



## Position Description

Non-supervisory Employees

<b>Position Title</b>	<b>Land Use Planner</b>
<b>Section</b>	Land Use Planning
<b>Division</b>	Development & Environment
<b>Reports to</b>	Land Use Planning Manager
<b>Grade</b>	15
<b>Employment Status (FT/PT/Casual/Temp)</b>	Full time, Permanent

### Position purpose

To undertake land use planning functions that contribute to the sustainable growth of Port Macquarie- Hastings and ensures good land use outcomes for our community.

Land Use Planning functions include:

- Preparation and assessment of Planning Proposals
- Review of the Development Control Plans and preparation of amendments to the Development Control Plan including site specific Development Control Plans
- Review of the Local Environmental Plan
- Negotiation and preparation of Planning Agreements and Vegetation Management Plans relating to Planning Proposals and Development Applications
- Input to Strategic Planning Projects
- Monitor legislative changes and provide advice on the impact of such changes
- Review and development of Policies relating to the Development and Environment Division



## Position specific responsibilities

The key duties you are expected to perform in your role.

- Undertake land use planning functions in a timely manner in accordance with relevant legislation;
- Coordinate and provide input to the preparation and review of strategic planning projects and development contribution plans on behalf of the Development and Environment Division
- Develop and review Planning Proposals and Development Control Plan provisions in accordance with relevant legislation as they relate;
- Develop Planning Agreements and Vegetation Management Plans relating to Planning Proposals and Development Applications in accordance with the EP&A Act, Biodiversity Conservation Act and Council policy;
- Maintain an up-to-date knowledge of development assessment issues and processes;
- Undertake project management in accordance with Council policy to deliver on community expectations and meet Council's success factors;
- Undertake community participation and engagement activities in accordance with Council policy to involve the community in the activities and decision making processes of Council and bring Council closer to the community;
- Coordinate input from Council staff in relation to land use planning projects and functions;
- Provide timely and accurate information to the community;
- Use appropriate technology to assist in communication during project implementation and to prepare quality planning documents;
- Undertake research during policy development to determine best-practice land use planning outcomes;
- Undertake professional development training and regularly monitor planning information sources to remain abreast of planning requirements and best practice outcomes;
- Assist in the education of Council staff in relation to land use planning; and
- Any other duties as directed.



## Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

### Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
<b>Communication</b>	<ul style="list-style-type: none"><li>• I communicate with respect</li><li>• I constructively contribute to team meetings, toolbox talks and conversations</li><li>• I share information and ideas with colleagues</li><li>• I ask questions if I don't understand</li></ul>
<b>Accountability</b>	<ul style="list-style-type: none"><li>• I always work in a safe manner, looking after my own safety and the safety of those around me</li><li>• I am responsible for my own actions</li><li>• I take initiative to progress my own work</li><li>• I follow through on my work commitments</li></ul>
<b>Professionalism</b>	<ul style="list-style-type: none"><li>• I treat others with respect</li><li>• I complete my work to the best of my ability</li><li>• I take pride in my work</li><li>• I am flexible and responsive to changing work priorities and issues</li></ul>
<b>Integrity</b>	<ul style="list-style-type: none"><li>• I act honestly</li><li>• I understand and follow the law, rules, policies, guidelines and the Code of Conduct</li><li>• I treat others the way I wish to be treated</li><li>• I contribute positively to our work</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• I look for, and am open to, new and better ways of doing things, together</li><li>• I am an engaged and enthusiastic team player</li><li>• I step in to help others when workloads are high</li><li>• I cooperate with my team members and supervisors</li></ul>



**Document Endorsement**

**Date** N/A

**Group Manager** N/A

**Date** 18 July 2019

**Director** Development & Environment

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

**Employee Name**

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**Employee Signature**

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**Date**

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