

# Job Description



## My Position

<b>Position:</b>	<b>Compliance and Investigations Officer – Water Metering</b>
<b>Section:</b>	Regulatory
<b>Group:</b>	Environmental Services
<b>Responsible to:</b>	Team Leader – Compliance & Investigation (Water & Waste)
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To administer a dedicated compliance monitoring programme for consented water takes as part of Council duty to monitor and enforce compliance with plan rules and conditions of resource consent under the Resource Management Act 1991.</li><li>• To respond to and resolve all identified non-compliance in accordance with Councils enforcement policies and procedures.</li><li>• To promote the sustainable use of our natural and physical resources by providing targeted education and advice to our regulated community, stakeholders, and the general public.</li><li>• To provide technical advice and support to internal stakeholders such as our science, policy and consenting teams to meet Councils statutory responsibilities and strategic objectives.</li></ul>

## Our Council

<b>Our District Vision:</b>	Thriving resilient Tasman <i>Kia manawaroa te tai o Aorere</i>
<b>Our Purpose:</b>	Delivering Public Value <i>Kia whai hua mā te marea</i>

## Our Values

We support our Vision and Purpose through living our values.

**Auahatanga – Innovation.** *I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

**Kawenga – Responsibility.** *Kia ū ki te pai. Stay resolute to that which is good.*

**Manaakitanga – Caring/ Sharing.** *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

**Whanaungatanga – Relationships.** *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first
- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

## My Group

### Role of the Environmental Services Group

The Environmental Services Group are the Tasman region's front-line providers of environmental information, science expertise, and natural infrastructure management. We provide respected specialist expertise across a range of land, water and ecological disciplines, and serve as the region's natural hazards advisor during times of emergency. Our dedicated teams also carry out extensive environmental control and protection work across the region, including biosecurity, catchment enhancement, coastal erosion, and river management works.

The Group also looks after most of the Council's regulatory functions which facilitate the development and use of land, water, and coastal resources, and which regulate activities in order to protect and improve public health and safety and the environment, and to minimise nuisance and harm to people and places. The functions undertaken include building control, resource consenting and compliance, environmental health (including food safety), alcohol licensing, animal control, parking control, biosecurity and maritime safety.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in business process improvement, data management, people, tools, and science, and by respecting, supporting and enabling those that rely on our work. Our information systems and specialist advice provide a wealth of environmental understanding, enabling our Council and communities to make empowered decisions.

## My Key Result Areas

### My Priorities

What am I supposed to do?	How well am I supposed to do it?
<p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>• Administer the dedicated compliance monitoring programme for ground and surface water takes.</li> <li>• Monitor resource consents and targeted permitted activities within that programme to ensure compliance with conditions of consent or relevant rules in the Tasman Resource Management Plan - monitoring includes field inspections, overseeing database management, information gathering and reporting.</li> <li>• Support the Dry Weather Task Force in managing the regions water resources in water short periods by attending meetings, providing technical information to aid decision making and implementing water shortage notices.</li> <li>• Provide technical advice, support and feedback to internal stakeholders including consents officers, policy planners, and scientists around water management matters.</li> <li>• Maintain a thorough working knowledge of all relevant legislation, plan provisions, national regulations and Environmental Standards pertinent to the role.</li> </ul>	<p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>• Monitoring and administrative processes undertaken against consents and permitted activities under this assigned programme are shown to be at an appropriate standard and level of response.</li> <li>• Preparation and delivery of accurate reports to Council and committees on programme delivery and outcomes.</li> <li>• There is evidence of effective knowledge, feedback and peer review of plan rules and consents</li> <li>• There is evidence of the application of expert analytical skills in critiquing, assessing and approving plans, reports and technical documents</li> <li>• There is evidence of the application of effective educational and compliance advocacy to the public and consent holders in all matters that involve compliance monitoring</li> <li>• Where action is required in such matters as declared droughts, support and advice is to</li> </ul>

