

## PLANNER

### Position Description

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|------------------------|--|
| Department/Group:      | Planning / Regulatory & Compliance Team          |
| Reports to:            | Operations Manager – Regulatory & Compliance     |
| Location:              | Municipal Building, 101 Guyton Street, Whanganui |
| Post Number:           | EMV 836  |
| PD Created / Modified: | January 2025                                     |

### ***Whanganui District Council Vision***

To be an energised, united, and thriving district offering abundant opportunities for everyone.

### ***Our Values***

- Positive and encouraging
- Collaborative brilliance
- Make great happen

### ***Position Purpose***

The position of **Planner** is responsible for processing resource consents through all stages of the process, and to provide advice on matters concerning the Resource Management Act and the District Plan to enable the best possible decisions to be made.

### ***Key Result Areas***

The position of **Planner** encompasses the following major functions or Key Result Areas:

| <b><i>Key Result Area:</i></b>   | <b><i>Job holder is successful if:</i></b>  |
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| <b>1. Processing Resource Consent Applications</b>   |   |
| <ul style="list-style-type: none"> <li>• To receive, advise and process Resource Consent applications.</li> <li>• To carry out administrative duties associated with Resource Consent processes.</li> <li>• Corporate data updating.</li> <li>• Preparing for and involvement in pre-hearing meetings and hearings.</li> </ul> | <ul style="list-style-type: none"> <li>• Resource Consent applications are processed accurately, meeting the statutory requirements of the Resource Management Act and the District Plan.</li> <li>• More complicated Resource Consents and Notified Consents are effectively handled.</li> <li>• Records are complete and up-to-date.</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Research and prepare reports with recommendations on land use and subdivision Resource Consent applications and designations, in accordance with the Resource Management Act 1991.</li> </ul>  | <ul style="list-style-type: none"> <li>• Attendees are satisfied with the process conducted and feel they have had a fair hearing.</li> </ul>  |
| <b>2. Planning Processes under the Resource Management Act and other Legislation</b>  |  |
| <ul style="list-style-type: none"> <li>• Processing of Building Consent applications for Planning Compliance.</li> <li>• Processing of Sale of Alcohol applications for Planning Compliance.</li> <li>• Processing of Overseas Investment Act Certificates.</li> <li>• Processing of Street Numbering, Street Naming and Street Stopping.</li> </ul>              | <ul style="list-style-type: none"> <li>• Building Consent applications are assessed for Planning Compliance within the specified time frame and completed accurately.</li> <li>• Sale of Alcohol applications are assessed for Planning Compliance within the specified time frame and completed accurately.</li> <li>• Overseas Investment Act Certificates are completed within the specified timeframe and accurately.</li> <li>• Street numbers are issued as part of the Subdivision process and are amended, when requested, within the specified timeframe.</li> <li>• Street Naming and Street Stopping follows the statutory process set by legislation.</li> </ul> |
| <b>3. Monitoring</b>  |  |
| <ul style="list-style-type: none"> <li>• Undertake the monitoring of Resource Consent as required by the Resource Management Act.</li> </ul>  | <ul style="list-style-type: none"> <li>• All Resource Consents are monitored and the appropriate action is taken to ensure compliance.</li> </ul>  |
| <b>4. Enforcement</b>   |  |
| <ul style="list-style-type: none"> <li>• Undertake and/or provide advice on enforcement action required under the Resource Management Act 1991.</li> <li>• Enforcement under the Resource Management Act when parties are acting in ways outside the criteria/rules in the District Plan.</li> </ul>  | <ul style="list-style-type: none"> <li>• Matters are resolved to satisfactorily achieve environmental objectives in the District Plan.</li> </ul>  |
| <b>5. Land Information Memorandums (LIM's)</b>  |  |
| <ul style="list-style-type: none"> <li>• Processing of Land Information Memorandums (LIM's) for clients.</li> </ul>   | <ul style="list-style-type: none"> <li>• LIM's contain accurate information based on Council records and are provided in a timely manner.</li> </ul>   |
| <b>6. Advisory Service on Resource Management and Planning Matters</b>  |  |
| <ul style="list-style-type: none"> <li>• Perform administrative functions of the Planning Team.</li> <li>• Provide information to customers on matters concerning the Resource Management Act, the District Plan, on Resource Consent applications and their responsibilities.</li> <li>• Prepare reports and decisions on resource management issues.</li> </ul> | <ul style="list-style-type: none"> <li>• Information provided is accurate, clear and easily understood.</li> <li>• No complaints are received regarding the quality of advice given.</li> <li>• Records are complete and up-to-date.</li> <li>• Reports are accurate, clear, concise, timely and meet customer expectations.</li> </ul>  |

