

Love life, love the Coromandel

Resource Consent Planner



UNIT/TEAM

Regulatory Services

REPORTS TO

Development Planning Manager

ROLE PURPOSE

Make delegated decisions on applications for resource consent under Council's District Plan and making reports and recommendations to Council Committees. Have authority to sign statutory certificates under the appropriate legislation and provide planning advice for Council's strategic, regulatory and operations functions.

COUNCIL'S VISION



We will provide quality services and facilities, which are affordable, and delivered with a high standard of customer service.

We will be a good community citizen through our support of community organisations, economic development and the protection of the environment.

The Coromandel Peninsula is a desirable place to live, work and visit.



KEY RESULT AREAS

SUMMARY OF ACCOUNTABILITIES	SUMMARY OF OUTCOMES
<p>Planning Information</p> <ul style="list-style-type: none"> • Provide duty planner phone service between designated hours, to the public. • Provide customers with District Plan and Resource Management information. • Attend pre-application meetings and appointments with customers to discuss planning matters and Council requirements. 	<p>Provide information and advice to customers to enable the efficient processing of resource consent applications.</p> <p>Provide courteous and timely responses to customer queries regarding planning matters.</p>
<p>Delegated decisions on resource consent applications</p> <ul style="list-style-type: none"> • Processing resource consent applications in accordance with District Plan and statutory requirements. • To actively check new incoming resource consent applications for completeness of information and compliance with the district plan and RMA • Contribute to the overall objectives of the Consents Processing Unit Team. • Apply Council's Policy to applications where appropriate. 	<p>Consents are processed accurately and within legislative requirements and timeframes.</p> <p>Multi-consent applications for the Consent Processing Unit are processed in a co-ordinated manner.</p> <p>Resource consent decisions include development contributions calculations where appropriate.</p>
<p>Reports and recommendations to Council committees</p> <ul style="list-style-type: none"> • Reports and recommendations on notified resource consent applications made in accordance with District Plan and statutory requirements. • Provide planning advice to Council. • Prepare reports and recommendations on objections to delegated decisions. • Provision of evidence and other reports in respect to appeals against Council decisions. 	<p>Council Committees are able to make sound and balanced decisions based on the information provided.</p> <p>Professional advice given for Council's strategic, regulatory and operations functions.</p> <p>All reports are well written and well received by the Committee or Independent Commissioner.</p> <p>Attend hearing being well prepared.</p>

SUMMARY OF ACCOUNTABILITIES	SUMMARY OF OUTCOMES
<p>Building Consent - Planning Checks</p> <ul style="list-style-type: none"> Undertake planning checks of building consent applications Request further information in accordance with District Plan rule requirements. Liaise with applicants and/or agents in terms of applications and requirements for further information. 	<p>Ensure that building consent applications comply with District Plan and other relevant legislation.</p> <p>Ensure that information requirements are accurate and comprehensive.</p> <p>Ensure that consistent and accurate advice is provided to customers with respect to District Plan requirements.</p>
<p>Development Contributions</p> <ul style="list-style-type: none"> Apply the development contribution policy in respect of building and resource consent applications. Provide general advice on Development Contribution requirements for resource consent application and building consent applications. 	<p>Accurately apply the development contribution policy</p> <p>Provide draft contribution schedules to customers in accordance with the development contribution policy.</p> <p>Consistent advice is provided and solutions are sought.</p>
<p>Relationship Management</p>	<p>Establish and foster sound professional relationships, and promote a culture of innovation with Council's key stakeholders.</p>
<p>Customer Focus</p>	<p>Ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.</p>
<p>Organisational Support</p>	<p>Initiate the management of change to ensure constant improvement in organisation performance, effectiveness and productivity of resources, and in responsiveness to changing environment, priorities and direction.</p> <p>Participates in Emergency Management activities.</p> <p>Approved procedures, information systems and policies are documented and complied with.</p> <p>Develop and maintain professional knowledge and contacts.</p>
<p>Occupational Health and Safety</p> <p>Take all reasonably practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction</p> <p>Demonstrate a personal commitment to Health and Safety in accordance with TCDC's Health and Safety Policy.</p>	<p>Hazards are identified and control measures followed.</p> <p>Work-related accidents, incidents and illnesses are reported.</p> <p>Emergency Procedures are followed.</p> <p>Actively participates in improvements to, and on-going management of health and safety in the workplace.</p> <p>Personal protective equipment is worn/used correctly, including as required to comply with requirements of contractor controlled work sites.</p> <p>Safe work practices are demonstrated</p>

VALUES



I make it happen with integrity, innovation and team work

DELEGATIONS

Direct Reports	No	
Financial	No	
Warrants Required:	Yes	
Legislative Function:	Legislation and/or Bylaw:	Section and/or Bylaw:
Enforcement Officer	Local Government Act	Section 164, 165, 171, 172, 177, 182 & 245
	Resource Management Act 1991	Section 22, 38(1)(a), (2)(a), (2)(b), 322, 327, 332, 333, 328 & 343(c)

COMPETENCIES

SKILLS

- Commitment to a strong and consistent customer focus philosophy and able to relate well to customers.
- Strong communication skills, including facilitation and conflict resolution skills.
- Ability to work as a member of a team.
- Excellent organisational and prioritisation skills.
- Excellent written and oral communication skills.
- Excellent judgment demonstrated.
- Ability to work in a progressive and challenging environment.

KNOWLEDGE/QUALIFICATIONS

- Planning Degree or similar relevant professional qualification.
- Graduate member of NZPI or equivalent or other recognised professional body.
- Sound knowledge of Resource Management Act 1991 and associated environmental law and case law.
- Public Sector/Local Government experience is desirable.
- Expertise in interpretation of statute and District Plans.
- Current drivers licence.