



ATTACHMENTS

**Ordinary Council Meeting
Under Separate Cover
Tuesday, 10 August 2021**

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7.1	Delegations Manual	
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Timaru District Council Delegations Manual

August 2021

Name:	Chief Executive, Bede Carran
Signature:	
Date:	

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1. Introduction

1.1 Purpose and Principles of Delegations

- 1.1.1 The Council is a local authority under the Local Government Act (LGA). Elected members and the Mayor make up the Council's governing body, which is responsible and democratically accountable for decision-making.
- 1.1.2 The purpose of the delegations in this Manual are to assist the Council in:
- a. achieving the goals and objectives recorded in any Long Term Plan, annual plan, strategic plan or other approved documents;
 - b. implementing Council's decisions; and
 - c. carrying out Council's statutory roles and functions as provided in but not limited to legislation, regulations, policies, bylaws, standards.
- 1.1.3 The delegations recorded in this Manual will ensure the Council meets the needs of its customers and suppliers in a timely, appropriate, efficient and effective manner.

1.2 Legal Authority and Reserved Powers to Council

- 1.2.1 The Council cannot delegate any of the following responsibilities (including under clause [32\(1\) schedule 7](#) of the LGA).
- a. The power to make a rate; or
 - b. The power to make a bylaw; or
 - c. The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan; or
 - d. The power to adopt a Long Term Plan, Annual Plan, or Annual Report; or
 - e. The power to appoint a Chief Executive; or
 - f. The power to adopt policies required to be adopted and consulted on under the LGA in association with the Long Term Plan or developed for the purpose of the Local Governance Statement; or
 - g. [Repealed]
 - h. The power to adopt a remuneration and employment policy.
- 1.2.2 Additional Powers and Responsibilities Retained by the Council

The Council also retains the following additional powers and responsibilities:

- a. The power to make a final decision following an Ombudsman's recommendation that rejects or modifies that recommendation.
- b. The power to appoint and discharge the Deputy Mayor.



- c. The power to approve or amend the Council's Standing Orders.
- d. The power to approve or amend the Code of Conduct for elected members.
- e. The power to establish and determine the structure, terms of reference, and delegated authorities of committees.
- f. The power to establish a joint committee with another local authority or public body.
- g. Any other matter which from time to time may not legally be delegated by the Council.
- h. The powers and duties conferred or imposed on the local authority by the Public Works Act 1981 to acquire land compulsorily.
- i. Approval of a Long Term Plan or Annual Plan consultation document prior to community consultation.
- j. Approval of a draft bylaw prior to community consultation.
- k. Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of Electoral Officer.
- l. The power to appoint elected member Council representation on any body.
- m. The power to authorise or otherwise commit the Council to any expenditure exceeding that in the current Annual Plan / Long Term Plan.
- n. The power to cease any existing function or commence any new significant activity.
- o. The making of submissions in consultation with Council Officers where appropriate to any external body where the subject of the submission is not the responsibility of a standing committee.
- p. Adoption of the Local Governance Statement.
- q. Adoption of the Triennial Agreement.
- r. Power to sell or dispose of parks, reserves and endowment properties.
- s. Adoption of the Assessment of Water and Sanitary Services.

1.3 Terms and Conditions of Delegations

- 1.3.1 A committee, or other subordinate decision-making body, community board, member of the local authority or the Chief Executive may delegate any of their responsibilities, duties or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by whichever body made the original delegation.
- 1.3.2 A committee, or other subordinate decision-making body, community board, member of the local authority or the Chief Executive may delegate to any other local authority, organisation or person the enforcement, inspection, licensing and administration related to the Council's bylaws and other regulatory matters.
- 1.3.3 Some powers are delegated to multiple positions and a committee. This is intentional and where this is the case any of those positions, or the committee, can exercise those powers and functions.



- 1.3.4 A responsibility, duty or power delegated to an officer holding a named position or level of authority is also delegated to all officers in a direct line of authority above that officer.
- 1.3.5 Responsibilities, duties or powers delegated to officers by the Chief Executive may not be sub-delegated.
- 1.3.6 Where the description of a delegation is ambiguous or appears to conflict with the wording of the legislation, the wording of the legislation will prevail.
- 1.3.7 Where the delegation refers to repealed legislation, or legislation that is amended, the reference is to be read as a reference to the legislation that, with or without modification, replaces or corresponds to the repealed or amended legislation.
- 1.3.8 For the avoidance of doubt, no delegation relieves the body or person making the delegation of the responsibility to perform or ensure performance of the function or duty being delegated.
- 1.3.9 An officer who is delegated a responsibility, duty or power is also delegated such ancillary responsibilities, duties or powers necessary to give effect to that delegation.
- 1.3.10 Unless specifically time-limited, a delegation will continue in force until specifically revoked, or varied by the delegator or the Council where Council is the delegator.
- 1.3.11 The responsibilities are delegated to particular positions or roles, and are not delegated to an individual. Each person retains the delegated responsibilities assigned to their position whilst they are in that position, but ceases to have those delegated responsibilities when they vacate that position.
- 1.3.12 Any officer exercising a delegation in an acting capacity carries the full delegation of that role for the period of time that they are appointed to act in this role.
- 1.3.13 An officer must comply with any conditions (such as financial limits, reporting and/or any other procedural requirements) relevant to the exercise of a delegated authority, and must comply where required with all applicable Council policies.
- 1.3.14 The Council or a committee is not entitled to rescind or amend a decision made under a delegation authorising the making of a decision by a committee, a sub-committee, or another subordinate decision-making body.

1.4 Reporting and Consultation

- 1.4.1 Decisions taken by officers under delegated authority will be reported to Council when:
- a. a regular report is a condition of the delegation; or
 - b. a report is required under [s4 Public Bodies Contracts Act 1959](#); or



- c. where any other Act requires reporting in a particular way; or
 - d. where the decision is one of a class which the Council has directed should be reported; or
 - e. where there are reasons that the Council Officers perceive that the Council should be informed of the decision and it is practicable to do so.
- 1.4.2 All decisions taken under delegated authority will be reported in accordance with, and will be the subject of prior consultation, where that is required by the LGA, under this Manual or as directed by the Chief Executive.

1.5 Operative Date

- 1.5.1 This Manual and all delegations will be operative and applied from the date that it is approved by Council, and replace any previous delegations manual and delegations to staff which were in place prior.
- 1.5.2 Any action commenced under any previous delegations manual and delegations to staff, which were in place prior to this Manual becoming operative, may continue and be completed.

1.6 Amendments to this Delegation Manual

- 1.6.1 This Manual shall be maintained by the Group Manager Commercial and Strategy who shall amend it in accordance with:
- a. any instruction given by the Council, the Chief Executive and any delegate authorised to amend this Manual; or
 - b. any need for typographical, grammatical or other minor amendment where the intention of the Council in the matter of a delegation is not altered.
- 1.6.2 The Manual will be reviewed after each triennial local body election.

2. Definitions and Organisational Structure

2.1 Definitions

- 2.1.1 Council means the Timaru District Council
- 2.1.2 LGA means the [Local Government Act 2002](#)
- 2.1.3 LGA 1974 means the [Local Government Act 1974](#)
- 2.1.4 Manual means this Delegations Manual of the Timaru District Council
- 2.1.5 RMA means the [Resource Management Act 1991](#)
- 2.1.6 Chief Executive means the Chief Executive of the Timaru District Council

2.2 Organisational Structure

- 2.2.1 The names of the committees, sub-committees, groups and Council officers referred to in this manual are drawn from the Council's Organisation Structure. The Organisation Structure is a separately maintained document which can be located on the Council's intranet and/or a copy requested from Council.



3. Delegations to Chief Executive

3.1 Role of the Chief Executive

3.1.1 The Chief Executive is responsible for:

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

3.1.2 The Chief Executive is responsible for ensuring, as far as 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.*
- b. *Is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.*

3.2 Delegations by Chief Executive

3.2.1 The Chief Executive may delegate to any other officer of the Council any of their powers except any power that the law requires the Chief Executive to exercise.

3.2.2 For the purpose of performing their duties, the Council delegates to the Chief Executive all of its responsibilities, duties and powers to act on any matter, subject to the restrictions (if any) set out in this Manual.

3.2.3 Delegations to the Chief Executive exclude any power, responsibility or duty that has been expressly retained by Council, or expressly delegated to a Community Board, Committee, Subcommittee (including an Officer Subcommittee) or Hearing Panel.

3.2.4 The Chief Executive may sub-delegate any of their responsibilities, duties, or powers except any power that the law requires the Chief Executive is to exercise.



- 3.2.5 Any delegations, or changes to delegations, by the Chief Executive made following the approval of this manual, are operative from the date of approval by the Chief Executive, and will be recorded in updates to this manual.
- 3.2.6 Where any changes to delegations are made by the Chief Executive, the Chief Executive will make a direction to the Group Manager Commercial and Strategy to amend the manual accordingly, who shall also maintain the register of updates to the manual in **Appendix 1**.
- 3.2.7 The Chief Executive will report to Council on any new or changed delegations on an annual basis.

3.3 Temporary Delegations

- 3.3.1 The Chief Executive may appoint Council officers in an acting role, so that that officer will then be charged with the duties associated with that acting role, and in accordance with clause 1.3.12 receive the delegated powers, duties and responsibilities relevant to the position in which they are acting

3.4 Power of Chief Executive to appoint enforcement officers and issue warrants

- 3.4.1 The Chief Executive has the power to appoint enforcement officers, authorised officer, authorising officers, and/or any other type of officers specified or defined in local government legislation that the Council must administer and/or enforce.
- 3.4.2 The Chief Executive has the power to issue warrants to staff and contractors/consultants carrying out Council business.
- 3.4.3 The form of the warrants issued to Council officers will be determined by decision of the Chief Executive from time to time.
- 3.4.4 A list of current warrants must be maintained for the Chief Executive by the Commercial and Strategy Group.
- 3.4.5 The Chief Executive will report to Council on any new or changed warrants on an annual basis.

4 Financial Delegations

4.1 General Delegations from the Council to the Chief Executive

- 4.1.1 The Council delegates to the Chief Executive the power to make all arrangements and contracts for the supply of goods, services, plant and labour to enable the implementation of decisions made by the Council and its committees, and the management of operations and maintenance, and capital expenditure within budgets approved by Council in the Annual Plan/Long Term Plan.
- 4.1.2 In the time between the last Council meeting of the term, and the inaugural Council meeting, the Chief Executive may enter into any contract on behalf of Council, subject to the budgeted limits approved in the Long Term Plan/Annual Plan. This is subject to the financial limit in 4.1.3 below.
- 4.1.3 The Council acknowledges the Chief Executive's goal is to meet overall budget and variations within budgets is permissible so long as the overall budget is met.
- 4.1.4 The Chief Executive can commit expenditure of up to \$50,000 for unbudgeted items which must be subsequently reported to the Commercial and Strategy Committee.

4.2 Expenditure and Revenue Delegations

- 4.2.1 Spending limits within budgeted levels in the Long Term Plan or Annual Plan are noted as exclusive of Goods and Services Tax (GST).
- 4.2.2 All expenditure commitments over \$750,000 are to be referred to the Tenders and Procurement Committee for approval.
- 4.2.3 Unless otherwise expressly stated, all financial values stated in this document are GST exclusive.

4.3 Financial Delegations:

- 4.3.1 Officers have the power to incur expenditure and enter into contracts up to the limits in table 4.3 below, subject to:
- Council's Procurement Policy.
 - Council's Sensitive Expenditure Policy.
 - Budget limitations in the Long Term Plan/Annual Plan.
 - These financial limits do not apply to staff making payroll and tax payments.

Table 5.3: Expenditure/contract limits

Position:	Delegation Limit
Chief Executive	\$750,000
Group Manager Infrastructure Group Manager Commercial and Strategy	\$250,000
Other Staff – with approval of Chief Executive (a schedule of approved financial delegations will be maintained by the [finance team]).	\$100,000

4.4 Financial Delegations: Credit Cards

The following positions are delegated authority to use Council Credit Cards to the specified monthly limit:

Position:	Credit Card Limit:
Mayor*	\$5,000
Chief Executive	\$10,000
Supervisor Executive Support to Chief Executive	\$5,000
Group Manager Commercial and Strategy	\$5,000
Group Manager Recreation and Cultural Services	\$5,000
Group Manager Environmental Services	\$5,000
Group Manager Infrastructure	\$5,000
Director Engagement and Culture	\$5,000
Director User Experience and Community Engagement	\$5,000
Libraries Manager	\$4,000
Other Staff with approval from the Chief Executive	\$3,000

*The Chair of the Audit and Risk Committee can authorise an increase in the limit to the Mayor up to \$10,000 when overseas travel is being undertaken on Council business.

**The Chief Financial Officer will maintain a register of all Credit Card holders

4.5 Tenders

- 5.5.1 Each officer may accept a tender or quotation that is in accordance with their delegated responsibilities and any expenditure limits as set out in section 4.3 of this Manual

4.6 Civil Defence Emergency

- 4.6.1 In the event of a Civil Defence Emergency, the Chief Executive, in consultation with the Mayor (or their representative) can approve unbudgeted expenditure up to \$500,000.
- 4.6.2 Civil Defence Controller(s) can approve expenditure up to \$100,000 in a declared state of emergency.

- 4.6.3 The Civil Defence Logistics Team Leader can approve up to \$1,000 per individual transaction to purchase items for the delivery of Timaru District Council welfare functions and running of the Emergency Operations Centre. This excludes the hire or purchase of items of plant or air transport which require specific Civil Defence Controller approval.

4.7 Schedule of Financial Delegations

The following additional delegations of financial powers are made noting that these are effective within stated financial delegations, unless otherwise specified:

As noted in 1.3.4 “A responsibility, duty or power delegated to an officer holding a named position or level of authority is also delegated to all officers in a direct line of authority above that officer”.

4.7.1 Agency Payments

Description:	Delegation:
Collection and transfer of funds, not subject to limits in 4.2.	Chief Financial Officer
Submit Waste Levy returns	Waste Manager Waste and Sustainability Administrator

4.7.2 Approve Expenditure and issue of Purchase Orders

Description:	Delegation:
All Purchase Orders and all invoices that do not relate to a purchase order must be signed by approving officers who have authority to approve the level of expenditure as per 4.2 to 4.4.	All staff with delegations as per 4.2 to 4.4

4.7.3 Bad Debts

Description:	Delegation:
The writing off of debts considered to be bad or uncollectible up to the value of \$2,000	Chief Financial Officer
The writing off of debts considered to be bad or uncollectible up to the value of \$5,000	Group Manager Commercial and Strategy
The writing off of debts considered to be bad or uncollectible up to the value of \$50,000	Chief Executive

4.7.4 Bank Accounts

Description:	Delegation:
Authorised to operate Timaru District Council accounts.	Any two of the following officers: Group Managers Management Accountant
Authorised to operate Timaru District Council imprest account.	Senior Accountant Management Accountant



Authorised to open or close Timaru District Council bank accounts.	Chief Executive
Authorised to operate Timaru District Council Mayor's Welfare accounts.	Any two of the following: Mayor Deputy Mayor Chief Financial Officer Executive Assistant to Mayor
Authorised to initiate Direct Debits.	Management Accountant Team Leader Customer Services

4.7.5 Bonds

Description:	Delegation:
Acquire, purchase or forfeiture of bonds (partial or total).	Group Manager Infrastructure Chief Financial Officer Group Manager Environmental Services
Hold, administer and discharge bonds paid to Council	Group Manager Infrastructure Group Manager Environmental Services

4.7.6 Borrowing

Description:	Delegation:
Authority to appoint independent advisor.	Chief Financial Officer
Authority to approve interest rate risk management instruments.	Chief Financial Officer
Management of borrowings in accordance with the Liability Management Policy.	Chief Financial Officer
Authority to negotiate terms and conditions of borrowings.	Chief Financial Officer
Authority to negotiate, agree and execute all documents and taking all actions as they consider necessary or desirable for the purpose of giving effect to any borrowing or incidental arrangement and any security which may be given in respect thereof.	Chief Financial Officer

4.7.7 Budget reallocation

Description:	Delegation:
Authority to reallocate budget across and within group and their activities and directorates respectively provided that the "net cost of services" for the group or directorate does not increase. To be reported to Council as part of the Projected Actual Budget revision.	Group Managers Directors
Authority to reallocate budget across groups, directorates and activities. To be reported to Council as part of the budget forecast process.	Chief Executive



4.7.8 Contract Payments

Description:	Delegation:
Authority to approve contract payments within the tendered acceptance sum plus any authorised variations to contract.	Council's nominated Representative to Contract Supervisor

4.7.9 Cost recovery

Description:	Delegation:
Authority to recover costs in respect of damage to Council assets.	Group Managers Land Transport Manager Drainage and Water Manager Parks and Recreation Manager Property Maintenance Officer

4.7.10 Cost sharing

Description:	Delegation:
Authority to enter into agreements with other local authorities to share costs for asset maintenance and/or operations.	Land Transport Manager Drainage and Water Manager Waste Manager Climate Change Manager Airport Operations and Safety Manager
Authority to approve income and expenditure in the Mains Drains Fund as a result of private development and cost sharing arrangements.	Group Manager Infrastructure

4.7.11 Credit Cards

Description:	Delegation:
Issue and cancellation of credit cards subject to 4.4	Chief Executive

4.7.12 Debts

Description:	Delegation:
Enter into any arrangement for payment of a debt (excluding rates) owed to Council over a period.	Chief Financial Officer Group Managers
Enter into any arrangement for payment of a rates debt owed to Council within the current rating year	Customer Services Officers Rates Officer Rates Officer – Debt Recovery
Enter into any arrangement for payment of a rates debt owed to Council beyond the current rating year.	Rates Officer Rates Officer – Debt Recovery Customer Services Team Leader
Authority to amend Sport and Recreation Loan and Community Development Loan payment dates by up to 6 months.	Director User Experience and Community Engagement



Authority to close customer accounts due to non-payment.	Chief Financial Officer Customer Services Manager
Authority to institute legal proceedings for recovery of debts owed to Council.	Chief Financial Officer Group Managers

4.7.13 Deposit of Funds

Description:	Delegation:
Authorise the deposit and withdrawal of funds as allowed for in the Council's Treasury policy.	Management Accountant

4.7.14 Discontinue and Restriction of Service

Description:	Delegation:
Authority to discontinue or restrict any service for non-payment and authorise resumption of service where appropriate.	Chief Financial Officer in consultation with Group Manager Commercial and Strategy or Group Manager Infrastructure

4.7.15 Donations

Description:	Delegation:
Authority to approve NZ Representative Donations and minimal grants donations as per Donations and Loans Policy.	Chairperson or Deputy Chairperson Community Services Committee together with Director User Experience and Community Engagement
Authority to review applications submitted under the Donations and Loans Policy that are not NZ Representative donations or Minimal Donations and make recommendations to the Community Development Committee.	Donations and Loans Subcommittee
Authority to determine applicants to be interviewed in support of grant applications.	Chairperson Donations and Loans Subcommittee together with either Administration Support User Experience and Community Engagement / Customer Services Manager
Authority to establish and discharge security agreements associated with loans advanced by the Council.	Group Manager Commercial and Strategy Director User Experience and Community Engagement
Authority to allocate the Russell Hervey Library Fund for the purposes of the Timaru District Library.	Libraries Manager together with Director User Experience and Community Engagement and Chairman of Community Services Committee
Authority to make donations/koha. Donations must be within Annual Plan/Long Term budgets and not exceeding \$1,000 per donation.	Group Managers Directors



4.7.16 External Funding and sponsorship

Description:	Delegation:
Authority to make application to external organisations to support Council owned community facilities and services where naming rights are not provided.	Group Managers

4.7.17 Fees and charges

Description:	Delegation:
Authority to waive fees and charges, in extenuating circumstances, not specified elsewhere.	Group Managers Chief Executive Airport
Authority to waive Animal Control and Parking infringement fees up to \$200.	Environmental Compliance Manager Group Manager Environmental Services Group Manager Infrastructure
Authority to waive Waste Minimisation fees for community organisations up to \$2,000.	Waste Contract Manager
Authority to set commercial fees associated with the Caroline Bay Aquatic Centre.	Chief Executive

4.7.18 Foreign Exchange

Description:	Delegation:
Authority to enter into Foreign Exchange contracts to minimise the effects of foreign exchange fluctuations.	Chief Financial Officer

4.7.19 Interest

Description:	Delegation:
Authority to negotiate loan interest rates and terms with brokers and/or lending institutions for loans raised by Council.	Chief Financial Officer

4.7.20 Investments

Description:	Delegation:
Authority in accordance with Council Policy is granted to invest Council monies. A quarterly report is to be prepared for Commercial and Strategy Committee stating current investments, counterparty, term and interest rate.	Management Accountant
Authority to appoint independent advisor(s).	Group Manager Commercial and Strategy
Authority to approve interest rate risk management instruments.	Chief Financial Officer



4.7.21 Oath/Declaration

Description:	Delegation:
Make any oath or declaration in regard to Council's financial affairs.	Chief Financial Officer

4.7.22 Overdraft

Description:	Delegation:
Authority to arrange overdraft facilities up to statutory limit.	Chief Financial Officer

4.7.23 Rates Penalties

Description:	Delegation:
Remission of penalties in accordance with the Council's rates remission and postponement policy.	Rates Officer Rates Officer – Debt Recovery Customer Services Officers

4.7.24 Revenue

Description:	Delegation:
Authority to enter into revenue contracts within financial delegations	All staff within specified financial delegation as per 4.3
Authority to submit Waka Kotahi (NZTA) claims for financial assistance.	Land Transport Administrator Roading Network Team Leader

4.7.25 Rates Remission and Postponement

Description:	Delegation:
Authority to postpone rates or remit rates in accordance with the Council's rates remission and postponement policy.	Chief Financial Officer Rates Remission Subcommittee

4.7.26 Small Claims

Description:	Delegation:
Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$5,000.	Group Managers Directors
Authority to meet without prejudice small claims by way of ex gratia payments not exceeding \$10,000.	Chief Executive



4.7.27 Tenders and Contracts

Description:	Delegation:
Authority to open public tenders received.	Nominated procurement contact Executive Assistant Infrastructure

4.7.28 Valuations

Description:	Delegation:
Amend any entries in the valuation roll or the Council's rating records which are the result of an error or which are no longer correct as a result of changed circumstances.	Chief Financial Officer
Authority to apply to the Valuer General for valuation equalisation certificates for ratings purposes.	Chief Financial Officer



5 Statutory Delegations

5.1 Introduction

- 5.1.1 Local government is impacted by and is responsible for a large range of legislative obligations. Some of the legislation is generic in that it applies to all organisations within New Zealand – examples are the [Employment Relations Act 2000](#), [Health and Safety at Work Act 2015](#) and [Goods and Services Tax Act 1985](#). Much of the legislation, though, is specific to local government. The legislation sets out most of the regulatory powers that local authorities possess and the way in which those powers should be implemented – examples are the [Resource Management Act 1991](#) and [Building Act 2004](#). This section of the Manual sets out the delegations of these statutory responsibilities to committees, to council officers and external service providers.
- 5.1.2 As well as the powers, duties and functions that Council has under statute, under [s145 of the Local Government Act 2002](#), the Council also has the powers to make bylaws that affect the rights and responsibilities of individuals within their district. The purpose of any bylaw must be to protect the public from nuisance or protect, promote and maintain public health and safety or to minimise the potential for offensive behaviour in public places. The making of bylaws is a function that may not be delegated, but the powers created by bylaws and the enforcement of bylaws may be delegated. The delegation of these powers, duties and functions is also specified in this section of the Manual.

5.2 Bylaws

- 5.2.1 All the powers, duties and functions that are of an enforcement, inspection, licensing or administrative nature contained in the [Timaru District consolidated Bylaws](#) adopted by the Timaru District Council are as set out below:
- Public Places
 - Trading in Public Places
 - Liquor Ban in Public Places
 - Skateboards
 - Control of Dogs
 - Parks and Reserves, Beaches and Tracks
 - Cultural and Recreational Facilities
 - Cemeteries
 - Traffic
 - Traffic Speed Limits
 - Licences for Vehicle Stands on Streets
 - Parking
 - Waste Minimisation
 - Water Services
 - Water Races
 - The Keeping of Animals, Poultry & Bees
 - Health Protection - Pools, Beauty Facilities, Skin Piercing & Tattooing
 - Airport Charges
- 5.2.2 For the avoidance of doubt, if the Council has powers, duties and functions under any other bylaw that is not specified in the foregoing table that are of an enforcement, inspection,



licensing, or administration nature then the Chief Executive is delegated, and may further sub-delegate, the powers, duties and functions contained therein.

5.3 Sub-Delegations

- 5.3.1 The Chief Executive makes the following delegations of those statutory powers and functions granted to the Council as regards the regulation, inspection, licensing and prosecution of offences and any other functions and duties set out in the following legislation and all associated regulations, notices, and all bylaws in force in the Timaru District.
- 5.3.2 The following schedule details all delegations for each piece of legislation managed, administered and enforced by Council. Delegations shown in these sections are made to council staff, contractors and/or service delivery providers.
- 5.3.3 In the absence of any evidence to the contrary, it is accepted that all officers and contractors who exercise any authority have been delegated these powers by the Chief Executive.

