

RICHMOND VALLEY COUNCIL POLICY REGISTER

Policy No: 2.7.9

Reference Development and Building Controls - Building and Development Applications; Land Use and Planning - Planning, Policy

POLICY:	DEVELOPMENT ASSESSMENT PANEL (DAP) - ROLE, CONSTITUTION AND OPERATION
FUNCTION:	Development Assessment
OBJECTIVE:	To consider all aspects of development applications submitted to Richmond Valley Council
DIRECTORATE:	ENVIRONMENTAL DEVELOPMENT SERVICES

POLICY:

ROLE

1. The Development Assessment Panel (DAP) is to consider from a Corporate and Strategic viewpoint, all aspects of development applications, as well as infrastructure projects carried out by Council, including compliance with current legislation and Council Policy and Practice.
2. In light of these considerations, to concur or refuse to concur with recommendations of the Development Assessment Officers regarding the determination of such applications.
3. The DAP will review all new Development Applications (other than applications for Class 1 and 10 buildings) and provide initial comments, which are noted on the file, for consideration by the Development Assessment Officers.
4. The DAP will provide a forum for pre-lodgement advice to development proponents. Proponents are invited to make appointments to attend the panel and present their proposal in order to obtain advice prior to lodging a Development Application.
5. The DAP will not determine:
 - Any application for which two Councillors have made a request in writing to the General Manager that the application is to be submitted to Council for consideration and determination;
 - Any Development Application generating objections of a significant nature, being those which, while valid under S79C of the Environmental Planning and Assessment Act, cannot be addressed by means such as conditions of consent, negotiated alterations to the proposal, mediation or by other means.
6. Consents determined by the Council meeting shall not be amended under delegated authority unless:

- the amendment is inconsequential and minor,
- the amendment does not address issues considered significant in submissions received during the original processing of the development application, or
- unless authorised specifically by the Council.

CONSTITUTION

1. The DAP should have a membership of fully qualified professional staff representing each Directorate of Council involved in the assessment of Development Applications, preferably not below the third level of seniority in each technical section.
2. The General Manager, Director Environmental Development Services, and Director Works may nominate appropriate delegated officers to represent the following technical functions required in development assessment:
 - Land use planning
 - Building
 - Environmental Health
 - Engineering – roads and traffic and water and sewer

A chairperson may be nominated to assist with administrative functions.

3. A quorum of four (4) members present shall be required, provided all technical sections are represented. All members present shall be properly briefed in respect of all matters dealt with at each meeting.

OPERATION

1. The DAP shall meet weekly unless otherwise determined by the Director of Environmental Development Services.
2. Minutes shall be kept of each meeting, signed by the Chairperson and countersigned.
3. When development proponents attend the Panel to receive pre-lodgement advice, the Panel's advice will be minuted. The pre-lodgement minutes will be provided to the Manager Development Assessment who will document the comments in a letter to the proponent(s).
4. Where a decision as to whether or not to give concurrence is not unanimous, the application shall be referred to the Director Environmental Development Services, for approval or refusal.

VARIATION

Council reserves the right to review, vary and/or revoke this policy from time to time.