve or withdraw from legal proceedings in any Court. This includes authorising prosecutions.

ENFORCEMENT AND LICENSING

- 78 The Chief Executive may issue any statutory notices; such as abatement notices and orders on behalf of Council under the Resource Management Act 1991, the Health Act 1956 and other legislation of a regulatory nature.
- 79 The Chief Executive may issue orders on behalf of the Council under the Local Government Act 2002 and any other Act relating to the above activities.
- 80 The Chief Executive may grant all permits, licences and consents which the Council may issue and place conditions on, granting a waiver or withdrawing those licences, permits and consents (except where a formal hearing is held).
- 81 The Chief Executive may exercise any power of entry, seizure or impounding granted by law.

RESERVES

- 82 The Chief Executive may:

- a) Exercise all non-reserved powers under the Reserves Act 1977;
- b) Authorise activities on reserves;
- c) Exercise any powers delegated to the Chief Executive by the Minister of Conservation under the Reserves Act 1977.

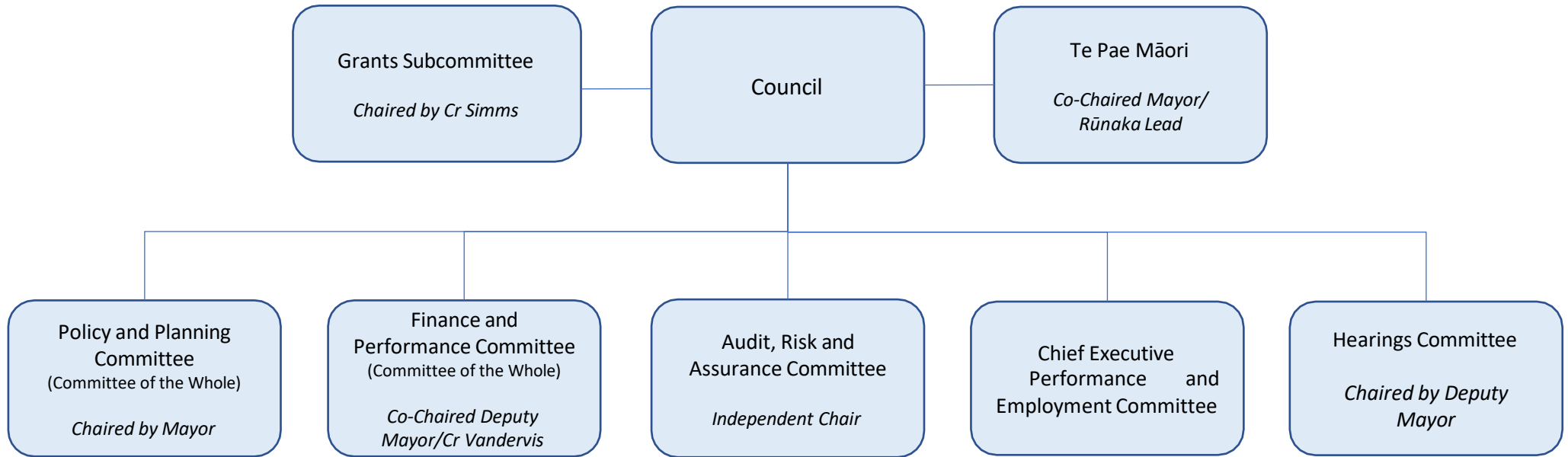
HOUSING

83 The Chief Executive may tenant all Council housing in accordance with policy.

BYLAWS

84 The Chief Executive may administer the Council's bylaws.

Appendix A: Committee Structure



Appendix B: Template for Establishing an Advisory Panel

Name of Advisory Panel	
Purpose	
Responsibilities	
Powers, duties and functions (<i>e.g. delegations, ability to co-opt onto the Panel if, for example, example, expertise is required</i>)	
Reporting Requirements	
Committee of Council that the Advisory Panel is to report to	
Type and Regularity of Reporting (<i>i.e. formal, update, community</i>)	
Membership	
Chairperson	
Members (<i>detail by position or by name; internal and external, if required</i>)	
Quorum	
Frequency of Meetings	
Expected term (<i>include commencement date and anticipated end date</i>)	
Support Staff (<i>detail by position</i>)	
General Manager (or Chief Executive) supporting Councillor Advisory Panel	
Remuneration (<i>if required</i>)	
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