5.4 [Airport Authorities Act 1966](#)

Section	Description	Delegation:
3	Power (as local authority) to carry on airports and any subsidiary business or undertaking with prior consent of Governor-General.	Chief Executive Airport
4	Power (as airport authority) to improve, maintain, operate, or manage an airport; Power (as airport authority) to enter into and carry out any agreement or arrangement necessary for the exercise of any power or function conferred; Duty (as airport authority) to operate or manage airports as a commercial undertaking.	Group Manager Commercial & Strategy Airport Operations and Safety Manager
4A & 4B	Duty (as airport authority) to consult with every substantial customer in respect of any fixing/altering charges in the absence of written consent.	Group Manager Commercial & Strategy Chief Executive Airport
6	to grant a lease (for a period not exceeding 5 years or less) of any land, buildings, or installations vested in the airport authority subject to certain conditions; Duty (as airport authority) to consult and have regard to the directions of the Civil Aviation Authority of New Zealand	Chief Executive Airport
9	Duty (as airport authority) to pay unclaimed proceeds of sale of lost property and money into such bank account kept by the authority	Group Manager Commercial & Strategy Chief Executive Airport



5.5 [Amusement Devices Regulations 1978](#)

Section	Description	Delegation:
R11	Power to inspect and issue a permit for amusement devices.	Building Control Officer <i>Designated Building Control Contractor</i> <i>Chartered Engineer</i>
R23	Power of entry.	Building Control Officer Building Compliance Officer

5.6 [Animal Welfare Act 1999](#)

Section	Description	Delegation:
139	Obligation to destroy sick, diseased or injured animals.	Environmental Compliance Manager
173	Power to recover costs from owner or person in charge of animal.	Environmental Compliance Manager

5.7 [Arts Council of New Zealand Toi Aotearoa Act 2014](#)

Section	Description	Delegation:
	The allocation of funds to community arts projects	Customer Services Manager
18(2)	Consenting to be a representative of the local authority to be a member of the Community Arts Council	Director User Experience and Community Engagement
18(2)b	Making a grant under section 18(2)(b)	Director User Experience and Community Engagement

5.8 [Building Act 2004](#)

Section	Description	Delegation:
7	Independent Qualified Persons: Approvals and Withdrawals.	Team Leader Building Approvals Team Leader Building Compliance
19	Accept evidence of and establish compliance with the Building Code	Building Control Officer
31	To apply for and provide PIM to owner on application of a building consent.	Team Leader Building Approvals Team Leader Building Compliance
33	To determine the adequacy of information received with an application for a PIM and require further information on an application.	Building Control Officer
34(1)	To issue PIM.	Building Control Officer
34(4)	To determine if any PIM already issued contains an error or omission, or determine if any information received affects that PIM, and re- issue the PIM.	Building Control Officer
36	To issue a development contribution notice.	Planner Development Manager



37	The attachment or uplifting of a requirement for Resource Consent under the Building Act. (Note: The decision to require (or not) a resource consent under the District Plan will be identified by the District Planning Unit.)	Planner Building Control Officer
38	Provide copy of PIM to network utility operator or statutory authority in certain circumstances	Building Control Officer
39	To advise Heritage New Zealand of certain applications.	Building Control Officer Planner
45	To determine the adequacy of information received with a building consent application or an application for an amended building consent, and require further information on the application.	Building Administration Assistant
45A	To make minor variations to building consents	Building Control Officer
47	To provide a copy of certain applications to the Fire & Emergency NZ (FENZ) and receive any response.	Building Control Officer
48	To process building consent applications.	Building Control Officer <i>Designated contractor</i>
49	The authority to grant a building consent subject to receipt of fees and any levy payable.	Building Control Officer <i>Designated contractor</i>
50	To determine whether to refuse any building consent and give written notice of the refusal and the reasons.	Team Leader Building Approvals Team Leader Building Compliance
51	The authority to issue a building consent.	Building Control Officer <i>Designated contractor</i>
52	To extend the time permitted to activate a building consent.	Team Leader Building Approvals Team Leader Building Compliance
53	Receive from the owner as applicant any levy payable, and make a refund of levy paid in certain circumstances	Team Leader Building Approvals Team Leader Building Compliance
54	To advise applicant of the amount payable.	Team Leader Building Approvals Team Leader Building Compliance
58 –59 & 63	The duty to make payments and certify in respect of levies to the Ministry of Business Innovation & Employment (MBIE)	Building Control Manager
62	The power to recover unpaid levies from applicants.	Building Control Manager
64	The duty to keep in safe custody all records and building consents issued including the estimated value of the building work.	Team Leader Building Approvals Team Leader Building Compliance Quality Assurance Coordinator/Administration Team Leader



67	Authority to grant or refuse any applications for a waiver or modification of the Building Code, on matters of minor non-compliance.	Team Leader Building Approvals Team Leader Building Compliance
67A	Grant waivers and modifications specifically in relation to restricting access to residential pools.	Team Leader Building Approvals Team Leader Building Compliance
68	The duty to notify the Ministry of Business Innovation & Employment (MBIE) of a waiver or modification to the building code.	Team Leader Building Approvals Team Leader Building Compliance
70	The duty to receive applications for energy work.	Building Control Officer <i>Designated contractor</i>
71	Authority to refuse any building consent in relation to land with natural hazards.	Team Leader Building Approvals Team Leader Building Compliance
72	Authority to grant any building consent where the building work will not accelerate, worsen, or result in a natural hazard.	Building Control Officer
73	Duty to make notification of building consent granted under section 72.	Team Leader Building Approvals Team Leader Building Compliance
74	Duty to notify where a previous entry is no longer required.	Team Leader Building Approvals Team Leader Building Compliance
75-77	Issuing certificates in respect to buildings across two or more allotments.	Team Leader Building Approvals Team Leader Building Compliance
83	Owner may apply for entry to be removed – approve removal of entry.	Team Leader Building Approvals Team Leader Building Compliance
90	The power to inspect any land and building work and enter any premises for the purpose of inspection and be an “authorised agent or officer”.	Building Control Officer Building Compliance Officer <i>Designated contractor</i>
91-95A	To determine all matters in relation to whether a code compliance certificate will be issued, including requiring further information, and issue code compliance certificates.	Building Control Officer
96	To determine whether to grant or refuse an application for a certificate of acceptance.	Building Control Officer Building Compliance Officer
97-98	Power to determine information required and to require further information on an application for a certificate of acceptance.	Building Control Officer Building Compliance Officer
99	Power to Issue Certificate of Acceptance and to determine whether any qualifications should be made on any certificate of acceptance.	Team Leader Building Approvals Team Leader Building Compliance
99A & 99AA	To refuse to issue Certificate of Acceptance	Team Leader Building Approvals Team Leader Building Compliance



100-103, 108	Authority to consider and implement all aspects relating to compliance schedules, building warrants of fitness and approval of Independent Qualified Persons.	Building Control Officer Building Compliance Officer
103	To identify any specified systems that may be in a building.	Building Control Officer <i>Designated contractor</i>
104	Building Consent Authority must notify territorial authority of issue of compliance schedule.	Building Control Officer <i>Designated contractor</i>
106, 107, 109	Power to amend a compliance schedule.	Building Control Officer Building Compliance Officer <i>Designated contractor</i>
110	To require production of annual written reports on compliance schedules.	Building Control Officer Building Compliance Officer
111	Power to inspect buildings under compliance schedules and specified systems.	Building Control Officer Building Compliance Officer
112	To determine all matters in relation to alterations to an existing building, that will not comply fully with the relevant provisions of the building code.	Building Control Officer <i>Designated contractor</i>
113	Authority to determine conditions of a building consent in relation to buildings with specified intended lives.	Building Control Officer
115	The power and authority to determine the change of use of buildings.	Team Leader Building Approvals Team Leader Building Compliance
116	To determine whether to permit the extension of life of a building with a specified intended life.	Team Leader Building Approvals Team Leader Building Compliance
116(A)	To determine whether to permit a subdivision that affects a building or part of a building.	Team Leader Building Approvals Team Leader Building Compliance
121	To determine whether a building is dangerous, including seeking advice from the Fire & Emergency NZ (FENZ).	Team Leader Building Approvals Team Leader Building Compliance
123,123A	To determine whether a building is insanitary and exercise powers.	Team Leader Building Approvals Team Leader Building Compliance
124-130	Authority to take action in relation to dangerous, affected and insanitary buildings.	Building Compliance Officer
133AA-AY	To determine if a building is earthquake prone.	Team Leader Building Approvals Team Leader Building Compliance
133AA-AY	Authority to perform functions, exercise powers and determine if a building is earthquake prone.	Team Leader Building Approvals Team Leader Building Compliance
133BA-BZA	Authority to perform functions and exercise powers for the management of buildings affected by an emergency.	Building Control Manager
162D	To inspect and determine that residential pools have barriers to restrict access.	Building Compliance Monitoring Officer

164-166	The power and authority to issue notices to fix, or to determine whether another authority should issue notices to fix.	Team Leader Building Approvals Team Leader Building Compliance
167	The power to inspect the building work to which any notice to fix relates, to confirm whether or not the notice to fix has been complied with, and to issue any notices with reasons.	Building Control Officer Building Compliance Officer <i>Designated contractor</i>
177	To apply to the Chief Executive of the Ministry for a determination.	Building Control Manager
180	To withdraw any application for a determination.	Building Control Manager
189	To apply for the clarification of a determination.	Building Control Manager
215	Duty to obtain accreditation and be registered.	Building Control Manager
216-218	The duty to keep all records relevant to the administration of the Building Act and to provide access to that information to the public.	Building Control Officer Building Compliance Officer Building Administration Assistant Building Compliance Monitoring Officer <i>Designated contractor</i>
220	To carry out building work on default.	Team Leader Building Approvals Team Leader Building Compliance
222	To be an authorised officer to inspect building work.	Building Control Officer Building Compliance Officer Building Compliance Monitoring Officer
224	The duty of authorised and warranted officers to carry and produce evidence when required.	Building Control Officer Building Compliance Officer Building Compliance Monitoring Officer
238,212	General Building Consent Authority responsibilities	Building Control Manager
239	Provide information to the Chief Executive of MBIE	Building Control Manager
240	To impose fees and collect levies	Building Control Manager
362W- 363C	To determine all matters in relation to occupation of public buildings or buildings intended to be open to the public on payment or otherwise prior to the issue of a code compliance certificate, including requesting further information, determining conditions and issuing Certificates For Public Use, the power to issue certificates for public use.	Building Control Officer
371-372	To issue infringement notices.	Team Leader Building Approvals Team Leader Building Compliance
375	The power to prosecute offences.	Building Control Manager
377	The power to lay an information for an offence under section 377.	Building Control Manager

436	Transitional provision for code compliance certificates in respect of building work carried out under building consent granted under former Act.	Team Leader Building Approvals Team Leader Building Compliance
Schedule 1, cl. 2	The power to consider exemptions from building consent.	Team Leader Building Approvals Team Leader Building Compliance

5.9 [Building \(Accreditation of Building Consent Authorities\) Regulations 2006](#)

Section	Description	Delegation:
Regulation 5	Authority to maintain policies, procedures and systems.	Quality Assurance Coordinator / Administration Team Leader

5.10 [Building Research Levy Act 1969](#)

Section	Description	Delegation:
9	The duty to make payments and certify in respect of levies to the Building Research Association of New Zealand.	Building Control Manager

5.11 [Burial and Cremation Act 1964](#)

Section	Description	Delegation:
5	Power to control and manage certain cemeteries.	Parks and Recreation Manager
8, 9	Management of cemeteries including powers regarding vaults and monuments.	Parks and Recreation Manager
10	Power to sell rights to burial in parts of the cemetery and right to construct vaults.	Parks and Recreation Manager
18	Requirement to separately account for cemeteries.	Parks and Recreation Manager
19	Power to appoint officers and servants as necessary.	Parks and Recreation Manager
20	Power to clear disused cemeteries.	Parks and Recreation Manager
49	Remission of burial charges.	Parks and Recreation Manager in consultation with Group Manager Infrastructure
50	Burials to be registered and a register maintained.	Parks and Recreation Manager Customer Services Manager

5.12 [Camping-Grounds Regulations 1985](#)

Section	Description	Delegation:
3	Issue, renew and transfer licences, permits or registrations.	Environmental Compliance Manager <i>Environmental Health Officer</i>
14	Grant Certificates of exemption	Environmental Compliance Manager <i>Environmental Health Officer</i>

5.13 [Civil Defence Emergency Management Act 2002](#)

Section	Description	Delegation:
12, 13	Obligation to form and for the Mayor or the Mayor's nominee to be a member of a Civil Defence Emergency Management Group.	Mayor or nominee
25	Power to declare a state of local emergency.	Mayor (or Deputy Mayor in the Mayor's absence) Chair of Environmental Services Committee
27	Appointment of Local Controllers.	Civil Defence Emergency Management Group
64	Obligation to plan and provide for Civil Defence Emergency Management in the district.	Emergency Management Advisor
68, 71, 72	Power to declare, extend and terminate a state of local emergency.	Mayor (or Deputy Mayor in the Mayor's absence) Chair of Environmental Services Committee

5.14 [Dog Control Act 1996](#)

Section	Description	Delegation:
	All powers, functions and duties under the Dog Control Act 1996.	Group Manager Environmental Services
9	Requirement to retain funds obtained under the Act and apply for authorised purposes only under the Act.	Chief Financial Officer
10A, 10AA	Requirement to adopt a policy about dogs and annually report on the policy and other matters.	Environmental Compliance Manager
11	The power to appoint a dog control officer.	Environmental Compliance Manager
12	Power to appoint dog rangers.	Environmental Compliance Manager
13	Requirement for officer and rangers to be warranted and provide proof of authority and evidence of identity.	Group Manager Environmental Services
14	Powers of entry.	Animal Control Officer
15	Power of dog control officer or dog ranger to feed and shelter dogs.	Animal Control Officer
17	Power to seize dog.	Animal Control Officer
19, 19A	Powers of dog control officer or dog ranger to obtain information.	Animal Control Officer
21	Power to classify probationary owners.	Animal Control Officer
23A	Power to require an owner to undertake a dog owner education program or a dog obedience course (or both).	Animal Control Officer
25	Power to disqualify a person from being the owner of a dog.	Animal Control Officer
28	Power to extend any period of disqualification.	Animal Control Officer



30	Requirement to maintain records and provide information.	Animal Control Officer
31 , 33A	Power to classify dangerous or menacing dogs.	Animal Control Officer
32	Authority to approve disposal of a dangerous dog.	Environmental Compliance Manager
33	Power to consent to the disposal of a dangerous dog.	Group Manager Environmental Services
33C , 33ED	Power to classify dogs as dangerous or menacing by breed or type as listed in schedule 4.	Environmental Compliance Manager
33E	The power to exempt any dog or class of dog classified as menacing from the muzzling or control requirements in public places.	Environmental Compliance Manager
34	Requirement to keep and maintain a register of dogs.	Environmental Compliance Manager
35	Power to provide register information and to determine whether or not a dog should be delivered into custody of a Dog Control Officer or Dog Ranger.	Environmental Compliance Manager
35A	Power to supply information for purposes of the National Dog Data Base.	Environmental Compliance Manager Customer Services Manager
36A	Power to issue instructions relating to the making available of a dog for verification that it has been implanted with a functioning microchip transponder.	Animal Control Officer
39	Power to remit, reduce or refund dog control fees or part thereof.	Environmental Compliance Manager Customer Services Team Leader
40	Power to require statement of claim regarding working dogs.	Animal Control Officer
42	Power to seize and impound unregistered dogs.	Animal Control Officer
46	Power to issue a replacement label or disc	Animal Control Officer Customer Service Officer
50	Power to seize and impound dogs not wearing proper label or disc.	Animal Control Officer
55	Power to consider objections re barking dogs	Environmental Compliance Manager
55 <small>(excluding subsection 3)</small>	Power relating to barking dogs	Animal Control Officer
56	Power to remove barking dog causing distress.	Animal Control Officer
57	Power to seize and destroy dogs attacking persons or animals	Animal Control Officer
57A	Dogs rushing at persons, animals or vehicles under Section 57A for the purposes of enforcement of this Act.	Animal Control Officer



59	Power to seize or destroy dog at large in vicinity of protected wildlife.	Animal Control Officer
60	Power to Seize or destroy a dog running at large among stock or poultry.	Animal Control Officer
64	Power to seize a dog where order made for destruction	Animal Control Officer
65, 66	Power to issue infringements under the Act.	Animal Control Officer
69	Power to impound and dispose of any dog.	Animal Control Officer
70	Custody requirements of dog removed for barking	Animal Control Officer
71	Power to exercise all of the Council's powers (retention of dog threatening public safety).	Animal Control Officer
71A	Power to dispose of seized dog	Animal Control Officer
72A	Retain custody of a dog or seize a dog released in breach of section 72.	Animal Control Officer

5.15 Food Act 2014

Section	Description	Delegation:
	All powers, functions and duties under the Food Act 2014.	Environmental Compliance Manager
54	Authority to refuse to process an application for registration.	Environmental Compliance Manager
55	Authority to require further information to be provided.	Environmental Compliance Manager <i>Environmental Administration Officer</i> <i>Environmental Health Officer</i> <i>Environmental Health Support Officer</i>
57	Authority to refuse to register a food control plan.	Environmental Compliance Manager
60	Authority to impose conditions on registration of a food control plan.	Environmental Compliance Manager
62, 63	Authority to suspend all or any operations under a registered food control plan and extend the suspension if considered necessary.	Environmental Compliance Manager
67	Authority to cancel the registration of a food control plan.	Environmental Compliance Manager
70	Power to decide to remove food business from coverage of Food Control plan	LTU Bylaws Officer <i>Food Safety Officer</i>
84	Authority to refuse to process an incomplete application for registration.	Environmental Compliance Manager
85	Authority to require an applicant to supply further information.	Environmental Compliance Manager
89	Authority to impose conditions on registration of a food business.	Environmental Compliance Manager



90, 91	Authority to suspend all or any operations of a registered food business that is subject to a national programme and extend the suspension if considered necessary.	Environmental Compliance Manager
95	Authority to cancel the registration of a food business that is subject to a national programme.	Environmental Compliance Manager
184	Authority to provide files required under the Food Act to Ministry of Primary Industries.	Group Manager Environmental Services
219	Power to issue and cancel infringement notice	Environmental Compliance Manager <i>Food Safety Officer</i>
294	Verifiers' rights of access and verifier powers.	Environmental Compliance Manager <i>Verifier (Enforcement Officer) / Environmental Administration Assistant Environmental Health Support Officer Environmental Health Officer</i>
296	Power of food safety officers.	Environmental Compliance Manager <i>Food Safety Officer</i>
299	Powers to facilitate entry, search and seizure.	Environmental Compliance Manager <i>Food Safety Officer</i>
300, 301, 302, 304, 305	Powers gather information, examine, issue notices, and give directions.	Environmental Compliance Manager <i>Food Safety Officer</i>
306, 307, 308	Power to seize, condemn and require disposal, restrict use or close place.	Environmental Compliance Manager <i>Food Safety Officer</i>
310, 311, 312	Power to enter and test samples.	Environmental Compliance Manager <i>Food Safety Officer</i>

5.16 Food Regulations 2015

Section	Description	Delegation:
R103	Power to issue corrective actions and verification	Environmental Compliance Manager <i>Verifier Environmental Health Officer Health Support Officer</i>
R106	Power to decide on verification decision	Environmental Compliance Manager <i>Environmental Health Support Officer</i>
Part 7 R145	Infringement Offences	Environmental Compliance Manager <i>Food Safety Officer</i>
Schedule 2	Infringement Offences and fees	Environmental Compliance Manager <i>Food Safety Officer</i>

5.17 Freedom Camping Act 2011

Section	Description	Delegation:
4 & 32	To perform the functions and exercise the powers conferred on a warranted enforcement officer in relation to offences against the Freedom Camping Act and associated Freedom Camping Bylaws where provided.	LTU Bylaws Officer <i>Enforcement Officer Environmental Health Officer</i>



27	Power to issue infringement notices.	LTU Bylaws Officer <i>Enforcement Officer</i> <i>Environmental Health Officer</i>
35	Power to require certain information.	LTU Bylaws Officer <i>Enforcement Officer</i> <i>Environmental Health Officer</i>
36	Power to require persons to leave land.	LTU Bylaws Officer <i>Enforcement Officer</i> <i>Environmental Health Officer</i>
37	Power to seize and impound certain property.	LTU Bylaws Officer <i>Enforcement Officer</i> <i>Environmental Health Officer</i>

5.18 [Gambling Act 2003](#)

Section	Description	Delegation:
98-100	Power to receive and process consent applications pursuant to the Timaru District Council Gambling Venue Policy.	Environmental Compliance Manager <i>Licensing Inspector</i>

5.19 [Government Roading Powers Act 1989](#)

Section	Description	Delegation:
54	Power to remove roadside structures	Roading Network Team Leader Transportation Team Leader <i>Enforcement Officer</i>
55	Power to remove hedges, trees etc that may obscure visibility or may interfere with or obstruct public works	Roading Network Team Leader Transportation Team Leader <i>Enforcement Officer</i>
56	Service of notices with respect to the Government Roading Powers Act 1989	Roading Network Team Leader Transportation Team Leader <i>Enforcement Officer</i>
57	Power to instruct emergency work on trees, etc	Roading Network Team Leader Transportation Team Leader

5.20 [Hazardous Substances and New Organisms Act 1996](#)

Section	Description	Delegation:
12	Powers, functions and duties of enforcement officers.	Environmental Compliance Manager <i>Contracted HSNO Enforcement Officer</i> <i>Environmental Health Officer</i>
97	Authority to appoint warranted district hazardous substances officer.	Environmental Compliance Manager
98	To take enforcement action under the HSNO Act.	Environmental Compliance Manager <i>Contracted HSNO Enforcement Officer</i> <i>Environmental Health Officer</i>
100	Appointment of enforcement officers.	Environmental Compliance Manager <i>Environmental Health Officer</i>



103	Powers of entry for inspection.	Environmental Compliance Manager <i>Contracted HSNO Enforcement Officer</i> <i>Environmental Health Officer</i>
104	Compliance Orders.	Environmental Compliance Manager <i>Contracted HSNO Enforcement Officer</i> <i>Environmental Health Officer</i>
112	Infringement notices.	Environmental Compliance Manager <i>Contracted HSNO Enforcement Officer</i> <i>Environmental Health Officer</i>
119	Search warrants.	Environmental Compliance Manager <i>Contracted HSNO Enforcement Officer</i> <i>Environmental Health Officer</i>
136	Declaration of emergency.	Environmental Compliance Manager <i>Contracted HSNO Enforcement Officer</i> <i>Environmental Health Officer</i>
137	Emergency powers.	Environmental Compliance Manager <i>Contracted HSNO Enforcement Officer</i> <i>Environmental Health Officer</i>

5.21 [Health Act 1956](#)

Section	Description	Delegation:
	All powers, functions and duties under the Health Act 1956.	Group Manager Environmental Services
23	Duty and powers to improve, promote and protect public health within the district.	Water Services Operations Engineer Water Services Reticulation Engineer Environmental Compliance Manager <i>Environmental Health Officer</i>
28	Appointment of Environmental Health Officers	Environmental Compliance Manager
29-35	Authority to issue notices.	Environmental Compliance Manager <i>Environmental Health Officer</i>
34	Power to enter premises to abate nuisance, without notice to occupier.	Environmental Compliance Manager <i>Environmental Health Officer</i>
41	Power to require owners or occupiers to cleanse property.	Building Compliance Officer <i>Environmental Health Officer</i>
42	Engineer or any other officer of a local authority duly authorised may certify that dwelling-house unfit for human habitation and Territorial Authority has power to require repair or issue a closing order.	Environmental Compliance Manager <i>Environmental Health Officer</i>
54	Grant consent for offensive trade.	Environmental Compliance Manager
58	Grant consent for stock sale-yards.	Environmental Compliance Manager
69K-69L, 69N	Duty to register drinking water supplies, review, update and remove details.	Drainage and Water Manager



69S	Duty to take all practicable steps to ensure that an adequate supply of drinking water is provided to each point of water supply to which drinking water is supplied.	Water Services Operations Engineer Water Services Reticulation Engineer Water Services Project Engineer
69T	Duty to take action where risk to water is actual or foreseeable.	Drainage and Water Manager
69U	Duty to take reasonable steps to contribute to the protection of a drinking water source.	Water Services Operations Engineer Water Services Reticulation Engineer Water Services Project Engineer
69V	Duty to take all practicable steps to comply with drinking water standards.	Water Services Operations Engineer Water Services Reticulation Engineer Water Services Project Engineer
69W	Duty to take reasonable steps to supply wholesome drinking water.	Water Services Operations Engineer Water Services Reticulation Engineer Water Services Project Engineer
69X	Duty to check water quality before connecting to a new water source.	Water Services Operations Engineer Water Services Reticulation Engineer Water Services Project Engineer
69Y	Duty to monitor drinking water to ensure compliance with drinking water standards and assess public health risk.	Water Services Operations Engineer Water Services Reticulation Engineer
69Z , 69ZC - 69ZG	Duty to prepare and implement a water safety plan in relation to the drinking water supply, to review/renew plans, keep and make available records of plans, to investigate complaints, to take remedial action if standards breached, and assist drinking water assessors and officers.	Drainage and Water Manager
69ZH	Duty to provide information if additional residential connections may compromise ability to supply water.	Drainage and Water Manager
69ZW	Review of decisions of drinking water assessors.	Drainage and Water Manager
69ZZ	Duty to have compliance tests carried out by a registered laboratory.	Water Services Operations Engineer Water Services Reticulation Engineer
69ZZD	Duty to comply with requirements of a designated officer acting under emergency powers.	Drainage and Water Manager
69ZZI	Duty to comply with a compliance order.	Drainage and Water Manager
69ZZK , 69ZZL , 69ZZM , 69ZZN	To appeal or apply for a stay of a compliance order.	Group Manager Infrastructure
69ZZP	Duty to warn users of self-supplied building water supplies about contamination.	Water Services Operations Engineer Water Services Reticulation Engineer <i>Environmental Health Officer</i>
69ZZQ	Duty to supply water to a registered or authorized supplier as a carrier.	Drainage and Water Manager

