

POSITION DESCRIPTION

Senior Contributions Planner
(POS2764)

Directorate:	Planning and Design	Department:	City Planning
Position Grade:	15 (Planners)	Reports to:	Coordinator Contributions Planning
Last review:	Aug 2025	Next review:	Aug 2028
		Version No.:	1

Position purpose:

This position is responsible for the preparation, implementation, monitoring and review of Council's Contributions Plans, Voluntary Planning Agreements (VPAs), ensure that future development is supported by timely and cost-effective infrastructure delivery in accordance with Council's strategic objectives.

The position undertakes complex planning tasks, provides technical advice, contributes to the continuous improvement of Council's Contributions Planning Framework, and supports the effective delivery of Council's infrastructure funding programs. The role also involves cross-functional collaboration and contributes to infrastructure coordination, financial planning, and stakeholder engagement to support the development of a sustainable and liveable city. The position requires project management and leadership capabilities, along with a sound understanding of relevant planning and local government legislation, to ensure effective outcomes and compliance.

Key accountabilities/responsibilities:

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(POS2764)

Responsible for:

- 1) Preparing, reviewing and implementing Contributions Plans (CPs) and related planning documentation to support the timely delivery of local infrastructure.
- 2) Assisting in the negotiation, preparation and administration of Voluntary Planning Agreements (VPAs) Agreements in accordance with Council policies and relevant legislation.
- 3) Undertaking research and analysis to inform infrastructure needs based on population growth, development trends and urban planning objectives.
- 4) Coordinating with internal stakeholders to identify infrastructure requirements for growth and renewal areas and ensuring alignment with Council's strategic land use and financial planning.
- 5) Supporting the preparation of annual and forward capital works budgets relating to development contributions and assisting in the monitoring and reporting of contributions expenditure.
- 6) Providing advice on statutory and policy frameworks governing development contributions and infrastructure funding and ensuring ongoing compliance with legislative requirements.
- 7) Maintaining and improving internal systems, templates and procedures to ensure consistent and efficient contributions planning and infrastructure coordination processes.
- 8) Preparing technical reports, correspondence and documentation for internal and external stakeholders including Council Reports, budget updates, and land acquisition and infrastructure schedules.
- 9) Liaising with internal teams and external stakeholders including Consultants, developers and Government Agencies in relation to Council's Contributions Planning Framework.

- 10) Facilitating and contributing to meetings, working groups and committees related to development contributions and infrastructure planning.
- 11) Create and maintain accurate records in accordance with Council's Records Management Policy, ensuring information is appropriately stored and accessible in approved systems.
- 12) Comply with the Council's Work Health and Safety (WHS) policies, procedures and practices at all times, including participation in risk assessments and the identification and reporting of workplace hazards and incidents.
- 13) Carrying out other duties as may be directed by the Coordinator Contributions Planning or Manager City Planning.

Decisions made in the position:

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(POS2764)

- Tasks and decisions delegated to the position in accordance with the Delegations of Authority issued by the Chief Executive Officer.
- Routine and technical decisions relating to the preparation, implementation and monitoring of contributions plans, planning agreements and related processes.
- Recommendations on infrastructure funding priorities and procedural improvements within the contribution's framework.

Decisions referred:

- Decisions outside of delegated authority.
- Strategic decisions or those involving significant financial, legal or policy implications.

Key issues/challenges:

- Contributing to the timely review and implementation of contributions plans and planning agreements to support infrastructure delivery aligned with development and population growth.
- Navigating increasing complexity in planning for infrastructure in growth and infill areas with evolving expectations and limited funding mechanisms.
- Interpreting and applying updates to the legislative and policy frameworks governing development contributions and infrastructure funding.
- Working collaboratively across departments and with external agencies to support alignment between planning, infrastructure delivery and funding priorities.
- Identifying and resolving procedural and technical issues related to contributions planning, funding forecasts and infrastructure planning in a timely and effective manner.
- Maintaining up-to-date knowledge of legislative changes, policy developments and industry best practice to inform contributions planning activities and continuous improvement.

Key working relationships:

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Internal

- City Planning
- Strategic Planning
- Infrastructure Planning and Delivery
- Traffic and Transport
- Land Development
- Property Services
- Legal Services
- Development Assessment
- Finance
- Other relevant teams involved in infrastructure planning and delivery

External

- Mayor and Councillors
- State and Federal Government Agencies
- Development Industry
- Legal advisors and external Consultants
- Community representatives and stakeholder groups

POSITION SPECIFICATION

ESSENTIAL CRITERIA

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Qualifications/Licences

1. Relevant degree qualification in the areas of either Town Planning, Infrastructure Planning or Engineering (Civil) and/or equivalent experience in the field of Contributions Planning.
2. Current White Card.
3. Current Class C NSW Driver's Licence

Experience, Knowledge and Skills

1. Demonstrated experience in the preparation, implementation, administration and review of Contributions Plans, Planning Agreements and Works-in-Kind Agreements.
2. Sound understanding and application of the *Environmental Planning and Assessment Act 1979* and associated regulations as they relate to Contributions Planning Frameworks, Planning Agreements and Works-in-Kind Agreements.
3. Proven experience managing complex planning and/or infrastructure funding projects with strong project management and administrative skills.
4. High-level analytical and problem-solving skills with the ability to interpret legislation, policy and financial data to inform infrastructure planning.
5. Strong written and verbal communication skills, including report writing, stakeholder liaison and the ability to present technical information clearly to a non-technical audience.
6. Ability to work effectively both independently and as part of a multidisciplinary team, contributing to a positive and productive workplace culture.
7. Demonstrated ability to support improvements to systems, processes and tools that enhance the administration of Contributions Planning Frameworks, Planning Agreements and Works-in-Kind Agreements.
8. Proficiency in Microsoft Office applications, particularly Excel and Word, and familiarity with planning or financial software systems.
9. Understanding of Equal Employment Opportunity and Work Health & Safety obligations relevant to the role.

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

1. Relevant post-graduate qualification.
2. Experience in leading and mentoring multi-disciplinary teams.
3. Demonstrated experience in the preparation, implementation, administration and review of Contributions Plans, Planning Agreements and Works-in-Kind Agreements in a Local Government context.
4. Experience in project infrastructure delivery within a planning or local government context.
5. Knowledge of finance and accounting practices relevant to Contributions Planning Frameworks, Planning Agreements and Works-in-Kind Agreements.

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous