

Melton City Council

Development Contributions

Coordinator

Position Description

PD: 00295

A welcoming and liveable
City accessible to all

1. Position details

Position Title	Development Contributions Coordinator
Directorate	City Futures
Business Unit	City Development
Position Classification	Band 8
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Head of City Development
Supervises	Development Contributions Planner and Officers
Internal liaisons	• Infrastructure Planning • Finance • Legal Services • City Strategy • Capital Works • Enterprise Project Management Office • Community Planning
External liaisons	• Developers • Planning Consultants • Solicitors • State Government Agencies • Other Growth Area Councils

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to



familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Ensure that Development Contribution Plans (DCPs) and Infrastructure Contribution Plans (ICPs) are being administered and implemented in accordance with relevant legislation.
- Ensure that community facilities and road infrastructure are provided in a timely manner to emerging communities through the appropriate collection and expenditure of development contributions.

5. Key responsibility areas

- Manage all tasks associated with development contributions implementation in accordance with Council's DCP/ICP Implementation Framework and Policy documents.
- Coordinate the process to review and amend Infrastructure Priority Lists (ICPs) which inform the timing for the delivery of DCP and ICP infrastructure across all Precinct Structure Plans (PSPs) based on population growth, development, and cash flow.
- Ensure proposals for infrastructure delivery as works in kind are consistent with current ICPs and are appropriately formalised in Section 173 Agreements.
- Coordinate the process for acquisition of any land required for infrastructure / facility projects to enable the delivery of that infrastructure / facility in accordance with the ICPs.
- Ensure annual indexation of development contributions is undertaken in a timely manner and that the charges reflect the ongoing price changes and conditions over the lifetime of the DCPs/ICPs.
- Prepare regular reports to Council's Executive on the current state of development contributions for each PSP area, including forecasting of levies to be collected, payouts to developers, and cash-flow modelling.
- Assess and approve Public Infrastructure Plans (PIPs), and DC / IC / Public Open Space Schedules.
- Coordinate the process for consideration of requests for bonding of outstanding civil and landscaping works and release / return of those bonds following satisfactory completion of those works.
- Discuss and negotiate with developers on proposals for works in kind, offsetting of levy payments, staging of infrastructure projects, and process for bringing forward project delivery.

- Exhibit a strong dedication to Occupational Health and Safety (OHS) accountability by adhering to pertinent OHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

6. Accountability and extent of authority

- Provide specialist advice to developers on development contribution matters, including relevant Council policy and processes, and legislative requirements, with ability to act subject to goals, policies and legislation.
- Demonstrated ability to manage resources with the freedom to act set by broad goals, policies and budgets, decisions and actions may have a substantial effect on the business unit or public perception of the organisation.
- Ability to develop policy options and strategic plans under a wide freedom to act, documents developed may have a substantial impact on the organisation or community.

7. Judgement and decision making

- Exercise decision making judgement regarding development contribution matters consistent with expertise and level of Council delegation.
- Highly proficient in identifying and developing policy options within area of expertise for consideration of senior and executive leadership.
- Provide subject matter expertise and support to senior leadership to achieve organisation goals, process improvements, team development and service delivery.
- Capable of identifying, developing and analysing an unspecified range of options before making a decision.
- Demonstrated ability to implement less well-defined methods, procedures and processes and contribute to their development and adaptation.

8. Specialist knowledge and skills

- Detailed understanding of the formulation and implementation of development contribution/infrastructure contribution plans.
- Proven experience in project management and in leading multi-disciplinary planning projects.
- Substantial knowledge of planning and subdivision legislation, particularly as it applies to development contributions.
- Substantial knowledge of the subdivision approvals process, growth area planning principles, and financial principles relating to the development of land.
- Sound knowledge and experience in budget, financial and procurement processes and procedures.
- Demonstrated understanding of the long-term goals of Council within the legal, socio-economic and political context of Council operations.
- Exceptional computer literacy and knowledge of GIS applications.

9. Management skills

- Strongly developed skills in managing time, setting priorities and planning and organising one's own work, and that of other team members to achieve Council objectives and goals, taking account of organisational and external constraints and opportunities.
- Manage multiple projects and associated resources simultaneously in order to achieve objectives and goals whilst taking into account organisational and external factors.

- Operate with a high degree of flexibility to achieve goals within an environment with demanding workloads and changing priorities.
- Capability to implement personnel policies and practices including awards, equal opportunity and OH&S, recruitment and selection procedures and techniques, development of position descriptions and employee development.

10. Interpersonal skills

- Ability to engage, lead, motivate and develop staff members.
- Highly developed and effective written and verbal communication skills to engage, collaborate and influence a diverse range of stakeholders.
- Ability to persuade, convince or negotiate with clients, members of the public, tribunals and people in external organisations.
- Demonstrated capacity to build and manage respectful, positive relationships with both internal and external stakeholders to achieve objectives aligned with Council's strategic direction.
- Discuss and resolve specialist problems and issues with counterparts in other organisations and with officers from internal departments of Council.

11. Qualifications and experience

- Tertiary qualifications in Urban Planning, Project Management, Economics, Financial Accounting, Social Planning or related discipline with relevant experience plus post graduate qualifications or lesser formal qualifications with extensive and diverse, or intensive specialist, experience.
- Proven experience in project management and in leading multi-disciplinary planning projects.
- Proven experience and skills in leading and coaching others to achieve agreed goals/project timelines, and in mentoring individuals to develop their skills and maximise their potential.

12. Key Selection Criteria

1. Tertiary qualifications in Urban Planning, Project Management, Economics, Financial Accounting, Social Planning or related discipline with relevant experience plus post graduate qualifications or lesser formal qualifications with extensive and diverse, or intensive specialist, experience.
2. Detailed understanding of the formulation and implementation of development contribution/infrastructure contribution plans.
3. Proven experience in project management and in leading multi-disciplinary planning projects.
4. Proven experience and skills in leading and coaching others to achieve agreed goals/project timelines, and in mentoring individuals to develop their skills and maximise their potential.
5. Highly developed interpersonal skills incorporating verbal and written communication, negotiation, facilitation, advocacy, and maintain respectful and productive relationships with stakeholders.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Head of City Development
Approved by Position Title

August 2026
Date Approved

Incumbent's name

Signature

Date

