



# POSITION DESCRIPTION

Title	Coordinator – Infrastructure Contributions
Position Classification:	Local Government (State) Award: Band 3 / Level 3
Salary Range:	Grade 30 to 36
Status:	Permanent – Full time
Position reviewed on:	March 2026
Position reviewed by:	Manager Strategic Planning
Division:	Planning and Environment
Department:	Strategic Planning
Section:	Policy
Reports to:	Team Leader – Policy
Special Conditions	<p>Pecuniary Interest disclosures are required.</p> <p>This position may have delegations under the Local Government Act (1993).</p> <p>This position may be required to attend meetings of Council, Committee meetings, site meetings and in-house meetings out of hours, as directed.</p>

## **1. PURPOSE OF THE POSITION**

Oversee and coordinate Council's Infrastructure Contributions functions to ensure that the development, implementation, monitoring and review of Council's Infrastructure contributions framework, including voluntary planning agreements, is transparent, efficient and up to date.

The role is responsible for ensuring that maximum community benefit is leveraged within the local infrastructure contributions and voluntary planning agreements regime and relevant legislative requirements.

## **2. KEY OPERATIONAL RESPONSIBILITIES**

### **2.1 Review Local Infrastructure Contributions Plan**

Key Tasks:

- Periodically review Council's Local Infrastructure Contributions Plan, including works schedule, expected population and development growth, and relevant data and information contained within the Plan in a manner that maximises benefit to the community and supports Council's infrastructure delivery and financial sustainability.
- Consult internally to ensure that the works schedule contained in the Plan is contemporary and achievable and reflects Council's adopted strategic directions.
- Develop tools to track performance of the Local Infrastructure Contributions Plan against delivery and expenditure.
- Develop an acute awareness of organisational strategic directions, budgets, infrastructure plans and their delivery, to provide clear context for the effective performance of the role within the organisation.

### **2.2 Assist in Preparation of Infrastructure Related Budgets and their Ongoing Monitoring**

Key Tasks:

- Develop tools to assist the organisation in maximising the financial benefits of the Local Infrastructure Contributions Plan in setting and managing its budgets.
- Act as the subject matter expert in relation to the use of developer contributions in Council projects, including budgeting.
- Report on legislative requirements relating to the collection, administration and expenditure of contributions funds.

### **2.3 Perform the Role of Internal Expert on Infrastructure Contributions Matters**

Key Tasks:

- Provide periodic internal 'training' to internal staff.

- Participate and contribute to the work of the Asset Management Assurance Committee as the local infrastructure contributions specialist.
- Stay abreast of developments and changes in legislation, Ministerial and Departmental directions and industry best practice to ensure the organisation is compliant and contemporary in its contributions planning functions.

#### **2.4 Administer Planning Agreements and Infrastructure Contribution Plans**

Key tasks:

- Administer Planning Agreements and Infrastructure Contribution Plans to ensure that infrastructure delivered is consistent with community need.
- Negotiate with applicants on Planning Agreements to ensure new developments, and any associated increase in local population, are accompanied by reasonable public benefits.

#### **2.5 Undertake, Monitor, Review and Update Planning Agreement and Infrastructure Contribution Procedures**

Key tasks:

- Actively undertake, monitor, review and develop tools and internal capacity to update Council's processes and procedures relating to Infrastructure Contributions and Planning Agreements to ensure they are undertaken in accordance with the relevant legislation and reflect best practice.
- Coordinate internal input from Council staff in relation to planning, monitoring and implementation of Infrastructure Contributions and Planning Agreements to ensure that the contributions framework is well understood and managed across the organisation.
- Liaise with Finance and Capital Projects and Asset Management to ensure plans, collections, expenditure and accounting, is up to date and accurate.
- Monitor and update Council's Infrastructure Contributions calculator in accordance with the CPI.
- Proactively monitor the status of all executed Planning Agreements and liaise with relevant stakeholders to ensure Planning Agreement obligations and commitments are delivered and to the appropriate standard and quality.

#### **2.6 Provide Advice and Assistance on Infrastructure Contribution and Planning Agreement Matters**

Key tasks:

- Liaise with other departments of Council and provide clear and accurate advice on Infrastructure Contributions and Planning Agreements.
- Provide accurate and timely advice to Council staff and customers, including Infrastructure Contribution quotes.

- Liaise with the community during public exhibitions and respond to customer service enquiries.
- Build a reputation with staff and the community that the Department is approachable, responsive and effective in providing advice and assistance.
- Attend public and Council meetings as required.

