

# Local Planning Policy 1.1: Development Assessment Unit Policy

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**Objectives:** Place

**Outcome:** 2.1 - A diverse, well planned built environment.

**Strategy:** 2.1.1 - Actively engage in the development and promotion of an effective planning framework.

## Purpose

1. Ensure development applications are determined in a transparent, consistent and appropriate manner.
2. Ensure development applications are determined in a timely and efficient manner.
3. Ensure that other permits, licences and approvals issued by other operational areas at the Shire are discussed and/or referred to appropriate operational areas at the Shire prior to approval.

## Definitions

**Development Assessment Unit** – The working group of Shire technical officers tasked with ensuring that development applications receive relevant input, in order to assist the assessing planning officer to undertake their assessment in accordance with the town planning scheme and determinations in accordance with the assigned delegations.

## Background

The delegated powers and duties of Council to the Chief Executive Officer are listed in the Instrument of Delegation Register. Delegations are exercised in accordance with delegation granted in terms of Section 5.42 of the Local Government Act 1995, and other statutes as applicable to specified officers.

To ensure an efficient and effective process, this policy provides guidance to the membership, scope and function of DAU. This is to ensure that such development applications are determined in a timely and efficient manner, in accordance with the assigned delegations.

A number of other approvals, licences and/or permits are issued by other operational areas at the Shire under relevant Local Laws and Regulations. Such matters can also be listed for discussion to ensure that appropriate technical input across the Shire's operational areas are taken into account by the relevant officer.

DAU does not make determinations on applications, but provides relevant comments for the assessing planning officer to take in to account as part of their assessment under the prevailing town planning scheme. Determination is in accordance with delegated powers listed in the Instrument of Delegation Register, or by Council if delegation criteria are not met.

The Shire will also advise Council each week of the development applications received, via the weekly Friday Facts publication. All delegated determinations are also advised to Council via the register of delegated decisions published in Friday Facts.

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## Status

- (a) Relationship to the town planning scheme  
This Policy is a Local Planning Policy prepared in accordance with the Deemed Provisions of the prevailing town planning scheme.
- (b) Relationship to other documents  
This policy has due regard for, and should be read in conjunction with, State Planning Policies, the Shire's Local Planning Policies (LPPs) and other legislative documents.

## Policy

### Operation of the Development Assessment Unit

Chairperson/Deputy Chairperson:	Manager Statutory Planning and Compliance Coordinator Statutory Planning
Statutory Planning:	Statutory planning officer to present their application
Representatives from Building Services:	Manager Health and Building Coordinator Building Services
Representatives from Engineering:	Manager Subdivisions and Environment, Subdivisions and Environment Coordinator Subdivisions
Representative from Health Services:	Manager Health and Building Coordinator Environmental Health
Representative from Emergency Services and Community Safety	Coordinator Emergency Services

### Pre-lodgement processes

The Shire promotes for all types of development applications that applicants seek to pre-lodge and discuss such applications. This seeks to:

- Discuss basic consideration like zoning, land use permissibility, development standards, policy standards and associated considerations;
- Explore potential issues, and what applicants can do to best address those issues (for example undertaking studies on traffic, noise, stormwater management);
- Suggest potential opportunities that applicants may wish to consider.

Pre-lodgement processes occur on a without prejudice basis, and are offered free of charge to applicants.

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## Applications not required to be presented at DAU

Applications determined as 'low risk' are not required to be presented to DAU. This will be determined by the Coordinator Statutory Planning on allocation. Statutory Planning Officers may however opt to discuss any development at DAU, provided this does not impact the target timeframe for the Low Risk application at their discretion. Low risk development applications not required to be presented at DAU include, but are not limited to, the following:

- Residential/Incidental development;
- Signage;
- Minor amendments to already approved development; and
- Sheds in the 'Rural' zone for the purposes of a 'rural use'.

## DAU Process

DAU is undertaken on a weekly basis and attended by a representative from Building Services, Compliance, Emergency Services, Infrastructure Services, Environmental Services and Health Services.

DAU is chaired by the Coordinator Statutory Planning or the Manager Statutory Planning and Compliance. The Statutory Planning Officer will present the details of the proposal to and specifically address:

- zoning,
- land use,
- description of proposal,
- key issues and;
- initial thoughts on the proposal.

