



WHANGANUI DISTRICT COUNCIL

Te Kaunihera a Rohe o Whanganui

PLANNER Position Description

Post Number: EMV 836

PD Created / Modified: July 2019

Department/Group: Planning / Strategy Group

Responsible To: Team Leader Planning

Location: Municipal Building, 101 Guyton Street, Whanganui

Position Purpose: **This position exists to:**

- Process resource consents through all stages of the process. Provide advice on matters concerning the Resource Management Act and the District Plan.
- Be involved in policy development to ensure Council's plans and policies are up-to-date and effective.
- To support and advise those in leadership roles within Council on resource management, community, environmental and reserves issues to enable the best possible decisions to be made.

Whanganui District Council Vision

Whanganui: Leading Edge:

- A deeply united community
- Connected
- Innovative and creative
- Safeguarding our place
- Works for everyone

Whanganui District Council Purpose

SUSTAINING *the safety and welfare of our community*

SUPPORTING *richness and opportunity through education, lifestyle and commerce*

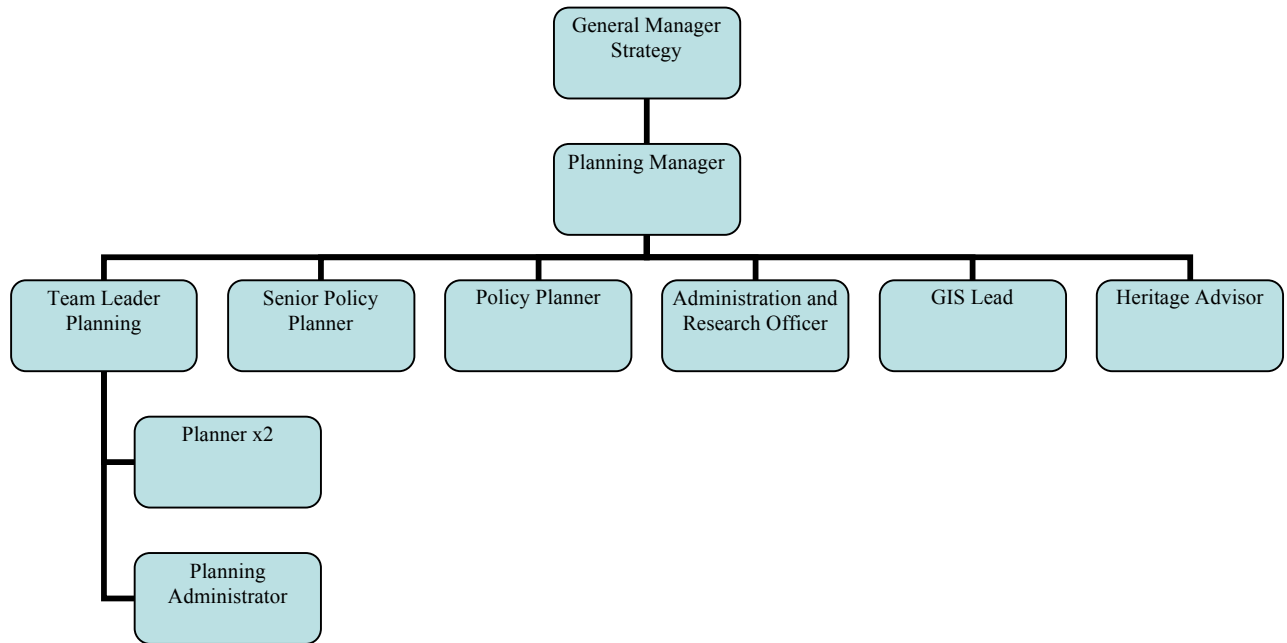
PRESERVING *our exceptional heritage and infrastructure*

