

POSITION DESCRIPTION	
<b>Title:</b>	<b>Development Contributions Planner</b>
<b>Group:</b>	<b>City Planning</b>
<b>Reports to:</b>	<b>Group Manager City Planning</b>
<b>Grade:</b>	<b>19</b>
<b>Position Allowances:</b>	<b>Nil</b>
<b>Hours:</b>	<b>Up to 35 hours per week</b>
<b>Number of Direct Reports:</b>	<b>2</b>
<b>Number of Indirect Reports:</b>	<b>Nil</b>
<b>Vehicle:</b>	<b>Yes</b>
<b>Position Code:</b>	<b>70215</b>
<b>Pre-Placement Medical:</b>	<b>Not required</b>
<b>National Police History Check:</b>	<b>Not required</b>
<b>WWCC Check:</b>	<b>Not required</b>
<b>Date Developed:</b>	<b>May 2018</b>
<b>Date Reviewed:</b>	<b>September 2020</b>
Position Purpose	
To provide specialist statutory and strategic planning services to the Community, Councillors, Customers and Council. In particular, the Development Contributions Planner is 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.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Degree in Town Planning / equivalent Degree or extensive experience in a similar role.</li> <li>• Detailed knowledge of the NSW Environmental Planning &amp; Assessment Act as it relates to development contributions and community infrastructure provision.</li> <li>• Demonstrated ability to prepare Development Contribution plans and supporting documentation in accordance with all statutory requirements and current best practice.</li> </ul>	

- Demonstrated experience in supervising staff and consultants.
- Demonstrated project management skills.
- High level interpersonal, facilitation and negotiation skills as well as excellent written and oral communication skills.
- Experience in preparing and monitoring budgets.
- Demonstrated experience in development and review of quality management systems or other business improvement systems.
- Drivers Licence Class C.

**Desirable:**

- Ability to organise and facilitate meetings, workshops and community engagement initiatives.
- Knowledge of Integrated Planning and Reporting requirements under the NSW Local Government Act.

## **Main Activities/Tasks**

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

The preparation and management of Development Contributions Plans and Planning Agreements under the Environmental Planning and Assessment Act and associated Regulations, including but not limited to:

- Research the need for and identify the facilities & infrastructure required
- Prepare support documentation & studies
- Determine formulas & contribution rates for inclusion in the plans
- Prepare works in kind agreements
- Develop Planning Agreements for approval by Council
- Provide input into the establishment and review of population and housing projections
- Monitor receipt and expenditure of development contributions
- Provide input into the programming of facility provision and funding
- Liaise with Council staff, developers & general public on issues such as conditions of development consent, provisions of planning agreements, payment of contributions and implementation of works in kind agreements
- Prepare detailed reports to Council
- Prepare briefs, appoint and supervise consultants
- Assist in the preparation of evidence for appeals in Court or other tribunals
- Develop and maintain contacts with other councils, professionals & government bodies

The supervision and co-ordination of Council's Development Contributions Accountant and Development Contributions Assistant, including but not limited to:

- Establishment and monitoring of staff work programs
- Setting and monitoring of priorities and deadlines
- Reporting on the operation of the team
- Lead, development and inspire staff to achieve optimal individual and team performance

### **Work Health & Safety**

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

### **Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

### **Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.