<ul style="list-style-type: none"> <li>Respond to environmental incidents including ensuring any necessary remedial action is taken.</li> <li>Provide technical advice and assistance to the Team Leader to assist in wider reporting and strategic policy reviews.</li> </ul>	<p>an acceptable standard, as part of any task force co-ordinated response across agencies.</p>
<p><b>Investigations</b></p> <ul style="list-style-type: none"> <li>Investigate complaints, incidents and identified breaches under the Resource Management Act 1991 and other relevant legislation.</li> <li>Undertake and record witness statements including victim impact statements and offender interviews in full accordance with the provisions of the Evidence Act 2006 and the Bill of Rights Act 1990 to ensure any evidence obtained is admissible in criminal proceedings.</li> <li>Apply for and execute search warrants in accordance with the Search and Surveillance Act 2012 and Resource Management Act 1991 to ensure any evidence obtained is admissible in criminal proceedings.</li> <li>Provide an educational and compliance advocacy role in matters that do not justify other enforcement actions.</li> <li>Store information required for investigations in line with Council policies and operating procedures.</li> </ul>	<p><b>Investigations</b></p> <ul style="list-style-type: none"> <li>Consistent use of effective investigation practices to achieve required outcomes is evident.</li> <li>Investigations are completed in a timely manner.</li> <li>Documents and files are produced to the prescribed standards sufficient to report on or successfully proceed to further enforcement.</li> <li>In-depth and current knowledge of relevant legislation and amendments, case law and precedents necessary to undertake the role of investigator is evident.</li> <li>All evidence including samples and other exhibits will be suitably stored, handled and disposed of in accordance with policy and procedures to maintain evidential integrity.</li> </ul>
<p><b>Enforcement</b></p> <ul style="list-style-type: none"> <li>Undertake appropriate enforcement action in order to regain compliance, prevent further offending, or provide an adequate response to the level of offending, in accordance with Councils Enforcement Policies and guidelines.</li> <li>Liaise with Council's legal counsel to progress case files and assist them to successfully achieve desired enforcement outcomes on behalf of Council.</li> <li>Manage and oversee the preparation of evidence and recommend appropriate enforcement action, including presentation of evidence in the Court as necessary.</li> <li>To advise and work with government and other external agencies to ensure a coordinated effective response to emergency incidents.</li> <li>Maintain a thorough knowledge of the relevant legislation, case law and investigation best practice in respect to criminal proceedings and apply these in all cases.</li> <li>Have a good working knowledge of other legislation, relevant national regulations and Environmental Standards pertinent to the job. This includes the ability to source and research the necessary provisions.</li> </ul>	<p><b>Enforcement</b></p> <ul style="list-style-type: none"> <li>Selection of appropriate responses to the level of non-compliance is shown in order to achieve desired outcomes.</li> <li>There is evidence of a professional and objective approach to difficult face-to-face situations while achieving outcomes</li> <li>Enforcement files and documentary evidence are prepared to the standard sufficient to allow Councils lawyers to proceed before the courts.</li> <li>Demonstrate ability to achieve desired enforcement outcomes in the most cost-effective manner to recover actual and reasonable costs where appropriate.</li> </ul>
<p><b>Reporting Systems</b></p> <ul style="list-style-type: none"> <li>Ensure that systems and processes required for administration of the monitoring programme are functional and where no such system is in place to facilitate or assist in its development.</li> </ul>	<p><b>Reporting Systems</b></p> <ul style="list-style-type: none"> <li>All data is recorded in an accurate and timely manner and where lacking, implement new processes/databases to assist Council's management of data and information.</li> </ul>

<ul style="list-style-type: none"> <li>• Ensure data is recorded in an accurate and timely manner in accordance with Councils policies and strategies.</li> <li>• Identify and initiate any new processes/databases to assist Council's management of data and information. This includes ensuring efficient reporting procedures are in place.</li> <li>• Develop and maintain procedures manuals where need is identified including annual reviews of content for relevancy and accuracy.</li> <li>• Develop and implement quality audit processes to ensure data is accurate and efficiently captured particularly in the fields of resource consent administration.</li> <li>• Prepare and present information to the appropriate Council Committee including the annual report on the Water monitoring programme.</li> <li>• Provide input into Council's other Annual Compliance and Enforcement Monitoring reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality audit processes are in place to ensure data is accurate and efficiently captured.</li> <li>• Procedure manuals are developed and maintained including conducting robust reviews of content for relevancy and accuracy</li> <li>• There is current and relevant web based information and advice through the development, implementation and maintenance of web pages relevant to the compliance monitoring programme.</li> </ul>
<p><b>Liaison – External Contacts</b></p> <ul style="list-style-type: none"> <li>• Encourage, facilitate and participate in feedback, education and liaison as required. This will include training and liaison with key external stakeholders.</li> <li>• Represent Council on national special interest groups providing technical advice where applicable.</li> <li>• Maintain effective rapport with resource consent holders, their consultants and representatives to achieve desired compliance programme outcomes.</li> <li>• Provide an educational and compliance advocacy role to the public to assist with enquiries surrounding Council's roles, responsibilities, rules, monitoring, and enforcement procedures.</li> <li>• Provide sound technical and legal advice to external parties concerning the implementation of policy, rules and legislation.</li> <li>• Advocate, lead and implement best environmental practices with stakeholders.</li> </ul>	<p><b>Liaison – External Contacts</b></p> <ul style="list-style-type: none"> <li>• Evidence of consistent use of educational and compliance advocacy to the public surrounding Council's roles, responsibilities, rules, monitoring, and enforcement procedures.</li> </ul>
<p><b>Liaison – Internal Contacts</b></p> <ul style="list-style-type: none"> <li>• Encourage, facilitate and participate in feedback, education and liaison as required. This will include training with key internal stakeholders.</li> <li>• Provide training and mentoring to new compliance staff on monitoring and enforcement policy and procedures.</li> <li>• Liaise with and advise Councillors and other staff with respect to monitoring and enforcement principles and procedures and assist with enquiries surrounding these matters.</li> <li>• Provide technical advice where required surrounding environmental monitoring data, plans and reports that are submitted via AEE's or condition of consent.</li> <li>• Provide input to and peer review of resource consents and building consents during the</li> </ul>	<p><b>Liaison – Internal Contacts</b></p> <ul style="list-style-type: none"> <li>• Effective input into and peer review of resource consents and building consents during the consenting process to ensure legally robust and enforceable consents issued is evident.</li> <li>• Evidence of effective liaison and advice to Councillors and other staff with respect to monitoring and enforcement principles and procedures and assisting with enquiries surrounding these matters</li> </ul>

