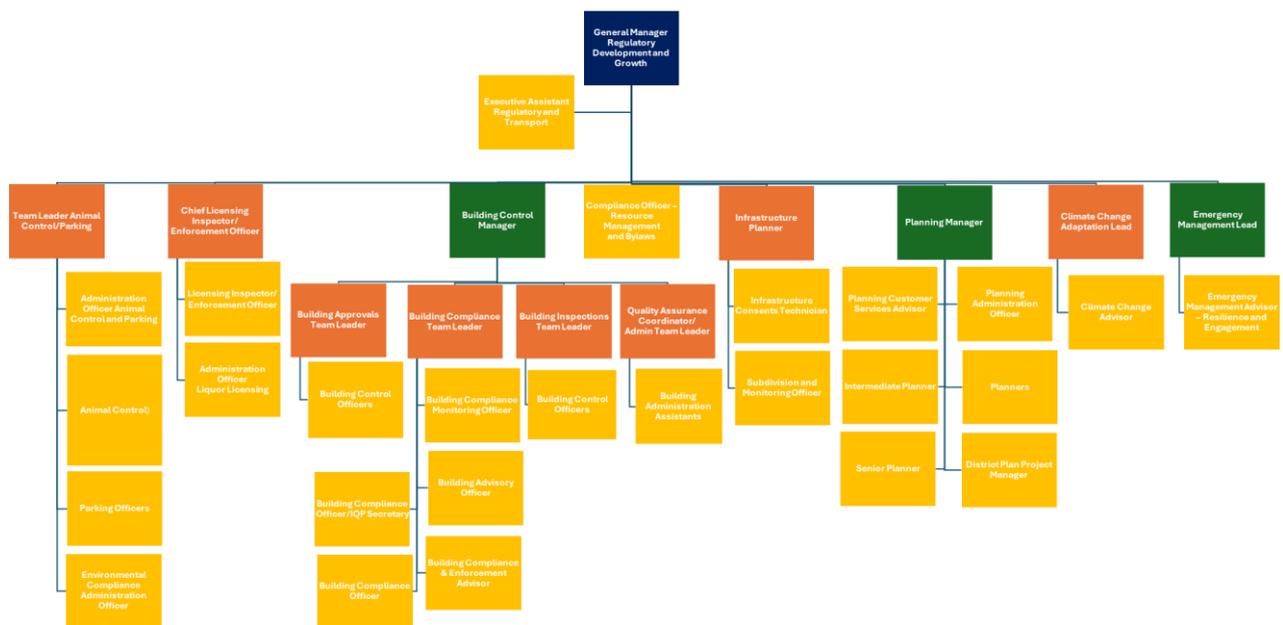


Position Description: Compliance Officer - Resource Management and Bylaws

Business Group	Regulatory Development and Growth
Reports To	General Manager Regulatory Development and Growth
Direct Reports	Nil
Date	April 2026
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Position

The purpose of the Compliance Officer – Resource Management and Bylaws position is to manage compliance of the relevant rules in the proposed and operative Timaru District Plans, the Resource Management Act 1991, and the

Timaru Consolidated Bylaws. The role will manage associated regulations, and public enquiries and complaints, and undertake enforcement action as required.

Key Relationships / Customers

External	Internal
Members of the public	Regulatory Development and Growth Group
Resource Consent holders	General Manager Regulatory Development and Growth
Developers	Elected Members
Regulatory agencies eg, NZ Police, ECan, District Court	LTU General Manager/ Roading Network Team Leader
Contractors	All TDC Staff
NZ Transport Agency	
Utility Organisations	
Other Local Authorities	

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Monitoring and Compliance

1. Be an Authorised Enforcement Officer pursuant to the Consolidated Bylaws of the Timaru District Council, as guided by Section 177 of the Local Government Act 2002 and Timaru District Council’s Enforcement Policy.
2. Monitor compliance issues in relation to the Consolidated Bylaws of Council and the Resource Management Act (RMA) 1991.
3. Respond to and investigate complaints about Bylaws or District Plan compliance issues.
4. Undertake enforcement actions in relation to the Consolidated Bylaws of Council, the RMA, and the District Plan as appropriate.

