



DEVELOPMENT APPLICATION PRELIMINARY REVIEW PANEL PROCEDURE

1 Purpose

The purpose of the DA Preliminary Review Panel (the "Panel") is to provide an initial peer review of development applications lodged with Council.

2 Applications to which this policy applies

This policy applies to all development applications, modification applications and review of determination applications (hereinafter referred to collectively as "development applications") lodged with Strathfield Council.

3 Functions

The functions of the DA Preliminary Review Panel (the "Panel") are to:

- a) provide an initial peer review of all development applications lodged with Council;
- b) identify any breaches to planning controls and additional information required to make a proper assessment of the application;
- c) determine whether the submitted application is legible and clear as to the development consent sought (Under Clause 51 of the *Environmental Planning and Assessment Regulation 2000*, Council may reject a development application within 7 days after receiving it based on this test);
- d) facilitate the timely and efficient processing of development applications in conjunction with Council's Development Application Management Policy;
- e) to ensure a consistent approach in the assessment of all development applications;
- f) to make clear Council's expectations of the quality of development applications lodged with Council; and
- a) to enforce Council's commitment to achieving high quality urban design outcomes.

4 Constitution

- a) The Panel shall comprise all development assessment staff, Manager Planning and Development, and Director Planning and Infrastructure.

5 Operation

- a) The responsibility for running the Panel shall be shared by the statutory planning staff. Each planner shall present the details of the application allocated to them for assessment.
- b) The Panel shall convene weekly from 11:00am to 12:00pm every Thursday. A meeting room with computer access shall be booked by the meeting organiser.
- c) Relevant plans and supporting documentation are to be uploaded onto the computer via a USB for applications referred to the panel for review. This shall be the responsibility of the senior planner and generally comprise applications lodged within seven (7) days after the previous meeting.
- d) The Panel shall operate in an informal manner with written notes taken by the relevant assessment officer for each application.
- e) The written notes will form the basis of any matters of concern communicated to the applicant in writing that are required to be addressed.
- f) Hard copies of the Development Application folders are not required. All documentation shall be provided in soft copy format by the meeting organiser.

6 Obligation of meeting attendees

Attendees of the Panel meeting are required to:

- a) be available to attend the meeting of the Panel each week unless unable to attend by reason of illness, absence or any other cause;
- b) contribute positively and constructively to the group appraisal of each application and behave in a respectful and professional manner when listening to each other's opinions;
- c) have a thorough knowledge of Council's policies and controls and all relevant legislation; and
- d) faithfully and diligently perform their respective obligations under this Policy and act in accordance with Council's Code of Conduct at all times.



Amendments

<i>Date</i>	<i>Clause</i>	<i>Amendment</i>

Review

<i>Last date of review</i>	<i>Comments</i>
15 March 2017	