

LEGISLATION	PART/SECTION/ REGULATION	AREA OF RESPONSIBILITY
Accident Compensation Act 2001	All Sections	Administration of internal systems in compliance with the Act and the requirements of the Accident Compensation Corporation. Maintain a system of Accident and Hazard reporting. Administration of claims.
Amusement Devices Regulations 1978	All Regulations	Process applications for permits. Administering permits for amusement devices pursuant to Regulation 11.
Animal Welfare Act 1999	All Sections	Ensure compliance with all relevant provisions.
Arts Council of New Zealand Toi Aotearoa Act 2014	Section 24	No current Community Arts Council. Administration for Community Arts Council. Reporting to and between the Council and the Community Arts Council.
Biosecurity Act 1993	All Sections	Ensure Council carries out all such functions as the Act requires to the standard required by the Act.
Building (Accreditation of Building Consent Authorities) Regulations 2006	All Regulations	Ensure compliance with the standards as an accredited building consent authority.

<p>Building Act 2004 and Building Regulations 1992</p>	<p>All Sections and Regulations particularly Regulation 3 Schedule 1 Sections 17, 108, 114, 116B, 120, 128A, 133AI, 133AM, 164, 223 and 363</p>	<p>Ensure that the Building Code is complied with. Administration of Act including:</p> <ol style="list-style-type: none"> 1. Administration of Building Consents. 2. Issuing PIMs, Code Compliance certificates, compliance schedules and warrants of fitness. 3. Keeping records. 4. Monitoring and compliance. 5. Fixing charges. 6. Dealing with Dangerous and Insanitary buildings. <p>s17 - Ensure all building work done to a Council building complies with the building code where a building consent is not required. S108 - Annually supply the Building Team with a building warrant of fitness for all Council buildings that have a compliance schedule. s114 - Give notice to the Building Team of any change of use of a Council building. s116B - Do not allow a Council building to be used if it is insanitary or has inadequate means of escape from fire. s120 - Display notices or signs visible from outside Council building(s) that access provision is made for persons with disabilities, if this is required. s128A - Comply with notice requiring work or restricting entry to a "dangerous" or "insanitary" Council building. s133AI - Provide engineering assessment to the Building Team if requested for Council building(s). s133AM - Comply with deadline for seismic work in respect of Council building(s). s164 - Ensure Council complies with any notice to fix issued to it. s223 - Give reasonable assistance to a building inspector inspecting a Council building. s.363 "Area of responsibility" - obtain building consents for all work done on Council buildings if building consent required - keep building or part of building closed if no code compliance certificate or certificate of public use has been issued for building or part of building where building work occurred - penalty for non-compliance of maximum fine \$20,000.</p>
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Building Research Levy Act 1969	Relevant Sections	Ensure compliance with provisions relating to levies.
Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967	All Regulations particularly Regulations 3-5	Ensure compliance with regulations. Ensure monuments are only removed after regulated notice given. Administration and management of Cemeteries.
Burial and Cremation Act 1964	Sections 5-21, Section 46AA Section 50 Section 52(2) Section 18	Ensure Cemetery managed with the powers granted by the Sections. Ensure a certificate of cause of death or a coroner's certificate is always provided before a burial is done (including for assisted dying). Keep a register of all burials Ensure Council complies with any notice issued on behalf of the Minister of Health or a Health Protection Officer. All money received in respect of cemetery separately accounted for and only used for management and improvement of cemeteries under Council control.
Bylaws Act 1910	Section 12 - Section 23	Ensure all bylaws adopted by the Council comply with the requirements of this Act.
Camping Grounds Regulations 1985	All Regulations	Ensure that all camping grounds are conducted in compliance with the regulations. Regularly inspect all camping grounds in the District.
Child Support Act 1991	Section 154	Administration of deductions for child support.
Children's Act 2014	Part 3	Obligations, regulations, and requirements for safety checks of staff working with children.
Civil Defence Emergency Management Act 2002	All of Act, Section 64 specific to Council roles, Section 12, Section 17	Together with the Regional Council, establish a Civil Defence Emergency Management Group. Duty to plan and provide for civil defence emergency management within the district, and ensure it is able to function to the fullest extent during and after an emergency. Member of Civil Defence Emergency Management Group (CDEM), and undertake the roles of these groups as set out in Act.
COVID-19 Recovery (Fast-track Consenting) Act 2020		Acting as a Requiring Authority Giving advice as a Nominated Person.
Criminal Procedure Act 2011	All Sections	Ensure compliance with all relevant provisions.

