

POL 0053: Applications Lodged by Planning Staff, Senior Employees or Elected Members

Purpose

To ensure that all applications for development, land use or subdivision lodged by a Planning Employee, Senior Employee or Elected Member are referred to Council or the Shire CEO for consideration.

Scope

This policy applies to any application for development approval, land use or subdivision lodged by or on behalf of a member of the Planning Staff, a Senior Employee or Elected Member.

Definitions

development means the development or use of any land, including —

- a. any demolition, erection, construction, alteration of or addition to any building or structure on the land;
- b. the carrying out on the land of any excavation or other works;
- c. the case of a place to which a protection order made under the *Heritage Act 2018* Part 4 Division 1 applies, any act or thing that —
 - i. is likely to change the character of that place or the external appearance of any building; or
 - ii. would constitute an irreversible alteration of the fabric of any building;

Practice

Notwithstanding any delegation of Council functions, any development application or subdivision application lodged by a member of the Planning Staff or Senior Employees (as defined in POL 0035: Senior Employees) or Elected Member is to be referred to the Council for determination, except for an application -

2. That is for the expansion/upgrading of a place of business that was previously approved and satisfies the objectives and development standards in -
 - a. Local Planning Scheme;
 - b. The Acceptable Development provisions of the Residential Design Codes, and
 - c. Any relevant adopted Planning Strategy, Local Planning Policy and/or Local Law.
3. For a minor modification to an approved plan;
4. An extension of time for a planning consent when there has been no circumstantial change other than the expiration of time; or
5. For amalgamation of lots or realignment of boundaries.
6. For a single house irrespective of any objections being received.

Where an application is for one of the above exceptions, the application is to be referred to the Shire CEO, or in the case an application by the Shire CEO the application is to be referred to the Director External Services for determination.

.....End.....

Document Information

Responsible Position	Manager Development Services
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Jul 2004	1		New policy	O0704-0928	Jun 2006
Dec 2007	2			O1207-1187	Dec 2009
Mar 2010	3	D12/9		O0310-1426	Mar 2012
Mar 2016	4		Removal of condition regarding certification of clearance of subdivision and strata title conditions.	O0316-008	Mar 2018
Apr 2018	5	D16/29041	Change document controller title, remove planning scheme number.	O0418-075	Apr 2020
Mar 2020	6		No change, laid on table for further discussion.	O0320-073	Mar 2022
June 2020	7	D16/29041[v2]	Amend policy title. Change to wording in line with current terminology. Clarified wording and removed details regarding exemptions that are provided for by Local Planning Scheme No. 24.	O0620-183	Jun 2022
Dec 2021	8	D16/29041[v3]	Biennial review, no change.	O1221-225	Dec 2023
Feb 2024	9	D16/29041[v4]	Remove old policy reference number, amend responsible position title.	O0224-018	Feb 2026
Nov 2024	10	D16/29041[v5]	Update in line with legislative change. Include reference to Planning staff. Insert definition of 'development'. Delete 'that person's own place of residence, proposed place of residence' reference. Add exception 'For a single house irrespective of any objections being received'. Add referral to CEO or Director External Services for determination for exceptions.	O1124-073	Nov 2026