### **2.7 Undertake Appropriate Research and Prepare Reports on Infrastructure Contribution and Planning Agreement Matters as Directed, in Accordance with an Agreed Work Program**

Key tasks:

- Undertake research during policy development to determine best practice planning outcomes.
- Monitor development approvals, population growth rates, contribution income and the general performance of Council's Contributions Plan.
- Monitor and report on the content and status of Contributions Plans and Planning Agreements.
- Prepare clear and concise reports to Council and other documents within an agreed timeframe.

### **2.8 Other Duties**

The Team Leader – Policy, Manager or Director may allocate other duties in accordance with the employee's range of skills, competence, training and/or experience or be part of a training/development plan.

## **3 KEY CORPORATE RESPONSIBILITIES**

### **3.1 Council's Vision and Core Values**

Uphold and promote Council's Vision for making North Sydney a more satisfying place for people. Behave in a manner consistent with Council's Core Values:

- Provision of services to the community through co-operation and understanding.
- Responsive government based on open government and community participation.
- Honesty and integrity in all we do.
- Fairness and equity.
- Innovation and excellence.
- Responsive and responsible regulation.

**3.2 Best Value and Continuous Improvement**

Provide best value to the community by applying a continuous improvement philosophy. Identify ineffective and/or inefficient processes and recommend improvements. Capitalise on changes so as to increase effectiveness and efficiency. Undertake to learn from the workplace experience. Participate in learning and development activities as/when appropriate and then apply the learned skills/knowledge on the job. Identify and report to management any obligations, risks and opportunities facing Council.

**3.3 Council's Policies and Procedures**

Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.

**3.4 Customer Service**

Promote a professional and positive image of Council in accordance with Council's Customer Service Policy. Take a pro-active approach to providing excellent customer service – to both internal and external customers.

**3.5 Organisational Sustainability**

Consider sustainability - economic, environmental, social and governance factors - in all activities and decision making in accordance with Council's Organisational Sustainability Policy and procedures.

**3.6 Community Engagement**

Comply with legislative requirements and Council's Community Engagement Policy and related procedures regarding the identification and implementation of consultation opportunities to ensure that stakeholders are consulted on matters of relevance to them. Ensure Council's Core Value of open government and community participation is upheld.

**3.7 Record Keeping**

Undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions.

**3.8 Equal Employment Opportunity**

Comply with the requirements of the Anti-Discrimination legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

**3.9 Ethical Conduct**

Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

**3.10 Work Health and Safety**

Observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Work Health and Safety.

Take appropriate action to ensure a safe and healthy working environment for self and others. In particular:

- participate in the identification and control of WHS risks in the workplace;
- support work colleagues when they return to work following injury/illness and co-operate with management in relation to changes which may need to be made in accordance with the Return-to-Work/Injury Management Plan;
- if injured, co-operate with management in developing/implementing the Return-to-Work/Injury Management Plans.

### **3.11 Statutory Obligations**

Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

### **3.12 Team Work**

Support and promote teamwork through:

- co-operation;
- communication;
- sharing of relevant information;
- provision of responsive and accurate advice;
- maintenance of effective liaison with other employees within own team and across Council as/when appropriate.

### **3.13 Financial Management**

- Provide input into budget/operating plan and recommend objectives, in the area of responsibility, for inclusion in the Division's overall budget/operating plan and Management Plan.
- Manage financial performance against the budget/operating plan and act appropriately upon trends and variances in a timely manner to ensure the effective and efficient achievement of all budget and plan objectives.

### **3.14 Child Safe**

Council fully supports the aims and objectives of the Children's Guardian Act 2019 and associated provisions and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

**4 CONTACTS ARISING FROM THE POSITION**

Reports to: Team Leader - Policy

Supervises: Directly: 0  
Indirectly: 0

**5 SELECTION CRITERIA**

**Essential**

- Tertiary Qualifications in Town Planning, Finance or related discipline(s)
- Knowledge of planning legislation and practice
- High level expertise in reading and interpreting planning related instruments and policies
- High level expertise in the development of planning strategies and policy
- High level research and analytical skills
- High level report-writing skills and clear oral communication skills
- Demonstrated mediation, negotiation, customer service and team skills
- High level computer literacy- spreadsheet, word processing and database creation and management

**Desirable**

- Experience in managing, drafting or stakeholder involvement in infrastructure contributions planning and/or planning agreements
- Experience in co-ordinating multi-disciplinary working groups
- Local Government knowledge or experience

***Employee only:***

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed) .....

Employee's Signature ..... Date .....