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Dog Control Act 1996	Relevant Sections	<p>Ensure bylaws and policies enacted under an Act complies with the legislative requirements of that Act.</p> <p>Administration of Act, including:</p> <ol style="list-style-type: none"> 1. Formulation and review of policy on dogs and bylaws. 2. Licensing of dogs. 3. Fees. 4. Enforcement action.
Electricity Act 1992	Section 24, Section 24A, Section 32	<p>Ensure that where works are to be carried out by an electricity operator, Council imposes any necessary conditions on the work having regard to the matters in Section 24A of the Act.</p> <p>Ensure that where an application is made to carry out works in the road, Council recovers its reasonable costs and expenses for work done including processing the notice of works and supervising the work undertaken.</p> <p>Administration of the act to require works of electricity operator to be moved if required.</p>
Employment Relations Act 2000	All Sections	<p>Ensure correct breaks.</p> <p>Ensure correct wages/salary information supplied to Payroll.</p> <p>Allow staff who are union delegates to take reasonable time to represent employees in accordance with the Act.</p> <p>Ensure compliance with whistleblower provisions, must not retaliate against a whistleblower (Sections 110B and 103(1)(k))</p> <p>Preparation and administration of contracts of employment.</p>
Environmental Health Officers Qualifications Regulations 1993	All Regulations	<p>Ensure Environmental Health Officers hold appropriate qualifications.</p>
Family Violence Regulations 2019	All Regulations, Regulations 13 to 24	<p>To restrict applicants name from public registers, namely, Rating and Valuation rolls, Electoral Roll, Dog Register, Building Records (as set out in Schedule 3).</p> <p>To promptly and helpfully dispose of applications and to restrict applicant's name from public registers and decide applications for public registers to ensure identifying information relating to a protected person is not published.</p>

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Fees and Travelling Allowances Act 1951	All Sections	Administration and payment of travelling expenses for members.
Fencing Act 1978	All Sections - particularly Section 16	Administration of claims for a contribution to boundary fences in accordance with the Act.
Fencing of Swimming Pools Act 1987	All Sections	Administration of Building Consents for swimming pools. Investigation and enforcement.
Fire and Emergency Act 2017	Relevant Sections	Ensure bylaws and policies enacted under an Act complies with the legislative requirements of that Act.
Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018	All Regulations	Ensure compliance with the Act in regard to Council property. Check to ensure compliance with the requirements when processing building consents before issuing Code Compliance Certificates. Investigate complaints and take enforcement action if necessary.
Food Act 2014	Section 19, Section 33, Section 35 - Section 72, Section 137, Section 173 - Section 197, Section 200, Section 205	Undertake territorial authority role in food safety Undertake any additional functions delegated to territorial authorities by Chief Executive Registration authority for food control plans Verification functions and activities Collection and setting of fees for registration, verification and compliance and monitoring activities. Carrying out enforcement and regulatory responsibilities.

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Food Regulations 2015	Regulation 42 - 44, Regulation 13	<p>Process applications for exemption from registration and monitoring of exemption premises.</p> <p>Exercise powers of recognized evaluators.</p> <p>Ensure that all premises required to be registered are.</p> <p>Conduct all necessary evaluations for the purpose of registration.</p> <p>Investigate complaints and, where necessary, take enforcement action.</p> <p>Check food handling, food safety, condition of premises and conduct of workers.</p> <p>Note amendment where new businesses can now request extension of time to fulfil verification obligations (Reg 94A).</p> <p>Ensure Plunge Café in compliance with OSH legislation.</p>
Freedom Camping Act 2011	Part 2, Section 32 - 41	<p>No Bylaw at present.</p> <p>Ensure bylaws and policies enacted under an Act complies with the legislative requirements of that Act.</p> <p>Power to make freedom camping bylaws restricting or prohibiting areas of freedom camping in district with approval by Council.</p> <p>If a Bylaw is made, review bylaws no later than 5 years after made, and review within 10 years after initial review.</p> <p>Appoint enforcement officers to enforce bylaws under the Act.</p>
Fringe Benefit Tax Act	All Sections	Ensure compliance with all relevant provisions.
Gambling Act 2003	All Sections, particularly Sections 100 to 103.	<p>Ensure bylaws and policies enacted under an Act complies with the legislative requirements of that Act.</p> <p>Ensure the Council has a class 4 venue policy and ensure compliance with requirements regarding the adoption and review of the class 4 venue policy.</p> <p>Ensure compliance with requirements when considering and determining application for territorial authority consent.</p>
Gas Act 1992	All Sections	Ensure compliance with all relevant provisions relating to works.
Goods and Services Tax Act 1985	All Sections	<p>Accounting for GST to IRD in accordance with the requirements of the Act.</p> <p>Ensure the administration of GST returns</p>
Government Roding Powers Act 1989	All Sections	Ensure compliance with all relevant provisions.