<p>consenting process to ensure legally robust and enforceable consents are issued.</p> <ul style="list-style-type: none"> <li>• Provide feedback to Policy regarding the effectiveness and enforceability of proposed or existing policy provisions.</li> </ul>	
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## My Contribution

<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• I take responsibility for my performance, decisions and actions and how these impact on others.</li> <li>• I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.</li> <li>• I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable.</li> <li>• I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.</li> </ul>
<p><b>Customer Focus</b></p> <ul style="list-style-type: none"> <li>• I focus on the needs of our customers and provide all of them with outstanding service.</li> <li>• I treat all people with respect, and I deliver on the commitments I make.</li> <li>• My actions are fair and build trust with my colleagues, customers and our community.</li> </ul>
<p><b>Relationship Building</b></p> <ul style="list-style-type: none"> <li>• I build and maintain genuine relationships with my colleagues, customers and our community.</li> <li>• I actively listen to others and am supportive, friendly and helpful.</li> <li>• I respect all cultures and act in ways that make others feel included and valued.</li> </ul>
<p><b>Resilience &amp; Adaptability</b></p> <ul style="list-style-type: none"> <li>• I support new ways of working and am able to be flexible and calm when facing change or difficult situations.</li> <li>• I am digitally confident and participate in opportunities to learn how to apply digital business technology and tools to my work.</li> <li>• I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.</li> </ul>
<p><b>Motivation &amp; Drive</b></p> <ul style="list-style-type: none"> <li>• I take responsibility for my own learning and development and welcome feedback to improve my performance.</li> <li>• I effectively plan, manage and prioritise my work and deliver it on time.</li> <li>• I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.</li> </ul>
<p><b>Collaboration &amp; Inclusion</b></p> <ul style="list-style-type: none"> <li>• I actively contribute to the achievement of team goals and objectives.</li> <li>• I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.</li> </ul>
<p><b>Civil Defence Emergency Management</b></p> <ul style="list-style-type: none"> <li>• I provide assistance and support during civil defence / emergency management activities.</li> <li>• I participate in civil defence and emergency management training.</li> </ul>
<p><b>Working within te ao Māori</b></p> <ul style="list-style-type: none"> <li>• I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role.</li> <li>• I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role.</li> <li>• I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihū for my role.</li> <li>• I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.</li> </ul>

## My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

## My Competencies

### My Qualifications and Experience:

- A Degree in resource management, the natural or physical sciences, law, investigations, policing or any equivalent qualification is required.
- A minimum of three years in the regulatory environmental field or in an investigatory capacity that includes investigation of offences, preparation of cases for prosecution and giving evidence in proceedings.
- Demonstrated ability in criminal investigation (Local Government, Police, Fisheries etc.) and subsequent law enforcement processes is highly desirable. This would include the ability to interpret legislation, legal opinions, and case law.
- An excellent understanding and working knowledge of statutes associated with both local government and outside law enforcement agencies which include the Resource Management Act (1991), Local Government Act (1974, 2002), Bill of Rights Act (1990), Sentencing Act (2002), Crimes Act (1961) and Evidence Act (2006).
- Knowledge of water, air and land pollution and effective pollution response and management.
- Demonstrable ability to analyse information and produce written reports of a high standard.

### My Personal Attributes:

- Be able to deal with difficult and hostile situations and have strong negotiation skills and the ability to facilitate outcomes.
- Excellent written and oral communication skills with the ability to effectively communicate with multiple agencies and stakeholders.
- Highly developed problem solving, analytical skills with an eye for detail.
- Initiative and good judgement skills.
- Good organisational skills and an ability to plan and schedule your own work, and to work with limited supervision and under tight time constraints.
- An ability to relate to a wide range of people and a proven commitment to quality customer service and teamwork.
- The ability to adjust frequently and successfully in a changing work environment.
- The ability to work as part of a team
- The ability to make sound decisions in respect to personal safety.

