

POSITION DETAILS

TITLE	Project Planner - Three Waters Consent Replacement Programme
REPORTS TO	Manager Policy, Planning & Consents Compliance
LOCATION	Whakatāne District Council offices
DATE	July 2024
DIRECT REPORTS	Nil
FINANCIAL DELEGATION	Nil

PURPOSE OF POSITION

The Project Planner is responsible for preparing and submitting resource consent applications at the regional and district levels, following Council policies and the planning frameworks, to support the successful delivery of the Three Waters Consent Replacement Programme.

Key responsibilities include leading the replacement of specified municipal water take consents by assessing planning requirements, offering planning guidance to project teams, commissioning technical work as needed, facilitating stakeholder engagement, and preparing or reviewing resource consent applications. Engaging closely with Tangata Whenua and other essential stakeholders is crucial to this role.

Additionally, the Project Planner collaborates with other members of the Three Waters Consents Replacement Programme and provides planning and project support within the programme, as necessary.

KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
VALUES	The best interest of the organisation is represented at all times ensuring Council values are reflected in behaviours and professional delivery of role.
RESOURCE MANAGEMENT PLANNING	<p>Undertake planning assessments against Regional and District planning documents for projects within the Three Waters Consent Replacement Programme.</p> <p>Provide accurate, consistent and timely planning information and advice to the programme team and wider Council staff, in relation to the Three Waters Consent Replacement Programme.</p> <p>Work with Council planners to ensure that the most up to date District Plan knowledge and best practice for resource consent applications are applied to the planning and preparation of Council's Three Waters Consent Replacement Programme resource consent applications.</p> <p>Liaise with relevant Regional Council staff, both consents and technical, to ensure that the most up to date regional planning knowledge and best practice for resource consent applications are applied to the planning and preparation of Council's Three Waters Consent Replacement Programme resource consent applications.</p> <p>Keep the Manager Policy, Planning and Consent Compliance and Three Waters Consent Replacement Programme Manager informed on project progress, risks or issues.</p>

<p>PREPARATION OF RESOURCE CONSENT APPLICATIONS</p>	<p>Prepare resource consent applications for Council to both the Bay of Plenty Regional Council and Whakatāne District Council to ensure timely replacement of specified water take consents.</p> <p>Identify specialist reports and advice, where required, for Council resource consent applications, commissioning and managing specialist reports and advice to ensure resource consent applications are able to be prepared in line with project timelines.</p> <p>Manage and lead Council’s resource consent applications ensuring they are of a high standard, are completed accurately and consistently, and meet applicants’ statutory obligations. Ensure no resource consent applications are rejected under section 87 of the Resource Management Act and further information requests under section 92 of the Resource Management Act are received only for matters that could not have been anticipated.</p> <p>Assist in preparing evidence for Council and Environment Court Hearings and oversee the preparation of independent expert evidence to ensure it is accurate, clear, and submitted on time.</p>
<p>HEALTH, SAFETY AND WELLBEING</p>	<p>Ensure Council’s documentation and procedures are understood and implemented to ensure risks to health and safety of those in the workplace are eliminated and / or controlled.</p> <p>Accurately report all work-related hazards, incidents and accidents and implement any follow up corrective actions.</p> <p>Provide support, as required, to Health and Safety staff and General Manager to complete due diligence audits and other internal audits, assessments, and investigations.</p> <p>Regularly attend Health and Safety training, ensuring certification is current, as required.</p> <p>Ensure active worker participation and engagement in Council’s health, safety and wellbeing practices and projects.</p>
<p>ADDITIONAL DUTIES</p>	<p>Provide planning and project support for the wider Three Waters Consent Replacement Programme as required to assist in its successful delivery.</p> <p>Assist with emergency management events as instructed and attend relevant training in Civil Defence as required.</p> <p>Attend relevant training, as required.</p> <p>Complete other duties that may be required, in agreement with the Manager Policy, Planning and Consent Compliance and Three Waters Consent Replacement Programme Manager.</p>

KEY RELATIONSHIPS

EXTERNAL	INTERNAL
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Potentially affected parties and submitters Iwi, Hapū and Whānau Bay of Plenty Regional Council and other territorial authorities Resource Management Professionals Government Agencies Technical and Legal Professionals Other consultants	Policy, Planning and Consents Compliance Team Three Waters Team Resource Consent Team Strategic Māori Partnership Team Elected Members Other Council staff, as required
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PERSON SPECIFICATION

QUALIFICATIONS	A bachelor's degree in planning, resource management or other relevant field.
EXPERIENCE	Minimum of 3 years recent experience as a consent's planner. Demonstratable regional level planning applications/consents experience including discharge, infrastructure, and water takes. Experience working in the local government environment and knowledge of the Bay of Plenty area.
KNOWLEDGE, SKILLS AND ATTRIBUTES	Has strong knowledge of the Resource Management Act and all statutory obligations. Knowledge of preparing evidence for Council Hearings and the Environment Court. Knowledge of District Plans. Demonstrates excellent organisational and time management skills. Demonstrates strong communication skills. Understand the Treaty of Waitangi and its implication to resource management issues.
OVERALL	Has no previous or current medical conditions, which would affect the ability to perform the duties described in the job description. Able to work overtime and weekends should this be required. Have a full clean current drivers' licence.

I, _____ agree and accept the duties and responsibilities captured in this position description.

Employee signature

Date

Our vision and values

Tō tātau matakitenga me ngā wāriutanga

OUR VISION *Te matakitenga*

Better Together Toitū te Kotahitanga



OUR VALUES *Ngā wāriutanga*

We put **people** at the heart of everything we do
Toitū te Tangata!

- We value relationships
- We think of others
- We listen to understand
- We value our differences

We are always **learning and improving**
Toitū te Taumata!

- We look for success on the horizon
- We seek out opportunities to grow
- We safely make mistakes
- We strive to be better
- We're open to change and embrace it
- We ask questions and challenge assumptions
- We reflect and review
- We ask for and share feedback
- We're brave and have courage

We care about our **environment**
Toitū te Taiao!

- We keep our communities informed
- We are stewards of our place
- We bring people together
- We consider the needs of our communities
- We improve quality of life
- We are the community

We are **passionate and proud**
Toitū te Mauri Ora!

- We love this place
- We love what we do and do what we love
- We bring energy and enthusiasm
- We look to have fun
- We aim for the best version of ourselves every day
- We acknowledge our efforts
- We share success stories
- We honour our past
- We look to the future together

WHAKATĀUKI

Hūtia te rito o te harakeke,
kei hea te kōmako e kō, kī mai ki ahau.
He aha te mea nui o te ao, māku e kī atu,
he tangata, he tangata, he tangata.

*Take away the heart of the flax bush
and where will the bellbird sing?
If you ask me what is the most
important thing in the world
I will tell you, it is people,
it is people, it is people.*

We work as **one team**
Toitū te Mahi Tahī!

- We trust and support each other
- We speak up
- We share our story
- We back each other up
- We keep each other informed and up to date
- We involve each other
- We ask for help when we need it