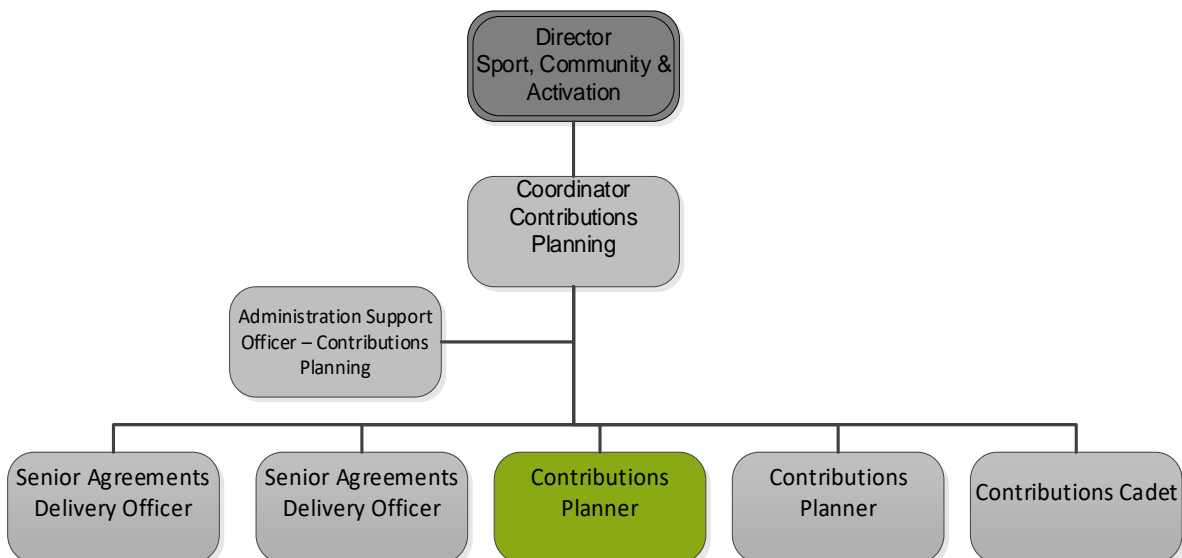


## POSITION DESCRIPTION

<b>Position Title</b>	Contributions Planner
<b>Position Number</b>	43159
<b>Division</b>	Sport, Community & Activation
<b>Branch</b>	Contributions Planning
<b>Grade</b>	17
<b>Special Requirements</b>	Drivers licence
<b>Physical and Environmental Demands</b>	Ability to carry out site inspections
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	Actively Managing Camden's Growth

### Reporting Structure



<b>Position Purpose</b>
To coordinate Council's responsibilities in relation to Development contributions.
<b>Key Result Areas</b>
<ul style="list-style-type: none"> <li>• <b>Development Contributions</b></li> <li>• <b>Voluntary Planning Agreements and Works in Kind Agreements</b></li> <li>• <b>Customer Service</b></li> <li>• <b>Branch Activities</b></li> <li>• <b>Corporate Core Values</b></li> </ul>
<b>Key Duties &amp; Responsibilities</b>
<p><b>Development Contributions</b></p> <ul style="list-style-type: none"> <li>• Prepare, implement, monitor and review contribution plans;</li> <li>• Ensure that data bases related to development contributions are maintained;</li> <li>• Oversee the financial management of development contributions;</li> <li>• Prepare reports to Council on development contributions matters and specific planning issues relating to development contributions.</li> <li>• Undertake research on development contributions matters;</li> <li>• Maintain knowledge of current legislation, policy and procedures that impact upon all aspects of contributions planning/implementation;</li> </ul> <p><b>Voluntary Planning Agreements and Works in Kind Agreements</b></p> <ul style="list-style-type: none"> <li>• Negotiate, prepare and implement Voluntary Planning Agreements and Works in Kind agreements;</li> <li>• Provide appropriate technical input to Council's capital works program;</li> <li>• Prepare consultant briefs and supervise consultant studies;</li> </ul> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Liaise with, and provide advice to, Council officers, government authorities, the development industry, community groups and the general public as required;</li> <li>• Provide high level of professional service to customers;</li> </ul> <p><b>Branch Activities</b></p> <ul style="list-style-type: none"> <li>• Commission legal advice and valuations as appropriate;</li> <li>• Prepare and present evidence as Council's expert witness at courts of law;</li> <li>• Attend Council, committee, public and internal meetings as required;</li> <li>• Participate in corporate projects, as assigned by the Coordinator Contributions Planning;</li> <li>• Flexibly respond to organisational requests for urgent work;</li> </ul> <p><b>Corporate Core Values</b></p> <ul style="list-style-type: none"> <li>• Continuously display Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment and Customer Focus.</li> <li>• Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.</li> </ul>

