



Position Description

Non-supervisory Employees

Position Title	Development Contributions Planner
Section	Strategy
Division	Strategy and Growth
Reports to	Group Manager Strategy
Grade	16
Employment Status (FT/PT/Casual/Temp)	FT

Position purpose

Accountable for the development, implementation, monitoring and review of Council's development contributions programs in accordance with the specific requirements of the NSW Environmental Planning and Assessment Act and current best practice.

Position specific responsibilities

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

- To provide specialist statutory and strategic planning services to the Council, its community and customers;
- Identify, develop, resource, deliver, support and measure benefits in the preparation and review of land use planning and development contributions strategy and policy;
- Prepare and exhibit Development Contributions Plans and Development Servicing Plans in accordance with relevant legislation;
- Negotiate and implement planning agreements, works in kind agreements and contributions deferral deeds;
- Ensure compliance with Contributions Plans and associated agreements;
- Research the need for and identify the facilities and infrastructure required in development;
- Project management in accordance with Council policy to deliver on community expectations and meet Council's success factors;
- Community participation and engagement to involve the community in the activities and decision making processes of Council and bring Council closer to the community;
- Coordinate and involve Council staff in relation to planning projects;
- Provide timely and accurate information to Council;
- Oversee the delivery of key outputs by consultants associated with projects consistent with briefs and budget
- Determine and review regularly, formulas and contribution rates for inclusion in the plans;
- Undertake research during policy development, including regional networking, to determine best-practice planning outcomes;
- Undertake professional development training and regularly monitor planning information sources to remain abreast of planning requirements and best practice outcomes;
- Provide education, training and mentoring of Council staff in relation to strategic planning and to build a high performance team culture;



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



Document Endorsement

Date 21 July 2020

Group Manager

Strategic Land Use Planning

Date 21 July 2020

Director

Acting Strategy & Growth

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

Employee Signature

Date