## My Agreement

**My Name:**

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**My Signature:**

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**Date:**

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# Job Description



## My Position

<b>Position:</b>	<b>Compliance and Investigations Officer – Freshwater</b>
<b>Section:</b>	Regulatory
<b>Group:</b>	Environmental Services
<b>Responsible to:</b>	Team Leader – Compliance & Investigation (Water & Waste)
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To scope, develop and implement a compliance monitoring programme to ensure activities within Tasman District comply with any regulations, resource consents, or relevant Tasman Resource Management Plan (TRMP) rules, with particular emphasis on activities covered by the National Environment Standard for Freshwater, the Stock Exclusion Regulations, and the Freshwater Farm Plan Regulations.</li><li>• To provide technical assessment and input into resource consent applications triggered by the regulations, including assisting consent planners to develop appropriate conditions.</li><li>• To enforce the freshwater regulations and relevant rules contained in the Tasman Resource Management Plan (TRMP) as well as resource consents.</li><li>• To investigate incidents and offences relating to the provisions of the Resource Management Act (1991) and the freshwater regulations and take appropriate action to resolve, including enforcement actions in accordance with the Councils enforcement policy.</li><li>• To provide technically and legally sound advice on matters associated with the Freshwater Regulations, their implementation and enforcement.</li><li>• To provide professional advice and guidance to landowners, resource consent holders, consultants and the public on the implementation and enforcement of the Freshwater regulations in Tasman District.</li><li>• To participate on local and national liaison committees and working groups involved in the implementation of the Freshwater regulations.</li></ul>

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### Role of the Environmental Services Group

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## My Key Result Areas

### My Priorities

What am I supposed to do?	How well am I supposed to do it?
<p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>• Design and implement an effective monitoring and enforcement programme to meet Councils obligations under the essential freshwater regulations including, the National Environmental Standard for Freshwater, the Stock Exclusion Regulations and the Freshwater Farm Plan Regulations.</li> </ul>	<p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>• A monitoring strategy is developed and implemented that allows Council to identify and undertake effective monitoring and reporting of activities subject to the Essential Freshwater regulations.</li> <li>• Assessment of activities affected by key implementation dates as prescribed in the</li> </ul>

<ul style="list-style-type: none"> <li>• Undertake targeted monitoring of activities as defined in the monitoring programme including associated resource consents and permitted activities under the Tasman Resource Management Plan (TRMP) allied to the regulations.</li> <li>• Provide technical support to development of Councils strategic policies and planning using knowledge and information gained from implementation of the Freshwater regulations.</li> <li>• Where identified support other staff in Council tasked to undertake strategic implementation of the regulations.</li> <li>• Respond to non-compliance with the regulations, resource consents or relevant permitted activity rules in accordance with Council's enforcement policies and procedures.</li> <li>• Provide technical advice and assistance to the review and refinement of the Compliance Monitoring Strategy for Council's resource management functions.</li> </ul>	<p>regulations is undertaken and priority monitoring strategies set accordingly.</p> <ul style="list-style-type: none"> <li>• Monitoring is undertaken in accordance with regulations and results are captured in Councils data systems.</li> <li>• Preparation and delivery of accurate reports and/or data to Council and central government agencies compliance monitoring and enforcement under the freshwater regulations is evident.</li> <li>• There is evidence of the application of expert analytical skills in critiquing, assessing and approving plans, reports and technical documents</li> <li>• Positive feedback is received relating to the application of effective educational and compliance advocacy with affected landowners, consent holders and the public in all matters that involve compliance monitoring and enforcement under the freshwater regulations.</li> </ul>
<p><b>Investigations</b></p> <ul style="list-style-type: none"> <li>• Investigate complaints or breaches under the Resource Management Act 1991 and/or the essential freshwater regulations.</li> <li>• Lead investigations in the case of environmental incidences, including gathering of evidence, production of case files and provide recommendations as to appropriate response to the level of offending.</li> <li>• Undertake and record witness statements including victim impact statements and offender interviews in full accordance with the provisions of the Evidence Act 2006 and the Bill of Rights Act 1990 to ensure any evidence obtained is admissible in criminal proceedings.</li> <li>• Document and record search warrant applications in accordance with the Evidence Act 2006 to ensure any evidence obtained is admissible in criminal proceedings.</li> <li>• Provide an educational and compliance advocacy role in matters that do not justify other enforcement actions.</li> </ul>	<p><b>Investigations</b></p> <ul style="list-style-type: none"> <li>• Comprehensive and legally robust investigations into potential breaches are conducted and accurately recorded, allowing quality decisions to be made</li> <li>• Effective investigation practices achieve required outcomes with minimal supervision.</li> <li>• Files are maintained to the prescribed standards to successfully proceed to further enforcement if required.</li> <li>• In-depth and current knowledge of best practice, relevant legislation amendments, case law and precedents is maintained.</li> </ul>
<p><b>Enforcement</b></p> <ul style="list-style-type: none"> <li>• Undertake enforcement action where the scale of the breach is such that enforcement action is necessary in accordance with the Councils enforcement policies and procedures.</li> <li>• Interact with Council's legal counsel to progress cases and assist them to successfully achieve desired enforcement outcomes on behalf of Council.</li> <li>• Prepare applications for Enforcement Orders. This will include preparing affidavits and summaries of fact and appearing as a witness in court as required on behalf of Council.</li> </ul>	<p><b>Enforcement</b></p> <ul style="list-style-type: none"> <li>• Resolution of identified non-compliance through initiative and utilisation of effective strategies and enforcement processes are demonstrated.</li> <li>• There is evidence of a professional and objective approach to difficult face-to-face confrontational situations in achieving outcomes</li> <li>• Enforcement files and documentary evidence is prepared to the required standard to allow Councils lawyers to proceed before the courts.</li> </ul>

