

Position:	Infrastructure Contributions Lead
Agreement:	Surf Coast Shire Council Enterprise Agreement 2025 – 2028
Award Classification:	Band 7
Division:	Placemaking & Environment
Department:	Planning & Compliance
Team:	Infrastructure Contributions
Date Reviewed:	January 2026
Approved By:	Manager Planning & Compliance
Current Incumbent:	VACANT

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

- We set clear expectations
- We are accountable for our actions
- We get things done

We Work Together

- We value strengths and differences
- We seek to work with others
- We help people to succeed

We See Opportunity

- We look for better ways
- We are open minded
- We learn from our experiences

We Make a Difference

- We proudly represent Surf Coast Shire Council
- We act with the future in mind
- We go the extra mile

OUR APPROACH

We do what we say We work together We see opportunity We make a difference

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Introduction of the work of the team

This role plays a critical coordination function in funding essential physical and community infrastructure through development contributions. The Infrastructure Contributions Lead coordinates the implementation of Council's Infrastructure Contributions Framework, which manages Development Contributions Plans (DCPs), Informal Shared Funding Arrangements, and Section 173 Agreements. Whilst the role is based within the Planning and Compliance team, this coordination role brings together specialists from across Council - including planning, finance, assets, legal, and community services - to deliver a coordinated, consistent, and transparent approach to infrastructure contributions that ensures growth and development appropriately contributes to the infrastructure needed to support our expanding community.

POSITION OBJECTIVES

- Coordinate the implementation of Council's Infrastructure Contributions Framework across all lifecycle phases, ensuring specialist teams from Planning, Finance, Assets & Engineering, Legal, and other departments work together effectively to deliver infrastructure contribution outcomes.
- Facilitate the Infrastructure Contributions Working Group (ICWG) as the primary coordination team, preparing agendas and papers, synthesizing specialist inputs into clear recommendations, and ensuring cross-functional issues are resolved through appropriate decision-making processes.
- Manage the end-to-end processes for infrastructure contributions including timelines, dependencies, and handoffs between specialist teams, escalating issues and risks appropriately, and ensuring the framework operates consistently across the organisation.

ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Planning and Compliance

Supervises: Nil

Internal Relationships: Infrastructure Contributions Working Group (ICWG) members (all departments), Infrastructure Contributions Steering Committee (ICSC/EMT), Integrated Planning team, Finance team, Assets and Engineering team, Legal services, Statutory Planning team, Building Services, all employees and Councillors.

External Relationships: Developers, consultants (quantity surveyors, valuers, planners), legal advisors, building surveyors, state government, and other external stakeholders.

KEY RESPONSIBILITIES

- Coordinate cross-functional processes across the seven-stage infrastructure contributions lifecycle (Application, Preparation, Implementation, Maintenance, Record-keeping and Reporting, Review) by seeking inputs from Planning, Finance, Assets & Engineering, Legal, and other teams, managing timelines and dependencies, and ensuring smooth handoffs between phases and departments.
- Facilitate the Infrastructure Contributions Working Group (ICWG) by preparing agendas and papers, synthesizing specialist inputs into clear recommendations, coordinating cross-departmental discussions, managing action items and follow-up, and ensuring decisions are implemented across relevant teams.
- Coordinate preparation of infrastructure contribution mechanisms (Development Contributions Plans, Informal Shared Funding Arrangements, Section 173 Agreements) by managing specialist inputs including strategic planning justification, quantity surveyor costings, independent land valuations, legal drafting, and risk assessments, ensuring all components come together on schedule.
- Manage implementation coordination at both development level (coordinating Statutory Planning permit assessment, Finance levy invoicing, developer negotiations, works-in-kind arrangements) and strategic level (coordinating Infrastructure Priority Lists, cash flow modelling, capital works integration across Assets & Engineering, Finance, and Planning teams).
- Ensure financial management and reporting processes are completed and integrate with other procedures.
- Facilitate works-in-kind coordination by bringing together the Assets & Engineering team (technical assessment / design approvals), Social Infrastructure & Open Space Planning (technical assessment / design approvals), Finance team (credit valuation), Legal team (Section 173 Agreement drafting), and developers to negotiate, document, monitor, and complete

OUR APPROACH

Position description

infrastructure delivery by developers.

- Maintain registers and tracking systems for all infrastructure contribution mechanisms, developer obligations, and infrastructure delivery status, ensuring accurate, up-to-date information is available to support coordination, decision-making, and reporting across the organisation.
- Escalate issues, risks, and cross-functional conflicts to the ICWG when specialist input or guidance is needed, to ICSC when matters require executive decision-making, and provide early warning of emerging problems including funding gaps, compliance issues, delivery delays, or governance breakdowns.
- Keep the DevCAP software system up to date and accurate so it can be used to its full potential.
- Benchmark best practice and investigate technology options utilising existing council systems/resources to automate tasks (e.g. assessments, payments) as much as practical.

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Accountable for coordination of infrastructure contributions processes across the organisation, ensuring specialist teams deliver their inputs, timelines are met, and handoffs between teams are smooth, but not accountable for the technical content produced by specialists.
- Authority to convene and coordinate specialist teams from Planning, Finance, Assets & Engineering, Legal, and other departments to deliver infrastructure contribution outcomes, managing process and timelines without overriding specialist technical expertise or departmental authority.
- Authority to prepare recommendations for ICWG consideration on contribution mechanism selection, works-in-kind proposals, Infrastructure Priority Lists, and other matters requiring cross-functional coordination, synthesizing specialist inputs into coherent advice.
- Responsibility for escalation when cross-functional issues arise, specialists disagree, technical matters require ICWG guidance, risks emerge, or decisions are needed beyond regular authority.
- Accountable for ICWG effectiveness including agenda preparation, paper quality, action management, implementation of ICWG decisions, and ensuring the Working Group functions as an effective coordination mechanism.