PROTECTING *our environment and Awa*

Our Values

- Positive and encouraging
- Collaborative brilliance
- Make great happen

Department Structure



Functional Relationships

Key Internal and/or external contacts	Nature of the contact most typical: (e.g. courtesy, understanding others, giving/receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, influencing and persuading, resolving minor conflicts, mediating, negotiating, formal negotiation, supervising, leading.)
External	
<ul style="list-style-type: none"> • Public • Interest and community groups • Applicants • Developers • Iwi • Lawyers • Environment Court • Planning and technical consultants e.g. surveyors, engineers • Central government, other Councils and colleagues throughout NZ • Environment Court 	<ul style="list-style-type: none"> • Co-operation, courtesy, exchanging routine information, explaining things to people, clarifying and understanding needs. • Gaining co-operation, advising and resolving minor conflicts. • Facilitating, motivating and persuading.
Internal	
<ul style="list-style-type: none"> • Mayor and Councillors • Chief Executive • Executive Leadership Team • General Manager Strategy • Planning Manager • Team Leader Resource Management • Strategy team • Other Council staff 	<ul style="list-style-type: none"> • Co-operation, courtesy, exchanging routine information, explaining things to people, clarifying and understanding needs.

Responsible For:

Direct Management of Staff:	Nil
Indirect Management of Staff:	Nil

Financial Responsibility:

Delegated Authority:	In accordance with delegated authority guidelines.
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Key Task Summary:

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

1. Processing Resource Consent Applications
2. Planning Processes under the Resource Management Act and other Legislation
3. Monitoring
4. Enforcement
5. Land Information Memorandums (LIM's)
6. Advisory Service on Resource Management and Planning Matters
7. Policy and Plan Development
8. Environment Court Processes
9. Team Collaboration
10. Customer Service
11. Long Term and Annual Plans
12. Emergency Management
13. Risk Management
14. Health and Safety
15. Professional Development and Training
16. Other

Key Result Area:	Job holder is successful if:
1. Processing Resource Consent Applications	
<ul style="list-style-type: none"> • To receive, advise and process Resource Consent applications. • To carry out administrative duties associated with Resource Consent processes. • Corporate Data updating. • To prepare reports for Council on matters concerning Resource Consent applications and other planning matters. • Preparing for and involvement in pre-hearing meetings and hearings. • Research and prepare reports with recommendations on land use and subdivision Resource Consent applications and designations, in accordance with the Resource Management Act 1991. 	<ul style="list-style-type: none"> • Resource Consent applications are processed accurately, meeting the statutory requirements of the Resource Management Act and the District Plan. • More complicated Resource Consents and Notified Consents are effectively handled. • Records are complete and up-to-date. • Reports to Council are accurate, clear, concise, timely and meet council expectations. • Attendees are satisfied with the process conducted and feel they have had a fair hearing.

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

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

<ul style="list-style-type: none"> Contribute to the development of customer focused policies and procedure. 	<ul style="list-style-type: none"> requirements are met. CRM and correspondence are responded to in required timeframe. (Where appropriate) Customer queries/requests are followed through in manner that ensures closure.
11. Long Term and Annual Planning Process	
<ul style="list-style-type: none"> Support and participate in the Long Term and Annual Planning Process for the Council when required. 	<ul style="list-style-type: none"> The Project Manager receives effective support in achieving the Council's statutory obligations in the development of the plans.
12. Emergency Management	
<ul style="list-style-type: none"> Support and participation in Emergency Management for Council when required. 	<ul style="list-style-type: none"> The Emergency Manager receives effective support in achieving the Council's statutory and community obligations in emergency and risk management. Effective and active participation, and, where appropriate, the release of staff for emergency response situations and planned training.
13. Risk Management	
<ul style="list-style-type: none"> Compliance with Risk Management. 	<ul style="list-style-type: none"> Best practice risk management procedures apply to all projects and activities. Compliance with Council risk management policies and procedures. Risks associated with functions managed/policies being developed are accurately identified, evaluated and reduced.
14. Health and Safety	
<ul style="list-style-type: none"> Comply with all safe work procedures, policies and instructions. Report all incidents, hazards/risks and injuries to supervisors in a timely manner. Actively participate in the ongoing development of safe workplace practices in the Whanganui District Council. Take personal responsibility for own safety without putting others at risk. 	<ul style="list-style-type: none"> Comply with any reasonable instruction that is given to you by the PCBU or your Manager. Timely, full and accurate completion of incidents on the Health and Safety electronic reporting. Participate in all Whanganui District Council Health & Safety Induction programmes and updates as and when required. Demonstrate commitment to Health and Safety for yourself and your work colleagues.
15. Professional Development and Training	
<ul style="list-style-type: none"> Professional Development/Training Needs. 	<ul style="list-style-type: none"> Own training needs are identified through appraisal and training needs analysis. Agreed training programmed/development opportunities are taken up. Knowledge of both management and professional areas remains up to date.