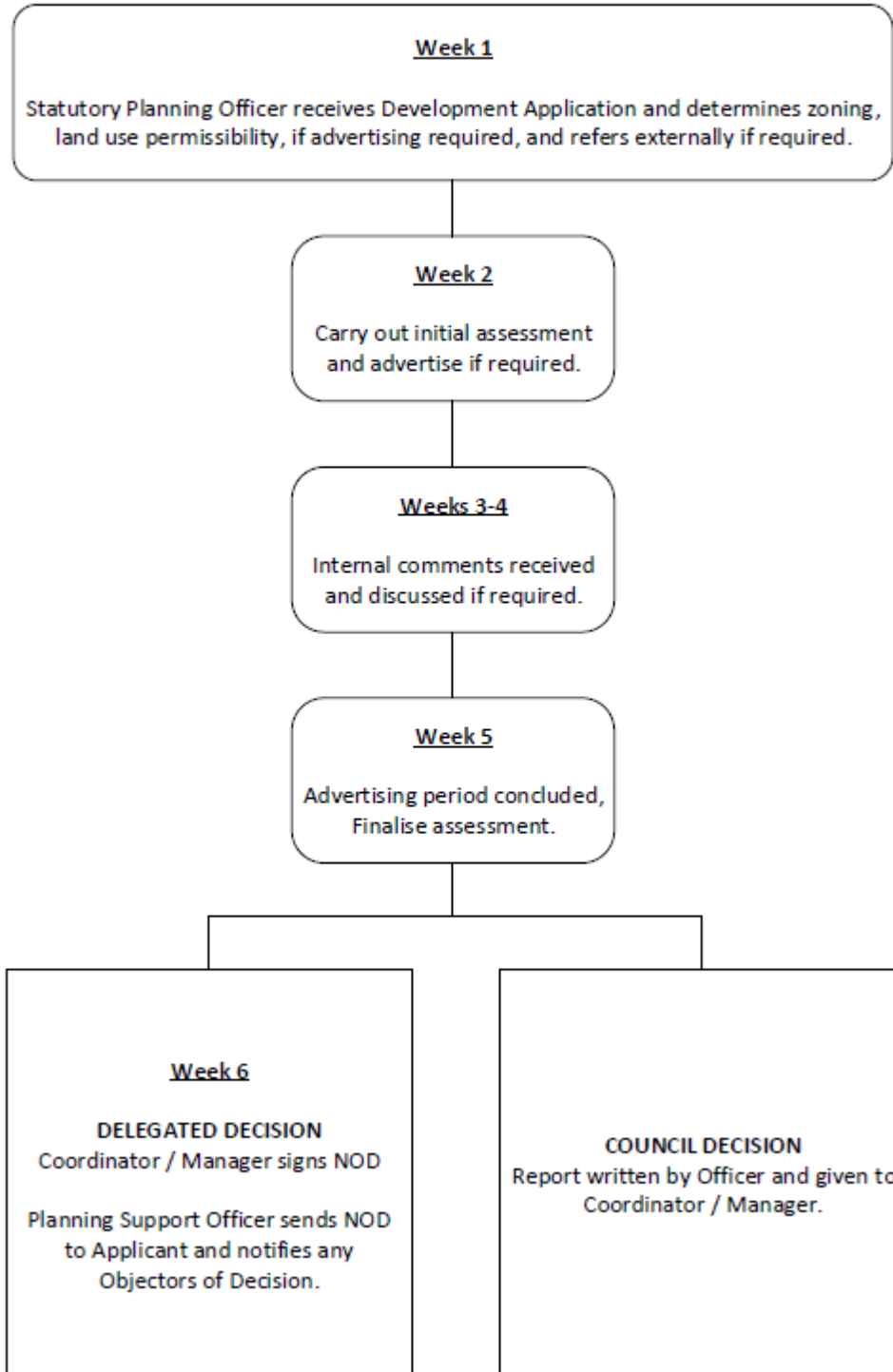
Officers from other departments will have the opportunity to make comments on aspects of the proposal relating to their service area and advise if any further technical information should be provided. Requesting further technical information should not occur under most, if not all, cases. This is because processes of pre-lodgement and application checking should have already identified all required information. The decision of requesting any further information ultimately rests with the Coordinator Statutory Planning or the Manager Statutory Planning and Compliance. The Shire can only request information where such is a requirement specified under Clause 63 of the Deemed Provisions.

Formal comments are to be made in writing through the internal referral process.