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Hazardous Substances and New Organisms Act 1996	All Sections - Section 97, Section 100	Licensing of premises used for the storage of dangerous goods. Administration of enforcement: 1. Ensure provisions of the Act are enforced in the district. 2. Appoint enforcement officers.
Health (Burial) Regulations 1946	All Sections	Administer and maintain register of Funeral Directors in compliance with these regulations. Administer and maintain register of Funeral Directors in compliance with these regulations. If mortuary is re-erected/repared/alterred, then ensure it is not used as a mortuary until a certificate of fitness has been granted and produced to Council
Health (Hairdressers) Regulations 1980	All Regulations	Process applications for exemption from registration and monitoring of exemption premises. Exercise powers of local authority inspectors. Ensure that all premises required to be registered are. Conduct all necessary inspections for the purpose of registration. Investigate complaints and, where necessary, take enforcement action
Health (Infectious and Notifiable Diseases) Regulations 2016	All Regulations	Ensure compliance with reporting provisions.
Health (Registration of Premises) Regulations 1966	All Regulations	Maintain an adequate system for administration of licences.

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Health Act 1956	Section 23 Section 25 Section 28 Section 69S Section 116I	<p>Appoint Environmental Health Officer to administer the Council's obligations under this Act.</p> <p>Do inspections of district to identify nuisances, conditions likely to be injurious to health or offensive and arrange abatement or removal of such.</p> <p>In accordance with Director General enforce Health Regulations</p> <p>Promote bylaws for purposes of Health Act and for the protection of public health</p> <p>Provide Medical Officer of Health with reports as required.</p> <p>To provide sanitary waterworks, drainage works, wastewater works and works for the disposal of wastewater, and works for the collection and disposal of refuse, soil, and other offensive matter, including sanitary conveniences for the use of the public if requisitioned by the Director General under the Health Act 1956.</p> <p>To comply with a direction from the Director General of Health regarding fluoridation of drinking water.</p> <p>Provide sanitary swimming pools and dressing sheds.</p>

