



DELEGATIONS

Part 4

Delegation to Staff

Contractual Authorities – Staff Schedule

Title	Contractual Authority		Activity
	1	2	
Management			
Chief Executive	\$1,000,000	\$200,000	All Activities
General Manager Finance and Business Support	\$250,000	\$100,000	
General Manager Planning, Regulation and Environment	\$250,000	\$100,000	
General Manager Utilities and Roading *	\$250,000	\$100,000	*See Exception below
General Manager Community and Recreation	\$250,000	\$100,000	
General Manager Organisational Development and HR	\$250,000	\$100,000	
General Manager Strategy, Engagement, Performance and Economic Development	\$250,000	\$100,000	
Executive Assistant (to Chief Executive)	\$15,000	\$2,000	
Executive Assistant (to Mayor and Senior Managers)	\$2,000		
Community Team			
Community Team Manager	\$10,000	\$2,000	
Community Development Facilitator – Safe Communities (x2 positions)	\$2,000	--	
Community Development Advisor	\$2,000	--	
Community Development Facilitator (x2 positions)	\$2,000	--	
Youth Development Coordinator	\$2,000	-	
Finance			
Finance Manager	\$50,000	\$2,000	
Management Accountant	\$10,000	\$2,000	
Assistant Accountant	\$5,000	\$2,000	
Asset Information Management Team Leader	\$5,000	\$500	
Procurement Specialist	\$5,000		
Governance and Administrative Services			
Governance Manager	\$25,000	\$2,000	
Administration Team Leader	\$3,000		
Governance Coordinator	\$1,000		
Governance Team Leader	\$1,000		
Governance Support Officer	\$1,000		
Senior Quality and Risk Advisor	\$2,500		

* **Utilities and Roading Manager** – Exception for authorisation of up to \$1million for maintenance and operations invoices for solid waste and roading contracts



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Aquatic Centres			
Aquatic Facilities Manager	\$20,000	\$20,000	
Dudley Park Aquatic Centre Manager	\$5,000		
Kaiapoi Aquatic Centre and Facilities Asset Manager	\$5,000		
Dudley Aquatic Centre Coordinator	\$1,000		
Kaiapoi Aquatic Centre Coordinator	\$1,000		
Aquatic Facilities Administrator	\$1,000		
Building Unit			
Building Unit Manager	\$25,000	\$2,000	
Team Leader Processing x 2 positions	\$2,000	--	
Team Leader Inspections	\$2,000	--	
Team Leader Administration	*\$5,000		
Administration Officer	\$2,000	--	
Building Officer – Building WOF and EQ Prone Buildings	¹ \$10,000 ² \$1,000		¹ EQ Prone Buildings ² Building Officer
Council Property			
Property Manager	\$30,000	\$2,000	
Property Acquisitions and Disposals Manager	\$20,000	\$500	
Property Acquisitions and Disposals Officer	\$10,000		
Housing Advisor	\$10,000		
Property Services Team Leader	\$20,000		
Property Services Officer	\$10,000		
Facilities Management Officer	\$10,000		
Property Systems Coordinator	\$10,000		
Property Systems Analyst	\$10,000		
People and Engagement			
HR Manager	\$20,000	\$2,000	
Health Safety and Wellbeing Manager	\$10,000	\$2,000	
Information Services			
Chief Information Officer	\$50,000	\$10,000	
Information and Communications Technology Team Leader (whilst the CIO is absent on extended leave)	\$20,000	\$10,000	Information systems
Cyber Security Systems Engineer	\$3,000	\$3,500	² For Projects
IT Service Desk Engineer	\$3,000	\$3,500	² For Projects
Senior Systems Engineer	\$3,000	\$3,500	² For Projects
Software Support Analyst	\$5,000		
Systems Engineer	\$3,000	\$3,500	² For Projects
Software Support Coordinator	\$3,000	\$3,500	² For Projects
Systems Trainer	\$3,000	\$3,500	² For Projects
Cyber Security Analyst	\$5,000		
GIS Team Leader	\$5,000	\$5,000	
Information Management Team Leader	\$2,000		Stationery purchases



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Information Management Technical Administrator	\$2,000		(per invoice)
Information Management Advisor	\$2,000		
Information Management Officer	\$2,000		
Library Services			
District Libraries Manager	\$20,000	\$2,000	
Community Experiences and Diversity Team Leader	\$10,000	\$2,000	
Reader and Reference Services Team Leader	\$10,000		
Content and Discovery Team Leader	\$15,000		
Collection Services Coordinator	\$5,000		
Assistant Librarian – Content and Discovery	\$5,000		
Acquisitions Librarian (Asst Librarian Support Services)	\$1,000		
Customer Services			
Customer Services Manager	\$25,000	\$2,000	
Customer Services Supervisor (Kaiapoi)	\$3,000	\$500	
Customer Services Coordinator Oxford	\$10,000	\$2,000 *\$3,000	*Delegation with regard to pensioner housing
Customer Services Contact Team Leader	\$500	\$500	
Customer Services Officer	\$500	\$500	
Customer Services Officer (with responsibility for Pensioner housing)	\$3,000		Pensioner Housing: Signing off invoices in any one account
Rates and Debtors Team Leader	\$5,000		
Rates and Debtors Officer	\$3,000		
Rates Officer – Land Information	\$3,000		
Rates Officer – Database and Audit	\$3,000		
Rates Officer – Direct Debits	\$3,000		
Rates Assistant	\$3,000		
Communications and Engagement			
Communications and Engagement Manager	\$25,000		
Communications Coordinator	\$1,000		
Media & Visual Communications Coordinator	\$1,000		
Communications & Engagement Coordinator	\$1,000		
Online & Social Media Coordinator	\$1,000		
Development Planning Unit			
Development Planning Manager	\$25,000	\$10,000	
Development Planning Administrator	\$500		
Emergency Management and Civil Defence			
Emergency Management Senior Advisor	\$25,000	\$2,000	
Controller / Disaster Recovery Manager	--	\$100,000	
Response Manager / Deputy Disaster Recovery Manager	--	\$100,000	
Emergency Management Advisor	\$1,000		
Emergency Management Coordinator	\$1,000		



