

FILE NO: PSC2013-00406

TITLE: DEVELOPMENT APPLICATIONS TO BE REPORTED TO COUNCIL

POLICY OWNER: SECTION MANAGER DEVELOPMENT ASSESSMENT & COMPLIANCE

1. PURPOSE:

- 1.1 To ensure that Councillors are provided with the opportunity for input into the determination of Development Application's (DA's) prior to decisions being finalised and determinations granted.

2. CONTEXT/BACKGROUND:

- 2.1 The majority of DA's are determined by Council's assessment officers, utilising delegated authority and may require review in accordance with Council's Development Assessment Process (DAP). This Policy is aimed at ensuring that Councillors are aware of how they can access information on the receipt and determination of DA's.

3. SCOPE:

- 3.1 The use of delegated authority provides an opportunity for effective and timely decision making; however, it is appropriate that Council is informed of the exercise of delegated authority.
- 3.2 Given the scope of planning decisions, it is appropriate that delegated assessment staff, are able to use their discretion and judgement for those matters which should be reported to Council.
- 3.3 The delegations are drafted such that the Mayor/Councillors may request the staff delegation be withdrawn and a DA be reported to Council for determination. To do this, the Mayor/Councillor completes the DA Call Up Form and obtains two (2) other supporting Councillor signatures.

4. DEFINITIONS:

DA Development Application
DAP Development Assessment Process

5. POLICY STATEMENT:

5.1 Council shall be informed with regard to planning matters in the following way:

- 5.1.1 All current DA's lodged are publicly available and listed on the Council website via the DA Tracker.
- 5.1.2 A report is generated weekly of all new DA's lodged and this is circulated weekly via PS Newsletter to the Mayor/Councillors and other relevant internal staff.
- 5.1.3 At any time prior to determination of a DA, the Mayor/Councillor may request that the application be reported to Council for determination by completing a DA Call Up Form with two (2) other supporting Councillor signatures. If a completed DA Call Up Form is submitted to Council prior to determination of the DA, a report will be forwarded to Council at the completion of the assessment.
- 5.1.4 DA's and Section 4.55(1A) and (2) modification applications will be reported to Council where Council is the owner of the land on which the development is to be carried out or where the development is being carried out on behalf of Council.
- 5.1.5 DA's and Section 4.55 modification applications will be reported to Council where the application relates to the carrying out of development on community land, other than where the proposed works comprise amenity buildings and structures such as; toilet facilities, playgrounds, small refreshment kiosks and the like.
- 5.1.6 Section 4.55(2) modification applications where the original DA was determined by Council, will be reported to Council for determination.
- 5.1.7 Councillors will be advised via PS Newsletter prior to the determination of Section 4.55 (1A) modification applications where the original DA was determined by Council.
- 5.1.8 DA's with a Clause 4.6 Variation Request which seeks to vary a development standard by greater than 10% will be reported to Council for determination.
- 5.1.9 The Group Manager, Development Services and/or Section Manager, Development Assessment & Compliance, at their discretion, may report any DA to Council for determination.

6. POLICY RESPONSIBILITIES:

- 6.1 Development Assessment and Compliance section is responsible for implementing, complying with, monitoring, evaluating, reviewing and providing advice on the Policy.

7. RELATED DOCUMENTS:

- 7.1 Sustainability Review – End to End Process.
- 7.2 Development Control Plan.
- 7.3 Work Practice Note: Development Assessment Process.
- 7.4 *Environmental Planning & Assessment Act 1979.*
- 7.5 Department Planning and Environment (DPE) – Development Assessment Best Practice Guide – March 2017

CONTROLLED DOCUMENT INFORMATION:

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Audience	Elected Council, Public and Development Services		
Process owner	Manager Development Assessment & Compliance		
Author	Coordinator Planning & Developer Relations		
Review timeframe	Two Years	Next review date	September 2020
Adoption date	26/02/2002		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	26/2/2002	Group Manager Sustainable Planning	Original planning matters to be reported to Council policy.	048

2	23/6/2013	Manager Development Assessment and Compliance	Updated policy to Development applications to be reported to Council.	217
3	10/11/2015	Coordinator Planning and Developer Relations	Review and minor updates to policy.	339
4	September 2018	Manager Development Assessment and Compliance	<p>Updated to new policy template to include paragraph numbering and update version control.</p> <p>3.3: Updated number of Councillors required to call a DA to Council to reflect the DPE Development Assessment Best Practice Guide.</p> <p>5.1.2: Modified mechanism to report weekly DA list to Mayor/Councillors.</p> <p>5.1.3: Updated requirements for Call to Council form.</p> <p>5.1.4, 5.1.5, 5.1.6, 5.1.7, 5.1.8: Included additional DA types to be reported to Council for determination.</p> <p>7.5 Inclusion of Department Planning and Environment (DPE) – Development Assessment Best Practice Guide.</p>	098