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| <ul style="list-style-type: none"> <li>• Providing advice to written, telephone and counter enquiries and checking compliance with designations, land use and subdivision provisions of the District Plan.</li> </ul>  |   |
| <b>7. Policy and Plan Development</b>  |   |
| <ul style="list-style-type: none"> <li>• Undertake research, consultation and development of plan changes to the Council's District Plan.</li> <li>• Monitor the effectiveness of the District Plan and undertake variations and plan changes as necessary.</li> <li>• Provide advice to Council and other Council staff on reserves managed under the Reserves Act 1977.</li> </ul> | <ul style="list-style-type: none"> <li>• The District Plan is an effective planning tool that meets the needs of the community.</li> <li>• Co-ordination and support services are provided within the District Plan process to ensure the requirements of the Resource Management Act are met.</li> <li>• The relevance of the District Plan is maintained through the development and incorporation of new environmental policy issues into the planning framework.</li> <li>• Variations and changes to the District Plan are undertaken and processed as appropriate.</li> <li>• Environmental results projected within various planning documents are monitored and variations reported on.</li> <li>• Appropriate consultation processes are followed.</li> <li>• Reserves are accurately classified.</li> <li>• Effective analysis is completed of the impact of the Reserves Act on current and potential future use of Council reserves.</li> </ul> |
| <b>8. Environmental Court Processes</b>  |   |
| <ul style="list-style-type: none"> <li>• Attend prehearing meetings.</li> <li>• Prepare planning evidence for the Environment and District Courts.</li> </ul>  | <ul style="list-style-type: none"> <li>• Those attending a pre-hearing meeting leave knowing that their views were listened to and that they were treated with courtesy and respect.</li> <li>• Evidence prepared is impartial, factual, logical and kept to within your area of expertise.</li> </ul>  |
| <b>9. Team Collaboration</b>   |   |
| <ul style="list-style-type: none"> <li>• Accept specific tasks within the Regulatory &amp; Compliance team to assist other members of the team.</li> <li>• Regularly brief the Planning Manager on major development and enforcement matters arising.</li> </ul>   | <ul style="list-style-type: none"> <li>• Works cohesively and collaboratively to achieve the set goals of the Regulatory &amp; Compliance Team.</li> <li>• Planning Manager receives timely and accurate information relating to major development and enforcement matters.</li> </ul>  |
| <b>10. Customer Service</b>  |   |
| <ul style="list-style-type: none"> <li>• Demonstrate a "customer first" culture within the team, group and in the wider organisation.</li> </ul>   | <ul style="list-style-type: none"> <li>• There is demonstrated application of the Customer First and associated guidelines.</li> <li>• Availability for customers is ensured.</li> </ul>  |

