



CITY OF ROCKINGHAM

STATEMENT OF PLANNING POLICY NO. 1.4

DEVELOPMENT ASSESSMENT UNIT

PART 1 - STATEMENT OF INTENT

Council considers that the establishment of a Development Assessment Unit (DAU) has improved efficiency and the streamlining of the processing of those applications for planning approval which are currently being handled under Council's Delegated Authority Policy.

Council considers that the advantage of a Development Assessment Unit is that any application which can be dealt with under the Delegated Authority Policy will be assessed by all Departments on a weekly basis. This places a structured approach on the handling of applications and provides more certainty to the ratepayers and developers who submit applications for Council consideration.

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

PART 2 - POLICY STATEMENT

The Council has established a Development Assessment Unit to improve efficiency and to streamline the processing of planning applications. The composition and operation of the Development Assessment Unit shall generally be in accordance with the following guidelines:-

1. Membership

Co-ordinator, Planning Operations or his Deputy, the Senior Planning Officer
Deputy Manager, Building Services or his Deputy
Design Engineer or his Deputy
Environmental Health Officer/Environmental Impact Assessment Officer or his Deputy
Manager, Parks and Gardens (as required)
Manager, Recreation (as required)
Fire Prevention Officer (as required)

The Development Assessment Unit meetings will be chaired by the Co-ordinator, Planning Operations, or his Deputy, the Senior Planning Officer.

Technical and/or Professional Staff will attend DAU Meetings as required to present applications which have been submitted for determination.

2. Meeting Schedule

The DAU should meet at least once a week, however, if workload necessitates a second meeting will be convened.

Meetings will be generally held on:-

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

3. Authority

The DAU shall deal with those items which are currently able to be processed under delegated authority, as set out in "Statement of Planning Policy No.1.1 - Delegated Authority to Manager, Statutory Planning". It shall forward recommendations to the Manager, Statutory Planning to be applied in accordance with the terms of the Delegated Authority Policy.

The DAU may consider all applications to use land/buildings, development, structure plans, Comprehensive Development Plans, subdivisions, rezonings and applications for renewal of planning approvals as well as those applications for Building Licenses that warrant being drawn to the attention of the DAU.

Applications that cannot be dealt with in accordance with the Delegated Authority Policy should be presented to the next meeting of the Planning Services Committee for consideration.

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

Only matters which impact on more than one Department should generally be referred to the DAU.

4. Minutes

Simple minutes shall be kept of the applications or matters handled by the DAU. Minutes of the Meetings of the DAU must contain the following:-

- Subject
- Location
- Applicant
- File
- Recommendation
- Applicable Standard Conditions
- Applicable Non-Standard Conditions

Applications processed by the Development Assessment Unit shall be listed in the index of the Manager, Statutory Planning 's Monthly Report.

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

5. General Operation

The role of the DAU is to co-ordinate and regularise the processing of applications within Council. As such, the following general guidelines should apply:-

- * 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 developers and/or applicants to discuss proposals in order to obtain a collective view of what is required for a particular proposal.
- * membership of the DAU should comprise executive or middle management staff. 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.

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Adopted by Council on 11.12.90 (Special Meeting)
Amended by Council on 8.10.91 (E & P Committee 2.10.91)
Amended by Council on 24.6.97 (PS Committee 16.6.97)
Amended by Council on 27.7.99 (PS Committee 19.7.99)