<ul style="list-style-type: none"> <li>• Work with government and outside external agencies to ensure a coordinated effective response to emergency incidents.</li> <li>• Maintain a thorough knowledge of the relevant legislation, case law and investigation best practice in respect to criminal proceedings, including but not limited to; Bill of Rights Act (1990), Summary Proceeding Act (1957), and Sentencing Act (2002) and apply these in cases.</li> </ul>	<ul style="list-style-type: none"> <li>• Desired enforcement outcomes are achieved in the most cost effective manner and where appropriate costs recovered in accordance with Councils enforcement policies and procedures.</li> <li>• A working knowledge of other legislation, relevant national regulations and Environmental Standards pertinent to the job is demonstrated.</li> </ul>
<p><b>Reporting Systems</b></p> <ul style="list-style-type: none"> <li>• Ensure that systems and processes required for effective administration and reporting of the essential freshwater monitoring programme is well designed and where no such system is in place, facilitate or assist in its development.</li> <li>• Ensure data is recorded in an accurate and timely manner in accordance with Councils Compliance Strategies.</li> <li>• Liaise with other Regional Councils and the Ministry to ensure correct and consistent information is gathered in order to report on council's implementation and monitoring under the freshwater regulations locally and nationally.</li> <li>• Develop and maintain procedure manuals where need is identified, including conducting annual reviews of content for relevancy and accuracy.</li> <li>• Develop and implement quality audit processes to ensure data is accurate and efficiently captured.</li> <li>• Prepare and present information as requested to the Councils' Regulatory Committee meetings or workshops as requested.</li> <li>• Provide input into Council's Annual Compliance and Enforcement Monitoring reports.</li> </ul>	<p><b>Reporting Systems</b></p> <ul style="list-style-type: none"> <li>• All data is recorded in an accurate and timely manner and new processes/databases that assist Council's management of data and information under the essential freshwater monitoring programme are evident.</li> <li>• Audit processes are in place to ensure data is accurate and efficiently captured.</li> <li>• Procedure manuals are developed and maintained to a high standard.</li> <li>• Web based information, education and guidance on councils' compliance monitoring and enforcement strategy is developed and made available.</li> </ul>
<p><b>Liaison – External Contacts</b></p> <ul style="list-style-type: none"> <li>• Encourage, facilitate and participate in feedback, education and liaison as required. This will include landowners, service providers, consultants and the public.</li> <li>• Represent Council on national special interest groups providing technical advice where applicable.</li> <li>• Maintain effective rapport with resource consent holders, their consultants and representatives to achieve desired compliance programme outcomes.</li> <li>• Provide an educational and compliance advocacy role to the public to assist with enquiries surrounding Council's roles, responsibilities, rules, monitoring, and enforcement procedures.</li> <li>• Provide sound technical and legal advice to external parties and other agencies concerning this Councils implementation of compliance, monitoring and enforcement under the freshwater regulations.</li> <li>• Advocate, lead and implement best environmental practices with stakeholders.</li> </ul>	<p><b>Liaison – External Contacts</b></p> <ul style="list-style-type: none"> <li>• Liaison with landowners and service providers is undertaken to allow educational and compliance advocacy around the freshwater regulations.</li> <li>• Participation in any established working committees or technical groups involved in the implementation of the freshwater regulations is undertaken and where necessary set up or assist if required.</li> <li>• Advise and inform external parties and the public on council's implementation, monitoring and enforcement under the freshwater regulations.</li> <li>• Participation in regional sector groups tasked with the implementation of compliance monitoring and enforcement under the essential freshwater regulations is evident.</li> </ul>

<p><b>Liaison – Internal Contacts</b></p> <ul style="list-style-type: none"> <li>• Provide technical advice, guidance and peer review during resource consent applications for activities associated with the freshwater regulations.</li> <li>• Provide technical advice and information as and when required during strategic policy and plan development.</li> <li>• Encourage, facilitate and participate in feedback, education and training as required.</li> <li>• Provide training and mentoring to new compliance staff on monitoring and enforcement policy and procedures.</li> <li>• Liaise and advise Councillors and other staff on monitoring and enforcement principles and procedures associated with the freshwater regulations.</li> </ul>	<p><b>Liaison – Internal Contacts</b></p> <ul style="list-style-type: none"> <li>• Liaison with internal customers on a continual basis is undertaken as and when required.</li> <li>• Technical input and advice into consent applications is provided when requested.</li> <li>• A peer review of resource consents during the consenting process is provided to ensure legally robust and enforceable consent conditions are imposed.</li> <li>• Councillors and other staff receive timely advice or information with respect to compliance monitoring and enforcement strategies and outcomes under the essential freshwater regulations.</li> </ul>
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<b>My Contribution</b>
<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• I take responsibility for my performance, decisions and actions and how these impact on others.</li> <li>• I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.</li> <li>• I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable.</li> <li>• I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.</li> </ul>
<p><b>Customer Focus</b></p> <ul style="list-style-type: none"> <li>• I focus on the needs of our customers and provide all of them with outstanding service.</li> <li>• I treat all people with respect, and I deliver on the commitments I make.</li> <li>• My actions are fair and build trust with my colleagues, customers and our community.</li> </ul>
<p><b>Relationship Building</b></p> <ul style="list-style-type: none"> <li>• I build and maintain genuine relationships with my colleagues, customers and our community.</li> <li>• I actively listen to others and am supportive, friendly and helpful.</li> <li>• I respect all cultures and act in ways that make others feel included and valued.</li> </ul>
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<p><b>Motivation &amp; Drive</b></p> <ul style="list-style-type: none"> <li>• I take responsibility for my own learning and development and welcome feedback to improve my performance.</li> <li>• I effectively plan, manage and prioritise my work and deliver it on time.</li> <li>• I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.</li> </ul>
<p><b>Collaboration &amp; Inclusion</b></p> <ul style="list-style-type: none"> <li>• I actively contribute to the achievement of team goals and objectives.</li> <li>• I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.</li> </ul>
<p><b>Civil Defence Emergency Management</b></p> <ul style="list-style-type: none"> <li>• I provide assistance and support during civil defence / emergency management activities.</li> <li>• I participate in civil defence and emergency management training.</li> </ul>
<p><b>Working within te ao Māori</b></p> <ul style="list-style-type: none"> <li>• I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role.</li> </ul>

