PROCEDURE

Our Values:

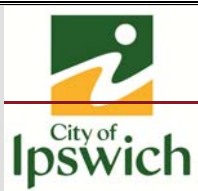Collaboration   Communication   Integrity   Efficiency   Leadership

City of Ipswich	**Version:** **Document No: A4241153** ~~Procedure No: PD-04~~
~~INTEGRATED~~ INITIAL **DEVELOPMENT ASSESSMENT PANEL (IDAP) PROCEDURE**	

1.~~1.~~   Objective:

This procedure has been developed in order to provide guidance for the operation of the ~~Integrated~~ Initial Development Assessment Panel (IDAP) convened to discuss the preliminary assessment of new development applications for planning scheme approval.

1.2~~2~~.   Regulatory Authority:

Policy titled 'Framework for Development Applications and Related Activities'

~~This procedure supports the relevant delegates to exercise delegations pursuant to the relevant Queensland planning legislation, as a precursory scoping, synthesis and evaluation process of new lodgements. Albeit there is no statutory head of power requiring IDAP meetings to be undertaken by Council, it supports a Planning and Development Department initiative.~~

1.3.   Scope:

The Initial~~Integrated~~ Development Assessment Panel (IDAP) provides for the coordination and preliminary assessment of development applications and proposals between the various departments and disciplines within Ipswich City Council. It is further intended to foster preliminary synthesis and evaluation of applications and promote discussion and initial analysis of proposals to identify and discuss issues associated with development applications and articulate necessary internal referrals to occur during the formal assessment of a development application pursuant to the relevant Queensland planning legislation.   This procedure applies to any development application or request which is lodged into Pathway and assigned a Complexity in accordance with the 'Complexity Rating of Development Applications and Requests Procedure', other than Fast Track Applications.

1.4.   ~~Procedure~~Roles, responsibilities and actions:

The following steps outline the process for the conduct of IDAP meetings:

1. Upon lodgement of a development application, the Administration Team is to forward an email to the Development Team Coordinator (or Senior Planner / Principal Planner in their absence) of the respective development assessment team ~~assigns~~ seeking preliminary lodgement details. The Development Team Coordinator (or Senior Planner / Principal Planner in their absence) is to respond to the email by assigning an assessment officer, a complexity rating to the development application (in accordance with the 'Complexity Rating of Development Applications and Requests Procedure') ~~which categorises it as being either 'Major' or 'Minor'~~ and makes a determination as to whether the application ~~should~~ is to be assessed as a ~~fast track application. This information is then provided by the Team Coordinator to the Administration Team as soon as practical~~Fast Track Application.

2. Upon being advised of the specifics listed in point 1, the Administration Team updates the corporate Pathway system by inserting the assessment officer as the responsible officer, starting the IDAP task for all non-~~fast track applications~~Fast Track Applications and ~~starting and completing the~~ensuring there is no IDAP task for all ~~fast track applications~~Fast Track Applications.

3. An agenda is populated by the corporate Pathway system based on application lodgements at set times for applications ~~whose~~ where the IDAP task has been started but not completed. The agenda comprises ~~of~~ 'Major' applications lodged within the previous week for Tuesday's IDAP meeting (Level 2 and 3 Category Applications), and 'Minor' applications lodged within the previous week for Thursday's IDAP meeting (Level 1 Category Applications). As the IDAP task ~~has been completed~~does not exist for all ~~fast track applications~~Fast Track Applications, these do not appear on an IDAP agenda.

