Position description

Senior Development Assessment Planner

Position code:	225
Division:	Development Services
Location:	Moruya Administration Offices
Band/Grade:	Professional / Specialist Band 3 Level 3 – Grade 17 to 18

Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative
We ask for and share ideas, insights and knowledge.
We find strength and reward in working together.

We are respectful
We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit
We nurture and value our relationships, bringing out the best in each other.

We are professional
We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting
We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To provide high level advice and assessment on planning and regulatory matters to ensure compliance with Council policies and statutory requirements in the protection, preservation and enhancement of the natural and built environment.

Main duties and key result areas (KRA):

1. Provide advice, monitor staff performance and coordinate workflows within the Shire in the assessment of applications and development issues.

   KRA: Advice complies with statutory requirements and Council standards and is provided within required timeframes. Team works co-operatively to improve productivity and work outcomes. Staff and projects supervised to ensure that approvals and inspections are carried out in accordance with Council's adopted standards. Staff receive on-the-job training.

2. Liaise with and advise developers, Council officers and the community in providing technical information and clarifying Council's requirements on planning, building and environment policies and practices.

   KRA: Advice given correctly interprets the requirements of the relevant Acts, Regulations and Policies in a timely manner.

3. Assessment of development applications, including those that are complex, in accordance with the statutory framework and the incumbent's professional planning background.

   KRA: Assessment of development applications is consistent with sound urban and rural planning principles which take into account precedence, relevant court determinations and the statutory framework and policy.

4. Coordinate and carry out development assessment work under delegated authority and in accordance with Council adopted policy and the delegations of the position.

   KRA: Certification work conducted in accord with statutory requirements of the Environmental Planning and Assessment Act 1979 and the Building Professional Act 2005 meeting DP/OP benchmarks and requirements of clients.

5. Determination of development applications and review of team members' recommendations to ensure the construction of legally enforceable consents and refusals in accord with the authority delegated to the position.
   KRA: The grounds of refusal and inclusion of standard and site-specific conditions on consents are to be relevant and meaningful and have legal standing.

6. Use and maintain the Approvals database. Provide advice on updating the approvals database and processing of applications to ensure compliance with current legislated requirements.

   KRA: The status, referrals and key assessment information accurately logged on the Approvals database.

7. Provide advice in relation to Complaints and Service Requests **(CSR)** for the purpose of organising the issue of Orders, Infringements and Notices in accord with *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993* and *Protection of Environment Operations Act 1997* for matters under current application management.

   KRA: CSR investigations and Notices actioned in accord with legislation, council policy and adopted timeframes.

8. Assist as part of a team in the development, implementation and review of Policies and Guidelines including Local Environmental Plans.

   KRA: Timely delivery of advice and contribution to the implementation and review process.

9. Negotiate resolution of objections and disputes regarding developments and s68 approvals and arrange mediation where required.

   KRA: Consultation and mediation applied in accord with Council Policy.

10. Report to Council and Committees and other meetings/forums as required. Represent Council at legal proceedings.

    KRA: Clear, concise and accurate reports prepared in accordance with Council standards, practices and adopted timeframes. Legal opinions sought and cases run in accord with policy and statute.

11. Conduct special assignments and assessments of complex matters requiring an advanced knowledge and considerable practical experience in approvals, policies and practices.

    KRA: Special assignments and assessments are carried out as required and within agreed timeframes.

12. Guide the professional development of Development Assessment Planners and Cadets as required.

    KRA: Advice and guidance ensuring good planning and legally correct outcomes are achieved.

13. Provide local planning advice to guide the future growth and development of the planning policies applying across the Shire.

    KRA: Advice and guidance to other units within Council to ensure policies will allow for the suitable growth and development of the area.

14. Within area of responsibility, ensure;

    - the application of EEO and Diversity principles
    - the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.

KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.

Qualifications/experience (selection criteria)

Essential

1. Tertiary qualifications in town planning, environmental planning or equivalent discipline. Alternatively, substantial experience and knowledge may be acceptable provided it qualifies for membership of the Planning Institute of Australia.
2. Comprehensive knowledge of building, planning and environmental legislation and extensive experience, ability and competence to demonstrate a high level of independence in solving problems and using judgement specific to the work being performed.
3. Experience in the supervision and mentoring of staff, preferably in a Local Government role related to development assessment.
4. Ability to listen, interpret and convey information in a clear and accurate manner, enabling timely delivery of information.
5. Computer literacy with specific expertise in MS office and GIS mapping.
6. Considerable and successful experience in negotiation/mediation and problem solving.
7. Demonstrated application of interpersonal skills and the principles of good customer service as relevant to the Development Services Division.

Licence and qualification requirements

Mandatory licences and qualifications required prior to commencement

1. Current Class C Driver Licence.
2. WHS General Construction Induction Card (White Card).

A satisfactory outcome as a result of a National Criminal History Record Check is a requirement for this position.

Supervisor:	Development Assessment Coordinator
Date:	November 2026

Conditions of employment

Position title:	Senior Development Assessment Planner
Grading:	Grade 17 to 18 of Council's salary system
Salary range:	In the range of $114,656.38 to $135,423.10 gross per annum comprising: • $102,371.77 to $120,913.49 base salary • $12,284.61 to $14,509.62 superannuation (calculated at 12% of the base salary)
Vehicle:	A fully maintained Council leaseback vehicle (including full private usage) is available with this position.
Award:	Local Government (State) Award 2026
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Hours of work:	Full time, 70 hours per fortnight. Office hours are: 8:30am to 4:30pm Monday to Friday Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.
Leave entitlements:	4 weeks of annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year. Upon commencement, employees are credited two weeks of Sick Leave and one week My Leave.

On each anniversary of employment, employees will be credited with an additional 2 weeks of Sick Leave and 1 week of My Leave.

Organisation chart