- I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role.
- I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihū for my role.
- I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

## My Delegations

I have delegated decision-making authorities and financial responsibilities for expenditure as listed in Council's Delegations Register. I have no staff responsibilities.

The Council may from time to time delegate to me other specified powers and duties, all of which I must exercise with due care and diligence.

## My Competencies

### My Qualifications and Experience:

- A Degree in resource management, the natural or physical sciences, law, investigations, policing or any equivalent qualification is required.
- A minimum of three years in the regulatory environmental field or in an investigatory capacity that includes investigation of offences, preparation of cases for prosecution and giving evidence in proceedings.
- Demonstrated ability in criminal investigation (Local Government, Police, Fisheries etc) and subsequent law enforcement processes is highly desirable. This would include the ability to interpret legislation, legal opinions, and case law.
- An excellent understanding and working knowledge of statutes associated with both local government and outside law enforcement agencies which include the Resource Management Act (1991), Local Government Act (1974, 2002), Bill of Rights Act (1990), Sentencing Act (2002), Crimes Act (1961) and Evidence Act (2006).
- Knowledge of water, air and land pollution and effective pollution response and management.
- Demonstrable ability to analyse information and produce written reports of a high standard.

### My Personal Attributes:

- Ability to deal with difficult and hostile situations and have strong negotiation skills and the ability to facilitate outcomes.
- Excellent written and oral communication skills with the ability to effectively communicate with multiple agencies and stakeholders.
- Highly developed problem solving, analytical skills with an eye for detail.
- Initiative and good judgement skills.
- Good organisational skills and an ability to plan and schedule your own work, and to work with limited supervision and under tight time constraints.
- An ability to relate to a wide range of people and a proven commitment to quality customer service and teamwork.
- The ability to adjust frequently and successfully in a changing work environment.
- The ability to work constructively and positively as part of a team
- The ability to make sound decisions in respect to personal safety.

## My Agreement

**My Name:** .....

**My Signature:** .....

**Date:** .....

# Job Description



## My Position

<b>Position:</b>	<b>Compliance and Investigations Officer</b>
<b>Section:</b>	Regulatory
<b>Group:</b>	Environmental Services
<b>Responsible to:</b>	Team Leader – Compliance & Investigation (Land & Air)
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To develop, refine and implement designated compliance monitoring programmes to ensure all environmental resource use activities within the Tasman District comply with consent conditions and permitted activities.</li><li>• To enforce the rules contained in the Tasman Resource Management Plan (TRMP), and Council Bylaws.</li><li>• To investigate incidents, including statutory offences relating to the provisions of the Resource Management Act (1991) and related legislation including HSNO (2001), Local Government Act (1974, 2002), Litter Act (1979), Bylaws and National Environmental Standards, and to gather, prepare and present evidence for potential court proceedings.</li><li>• To provide technically and legally sound documentation recommending the appropriate course of action for non-compliance and environmental incidents.</li><li>• To provide professional advice to resource consent holders, their consultants and representatives and the general public to achieve desired compliance programme outcomes.</li></ul>

## Our Council

<b>Our District Vision:</b>	Thriving resilient Tasman <i>Kia manawaroa te tai o Aorere</i>
<b>Our Purpose:</b>	Delivering Public Value <i>Kia whai hua mā te marea</i>

## Our Values

We support our Vision and Purpose through living our values.

**Auahatanga – Innovation.** *I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small

**Manaakitanga – Caring/ Sharing.** *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us

- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

**Kawenga – Responsibility.** *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

**Whanaungatanga – Relationships.** *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

## My Group

### Role of the Environmental Services Group

The Environmental Services Group are the Tasman region’s front-line providers of environmental information, science expertise, and natural infrastructure management. We provide respected specialist expertise across a range of land, water and ecological disciplines, and serve as the region’s natural hazards advisor during times of emergency. Our dedicated teams also carry out extensive environmental control and protection work across the region, including biosecurity, catchment enhancement, coastal erosion, and river management works.

