Position Description

Date Reviewed:	November 2026	
Position:	Development, Growth and Infrastructure Coordinator	
Business Unit:	Planning & Development	
Directorate:	Planning and Environment	
Location:	Civic Centre	
Reports to:	Business Manager Planning & Development	
Remuneration:	Grade 13	
Award Classification:	Band 3 Level 4	
Hours of Work:	35 Hours Per Week 8:30am – 5pm 43 minute lunch break 9 day fortnight	This role may be subject to an Individual Hours Agreement as per Council's Flex First Procedure.
Designated Person:	Deemed Designated Person in accordance with clause 4.8 of the Model Code of Conduct for Local Councils in NSW (the Code). This requires an annual disclosure of interests return in accordance with clauses 4.10 and 4.21 of the Code	

Council Vision & Mission



Passion - Strive to always be at your best & to support colleagues to be at their best to provide outstanding service & outcomes.
Respect - Commit to always treating everyone in ways you would personally value being treated.
Innovation - Collaborate to creatively problem-solve with team members to generate new ideas being mindful of policy requirements.
Dedication - Be determined, resilient and relentless in delivering quality outcomes for the community regardless of the obstacles encountered.
Excellence - Commit to achieving & leading best-practice in our sector.

Position Statement

This position coordinates the administration of Council's Planning Agreements, including their negotiation, implementation and review to facilitate Council's delivery of infrastructure and community benefits arising from development ensuring alignment with Council's strategic infrastructure objectives. The position also provides support in the practical application of, and review of, Council's Local Infrastructure Plan (LICP) including participating in collaborative consultation processes to support Council's effective use of LICP funding towards the identified

community and infrastructure needs. Additionally, the role contributes towards Council's input into State Significant Development applications to ensure local infrastructure, service and community interests are appropriately represented.

Position Duties

Within the area of responsibility, the role is required to:

- Coordinate the administration of Council's Planning Agreements and Works in Kind Agreements, including their negotiation, implementation and review
- Establish professional and proactive working relationships with developers who are parties to agreements
- Establish and maintain systems and databases for tracking the delivery of agreements
- Identify existing and future demands for Council in relation to infrastructure and assets, including the provision of open space and stormwater assets within the LGA through agreements
- Liaise with Council staff, developers and the public on the provisions of Planning Agreements, payment of contributions, implementation of Works in Kind Agreements and State Significant Developments
- Monitor the security held under agreements to ensure that Council's financial and risk interests are secured
- Prepare referral response regarding planning agreements for development applications, subdivision works certificates and subdivision certificates
- Coordinate Council's response to State Significant Development applications to ensure local infrastructure, service and community interests are appropriately represented
- Assess Section 8.2 applications to determine against relevant planning provisions and policies and prepare comprehensive assessment reports
- Deliver exceptional customer service by identifying, responding, and satisfying customer enquiries in a timely and professional manner
- Establish and promote strong engagement processes between Business Units and the community to ensure meaningful outcomes for the community are achieved
- Provide accurate, timely and professional technical advice to the Business Manager Planning & Development, the Executive and Council
- Attend Committee meetings of Council and represent Council at other meetings, forums and court matters as required
- Work cooperatively with other Business Units and Directorates of Council to review, improve and integrate processes and procedures
- Undertake any special projects as required by the Business Manager Planning & Development
- Carry out other duties that are within the limits of the employees' skills, competence and ability as required by Goulburn Mulwaree Council
- Champion and role model Council's vision and values to enhance team culture and performance
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Council's Records Management Policy and the Code of Conduct

Essential Selection Criteria

- Tertiary qualifications in Town Planning or a similar discipline with relevant industry experience
- Demonstrated knowledge and experience in the implementation of the *Environmental Planning and Assessment Act 1979, Environmental Planning and Assessment Regulation 2021* and the *Local Government Act 1993* relevant to the role
- Experience negotiating planning agreements or infrastructure funding outcomes with developers and landowners
- Excellent communication and interpersonal skills including demonstrated conflict resolution and negotiation skills, with the ability to work constructively to influence stake holders at all levels
- Demonstrated analytical and innovative problem-solving skills that are customer and outcome focused
- Demonstrated ability to emulate Council's values of passion, respect, innovation, dedication and excellence and to strive to achieve our vision and mission
- Class C Drivers Licence

Desirable Selection Criteria

- Demonstrated experience in the preparation, administration, operation and execution of developer contributions plans, planning agreements and/or work in kind agreements
- Demonstrated understanding of new release area planning and infrastructure provision
- Demonstrated ability to prepare and review Development Contributions plans in accordance with all statutory requirements and best practice

