

**POSITION DESCRIPTION**

Contributions Planning Officer

(POS 2763)

<b>Directorate:</b>	Planning and Compliance	<b>Department:</b>	City Planning
<b>Position Grade:</b>	12 (Planners)	<b>Reports to:</b>	Coordinator Contributions Planning
<b>Last review:</b>	February 2024	<b>Next review:</b>	August 2026
		<b>Version No.:</b>	4

**Position purpose:**

This position is responsible for the preparation, implementation, monitoring and review of Council's development contributions plans and related policies, planning agreements (formerly VPAs) and infrastructure planning activities to ensure that future development has infrastructure to support a sustainable and highly liveable city.

**Key accountabilities/responsibilities:**

Responsible for:

- 1) Identifying population and development trends, in collaboration with the Strategic Planning team, to inform infrastructure needed for development by considering potential impacts on the economic viability of development and reasonableness / scope of the infrastructure demand.
- 2) Collaboratively identifying likely infrastructure demand for urban release and infill areas.
- 3) Providing necessary advice during planning of urban release and infill areas on likely infrastructure requirements and appropriate funding sources for development and/or review of contributions plans.
- 4) Identifying opportunities for the better use of technology to support the operation of the planning framework monitoring the implementation of developer funded infrastructure.
- 5) Assisting with the tasks associated with planning agreement and development contributions processes.
- 6) Assisting with the timely expenditure of funds in a cost effective and planned manner including annual and forward budget planning.
- 7) Proactively identifying issues and opportunities to improve development contributions and infrastructure planning including reviewing procedures and responsibilities of all stakeholders.
- 8) Providing advice on the existing and new statutory provisions regulating the management of developer funded infrastructure.
- 9) Assisting with the coordination of Council's land acquisition strategy related to developer funded infrastructure in collaboration with Council's property team.
- 10) Providing advice during the implementation of developer funded infrastructure.
- 11) Providing advice on "works in kind" agreements.
- 12) Providing development contributions calculations for development applications.
- 13) Facilitating regular development contributions / infrastructure planning coordination meetings with the relevant internal stakeholders.
- 14) Carrying out other duties as may be directed by the Manager or Coordinator.
- 15) Carrying out site visits as required and instructed by the manager or coordinator.

## **POSITION DESCRIPTION**

Contributions Planning Officer  
(POS2216)

### **Decisions made in the position:**

- Tasks delegated to the position in accordance with the delegation of authority issued by the CEO

### **Decisions referred:**

- All other decisions

### **Key issues/challenges:**

- Identifying new or changing infrastructure requirements given the pressures for the provision of new housing to support population growth arising from planning proposals, growth areas, urban renewal and changing levels of service.
- Identifying and resolving issues related to inquiries concerning development contributions, planning agreements and planning for infrastructure delivery in a timely manner to provide quality service delivery and a positive customer experience.
- Anticipating and recommending options to manage changing circumstances, including urban growth and population targets.
- Maintaining up to date knowledge of latest development, initiatives and legislative requirements.

### **Key working relationships:**

#### **Internal**

- Executive and Management Team
- Audit & Risk
- Finance
- Other staff related to infrastructure planning and delivery, particularly teams including: City Planning, Development Assessment, Infrastructure Delivery, Property and Commercial Development and Community Development and Planning.

#### **External**

- Community
- State and Federal Government Agencies
- Legal Advisors/Firms
- Local Councils, particularly those in the Western City District.
- Specialist consultants
- External auditors

## POSITION SPECIFICATION

### ESSENTIAL CRITERIA

#### Qualifications/Licences

1. Relevant tertiary qualifications or demonstrated relevant experience in one or more of the following disciplines (or a related discipline):
  - Town Planning
  - Social Planning
  - Infrastructure Planning/ Delivery
  - Economics
  - Engineering projects
  - Property
2. Current Class C NSW Driver's Licence

#### Experience, Knowledge and Skills

1. Demonstrated knowledge and experience in implementing a contribution planning framework in NSW (preferable) including development contributions plans, "works in kind" agreements and planning agreements (formerly VPAs).
2. Experience in managing complex projects to achieve goals and meet deadlines with effective time management, planning and administrative skills.
3. A demonstrated understanding of Greenfield (Growth Areas) strategic planning and general associated infrastructure requirements.
4. Well-developed communication, report writing, analytical, presentation and interpersonal skills including conflict resolution, problem solving and negotiation skills.
5. Demonstrated ability to work effectively in a team and independently as well as to contribute to the development of a positive, productive and healthy team culture.
6. Demonstrated ability to work cross organisationally and with external agencies to deliver quality customer service and to contribute to adaptive change and improvements.
7. Understanding of Equal Employment Opportunity and Health & Safety requirements relevant to the role including risk assessment of activities and tasks.

### DESIRABLE CRITERIA

#### Qualifications/Licences/Experience/Knowledge and Skills

- Experience in finance and accounting practices, social planning or subdivision/land development.
- Experience in Local Government or Environmental legislation
- Proficiency in Microsoft office.
- Desire to support new initiatives to support infrastructure planning process.

## **Our vision:**

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

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**