69ZZR	Duty to approve taking of water from a fire hydrant.	Water Services Reticulation Engineer
69ZZZ	Duty to protect water supplies from risk of backflow.	Water Services Operations Engineer Water Services Reticulation Engineer
81	Authority to require disinfection of premises.	Environmental Compliance Manager <i>Environmental Health Officer</i>
82	Obligation to disinfect and cleanse when ordered to do so by the Medical Officer of Health.	Environmental Compliance Manager <i>Environmental Health Officer</i>
83	Power to destroy articles that cannot be effectively disinfected.	Environmental Compliance Manager <i>Environmental Health Officer</i>
86	Duty to cause bodies to be buried when required by Medical Officer of Health.	Environmental Compliance Manager
121	Regulations regarding the appointment of Environmental Health Officers.	Environmental Compliance Manager
128	Power of entry to inspect and execute work.	Environmental Compliance Manager <i>Environmental Health Officer</i>
134	Failure to disclose name of owner or occupier.	Environmental Compliance Manager <i>Environmental Health Officer</i>

5.22 [Health \(Hairdressers\) Regulations 1980](#)

Section	Description	Delegation:
R3	Issue Certificates of Registration for hairdressers.	Environmental Compliance Manager <i>Environmental Health Officer</i>

5.23 [Health \(Infectious and Notifiable Diseases\) Regulations 2016](#)

Section	Description	Delegation:
R11	Coordination of Environmental Health Officers and Medical Officers of Health	Environmental Compliance Manager <i>Environmental Health Officer</i>

5.24 [Health \(Registration of Premises\) Regulations 1966](#)

Section	Description	Delegation:
R5	Certificate of Registration	Environmental Compliance Manager <i>Environmental Health Officer</i>
R9	Provisions for Revocation of Registration	Environmental Compliance Manager <i>Environmental Health Officer</i>

5.25 [Health \(Burial\) Regulations 1946](#)

Section	Description	Delegation:
4	Requirement of registrations	Environmental Compliance Manager <i>Environmental Health Officer</i>
Part 4 (20 , 21 , 22 , 23 , 24)	Inspection and requirements for mortuaries	Environmental Compliance Manager <i>Environmental Health Officer</i>

5.26 [Impounding Act 1955](#)

Section	Description	Delegation:
3	Duty to provide and maintain a public pound and provide for separate holding of infected stock.	Environmental Compliance Manager
4	Provision for joint pound administration.	Environmental Compliance Manager <i>Environmental Health Officer</i>
5	Requirement to give public notice of location of pound.	Environmental Compliance Manager
6	Requirement to erect and maintain a notice board providing particulars.	Environmental Compliance Manager
8	All the duties of a ranger.	Animal Control Officer
8, 9, 10, 11	Obligation to appoint pound-keeper and power to appoint a deputy and remove or suspend the pound-keeper and publicly notify these actions.	Environmental Compliance Manager
12	Pounds to be kept clean and in good order and stock to be provided sufficient food, water, care and attention.	Environmental Compliance Manager
13	Pound book and impounding register to be maintained and open to inspection.	Environmental Compliance Manager
14	Power to recover actual costs of providing sustenance.	Environmental Compliance Manager
32	Declare any fenced paddock a temporary pound with the consent of the occupier and appoint a keeper and fix a notice setting out specified information.	Animal Control Officer
35	Stock straying on roads may be impounded in a temporary pound.	Animal Control Officer
36	Recovery of stock that escapes while being taken to a pound.	Animal Control Officer
38	Power to issue notice regarding wild stock trespassing on land and sell the stock if not removed.	Animal Control Officer
42	Power to dispose of wild stock straying on roads.	Animal Control Officer
43	Pound keeper to receive stock tendered for impounding.	Environmental Compliance Manager
44	Authority to approve additional site if pound is of insufficient size.	Environmental Compliance Manager
46	Obligation to give notice of stock impounded.	Animal Control Officer

47	Power to authorise stock to be detained until all charges are paid.	Animal Control Officer
49	Obligation to sell stock not claimed via auction.	Animal Control Officer
50	Power to authorise person to act as auctioneer for sale of impounded stock.	Environmental Compliance Manager
52	Authority to destroy worthless or suffering animals.	Animal Control Officer
53	Power to dispose of unsold stock.	Environmental Compliance Manager
56	Power to recover any deficiency in costs from the owner of stock.	Environmental Compliance Manager

5.27 [Land Transport Act 1998](#)

Section	Description	Delegation:
16A	Powers regarding restriction of heavy traffic on roads.	Roading Compliance Officer
22AB, 22AD, 22AE	Powers regarding transport related bylaws.	Land Transport Manager
34, 40, 41	Powers regarding contravention of rules.	Parking Officer
128D	Powers of parking wardens.	Parking Officer
128E	Appointment of parking wardens.	Environmental Compliance Manager
133A	Owner liability for stationary vehicle offences.	Parking Officer
139	Power to issue infringement notices.	Parking Officer
157	Power as road controlling authority to control, restrict and prohibit traffic.	Roading Compliance Officer

5.28 [Land Transport Management Act 2003](#)

Section	Description	Delegation:
	All responsibilities, duties and powers under the Act except: <ul style="list-style-type: none"> a. Making submissions when consulted on the regional land transport programme under s18. b. Making submissions when consulted on the declaration of state highways under s103, and c. Appointing a person to represent the Council on the regional transport committee under s105 	Land Transport Manager

5.29 [Land Transport \(Infringement and Reminder Notices\) Regulations 2012](#)

Section	Description	Delegation:
Schedule 4	Power to review or waive stationary vehicle infringements.	Environmental Compliance Manager



5.30 [Land Transport \(Offences and Penalties\) Regulations 1999](#)

Section	Description	Delegation:
	Infringement offences and impounding of motor vehicles.	Parking Officer

5.31 [Land Transport \(Road User\) Rule 2004](#)

Section	Description	Delegation:
	Infringement offences under the rules.	Parking Officer

5.32 [Land Transport Rule: Vehicle Dimensions and Mass 2016](#)

Section	Description	Delegation:
	Power to issue overweight permits.	Roading Compliance Officer

5.33 [Litter Act 1979](#)

Section	Description	Delegation:
5(1)	Authority to appoint litter control officers.	Environmental Compliance Manager
7	Powers and duties of wardens.	LTU Bylaws Officer Parking Officer <i>Environmental Health Officer</i>
8	Authority to appoint litter control wardens.	Environmental Compliance Manager
9	Obligation to provide and maintain suitable litter receptacles.	Parks and Recreation Manager Land Transport Manager Waste Contract Manager
10	Power to require owners of private property to clear litter from their property.	LTU Bylaws Officer Parking Officer <i>Environmental Health Officer</i>
14	Power to issue infringement notices.	LTU Bylaws Officer Parking Officer <i>Environmental Health Officer</i>

5.34 [Local Government Act 1974](#)

Section	Description	Delegation:
319	General Powers in respect of roads.	Roading Network Team Leader
319B	Allocation of property numbers.	Planning Administration Officer
327A	Removal of Building Line restriction.	Group Manager Infrastructure
331	Council's powers in regards to footpaths and kerb and channel.	Infrastructure Consents Team Leader Transportation Team Leader Roading Network Team Leader
335	Council's powers and functions in respect of vehicle crossings.	Infrastructure Consents Team Leader Transportation Team Leader Roading Network Team Leader
339	Council's powers and functions in respect of Transport Shelters.	Infrastructure Consents Team Leader Transportation Team Leader Roading Network Team Leader



340	Power to grant permits or license to occupy road reserves to motor garages.	Infrastructure Consents Team Leader
341	Council's powers and functions in respect of leases of airspace and subsoil of roads.	Infrastructure Consents Team Leader
344	Power to approve gate and cattle stops across roads.	Infrastructure Consents Team Leader LTU Bylaws Officer
348	Council's powers and functions in respect of private ways.	District Planning Manager Infrastructure Consents Team Leader
356 and 356A	The power to authorise any person to remove and dispose of motor vehicles found on a road or in a public place which may be abandoned.	LTU Bylaws Officer
357	The power to penalise a person who commits an offence which encroaches on a road.	Land Transport Manager
451	Council's powers and functions in respect of diversion of drainage works.	Water Services Reticulation Engineer
459	Power to require land owners to provide private drains.	Water Services Reticulation Engineer Water Services Project Engineer
460	Power to contract private drains through adjoining properties.	Group Manager Infrastructure
462	Power to declare a private drain to be public drain.	Group Manager Infrastructure
467	Council's powers and functions in respect of unlawful connection of private drains.	Water Services Reticulation Engineer Water Services Project Engineer
468	Council's powers and functions in respect of tree roots obstructing private drains.	Water Services Reticulation Engineer Water Services Project Engineer
		LTU Bylaws Officer
schedule 10 clauses.11 (a), (b) and (d)	The temporary prohibition of traffic for the purpose of: <ul style="list-style-type: none"> ▪ Construction or repair of the road or any drain, water race, pipe or apparatus under, upon, or over the road ▪ Diversions of traffic in order to resolve ▪ problems associated with traffic operations ▪ When, for any reason it is considered desirable that traffic should be diverted to other roads. 	Roading Technician
Part 29A	Council's powers and functions in respect of Divestment of land drainage schemes and Water Race schemes.	Group Manager Infrastructure



5.35 [Local Government Act 2002](#)

Section	Description	Delegation:
162	Seek injunctions restraining commission of offences and breaches of bylaws	Environmental Compliance Manager Land Transport Manager
163	Authority to remove works in breach of bylaws.	LTU Bylaws Officer
164	Authority to seize property not on private land.	LTU Bylaws Officer <i>Environmental Health Officer</i> <i>Environmental Health Support Officer</i>
165	Authority to act as an Enforcement Officer for seizure of property from private land.	LTU Bylaws Officer <i>Environmental Health Officer</i> <i>Environmental Health Support Officer</i>
167	Return of property seized or impounded	LTU Bylaws Officer <i>Environmental Health Officer</i> <i>Environmental Health Support Officer</i>
168	Power to dispose of property seized and impounded.	LTU Bylaws Officer <i>Environmental Health Officer</i> <i>Environmental Health Support Officer</i>
171 , 173 , 174 and 181	To be an authorised officer to act and enter private land.	Animal Control Officer Building Control Manager Building Control Officer LTU Bylaws Officer Compliance Monitoring Officer Compliance Officer District Planning Manager Drainage and Water Manager Drainage Technician Environmental Health Officer, Enforcement Officer & Licensing Inspector Environmental Health Support Officer, Enforcement Officer & Licensing Inspector Environmental Compliance Officer Group Manager Environmental Services Infrastructure Planner Licensing Inspector Licensing Inspector & Enforcement Officer Parking Warden Planner Projects Officer Resource Consent Monitoring Officer Road Compliance Officer Road Network Operations Technician



		Roading Design Technician Senior Planner Stormwater Engineer Stormwater Specialist Subdivision & Compliance Officer Survey Technician Team Leader Building Approvals Team Leader Building Compliance Team Leader Consents & Compliance Trade Waste Officer Waste Administrator Waste Advisor Waste Transition Officer Wastewater Compliance Officer Wastewater Treatment Operator Wastewater Treatment Team Leader Water and Drainage Services Technician Water Services Engineer Water Services Operations Engineer Water Services Project Manager - Capital Expenditure Water Services Projects Engineer Water Services Reticulation Engineer Water Services Reticulation Technician Water Services Stimulus Package Technical Specialist Water Services Technician Water Treatment Operator Water Treatment Technician <i>Bin Audit Co-Ordinator/Supervisor</i> <i>Bin Audit Tagger</i> <i>Bin Delivery/Maintenance Driver</i> <i>CCTV Operator</i> <i>CCTV Supervisor</i> <i>Civil Engineer</i> <i>Contamination Inspector</i> <i>Contract Supervisor</i> <i>Draining and Water Serviceman</i> <i>Driver</i> <i>Enforcement Officer</i> <i>Environmental Health Officer</i> <i>Enforcement Officer & Licensing</i> <i>Inspector</i> <i>Environmental Health Support</i> <i>Officer, Enforcement Officer and</i> <i>Licensing Inspector</i> <i>Food Verifier</i> <i>Labourer</i>
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		<i>Operational Support Rural Supervisor, Drainage and Water</i>
172 , 178 , 182	Power of entry for enforcement purposes and require certain information.	Animal Control Officer Building Control Manager Building Control Officer LTU Bylaws Officer Compliance Monitoring Officer Compliance Officer District Planning Manager Drainage and Water Manager Drainage Technician Environmental Health Officer, Enforcement Officer & Licensing Inspector Environmental Health Support Officer, Enforcement Officer & Licensing Inspector Environmental Compliance Officer Group Manager Environmental Services Infrastructure Planner Licensing Inspector Licensing Inspector & Enforcement Officer Parking Warden Planner Projects Officer Resource Consent Monitoring Officer Road Compliance Officer Road Network Operations Technician Roading Design Technician Senior Planner Stormwater Engineer Stormwater Specialist Subdivision & Compliance Officer Survey Technician Team Leader Building Approvals Team Leader Building Compliance Team Leader Consents & Compliance Trade Waste Officer Waste Administrator Waste Advisor Waste Transition Officer Wastewater Compliance Officer Wastewater Treatment Operator Wastewater Treatment Team Leader



		Water and Drainage Services Technician Water Services Engineer Water Services Operations Engineer Water Services Project Manager - Capital Expenditure Water Services Projects Engineer Water Services Reticulation Engineer Water Services Reticulation Technician Water Services Stimulus Package Technical Specialist Water Services Technician Water Treatment Operator Water Treatment Technician <i>Bin Audit Co-Ordinator/Supervisor</i> <i>Bin Audit Tagger</i> <i>Bin Delivery/Maintenance Driver</i> CCTV Operator CCTV Supervisor Civil Engineer Contamination Inspector Contract Supervisor Draining and Water Serviceman Driver Enforcement Officer Environmental Health Officer, Enforcement Officer & Licensing Inspector Environmental Health Support Officer, Enforcement Officer and Licensing Inspector Food Verifier Labourer Operational Support Rural Supervisor, Drainage and Water
177	Authority to appoint an enforcement officer.	Chief Executive
193	Power to restrict water.	Drainage and Water Manager
245	Issue of Infringement Notices.	LTU Bylaws Officer <i>Environmental Health Support Officer</i> <i>Environmental Health Officer</i>
249	Authority to act in proceedings.	Group Managers Directors

5.36 [Local Government Official Information and Meetings Act 1987](#)

Section	Description	Delegation:
5	Power to determine availability of information.	Group Managers Directors



6	Power to determine withholding of information.	Group Managers Directors
7	Other reasons for withholding official information.	Group Managers Directors
10	Requests for official information.	Group Managers Directors
11	Assistance with requesting information.	Group Managers Directors
12	Transfer of requests.	Group Managers Directors
13	Decisions on requests.	Group Managers Directors
14	Extension of time to provide official information.	Group Managers Directors
15	Power to determine the manner of presenting information.	Group Managers Directors
16	Power to determine deletions of some information from documents.	Group Managers Directors
17, 18	Refusal of requests for information.	Group Managers Directors
24	Precautions regarding access to personal information.	Group Managers Directors
25	Correction of information.	Group Managers Directors
26	Refusal to supply personal information.	Group Managers Directors
33	Requirement to notify decision of ombudsman.	Group Managers Directors
44A	Authority to prepare a Land Information Memoranda, with any accompanying charges fixed by the territorial authority in relation thereto.	Customer Service Officer
46	Public notification of meetings.	Group Managers Directors Governance Advisor Governance Support Officer
46A, 49, 51	Availability of agendas, reports and minutes.	Group Managers Directors Governance Advisor Governance Support Officer
51A	Public notification of resolution at emergency meeting.	Group Managers Governance Advisor Governance Support Officer



5.37 [Local Government \(Rating\) Act 2002](#)

Section	Description	Delegation:
14	Authority to allocate rating units to different differential categories.	Senior Rates Officer – Team Leader
27	Keep and maintain rating information data base.	Senior Rates Officer – Team Leader
29	Authority to determine Objections to the Rating Information Database.	Chief Financial Officer
35	Authority to remove ratepayers names from the Rating Information Database where the name has been removed from the Land Transfer register.	Senior Rates Officer – Team Leader
37	Keep and maintain rates records.	Rates Officer Customer Services Officers
39	Authority to determine objections to rate records.	Chief Financial Officer
40	Power to correct rates.	Senior Rates Officer
41	Power to issue an amended rates assessment if an error is corrected.	Senior Rates Officer
44-51	Obligations to deliver rates assessments and rates invoices to ratepayers setting out the information required by the Act.	Senior Rates Officer
50	Authority to issue a rates invoice based on the previous year's rates.	Chief Executive
52	Authority to determine agreeable methods of payment.	Group Manager Commercial and Strategy
53	Power to appoint a rates collector.	Senior Rates Officer
54	Power not to collect rates that are uneconomic to collect.	Senior Rates Officer
57, 58	Power to add penalties for rates not paid by the due date.	Senior Rates Officer Customer Services Team Leader
61,62	Authority to recover rates in default	Chief Financial Officer
62, 63	Powers for recovery of rates if owner in default.	Rates Officer
67	Appointment of principal administrative officer with power to have judgements of the court enforced by the court.	Chief Financial Officer
72	Authority to give consent to Registrar of High Court to sell a rating unit by private treaty.	Group Manager Commercial & Strategy
77-83	Authority to sell or lease abandoned land.	Group Manager Commercial & Strategy
85-90, 114-115	Power to remit or postpone rates pursuant to Council rates remission and postponement policy.	Chief Financial Officer and/or Rates Remission Subcommittee



99	Authority to apply for charging orders on rateable Maori freehold land for unpaid rates.	Chief Financial Officer
108	Appointment of principal administrative officer with power to have judgements of the court enforced by the court.	Chief Financial Officer
135	Authority to provide evidence of certain matters.	Group Manager Commercial and Strategy

5.38 [New Zealand Library Association Act 1939](#)

Section	Description	Delegation:
5	Power to become a member of the Association.	Libraries Manager

5.39 [Postal Services Act 1998](#)

Section	Description	Delegation:
	To impose and prescribe conditions in relation to the erection of public letterboxes	Land Transport Manager

5.40 [Privacy Act 2020](#)

Section	Description	Delegation:
201	To appoint as Privacy Officer ensuring compliance with the Act.	Chief Executive

5.41 [Public Bodies Leases Act 1969](#)

Section	Description	Delegation:
7 , 17 , 18 , 22 , 23A	<p>To sign on behalf of the Council, lease, tenancy, service and other miscellaneous agreements where the use of the corporate seal is not required.</p> <p>To sign leases on behalf of Council, including renewal, transfers, rent reviews that are subject to a two year limit on term (including renewals) and where the property value does not exceed \$200,000 in accord with legislation and Council policy.</p> <p>To sign leases on behalf of Council, including renewal, transfers, rent reviews that are subject to greater than two year term (including renewals) but not exceeding 10 year term and property value exceeds \$200,000 in accord with legislation and Council policy.</p>	Manager of Property Services & Client Representative



8-9	Leases to be sold by public tender or auction subject to certain conditions.	Manager of Property Services & Client Representative
23	To authorise process for surrender of leases.	Manager of Property Services & Client Representative

5.42 [Public Works Act 1981](#)

Section	Description	Delegation:
110-111A	Provides certain powers of entry onto private land.	Group Manager Infrastructure
133-134	Provide for removal of trees and hedges that interfere with public works.	Group Manager Infrastructure
233-234	Obligation to provide notice before entry onto private land.	Group Manager Infrastructure
237	Power to approve excavations near public works.	Land Transport Manager Drainage and Water Manager
238	Power to bring action for damage to public work.	Group Manager Infrastructure
239	Power to remove and/or dispose of abandoned property from public works land.	Group Manager Infrastructure Group Manager Commercial and Strategy
240	Removal of land from persons holding illegal possessions.	Group Manager Infrastructure Group Manager Commercial and Strategy

5.43 [Rates Rebate Act 1973](#)

Section	Description	Delegation:
5-7	Provide for receiving an application of rebate of rates and verifying application for completeness.	Customer Services Officer Rates Officer Temuka Library Team Leader Geraldine Library Team Leader
6-8	Power to approve refunds for excess rate payments.	Customer Services Team Leader Senior Rates Officer
9	Provides for application to Secretary for Local Government for refund of rebates granted.	Customer Services Team Leader
11A	Seek advice of Secretary for Local Government as to application for rebates or refunds.	Customer Services Team Leader
13	Power to receive declarations.	Customer Services Officer Rates Officer Library and Service Centre Assistant Geraldine Library Assistant

5.44 [Rating Valuations Act 1998](#)

Section	Description	Delegation:
10	Duty to prepare and maintain district valuation roles.	Chief Financial Officer
11-13	Powers regarding general revaluations.	Chief Financial Officer



14-17	Powers regarding specific revaluations during the currency of a general revaluation.	Chief Financial Officer
32-40	Objections to valuations.	Chief Financial Officer
41-42	Powers for information to be disclosed.	Chief Financial Officer
43	Power to obtain contribution to the cost of preparing and maintaining the valuation role from the regional council.	Chief Financial Officer
45	Provides authorisation for entry onto private property to carry out valuations.	Chief Financial Officer

5.45 Reserves Act 1977

Section	Description	Delegation:
8	Power to appoint rangers.	Parks and Recreation Manager
40	Duties and functions of the TA as administering body.	Parks and Recreation Manager
41 (6) (a)-(c) and (e)	The preparation of reserve management plans.	Parks and Recreation Manager
42	Duty to preserve trees and bush.	Parks and Recreation Manager
50	Power to authorise the taking and killing of any specified kind of fauna, excluding indigenous fauna.	Parks and Recreation Manager
53-59A , 61-64 , 66-69 , 71-75 , 77	Particular powers regarding each different classification of reserve.	Parks and Recreation Manager
78-80 , 84-85A , 89-92	Financial powers and duties regarding reserves.	Manager of Property Services & Client Representative Chief Financial Officer Parks and Recreation Manager
93	Authority to act as an officer.	Manager of Property Services & Client Representative Parks and Recreation Manager
95	Authority to seize and dispose of property.	Manager of Property Services & Client Representative Parks and Recreation Manager
96	Authority to seize and dispose of trespassing animals.	Manager of Property Services & Client Representative Parks and Recreation Manager
113	Duty as to form of leases and licenses on reserves subject to a maximum 2-year term	Manager of Property Services & Client Representative in consultation with Parks and Recreation Manager
115	Power to refuse any application for consent or grant application subject to conditions thought fit.	Parks and Recreation Manager
119	Duty to give public notice.	Parks and Recreation Manager



5.46 [Resource Management Act 1991](#)

Section	Description	Delegation:
10 & 139	Extension of existing use rights and granting of certificate	Hearings Committee Hearings Commissioner(s) Team Leader Consents and compliance
10B	Authority to allow certain building work to continue where it has been subsequently made unlawful by a district plan	Hearings Committee Hearings Commissioner(s) Team Leader Consents and Compliance
16	Duty to avoid unreasonable noise	Environmental Compliance Manager LTU Bylaws Officer Subdivision and Compliance Officer <i>Environmental Health Officer</i>
22	Duty to provide information	Environmental Compliance Manager LTU Bylaws Officer Resource Consent Monitoring Officer Subdivision and Compliance Officer Senior Planner <i>Environmental Health Officer</i> <i>Environmental Health Support Officer</i>
35	Duty to gather information, monitor and keep records	Environmental Compliance Manager Subdivision and Compliance Officer LTU Bylaws Officer <i>Enforcement Officer</i> <i>Environmental Health Officer</i>
36(3) and 36(5)	Authority to make decisions about additional administrative charges	Team Leader Consents and Compliance
37 and 37A	Power to extend time periods and requirement to consider matters before extending a time limit	Hearings Committee Hearings Commissioner(s) Team Leader Consents and Compliance
38(1)(a)	Authorisation and responsibilities of enforcement officers	Subdivision and Compliance Officer LTU Bylaws Officer <i>Environmental Health Officer</i> <i>Environmental Health Support Officer</i>
39B	Appointment of commissioner(s) to hearings	District Planning Manager
41B and 41C	Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings	Hearings Committee Hearings Commissioner(s) Team Leader Consents and Compliance
41D	Power to strike out a submission	Hearings Committee Hearings Commissioner(s)
42	Power to make directions about hearings to protect sensitive information	Hearings Committee Hearings Commissioner(s)
42A	Powers regarding the preparation commissioning and provision of reports	Hearings Committee Hearings Commissioner(s) Planner Subdivision and Compliance Officer