Competencies

Entry Level:	Satisfactorily meets essential requirements and demonstrated ability to allocate and prioritise work.
Level 1:	• Demonstrated ability to communicate effectively with internal and external stakeholders on general planning matters. • Demonstrated ability to write a project brief for a strategic planning project/land use strategy/legal matter or similar. • Demonstrated ability to prepare, review and meet deadlines for organisational reports for Council, the Executive Team and State Government
Level 2:	• Demonstrated ability to identify and implement new initiatives to achieve process improvements and productivity gains. • Demonstrated ability to design and co-ordinate a stakeholder engagement workshop/event or a verbal presentation to Council, committees and the community. • Demonstrated well-developed analytical skills and ability to make well-informed recommendations on complex planning matters
Level 3:	• Demonstrated ability to coordinate legal proceedings. • Demonstrated ability to design, undertake and/or manage a major strategic planning project/land use study including the managing of a budget and external consultants. • Demonstrated ability to manage the procurement process for external consultants.
Level 4:	1 year of satisfactorily demonstrating the LEAP commitments at the level required for the role

WHS Performance Measures & Responsibilities

All Employees/Workers	
Responsibilities:	Performance Measures:
Take reasonable care for their own health and safety and ensure their acts or omissions do not adversely affect the health and safety of others.	Adhere to all safe working procedures including verbal instructions given by Managers/Supervisors. Demonstrate reasonable care of themselves and others who may be affected by their actions.
Ensure, so far as is reasonably practical, all work is performed to comply with requirements of the WHS Act and Regulations, Councils policies and procedures relating to health and safety in the workplace that they have been notified of.	Demonstrated adherence to WHS Policy and procedures. Signed acknowledgement sheets of policies and procedures that all workers have been informed of.
Assist in carrying out risk assessments and developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).	Evidence of participation in performing risk assessments for all duties. Evidence of participation in developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).
Ensure all work is performed in accordance with site specific risk assessments, Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).	Demonstrated adherence to site specific risk assessments. Demonstrated use of Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).
Report all identified hazards, accidents/incidents, and near misses to Manager/Supervisor.	Actively monitor the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard. Reporting all hazards, accidents, incidents, and near misses to Managers/Supervisor in a timely manner.
Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	Demonstrated use and maintenance of safety equipment and PPE.
Commitment to WHS and promote a risk assessment approach to all activities performed by Council.	Participate in risk assessment process and the development of Safe Work Method Statements or Safe Work Procedures. Attend toolbox and other meetings relating to WHS requirements.
Have a sound understanding of the WHS requirements associated with their employment duties.	Attendance at WHS training sessions. Demonstrated awareness of WHS responsibilities outlined in position description.

Job Demands Checklist

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Frequency Definitions
Occasional: Activity exists up to 1/3 of the time when performing the task
Frequent: Activity exists between 1/3 and 2/3 of the time when performing the task.
Constant: Activity exists more than 2/3 of the time when performing the task.
Repetitive: Activity involves repetitive movements.

Demands	Description	Frequency				
		O	F	C	R	N/A
Physical Demands						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	✓				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery	✓				
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting				✓	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	✓				
Standing	Tasks involve standing in an upright position without moving about		✓			
Driving	Tasks involve operating any motor powered vehicle	✓				
	Tasks involve driving vehicle on unsealed roads	✓				
Sitting	Tasks involve remaining in a seated position during task performance			✓		
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.		✓			
Walking/Running	Tasks involve walking or running on even surfaces	✓				
	Tasks involve walking on uneven surfaces	✓				
	Tasks involve walking up steep slopes	✓				
	Tasks involve walking down steep slopes	✓				
	Tasks involve walking whilst pushing/pulling objects	✓				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	✓				
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, cherry-pickers etc. anything where the person stands on an object other than the ground.	✓				
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms					
	1. Light lifting/carrying (0-9 Kg)	✓				
	2. Moderate lifting/carrying (10-15 Kg)					✓
	3. Heavy lifting/carrying (16 Kg and above)					✓
Digging	Tasks involving manual digging					✓
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking	✓				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands		✓			
Manual Dexterity	Tasks involve fine finger movements – i.e. keyboard operation, writing		✓			

Demands	Description	Frequency				
		O	F	C	R	N/A
Sensory Demands						
Sight	Tasks involve use of eyes (sight) an as integral part of task performance – i.e. looking at screen/keyboard in computer operation, working in dark environment, working at night			✓		
Hearing	Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment	✓				
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals					✓
Taste	Tasks involve use of taste as an integral part of task performance					✓
Touch	Tasks involve use of touch as an integral part of task performance	✓				
Psychological Demands						
	Working with animals					✓
	Dealing with dead or injured animals etc.					✓
Psychosocial Demands						
	Tasks involving customer service (members of the public & clients)			✓		
	Tasks involve interacting with distressed or angry people			✓		
	Tasks involve interacting with people with mental illness/disability	✓				
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust – e.g. sawdust					✓
Gases	Tasks involve working with gases					✓
Fumes	Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. e.g. herbicides & insecticides, water treatment etc.					✓
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis					✓
Hazardous Substances	Tasks involve handling hazardous substances including storage and/or transporting					✓
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare	✓				
Sunlight	Exposure to sunlight	✓				
Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room	✓				
Confined Spaces	Tasks involve working in confined spaces					✓
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces	✓				
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping					✓
Heights	Tasks involve working at heights below knee level and/or above shoulder height.	✓				
Manual Handling	Tasks involve manual handling	✓				
Biological Hazards						
Biological Products	Tasks involve working around wastewater/garbage etc.	✓				

Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	