<p>Health and Safety at Work Act 2015</p>	<p>All Sections Part 2, Part 3</p>	<p>Ensure adequate system in place for the recording and notification of accidents or hazards. Keep a register of accidents.</p> <p>Ensure that Council's duty as employer, principal and/or controller of workplace is satisfied.</p> <p>The following are the responsibility of all managers:</p> <ol style="list-style-type: none"> 1. To ensure safety of employees (including contractors, subcontractors, their employees, volunteers, and the public generally) in the workplace you control. 2. To identify hazards in all of Council's workplaces. 3. To eliminate, isolate or minimize significant hazards in the workplace you control. 4. To monitor in the workplace you control. 5. To keep your staff informed and to train and supervise them. 6. To ensure that Council's duty as an employer, as a controller of a place of work and as a principal are fulfilled in the workplace you control. 7. To ensure accidents and serious harm are recorded and notified wherever they are if you know about them. <p>Ensure that Council's duty as employer, principal and/or controller of workplace is satisfied in the workplace you control.</p> <p>Ensure that Council's duty as employer, principal and/or controller of workplace is satisfied including consulting with contractors and subcontractors and other entities whose duties overlap:</p> <ul style="list-style-type: none"> - eliminating or minimizing risks in your area as far as reasonably practicable - ensure health and safety of workers and visitors as far as reasonably practicable - do not put others at risk - provide training - ensure safe handling of plant, substances and structures. <p>Recording and notification of accidents that affect your staff or occur in the workplace you control.</p> <p>Protect the accident site if it is in the workplace you control. If it is not in the workplace, you control and you are the first manager on the scene, protect the site until the appropriate manager is able to take steps to control it.</p> <p>Duty to engage with workers - see Sections 58-60.</p> <p>Encourage worker participation in improving work health and safety.</p>
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		<p>Ensure that processes are in place to enable Council to comply with worker engagement, participation, and representation.</p> <p>Ensure managers are aware of and must not be involved in adverse, coercive, or misleading conduct as defined in the Health and Safety at Work Act 2015 Sections 88 and 92.</p>
Health and Safety in Employment (Prescribed Matters) Regulations 1993	All Sections	Ensure adequate system in place for the recording and notification of accidents or hazards. Keep a register of accidents.
Heavy Motor Vehicle Regulations 1974	All Sections	<ol style="list-style-type: none"> 1. Vehicles must comply with regulations including obtaining Certificate of Fitness. 2. Drivers of vehicles must have a heavy traffic licence.
Heritage New Zealand Pouhere Taonga Act 2014	All Sections Section 74 Section 76 Section 97	<p>Administration of the Act in respect of any heritage buildings owned by Council.</p> <ul style="list-style-type: none"> - Ensure that action is taken to assist in the conservation and protection of a heritage area in accordance with any recommendation received. - Ensure a list of historic places, historic areas, wāhi tūpuna, wāhi tapu, and wāhi tapu areas entered on the New Zealand Heritage List is available for public inspection during business hours. - Administer the payment of any contributions to Heritage New Zealand Pouhere Taonga
Holidays Act 2003	All Sections	To ensure that employees receive the holidays they are entitled to and ensure that employees are paid for the holidays they are entitled to.
Housing Improvement Regulations 1947	All Sections	Ensure compliance with all relevant provisions.

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Human Rights Act 1993	All Sections - particularly Section 21, Section 66, Section 62A	<p>Ensure that no discriminatory practices arise.</p> <p>1. Do not discriminate on the following grounds:</p> <ul style="list-style-type: none"> - sex - pregnancy - childbirth - marital status - surviving spouse or partner - party to a dissolved marriage or civil union - religious belief - ethical belief which includes religious belief (lack of a religious belief) - colour - race - ethnic or national origins - disability (including psychiatric illness, reliance on a disability assist dog, wheelchair or other remedial means) - age (person 16 years or more) - political opinion - employment status (unemployed, or on a benefit of ACC entitlement) - family status - sexual orientation. <p>Victimisation of whistleblowers prohibited.</p> <p>Unlawful to treat adversely any person suspected or assumed to be a person affected by domestic violence.</p> <p>Any complaints are dealt with under the appropriate policy.</p>
Human Rights Act 1993	All Sections	Any complaints are dealt with under the appropriate policy.
Impounding Act 1955	All Sections	<p>Establishment and maintenance of a public Pound</p> <p>Appointment of Pound Keeper</p> <p>Administration of Pound including recording and setting of fees and charges</p> <p>Dealing with trespassing stock, straying, or wandering stock</p>

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Income Tax (Fringe Benefit Tax, Interest on Loans) Regulations 1995	All Regulations	All regulations as employer.
Income Tax Act 2007	All Sections	1. Administration of PAYE tax including calculation, deduction from wages/salaries and accounting to IRD. 2. Accounting for Fringe Benefit Tax to IRD in accordance with requirements of the Act.
Infrastructure Funding and Financing Act 2020	Sections relating to levies.	Ensure compliance with provisions relating to levies.
Injury Prevention, Rehabilitation and Compensation Act 2001	All Sections	Administration of internal systems in compliance with the Act and the requirements of the Accident Compensation Corporation. Administration of claims. Maintain a system of Accident and Hazard reporting.
Juries Act 1981	Section 30 Section 32A	Administration of wages whilst on jury service. Ensuring employee is not prejudiced for attending jury service.
Kiwisaver Act 2006	All Sections	Administration of Kiwisaver in regard to payroll.
Land Act 1948	Section 168	Expenditure of funds on the maintenance or embellishment of any public reserve (whether owned by the Council or not) for the benefit of the residents.
Land Drainage Act 1908	All Sections	Ensure compliance with all relevant provisions relating to maintenance of drains and watercourses and drainage works.
Land Transport (Road User) Rule 2004	All Regulations	Ensure all parking restrictions are adopted by resolution of Council. All parking restrictions under the Land Transport Act 1998 and referred to in the Council's Traffic Bylaw must, in accordance with Section 22(AB) of the Land Transport Act 1998 be adopted by Council resolution. Ensure that any new parking restrictions are adopted by Council resolution. The process includes notifying nearby residents. Maintain and review Traffic Bylaw.
Land Transport (Road User) Rule 2004 Traffic Regulations 1976	All Regulations	Enforcement of parking restrictions and other stationary vehicle offences.