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| <ul style="list-style-type: none"> <li>• Act as a Customer Advocate in the team, group and in the wider organisation.</li> <li>• See customer feedback as an opportunity to improve service.</li> <li>• Develop partnerships within the organisation to meet customer needs.</li> <li>• Contribute to the development of customer focused policies and procedure.</li> </ul> | <ul style="list-style-type: none"> <li>• There is evidence of understanding of the needs of the customer and improving customer service.</li> <li>• Any appropriate Service Level Agreement requirements are met.</li> <li>• CRM and correspondence are responded to in required timeframe (where appropriate)</li> <li>• Customer queries/requests are followed through in manner that ensures closure.</li> </ul>                            |
| <b>11. Long-term &amp; Annual Planning Process</b>   |  |
| <ul style="list-style-type: none"> <li>• Support and participate in the Long-term &amp; Annual Planning Process for the Council when required.</li> </ul>  | <ul style="list-style-type: none"> <li>• The Project Manager receives effective support in achieving the Council's statutory obligations in the development of the plans, including by providing high quality and timely information to the Project Manager as required.</li> <li>• Contributes to the development of business cases that support effective decision making.</li> </ul>  |
| <b>12. Emergency Management</b>  |  |
| <ul style="list-style-type: none"> <li>• Support and participation in Emergency Management for Council when required.</li> </ul>   | <ul style="list-style-type: none"> <li>• The Emergency Manager receives effective support in achieving the Council's statutory and community obligations in emergency and risk management.</li> <li>• Effective and active participation, and, where appropriate, the release of staff for emergency response situations and planned training.</li> </ul>  |
| <b>13. Risk Management</b>   |  |
| <ul style="list-style-type: none"> <li>• Compliance with Risk Management.</li> </ul>   | <ul style="list-style-type: none"> <li>• Best practice risk management procedures apply to all projects, contracts, and day to day activities.</li> <li>• Compliance with Council risk management policies and procedures including Business Continuity, Crisis Management and Legal Compliance.</li> <li>• Risks associated with functions managed and policies being developed are accurately identified, evaluated, and reduced.</li> </ul> |
| <b>14. Health and Safety</b>   |  |
| <ul style="list-style-type: none"> <li>• Comply with all safe work procedures, policies, and instructions.</li> <li>• Report all incidents, hazards/risks, and injuries to supervisors in a timely manner.</li> </ul>  | <ul style="list-style-type: none"> <li>• Comply with any reasonable instruction that is given to you by the PCBU or your Manager.</li> <li>• Timely, full, and accurate completion of incidents on the H &amp; S electronic reporting.</li> </ul>  |

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| <ul style="list-style-type: none"> <li>Actively participate in the ongoing development of safe workplace practices in the Whanganui District Council.</li> <li>Take personal responsibility for own safety without putting others at risk.</li> </ul> | <ul style="list-style-type: none"> <li>Participate in all Whanganui District Council Health &amp; Safety Induction programmes and updates as and when required.</li> <li>Demonstrate commitment to Health &amp; Safety for yourself, your staff and contractors and your work colleagues.</li> </ul> |
| <b>15. Professional Development and Training</b>  |  |
| <ul style="list-style-type: none"> <li>Professional Development/Training Needs are identified and enacted.</li> </ul>   | <ul style="list-style-type: none"> <li>Own training needs are identified through appraisal and training needs analysis.</li> <li>Agreed training programmed/development opportunities are taken up.</li> <li>Knowledge of both management and professional areas remains up to date.</li> </ul>      |
| <b>16. Other</b>  |  |
| Special projects and additional duties commensurate with the position are completed from time to time as requested, meeting quality standards and deadline requirements.  |  |

**Note:**

*The above performance standards are provided as a guide only. The precise performance objectives and measures for this position will need further discussion between the jobholder and manager as part of the performance management process*

**Key Relationships:**

| Internal  | External   |
|---|--|
| <ul style="list-style-type: none"> <li>Mayor and Councillors</li> <li>Chief Executive</li> <li>Executive Team</li> <li>Operations Manager – Regulatory and Compliance</li> <li>Planning Manager</li> <li>Principal Policy Planner</li> <li>Other Council staff</li> </ul> | <ul style="list-style-type: none"> <li>Public</li> <li>Interest and community groups</li> <li>Applicants</li> <li>Developers</li> <li>Iwi</li> <li>Lawyers</li> <li>Environment Court</li> <li>Planning and technical consultants e.g. surveyors, engineers</li> <li>Central government, other Councils and colleagues throughout NZ</li> <li>Environment Court</li> </ul> |

### ***Role Scope:***

|                                |   |
|--------------------------------|---|
| Direct Management of Staff:    | Nil   |
| Indirect Management of Staff:  | Nil   |
| Delegated Financial Authority: | In accordance with delegated authority guidelines |

### ***Qualifications and Experience:***

| <b>Essential:</b>  | <b>Desirable:</b>  |
|--|--|
| <ul style="list-style-type: none"><li>• Degree in Planning or Resource Management</li><li>• A current full class A NZ drivers licence</li><li>• At least two years relevant experience</li><li>• Up-to-date knowledge of Resource Management Act legislation</li></ul> | <ul style="list-style-type: none"><li>• Local government experience</li><li>• Policy development experience</li><li>• Member of the New Zealand Planning Institute</li></ul> |

### ***Variation:***

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

### ***Acceptance of Position Description***

I have read the attached Position Description and agree that it represents the duties I will perform for the above position.

Employee: \_\_\_\_\_ Dated: \_\_\_\_\_