<b>WHS Responsibility</b>	
<ul style="list-style-type: none"> <li>• Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area;</li> <li>• Adequately familiarise and actively fulfil all WHS responsibilities as indicated in Council's WHS Roles and Responsibilities Matrix (attached);</li> </ul>	
<b>Risk Management Responsibilities</b>	
<ul style="list-style-type: none"> <li>• To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.</li> <li>• Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable</li> <li>• Must be aware of operational and business risks. Particularly: <ul style="list-style-type: none"> <li>○ understand and adhere to the principles of Risk Management within their job role;</li> <li>○ assist Managers and Team Leaders in identifying risks and risk treatments in their job role;</li> <li>○ provide input into various risk management activities;</li> <li>○ report all emerging risks, issues and incidents to their manager or appropriate officer; and follow Council policies and procedures.</li> </ul> </li> </ul>	
<b>Essential and Desirable Criteria</b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• Tertiary qualifications and relevant experience in town planning, economics, project management or other related discipline;</li> <li>• A sound working knowledge and demonstrated experience in, the implementation of the Environmental Planning and Assessment Act, the Environmental Planning and Assessment Regulations;</li> <li>• Demonstrated understanding of working with contributions plans, voluntary planning agreements and works in kind agreements;</li> <li>• High level analytical, creative thinking, negotiation and conflict resolution, and problem solving skills;</li> <li>• Demonstrated understanding of new release area planning and infrastructure provision</li> <li>• Strong customer focus;</li> <li>• High level oral and written communication skills;</li> <li>• High level proficiency with Microsoft Office applications, particularly spreadsheets;</li> <li>• Demonstrated ability to review processes and procedures and to improve service delivery; and</li> <li>• Demonstrated ability to apply EEO, WHS, and ethical practice principles and to act with probity at all times.</li> </ul>	
<b>Desirable</b>	
<ul style="list-style-type: none"> <li>• Experience in finance and accounting practices, infrastructure planning and engineering issues; and</li> <li>• Experience in project management; and</li> <li>• Ability to present information to small forums and workshops.</li> </ul>	
<b>Prepared By</b>	Coordinator Contributions Planning
<b>Date Prepared</b>	Updated March 2021
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p>	

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

**Employee Name:**

**Employee Signature:**

**Date:**



# WHS Roles and Responsibilities

General Manager	Authority Level							WHS Responsibilities	Accountability Check		
	Director	Senior Manager	Grade 20 - 21	Grade 17 - 19	Grade 14 - 16	Grade 8 - 13	Grade 1 - 7		Yes	No	N/A
								As far as reasonably practicable ensure:			
✓								1. The health and safety of workers engaged or caused to be engaged by Council.			
✓								2. The health and safety of workers whose activities in carrying out work are influenced or directed by Council.			
✓								3. The health and safety of other persons is not put at risk from work carried out as part of the conduct of Council.			
✓	✓	✓	✓	✓	✓	✓		4. The provision and maintenance of a work environment without risks to health and safety.			
✓	✓	✓	✓	✓	✓	✓		5. The provision and maintenance of a safe place and structures.			
✓	✓	✓	✓	✓	✓	✓		6. The provision and maintenance of safe systems of work.			
✓	✓	✓	✓	✓	✓	✓	✓	7. The safe use, handling and storage of plant, structures and substances.			
✓	✓	✓	✓	✓	✓			8. The provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities.			
✓	✓	✓	✓	✓	✓	✓		9. The provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of Council.			
✓	✓	✓	✓	✓	✓	✓		10. The health of workers and the conditions at the workplace are monitored for preventing illness or injury of workers arising from the conduct of Council.			
✓	✓	✓	✓	✓	✓	✓	✓	11. Process for complying with any duty or obligation under the <i>Work Health and Safety Act 2011</i> and <i>Regulations 2017</i> .			
✓	✓	✓	✓	✓	✓			12. That any SafeWork notifiable incidents are reported to the regulator in accordance with the <i>Work Health and Safety Act 2011</i> and <i>Regulations 2017</i> .			

General Manager	Authority Level							WHS Responsibilities	Accountability Check		
	Director	Senior Manager	Grade 20 - 21	Grade 17 - 19	Grade 14 - 16	Grade 8 - 13	Grade 1 - 7		Yes	No	N/A
								As far as reasonably practicable ensure:			
✓	✓	✓	✓	✓	✓			13. Council upholds its commitment to all workers who have sustained a work-related injury in accordance with Legislative requirements.			
✓	✓	✓	✓	✓	✓	✓		14. Acquire and keep up-to-date knowledge of work health and safety matters			
✓	✓	✓						15. Ensure appropriate resources and processes are provided and used to enable hazards to be identified and risks to be eliminated or minimised.			
✓	✓							16. Accident/incident statistics for the Directorates are reviewed monthly.			
✓	✓	✓						17. The health and safety of workers engaged, or caused to be engaged, by Council is managed.			
✓	✓	✓	✓	✓				18. Safe plant and structures are provided and maintained.			
✓	✓	✓						19. Budgets include funds for WHS requirements, including (but not limited to) specialised safety training, safety equipment and health monitoring.			
		✓						20. Ensure risk management activities are fully implemented across their branch.			
		✓						22. Ensure all hazards and incidents are reported for their branch.			
		✓	✓	✓	✓	✓		23. Take remedial action for workers who are non-compliant with Council's WHS Management System.			
✓	✓	✓	✓	✓	✓	✓		24. Make recommendation for improvement of the WHS Management System and implement approved processes and procedures.			
		✓	✓	✓	✓			25. Provide transitional duties for injured workers as an integral part of the return to work process.			
✓	✓	✓	✓	✓	✓	✓		26. All proposed purchases comply with Council's Procurement Policy.			
		✓						27. Ensure all accidents and incidents are investigated and remedial actions are initiated in their branch.			
✓	✓	✓	✓	✓	✓	✓		28. The use of appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of Council.			