58I and 58J	Ability to amend each of its documents as directed by a national planning standard and take any action that is directed by a national planning standard, and to do so within the time specified	Environmental Services Committee
58M , 58O , 58P , 58Q , 58R , 58S , 58T	Power to initiate a Mana Whakahono a Rohe (MWR) or enter into negotiations regarding a MWR if iwi initiated, determine the contents of the MWR, and to determine disputes that arise in course of negotiating MWR,	Environmental Services Committee
58T	Power to review policies and processes to ensure they are consistent with the Mana Whakahono a Rohe (MWR), and to undertake reviews of the MWR as required	Environmental Services Committee
80C	Decision to use the streamlined planning process to prepare a planning instrument	Environmental Services Committee
86D	Power to apply to the Environment Court for a rule to have legal effect from date other than standard date	Environmental Services Committee
87BA and 87BB	Ability to notify person that activity is a permitted activity, give notice that boundary activity criteria are satisfied and notify the person of that and return information	Team Leader Consents and Compliance
87E , 87F , 87G	Power to determine Council position on a request for direct referral, prepare reports and provide information to Environment Court	District Planning Manager
88(3)	Authority to receive a resource consent application and determine whether the application meets the minimum requirements of the RMA, and to return that application if incomplete.	Planner
91	Power to determine not to proceed with a resource consent application on certain grounds	Team Leader Consents and Compliance
92 , 92A and 92B	The power to commission reports and request further information in respect of a resource consent application and to set a time that the applicant has to provide the information and tell the applicant of that time.	Hearings Committee Hearings Commissioner(s) Team Leader Consents and Compliance Planner
95 , 95A , 95B , 95C , 95D , 95E , 95F , and 95G	The power to determine whether a consent application should be publicly or limited notified and all considerations/decisions needed within these sections	Hearings Committee Hearings Commissioner(s) Team Leader Consents and Compliance



99 and 99A	The power to invite or require parties to attend pre-hearing meetings. The power to refer parties to mediation.	District Planning Manager
100(a)	To determine the necessity for a hearing on an application for a resource consent.	Team Leader Consents and Compliance
101	To determine the commencement date, time and place for the hearing of an application for resource consent. If the application is being heard by the Council's Hearing Committee, the decision should be taken in consultation with the Chair of the Hearings Committee.	Team Leader Consents and Compliance Planner
102 and 103	Authority to determine issues concerning joint considerations by two or more consent applications in relation to the same proposal	Hearings Committee Hearings Commissioner(s) Team Leader Consents and Compliance
104	Duty to take matters into consideration and to exclude other matters when considering an application	Hearings Committee Hearings Commissioner(s) Team Leader Consents and Compliance
104A , 104B , 104C , 104D , 105 , 106 , 108 , 108AA , 108A , 109 , 113 , 220 , 221(3) , 357C , 357CA and 357D	Power to determine resource consent applications and impose conditions on resource consent. Power to decline subdivision consent. Power to impose a bond as one of the conditions on resource consent. Conditions relating to bonds, power to enter on to land to ensure work for which bond is given, is being completed. Recording reasons for decisions on resource consent applications in writing. Power to impose conditions on subdivision consents. Authority to vary or cancel a condition specified in a consent notice. Authority to receive and consider an objection, require further information, commission a report and determine the objection.	Hearings Committee Hearings Commissioner(s) Team Leader Consents and Compliance
110	Power to refund financial contribution to consent holder where consent has lapsed.	Team Leader Consents and Compliance
114	Authority to serve consent applicant and submitters with notice of the decision on an application	Team Leader Consents and Compliance Planner
125	Power to grant extension of period after which a consent will lapse	Hearings Committee Hearings Commissioner(s) Team Leader Consents and Compliance
127 , 128 , 129 , 130 , 131 , and 132	Power to change or cancel conditions imposed on a resource consent, power to change the conditions of a resource consent on a review under s128, to give notice of a review, or to cancel resource consent	Hearings Committee Hearings Commissioner(s) Team Leader Consents and Compliance



133A	To issue an amended resource consent that corrects minor mistakes or defects in the consent.	Hearings Committee Hearings Commissioner(s) Team Leader Consents and Compliance
168A	Power to determine whether to publicly notify Council’s notice of requirement for a designation, and to either confirm, modify, impose conditions or withdraw the requirement	Hearings Committee Hearings Commissioner(s) District Planning Manager
169	Power to determine whether to publicly notify a notice of requirement for a designation	Hearings Committee Hearings Commissioner(s) District Planning Manager
171	The making of a recommendation on a notice of requirement for a designation.	Hearings Committee Hearings Commissioner(s) District Planning Manager
189A 191	Power to determine whether to publicly notify Council’s notice of requirement for a heritage order and power to make decision on Council’s notice of requirement for a heritage order.	Hearings Committee Hearings Commissioner(s) District Planning Manager
221	The authorisation of a consent notice.	Team Leader Consents and Compliance Senior Planner
223	To determine whether or not a survey plan, which has been submitted to the Council for approval, conforms to the relevant subdivision consent or certificate of compliance.	Planner Subdivision and Compliance Officer
224	To determine whether or not the conditions of a subdivision have been complied with.	Planner Subdivision and Compliance Officer
322	Scope of abatement notice	Environmental Compliance Manager LTU Bylaws Officer Resource Consent Monitoring Officer Subdivision and Compliance Officer Senior Planner <i>Environmental Health Officer</i> <i>Environmental Health Support Officer</i>
327	Issue and Effect an excessive noise direction	<i>Environmental Health Officer</i> <i>Environmental Health Support Officer</i> Resource Consent Monitoring Officer Subdivision and Compliance Officer Senior Planner LTU Bylaws Officer
328	Compliance with an excessive noise direction	Resource Consent Monitoring Officer Subdivision and Compliance Officer Senior Planner LTU Bylaws Officer <i>Environmental Health Officer</i> <i>Environmental Health Support Officer</i>



330	Emergency works and power to take preventive or remedial action.	Drainage and Water Manager Land Transport Manager Parks and Reserves Manager
332	Power of entry for inspection	Resource Consent Monitoring Officer Senior Planner Infrastructure Planner LTU Bylaws Officer Subdivision and Compliance Officer <i>Environmental Health Officer</i> <i>Environmental Health Support Officer</i>
333	Power of entry for survey under S 333 for purposes connected with any preparation, change or review of the District Plan	LTU Bylaws Officer Resource Consent Monitoring Officer Subdivision and Compliance Officer Senior Planner Infrastructure Planner LTU Bylaws Officer <i>Environmental Health Officer</i> <i>Environmental Health Support Officer</i>
334	The authority to apply for a warrant for entry for search.	District Planning Manager
335	The power to direct and execute a warrant for entry for search.	District Planning Manager
338	The power to commence and manage a prosecution for an offence against the RMA.	District Planning Manager
343C	Infringement Notices	LTU Bylaws Officer Resource Consent Monitoring Officer Subdivision and Compliance Officer Senior Planner <i>Environmental Health Officer</i>
Sch. 1, Part 1, CI 9	Power to hear and make recommendations and/or decisions on notice of requirements	Hearings Committee Hearings Commissioner(s)
Sch. 1, Part 1, CI 10	Power to hear and make recommendations on provisions and matters raised in submissions.	Hearings Committee Hearings Commissioner(s)
Sch. 1, Part 1, CI 17	The approval of a plan or change to a plan.	Environmental Services Committee
Sch. 1, Part 1, CI 20A	Power to amend an operative policy statement or plan to correct minor errors	Hearings Committee Hearings Commissioner(s) District Planning Manager
Sch. 1, Part 2, CI 29(4)	Power to hear and consider a plan or change, and make recommendations on such plan change requests	Hearings Committee Hearings Commissioner(s)



	The signing of consent orders in respect of a resource consent appeal or on an appeal in respect of a plan change. Before signing the consent order, the delegate shall consult with the Chairperson of the Environmental Services Committee.	District Planning Manager
RMA	All RMA functions, powers or duties not otherwise delegated to any committee,	District Planning Manager

5.47 [Sale and Supply of Alcohol Act 2012](#)

Section	Description	Delegation:
	All the relevant powers, duties and responsibilities conferred by the Sale and Supply of Alcohol Act and the authority to take appropriate action in exercise of those powers, duties and responsibilities.	District Licensing Committee (DLC) Chair or Commissioner of the DLC District Licensing Inspector
10	Reduction in fee for Special Licence by one class.	Secretary of the DLC
64(1)	Issue of licences, certificates and authorities.	Secretary of the DLC
66	Keep a record of applications and register of licensees to whom special licences have been issued.	Secretary of the DLC
72	Issue duplicate licences or certificates.	Secretary of the DLC
73(2)	Record the surrender of licence of manager's certificate.	Secretary of the DLC
100 (f)	Provide building code information for the issue of a licence.	Building Control Officer Building Compliance Officer
100 (f)	Provide Resource Management Act information for the issue of a licence.	Planner
102(5), 140(4)	Give to the applicant a copy of every objection to a licence application.	Secretary of the DLC
103(5), 141(6)	Send to the applicant a copy of any report filed on a licence application.	Secretary of the DLC
128(4)	Give to the applicant a copy of every objection to a renewal of a licence.	Secretary of the DLC
129	Authority to inquire into application	Secretary of the DLC Licensing Inspector



137	Acceptance or refusal to accept late applications for special licences.	Chair or Commissioner of the DLC
155(6)	Provide information to the licensing authority.	Secretary of the DLC
196	Authority to function as the Secretary of the District Licensing Committee.	Environmental Compliance Manager
197	Power to appoint Chief Licensing Inspector and licensing inspector.	Group Manager Environmental Services
189	Power to select DLC members from the combined list for hearings.	Secretary of the DLC
203(8)	Signing of decisions, orders, directions, certificate or other documents.	Secretary of the DLC
220(1) , 220(5) , 225(1) , 225(5)	Administer documentation and reports for manager's certificates and renewals.	Secretary of the DLC
267 , 268	Powers of entry on licensed premises and seize samples of alcohol.	Licensing Inspector <i>Environmental Health Officer</i>
283(4) , 284(3)	Administrative functions relating to the variation, suspension, or cancellation of special licences.	Secretary of the DLC
287	Automatic suspension of licence for non-payment of annual fee	Licensing Inspector

5.48 Search and Surveillance Act 2012

Section	Description	Delegation:
Part 4, Subpart 3 – Search Warrants	The authority to apply for and execute a search warrant.	District Planning Manager Environmental Compliance Manager
150 , 151 , 155 , 156	Functions and duties associated with seized property.	Environmental Compliance Manager

5.49 Smoke-free Environments Amendment Act 2003

Section	Description	Delegation:
5	Duty of employers to have a policy on smoking.	Director Engagement and Culture



5.50 [Summary Proceedings Act 1957](#)

Section	Description	Delegation:
	Functions and duties related to vehicle parking and other stationary vehicle offence enforcement.	Group Manager Environmental Services

5.51 [Telecommunications Act 2001](#)

Section	Description	Delegation:
119	Sets out the matters that may be considered in setting conditions for access to Council roads.	Roading Corridor Technician Roading Network Team Leader
128	Powers to deal with trees on road verges interfering with telecommunications networks.	Land Transport Manager
135	Duty to provide telecommunications networks access to Council roads.	Roading Corridor Technician
137 , 143	Duty to notify network operator of conditions imposed under section 135 or section 142 .	Roading Corridor Technician
142	Duty to provide telecommunications networks rights to place cabinets on public roads.	Land Transport Manager

5.52 [Timaru District Consolidated Bylaws \(General\)](#)

Description:	Delegation:
Authority to implement Bylaws – Chapter 1 – Introductory and Miscellaneous	Group Manager Environmental Services
Authority to implement Bylaws – Chapter 2 – Public Places	LTU Bylaws Officer Animal Control Officer Roading Corridor Technician
Authority to implement Bylaws – Chapter 3 – Trading in Public Places	Environmental Compliance Manager LTU Bylaws Officer Roading Corridor Technician
Authority to implement Bylaws – Chapter 4 – Liquor Ban in Public Places	Environmental Compliance Manager
Authority to implement Bylaws – Chapter 5 – Skateboards	LTU Bylaws Officer Parks and Recreation Manager
Authority to implement Bylaws – Chapter 6 – Control of Dogs	Animal Control Officer
Authority to implement Bylaws – Chapter 7 – Parks, Reserves, Beaches and Tracks	Parks and Recreation Manager LTU Bylaws Officer
Authority to implement Bylaws – Chapter 8 – Cultural and Recreational Facilities	Group Manager Recreation and Cultural Services
Authority to implement Bylaws – Chapter 9 – Cemeteries	Parks and Recreation Manager



Authority to implement Bylaws – Chapter 10 – Traffic	Land Transport Manager NZ Police
Authority to implement Bylaws – Chapter 11 – Traffic Speed Limits	New Zealand Police
Authority to implement Bylaws – Chapter 12 – Licences for Vehicle Stands on Streets	Roading Corridor Technician LTU Bylaws Officer
Authority to implement Bylaws – Chapter 13 – Parking	Land Transport Administrator Parking Officers
Authority to implement Bylaws – Chapter 14 – Waste Minimisation	Waste Manager <i>Bin Audit Co-Ordinator / Supervisor</i> <i>Contamination Inspector</i>
Authority to implement Bylaws – Chapter 15 – Water Services	Trade Waste Officer Drainage Technician Water Services Technician Water and Drainage Services Technician
Authority to implement Bylaws – Chapter 16 – Water Races	Drainage and Water Manager
Authority to implement Bylaws – Chapter 17 – The keeping of Animals, Poultry and Bees	Animal Control Officer
Authority to implement Bylaws – Chapter 18 – Health Protection – Pools, Beauty Facilities, Skin Piercing and Tattooing	Environmental Compliance Manager <i>Environmental Health Officer</i>
Authority to implement Bylaws – Chapter 19 – Airport Charges	Airport Operations and Safety Manager Airport Safety Officer

5.53 [Transport \(Vehicle and Driver Registration and Licensing\) Act 1986](#)

Section	Description	Delegation:
	The powers conferred on the Council by the Transport (Vehicle and Driver Registration and Licensing) Act 1986.	Parking Officer

5.54 [Transport \(Vehicular Traffic Road Closure\) Regulations 1965](#)

Section	Description	Delegation:
	The powers conferred on the Council by the Transport (Road Closure) Regulations.	Roading Corridor Technician



5.55 [Trespass Act 1980](#)

Section	Description	Delegation:
3&4	Trespass after warning	Parks and Recreation Manager Waste Contract Manager Recreation Facilities Manager Libraries Manager Museum Director Art Gallery Manager Manager of Property Services & Client Representative Chief Executive Airport Director User Experience and Community Engagement Director Engagement and Culture Group Manager Environmental Services
5	Authorised to deliver warnings.	Parks and Recreation Manager Waste Contract Manager Recreation Facilities Manager Libraries Manager Museum Director Art Gallery Manager Manager of Property Services & Client Representative Chief Executive Airport Director User Experience and Community Engagement Director Engagement and Culture Group Manager People & Digital Group Manager Environmental Services

5.56 [Unit Titles Act 2010](#)

Section	Description	Delegation:
32	Power to issue certificate so that a unit plan can be deposited	Building Control Manager District Planning Manager

5.57 [Utilities Access Act 2010](#)

Section	Description	Delegation:
6	Obligation to comply with the national code of practice to co-ordinate work done in transport corridors.	Roading Corridor Technician

5.58 [Waste Minimisation Act 2008](#)

Section	Description	Delegation:
26, 27	Duty to impose levy on waste disposed of at disposal facility at prescribed rate.	Waste Manager <i>Weigh Bridge Operators</i>



28	Duty of operator of disposal facility to pay levy to levy collector.	Waste Manager
32	Duty to spend levy money received on waste minimisation initiatives or in accordance with a Waste Management and Minimisation Plan.	Waste Manager
51	Mandatory requirements for waste assessment.	Waste Manager
52	Duty to charge fees in accordance with the Waste Management and Minimisation Plan.	Waste Manager <i>Weigh Bridge Operators</i>
53	Duty to use any proceeds from a service undertaken under section 52 in implementing the Waste Management and Minimisation Plan.	Waste Manager
54	Duty for territorial authority to provide a service that collects waste promptly, efficiently and at regular intervals.	Waste Manager
66	Authority to enforce provisions of bylaw.	Waste Manager <i>Bin Audit Co-Ordinator/Supervisor Contamination Inspector</i>
73, 74	Authority to initiate proceedings for infringement offences and to issue and serve infringement notices.	Group Manager – Infrastructure
75	Authority to retain infringement fees.	Waste Manager
76	Authority to authorise any officer to be an enforcement officer.	Group Manager Infrastructure
79, 80, 81, 82, 84, 85	Powers of enforcement officers.	Waste Manager <i>Bin Audit Co-Ordinator/Supervisor Contamination Inspector</i>
86, 87	Duty to keep records and provide details if required.	Waste Manager



6 Non-Statutory Delegations

6.1 Advertising

Description:	Delegation:
To authorise general advertising.	Group Managers Directors Supervisor Executive Support to Chief Executive Communications Manager Customer Services Manager Museum Director Libraries Manager Parks and Recreation Manager Manager of Property Services & Client Representative Building Control Manager Emergency Management Advisor District Planning Manager Environmental Compliance Manager Sales and Marketing Team Leader Exhibitions Curator/Project Manager Road Safety Coordinator Communications Advisor Transport Community Engagement Advisor Chief Licensing Inspector/Enforcement Officer Corporate Planner Policy Analyst Waste Manager Climate Change Manager Water Services Community Engagement Advisor Airport Operations and Safety Manager Roading Corridor Technician Parks and Recreation Asset Administrator Parks Contracts & Engagement Officer Horticulture Officer
Authority to issue public notices as required.	Group Managers



Authority to issue works notices to property owners and residents in areas where works are to be carried out, subject to any other statutory provisions.	Parks and Recreation Manager Manager of Property Services & Client Representative Communication Manager Water Services Reticulation Engineer Water Services Operations Engineer Water Services Project Engineer Roading Network Team Leader Transportation Team Leader
To authorise resource consent application public notices.	Team Leader Consents and Compliance
To authorise advertising related to Timaru District Council property matters.	Manager of Property Services & Client Representative
To authorise advertising related to employment opportunities.	People and Capability Advisor
Authority to approve distribution of leaflets district-wide.	Group Managers

6.2 Appointment and Termination

Description:	Delegation:
Approval to recruit for a staff vacancy in approved role	Group Managers Directors
Appointment of Unit and Group Managers.	Chief Executive
Appointment of other staff positions within approved budgets.	People and Capability Advisor in consultation with the relevant recruiting Group Manager or Director
Termination of staff.	Chief Executive or nominee in consultation with Director Engagement and Culture and relevant Group Manager or Director
Commencement of a performance management process with a staff member	People and Capability Advisor in consultation with the relevant Group Manager or Director.
Issuing of any disciplinary action against a member of staff (verbal, written warnings and final written warnings, but not dismissal)	Director Engagement and Culture in consultation with the relevant Group Manager or Director.
Commencement of a restructuring process	Chief Executive
Disestablishment of a staff member's role	Chief Executive or nominee in consultation with Director Engagement and Culture and relevant Group Manager or Director
Demotion of a staff member	Director Engagement and Culture in consultation with the relevant Group Manager or Director.

6.3 Fixed Asset Disposal

Description:	Delegation:
Sale or trade-in of equipment or plant surplus to requirements.	Senior Accountant Finance Systems Analyst
Sale or trade-in of vehicles that are surplus to requirements.	Group Managers
Authority to write off assets that are no longer in use with a book value below \$1,000.	Senior Accountant Finance Systems Analyst



Authority to write off assets that are no longer in use with a book value below \$10,000.	Group Managers
Authority to write off assets that are no longer in use with a book value above \$10,000.	Chief Executive

6.4 Carbon Emission Units

Description:	Delegation:
Authority to purchase international credits.	Chief Executive
Authority to operate Emissions Unit Register.	Chief Financial Officer with prior approval of Group Manager Commercial and Strategy or Chief Executive
Authority to execute carbon transactions.	Chief Financial Officer with prior approval of Group Manager Commercial and Strategy

6.5 Cemeteries

Description:	Delegation:
Authority to terminate pre-purchasing of cemetery plots.	Parks and Recreation Manager

6.6 Civic Ceremonies and Civic Functions

Description:	Delegation:
Arrangements for Civic or Mayoral Functions.	Supervisor Executive Support to Chief Executive Executive Assistant to Mayor

6.7 Councillor conferences and training

Description:	Delegation:
Approval to attend conferences or training events.	Mayor

6.8 Council Seal

Description:	Delegation:
Hold the common seal and be responsible for its use.	Chief Executive or nominee
Approving any document under seal	The Mayor, (or in their absence, any Councillor); and the Chief Executive, or, any Group Manager)
Sealing and signing any warrant issued to a Council officer or contractor	Chief Executive

6.9 Facility usage and hours of operation

Description:	Delegation:
Authority to use Art Gallery for exhibitions and functions.	Art Gallery Manager
Authority to use South Canterbury Museum for exhibitions and functions.	Museum Director



Authority to allocate available space in libraries for displays and meetings.	Libraries Manager
Authority to set hours of operation for Council facilities such as: <ul style="list-style-type: none"> • Art Gallery • Museum • Libraries • Service Centres • Swimming Pools • Cemeteries • Parks • Aorangi Stadium 	Group Manager Recreation and Cultural Services Group Manager Infrastructure Director User Experience and Community Engagement
Authority to set hours of operation for Public Toilets	Group Manager Commercial and Strategy
Authority to set hours for transfer stations and waste minimisation facilities	Waste Contract Manager
Authority for all hall, stadium, motor camp and theatre bookings	Customer Services Team Leader Geraldine Team Leader Temuka Team Leader Property Maintenance Officer Customer Services Officer
Authority to evict users if necessary at halls, motor camps and theatres	Manager of Property Services & Client Representative

6.10 Insurance

Description:	Delegation:
Authority to sign release documents on insurance claims made by the Council and arrange to contribute any excess payable in accordance with policy.	Manager of Property Services & Client Representative

6.11 Legal Opinions

Description:	Delegation:
Authority to obtain legal opinions and engage solicitors.	Chief Information Officer Director Engagement and Culture Director User Experience and Community Engagement Art Gallery Manager Museum Director Recreation Facilities Manager Libraries Manager Parks and Recreation Manager Strategy and Corporate Planning Manager Manager of Property Services & Client Representative Chief Financial Officer Risk and Assurance Manager



	Building Control Manager District Planning Manager Environmental Compliance Manager Drainage and Water Manager Climate Change Manager Development Manager Waste Manager Land Transport Manager Supervisor Executive Support to Chief Executive
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6.12 Markets and Functions in Shopping Areas

Description:	Delegation:
Power to carry out or authorise any relevant actions or procedures regarding market days and special functions in shopping areas.	Land Transport Manager Parks and Recreation Manager Environmental Compliance Manager

6.13 Media Statements

Description:	Delegation:
To authorise media releases.	Group Managers Directors Communications Manager
To authorise media releases in the event of a Civil Defence emergency	Chief Executive Civil Defence Controller
To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).	Customer Services Manager Chief Information Officer Director Engagement and Culture Art Gallery Manager Museum Director Recreation Facilities Manager Libraries Manager Parks and Recreation Manager Communications Manager Strategy and Corporate Planning Manager Manager of Property Services and Client Representative Chief Financial Officer Risk and Assurance Manager Programme Delivery Manager Building Control Manager Emergency Management Advisor District Planning Manager Environmental Compliance Manager



	Drainage and Water Manager Climate Change Manager Development Manager Exhibitions Curator Collections Curator Curator of Social History Curator of Document History Road Safety Coordinator Land Transport Manager
To approve television interviews.	Chief Executive

6.14 Parks and Reserves

Description:	Delegation:
To grant a licence to occupy up to one year.	Parks and Recreation Manager
To grant a licence to occupy up to five years	Parks and Recreation Manager in consultation with Manager of Property Services & Client Representative Group Manager Commercial and Strategy
Authority to close sports grounds as circumstances shall require from time to time.	Parks and Recreation Manager Liaison Officer/Contracts and Engagement Officer Horticultural Officer
Authority to vary the allocation of sports grounds, winter and summer.	Parks and Recreation Manager
Authority to grant the temporary use of any park or reserve for any recreation or entertainment and to impose any terms and conditions applicable.	Parks and Recreation Manager
Approval for the erection of commercial signs and sponsorship signs on sports and recreation grounds (subject to any Resource or Building Consent requirements).	Parks and Recreation Manager
Authority to approve the planting or removal of trees from any reserve or other Council property.	Parks and Recreation Manager
Fixing of charges within the limits imposed by the Reserves Act 1977 for the use of Council reserves.	Parks and Recreation Manager in consultation with Manager of Property Services & Client Representative
Authority to allocate reserves.	Parks and Recreation Manager
Authority to grant drainage and other easements over parks and reserves.	Parks and Recreation Manager
Authority to approve temporary aircraft landings on parks and reserves.	Parks and Recreation Manager
Approval of temporary or mobile food stalls within parks and reserves.	Parks and Recreation Manager
Authority to approve the installation of murals within parks including to impose any conditions.	Group Manager Infrastructure



6.15 Parking

Description:	Delegation:
To set the level of infringement fees other than those set by Government Regulations.	Group Manager Environmental Services
To approve or otherwise the extraordinary use of parking facilities for the issue of parking cones during building construction or alterations or for temporary use for raffle sales, promotions etc.	Parking Officer Roading Corridor Technician Land Transport Administrator
To approve or otherwise the extraordinary use of parking facilities, in particular, off-street car parks for the use of fairs, sales, or other non-related parking activities.	Land Transport Manager
To approve exemptions from payment of parking meter fees in accordance with policy for over 80 year old drivers.	Parking Officer
Authority to determine parking time limits in areas not within the Central Business areas of the District (are bounded by SH1, Railway and North Street).	Land Transport Manager
Authority for minor parking changes in the Timaru CBD.	Group Manager Infrastructure in consultation with the Infrastructure Committee Chair