JUDGEMENT AND DECISION MAKING

- Coordinate decisions on process management, timeline scheduling, meeting coordination, information requests to specialists, and day-to-day workflow management to keep infrastructure contribution processes moving forward.
- Exercise judgement to determine when issues require ICWG discussion (cross-functional coordination needed), ICSC decision (executive authority required), or specialist resolution (technical matter within department authority).
- Identify risks and provide early warning by recognising when financial, legal, delivery, or governance issues are emerging and raising concerns proactively even when individual departments may not see the whole picture.
- Integrate specialist inputs from different technical domains (planning, finance, engineering, legal) into clear recommendations, identifying conflicts or gaps between specialist views and facilitating resolution through ICWG.
- Process problem-solving when coordination breakdowns occur, dependencies are misaligned, timelines conflict, or handoffs between teams fail, determining appropriate solutions through consultation with affected specialists and ICWG guidance.

SPECIALIST SKILLS AND KNOWLEDGE

- Working knowledge of some or all of the following: planning processes (DCPs, Section 173 Agreements, Planning Scheme Amendments), financial management (levy calculations, fund tracking, reporting), infrastructure delivery (project scoping, works-in-kind, asset handover), and legal requirements (agreement drafting, statutory compliance) to coordinate effectively across these domains.
- Foundational knowledge in one or more relevant areas will broaden over time through experience coordinating across all functions.

OUR APPROACH

Position description

- Ability to develop a strong understanding of the Infrastructure Contributions Framework.
- Process and program management capability to coordinate complex, multi-phase processes involving multiple departments, external stakeholders, and interdependencies, managing timelines, tracking deliverables, identifying bottlenecks, and ensuring milestone achievement.
- Financial literacy sufficient to work effectively with the Finance team on levy calculations, cash flow modelling, fund tracking, and financial reporting, understanding the principles without needing to perform technical calculations independently.
- Planning and statutory knowledge sufficient to work effectively with Planning specialists on strategic justification, mechanism selection, and Planning Scheme Amendments, understanding the requirements without needing to prepare all technical planning content independently.

MANAGEMENT SKILLS

- Cross-functional coordination without direct authority - ability to orchestrate work across departments by building relationships, demonstrating value, managing through influence, and facilitating collaborative problem-solving.
- Stakeholder relationship management across internal specialist teams, ICWG members at manager level, ICSC members at executive level, developers, consultants, and regulatory bodies, maintaining productive working relationships with diverse stakeholders who have different priorities and perspectives.
- Facilitation and consensus-building to bring specialist teams together, surface and resolve cross-functional issues, facilitate ICWG discussions, build agreement on recommendations, and facilitate decision-making if there are competing views or priorities.
- Meeting and agenda management including preparing ICWG agendas that focus discussion on issues requiring coordination, synthesizing specialist inputs into accessible briefing papers, facilitating productive meetings, capturing decisions and actions, and following up on implementation.
- Escalation and governance navigation knowing when to coordinate directly between specialists, when to bring issues to ICWG, when to escalate to ICSC, and when to seek Council decision, navigating governance structures effectively to get appropriate decisions made at the right level.

INTERPERSONAL SKILLS

- Communication and translation across technical domains - ability to understand specialist language from planning, finance, engineering, and legal teams, translate so specialists understand each other, and communicate complex technical matters clearly to ICWG and ICSC in simplified form.
- Collaborative problem-solving orientation that brings people together to find solutions and builds shared ownership of outcomes across departments.
- Assertiveness to escalate issues and risks, disagree constructively with specialist views when coordination perspective reveals concerns, raise problems early rather than hoping they resolve, and ensure ICWG/ICSC have the information needed for sound decisions.
- Negotiation and conflict resolution to work with developers on contribution obligations and works-in-kind arrangements (supported by relevant specialists), facilitate resolution of conflicting views, and find pragmatic solutions to coordination challenges.
- Relationship building across organisational boundaries creating networks that enable effective coordination.
- An aptitude for positive customer service when working with external stakeholders.

KEY SELECTION CRITERIA

Qualifications and Experience

- Tertiary qualification in planning, finance, project management, public administration, or related discipline, OR demonstrated experience in program coordination, project management, or cross-functional coordination roles within local government or similar complex organisational environment.

OUR APPROACH

Position description

- Demonstrated experience coordinating across multiple specialist teams or departments to deliver complex outcomes, managing processes with interdependencies, orchestrating specialist inputs to meet deadlines, and facilitating cross-functional collaboration without line management authority.
- Experience in one or more relevant domains such as strategic planning, development assessment, infrastructure planning, financial management, project delivery, or local government administration, providing foundational knowledge to build upon.
- Understanding of local government context including governance structures, committee processes, statutory obligations, cross-departmental collaboration challenges, and the need to balance multiple stakeholder interests in public sector decision-making.
- Experience preparing papers and recommendations for senior leadership or committees, synthesizing complex information from multiple sources into clear briefings, facilitating decision-making, and implementing decisions across organisational boundaries.
- Demonstrated capability in relationship management and stakeholder coordination across internal and external stakeholders with diverse interests, including peers, managers, executives, developers, and consultants.

Other requirements

- Current Victorian driver's licence.
- You have the Right to live and work in Australia.
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

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ORGANISATIONAL RESPONSIBILITIES

Child Safe Standards	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Staff are expected to have and maintain a commitment to child safety, equity, inclusion and cultural safety.
Equal Opportunity	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
Fraud and Corruption	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
Record Keeping	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
Right to disconnect	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
Risk Management and Workplace Health & Safety	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.

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