

## **1. INTRODUCTION**

The Council has established the Development Assessment Unit (DAU) to improve the efficiency and streamline the processing of applications which are dealt with under delegated authority.

The advantage of the DAU is that any application which can be dealt with under delegated authority will be assessed by all Departments on a weekly basis. This structured approach to the handling of applications provides more certainty to applicants.

This Planning Procedure should be read in conjunction with Planning Procedure 1.1 – Delegated Authority.

## **2. STATEMENT OF INTENT**

The purpose of this Planning Procedure is to provide the guidelines and procedures under which the DAU shall operate.

## **3. PLANNING PROCEDURE**

### **3.1 Membership**

- Senior Planning Officer (Chairman);
- Co-ordinator, Building Services;
- Co-ordinator, Engineering Services;
- Co-ordinator, Environmental Health;
- Environmental Planning Officer;
- Manager, Parks Services (as required);
- Co-ordinator, Traffic Services (as required);
- Co-ordinator, Waste Services (as required);
- Co-ordinator, Parks Operations (as required);
- Co-ordinator, Sport and Recreation (as required);
- Community Development Officer (as required);
- Fire Administration Officer (as required);
- Travel Smart Officer (as required);
- Any other specialist staff that may have particular interest in a proposal.

Officers will attend DAU Meetings as required to present applications which have been submitted for determination.

### **3.2 Meeting Schedule**

The DAU should meet at least once a week. If workload necessitates, a second meeting will be convened. Meetings will be generally held on:-

- 1st Meeting: Tuesday, 11am – 12 noon
- 2nd Meeting: Thursday, 11am – 12 noon (only if required)

### **3.3 Authority**

The DAU shall deal with those applications which are currently able to be processed under delegated authority, as set out in Planning Procedure No.1.1 – ‘Delegated Authority’. These matters include, but are not limited to, the following:-

- Development Applications;
- Modifications of Development Standards;
- Subdivision Applications;
- Subdivision Clearances;
- Detailed Area Plans;
- Rural Concept Plans;
- Integrated Development Guide Plans;
- Structure Plans;
- Building Envelope Variations;
- Removal of indigenous trees or substantial vegetation;
- Liquor Licence Applications (Section 40);
- Clause 32 Planning Applications;
- Public Works Planning Applications; and
- Building License applications that warrant being drawn to the attention of the DAU.

The DAU should also act as a forum for discussion on planning, environmental, health, building, subdivision or development related matters.

### **3.4 Minutes**

The Chairperson shall be responsible for the preparation of Minutes of the applications or matters handled by the DAU. The Minutes should contain the following information:-

- Subject;
- Location;
- Applicant;
- File;
- Recommendation;
- Applicable Standard Conditions; and
- Applicable Non-Standard Conditions.

The DAU recommendations are required to be forwarded to the Co-ordinator, Statutory Planning (and Manager, Building Services, where appropriate) for authorisation in accordance with Planning Procedure 1.1 – Delegated Authority.

Applications processed by the DAU shall be listed in the index of the Manager, Statutory Planning’s Monthly Report (and Manager, Building Services, where appropriate) to the Planning Services Committee.

A copy of the DAU Minutes will be made available to all participants and a copy filed for perusal by Councillors.

### **3.5 Operational Guidelines**

The following general operational guidelines should apply to the DAU:-

- Only matters which require input from more than one Department should generally be referred to the DAU;

- The DAU should undertake, where necessary, joint inspections of sites. Where inspections are necessary, such should be achieved so that the application can be determined at the next meeting of the DAU;
- The DAU can, if considered necessary, meet with applicants to discuss proposals in order to obtain a collective view of what is required for a particular proposal;
- The Departmental representatives attending the DAU should have the authority to 'sign-off' applications and to attach conditions as necessary;
- Where additional time is required to assess an application, such should be achieved so that the proposal can be processed at the next DAU meeting;
- Applications that cannot be dealt with in accordance with Planning Procedure No.1.1 – Delegated Authority should be presented to the Planning Services Committee for consideration.

#### **4. ADOPTION**

This Planning Procedure was adopted by the Council at its ordinary Meeting held on the 24 March 2009.

#### **5. REVOCATION**

This Planning Procedure supersedes the Council's Statement of Planning Policy No.1.4 – Development Assessment Unity.