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Environmental Services			
Environmental Services Manager	\$25,000	\$2,000	
Team Leader Environmental Compliance	\$1,000		
Team Leader Environmental Health	\$1,000		
Animal Control Officer	\$1,000		
Environmental Health Officers	\$1,000		
Compliance Officer	\$1,000		
Strategic Projects			
Strategy and Business Manager	\$25,000	\$10,000	
Policy Analyst	\$1,000		
Corporate Planner	\$1,000		
Plan Implementation Unit			
Planning Manager	\$25,000	\$2,000	
Resource Consents Team Leader	\$5,000		
Team Leader Compliance	\$500		
Greenspace and Community Facilities			
Greenspace Manager	\$30,000	\$5,000	
Parks and Recreation Operations Team Leader	\$20,000	\$5,000	
Airfield Manager and Safety Officer	\$5,000		
Greenspace Administrator	\$5,000	\$5,000	
Community Facilities Team Leader	\$20,000	\$5,000	
Community Facilities Officer	\$5,000	\$5,000	
Landscape Architect	\$5,000	\$5,000	
Parks Community Assets Officer	\$5,000	\$5,000	
Greenspace Community Assets Officer	\$5,000	\$5,000	
Senior Advisor Community and Recreation – Assets and Capital	\$20,000	\$5,000	
Senior Advisor Community and Recreation	\$25,000	\$5,000	
Design and Planning Team Leader	\$10,000	\$5,000	
Greenspace and Community Facilities Planner	\$5,000	\$5,000	
Project Manager – Community and Recreation	\$15,000		
Biodiversity Team Leader	\$15,000		
District Regeneration			
Implementation Project Manager District Regeneration	\$100,000		
Landscape Planner – District Regeneration	\$5,000		
Landscape Architect – District Regeneration	\$5,000		
Roading Asset Management			
Roading and Transport Manager	\$100,000	\$50,000	
Roading Operations Team Leader	\$25,000	\$25,000	
Road Maintenance Engineer	\$15,000	\$15,000	
Roads Projects Engineer	\$15,000	\$15,000	



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3 Waters and Solid Waste Asset Management						
3 Waters Manager	\$100,000	\$50,000				
Stormwater and Waterways Manager	\$25,000	\$25,000				
Waterways Engineer	\$15,000	\$15,000				
3 Waters Compliance Officer	\$5,000	\$5,000				
Water and Wastewater Asset Manager	\$25,000	\$25,000				
Asset Management Egnieer – Water and Wastewater	\$15,000	\$15,000				
Solid Waste Asset Manager	\$25,000	\$25,000				
Solid Waste Officer	\$5,000	\$5,000				
Water Operations Team Leader	\$25,000	\$25,000				
Wastewater Engineer	\$15,000	\$15,000				
Land Drainage Engineer	\$15,000	\$15,000				
Water Engineer	\$15,000	\$15,000				
Stormwater Engineer	\$15,000	\$15,000				
Control Systems Engineer	\$5,000	\$5,000				
Utilities and Rooding						
Senior Engineering Advisor	\$50,000	\$50,000				
Title	Contractual Authority					Activity
	1	2	3	4	5	
Project Delivery Unit (Note: PDU amounts are also applicable to progress payments, although this excludes where PDU acts as “Engineer to a Contract’.)						
Project Delivery Manager	\$100,000	\$50,000	\$25,000	\$5,000		PDU & areas contracted by Client Units
Special Projects Team Leader	\$5,000	\$2,000				
Utilities Projects Team Leader	\$5,000	\$2,000				
Civil Projects Team Leader	\$5,000	\$2,000				
Development Manager	\$5,000	\$2,000				
Network Planning Team Leader	\$5,000	\$2,000				
Water Unit						
Water Unit Manager	\$20,000	\$1,000			\$5,000	
Business Support Team Leader	\$10,000	\$1,000			\$5,000	
Water Unit Reticulation Supervisor	\$10,000	\$1,000			\$5,000	
Technician Team Leader	\$10,000	\$1,000			\$5,000	
Administrative Officer x2	\$5000					
Health and Safety Administrator	\$5000					
Water Unit Laboratory Technician	\$500					

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Delegation to Staff

Contractual Authorities – Staff Schedule

Delegation Building Unit Team Leader Administration

*For refund or part refund of cancelled or amended:

- PIM applications
- Building consent applications
- Inspection processes
- Certificate of acceptance
- Certificate of public use

Key: *Contractual Authority N° 1 = Expenditure provided for and approved in the Annual Plan and Budget (per item)*
Contractual Authority N° 2 = Emergency expenditure not provided for in the Annual Plan and Budget
Contractual Authority N° 3 = Expenditure provided for and approved in Unit Budgets and Project Delivery
Contractual Authority N° 4 = Emergency expenditure not provided for in unit budgets and Project Delivery
Contractual Authority N° 5 = Expenditure on management-quoted work projects approved by activity manager where involving sub-contractors for materials, labour and plant hire
Activity = Area of responsibility unless otherwise stated