General Manager	Authority Level							WHS Responsibilities	Accountability Check		
	Director	Senior Manager	Grade 20 - 21	Grade 17 - 19	Grade 14 - 16	Grade 8 - 13	Grade 1 - 7		Yes	No	N/A
								As far as reasonably practicable ensure:			
		✓	✓	✓	✓	✓		29. Ensure consultation and the dissemination of WHS information in their branch.			
✓	✓	✓	✓	✓	✓	✓	✓	30. Lead and be a role model in demonstrating positive safety behaviours in the workplace.			
		✓	✓	✓	✓	✓	✓	31. Monitor workers including contractors' work practices to ensure they comply with Council's Policies Procedures and legislative requirements.			
		✓	✓	✓	✓	✓	✓	32. Take reasonable care for health and safety of self and others including the implementation of risk control measures within their control to prevent injuries/illnesses.			
			✓	✓	✓	✓	✓	33. Advise managers of workers/contractors who are not engaging in safe work practices.			
		✓	✓	✓	✓	✓		34. Ensure team meetings include safety issues as a standard agenda item.			
		✓	✓	✓	✓	✓		35. Support workers on transitional duties whilst on return to work plans.			
			✓	✓	✓	✓	✓	36. Ensure WHS documentation is completed meeting document control requirements.			
✓	✓	✓	✓	✓	✓	✓	✓	37. Be fully aware of legislation which regulates their duties.			
		✓	✓	✓	✓	✓		38. Ensure, so far as is reasonably practicable, the provision of any information, training, instruction or supervision that is necessary to protect all persons from risk to their health and safety arising from work carried out by or on behalf of Council.			
			✓	✓	✓	✓	✓	39. Ensure equipment purchased is maintained and inspected.			
✓	✓	✓	✓	✓	✓			40. Gain an understanding of the nature of the operations of Council and generally of the hazards and risk associated with those operations.			
	✓	✓	✓	✓	✓	✓		41. Ensure, so far as is reasonably practicable, the provision of information, training, instruction and supervision that is necessary to protect all person.			
		✓	✓	✓	✓	✓		42. Ensure incidents/accidents are investigated, control measures are implemented, and corrective actions are closed out.			
			✓	✓	✓	✓	✓	43. Participate in workplace inspections when required.			

General Manager	Authority Level							WHS Responsibilities	Accountability Check		
	Director	Senior Manager	Grade 20 - 21	Grade 17 - 19	Grade 14 - 16	Grade 8 - 13	Grade 1 - 7		Yes	No	N/A
		✓	✓	✓	✓	✓	✓	As far as reasonably practicable ensure:			
			✓	✓	✓	✓		44. Communicate and undertake consultation on WHS and Injury Management related matters with work area.			
			✓	✓	✓	✓		45. Allocate work tasks in accordance with employee skills.			
			✓	✓	✓	✓	✓	46. Assist in the development of return to work plans.			
			✓	✓	✓	✓		47. Monitor workers on return to work plans.			
			✓	✓	✓	✓	✓	48. Develop, review and complete WHS procedures and processes at the operational level.			
✓	✓	✓	✓	✓	✓	✓	✓	49. Communicate and undertake consultation on WHS related matters to work team.			
			✓	✓	✓	✓	✓	50. Monitor and review WHS in work team activities.			
			✓	✓	✓	✓	✓	51. Inspect and/or wear /use PPE in accordance with instruction/training. (if required)			
✓	✓	✓	✓	✓	✓	✓	✓	52. Ensure WHS procedures and processes are applied to self and team activities.			
			✓	✓	✓	✓	✓	53. Review WHS procedures and processes at the operational level.			
	✓	✓	✓	✓	✓	✓	✓	54. Comply with reasonable instruction issued by Council.			
✓	✓	✓	✓	✓	✓	✓	✓	55. Cooperate with policies and procedures, including reporting of hazards/incidents via Council's reporting process.			
✓	✓	✓	✓	✓	✓	✓	✓	56. Undertake risk assessment as required prior to commencing a task.			
			✓	✓	✓	✓	✓	57. Inform supervisor of any damage to or defect of plant and equipment.			
✓	✓	✓	✓	✓	✓	✓	✓	58. Demonstrate positive safety behaviours in the workplace.			