The Group also looks after most of the Council’s regulatory functions which facilitate the development and use of land, water, and coastal resources, and which regulate activities in order to protect and improve public health and safety and the environment, and to minimise nuisance and harm to people and places. The functions undertaken include building control, resource consenting and compliance, environmental health (including food safety), alcohol licensing, animal control, parking control, biosecurity and maritime safety.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in business process improvement, data management, people, tools, and science, and by respecting, supporting and enabling those that rely on our work. Our information systems and specialist advice provide a wealth of environmental understanding, enabling our Council and communities to make empowered decisions.

## My Key Result Areas

### My Priorities

What am I supposed to do?	How well am I supposed to do it?
<p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>• Implement a compliance monitoring programme for resource consents and permitted activities under a tailored monitoring programme or as otherwise assigned.</li> <li>• Undertake the supervision of resource consents and permitted activities to ensure compliance with Tasman Resource Management Plan (TRMP) conditions. This includes providing advice, peer review and feedback of consents and plan rules.</li> <li>• Demonstrate a thorough working knowledge of all relevant legislation, plan provisions, national regulations and Environmental Standards</li> </ul>	<p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>• Monitoring and administrative processes undertaken against consents and permitted activities under the assigned programme can be shown to be at an appropriate standard and level for the activity and its priority status</li> <li>• Preparation and delivery of accurate reports to Council and committees on programme or activity performance is undertaken</li> </ul>

<p>pertinent to the role. This includes the knowledge to source and research the necessary provisions when required.</p> <ul style="list-style-type: none"> <li>Respond to non-compliance with resource consents and permitted activity rules under the TRMP or relevant Bylaws by carrying out compliance promotion, monitoring and enforcement action.</li> <li>Provide technical advice and assistance to the Team Leader to develop and every three years review a Compliance Monitoring Strategy for Council’s resource management functions.</li> </ul>	<ul style="list-style-type: none"> <li>There is evidence of effective knowledge, feedback and peer review of plan rules and consents</li> <li>There is evidence of the application of expert analytical skills in critiquing, assessing and approving plans, reports and technical documents</li> <li>There is evidence of the application of effective educational and compliance advocacy to the public and consent holders in all matters that involve compliance monitoring</li> </ul>
<p><b>Investigations</b></p> <ul style="list-style-type: none"> <li>Investigate complaints or breaches under the Resource Management Act 1991, Litter Act 1979, Local Government Act 2002, Hazardous Substances and New Organisms Act 1996 and any other regulation enforced by Council as part of its duties.</li> <li>Lead investigations in the case of environmental incidences, including gathering of evidence, production of case files and providing recommendations as to appropriate response to the level of offending.</li> <li>Undertake and record witness statements including victim impact statements and offender interviews in full accordance with the provisions of the Evidence Act 2006 and the Bill of Rights Act 1990 to ensure any evidence obtained is admissible in criminal proceedings.</li> <li>Apply for and execute search warrants in accordance with the Search and Surveillance Act 2012 and Resource Management Act 1991 to ensure any evidence obtained is admissible in criminal proceedings.</li> <li>Provide an educational and compliance advocacy role in matters that do not justify other enforcement actions.</li> <li>Store information required for investigations in line with the Evidential Gathering Policy.</li> </ul>	<p><b>Investigations</b></p> <ul style="list-style-type: none"> <li>Consistent use of effective investigation practices to achieve required outcomes is evident.</li> <li>Documents and files are produced to the prescribed standards sufficient to report on or successfully proceed to further enforcement.</li> <li>In-depth and current knowledge of relevant legislation and amendments, case law and precedents necessary to undertake the role of investigator is evident.</li> <li>All evidence including samples and other exhibits will be suitably stored, handled and disposed of in accordance with policy and procedures to maintain evidential integrity.</li> </ul>
<p><b>Enforcement</b></p> <ul style="list-style-type: none"> <li>In accordance with the Enforcement policy undertake enforcement action in cases where there has not been adequate response to non-compliance, or the scale of the breach is such that enforcement action is necessary.</li> <li>Interact with Council’s legal counsel to progress case files and assist them to successfully achieve desired enforcement outcomes on behalf of Council.</li> <li>Prepare applications for Enforcement Orders. This will include preparing affidavits and summaries of fact and appearing as a witness in court as required on behalf of Council.</li> <li>To advise and work with government and other external agencies to ensure a coordinated effective response to emergency incidents.</li> <li>Maintain a thorough knowledge of the relevant legislation and case law and investigation best</li> </ul>	<p><b>Enforcement</b></p> <ul style="list-style-type: none"> <li>Selection of appropriate responses to the level of non-compliance in order to achieve correct outcomes.</li> <li>There is evidence of a professional and objective approach to difficult face-to-face confrontational situations in achieving outcomes</li> <li>Enforcement files and documentary evidence are prepared to the standard sufficient to allow Councils lawyers to proceed before the courts.</li> <li>Demonstrates an ability to achieve desired enforcement outcomes in the most cost effective manner and recover costs where appropriate.</li> </ul>