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Land Transport Act 1998	Part 10 Sections 138-141 Section 42A Sections 128D and 128E, Sections 251 and 253 Section 72	Administer infringement offence system for parking offences. Ensure compliance with functions in relation to the appointment of parking wardens, and the exercise of parking warden powers. Ensure compliance with functions relating to the storage and disposal of motor vehicles. Keep Council's bylaws as to the use of roads under review and arrange for amendment when new bylaws required.
Land Transport Management Act 2003	Section 7B, Section 27	Administer any responsibilities transferred to the Council from the Regional Council under this Act. Ensure any interest that a local authority has in a public transport service to which this Section applies must be held in a CCO
Land Transport Rule: Setting of Speed Limits 2022	All Sections	Record speed limits in national speed limit register and revoke Bylaws that previously set speed limits. Prepare speed management plan and ensure it is reviewed every three years.
Litter Act 1979	All Sections	Supervision of litter control officers (Section 5) Investigation and enforcement of litter offences. Provide and maintain rubbish bins as is necessary to keep areas free from litter
Local Authorities (Members' Interests) Act 1968	Subpart 3 of Part 4	To ensure that contracts entered into by Council with members do not exceed the maximum without prior Audit approval. Ensure there is a register of pecuniary interests of members that complies with the requirements in Section 54A and that a summary of the information in the register is publicly available. Appoint a Registrar to compile the register and provide advice and guidance to elected members on their obligations.
Local Electoral Act 2001	All Sections	Administration of Act including compilation of roll and conduct of elections. Review membership on basis of election three yearly. Conduct elections three yearly.
Local Electoral Regulations 2001	All Sections	Ensure that local elections are conducted in accordance with these requirements

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Local Government (Elected Members) Determination 2003	All Sections	Ensure that salaries and allowances are paid to members in accordance with this determination.
Local Government (Financial Reporting and Prudence Regulations) 2014	All Sections	Ensure compliance with all relevant provisions. Administration of financial reporting.
Local Government (Rating) Act 2002	All Sections	Ensure that the administration of rates is in accordance with this Act.
Local Government Act 1974	All Sections including. Part 21 (Roads) Part 39 (Prevention of fires), Sections 647, 648	Ensure compliance with all relevant provisions. Maintain Council roading system in compliance with this part. Ensure fire hydrants and water pipes maintained so water is available for firefighting.
Local Government Act 2002	All Sections Sections 14(d) and 81	Ensure compliance with all relevant provisions. Ensure that the Council provides opportunities for Māori to contribute to its decision-making processes.
Local Government Act 2002	All Sections Sections 124-128 Sections 14(d) and 81	Ensure compliance with all relevant provisions. Ensure compliance with Council requirements to make assessments of drinking water, wastewater, and sanitary services and to ensure communities have safe drinking water.