5. Undertake necessary non-compliance remedial action as considered appropriate and liaise with NZ Police, consent holders, property owners, businesses or others affected.
6. Where enforcement or remedial action is required, collect and prepare accurate and admissible evidence.
7. Provide guidance and direction in regard to abandoned vehicles and other roading activities in accordance with Council Bylaws.
8. Undertake Litter Control Officer duties pursuant to section 5 of the Litter Act 1979.
9. Monitor and maintain the Ministry for Environments National Monitoring System to ensure internal compliance and accurate reporting
10. Monitor, report on, seek compliance with and enforce Resource Consents as part of the consent monitoring process.
11. Support the Subdivision and Consents Monitoring Officer in relation to the investigation and follow up of complaints as referred by monitoring activities.
12. Work with consent holders to ensure a good standard of compliance with consent conditions are met, including educating and informing consent holders and other stakeholders on their requirements to comply with the District Plan.
13. Develop and maintain effective relationships within Council and with the public in order to deliver a customer-focused service consistent with the Council values.
14. Undertake mediation where required and/or provide guidance to achieve compliance.
15. Stay up to date with changes to legislation, practice, and operational policy and sharing learnings with others
16. Respond to and undertake Local Government Official Information and Meetings Act 1987 (LGOIMA) and other information requests in a timely manner within legislative timeframes.
17. Undertake administrative duties when required in relation to compliance, enforcement and monitoring matters.
18. Maintain standards of public health and safety in managing land associated with, and under control of, the Council for the wellbeing and enjoyment of the public in public places and bylaw monitoring pertaining to Council's

consolidated bylaw 2018, Litter Act 1979, Local Government Act 1974 and Government Roding Powers Act 1989.

19. Assist in review of related bylaws (e.g. freedom camping), helping to identifying gaps in work processes, and recommending changes

Education and stakeholder engagement

1. Ensure that members of the public and the business community receive an adequate Council response to enquiries and requests. Liaison with other regulatory staff as required.
2. Initiate, coordinate, develop and implement education campaigns in regard to road activities and bylaws to ensure increased community knowledge of bylaws.
3. Ensure that members of the public and the business community receive adequate Council response to enquiries and requests.
4. Maintain a collaborative working relationship with other Council units and agencies in regard to bylaw requirements.

General

1. Actively engage in setting own goals and objectives.
2. Assist with other duties as reasonably required by the General Manager Regulatory Development & Growth.
3. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
4. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
5. To be actively involved in Civil Defence Emergency Management when required.
6. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
7. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	Tertiary qualification in a related field.
Desired Qualification	Degree in Resource Management or public policy.
Minimum Experience	2 years' experience in a relevant industry or in a compliance enforcement regulatory role.
Desired Experience	5+years' experience in a similar role, preferable in a Local Authority environment.

Key Competencies / Skills / Knowledge

- A good understanding of Section 177 of the Local Government Act 2002.
- A good understanding of the Resource Management Act 1991 and the sub-divisional aspects of district planning.
- Understands and demonstrates Regulatory Compliance best practice.
- High interpersonal skills with the ability to negotiate and resolve contentious issues.
- Ability to work within a legislative framework and its application to circumstances as they present in the community. Able and prepared to adjust to change as legislation requires and evolve as needed.
- Be a skilled communicator, both written and verbal that enables professional, effective and empathetical work and collaboration with a wide range of internal and external stakeholders, whilst ensuring compliance is achieved.
- High communication skills both written and oral with strong attention to detail with the ability to communicate effectively with a wide range of stakeholders e.g customers, team members and senior managers.
- Able to work well within a team environment and across different teams.
- Good data collection and recording skills together with the ability to meet, in particular, statutory timeframes.

- Well-developed computer skills, including Microsoft Office suite of products.
- Demonstrate a commitment to ongoing learning and development, to improve the way in which Council delivers its services.
- Ability to maintain confidentiality and neutrality.
- High level of honesty, integrity, and a trustworthy manner.
- Able work independently and remotely with the ability to undertake site inspections.
- Innovative and flexible, able to adapt and develop solutions to improve customer experiences.
- Highly organized, able to plan and prioritise effectively to meet competing deadlines.
- Ability to be efficiency and outcome focused.
- Hold a valid driver’s license.

General Manager
Regulatory Development & Growth

Compliance Officer -
Resource Management and Bylaws

Date

Date