<p>practice in respect to criminal proceedings, including but not limited to; Bill of Rights Act (1990), Summary Proceedings Act (1957), and Sentencing Act (2002) and apply these in cases.</p> <ul style="list-style-type: none"> <li>• Have a good working knowledge of other legislation, relevant national regulations and Environmental Standards pertinent to the job. This includes the ability to source and research the necessary provisions.</li> </ul>	
<p><b>Reporting Systems</b></p> <ul style="list-style-type: none"> <li>• Ensure that systems and processes required for administration of the monitoring programme are functional and where no such system is in place to facilitate or assist in its development.</li> <li>• Ensure data is recorded in an accurate and timely manner in accordance with Councils Compliance Strategies.</li> <li>• Identify and implement new processes/databases to assist Council's management of data and information. This includes ensuring efficient reporting procedures are in place.</li> <li>• Develop and maintain procedures manuals where need is identified including conducting annual reviews of content for relevancy and accuracy.</li> <li>• Develop and implement quality audit processes to ensure data is accurate and efficiently captured particularly in the fields of resource consent MagiQ administration.</li> <li>• Prepare and present information as requested to the Environment and Planning Committee meetings or workshops as requested including annual status reports on the specific monitoring programmes under their control.</li> <li>• Provide input into Council's Annual Compliance and Enforcement Monitoring reports.</li> </ul>	<p><b>Reporting Systems</b></p> <ul style="list-style-type: none"> <li>• All data is recorded in an accurate and timely manner and where lacking, implement new processes/databases to assist Council's management of data and information.</li> <li>• Quality audit processes are in place to ensure data is accurate and efficiently captured.</li> <li>• Procedure manuals are developed and maintained including conducting robust reviews of content for relevancy and accuracy</li> <li>• There is current and relevant web based information and education on sustainable resource management through the development, implementation and maintenance of web pages relevant to your monitoring programmes</li> </ul>
<p><b>Liaison – External Contacts</b></p> <ul style="list-style-type: none"> <li>• Encourage, facilitate and participate in feedback, education and liaison as required. This will include training and liaison with key external stakeholders.</li> <li>• Represent Council on national special interest groups providing technical advice where applicable.</li> <li>• Maintain effective rapport with resource consent holders, their consultants and representatives to achieve desired compliance programme outcomes.</li> <li>• Provide an educational and compliance advocacy role to the public to assist with enquiries surrounding Council's roles, responsibilities, rules, monitoring, and enforcement procedures.</li> <li>• Provide sound technical and legal advice to external parties and other Councils concerning the implementation of policy, rules and legislation.</li> <li>• Advocate, lead and implement best environmental practices with stakeholders.</li> </ul>	<p><b>Liaison – External Contacts</b></p> <ul style="list-style-type: none"> <li>• Evidence of consistent use of educational and compliance advocacy to the public surrounding Council's roles, responsibilities, rules, monitoring, and enforcement procedures.</li> </ul>
<p><b>Liaison – Internal Contacts</b></p>	<p><b>Liaison – Internal Contacts</b></p> <ul style="list-style-type: none"> <li>• Effective input into and peer review of resource consents and building consents</li> </ul>

<ul style="list-style-type: none"> <li>• Encourage, facilitate and participate in feedback, education and liaison as required. This will include training with key internal stakeholders.</li> <li>• Provide training and mentoring to new compliance staff on monitoring and enforcement policy and procedures.</li> <li>• Liaise with and advise Councillors and other staff with respect to monitoring and enforcement principles and procedures and assist with enquiries surrounding these matters.</li> <li>• Provide technical advice to Consents and engineering staff surrounding complex environmental monitoring data, plans and reports that are submitted via AEE's or condition of consent.</li> <li>• Provide input to and peer review of resource consents and building consents during the consenting process to ensure legally robust and enforceable consents are issued.</li> <li>• Provide feedback to Policy regarding the effectiveness and enforceability of proposed or existing policy provisions.</li> </ul>	<p>during the consenting process to ensure legally robust and enforceable consents issued is evident.</p> <ul style="list-style-type: none"> <li>• Evidence of effective liaison and advice to Councillors and other staff with respect to monitoring and enforcement principles and procedures and assisting with enquiries surrounding these matters</li> </ul>
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<b>My Contribution</b>
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## **My Competencies**

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

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- Highly developed problem solving, analytical skills with an eye for detail.
- Initiative and good judgement skills.
- Good organisational skills and an ability to plan and schedule your own work, and to work with limited supervision and under tight time constraints.
- An ability to relate to a wide range of people and a proven commitment to quality customer service and teamwork.
- The ability to adjust frequently and successfully in a changing work environment.
- The ability to work as part of a team
- The ability to make sound decisions in respect to personal safety.

## My Agreement

**My Name:**

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**My Signature:**

.....

**Date:**

.....