



## DELEGATIONS

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### Part 4

### Sub-Delegation

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#### Instrument of Sub-Delegation

**From General Manager: Finance and Business Support to Customer Services Manager, Credit Controller, Rates and Debtors Team Leader, Rates and Debtors Officer, Rates Officer Land Information, Customer Service Officer, Rates Officer – Direct Debits, Rates Assistant Part-Time, Customer Services Administration Support, Rates Rebate Processor fixed term contract, Customer Services Contact Team Leader, Oxford Customer Service Team Leader and Kaiapoi Customer Services Team Leader**

*The following sub-delegation has been approved in accordance with delegated authority granted to the Manager Policy and Customer Service (ref clauses 32(3) and 32B Schedule 7 of the Local Government Act 2002):*

#### Background

The Council adopted the Delegations Manual, which is available on the Council's website. Under Part 4 of the Delegations Manual, specifically Delegation S-DM 1051, the Council delegated to me, as General Manager: Finance and Business Support, powers, duties and responsibilities under various legislation and Council Policy.

#### Sub-delegation

Under clauses 32(3) and 32B, Schedule 7 of the Local Government Act 2002, I sub-delegate to the officers identified in the first column of the attached schedule the powers, duties, and responsibilities identified in the second column of the schedule, subject to any conditions, limitations, or prohibitions identified in the third column of the schedule.

*Signed:*

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Nicole Robinson  
General Manager Finance and Business Support

on 27 March 2025



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#### Officer Key:

|                                |   |  |    |
|--------------------------------|---|--|----|
| Customer Services Manager      | 1 | Rates Assistant Part Time                  | 8  |
| Credit Controller              | 2 | Customer Services Administration Support   | 9  |
| Rates and Debtors Team Leader  | 3 | Rates Rebate Processor fixed Term contract | 10 |
| Rates and Debtors Officer      | 4 | Customer Services Contact Team Leader      | 11 |
| Rates Officer Land Information | 5 | Oxford Customer Service Team Leader        | 12 |
| Customer Services Officers     | 6 | Kaiapoi Customer Services Team Leader      | 13 |
| Rates Officer – Direct Debits  | 7 |  |    |

| Officer(s)                              | Summary of Power  | Limitations, conditions, or prohibitions  |
|---|---|---|
| Customer Services Manager has authority | <p><b>Rates Rebate Act 1973 and Rates Rebate (Retirement Village Residents) Amendment Act 2018</b></p> <p>Section 5-8 To consider applications for rates rebates and refunds, determine whether to grant the applications in accordance with sections 5-7, and apply the rebate/refund if granted.</p> <p>9 To apply to Secretary for Local Government for refund of rebates granted.</p> <p>10(1) To authorise the recovery of all or part of a rates rebate or rates refund as a rate payable in respect of the rating unit.</p> <p>11A To seek advice from the Secretary of Local Government.</p> <p>13 To take any declarations required for the purposes of this Act</p> <p><b>Rating Valuations Act 1998</b></p> <p>Section 8 To appoint person or body to undertake valuation services and notify Valuer-General of person or body undertaking valuations services for the Council.</p> <p>9 To undertake general revaluation in accordance with this section.</p> | <p>1 – 13</p> <p>1, 3, 4, 9</p> <p>1, 2, 3, 4</p> <p>1, 2, 3, 4</p> <p>1 – 13</p> <p>1, 3</p> <p>1, 3</p> |



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| Officer(s) | Summary of Power  | Limitations, conditions, or prohibitions |
|------------|---|--|
|            | 10 To provide specified information to the Valuer-General.  | 1, 3, 5                                  |
|            | 12 To give public notice in accordance with section 12 and provide for public inspection of the district valuation roll.  | 1, 3, 5                                  |
|            | 13 To give notice of general revaluation in accordance with this section.   | 1, 3, 5                                  |
|            | 14-17 To exercise powers regarding alterations and new valuations, giving notice, during the currency of a general revaluation.   | 1, 3                                     |
|            | 34(4) To decide to alter the valuation or to decline to alter the valuation.  | 1, 3                                     |
|            | 34(5) To alter the valuation roll.  | 1, 3                                     |
|            | 35 To give notice as required by this section.  | 1, 3                                     |
|            | 36 To file on Council's behalf for an objection to be heard by the Land Valuation Tribunal and arrange for service to the required parties.   | 1, 3                                     |
|            | 38(3) To authorise a person who provides or has provided valuation services to the Council (or an officer or employee of such person) to represent Council in proceedings before the Land Valuation Tribunal. | 1, 3                                     |
|            | 39 To alter the district valuation roll to give effect to the decision of the Land Valuation Tribunal.  | 1, 3, 5                                  |
|            | 41 To provide certified copies of entries in the district valuation roll.   | 1, 3, 5                                  |
|            | 42 To keep and maintain information and documents, and provide to Valuer-General when required.   | 1, 3, 5                                  |
|            | 43 To enter into agreement with the regional council as to the regional council's annual share of costs.  | 1, 3                                     |
|            | 45 To provide written authorisation to persons for entry onto private property to carry out valuations.   | 1, 3                                     |
|            | <b>Rating Valuations Regulations 1998</b>   |  |
|            | Section 6 To extend the due date for lodging an objection.  | 1, 3                                     |



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| Officer(s) | Summary of Power  | Limitations, conditions, or prohibitions |
|------------|---|--|
|            | 8 To notify the objector of the further information needed if the objection is to proceed.  | 1, 3                                     |
|            | 10 To refuse to consider late or incomplete objections.   | 1, 3                                     |
|            | 12 To issue and endorse as accurate a certified copy of an entry in the district valuation roll.  | 1, 3, 5                                  |
|            | <b>Rating Policy</b><br>Authority to make decisions on the implementation of the Rating Policy including determination of differential and targeted rating categories after undertaking the appropriate investigation and consideration of the circumstances and factors relating to a rating unit. | 1, 3, 5, 9                               |