



Title: Planning Officer

Reports to: Strategy, Policy and District Plan Manager

Location: 96 West End, Kaikoura

Date: April 2026

Background

Kaikoura District Council has a small effective planning team. The team is involved in a wide spectrum of planning from providing advice to applicants, through resource consent processing to assisting with strategic direction on matters of policy and strategic vision for the District.

Position Purpose

To deliver Council Planning functions effectively and efficiently, including:

- Assessment and processing of resource consent applications in accordance with the requirements of the Resource Management Act 1991 (or its future legislative replacements) and the Operative Kaikoura District Plan,
- Assessment and processing of PIM applications, in a RMA context, on behalf of the Building Control Team,
- Assessment and processing of s100f Sale of Alcohol Licensing applications, in a RMA context, on behalf of the Regulatory Team,
- Assist Regulatory Team on matters of enforcement related to the Resource Management Act 1991,
- Management and administration of Council's Datascape Planning Module,
- Provide advice to elected members on all matters related to the District Plan and Resource Management Act 1991 as required,
- Provide advice to external customers on all matters related to the District Plan,
- Provide advice to internal customers, such as the Building, Executive, Operations and Regulatory teams on all matters related to the District Plan, and
- Working closely and collaboratively with other Planning team members.

Areas of Responsibility:

The following are the key responsibilities and deliverables of the position.

Assessment and Processing of Land Use and Subdivision Applications within the Datascape environment	• Provide advice to applicants prior to lodgement of consent applications. • Checking adequacy of information lodged with consent applications, accepting for processing or returning to the applicant as incomplete as required. • Checking adequacy of information lodged with consent applications and seeking further information in accordance with legislative requirements where necessary. • Conducting site inspections safely and appropriately as a warranted Officer of Council. • Preparing s95 Notification and s104 Officer reports in accordance with legislative and Council regulations. • Consult with, and obtain expert input, from other internal Council teams as required. • Undertake notification to affected parties as required. • Preparing s42a Officer reports and co-ordinating specialist advice for applications requiring a hearing. • Coordinate, organise and attend any Commissioner lead hearing as required. • Attend, as an expert witness on behalf of Council, any Environment Court hearing associated with a resource consent as required. • Issue consent application decisions via the Datascape Planning Module. • Accurately track and record all time spent working on consents within the Datascape Planning Module. • Work within duly delegated authority as defined by Councils Delegations Manual. • Allocate work to, coordinate and manage external processor partners on an as required basis for overflow consents.
Assessment and Processing of s223 and s224 applications within the Datascape environment	• Provide advice to applicants prior to lodgement of s223/224 applications. • Checking adequacy of information lodged with s223/224 applications, accepting for processing or returning to the applicant as incomplete as required. • Checking adequacy of information lodged with s223/224 applications and seeking further information in accordance with legislative requirements where necessary. • Conducting site inspections safely and appropriately as a warranted Officer of Council. • Review s223/224 application packages within the Landonline environment in accordance with legislative, LINZ and Council regulations. • Sign and issue s223, s224, s243c and other associated Certificates on behalf of Council.

Assisting Internal Council teams	<u>Building</u> • Review and provide feedback via checklists and end notes on PIM (Project information memorandums), Certificate of Acceptance and Building Exemption applications to ensure compliance with the requirements of the Operative District Plan and other local and national legislative requirements. • Prepare Building Act 2004 s37 letters when a resource consent is required for a Building Project. • Provide RMA or District Plan advice as requested. <u>Elected Members and Executive Team</u> • Prepare Council reports as requested. • Present at Council meetings or workshops as requested. • Provide RMA or District Plan advice as requested. <u>Planning</u> • Assist with Land Information Memorandums where necessary, whether assisting in compiling or providing feedback to customers <u>Regulatory</u> • Advise Regulatory administration of any new issued visitor accommodation resource consents to assist with compliance monitoring. • Review and provide feedback via checklists and standard reports of s100f Sale of Alcohol Act applications ensure compliance with the requirements of the Operative District Plan and other local and national legislative requirements. • Provide RMA or District Plan advice as requested to assist with enforcement on non-compliant activities within the District.
Datascape Planning Module Management	• Process all resource consent and s223/224 applications within the Datascape Planning Module. • Educate contractors use of Planning Module when considered appropriate to do so. • Ensure all data is accurately and timely entered into the Planning Module. • Follow all SOP's as written to ensure accuracy of data for reporting and appropriateness of processes. • Invoice applicants from within Planning Module. • Issue all consent decisions to applicants from within Planning Module. • Maintain all resource consent related records via the Datascape Planning Module. • Train other users on the use of the Planning Module as considered appropriate to do so.