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Local Government Act 2002	All Sections Sections 14(d) and 81	Ensure compliance and preparation of: 1. Long Term Plan 2. Annual Plan 3. Annual Report 4. Corporate Policies 5. Statutory Policies including Significance and Engagement Policy Ensure that the Council provides opportunities for Māori to contribute to its decision-making processes.
Local Government Act 2002	All Sections Sections 199A and 199B, Schedule 13A Sections 14(d) and 81	Ensure compliance and preparation of: 1. Long Term Plan 2. Annual Plan 3. Annual Report 4. Corporate Policies 5. Statutory Policies including Significance and Engagement Policy Ensure Council complies with statutory deadlines for processing applications for reconsideration or objections to levy of Development Contributions. Ensure that the Council provides opportunities for Māori to contribute to its decision-making processes.
Local Government Act 2002	All Sections	Ensure compliance with all relevant provisions. Ensure compliance and preparation of corporate policies.
Local Government Act 2002	All Sections Sections 14(d) and 81	Ensure compliance with all relevant provisions. Ensure that the Council provides opportunities for Māori to contribute to its decision-making processes.
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Local Government Act 2002	Section 200 Sections 100-120	Ensure compliance with requirements relating to development contributions, including: 1. limitations applying to requirement for development contributions (Section 200). 2. the requirement for a schedule of assets for which development contributions will be used (Section 201A). Ensure compliance with all relevant provisions including ensuring all required financial policies are in place.
Local Government Act 2002	Sections 207A-207F	Ensure compliance with requirements relating to development agreements.
Local Government Members (2022/23) Determination 2022	All Sections	Ensure that salaries and allowances are paid to members in accordance with this determination.
Local Government Official Information and Meetings Act 1987	All Sections Parts 1-6 Section 44A Part 7	Ensure compliance with all relevant provisions. Satisfying requests for information (except if good reason for withholding the information exists). Ensure Land Information Memorandum include the information required under Section 44A. Providing information in a timely manner when requested, to enable responses to LGOIMA requests within the required timeframes. Ensure requirements for Council meetings are met, including requirements for public notification of meetings, agendas and conduct of meetings.
Machinery Act 1950	Section 21A	Administering permits for amusement devices.
Minimum Wage Act 1983	All Sections	Compliance with requirements for minimum wages.
Natural and Built Environment Act 2023	All Sections	Ensure compliance with all relevant provisions currently in effect.
National Animal Identification and Tracing Act 2012	Relevant Sections	Ensure compliance with all relevant provisions.
New Zealand Bill of Rights Act 1990	All Sections	Ensure compliance with NZBORA, including - 1. Rights relating to the life and security of the person; 2. Democratic and civil rights; 3. Non-discrimination and minority rights; 4. search, arrest, and detention rights

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New Zealand Library Association Act 1939	All Sections	Administer the requirements of the Act if member of the association.
Ombudsman Act 1975	All Sections	Ensure compliance with all relevant provisions.
Oversight of all relevant legislation	All	Report any known legislative compliance risk, concern, and breach.
Parental leave and Employment Protection Act 1987	All Sections	Administration of payroll parental leave.
Parental leave and Employment Protection Act 1987	All Sections	Administration of payroll parental leave. Ensure Council's obligations as employer are met in respect of all applications made for parental leave.
Privacy Act 2020	All Sections	Ensure Council's compliance with Act in respect of: 1. Observance of information privacy principals and public register privacy principals. 2. That a privacy officer is appointed and trained. 3. Satisfying requests for personal information (except if good reason for withholding such information exists) and for correcting personal information. 4. All privacy breaches are reported.
Property Law Act and any Regulations made under the Act	All Sections	Ensure compliance with all relevant provisions.
Prostitution Reform Act 2003	All Sections	Ensure compliance with this Act, including inspect premises as and when appropriate.
Protected Disclosures (Protection of Whistleblowers) Act 2022	All Sections	Ensure compliance as a Receiver under the Act.
Psychoactive Substances Act 2013	Relevant Sections	Ensure bylaws and policies enacted under an Act complies with the legislative requirements of that Act.

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Public Records Act 2005	All Sections, particularly Sections 17 and 18.	Ensure that the classes of materials listed are not destroyed except with the prior approval of Chief Archivist. Maintain full and accurate records of the Council's affairs, in accordance with normal, prudent business practice, including the records of any matter that is contracted out to an independent contractor.
Public Works Act 1981	All Sections Sections 17-39 Sections 40-42	Ensure compliance with all relevant provisions. Ensure compliance with Act when acquiring land under the Act. Ensure compliance with this Act when disposing of land no longer required for a public work.
Racing Industry Act 2020	Relevant Sections	Ensure bylaws and policies enacted under an Act complies with the legislative requirements of that Act.
Railways Act 2005	All Sections	Railway crossings are to be maintained by Council and/or Kiwi Rail in accordance with their respective obligations under this Act.
Rates Rebate Act 1973	All Sections	Process applications for rebate and grant all qualifying applications. Give information about the rebate to those who may be entitled to make an application.
Rating Valuations Act 1998	All Sections	Ensure that valuation and rating rolls are maintained in compliance with the Act.
Reserves Act 1977	All Sections	Ensure that all land that is subject to this Act is administered in compliance with the Acts requirements.
Residential Tenancies Act 1986	All Sections	Ensure that requirements of the Act are complied with.