16. Other

- Special projects are completed from time to time, meeting quality standards and deadline requirements.
- Ability to travel away overnight and to respond to emergency situations.

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.

Work Complexity

Examples of the most challenging duties typically undertaken:

- Understanding the Resource Management Act and keeping up to date with amendments and other developments in the profession.
- Interpreting the requirements of the Resource Management Act for the processing of resource consents.
- Exercising professional judgment on complex and controversial planning issues.
- Giving evidence at hearings or on occasion at the Environment Court.
- Having an in-depth understanding of the District Plan and providing that information on customers.
- Undertaking enforcement work in relation to the District Plan, the Resource Management Act and resource consent conditions.
- Developing policies and plans that meet expected standards of quality.

Level of assistance to solve problems

The level of assistance required varies based on the complexity of the problem faced:

- Precedents and broad guidelines, drawn from experience, allowing room for judgment and initiative.
- Precedents not necessarily well defined, but a range of varied, but established methods within the discipline from which to choose.
- Team support or availability of others to help solve the problem.

Person Specification:

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

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Core competencies	<ul style="list-style-type: none"> Live our values – keeping the organisation's values at the forefront of decision-making and action Improve ways of working – taking action to improve existing conditions and processes; identifying improvement opportunities, generating ideas and implementing solutions Focus on customer service – ensuring that the customer and stakeholder perspective is a key consideration behind decision-making and action
Technical competencies	<ul style="list-style-type: none"> Professional Resource Management skills - sound working knowledge of the principles of Resource Management and associated legislation. Project Management/deadlines - planning and overseeing the achievement of a goal or objective within a certain timeframe by dividing it into a set of sequenced and inter-related actions or tasks, monitors and troubleshoots the achievement of tasks. Customer focus - working to achieve total customer satisfaction (includes internal and/or external customers). Interpersonal skills/team player - establishing and maintaining relationships with staff, customers and suppliers to improve the overall effectiveness of the position. Oral Communication - expressing ideas effectively in individual and group situations; adjusting language or terminology to the characteristics and needs of the audience. Analysis - securing relevant information and identifying key issues and cause-effect relationships.

	<ul style="list-style-type: none"> • Consultation - applying appropriate consultative processes and procedures; summarising and disseminating the outcomes or consensus of the process. • Report Writing - expressing ideas clearly in reports or other documents that have appropriate organisation and structure, correct grammar, language and terminology, adjusted to the characteristics and needs of the audience. • Environmental Awareness - considers impact of proposed actions/decisions on the natural and built environments (demonstrates understanding of inter-relationships of all aspects and applies principles and values associated with biodiversity, ecosystem protection and restoration, space management, landscapes, visible history and urban form).
Working Knowledge	<p>Community Awareness</p> <ul style="list-style-type: none"> • Considers impact of proposed actions/decisions on local community; develops relationships with, consults with and involves community in areas of interest/impact. <p>Political Awareness</p> <ul style="list-style-type: none"> • Understands the workings of local government and/or territorial authorities; recognises the boundaries between governance and management/administration and acts accordingly; applies understanding of organisational culture and climate to decisions and actions. <p>Council Policy</p> <ul style="list-style-type: none"> • Understands and follows Council policies and procedures and how they affect the tasks and responsibilities in one's job. <p>Computer Aptitude</p> <ul style="list-style-type: none"> • Understands PC operations such as operating systems, common spreadsheets and word processing software. Uses this knowledge to improve one's ability to perform job duties. <p>Legislation</p> <ul style="list-style-type: none"> • Understands relevant laws and regulations and how they affect the tasks and responsibilities in one's job (e.g. H&S, ERA etc.) <p>Treaty of Waitangi and Iwi Protocols</p> <ul style="list-style-type: none"> • Understands the principles of the Treaty of Waitangi and the local protocols for liaising with Iwi.
Awareness	<p>Health and Safety</p> <ul style="list-style-type: none"> • Understands Health and Safety in the Workplace and hazard identification.

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: _____

Manager: _____ Dated: _____