First point of contact for planning and resource management enquires received at Council in person, on the phone or via email.	• Provide a pre-application advice service to customers with a focus on an excellent customer experience.
Key Relationships	• Develop and manage effective relationships across key stakeholders both internal and external. • To ensure sound interpersonal relationships are established and built upon with Council's Treaty partners.
Provide planning expertise across Council and within the Planning Team	• Facilitate sharing of ideas and education of all members of the planning team. • Stay up to date with trends, legislation, planning philosophy and techniques around New Zealand with a view for it possible application within the District.
Signs Officer	• Provide a professional service to parties enquiring about signs with a full understanding of the Signs Bylaw.
Special Projects	• Accountable for leading special projects as agreed with the Strategy, Policy and District Plan Manager.

Key Relationships:

Internal

- Council staff
- Chief Executive
- Executive Team
- Management Team
- Elected members.

External

- The community and community groups
- Iwi
- Other TLA's
- Government agencies
- Contractors, consultants and developers

Person Specification:

Skills & Experience	Essential	Desirable
Proven experience with the application of the Resource Management Act 1991 (or its successors).	✓	
Experience in managing and processing consent applications including land use and subdivision resource consent applications.	✓	
An ability to accurately assess relevant information and a demonstrated knowledge of the RMA and relevant statutes	✓	
A commitment to the principles of the Treaty of Waitangi	✓	
Good listening, problem solving and analytical skills, with the desire to help and empathise with people on all sides of an issue.	✓	
The ability to understand alternative perspectives	✓	
The ability to deliver services to clients in a friendly, diplomatic and professional manner	✓	
Tertiary qualification in planning or related discipline		✓
Previous experience with local government planning or relevant experience within other organisations or companies		✓
Advanced knowledge of MS Office suite with strong capability in Excel & Word		✓
Strong verbal and written communication skills, with an ability to present work in a written and verbal form that is clear to customers	✓	
Proven ability in performing a range of tasks under competing demands, and producing a quality result, on time	✓	
The ability to work well within a collaborative team environment	✓	
Experience with Datacom Datascape or IRIS software suite, or equivalent		✓
Experience with GIS mapping or equivalent		✓
Experience and knowledge of the Building Act 2004		✓
Ability to obtain, and maintain, NZPI membership		✓

Required Competencies:

Deciding and Initiating Action	• Takes responsibility for actions, projects, and people; • Takes initiative and works under own direction; • Initiates and generates activity and introduces changes into work processes; • Makes clear decisions after due consideration; • Forward planning ability.
Working with People	• Shows respect for the views and contributions of other team members; • Shows empathy; listens, supports and cares for others; • Consults others and shares information and expertise with them; • Builds team spirit and reconciles conflict; • Adapts to the team and fits in well.

Writing and Reporting	• Exceptional attention to detail; • Writes clearly, succinctly, and correctly; • Avoids the unnecessary use of jargon; • Structures information to meet the needs and understanding of the intended audience.
Delivering Results and Meeting Customer Expectations	• Focuses on customer needs and satisfaction; • Sets high standards for quality and quantity; • Monitors and maintains quality and productivity; • Works in a systematic, methodical, and orderly way; • Consistently achieves project goals.
Analysing	• Analyses all other sources of information, to break them into component parts, patterns and relationships; • Probes for further information or greater understanding of a problem; • Makes rational judgements from the available information and analysis; • Demonstrates an understanding of how one issue may be a part of a much larger system.
Learning and Researching	• Rapidly learns new tasks and commits information to memory quickly; • Demonstrates an immediate understanding of newly presented information; • Gathers comprehensive information to support decision making; • Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback).
Planning and Organising	• Sets clearly defined objectives; • Plans activities and projects well in advance and takes account of possible changing circumstances; • Identifies and organises resources needed to accomplish tasks; • Manages time effectively; monitors performance against deadlines and milestones.
Adapting and Responding to Change	• Adapts to changing circumstances; • Accepts new ideas and change initiatives; • Adapts interpersonal style to suit different people or situations; • Shows an interest in new experiences.
Creating and Innovating	• Produces new ideas, approaches, or insights; • Creates innovative products or designs; • Produces a range of solutions to problems.
Adhering to Principles and Values	• Upholds ethics and values; • Demonstrates integrity; • Encourages organisational and individual responsibility towards the community and the environment.

Kaikōura District Council Vision and Values:

One Team - delivering excellent customer experience. Our four pillars:



General:

As an employee of the Council, you are required to:

- Be associated as required with Civil Defense – Emergency Management (CDEM) or any exercise that might be organised in relation to the Council function.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Responding to the changing needs of the Council, performing other tasks as reasonably required.
- To ensure that Tikanga Māori and the Treaty of Waitangi is given proper consideration in all activities.
- Be responsible for providing a safe work environment, implementing KDC health and safety systems, encouraging employee participation and striving for continuous improvement in health and safety.