6.16 Planning

Description:	Delegation:
<p>To lodge submissions and further submissions on behalf of Council on:</p> <ul style="list-style-type: none"> ▪ Any proposed District Plan or variation to a proposed District Plan administered by the Council ▪ Any proposed District Plan or variation to a proposed District Plan administered by any other Council ▪ Any Council initiated or privately initiated change to a District Plan administered by the Council ▪ Any Council initiated or privately initiated change to a District Plan administered by any other Council ▪ Any notice of requirement for a heritage order ▪ Any notice of requirement for a designation ▪ Any proposed Regional Plan or variation to a proposed Regional Plan, or on any change to a Regional Plan ▪ Any proposed Policy Statement administered by the Council or by any other Council ▪ Any matter lodged with the Environmental Protection Authority ▪ Any consultation documents relating to resource planning and management. 	Group Managers



This delegation is required to be reported to Council at the next available opportunity to allow for the council to review and endorse the submission.	
Authority to require payment of financial contributions	Team Leader Consents and Compliance Infrastructure Planner
Authority to authorise the recovery of reasonable costs in relation to the monitoring of Resource Consent, District Plan, Resource Management Act and National Environmental Standard compliance.	Resource Consent Monitoring Officer Subdivision and Compliance Officer
Authority to reduce the application fee for Resource Management administration as shown in the Council's Schedule of Fees and Charges.	Team Leader Consents and Compliance
Power to refund fees in respect of withdrawn applications in proportion to the remainder less costs-incurred by the time of withdrawal and to authorise the refunding of monitoring charges imposed under Councils fees and charges where an application has been refused.	Team Leader Consents and Compliance
The authority to make grants from the Built Heritage Protection Fund and the Significant Natural Areas Fund. All grants have to accord with fund criteria adopted by Council.	District Planning Manager
Authority to agree the amount of compensation for esplanade strips, access strips and esplanade reserves.	Parks and Recreation Manager

6.17 Property

Description:	Delegation:
Rental of Council houses to members of public and employees.	Manager of Property Services & Client Representative
Authority to enter into new leases for Council properties on the following basis: <ul style="list-style-type: none"> • That the length of the lease be not more than five years including renewals • That the value of the property be not more than \$200,000. 	Manager of Property Services & Client Representative
Authority to enter into new leases for Council properties on the following basis: <ul style="list-style-type: none"> • That the length of the lease be not more than ten years including renewals 	Group Manager Commercial and Strategy
Authority to enter into new leases for Council properties greater than 10 years.	Group Manager Commercial and Strategy.
Termination of tenancies of Council property for non-compliance with tenancy agreements.	Manager of Property Services & Client Representative
Authority to enter renewals of leases where Council is bound to renew.	Manager of Property Services & Client Representative
Authority to approve allocation of community buildings and facilities.	Group Manager Community and Cultural Services Director User Experience and Community Engagement



Authority to act on Council's behalf in all aspects of housing tenancy agreements.	Manager of Property Services & Client Representative
Authority to require a bond for the use or rental of a Council property.	Group Managers Manager of Property Services & Client Representative
Authority to enter into and complete sale and purchase agreements and other relevant documentation when such transactions have been previously approved by Council.	Group Manager Commercial and Strategy
Authority to approve permanent residency at the Rangitata Huts including any special circumstances or conditions.	Manager of Property Services & Client Representative
Authority to consider Resource Consent applications where the Council is an adjoining landowner, including whether the application has an effect on Council's operations.	Group Managers
Authority to grant approval for Remotely Piloted Aircraft to fly over Council properties.	Parks and Recreation Manager Airport Operations and Safety Manager
Authority to approve events with pyrotechnics, bonfires and sky lanterns including the requirement for bonds and insurance and reparation in the event of damage.	Art Gallery Manager Museum Director Recreation Facilities Manager Libraries Manager Parks and Recreation Manager Manager of Property Services & Client Representative Environmental Compliance Manager Land Transport Manager
Authority to enter into other agreements and instruments in relation to Council property including but not limited to easements, covenants, encumbrances, caveats and esplanade strip agreements subject to any express limits set out in this policy.	Chief Executive

6.18 Refuse and Recycling/ Waste Minimisation

Description:	Delegation:
Authority to close refuse areas due to adverse weather conditions.	Waste Manager Contractor's Branch Manager in consultation with Waste Manager

6.19 Roads

Description:	Delegation:
Authority to set fees and charges for inspection and repair of service authority trenches.	Land Transport Manager
Authority to approve new vehicle entrances on to roads and limited access roads and/or alter the location of existing approved entrance ways.	Roading Technician Roading Compliance Officer Roading Corridor Technician



Authority to approve the imposition of no-parking restrictions of up to 25m length for where these are necessary for road safety reasons or because of restricted carriageway or traffic-lane widths.	Land Transport Manager Transportation Team Leader Roading Network Team Leader
Authority to approve encroachment on to road reserves.	Land Transport Manager
Installation and variation of no stopping lines, give way, stop and other regulatory signs including approval of erection of road and traffic signs.	Transportation Team Leader
Road Naming.	Environmental Services Committee
Certification of Works by Council.	Land Transport Manager
Serving "Notice to Fix" non-compliant and non-approved vehicle crossings.	Land Transport Manager
Authority to put up and take down Christmas decorations and lighting.	Land Transport Manager

6.20 Signage

Description:	Delegation:
Authority to take appropriate action to control the display of advertising signs in a public place.	LTU Bylaws Officer
Authority to approve the erection of hoardings for election campaigns and enforcement as necessary.	Environmental Compliance Manager
Authority to approve dispensations from Bylaws relating to requirements for the erection of signs.	Group Manager Environmental Services
Authority to approve all matters relating to signs on the Church Street Bridge.	LTU Bylaws Officer

6.21 Sponsorship from Corporates and Other Policy

Description:	Delegation:
Naming Rights	Council
Acknowledgements of sponsorship	Group Managers Directors
All other sponsorships	Group Managers Directors
Make applications to external organisations to support Council owned community facilities and services where naming rights are not provided.	Group Managers Directors

6.22 Street Appeals and Sales

Description:	Delegation:
To authorise appeals to the public for financial assistance where that appeal is conducted from a public place by a charitable or community service organisation.	LTU Bylaws Officer
To authorise sale of products, raffles etc. on Streets.	Environmental Compliance Manager



6.23 Street Furniture and Signage

Description:	Delegation:
Authority to approve the design and positioning of street furniture, including bus shelters.	Transportation Team Leader
Authority to approve erection of directional signs.	Transportation Team Leader Roading Network Team Leader
Authority to approve outdoor furniture and commemorative trees.	Parks and Recreation Manager Land Transport Manager

6.24 Street Parades

Description:	Delegation:
Authority to permit street parades and rallies on public places.	Roading Corridor Technician

6.25 Street Trees

Description:	Delegation:
Removal of healthy, mature or high profile trees.	Infrastructure Committee
Removal of dead, diseased, damaged or unsafe trees.	Land Transport Manager Parks and Recreation Manager
Tree planting in streets not previously planted.	Land Transport Manager Parks and Recreation Manager
All other removals and subsequent replanting of trees.	Land Transport Manager Parks and Recreation Manager

6.26 Submissions

Description:	Delegation:
Submissions to central government and other external agencies where the content of the submission aligns with the responsibility of the standing committee. Submissions may be approved by the Chair and Deputy Chair where timeframes do not allow for approval by the Standing Committee or Council.	Chair/Deputy Chair Mayor/Deputy Mayor

6.27 Voting

Description:	Delegation:
Authority to cast a vote on behalf of the Council where Council has voting rights.	Mayor or any Councillor or the Chief Executive where delegated by the Mayor

6.28 Vehicle Offences

Description:	Delegation:
Functions and duties related to vehicle parking and other stationary vehicle offence enforcement (TDC Bylaw).	Parking Officer



6.29 Water Services

Description:	Delegation:
Authority to impose restrictions on the use of water on those public supplies operated and administered by the Council.	Drainage and Water Manager
Authority to consider Resource Consent applications affecting a drinking water supply protection zone, including whether the application has an effect on Council’s operations.	Water Services Operations Engineer
Certification of Works by Council.	Drainage and Water Manager
Serving “Notice to Fix” for non-compliant sewer, stormwater and water pipework and fillings.	Drainage and Water Manager
Authority to approve the erection of Water Restriction signs.	Drainage and Water Manager



7 Delegations by Position

Position

7.1 Administration Support User Experience and Community Engagement

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.2 Adult Services Team Leader

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.3 Airport Operations and Safety Manager

[Airport Authorities Act 1966](#)

Section	Description
4	Power (as airport authority) to improve, maintain, operate, or manage an airport; Power (as airport authority) to enter into and carry out any agreement or arrangement necessary for the exercise of any power or function conferred; Duty (as airport authority) to operate or manage airports as a commercial undertaking.

[Timaru District Consolidated Bylaws \(General\)](#)

Chapter	Description
19	Airport Charges

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to enter into agreements with other local authorities to share costs for asset maintenance.

Authority to implement Bylaws – Chapter 19 – Airport Charges.

Non-statutory

Authority to enter into agreements with other local authorities to share costs for asset maintenance and/or operations.

To authorise general advertising.

Authority to grant approval for Remotely Piloted Aircraft to fly over Council properties.



7.4 Animal Control Officer

[Timaru District Consolidated Bylaws \(General\)](#)

Chapter	Description
2	Public Places
6	Control of Dogs
17	The keeping of Animals, Poultry and Bees

[Dog Control Act 1996](#)

Section	Description
<u>14</u>	Powers of entry.
<u>15</u>	Power of dog control officer or dog ranger to feed and shelter dogs.
<u>17</u>	Power to seize dog.
<u>19, 19A</u>	Powers of dog control officer or dog ranger to obtain information.
<u>21</u>	Power to classify probationary owners.
<u>23A</u>	Power to require an owner to undertake a dog owner education program or a dog obedience course (or both).
<u>25</u>	Power to disqualify a person from being the owner of a dog.
<u>28</u>	Power to extend any period of disqualification.
<u>30</u>	Requirement to maintain records and provide information.
<u>31, 33A</u>	Power to classify dangerous or menacing dogs.
<u>36A</u>	Power to issue instructions relating to the making available of a dog for verification that it has been implanted with a functioning microchip transponder.
<u>40</u>	Power to require statement of claim regarding working dogs.
<u>42</u>	Power to seize and impound unregistered dogs.
<u>46</u>	Power to issue a replacement label or disc
<u>50</u>	Power to seize and impound dogs not wearing proper label or disc.
<u>55</u> (excluding subsection 3)	Power relating to barking dogs
<u>56</u>	Power to remove barking dog causing distress.
<u>57</u>	Power to seize and destroy dogs attacking persons or animals
<u>57A</u>	Dogs rushing at persons, animals or vehicles under Section 57A for the purposes of enforcement of this Act.
<u>59</u>	Power to seize or destroy dog at large in vicinity of protected wildlife.



60	Power to Seize or destroy a dog running at large among stock or poultry.
64	Power to seize a dog where order made for destruction
65, 66	Power to issue infringements under the Act.
69	Power to impound and dispose of any dog.
70	Custody requirements of dog removed for barking
71	Power to exercise all of the Council's powers (retention of dog threatening public safety).
71A	Power to dispose of seized dog
72A	Retain custody of a dog or seize a dog released in breach of section 72.

[Impounding Act 1955](#)

Section	Description
8	All the duties of a ranger.
32	Declare any fenced paddock a temporary pound with the consent of the occupier and appoint a keeper and fix a notice setting out specified information.
35	Stock straying on roads may be impounded in a temporary pound.
36	Recovery of stock that escapes while being taken to a pound.
38	Power to issue notice regarding wild stock trespassing on land and sell the stock if not removed.
42	Power to dispose of wild stock straying on roads.
46	Obligation to give notice of stock impounded.
47	Power to authorise stock to be detained until all charges are paid.
49	Obligation to sell stock not claimed via auction.
52	Authority to destroy worthless or suffering animals.

[Local Government Act 2002](#)

Section	Description
171, 173, 174 and 181	To be an authorised officer to act and enter private land.
172, 178, 182	Power of entry for enforcement purposes and require certain information.

[Non-statutory](#)

All powers, duties & responsibilities regarding stock (bylaws).



7.5 Aquatic Operations Team Leader

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.6 Art Gallery Manager

Trespass Act 1980

Section	Description
3&4	Trespass after warning
5	Authorised to deliver warnings.

Non-statutory

Authority to use Art Gallery for exhibitions and functions.

Authority to obtain legal opinions and engage solicitors.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Authority to approve events with pyrotechnics, bonfires and sky lanterns including the requirement for bonds and insurance and reparation in the event of damage.

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to issue credit notes.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$3,000.

7.7 Asset Management Systems Analyst

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.8 Biodiversity Officer

Financial Delegations

Refer to doc#1417286 for financial delegation register



7.9 Building Administration Assistant

[Building Act 2004](#)

Section	Description
45	To determine the adequacy of information received with a building consent application or an application for an amended building consent, and require further information on the application.
216-218	The duty to keep all records relevant to the administration of the Building Act and to provide access to that information to the public.

7.10 Building Compliance Monitoring Officer

[Building Act 2004](#)

Section	Description
162D	To inspect and determine that residential pools have barriers to restrict access.
216-218	The duty to keep all records relevant to the administration of the Building Act and to provide access to that information to the public.
222	To be an authorised officer to inspect building work.
224	The duty of authorised and warranted officers to carry and produce evidence when required.

7.11 Building Compliance Officer

[Amusement Devices Regulations 1978](#)

Section	Description
R23	Power of entry.

[Building Act 2004](#)

Section	Description
90	The power to inspect any land and building work and enter any premises for the purpose of inspection and be an “authorised agent or officer”.
96	To determine whether to grant or refuse an application for a certificate of acceptance.
97-98	Power to determine information required and to require further information on an application for a certificate of acceptance.
100-103, 108	Authority to consider and implement all aspects relating to compliance schedules, building warrants of fitness and approval of Independent Qualified Persons.
106, 107, 109	Power to amend a compliance schedule.



110	To require production of annual written reports on compliance schedules.
111	Power to inspect buildings under compliance schedules and specified systems.
124-130	Authority to take action in relation to dangerous, affected and insanitary buildings.
167	The power to inspect the building work to which any notice to fix relates, to confirm whether or not the notice to fix has been complied with, and to issue any notices with reasons.
216-218	The duty to keep all records relevant to the administration of the Building Act and to provide access to that information to the public.
222	To be an authorised officer to inspect building work.
224	The duty of authorised and warranted officers to carry and produce evidence when required.

[Health Act 1956](#)

Section	Description
41	Power to require owners or occupiers to cleanse property.

[Sale and Supply of Alcohol Act 2012](#)

Section	Description
100 (f)	Provide building code information for the issue of a licence.

7.12 Building Control Manager

[Building Act 2004](#)

Section	Description
58 –59 & 63	The duty to make payments and certify in respect of levies to the Ministry of Business Innovation & Employment (MBIE)
62	The power to recover unpaid levies from applicants.
133BA-BZA	Authority to perform functions and exercise powers for the management of buildings affected by an emergency.
177	To apply to the Chief Executive of the Ministry for a determination.
180	To withdraw any application for a determination.
189	To apply for the clarification of a determination.
215	Duty to obtain accreditation and be registered.
238,212	General Building Consent Authority responsibilities
239	Provide information to the Chief Executive of MBIE
240	To impose fees and collect levies



375	The power to prosecute offences.
377	The power to lay an information for an offence under section 377.

[Building Research Levy Act 1969](#)

Section	Description
9	The duty to make payments and certify in respect of levies to the Building Research Association of New Zealand.

[Local Government Act 2002](#)

Section	Description
171 , 173 , 174 and 181	To be an authorised officer to act and enter private land.
172 , 178 , 182	Power of entry for enforcement purposes and require certain information.

[Unit Titles Act 2010](#)

Section	Description
32	Power to issue certificate so that a unit plan can be deposited

Non-statutory

To authorise general advertising

Authority to obtain legal opinions and engage solicitors.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to issue credit notes.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$3,000.

7.13 Building Control Officer

[Amusement Devices Regulations 1978](#)

Section	Description
R11	Power to inspect and issue a permit for amusement devices.
R23	Power of entry.

[Building Act 2004](#)

Section	Description
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19	Accept evidence of and establish compliance with the Building Code
33	To determine the adequacy of information received with an application for a PIM and require further information on an application.
34(1)	To issue PIM.
34 (4)	To determine if any PIM already issued contains an error or omission, or determine if any information received affects that PIM, and re- issue the PIM.
37	The attachment or uplifting of a requirement for Resource Consent under the Building Act. (Note: The decision to require (or not) a resource consent under the District Plan will be identified by the District Planning Unit.)
38	Provide copy of PIM to network utility operator or statutory authority in certain circumstances
39	To advise Heritage New Zealand of certain applications.
45A	To make minor variations to building consents
47	To provide a copy of certain applications to the Fire & Emergency NZ (FENZ) and receive any response.
48	To process building consent applications.
49	The authority to grant a building consent subject to receipt of fees and any levy payable.
51	The authority to issue a building consent.
70	The duty to receive applications for energy work.
72	Authority to grant any building consent where the building work will not accelerate, worsen, or result in a natural hazard.
90	The power to inspect any land and building work and enter any premises for the purpose of inspection and be an “authorised agent or officer”.
91-95A	To determine all matters in relation to whether a code compliance certificate will be issued, including requiring further information, and issue code compliance certificates.
96	To determine whether to grant or refuse an application for a certificate of acceptance.
97-98	Power to determine information required and to require further information on an application for a certificate of acceptance.
100-103, 108	Authority to consider and implement all aspects relating to compliance schedules, building warrants of fitness and approval of Independent Qualified Persons.
103	To identify any specified systems that may be in a building.
104	Building Consent Authority must notify territorial authority of issue of compliance schedule.



106, 107, 109	Power to amend a compliance schedule.
110	To require production of annual written reports on compliance schedules.
111	Power to inspect buildings under compliance schedules and specified systems.
112	To determine all matters in relation to alterations to an existing building, that will not comply fully with the relevant provisions of the building code.
113	Authority to determine conditions of a building consent in relation to buildings with specified intended lives.
167	The power to inspect the building work to which any notice to fix relates, to confirm whether or not the notice to fix has been complied with, and to issue any notices with reasons.
216-218	The duty to keep all records relevant to the administration of the Building Act and to provide access to that information to the public.
222	To be an authorised officer to inspect building work.
224	The duty of authorised and warranted officers to carry and produce evidence when required.
362W- 363C	To determine all matters in relation to occupation of public buildings or buildings intended to be open to the public on payment or otherwise prior to the issue of a code compliance certificate, including requesting further information, determining conditions and issuing Certificates For Public Use, the power to issue certificates for public use.

[Local Government Act 2002](#)

Section	Description
171, 173, 174 and 181	To be an authorised officer to act and enter private land.
172, 178, 182	Power of entry for enforcement purposes and require certain information.

[Sale and Supply of Alcohol Act 2012](#)

Section	Description
100 (f)	Provide building code information for the issue of a licence.

7.14 Chief Executive Airport

[Airport Authorities Act 1966](#)

Section	Description
3	Power (as local authority) to carry on airports and any subsidiary business or undertaking with prior consent of Governor-General.



4A & 4B	Duty (as airport authority) to consult with every substantial customer in respect of any fixing/altering charges in the absence of written consent.
6	Power to grant a lease (for a period not exceeding 5 years or less) of any land, buildings, or installations vested in the airport authority subject to certain conditions; Duty (as airport authority) to consult and have regard to the directions of the Civil Aviation Authority of New Zealand
9	Duty (as airport authority) to pay unclaimed proceeds of sale of lost property and money into such bank account kept by the authority

[Trespass Act 1980](#)

Section	Description
3&4	Trespass after warning
5	Authorised to deliver warnings.

[Financial Delegations](#)

Refer to doc#1417286 for financial delegation register

Authority to waive fees and charges, in extenuating circumstances, not specified elsewhere.

7.15 Chief Financial Officer

[Dog Control Act 1996](#)

Section	Description
9	Requirement to retain funds obtained under the Act and apply for authorised purposes only under the Act.

[Local Government \(Rating\) Act 2002](#)

29	Authority to determine Objections to the Rating Information Database.
39	Authority to determine objections to rate records.
61,62	Authority to recover rates in default
67	Appointment of principal administrative officer with power to have judgements of the court enforced by the court.
85-90, 114-115	Power to remit or postpone rates pursuant to Council rates remission and postponement policy.
99	Authority to apply for charging orders on rateable Maori freehold land for unpaid rates.
108	Appointment of principal administrative officer with power to have judgements of the court enforced by the court.

[Rating Valuations Act 1998](#)

10	Duty to prepare and maintain district valuation roles.
11-13	Powers regarding general revaluations.
14-17	Powers regarding specific revaluations during the currency of a general revaluation.
32-40	Objections to valuations.



41-42	Powers for information to be disclosed.
43	Power to obtain contribution to the cost of preparing and maintaining the valuation role from the regional council.
45	Provides authorisation for entry onto private property to carry out valuations.
Reserves Act 1977	
78-80, 84-85A, 89-92	Financial powers and duties regarding reserves.

Non-statutory

Maintain register of Credit Card Holders

With prior approval of Group Manager Commercial and Strategy or Chief Executive, authority to operate Emissions Unit Register.

With prior approval of Group Manager Commercial and Strategy, authority to execute carbon transactions.

Authority to obtain legal opinions and engage solicitors.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Financial Delegations

Refer to doc#1417286 for financial delegation register

Collection and transfer of funds, not subject to limits in 4.2.

The writing off of debts considered to be bad or uncollectible up to the value of \$2,000

Authorised to operate Timaru District Council Mayor’s Welfare accounts.

Acquire, purchase or forfeiture of bonds (partial or total).

Authority to appoint independent advisor.

Authority to approve interest rate risk management instruments.

Management of borrowings in accordance with the Liability Management Policy.

Authority to negotiate terms and conditions of borrowings.

Authority to negotiate, agree and execute all documents and taking all actions as they consider necessary or desirable for the purpose of giving effect to any borrowing or incidental arrangement and any security which may be given in respect thereof.

Enter into any arrangement for payment of a debt (excluding rates) owed to Council over a period.

Authority to close customer accounts due to non-payment.

Authority to institute legal proceedings for recovery of debts owed to Council.



In consultation with Group Manager Commercial and Strategy or Group Manager Infrastructure, authority to discontinue or restrict any service for non-payment and authorise resumption of service where appropriate.

Authority to enter into Foreign Exchange contracts to minimize the effects of foreign exchange fluctuations.

Authority to negotiate loan interest rates and terms with brokers and/or lending institutions for loans raised by Council.

Authority to approve interest rate risk management instruments.

Make any oath or declaration in regard to Council's financial affairs.

Authority to arrange overdraft facilities up to statutory limit.

Authority to postpone rates or remit rates in accordance with the Council's rates remission and postponement policy.

Amend any entries in the valuation roll or the Council's rating records which are the result of an error or which are no longer correct as a result of changed circumstances.

Authority to apply to the Valuer General for valuation equalisation certificates for ratings purposes.

7.16 Chief Information Officer

Non-statutory

Authority to obtain legal opinions and engage solicitors.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to issue credit notes.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$3,000.

7.17 Climate Change Manager

Non-statutory

To authorise general advertising

Authority to obtain legal opinions and engage solicitors.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Financial Delegations

Authority to enter into agreements with other local authorities to share costs for asset maintenance and/or operations.

Authority to issue credit notes.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$3,000.

7.18 Collections Curator

Non-statutory

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

7.19 Water Community Engagement Advisor

Non-statutory

To authorise general advertising.

7.20 Communications Manager

Non-statutory

To authorise general advertising.

To authorise media releases.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to issue credit notes.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$3,000.

7.21 Community Advisor

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.22 Corporate Planner

Non-statutory

To authorise general advertising.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.23 Curator of Document History

Non-statutory



To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.24 Curator of Social History

Non-statutory

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.25 Customer Services Manager

Arts Council of New Zealand Toi Aotearoa Act 2014

Section	Description
	The allocation of funds to community arts projects

Burial and Cremation Act 1964

Section	Description
<u>50</u>	Burials to be registered and a register maintained.

Dog Control Act 1996

Section	Description
<u>35A</u>	Power to supply information for purposes of the National Dog Data Base.

Non-statutory

To authorise general advertising

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to close customer accounts due to non-payment.

Together with Chairperson Donations and Loans Subcommittee authority to determine applicants to be interviewed in support of grant applications.

Authority to issue credit notes.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$3,000.



7.26 Customer Services Officer

Local Government (Rating) Act 2002

Section	Description
37	Keep and maintain rates records.

Rates Rebate Act 1973

Section	Description
5-7	Provide for receiving an application of rebate of rates and verifying application for completeness.
13	Power to receive declarations.

Non-statutory

Authority for all hall, stadium, motor camp and theatre bookings

Financial Delegations

Enter into any arrangement for payment of a rates debt owed to Council within the current rating year
Remission of penalties in accordance with the Council’s rates remission and postponement policy.

