

TIME DISCIPLINE: CHARGEABLE VS NON-CHARGEABLE TIME

Resource consent processing (non-notified)

Chargeable

Non-chargeable

Scoping, creating and linking files, filing and scanning	
Assessing applications	Training on the job Consultant administration
Site visit	
Writing report	
Review of report by second decision maker	Review of consultants reports More than 20 minutes of editing after review
Preparing NOD, copying approved plans etc	
Research (background if necessary)	District Plan Policy or team interpretation Excessive searching for files and/or background if not readily available (to be agreed with a TC)
Meetings, phone calls in connection with SR with applicant or advisors	
Specialist advice (eg. wind, noise, urban design, drainage, vehicle access required to assess proposal against provisions of the District Plan)	Excessive time used by experts (to be agreed with a TC) Resolving difference of professional opinions eg. Vehicle access/Traffic and Transport

Costs of reports commissioned to provide extra information	
Handling, mounting, annotating photographs	Picking up photos/film
	Phone/counter/public enquiry unrelated to an SR
	External peer review of specialist advice (eg. urban design)
	Dealing with media enquiries/ internal enquiries
	Legal peer review
	Team work problems/linking problems
	Neighbour enquiry where related to a particular SR
	Time discipline/invoices
Circulation of draft conditions	

Resource consent processing (notified)

Chargeable

Non-chargeable

Officers time at pre-hearing meetings	
Pre-hearings (attending, set up ie. phone calls etc, letters, post hearings minutes, photocopying, venue) Catering costs for pre-hearing or hearing	
Pre-hearing facilitator	
Working with mediator re: prehearing	

Public notice and affected party list, distribution to libraries, associated photocopying	
Hearing venue (if off-site)	
Photocopying papers for applicant (eg. all submissions)	
Admin support attendance at hearing and writeup of decision	
Compilation of agenda	Deliberation time at hearings by planner
	Specialist time at hearings if excessive (ie. if they choose to stay on throughout entire hearing and are not needed). To be agreed with a TC.
Admin support drafting of decision and liaison with Committee members/ Chair	
Planner peer review of Cttee decision report	