

POSITION DESCRIPTION	
Title:	Development Contributions Planner
Group:	City Planning
Reports to:	Group Manager City Planning
Grade:	19
Hours:	28 to 35 hours per week
Vehicle:	Yes
Position Purpose	
<p>To provide specialist statutory and strategic planning services to the Council, its community and customers. 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.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Degree in Town Planning with extensive experience in a similar role • Detailed knowledge of the NSW Environmental Planning & Assessment Act as it relates to development contributions and community infrastructure provision • Demonstrated ability to prepare Development Contribution plans and supporting documentation in accordance with all statutory requirements and current best practice • Demonstrated ability to prepare Planning Agreements and supporting documentation in accordance with all statutory requirements and current best practice • Demonstrated experience in supervising staff • 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:

- Demonstrated experience in traffic, open space & community facilities planning
- Ability to organise and facilitate meetings, workshops and community engagement initiatives
- Knowledge of Integrated Planning and Reporting requirements under the NSW Local Government Act
- Experience in supervising consultants
- Experience in the Land and Environment Court

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

Support and promote the integrity and reputation of Council, accountability and behaviours

- Apply and demonstrate the values of Council across all aspects of work – collaboration, sustainability, accountability, integrity and respect.
- Be a role model for quality customer service
- Ensure compliance with all Council policies and procedures and relevant legislation

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