7.27 Customer Services Team Leader (Recreation and Cultural Services Group)

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.28 Customer Services Team Leader (User Experience and Community Engagement)

Dog Control Act 1996

Section	Description
39	Power to remit, reduce or refund dog control fees or part thereof.

Local Government (Rating) Act 2002

Section	Description
57, 58	Power to add penalties for rates not paid by the due date.

Rates Rebate Act 1973

Section	Description
6-8	Power to approve refunds for excess rate payments.
9	Provides for application to Secretary for Local Government for refund of rebates granted.
11A	Seek advice of Secretary for Local Government as to application for rebates or refunds.



Non-statutory

Authority for all hall, stadium, motor camp and theatre bookings

Financial Delegations

Refer to doc#1417286 for financial delegation register

Enter into any arrangement for payment of a rates debt owed to Council beyond the current rating year.

7.29 Development Manager

Building Act 2004

Section	Description
36	To issue a development contribution notice.

Non-statutory

Authority to obtain legal opinions and engage solicitors.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to issue credit notes.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$3,000.

7.30 Director Engagement and Culture

Local Government Act 2002

Section	Description
249	Authority to act in proceedings.

Local Government Official Information and Meetings Act 1987

Section	Description
5	Power to determine availability of information.
6	Power to determine withholding of information.
7	Other reasons for withholding official information.
10	Requests for official information.
11	Assistance with requesting information.
12	Transfer of requests.
13	Decisions on requests.



14	Extension of time to provide official information.
15	Power to determine the manner of presenting information.
16	Power to determine deletions of some information from documents.
17, 18	Refusal of requests for information.
24	Precautions regarding access to personal information.
25	Correction of information.
26	Refusal to supply personal information.
33	Requirement to notify decision of ombudsman.
46	Public notification of meetings.
46A, 49, 51	Availability of agendas, reports and minutes.

Smoke-free Environments Amendment Act 2003

Section	Description
5	Duty of employers to have a policy on smoking.

Trespass Act 1980

Section	Description
3&4	Trespass after warning
5	Authorised to deliver warnings.

Non-statutory

In consultation with relevant Group Manager of Director, Issuing of any disciplinary action against a member of staff (verbal, written warnings and final written warnings, but not dismissal).

In consultation with relevant Group Manager of Director, demotion of a staff member.

Authority to obtain legal opinions and engage solicitors.

To authorise general advertising.

Approval to recruit for a staff vacancy in approved role.

To authorise media releases.

Acknowledgements of sponsorship.

All other sponsorships.

Make applications to external organisations to support Council owned community facilities and services where naming rights are not provided.

Financial Delegations

Refer to doc#1417286 for financial delegation register



Authority to reallocate budget across and within group and their activities and directorates respectively provided that the “net cost of services” for the group or directorate does not increase. To be reported to Council as part of the Projected Actual Budget revision.

Authority to make donations/koha. Donations must be within Annual Plan/Long Term budgets and not exceeding \$1,000 per donation.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$5,000.

7.31 Director User Experience and Community Engagement

Arts Council of New Zealand Toi Aotearoa Act 2014

Section	Description
18(2)	Consenting to be a representative of the local authority to be a member of the Community Arts Council
18(2)b	Making a grant under section 18(2)(b)

Local Government Act 2002

Section	Description
249	Authority to act in proceedings.

Local Government Official Information and Meetings Act 1987

Section	Description
5	Power to determine availability of information.
6	Power to determine withholding of information.
7	Other reasons for withholding official information.
10	Requests for official information.
11	Assistance with requesting information.
12	Transfer of requests.
13	Decisions on requests.
14	Extension of time to provide official information.
15	Power to determine the manner of presenting information.
16	Power to determine deletions of some information from documents.
17, 18	Refusal of requests for information.
24	Precautions regarding access to personal information.
25	Correction of information.
26	Refusal to supply personal information.



33	Requirement to notify decision of ombudsman.
46	Public notification of meetings.
46A, 49, 51	Availability of agendas, reports and minutes.

Trespass Act 1980

Section	Description
3&4	Trespass after warning
5	Authorised to deliver warnings.

Non-statutory

Authority to set hours of operation for Council facilities such as:

- Art Gallery
- Museum
- Libraries
- Service Centres
- Swimming Pools
- Cemeteries
- Parks
- Aorangi Stadium

Authority to obtain legal opinions and engage solicitors.

To authorise general advertising.

Approval to recruit for a staff vacancy in approved role.

To authorise media releases.

Acknowledgements of sponsorship.

All other sponsorships.

Make applications to external organisations to support Council owned community facilities and services where naming rights are not provided.

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to amend Sport and Recreation Loan and Community Development Loan payment dates by up to 6 months.

Authority to establish and discharge security agreements associated with loans advanced by the Council.



Together with Libraries Manager and Chair of Community Service Committee, authority to allocate the Russell Hervey Library Fund for the purposes of the Timaru District Library.

Authority to reallocate budget across and within group and their activities and directorates respectively provided that the “net cost of services” for the group or directorate does not increase. To be reported to Council as part of the Projected Actual Budget revision.

Authority to make donations/koha. Donations must be within Annual Plan/Long Term budgets and not exceeding \$1,000 per donation.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$5,000.

7.32 District Planning Manager

Local Government Act 1974

Section	Description
348	Council’s powers and functions in respect of private ways.

Local Government Act 2002

Section	Description
171 , 173 , 174 and 181	To be an authorised officer to act and enter private land.
172 , 178 , 182	Power of entry for enforcement purposes and require certain information.

Resource Management Act 1991

Section	Description
39B	Appointment of commissioner to hearings
87E , 87F , 87G	Power to determine Council position on a request for direct referral, prepare reports and provide information to Environment Court
99 and 99A	The power to invite or require parties to attend pre-hearing meetings. The power to refer parties to mediation.
168A	Power to determine whether to publicly notify Council’s notice of requirement for a designation, and to either confirm, modify, impose conditions or withdraw the requirement
169	Power to determine whether to publicly notify a notice of requirement for a designation
171	The making of a recommendation on a notice of requirement for a designation.



189A	Power to determine whether to publicly notify Council’s notice of requirement for a heritage order and power to make decision on Council’s notice of requirement for a heritage order.
191	
334	The authority to apply for a warrant for entry for search.
335	The power to direct and execute a warrant for entry for search.
338	The power to commence and manage a prosecution for an offence against the RMA.
Sch. 1, Part 1, CI 20A	Power to amend an operative policy statement or plan to correct minor errors
	The signing of consent orders in respect of a resource consent appeal or on an appeal in respect of a plan change. Before signing the consent order, the delegate shall consult with the Chairperson of the Environmental Services Committee.
RMA	All RMA functions, powers or duties not otherwise delegated to any committee,

[Search and Surveillance Act 2012](#)

Section	Description
Part 4, Subpart 3 – Search Warrants	The authority to apply for and execute a search warrant.

[Unit Titles Act 2010](#)

Section	Description
32	Power to issue certificate so that a unit plan can be deposited

Non-statutory

To authorise general advertising

Authority to obtain legal opinions and engage solicitors.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

The authority to make grants from the Built Heritage Protection Fund and the Significant Natural Areas Fund. All grants have to accord with fund criteria adopted by Council.

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to issue credit notes.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$3,000.



7.33 Drainage and Water Manager

Health Act 1956

Section	Description
69K-69L, 69N	Duty to register drinking water supplies, review, update and remove details.
69T	Duty to take action where risk to water is actual or foreseeable.
69Z, 69ZC-69ZG	Duty to prepare and implement a water safety plan in relation to the drinking water supply, to review/renew plans, keep and make available records of plans, to investigate complaints, to take remedial action if standards breached, and assist drinking water assessors and officers.
69ZH	Duty to provide information if additional residential connections may compromise ability to supply water.
69ZW	Review of decisions of drinking water assessors.
69ZZD	Duty to comply with requirements of a designated officer acting under emergency powers.
69ZZI	Duty to comply with a compliance order.
69ZZQ	Duty to supply water to a registered or authorized supplier as a carrier.

Local Government Act 2002

Section	Description
171, 173, 174 and 181	To be an authorised officer to act and enter private land.
172, 178, 182	Power of entry for enforcement purposes and require certain information.
193	Power to restrict water.

Public Works Act 1981

Section	Description
237	Power to approve excavations near public works.

Resource Management Act 1991

Section	Description
330	Emergency works and power to take preventive or remedial action.

Timaru District Consolidated Bylaws (General)

Chapter	Description
16	Water Races

Non-statutory

Authority to obtain legal opinions and engage solicitors.



To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Authority to impose restrictions on the use of water on those public supplies operated and administered by the Council.

Certification of Works by Council.

Serving "Notice to Fix" for non-compliant sewer, stormwater and water pipework and fillings.

Authority to approve the erection of Water Restriction signs.

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to recover costs in respect of damage to Council assets.

Authority to enter into agreements with other local authorities to share costs for asset maintenance and/or operations.

Authority to issue credit notes.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$3,000.

7.34 Drainage Technician

[Timaru District Consolidated Bylaws](#) (General)

Chapter	Description
15	Water Services

[Local Government Act 2002](#)

Section	Description
171 , 173 , 174 and 181	To be an authorised officer to act and enter private land.
172 , 178 , 182	Power of entry for enforcement purposes and require certain information.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.35 Emergency Management Advisor

[Civil Defence Emergency Management Act 2002](#)

Section	Description
64	Obligation to plan and provide for Civil Defence Emergency Management in the district.



Non-statutory

To authorise general advertising.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to issue credit notes.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$3,000.

7.36 Environmental Compliance Manager

Animal Welfare Act 1999

Section	Description
139	Obligation to destroy sick, diseased or injured animals.
173	Power to recover costs from owner or person in charge of animal.

Timaru District Consolidated Bylaws (General)

Chapter	Description
3	Trading in Public Places
4	Liquor Ban in Public Places
18	Health Protection – Pools, Beauty Facilities, Skin Piercing and Tattooing

Camping-Grounds Regulations 1985

Section	Description
3	Issue, renew and transfer licences, permits or registrations.
14	Grant Certificates of exemption

Dog Control Act 1996

Section	Description
10A, 10AA	Requirement to adopt a policy about dogs and annually report on the policy and other matters.
11	The power to appoint a dog control officer.
12	Power to appoint dog rangers.
32	Authority to approve disposal of a dangerous dog.



33C, 33ED	Power to classify dogs as dangerous or menacing by breed or type as listed in schedule 4.
33E	The power to exempt any dog or class of dog classified as menacing from the muzzling or control requirements in public places.
34	Requirement to keep and maintain a register of dogs.
35	Power to provide register information and to determine whether or not a dog should be delivered into custody of a Dog Control Officer or Dog Ranger.
35A	Power to supply information for purposes of the National Dog Data Base.
39	Power to remit, reduce or refund dog control fees or part thereof.
55	Power to consider objections re barking dogs

[Food Act 2014](#)

Section	Description
	All powers, functions and duties under the Food Act 2014.
54	Authority to refuse to process an application for registration.
55	Authority to require further information to be provided.
57	Authority to refuse to register a food control plan.
60	Authority to impose conditions on registration of a food control plan.
62, 63	Authority to suspend all or any operations under a registered food control plan and extend the suspension if considered necessary.
67	Authority to cancel the registration of a food control plan.
84	Authority to refuse to process an incomplete application for registration.
85	Authority to require an applicant to supply further information.
89	Authority to impose conditions on registration of a food business.
90, 91	Authority to suspend all or any operations of a registered food business that is subject to a national programme and extend the suspension if considered necessary.
95	Authority to cancel the registration of a food business that is subject to a national programme.
219	Power to issue and cancel infringement notice
294	Verifiers' rights of access and verifier powers.
296	Power of food safety officers.
299	Powers to facilitate entry, search and seizure.



300, 301, 302, 304, 305	Powers gather information, examine, issue notices, and give directions.
306, 307, 308	Power to seize, condemn and require disposal, restrict use or close place.
310, 311, 312	Power to enter and test samples.

[Food Regulations 2015](#)

Section	Description
R103	Power to issue corrective actions and verification
R106	Power to decide on verification decision
Part 7 R145	Infringement Offences
Schedule 2	Infringement Offences and fees

[Gambling Act 2003](#)

Section	Description
98-100	Power to receive and process consent applications pursuant to the Timaru District Council Gambling Venue Policy.

[Hazardous Substances and New Organisms Act 1996](#)

Section	Description
12	Powers, functions and duties of enforcement officers.
97	Authority to appoint warranted district hazardous substances officer.
98	To take enforcement action under the HSNO Act.
100	Appointment of enforcement officers.
103	Powers of entry for inspection.
104	Compliance Orders.
112	Infringement notices.
119	Search warrants.
136	Declaration of emergency.
137	Emergency powers.

[Health Act 1956](#)

Section	Description
23	Duty and powers to improve, promote and protect public health within the district.
28	Appointment of Environmental Health Officers



29-35	Authority to issue notices.
34	Power to enter premises to abate nuisance, without notice to occupier.
42	Engineer or any other officer of a local authority duly authorised may certify that dwelling-house unfit for human habitation and Territorial Authority has power to require repair or issue a closing order.
54	Grant consent for offensive trade.
58	Grant consent for stock sale-yards.
81	Authority to require disinfection of premises.
82	Obligation to disinfect and cleanse when ordered to do so by the Medical Officer of Health.
83	Power to destroy articles that cannot be effectively disinfected.
86	Duty to cause bodies to be buried when required by Medical Officer of Health.
121	Regulations regarding the appointment of Environmental Health Officers.
128	Power of entry to inspect and execute work.
134	Failure to disclose name of owner or occupier.

[Health \(Hairdressers\) Regulations 1980](#)

Section	Description
R3	Issue Certificates of Registration for hairdressers.

[Health \(Infectious and Notifiable Diseases\) Regulations 2016](#)

Section	Description
R11	Coordination of Environmental Health Officers and Medical Officers of Health

[Health \(Registration of Premises\) Regulations 1966](#)

Section	Description
R5	Certificate of Registration
R9	Provisions for Revocation of Registration

[Health \(Burial\) Regulations 1946](#)

Section	Description
4	Requirement of registrations
Part 4 (20 , 21 , 22,23,24)	Inspection and requirements for mortuaries



Impounding Act 1955

Section	Description
3	Duty to provide and maintain a public pound and provide for separate holding of infected stock.
4	Provision for joint pound administration.
5	Requirement to give public notice of location of pound.
6	Requirement to erect and maintain a notice board providing particulars.
8, 9, 10, 11	Obligation to appoint pound-keeper and power to appoint a deputy and remove or suspend the pound-keeper and publicly notify these actions.
12	Pounds to be kept clean and in good order and stock to be provided sufficient food, water, care and attention.
13	Pound book and impounding register to be maintained and open to inspection.
14	Power to recover actual costs of providing sustenance.
43	Pound keeper to receive stock tendered for impounding.
44	Authority to approve additional site if pound is of insufficient size.
50	Power to authorise person to act as auctioneer for sale of impounded stock.
53	Power to dispose of unsold stock.
56	Power to recover any deficiency in costs from the owner of stock.

Land Transport Act 1998

Section	Description
128E	Appointment of parking wardens.

Land Transport (Infringement and Reminder Notices) Regulations 2012

Section	Description
Schedule 4	Power to review or waive stationary vehicle infringements.

Litter Act 1979

Section	Description
5(1)	Authority to appoint litter control officers.
8	Authority to appoint litter control wardens.

Local Government Act 2002

Section	Description
162	Seek injunctions restraining commission of offences and breaches of bylaws

[Resource Management Act 1991](#)

Section	Description
16	Duty to avoid unreasonable noise
22	Duty to provide information
35	Duty to gather information, monitor and keep records

[Sale and Supply of Alcohol Act 2012](#)

Section	Description
196	Authority to function as the Secretary of the District Licensing Committee.

[Search and Surveillance Act 2012](#)

Section	Description
Part 4, Subpart 3 – Search Warrants	The authority to apply for and execute a search warrant.
150, 151, 155, 156	Functions and duties associated with seized property.

Non-statutory

To authorise general advertising.

Authority to obtain legal opinions and engage solicitors.

Power to carry out or authorise any relevant actions or procedures regarding market days and special functions in shopping areas.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Authority to approve events with pyrotechnics, bonfires and sky lanterns including the requirement for bonds and insurance and reparation in the event of damage.

Authority to approve the erection of hoardings for election campaigns and enforcement as necessary.

To authorise sale of products, raffles etc. on Streets.

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to waive Animal Control and Parking infringement fees up to \$200.

Authority to issue credit notes.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$3,000.



7.37 Executive Assistant Commercial and StrategyFinancial Delegations

Refer to doc#1417286 for financial delegation register

7.38 Executive Assistant Environmental ServicesFinancial Delegations

Refer to doc#1417286 for financial delegation register

7.39 Executive Assistant InfrastructureFinancial Delegations

Refer to doc#1417286 for financial delegation register

Authority to open public tenders received.

7.40 Executive Assistant to MayorNon-statutory

Arrangements for Civic or Mayoral Functions.

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authorised to operate Timaru District Council Mayor's Welfare accounts.

7.41 Executive Assistant Recreation and Cultural ServicesFinancial Delegations

Refer to doc#1417286 for financial delegation register

7.42 Exhibitions CuratorNon-statutory

To authorise general advertising.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

7.43 Finance Business PartnerFinancial Delegations

Refer to doc#1417286 for financial delegation register

7.44 Finance Systems AnalystNon-statutory

Sale or trade-in of equipment or plant surplus to requirements.



Authority to write off assets that are no longer in use with a book value below \$1,000.

7.45 Geraldine Team Leader

Non-statutory

Authority for all hall, stadium, motor camp and theatre bookings

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.46 Governance Advisor

Local Government Official Information and Meetings Act 1987

Section	Description
46	Public notification of meetings.
46A, 49, 51	Availability of agendas, reports and minutes.
51A	Public notification of resolution at emergency meeting.

7.47 Governance Support Officer

Local Government Official Information and Meetings Act 1987

Section	Description
46	Public notification of meetings.
46A, 49, 51	Availability of agendas, reports and minutes.
51A	Public notification of resolution at emergency meeting.

7.48 Group Manager Commercial and Strategy

Local Government Act 2002

Section	Description
249	Authority to act in proceedings.

Local Government Official Information and Meetings Act 1987

Section	Description
5	Power to determine availability of information.
6	Power to determine withholding of information.
7	Other reasons for withholding official information.
10	Requests for official information.
11	Assistance with requesting information.



12	Transfer of requests.
13	Decisions on requests.
14	Extension of time to provide official information.
15	Power to determine the manner of presenting information.
16	Power to determine deletions of some information from documents.
17, 18	Refusal of requests for information.
24	Precautions regarding access to personal information.
25	Correction of information.
26	Refusal to supply personal information.
33	Requirement to notify decision of ombudsman.
46	Public notification of meetings.
46A, 49, 51	Availability of agendas, reports and minutes.
51A	Public notification of resolution at emergency meeting.

[Local Government \(Rating\) Act 2002](#)

Section	Description
52	Authority to determine agreeable methods of payment.
135	Authority to provide evidence of certain matters.

[Public Works Act 1981](#)

Section	Description
239	Power to remove and/or dispose of abandoned property from public works land.
240	Removal of land from persons holding illegal possessions.

Non-statutory

Authority to set hours of operation for Public Toilets.

To grant a licence to occupy up to five years.

Authority to enter into new leases for Council properties on the following basis: That the length of the lease be not more than ten years including renewals

Authority to enter into new leases for Council properties greater than 10 years.

Authority to enter into and complete sale and purchase agreements and other relevant documentation when such transactions have been previously approved by Council.

To authorise general advertising.

Authority to issue public notices as required.

Authority to approve distribution of leaflets district-wide.



Approval to recruit for a staff vacancy in approved role

Sale or trade-in of vehicles that are surplus to requirements.

Authority to write off assets that are no longer in use with a book value below \$10,000.

To authorise media releases.

To lodge submissions and further submissions on behalf of Council on:

- Any proposed District Plan or variation to a proposed District Plan administered by the Council
- Any proposed District Plan or variation to a proposed District Plan administered by any other Council
- Any Council initiated or privately initiated change to a District Plan administered by the Council
- Any Council initiated or privately initiated change to a District Plan administered by any other Council
- Any notice of requirement for a heritage order
- Any notice of requirement for a designation
- Any proposed Regional Plan or variation to a proposed Regional Plan, or on any change to a Regional Plan
- Any proposed Policy Statement administered by the Council or by any other Council
- Any matter lodged with the Environmental Protection Authority
- Any consultation documents relating to resource planning and management.

This delegation is required to be reported to Council at the next available opportunity to allow for the council to review and endorse the submission.

Authority to require a bond for the use or rental of a Council property.

Authority to consider Resource Consent applications where the Council is an adjoining landowner, including whether the application has an effect on Council's operations.

Acknowledgements of sponsorship

All other sponsorships

Make applications to external organisations to support Council owned community facilities and services where naming rights are not provided.

Financial Delegations

Refer to doc#1417286 for financial delegation register

The writing off of debts considered to be bad or uncollectible up to the value of \$5,000

Authority to discontinue or restrict any service for non-payment and authorise resumption of service where appropriate.



Authority to establish and discharge security agreements associated with loans advanced by the Council.

Authority to appoint independent advisor(s).

Authority to issue credit note.

Together with another Group Manager or the Management Accountant Authorised to operate Timaru District Council accounts.

Authority to reallocate budget across and within group and their activities and directorates respectively provided that the “net cost of services” for the group or directorate does not increase. To be reported to Council as part of the Projected Actual Budget revision.

Authority to recover costs in respect of damage to Council assets.

Enter into any arrangement for payment of a debt (excluding rates) owed to Council over a period.

Authority to institute legal proceedings for recovery of debts owed to Council.

Authority to make donations/koha. Donations must be within Annual Plan/Long Term budgets and not exceeding \$1,000 per donation.

Authority to make application to external organisations to support Council owned community facilities and services where naming rights are not provided.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$5,000.

7.49 Group Manager Environmental Services

[Dog Control Act 1996](#)

Section	Description
	All powers, functions and duties under the Dog Control Act 1996.
<u>13</u>	Requirement for officer and rangers to be warranted and provide proof of authority and evidence of identity.
<u>33</u>	Power to consent to the disposal of a dangerous dog.

[Food Act 2014](#)

Section	Description
<u>184</u>	Authority to provide files required under the Food Act to Ministry of Primary Industries.

[Health Act 1956](#)

Section	Description
	All powers, functions and duties under the Health Act 1956.



[Local Government Act 2002](#)

Section	Description
171, 173, 174 and 181	To be an authorised officer to act and enter private land.
172, 178, 182	Power of entry for enforcement purposes and require certain information.
249	Authority to act in proceedings.

[Local Government Official Information and Meetings Act 1987](#)

Section	Description
5	Power to determine availability of information.
6	Power to determine withholding of information.
7	Other reasons for withholding official information.
10	Requests for official information.
11	Assistance with requesting information.
12	Transfer of requests.
13	Decisions on requests.
14	Extension of time to provide official information.
15	Power to determine the manner of presenting information.
16	Power to determine deletions of some information from documents.
17, 18	Refusal of requests for information.
24	Precautions regarding access to personal information.
25	Correction of information.
26	Refusal to supply personal information.
33	Requirement to notify decision of ombudsman.
46	Public notification of meetings.
46A, 49, 51	Availability of agendas, reports and minutes.
51A	Public notification of resolution at emergency meeting.

[Sale and Supply of Alcohol Act 2012](#)

Section	Description
197	Power to appoint Chief Licensing Inspector and licensing inspector.



[Summary Proceedings Act 1957](#)

Section	Description
	Functions and duties related to vehicle parking and other stationery vehicle offence enforcement.

[Timaru District Consolidated Bylaws \(General\)](#)

Chapter	Description
1	Introductory and Miscellaneous

[Trespass Act 1980](#)

Section	Description
3&4	Trespass after warning
5	Authorised to deliver warnings.

Non-statutory

To set the level of infringement fees other than those set by Government Regulations.

Authority to approve dispensations from Bylaws relating to requirements for the erection of signs.

To authorise general advertising.

Authority to issue public notices as required.

Authority to approve distribution of leaflets district-wide.

Approval to recruit for a staff vacancy in approved role

Sale or trade-in of vehicles that are surplus to requirements.

Authority to write off assets that are no longer in use with a book value below \$10,000.

To authorise media releases.

To lodge submissions and further submissions on behalf of Council on:

- Any proposed District Plan or variation to a proposed District Plan administered by the Council
- Any proposed District Plan or variation to a proposed District Plan administered by any other Council
- Any Council initiated or privately initiated change to a District Plan administered by the Council
- Any Council initiated or privately initiated change to a District Plan administered by any other Council
- Any notice of requirement for a heritage order
- Any notice of requirement for a designation
- Any proposed Regional Plan or variation to a proposed Regional Plan, or on any change to a



Regional Plan

- Any proposed Policy Statement administered by the Council or by any other Council
- Any matter lodged with the Environmental Protection Authority
- Any consultation documents relating to resource planning and management.

This delegation is required to be reported to Council at the next available opportunity to allow for the council to review and endorse the submission.

Authority to require a bond for the use or rental of a Council property.

Authority to consider Resource Consent applications where the Council is an adjoining landowner, including whether the application has an effect on Council's operations.

Acknowledgements of sponsorship

All other sponsorships

Make applications to external organisations to support Council owned community facilities and services where naming rights are not provided.

Financial Delegations

Refer to doc#1417286 for financial delegation register.

Acquire, purchase or forfeiture of bonds (partial or total).