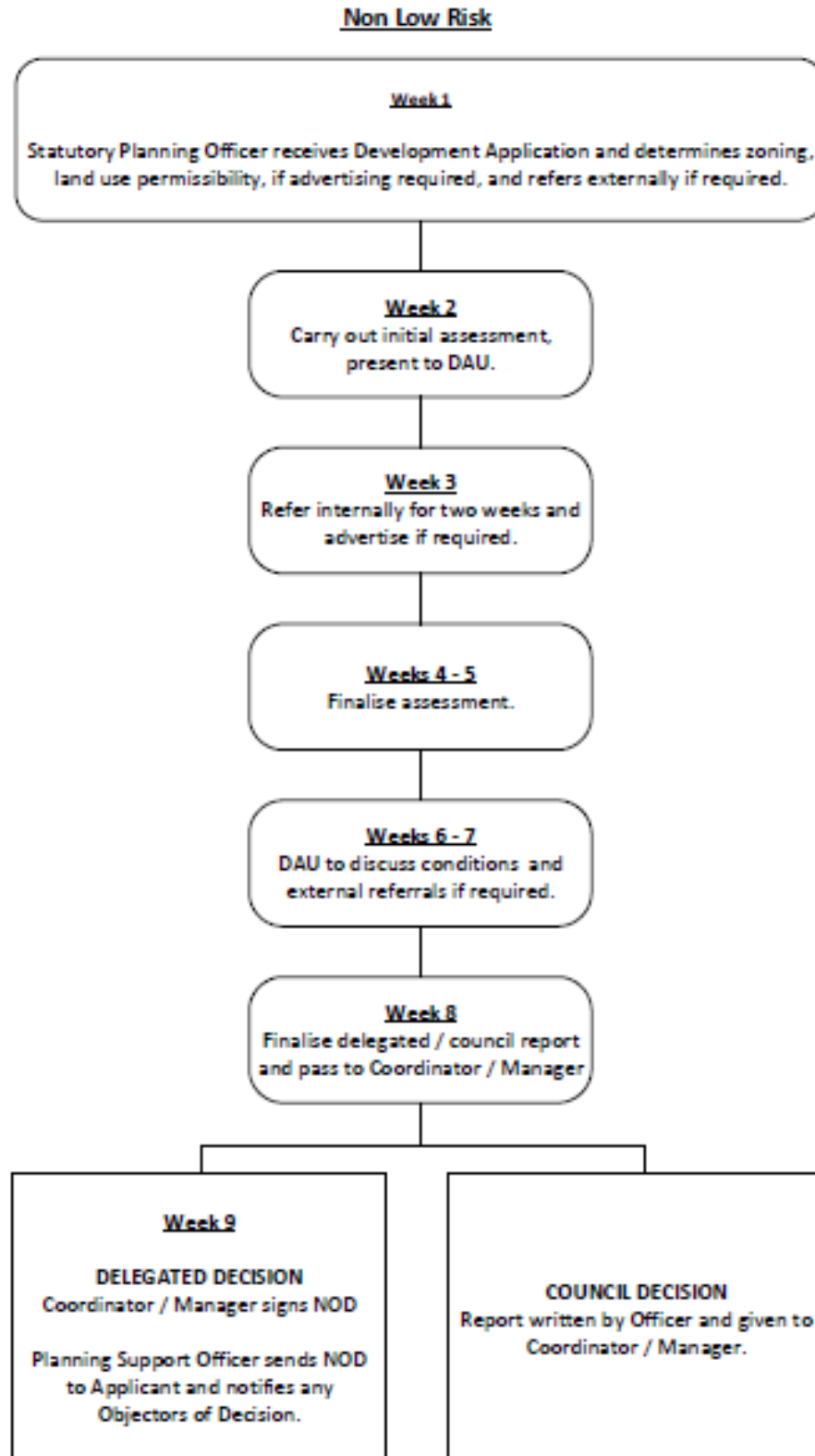
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## Timeframe Assessment and Determination of Development Applications

### Low Risk



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## Referral to Council

1. Where referral to Council is required, or where Council specifically calls in an application for its determination, a report will be prepared and presented to Council at the next available Council meeting once all relevant information has been obtained.
2. The process of calling in applications is to be done via an Elected Member requesting this in writing of the Chief Executive Officer or Director Development Services.
3. All submitters are notified that the application will be presented to Council, at the time the Council meeting agenda is published, and that they are able to make a deputation in this regard.
4. The Council meeting minutes are to be published on the Shire's website.
5. The Notice of Determination is issued in accordance with the Council resolution and any submitters are notified of the decisions soon as practicable after the Ordinary Council meeting.

## References

<b>Name of Policy</b>	Local Planning Policy 1.1: Development Assessment Unit Policy
<b>Previous Policy</b>	Local Planning Policy 1: Development Assessment Unit Policy
<b>Date of Adoption and Resolution Number</b>	23 July 2018 - OCM063/07/18
<b>Review dates and Resolution Numbers</b>	
<b>Next review date</b>	
<b>Related documents</b>	<p><b>Acts/Regulations</b>  <i>Local Government Act 1995 Planning and Development Act 2005</i>  <i>Planning and Development (Local Planning Schemes) Regulations 2015</i></p> <p><b>Plans/Strategies</b>            Strategic Community Plan 2017 - 2027</p> <p><b>Policies</b></p> <p><b>Delegations</b>            11.1.1</p> <p><b>Work Procedures</b></p>

Note: changes to references may be made without the need to take the Policy to Council for review.