

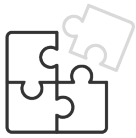
# Role Charter

POSITION:	GRADUATE DEVELOPMENT CONTRIBUTIONS
<b>Reports to:</b>	Principal Development Contributions Planner
<b>Accountable to</b>	Coordinator City Planning
<b>Directorate:</b>	City Planning
<b>Date revised:</b>	February 2026

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

## Our Guiding Principles are:



### MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



### BE WELCOMING

Care for everyone as people, not tasks or numbers.



### BE OPEN MINDED

Listen to each other and work together to find solutions.



### KEEP YOUR PROMISES

Follow through on your commitments to everyone.



### LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

## Primary Purpose

To undertake a graduate program in City Planning, with a focus on supporting the planning, funding and delivery of local infrastructure, such as parks, play spaces, roads, pathways and drainage through the effective administration and monitoring of Council's development contributions framework.

The position helps to ensure infrastructure contributions are collected, allocated and reported in accordance with legislative requirements, Council policy, and the needs of residents and businesses.

## Core Accountabilities

1. Support the delivery of local infrastructure by assisting with the implementation, review, and monitoring of Council's Contributions Plans and Planning Agreements in accordance with the *Environmental Planning and Assessment Act 1979*.
2. Work collaboratively with internal and external stakeholders – including finance, asset planners, and state government agencies – to help coordinate contributions towards new and upgraded local infrastructure.
3. Undertake tasks related to the assessment, monitoring, and collection of infrastructure contributions.
4. Assist in preparing, negotiating, and administering agreements with developers that deliver local infrastructure (including Works-in-Kind agreements and Voluntary Planning Agreements).
5. Help maintain accurate and up-to-date information on development and infrastructure planning and funding, supporting community transparency and responsible financial decision-making.
6. Identify opportunities for process and system improvements that make Council's infrastructure contributions more efficient and effective.
7. Maintain up-to-date knowledge of professional standards, legislation, and best practice relevant to the funding and planning of local infrastructure.

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence, and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

### **Essential Criteria**

1. Completed degree level qualifications in Town Planning, Civil Engineering, Business Accounting, or a related discipline within the previous two (2) years.
2. Contemporary industry knowledge of infrastructure contributions and an understanding of relevant planning legislation.
3. Demonstrated ability to effectively prioritise tasks, manage competing deadlines, and contribute to continuous improvement in work practices and processes.
4. Demonstrated ability to make informed decisions by analysing information, applying sound judgement, and drawing on learned knowledge and experience.
5. Proven ability to work productively as a member of a team and contribute to team goals.

### **Desirable Criteria**

1. An understanding of local government operations, particularly in relation to strategic land use planning, infrastructure delivery, or development assessment.
2. Familiarity with Contributions Plans, Planning Agreements, or development assessment processes.
3. Written and verbal communication skills, with the ability to prepare reports, present information clearly, and engage with stakeholders.

Date:

Agreed:

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**Employee Name**

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**Employee signature**