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Resource Management Act 1991	All Sections including 104. Sections 6(e), 7(a) and 8, subpart 2 of Part 5	<p>Ensure that requirements of the Act are complied with.</p> <p>Investigation and administration of subdivision or land use consent applications for compliance with Council's Land Development Minimum Requirements and Subdivision and Development Principles and Requirements, 2012.</p> <p>Ensure compliance with resource consents relating to discharge management of transfer stations and three closed landfills.</p> <p>Enforcement and infringements under relevant provisions of the Act.</p> <p>Administration of Act, including:</p> <ol style="list-style-type: none"> 1. Reviews of District Plan and preparation of resulting plan changes (particularly Sections 73 to 77M, Section 77T, Section 79, Schedule 1, and Schedule 3A). 2. Carrying out procedures for making plan changes operative (Clause 20, Schedule 1). 3. Fix fees and charges (Section 36 to 36AA). 4. Maintain records, gather information and monitor (particularly, Sections 35 to 35A). 5. Processing of private plan change applications (particularly, Part 2 of Schedule 1). 6. Carrying out process in relation to notices of requirement for designations (Part 8). 7. Ensure that the Council provides opportunities for Māori to contribute to its decision-making processes.
Sale and Supply of Alcohol Act 2012	All Sections Sections 186-200	<p>Administration of hearings for the Kapiti District Licensing Committee.</p> <p>Performance the functions and exercise the powers of Secretary of the Kapiti District Licensing Committee.</p> <p>Administration of the Act for Kapiti's District Licensing Committee, including:</p> <ol style="list-style-type: none"> 1. Process applications for licenses and managers certificates. 2. Conducting inspections and making reports. 3. Maintaining records. 4. Investigating complaints and liaising with Police over enforcement.
Secret Commissions Act 1910	All Sections	Advise members at least three yearly, of their personal obligations and the Auditor-General's ability to surcharge them personally in some circumstances.
Shop Trading Hours Act 1990	Relevant Sections	Ensure bylaws and policies enacted under an Act complies with the legislative requirements of that Act.

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Smokefree Environments and Regulated Products Act 1990	Part 1	Ensure no Council employee smokes or vapes in a Council workplace or vehicle.
Spatial Planning Act 2023	All Sections	Ensure compliance with all relevant provisions currently in effect.
Statutory Land Charges Registration Act 1928	All Sections	Ensure compliance with all relevant provisions.
Summary Proceeding Act 1957	Section 87, 88,103	Administration of attachment order for unpaid fines. Ensure compliance with all relevant provisions.
Telecommunications Act 2001	All Sections	Ensure compliance with all relevant provisions relating to works.
Traffic Regulations 1976	All Sections	1. Enforcement of parking restrictions and other stationary vehicle offences. 2. Maintenance and review of traffic bylaws.
Trespass Act 1980	All Sections	Ensure compliance with the Act.
Unit Titles Act 2010	All Sections	Ensure compliance with all relevant provisions.
Urban Development Act 2020	Sections relating to levies.	Ensure compliance with provisions relating to levies.
Utilities Access Act 2010	All Sections	Ensure compliance with Code established under this Act.
Volunteers Employment Protection Act 1973	All Sections	Administration of voluntary and military service in regard to payroll.
Wages Protection Act 1983	All Sections	Ensure payroll system operates without infringing the requirements and obligations imposed by this Act.
Walking Access Act 2008	All Sections	1. Ensure compliance with the Act where Council is appointed as the controlling authority of walkways. 2. Make Bylaws for maintenance of walkways or conditions of use of walkways
Waste Minimisation Act 2008	All Sections	Ensure compliance with all relevant provisions.

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Water Services Act 2021	All Sections	<p>1. If local authority supplies drinking water - ('drinking water' defined in Section 6, 'drinking water supplier' defined in Section 8).</p> <ul style="list-style-type: none"> - Must comply with Part 2 including duty to supply safe drinking water, duty to provide sufficient quantity of drinking water <p>2. If local authority is a 'drinking water network operator' (as defined in s 140) - subpart 8 applies.</p> <ul style="list-style-type: none"> - Must give information requested to Taumata Arowai - Keep records
Wild Animal Control Act 1977	Part 4, Section 30 -31	<p>To ensure that any destruction of wild animals in the District is undertaken in accordance with a plan approved by the Minister.</p> <p>Administration of Act including the decision to apply funds to the destruction of wild animals.</p>