Hold, administer and discharge bonds paid to Council.

Authority to waive Animal Control and Parking infringement fees up to \$200.

Authority to issue credit note.

Together with another Group Manager or the Management Accountant Authorised to operate Timaru District Council accounts.

Authority to reallocate budget across and within group and their activities and directorates respectively provided that the "net cost of services" for the group or directorate does not increase. To be reported to Council as part of the Projected Actual Budget revision.

Authority to recover costs in respect of damage to Council assets.

Enter into any arrangement for payment of a debt (excluding rates) owed to Council over a period.

Authority to institute legal proceedings for recovery of debts owed to Council.

Authority to make donations/koha. Donations must be within Annual Plan/Long Term budgets and not exceeding \$1,000 per donation.

Authority to make application to external organisations to support Council owned community facilities and services where naming rights are not provided.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$5,000.



7.50 Group Manager Infrastructure

Health Act 1956

Section	Description
69ZZK , 69ZZL , 69ZZM , 69ZZN	To appeal or apply for a stay of a compliance order.

Local Government Act 1974

Section	Description
327A	Removal of Building Line restriction.
460	Power to contract private drains through adjoining properties.
462	Power to declare a private drain to be public drain.
Part 29A	Council's powers and functions in respect of Divestment of land drainage schemes and Water Race schemes.
s.249	Authority to act in proceedings.

Local Government Act 2002

Section	Description
249	Authority to act in proceedings.

Local Government Official Information and Meetings Act 1987

Section	Description
5	Power to determine availability of information.
6	Power to determine withholding of information.
7	Other reasons for withholding official information.
10	Requests for official information.
11	Assistance with requesting information.
12	Transfer of requests.
13	Decisions on requests.
14	Extension of time to provide official information.
15	Power to determine the manner of presenting information.
16	Power to determine deletions of some information from documents.
17, 18	Refusal of requests for information.
24	Precautions regarding access to personal information.



25	Correction of information.
26	Refusal to supply personal information.
33	Requirement to notify decision of ombudsman.
46	Public notification of meetings.
46A, 49, 51	Availability of agendas, reports and minutes.
51A	Public notification of resolution at emergency meeting.

[Public Works Act 1981](#)

Section	Description
110-111A	Provides certain powers of entry onto private land.
133-134	Provide for removal of trees and hedges that interfere with public works.
233-234	Obligation to provide notice before entry onto private land.
238	Power to bring action for damage to public work.
239	Power to remove and/or dispose of abandoned property from public works land.
240	Removal of land from persons holding illegal possessions.

[Waste Minimisation Act 2008](#)

Section	Description
76	Authority to authorise any officer to be an enforcement officer.

Non-statutory

Authority to set hours of operation for Council facilities such as:

- Art Gallery
- Museum
- Libraries
- Service Centres
- Swimming Pools
- Cemeteries
- Parks
- Aorangi Stadium

Authority to approve the installation of murals within parks including to impose any conditions.

In consultation with the Infrastructure Committee Chair, authority for minor parking changes in the Timaru CBD.

To authorise general advertising.

Authority to issue public notices as required.

Authority to approve distribution of leaflets district-wide.

Approval to recruit for a staff vacancy in approved role



Sale or trade-in of vehicles that are surplus to requirements.

Authority to write off assets that are no longer in use with a book value below \$10,000.

To authorise media releases.

To lodge submissions and further submissions on behalf of Council on:

- Any proposed District Plan or variation to a proposed District Plan administered by the Council
- Any proposed District Plan or variation to a proposed District Plan administered by any other Council
- Any Council initiated or privately initiated change to a District Plan administered by the Council
- Any Council initiated or privately initiated change to a District Plan administered by any other Council
- Any notice of requirement for a heritage order
- Any notice of requirement for a designation
- Any proposed Regional Plan or variation to a proposed Regional Plan, or on any change to a Regional Plan
- Any proposed Policy Statement administered by the Council or by any other Council
- Any matter lodged with the Environmental Protection Authority
- Any consultation documents relating to resource planning and management.

This delegation is required to be reported to Council at the next available opportunity to allow for the council to review and endorse the submission.

Authority to require a bond for the use or rental of a Council property.

Authority to consider Resource Consent applications where the Council is an adjoining landowner, including whether the application has an effect on Council's operations.

Acknowledgements of sponsorship

All other sponsorships

Make applications to external organisations to support Council owned community facilities and services where naming rights are not provided.

Financial Delegations

Refer to doc#1417286 for financial delegation register

Acquire, purchase or forfeiture of bonds (partial or total).

Hold, administer and discharge bonds paid to Council.



2 King George Place - PO Box 522 Timaru 7940 - Telephone 03 687 7200

#1417284

Authority to approve income and expenditure in the Mains Drains Fund as a result of private development and cost sharing arrangements.

Authority to waive Animal Control and Parking infringement fees up to \$200.

Authority to issue credit note.

Together with another Group Manager or the Management Accountant Authorised to operate Timaru District Council accounts.

Authority to reallocate budget across and within group and their activities and directorates respectively provided that the “net cost of services” for the group or directorate does not increase. To be reported to Council as part of the Projected Actual Budget revision.

Authority to recover costs in respect of damage to Council assets.

Enter into any arrangement for payment of a debt (excluding rates) owed to Council over a period.

Authority to institute legal proceedings for recovery of debts owed to Council.

Authority to make donations/koha. Donations must be within Annual Plan/Long Term budgets and not exceeding \$1,000 per donation.

Authority to make application to external organisations to support Council owned community facilities and services where naming rights are not provided.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$5,000.

7.51 Group Manager Recreation and Cultural Services

Local Government Act 2002

Section	Description
249	Authority to act in proceedings.

Local Government Official Information and Meetings Act 1987

Section	Description
5	Power to determine availability of information.
6	Power to determine withholding of information.
7	Other reasons for withholding official information.
10	Requests for official information.
11	Assistance with requesting information.
12	Transfer of requests.
13	Decisions on requests.
14	Extension of time to provide official information.



15	Power to determine the manner of presenting information.
16	Power to determine deletions of some information from documents.
17, 18	Refusal of requests for information.
24	Precautions regarding access to personal information.
25	Correction of information.
26	Refusal to supply personal information.
33	Requirement to notify decision of ombudsman.
46	Public notification of meetings.
46A, 49, 51	Availability of agendas, reports and minutes.
51A	Public notification of resolution at emergency meeting.

[Postal Services Act 1998](#)

Section	Description
	To impose and prescribe conditions in relation to the erection of public letterboxes

[Timaru District Consolidated Bylaws \(General\)](#)

Chapter	Description
8	Cultural and Recreational Facilities

Non-statutory

Authority to set hours of operation for Council facilities such as:

- Art Gallery
- Museum
- Libraries
- Service Centres
- Swimming Pools
- Cemeteries
- Parks
- Aorangi Stadium

To authorise general advertising.

Authority to issue public notices as required.

Authority to approve distribution of leaflets district-wide.

Approval to recruit for a staff vacancy in approved role

Sale or trade-in of vehicles that are surplus to requirements.

Authority to write off assets that are no longer in use with a book value below \$10,000.

To authorise media releases.

To lodge submissions and further submissions on behalf of Council on:

- Any proposed District Plan or variation to a proposed District Plan administered by the



Council

- Any proposed District Plan or variation to a proposed District Plan administered by any other Council
- Any Council initiated or privately initiated change to a District Plan administered by the Council
- Any Council initiated or privately initiated change to a District Plan administered by any other Council
- Any notice of requirement for a heritage order
- Any notice of requirement for a designation
- Any proposed Regional Plan or variation to a proposed Regional Plan, or on any change to a Regional Plan
- Any proposed Policy Statement administered by the Council or by any other Council
- Any matter lodged with the Environmental Protection Authority
- Any consultation documents relating to resource planning and management.

This delegation is required to be reported to Council at the next available opportunity to allow for the council to review and endorse the submission.

Authority to require a bond for the use or rental of a Council property.

Authority to consider Resource Consent applications where the Council is an adjoining landowner, including whether the application has an effect on Council's operations.

Acknowledgements of sponsorship

All other sponsorships

Make applications to external organisations to support Council owned community facilities and services where naming rights are not provided.

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to issue credit note.

Together with another Group Manager or the Management Accountant Authorised to operate Timaru District Council accounts.

Authority to reallocate budget across and within group and their activities and directorates respectively provided that the "net cost of services" for the group or directorate does not increase. To be reported to Council as part of the Projected Actual Budget revision.

Authority to recover costs in respect of damage to Council assets.

Enter into any arrangement for payment of a debt (excluding rates) owed to Council over a period.



2 King George Place - PO Box 522 Timaru 7940 - Telephone 03 687 7200

#1417284

Authority to institute legal proceedings for recovery of debts owed to Council.

Authority to make donations/koha. Donations must be within Annual Plan/Long Term budgets and not exceeding \$1,000 per donation.

Authority to make application to external organisations to support Council owned community facilities and services where naming rights are not provided.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$5,000.

7.52 Horticultural Officer

Non-statutory

Authority to close sports grounds as circumstances shall require from time to time.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.53 Infrastructure Consents Administrator

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.54 Infrastructure Consents Team Leader

Local Government Act 1974

Section	Description
331	Council’s powers in regards to footpaths and kerb and channel.
335	Council’s powers and functions in respect of vehicle crossings.
339	Council’s powers and functions in respect of Transport Shelters.
340	Power to grant permits or license to occupy road reserves to motor garages.
341	Council’s powers and functions in respect of leases of airspace and subsoil of roads.
344	Power to approve gate and cattle stops across roads.
348	Council’s powers and functions in respect of private ways.

Financial Delegations

Refer to doc#1417286 for financial delegation register



7.55 Infrastructure Planner

Local Government Act 2002

Section	Description
171 , 173 , 174 and 181	To be an authorised officer to act and enter private land.
172 , 178 , 182	Power of entry for enforcement purposes and require certain information.

Resource Management Act 1991

Section	Description
332	Power of entry for inspection
333	Power of entry for survey under S 333 for purposes connected with any preparation, change or review of the District Plan

Non-statutory

Authority to require payment of financial contributions

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.56 IT Development Team Leader

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.57 Land Transport Administrator

Timaru District Consolidated Bylaws (General)

Chapter	Description
13	Parking

Non-statutory

To approve or otherwise the extraordinary use of parking facilities for the issue of parking cones during building construction or alterations or for temporary use for raffle sales, promotions etc.

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to submit Waka Kotahi (NZTA) claims for financial assistance.



7.58 Land Transport Manager[Land Transport Act 1998](#)

Section	Description
<u>22AB</u> , <u>22AD</u> , <u>22AE</u>	Powers regarding transport related bylaws.

[Land Transport Management Act 2003](#)

Section	Description
	All responsibilities, duties and powers under the Act except: <ol style="list-style-type: none"> a. Making submissions when consulted on the regional land transport programme under <u>s18</u>. b. Making submissions when consulted on the declaration of state highways under <u>s103</u>, and c. Appointing a person to represent the Council on the regional transport committee under <u>s105</u>

[Litter Act 1979](#)

Section	Description
<u>9</u>	Obligation to provide and maintain suitable litter receptacles.

[Local Government Act 1974](#)

Section	Description
<u>357</u>	The power to penalise a person who commits an offence which encroaches on a road.

[Local Government Act 2002](#)

Section	Description
<u>162</u>	Seek injunctions restraining commission of offences and breaches of bylaws

[Postal Services Act 1998](#)

Section	Description
	To impose and prescribe conditions in relation to the erection of public letterboxes

[Public Works Act 1981](#)

Section	Description
<u>237</u>	Power to approve excavations near public works.

[Resource Management Act 1991](#)

Section	Description
<u>330</u>	Emergency works and power to take preventive or remedial action.



[Telecommunications Act 2001](#)

Section	Description
128	Powers to deal with trees on road verges interfering with telecommunications networks.
142	Duty to provide telecommunications networks rights to place cabinets on public roads.

[Timaru District Consolidated Bylaws \(General\)](#)

Chapter	Description
10	Traffic

Non-statutory

- Power to carry out or authorise any relevant actions or procedures regarding market days and special functions in shopping areas.
- To approve or otherwise the extraordinary use of parking facilities, in particular, off-street car parks for the use of fairs, sales, or other non-related parking activities.
- Authority to determine parking time limits in areas not within the Central Business areas of the District (are bounded by SH1, Railway and North Street).
- Authority to approve events with pyrotechnics, bonfires and sky lanterns including the requirement for bonds and insurance and reparation in the event of damage.
- Authority to set fees and charges for inspection and repair of service authority trenches.
- Authority to approve the imposition of no-parking restrictions of up to 25m length for where these are necessary for road safety reasons or because of restricted carriageway or traffic-lane widths.
- Authority to approve encroachment on to road reserves.
- Certification of Works by Council.
- Authority to put up and take down Christmas decorations and lighting.
- Authority to approve outdoor furniture and commemorative trees.
- Removal of dead, diseased, damaged or unsafe trees.
- Tree planting in streets not previously planted.
- All other removals and subsequent replanting of trees.
- Authority to obtain legal opinions and engage solicitors.
- Serving "Notice to Fix" non-compliant and non-approved vehicle crossings.
- To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Financial Delegations

Refer to doc#1417286 for financial delegation register



Authority to recover costs in respect of damage to Council assets.

Authority to enter into agreements with other local authorities to share costs for asset maintenance.

Authority to issue credit notes.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$3,000.

7.59 Learning and Development Specialist

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.60 Land Transport Project Co-ordinator

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.61 Liaison Officer/Contracts and Engagement Officer

Non-statutory

Authority to close sports grounds as circumstances shall require from time to time.

7.62 Libraries Manager

New Zealand Library Association Act 1939

Section	Description
<u>5</u>	Power to become a member of the Association.

Trespass Act 1980

Section	Description
<u>3&4</u>	Trespass after warning
<u>5</u>	Authorised to deliver warnings.

Non-statutory

To authorise general advertising.

Authority to allocate available space in libraries for displays and meetings.

Authority to obtain legal opinions and engage solicitors.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Authority to approve events with pyrotechnics, bonfires and sky lanterns including the requirement for bonds and insurance and reparation in the event of damage.



Financial Delegations

Refer to doc#1417286 for financial delegation register

Together with Group Manager Community Services and Chairman of Community Services Committee, authority to allocate the Russell Hervey Library Fund for the purposes of the Timaru District Library.

Authority to issue credit notes.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$3,000.

7.63 Library Assistant

Rates Rebate Act 1973

Section	Description
13	Power to receive declarations.

7.64 Library and Service Centre Assistant Geraldine

Rates Rebate Act 1973

Section	Description
13	Power to receive declarations.

7.65 LTU Bylaws Officer

Food Act 2014

Section	Description
70	Power to decide to remove food business from coverage of Food Control plan

Freedom Camping Act 2011

Section	Description
4 & 32	To perform the functions and exercise the powers conferred on a warranted enforcement officer in relation to offences against the Freedom Camping Act and associated Freedom Camping Bylaws where provided.
27	Power to issue infringement notices.
35	Power to require certain information.
36	Power to require persons to leave land.
37	Power to seize and impound certain property.



[Litter Act 1979](#)

Section	Description
7	Powers and duties of wardens.
10	Power to require owners of private property to clear litter from their property.
14	Power to issue infringement notices.

[Local Government Act 1974](#)

Section	Description
344	Power to approve gate and cattle stops across roads.
356 and 356A	The power to authorise any person to remove and dispose of motor vehicles found on a road or in a public place which may be abandoned.

[Local Government Act 2002](#)

Section	Description
163	Authority to remove works in breach of bylaws.
164	Authority to seize property not on private land.
165	Authority to act as an Enforcement Officer for seizure of property from private land.
167	Return of property seized or impounded
168	Power to dispose of property seized and impounded.
171 , 173 , 174 and 181	To be an authorised officer to act and enter private land.
172 , 178 , 182	Power of entry for enforcement purposes and require certain information.
245	Issue of Infringement Notices.

[Resource Management Act 1991](#)

Section	Description
16	Duty to avoid unreasonable noise
22	Duty to provide information
35	Duty to gather information, monitor and keep records
38(1a)	Authorisation and responsibilities of enforcement officers
322	Scope of abatement notice
327	Issue and Effect an excessive noise direction
328	Compliance with an excessive noise direction
332	Power of entry for inspection



333	Power of entry for survey under S 333 for purposes connected with any preparation, change or review of the District Plan
343C	Infringement Notices

[Timaru District Consolidated Bylaws \(General\)](#)

Chapter	Description
2	Public Places
3	Trading in Public Places
5	Skateboards
7	Parks, Reserves, Beaches and Tracks
12	Licences for Vehicle Stands on Streets

Non-statutory

Authority to take appropriate action to control the display of advertising signs in a public place.

Authority to approve all matters relating to signs on the Church Street Bridge.

To authorise appeals to the public for financial assistance where that appeal is conducted from a public place by a charitable or community service organisation.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.66 Management Accountant

Financial Delegations

Refer to doc#1417286 for financial delegation register

Together with a Group Manager, authorised to operate Timaru District Council accounts

Authorised to operate Timaru District Council imprest account.

Authorised to initiate Direct Debits.

Authorise the deposit and withdrawal of funds as allowed for in the Council's Treasury policy.

Authority in accordance with Council Policy is granted to invest Council monies. A quarterly report is to be prepared for Commercial and Strategy Committee stating current investments, counterparty, term and interest rate.

7.67 Manager of Property Services & Client Representative

Public Bodies Leases Act 1969

Section	Description
7 , 17 , 18 , 22 , 23A	To sign on behalf of the Council, lease, tenancy, service and other miscellaneous agreements where the use of the corporate seal is not required. To sign leases on behalf of Council, including renewal, transfers, rent reviews that



	are subject to a two year limit on term (including renewals) and where the property value does not exceed \$200,000 in accord with legislation and Council policy. To sign leases on behalf of Council, including renewal, transfers, rent reviews that are subject to greater than two year term (including renewals) but not exceeding 10 year term and property value exceeds \$200,000 in accord with legislation and Council policy.
8-9	Leases to be sold by public tender or auction subject to certain conditions.
23	To authorise process for surrender of leases.

[Reserves Act 1977](#)

Section	Description
78-80 , 84-85A , 89-92	Financial powers and duties regarding reserves.
93	Authority to act as an officer.
95	Authority to seize and dispose of property.
96	Authority to seize and dispose of trespassing animals.
113	Duty as to form of leases and licenses on reserves subject to a maximum 2-year term <i>(in consultation with Parks and Recreation Manager)</i>

[Trespass Act 1980](#)

Section	Description
3&4	Trespass after warning
5	Authorised to deliver warnings.

[Non-statutory](#)

Authority to issue works notices to property owners and residents in areas where works are to be carried out, subject to any other statutory provisions.

To authorise advertising related to property matters.

Authority to evict users if necessary at halls, motor camps and theatres

Authority to sign release documents on insurance claims made by the Council and to contribute any excess payable in accordance with policy.

Authority to obtain legal opinions and engage solicitors.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Rental of Council houses to members of public and employees.

Authority to enter into new leases for Council properties on the following basis:



- That the length of the lease be not more than two years including renewals
- That the value of the property be not more than \$200,000.

Termination of tenancies of Council property for non-compliance with tenancy agreements.

Authority to enter renewals of leases where Council is bound to renew.

Authority to act on Council's behalf in all aspects of housing tenancy agreements.

Authority to require a bond for the use or rental of a Council property.

Authority to approve permanent residency at the Rangitata Huts including any special circumstances or conditions.

Authority to approve events with pyrotechnics, bonfires and sky lanterns including the requirement for bonds and insurance and reparation in the event of damage.

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to call for multi-year contracts for work which is included in Annual Plan and subsequent Long Term Plan budgets.

Authority to issue credit notes.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$2,000.

Prepare recommendations for tenders above personal limit.

Prepare recommendations for acceptance by Tenders Committee.

Authority to issue letters of acceptance where Council or the Tenders Committee has approved a tender.

7.68 Museum Director

Trespass Act 1980

Section	Description
3&4	Trespass after warning
5	Authorised to deliver warnings.

Non-statutory

To authorise general advertising.

Authority to use South Canterbury Museum for exhibitions and functions.

Authority to obtain legal opinions and engage solicitors.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).



Authority to approve events with pyrotechnics, bonfires and sky lanterns including the requirement for bonds and insurance and reparation in the event of damage.

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to issue credit notes.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$3,000.

7.69 Network Systems Administrator

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.70 Parking Officer

Land Transport Act 1998

Section	Description
34, 40, 41	Powers regarding contravention of rules.
128D	Powers of parking wardens.
133A	Owner liability for stationery vehicle offences.
139	Power to issue infringement notices.

Land Transport (Offences and Penalties) Regulations 1999

Section	Description
	Infringement offences and impounding of motor vehicles.

Land Transport (Road User) Rule 2004

Section	Description
	Infringement offences under the rules.

Litter Act 1979

Section	Description
7	Powers and duties of wardens.
10	Power to require owners of private property to clear litter from their property.
14	Power to issue infringement notices.

Timaru District Consolidated Bylaws (General)

Chapter	Description
13	Parking



[Transport \(Vehicle and Driver Registration and Licensing\) Act 1986](#)

Section	Description
	The powers conferred on the Council by the Transport (Vehicle and Driver Registration and Licensing) Act 1986.

Non-statutory

To approve or otherwise the extraordinary use of parking facilities for the issue of parking cones during building construction or alterations or for temporary use for raffle sales, promotions etc.

To approve exemptions from payment of parking meter fees in accordance with policy for over 80 year old drivers.

Functions and duties related to vehicle parking and other stationery vehicle offence enforcement (TDC Bylaw).

7.71 Parks and Recreation Asset Administrator

Non-statutory

To authorise general advertising.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.72 Parks and Recreation Manager

[Burial and Cremation Act 1964](#)

Section	Description
5	Power to control and manage certain cemeteries.
8, 9	Management of cemeteries including powers regarding vaults and monuments.
10	Power to sell rights to burial in parts of the cemetery and right to construct vaults.
18	Requirement to separately account for cemeteries.
19	Power to appoint officers and servants as necessary.
20	Power to clear disused cemeteries.
49	Remission of burial charges. <i>(in consultation with Group Manager Community Services)</i>
50	Burials to be registered and a register maintained.

[Litter Act 1979](#)

Section	Description
9	Obligation to provide and maintain suitable litter receptacles.



[Reserves Act 1977](#)

Section	Description
8	Power to appoint rangers.
40	Duties and functions of the TA as administering body.
41 (6) (a)-(c) and (e)	The preparation of reserve management plans.
42	Duty to preserve trees and bush.
50	Power to authorise the taking and killing of any specified kind of fauna, excluding indigenous fauna.
53-59A , 61-64 , 66-69 , 71-75 , 77	Particular powers regarding each different classification of reserve.
78-80 , 84-85A , 89-92	Financial powers and duties regarding reserves.
93	Authority to act as an officer.
95	Authority to seize and dispose of property.
96	Authority to seize and dispose of trespassing animals.
115	Power to refuse any application for consent or grant application subject to conditions thought fit.
119	Duty to give public notice.

[Timaru District Consolidated Bylaws \(General\)](#)

Chapter	Description
5	Skateboards
7	Parks, Reserves, Beaches and Tracks
9	Cemeteries

[Trespass Act 1980](#)

Section	Description
3&4	Trespass after warning
5	Authorised to deliver warnings.

Non-statutory

To authorise general advertising.



Authority to issue works notices to property owners and residents in areas where works are to be carried out, subject to any other statutory provisions.

Authority to terminate pre-purchasing of cemetery plots.

Authority to obtain legal opinions and engage solicitors.

Power to carry out or authorise any relevant actions or procedures regarding market days and special functions in shopping areas.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Parks and Reserves - To grant a licence to occupy up to one year.

Parks and Reserves – In consultation with Manager of Property Services & Client Representative, to grant a licence to occupy up to five years

Authority to close sports grounds as circumstances shall require from time to time.

Authority to vary the allocation of sports grounds, winter and summer.

Authority to grant the temporary use of any park or reserve for any recreation or entertainment and to impose any terms and conditions applicable.

Approval for the erection of commercial signs and sponsorship signs on sports and recreation grounds (subject to any Resource or Building Consent requirements).

Authority to approve the planting or removal of trees from any reserve or other Council property.

In consultation with Manager of Property Services & Client Representative, fixing of charges within the limits imposed by the Reserves Act 1977 for the use of Council reserves.

Authority to allocate reserves.

Authority to grant drainage and other easements over parks and reserves.

Authority to approve temporary aircraft landings on parks and reserves.

Approval of temporary or mobile food stalls within parks and reserves.

Authority to agree the amount of compensation for esplanade strips, access strips and esplanade reserves.

Authority to grant approval for Remotely Piloted Aircraft to fly over Council properties.

Authority to approve events with pyrotechnics, bonfires and sky lanterns including the requirement for bonds and insurance and reparation in the event of damage.

Authority to approve outdoor furniture and commemorative trees.

Removal of dead, diseased, damaged or unsafe trees.

Tree planting in streets not previously planted.

All other removals and subsequent replanting of trees.



Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to recover costs in respect of damage to Council assets.

Authority to issue credit notes.

Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$3,000.

7.73 Parks and Recreation Policy Analyst

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.74 Parks Contracts and Engagement Officer

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.75 Parks Project Coordinator

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.76 Planner

Building Act 2004

Section	Description
36	To issue a development contribution notice.
37	The attachment or uplifting of a requirement for Resource Consent under the Building Act. (Note: The decision to require (or not) a resource consent under the District Plan will be identified by the District Planning Unit.)
39	To advise Heritage New Zealand of certain applications.

