

Job Title **Planner**

Reporting to: Planning Manager

Location: Hokitika

Date Reviewed: 27th September 2018

Position Purpose

To contribute towards a range of resource management- related responsibilities of the Westland District Council in relation to resource consents, policy, and compliance monitoring and enforcement.

Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • Chief Executive • Executive Team • Mayor and Councillors • Westland District Council staff 	<ul style="list-style-type: none"> • Ratepayers, Residents and the General Public • Government Departments • Local Authorities • Local Government New Zealand

Limitations of Authority:

As defined in the Delegations Manual.

Financial: N/A

Staff: N/A

Operational:

Key Tasks and Responsibilities

1. Compliance and Enforcement

Expected Results:

- a) Undertake monitoring and informal and formal enforcement action where conditions of resource consents or the District Plan has not been complied with.
- b) Follow Westland District Council Compliance and Enforcement Policy and Legislation.

2. Consent Processing

Expected Results:

- a) Assess and process applications for Resource Consents, Outline Plans, Designations, Certificates of Compliance and other certifications within the timeframes and requirements of the District Plan and the Resource Management Act 1991. This includes organising and representing Council at any consent hearings required.
- b) Statutory timeframes are complied with and advice from other Council departments, eg District Assets, is obtained and utilised where appropriate

- c) To appear, if necessary, at Environment Court mediation and hearings to represent Council's position on a resource consent, or compliance matter. To provide advice and liaise with Council's solicitor during this process. Ensuring Council's position is technically defended in an efficient manner and relevant legislation is complied with.

3. Public Advice and Assistance

Expected Results:

- a) Answer enquires about the District Plan, the consent process and the Resource Management Act 1991 by supplying as much information as possible.

4. Technical Input Into Land Information Memoranda, Project Information Memoranda and Liquor Licensing Applications.

- a) Technical advice in relation to resource management and specifically Westland District Plan is provided in an accurate and efficient manner.

5. Other Duties

Expected Results:

- a) Supporting the team by completing other duties as and when they arise

HEALTH AND SAFETY:

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

Person Specification

Qualifications/Experience

- Tertiary qualification in a relevant discipline, or appropriate relevant experience
- Good overall knowledge of Resource Management, policy, legislation and procedures
- Computer literate with software proficiency covering a variety of applications
- Successful experience in community engagement
- An understanding of the Council environment
- Hold a valid full New Zealand drivers licence

Skills / Attributes

- Excellent verbal and written communication skills
- Ability to ensure that work is completed to a high standard and to meet deadlines
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
- Excellent Customer Service skills
- Ability to manage time and prioritise and organise workload
- Able to attend meetings out of normal office hours when required

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

Employee's Signature

Date

Manager's Signature

Date