Local Government Act 2002

Section	Description
171 , 173 , 174 and 181	To be an authorised officer to act and enter private land.
172 , 178 , 182	Power of entry for enforcement purposes and require certain information.

Resource Management Act 1991

Section	Description
42A	Powers regarding the preparation commissioning and provision of reports



88(3)	Authority to receive a resource consent application and determine whether the application meets the minimum requirements of the RMA, and to return that application if incomplete.
92, 92A and 92B	The power to commission reports and request further information in respect of a resource consent application and to set a time that the applicant has to provide the information and tell the applicant of that time.
101	To determine the commencement date, time and place for the hearing of an application for resource consent. If the application is being heard by the Council's Hearing Committee, the decision should be taken in consultation with the Chair of the Hearings Committee.
114	Authority to serve consent applicant and submitters with notice of the decision on an application
223	To determine whether or not a survey plan, which has been submitted to the Council for approval, conforms to the relevant subdivision consent or certificate of compliance.
224	To determine whether or not the conditions of a subdivision have been complied with.

[Sale and Supply of Alcohol Act 2012](#)

Section	Description
100 (f)	Provide Resource Management Act information for the issue of a licence.

7.77 Planning Administration Officer

[Local Government Act 1974](#)

Section	Description
319B	Allocation of property numbers.

7.78 Policy Analyst

Non-statutory

To authorise general advertising.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.79 Programme Delivery Manager

Financial Delegations

Refer to doc#1417286 for financial delegation register



7.80 Projects and Contracts Officer

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.81 Property Administration Officer

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.82 Property Advisor

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.83 Property Maintenance Officer

Non-statutory

Authority for all hall, stadium, motor camp and theatre bookings

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to recover costs in respect of damage to Council assets.

7.84 Quality Assurance Coordinator / Administration Team Leader

Building Act 2004

Section	Description
64	The duty to keep in safe custody all records and building consents issued including the estimated value of the building work.

Building (Accreditation of Building Consent Authorities) Regulations 2006

Section	Description
Regulation 5	Authority to maintain policies, procedures and systems.

7.85 Rates Officer

Local Government (Rating) Act 2002

Section	Description
37	Keep and maintain rates records.
62, 63	Powers for recovery of rates if owner in default.



[Rates Rebate Act 1973](#)

Section	Description
5-7	Provide for receiving an application of rebate of rates and verifying application for completeness.
13	Power to receive declarations.

Financial Delegations

Enter into any arrangement for payment of a rates debt owed to Council within the current rating year
 Enter into any arrangement for payment of a rates debt owed to Council beyond the current rating year.
 Remission of penalties in accordance with the Council’s rates remission and postponement policy.

7.86 Rates Officer – Debt Recovery

Financial Delegations

Enter into any arrangement for payment of a rates debt owed to Council within the current rating year
 Enter into any arrangement for payment of a rates debt owed to Council beyond the current rating year.
 Remission of penalties in accordance with the Council’s rates remission and postponement policy.

7.87 Recreation Facilities Manager

[Trespass Act 1980](#)

Section	Description
3&4	Trespass after warning
5	Authorised to deliver warnings.

Non-statutory

Authority to obtain legal opinions and engage solicitors.
 To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).
 Authority to approve events with pyrotechnics, bonfires and sky lanterns including the requirement for bonds and insurance and reparation in the event of damage.

Financial Delegations

Refer to doc#1417286 for financial delegation register
 Authority to issue credit notes.
 Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$3,000.



7.88 Resource Consent Monitoring Officer

Local Government Act 2002

Section	Description
171 , 173 , 174 and 181	To be an authorised officer to act and enter private land.
172 , 178 , 182	Power of entry for enforcement purposes and require certain information.

Resource Management Act 1991

Section	Description
22	Duty to provide information
322	Scope of abatement notice
327	Issue and Effect an excessive noise direction
328	Compliance with an excessive noise direction
332	Power of entry for inspection
333	Power of entry for survey under S 333 for purposes connected with any preparation, change or review of the District Plan
343C	Infringement Notices

Non-statutory

Authority to authorise the recovery of reasonable costs in relation to the monitoring of Resource Consent, District Plan, Resource Management Act and National Environmental Standard compliance.

7.89 Risk and Assurance Manager

Non-statutory

Authority to obtain legal opinions and engage solicitors.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.90 RIS Team Leader

Financial Delegations

Refer to doc#1417286 for financial delegation register



7.91 Roading Compliance Officer

[Land Transport Act 1998](#)

Section	Description
16A	Powers regarding restriction of heavy traffic on roads.
157	Power as road controlling authority to control, restrict and prohibit traffic.

[Land Transport Rule: Vehicle Dimensions and Mass 2016](#)

Section	Description
	Power to issue overweight permits.

Non-statutory

Authority to approve new vehicle entrances on to roads and limited access roads and/or alter the location of existing approved entrance ways.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.92 Roading Corridor Technician

[Telecommunications Act 2001](#)

Section	Description
119	Sets out the matters that may be considered in setting conditions for access to Council roads.
135	Duty to provide telecommunications networks access to Council roads.
137, 143	Duty to notify network operator of conditions imposed under section 135 or section 142 .

[Timaru District Consolidated Bylaws \(General\)](#)

Chapter	Description
2	Public Places
3	Trading in Public Places
12	Licences for Vehicle Stands on Streets

[Transport \(Vehicular Traffic Road Closure\) Regulations 1965](#)

Section	Description
	The powers conferred on the Council by the Transport (Road Closure) Regulations.



[Utilities Access Act 2010](#)

Section	Description
6	Obligation to comply with the national code of practice to co-ordinate work done in transport corridors.

Non-statutory

To authorise general advertising.

To approve or otherwise the extraordinary use of parking facilities for the issue of parking cones during building construction or alterations or for temporary use for raffle sales, promotions etc.

Authority to approve new vehicle entrances on to roads and limited access roads and/or alter the location of existing approved entrance ways.

Authority to permit street parades and rallies on public places.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.93 Roading Network Team Leader

[Government Roading Powers Act 1989](#)

Section	Description
54	Power to remove roadside structures
55	Power to remove hedges, trees etc that may obscure visibility or may interfere with or obstruct public works
56	Service of notices with respect to the Government Roading Powers Act 1989
57	Power to instruct emergency work on trees, etc

[Local Government Act 1974](#)

Section	Description
319	General Powers in respect of roads.
331	Council's powers in regards to footpaths and kerb and channel.
335	Council's powers and functions in respect of vehicle crossings.
339	Council's powers and functions in respect of Transport Shelters.

[Telecommunications Act 2001](#)

Section	Description
119	Sets out the matters that may be considered in setting conditions for access to Council roads.



Non-statutory

Authority to submit Waka Kotahi (NZTA) claims for financial assistance.

Authority to issue works notices to property owners and residents in areas where works are to be carried out, subject to any other statutory provisions.

Authority to approve the imposition of no-parking restrictions of up to 25m length for where these are necessary for road safety reasons or because of restricted carriageway or traffic-lane widths.

Authority to approve erection of directional signs.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.94 Roothing Technician

Local Government Act 1974

Section	Description
schedule 10 clauses.11 (a), (b) and (d)	The temporary prohibition of traffic for the purpose of: <ul style="list-style-type: none"> ▪ Construction or repair of the road or any drain, water race, pipe or apparatus under, upon, or over the road ▪ Diversions of traffic in order to resolve ▪ problems associated with traffic operations When, for any reason it is considered desirable that traffic should be diverted to other roads.

Non-statutory

Authority to approve new vehicle entrances on to roads and limited access roads and/or alter the location of existing approved entrance ways.

7.95 Road Safety Coordinator

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.96 Senior Accountant

Financial Delegations

Authorised to operate Timaru District Council imprest account.

Sale or trade-in of equipment or plant surplus to requirements.

Authority to write off assets that are no longer in use with a book value below \$1,000.

7.97 Senior Animal Control Officer

Financial Delegations

Refer to doc#1417286 for financial delegation register



7.98 Senior Librarian

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.99 Senior Planner

Local Government Act 2002

Section	Description
171 , 173 , 174 and 181	To be an authorised officer to act and enter private land.
172 , 178 , 182	Power of entry for enforcement purposes and require certain information.

Resource Management Act 1991

Section	Description
22	Duty to provide information
221	The authorisation of a consent notice.
322	Scope of abatement notice
327	Issue and Effect an excessive noise direction
328	Compliance with an excessive noise direction
332	Power of entry for inspection
333	Power of entry for survey under S 333 for purposes connected with any preparation, change or review of the District Plan
343C	Infringement Notices

7.100 Senior Rates Officer

Local Government (Rating) Act 2002

Section	Description
40	Power to correct rates.
41	Power to issue an amended rates assessment if an error is corrected.
44-51	Obligations to deliver rates assessments and rates invoices to ratepayers setting out the information required by the Act.
53	Power to appoint a rates collector.
54	Power not to collect rates that are uneconomic to collect.
57 , 58	Power to add penalties for rates not paid by the due date.



[Rates Rebate Act 1973](#)

Section	Description
6-8	Power to approve refunds for excess rate payments.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.101 Southern Trust Event Centre Team Leader

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.102 Stormwater Specialist

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.103 Stormwater Specialist

[Local Government Act 2002](#)

Section	Description
171, 173, 174 and 181	To be an authorised officer to act and enter private land.
172, 178, 182	Power of entry for enforcement purposes and require certain information.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.104 Strategy and Corporate Planning Manager

Non-statutory

Authority to obtain legal opinions and engage solicitors.

To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager).

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.105 Subdivision and Compliance Officer

[Resource Management Act 1991](#)

Section	Description
16	Duty to avoid unreasonable noise



22	Duty to provide information
35	Duty to gather information, monitor and keep records
38(1)(a)	Authorisation and responsibilities of enforcement officers
42A	Powers regarding the preparation commissioning and provision of reports
223	To determine whether or not a survey plan, which has been submitted to the Council for approval, conforms to the relevant subdivision consent or certificate of compliance.
224	To determine whether or not the conditions of a subdivision have been complied with.
322	Scope of abatement notice
327	Issue and Effect an excessive noise direction
328	Compliance with an excessive noise direction
332	Power of entry for inspection
333	Power of entry for survey under S 333 for purposes connected with any preparation, change or review of the District Plan
343C	Infringement Notices

Non-statutory

Authority to authorise the recovery of reasonable costs in relation to the monitoring of Resource Consent, District Plan, Resource Management Act and National Environmental Standard compliance.

7.106 Supervisor Executive Support to Chief Executive

Non-statutory

To authorise general advertising.

Arrangements for Civic or Mayoral Functions.

To authorise media releases.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.107 Survey Design Technician

Financial Delegations

Refer to doc#1417286 for financial delegation register



7.108 Team Leader Building ApprovalsBuilding Act 2004

Section	Description
7	Independent Qualified Persons: Approvals and Withdrawals.
31	To apply for and provide PIM to owner on application of a building consent.
50	To determine whether to refuse any building consent and give written notice of the refusal and the reasons.
52	To extend the time permitted to activate a building consent.
53	Receive from the owner as applicant any levy payable, and make a refund of levy paid in certain circumstances
54	To advise applicant of the amount payable.
64	The duty to keep in safe custody all records and building consents issued including the estimated value of the building work.
67	Authority to grant or refuse any applications for a waiver or modification of the Building Code, on matters of minor non-compliance.
67A	Grant waivers and modifications specifically in relation to restricting access to residential pools.
68	The duty to notify the Ministry of Business Innovation & Employment (MBIE) of a waiver or modification to the building code.
71	Authority to refuse any building consent in relation to land with natural hazards.
73	Duty to make notification of building consent granted under section 72.
74	Duty to notify where a previous entry is no longer required.
75-77	Issuing certificates in respect to buildings across two or more allotments.
83	Owner may apply for entry to be removed – approve removal of entry.
99	Power to Issue Certificate of Acceptance and to determine whether any qualifications should be made on any certificate of acceptance.
99A & 99AA	To refuse to issue Certificate of Acceptance
115	The power and authority to determine the change of use of buildings.
116	To determine whether to permit the extension of life of a building with a specified intended life.
116(A)	To determine whether to permit a subdivision that affects a building or part of a building.

121	To determine whether a building is dangerous, including seeking advice from the Fire & Emergency NZ (FENZ).
123,123A	To determine whether a building is insanitary and exercise powers.
133AA-AY	Authority to perform functions, exercise powers and determine if a building is earthquake prone.
164-166	The power and authority to issue notices to fix, or to determine whether another authority should issue notices to fix.
220	To carry out building work on default.
371-372	To issue infringement notices.
436	Transitional provision for code compliance certificates in respect of building work carried out under building consent granted under former Act.
Schedule 1 , cl. 2	The power to consider exemptions from building consent.

7.109 Team Leader Building Compliance

[Building Act 2004](#)

Section	Description
7	Independent Qualified Persons: Approvals and Withdrawals.
31	To apply for and provide PIM to owner on application of a building consent.
50	To determine whether to refuse any building consent and give written notice of the refusal and the reasons.
52	To extend the time permitted to activate a building consent.
53	Receive from the owner as applicant any levy payable, and make a refund of levy paid in certain circumstances
54	To advise applicant of the amount payable.
64	The duty to keep in safe custody all records and building consents issued including the estimated value of the building work.
67	Authority to grant or refuse any applications for a waiver or modification of the Building Code, on matters of minor non-compliance.
67A	Grant waivers and modifications specifically in relation to restricting access to residential pools.
68	The duty to notify the Ministry of Business Innovation & Employment (MBIE) of a waiver or modification to the building code.
71	Authority to refuse any building consent in relation to land with natural hazards.



73	Duty to make notification of building consent granted under section 72.
74	Duty to notify where a previous entry is no longer required.
75-77	Issuing certificates in respect to buildings across two or more allotments.
83	Owner may apply for entry to be removed – approve removal of entry.
99	Power to Issue Certificate of Acceptance and to determine whether any qualifications should be made on any certificate of acceptance.
99A & 99AA	To refuse to issue Certificate of Acceptance
115	The power and authority to determine the change of use of buildings.
116	To determine whether to permit the extension of life of a building with a specified intended life.
116(A)	To determine whether to permit a subdivision that affects a building or part of a building.
121	To determine whether a building is dangerous, including seeking advice from the Fire & Emergency NZ (FENZ).
123,123A	To determine whether a building is insanitary and exercise powers.
133AA-AY	Authority to perform functions, exercise powers and determine if a building is earthquake prone.
164-166	The power and authority to issue notices to fix, or to determine whether another authority should issue notices to fix.
220	To carry out building work on default.
371-372	To issue infringement notices.
436	Transitional provision for code compliance certificates in respect of building work carried out under building consent granted under former Act.
Schedule 1 , cl. 2	The power to consider exemptions from building consent.

7.110 Team Leader Consents and Compliance

[Resource Management Act 1991](#)

Section	Description
10 & 139	Extension of existing use rights and granting of certificate
10B	Authority to allow certain building work to continue where it has been subsequently made unlawful by a district plan
36(3) and 36(5)	Authority to make decisions about additional administrative charges



37 and 37A	Power to extend time periods and requirement to consider matters before extending a time limit
41B and 41C	Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings
87BA and 87BB	Ability to notify person that activity is a permitted activity, give notice that boundary activity criteria are satisfied and notify the person of that and return information
91	Power to determine not to proceed with a resource consent application on certain grounds
92 , 92A and 92B	The power to commission reports and request further information in respect of a resource consent application and to set a time that the applicant has to provide the information and tell the applicant of that time.
100(a)	To determine the necessity for a hearing on an application for a resource consent.
101	To determine the commencement date, time and place for the hearing of an application for resource consent. If the application is being heard by the Council's Hearing Committee, the decision should be taken in consultation with the Chair of the Hearings Committee.
102 and 103	Authority to determine issues concerning joint considerations by two or more consent applications in relation to the same proposal
104	Duty to take matters into consideration and to exclude other matters when considering an application
104A , 104B , 104C , 104D , 105 , 106 , 108 , 108AA , 108A , 109 , 113 , 220 , 221(3) , 357C , 357CA and 357D	Power to determine resource consent applications and impose conditions on resource consent. Power to decline subdivision consent. Power to impose a bond as one of the conditions on resource consent. Conditions relating to bonds, power to enter on to land to ensure work for which bond is given, is being completed. Recording reasons for decisions on resource consent applications in writing. Power to impose conditions on subdivision consents. Authority to vary or cancel a condition specified in a consent notice. Authority to receive and consider an objection, require further information, commission a report and determine the objection.
110	Power to refund financial contribution to consent holder where consent has lapsed.
114	Authority to serve consent applicant and submitters with notice of the decision on an application
125	Power to grant extension of period after which a consent will lapse

127, 128, 129, 130, 131, and 132	Power to change or cancel conditions imposed on a resource consent, power to change the conditions of a resource consent on a review under s128, to give notice of a review, or to cancel resource consent
133A	To issue an amended resource consent that corrects minor mistakes or defects in the consent.
221	The authorisation of a consent notice.

Non-statutory

To authorise resource consent application public notices.

Authority to reduce the application fee for Resource Management administration as shown in the Council’s Schedule of Fees and Charges.

Power to refund fees in respect of withdrawn applications in proportion to the remainder less costs - incurred by the time of withdrawal and to authorise the refunding of monitoring charges imposed under Councils fees and charges Manual where an application has been refused.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.111 Team Leader Customer Services

Financial Delegations

Authorised to initiate Direct Debits.

7.112 Temuka Library Team Leader

Rates Rebate Act 1973

Section	Description
5-7	Provide for receiving an application of rebate of rates and verifying application for completeness.

7.113 Transport Assets Engineer

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.114 Transportation Team Leader

Government Roothing Powers Act 1989

Section	Description
54	Power to remove roadside structures
55	Power to remove hedges, trees etc that may obscure visibility or may interfere with or obstruct public works



56	Service of notices with respect to the Government Roading Powers Act 1989
57	Power to instruct emergency work on trees, etc

[Local Government Act 1974](#)

Section	Description
331	Council's powers in regards to footpaths and kerb and channel.
335	Council's powers and functions in respect of vehicle crossings.
339	Council's powers and functions in respect of Transport Shelters.

Non-statutory

Authority to issue works notices to property owners and residents in areas where works are to be carried out, subject to any other statutory provisions.

Authority to approve the imposition of no-parking restrictions of up to 25m length for where these are necessary for road safety reasons or because of restricted carriageway or traffic-lane widths.

Installation and variation of no stopping lines, give way, stop and other regulatory signs including approval of erection of road and traffic signs.

Authority to approve the design and positioning of street furniture, including bus shelters.

Authority to approve erection of directional signs.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.115 Transport Community Engagement Advisor

Non-statutory

To authorise general advertising.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.116 Waste and Sustainability Administrator

Non-statutory

Submit Waste Levy returns.

Financial Delegations

Refer to doc#1417286 for financial delegation register



7.117 Waste Contract Manager

[Litter Act 1979](#)

Section	Description
<u>9</u>	Obligation to provide and maintain suitable litter receptacles.

[Trespass Act 1980](#)

Section	Description
<u>3&4</u>	Trespass after warning
<u>5</u>	Authorised to deliver warnings.

Non-statutory

Authority to set hours for transfer stations and waste minimisation facilities

Authority to close refuse areas due to adverse weather conditions.

Financial Delegations

Refer to doc#1417286 for financial delegation register

Authority to waive Waste Minimisation fees for community organisations up to \$2,000.

7.118 Wastewater Compliance Officer

[Local Government Act 2002](#)

Section	Description
<u>171, 173, 174</u> and <u>181</u>	To be an authorised officer to act and enter private land.
<u>172, 178, 182</u>	Power of entry for enforcement purposes and require certain information.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.119 Wastewater Team Leader

[Local Government Act 2002](#)

Section	Description
<u>171, 173, 174</u> and <u>181</u>	To be an authorised officer to act and enter private land.
<u>172, 178, 182</u>	Power of entry for enforcement purposes and require certain information.

Financial Delegations

Refer to doc#1417286 for financial delegation register



7.120 Wastewater Treatment Operator

[Local Government Act 2002](#)

Section	Description
171 , 173 , 174 and 181	To be an authorised officer to act and enter private land.
172 , 178 , 182	Power of entry for enforcement purposes and require certain information.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.121 Water and Drainage Services Technician

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.122 Water Services Administrator

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.123 Water Services Operations Engineer

[Health Act 1956](#)

Section	Description
23	Duty and powers to improve, promote and protect public health within the district.
69S	Duty to take all practicable steps to ensure that an adequate supply of drinking water is provided to each point of water supply to which drinking water is supplied.
69U	Duty to take reasonable steps to contribute to the protection of a drinking water source.
69V	Duty to take all practicable steps to comply with drinking water standards.
69W	Duty to take reasonable steps to supply wholesome drinking water.
69X	Duty to check water quality before connecting to a new water source.
69Y	Duty to monitor drinking water to ensure compliance with drinking water standards and assess public health risk.
69ZZ	Duty to have compliance tests carried out by a registered laboratory.
69ZZP	Duty to warn users of self-supplied building water supplies about contamination.



69ZZZ	Duty to protect water supplies from risk of backflow.
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[Local Government Act 2002](#)

Section	Description
171 , 173 , 174 and 181	To be an authorised officer to act and enter private land.
172 , 178 , 182	Power of entry for enforcement purposes and require certain information.

Non-statutory

Authority to issue works notices to property owners and residents in areas where works are to be carried out, subject to any other statutory provisions.

Authority to consider Resource Consent applications affecting a drinking water supply protection zone, including whether the application has an effect on Council's operations.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.124 Water Services Project Engineer

[Health Act 1956](#)

Section	Description
69S	Duty to take all practicable steps to ensure that an adequate supply of drinking water is provided to each point of water supply to which drinking water is supplied.
69U	Duty to take reasonable steps to contribute to the protection of a drinking water source.
69V	Duty to take all practicable steps to comply with drinking water standards.
69W	Duty to take reasonable steps to supply wholesome drinking water.
69X	Duty to check water quality before connecting to a new water source.

[Local Government Act 1974](#)

Section	Description
459	Power to require land owners to provide private drains.
467	Council's powers and functions in respect of unlawful connection of private drains.
468	Council's powers and functions in respect of tree roots obstructing private drains.

Non-statutory

Authority to issue works notices to property owners and residents in areas where works are to be carried out, subject to any other statutory provisions.



Financial Delegations

Refer to doc#1417286 for financial delegation register

7.125 Water Services Project Manager

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.126 Water Services Project Manager – Capital Expenditure

Local Government Act 2002

Section	Description
171 , 173 , 174 and 181	To be an authorised officer to act and enter private land.
172 , 178 , 182	Power of entry for enforcement purposes and require certain information.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.127 Water Services Reticulation Engineer

Health Act 1956

Section	Description
23	Duty and powers to improve, promote and protect public health within the district.
69S	Duty to take all practicable steps to ensure that an adequate supply of drinking water is provided to each point of water supply to which drinking water is supplied.
69U	Duty to take reasonable steps to contribute to the protection of a drinking water source.
69V	Duty to take all practicable steps to comply with drinking water standards.
69W	Duty to take reasonable steps to supply wholesome drinking water.
69X	Duty to check water quality before connecting to a new water source.
69Y	Duty to monitor drinking water to ensure compliance with drinking water standards and assess public health risk.
69ZZ	Duty to have compliance tests carried out by a registered laboratory.
69ZZP	Duty to warn users of self-supplied building water supplies about contamination.
69ZZR	Duty to approve taking of water from a fire hydrant.



69777	Duty to protect water supplies from risk of backflow.
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[Local Government Act 1974](#)

Section	Description
451	Council’s powers and functions in respect of diversion of drainage works.
459	Power to require land owners to provide private drains.
467	Council’s powers and functions in respect of unlawful connection of private drains.
468	Council’s powers and functions in respect of tree roots obstructing private drains.

[Local Government Act 2002](#)

Section	Description
171, 173, 174 and 181	To be an authorised officer to act and enter private land.
172, 178, 182	Power of entry for enforcement purposes and require certain information.

Non-statutory

Authority to issue works notices to property owners and residents in areas where works are to be carried out, subject to any other statutory provisions.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.128 Water Services Reticulation Technician

[Local Government Act 2002](#)

Section	Description
171, 173, 174 and 181	To be an authorised officer to act and enter private land.
172, 178, 182	Power of entry for enforcement purposes and require certain information.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.129 Water Services Stimulus Package Manager

Financial Delegations

Refer to doc#1417286 for financial delegation register



7.130 Water Services Stimulus Package Technical Specialist

[Local Government Act 2002](#)

Section	Description
171 , 173 , 174 and 181	To be an authorised officer to act and enter private land.
172 , 178 , 182	Power of entry for enforcement purposes and require certain information.

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.131 Water Services Technician

[Local Government Act 2002](#)

Section	Description
171 , 173 , 174 and 181	To be an authorised officer to act and enter private land.
172 , 178 , 182	Power of entry for enforcement purposes and require certain information.

[Timaru District Consolidated Bylaws \(General\)](#)

Chapter	Description
15	Water Services

Financial Delegations

Refer to doc#1417286 for financial delegation register

7.132 Youth Services Team Leader

Financial Delegations

Refer to doc#1417286 for financial delegation register



8 Appendix 1 – Register of Updates to Manual

10/08/2021	Adopted by Council	V1.0