4. The agenda for the relevant meetings is automatically distributed via email at 7:30AM on the day of the meeting to the following officers:

- City Planner
- ~~-~~ All officers in the Planning and Development Department~~Planning Manager~~
- ~~Development Planning Branch (all)~~
- ~~~~
- Nominated individuals from ~~the Engineering and Environment Branch~~other Council Departments
- ~~Nominated individuals from the Building and Plumbing Branch~~
- ~~Nominated individuals from the Strategic Planning Branch~~
- ~~Nominated individuals from the Health, Security and Regulatory Services Department~~
- ~~Nominated individuals from the Economic, Development and Marketing Department~~
- ~~Planning Officer (Open Space)~~

- Principal Officer (Natural Resources)
- Queensland Urban Utilities
- Department of Infrastructure, Local Government and Planning (State Assessment and Referral Agency – Ipswich branch)

Other Officers may also be involved in the meeting on an as needs basis, as to be determined by the City Planner or Development Planning Manager.

5. The Administration Team set up the meeting room including any information systems prior to 9AM on the day of the relevant IDAP meeting.

6. The meeting is chaired by the City Planner / Development Planning Manager / Development Team Coordinators / Principal Planner / Senior Planners as appropriate. The chairperson attendees areis to ensure that the meeting is concise, efficient and limited to matters relevant to the agenda. Invitees may attend only part of the meeting relevant to their role.

7. Prior to the IDAP meeting, development planning staff are to commence an initial development appraisal in order to present the application and any relevant supporting material at the IDAP meeting.

8. The applications listed on the agenda are to be presented by the development planning staff. At this time, planning staff make notes of any relevant issues on the initial Initial development Development appraisal Appraisal sheet Sheet including notation of referrals to Planning and Development Department Staff officers and other ICC Council departments. The presentation and the discussion should focus on the significant matters relevant to the application, including but not limited to:
   a. A summary of the proposal and the history of the site or development including a basic understanding of prelodgement discussions;
   b. The appropriateness of the proposal and consideration of approval / refusal;
   c. Major technical issues that have or have not been resolved and the necessary steps for resolution;
   d. Areas of focus for assessment including other Branches within the Planning and Development Department or other Departments;
   8. e. The need for technical reports from relevant specialists, or the ability to impose standardised conditions or information request items.

9. Any other significant matters including pre-lodgement meetings or significant enquiries from the previous week may also be discussed prior to the close of the meeting in order to obtain feedback from other attendees.

10. At the relevant IDAP meeting, the City Planner or Development Planning Manager is to determine whether the scale, scope, nature and sensitivity of the application or request may warrant a Council decision, whether the application may involve a matter of Strategic Public Interest or a Strategic Policy Issue, or whether the application includes a Sensitive Development Matter. If either of these determinations are made, the responsible planning officer is to include this information on the IDAP notes. Subsequent to the meeting, the City Planner or Development Planning Manager is to consult with the Chief Executive Officer to confirm agreement, and if the Chief Executive Officer and the City Planner makes this determination, the application is to be reviewed by Committee and decided by Full Council (refer 'General Process for Review of Applications by Committee and Determination by Full Council'). The Chief Executive Officer, City Planner, Development Planning Manager or relevant Team Coordinator is to notify the Mayor and Councillors following the meeting if either of these determinations are made.

10.11. Once the meeting is ~~closed~~finished, a list of all the applications presented at the meeting including confirmation of the nominated responsible officer is to be provided to the Administration Team. The responsible officer is updated (where necessary) in the application details of the corporate pathway information system by the Administration Team and the IDAP task is completed.

11.12. As soon as practical after the ~~close~~ end of the meeting, the planning officer must complete the initial development appraisal sheet and provide this to the Administration Team. The planning officer or Administration Team is to electronically distribute the application to nominated referral officers as nominated at IDAP.

12.13. The responsible ~~planning~~ officer must give consideration to the recorded IDAP comments in the assessment and determination of the application. If there are significant complexities or matters of interest, an application may be taken to IDAP multiple times.

1.5. **Definitions:**

Fast Track Application (also includes Fast Track Decision Stage Application) means a development application or request which fulfils all of the following criteria:
- Is a Level 1 Category;
- Must not require referral to a Concurrence Agency (but may require referral to an Advice Agency);
- Must be consistent with the planning scheme or capable of being conditioned to be consistent with the planning scheme (including following an information request) and therefore, unlikely to be recommended for refusal;
- Is a development application / request for any of the following:
  - Reconfiguring a lot – access easement, creation of up to three (3) residential lots, subdivision by lease, boundary realignment;

- o Material change of use – caretaker residential, display housing, dual occupancy, home based activity, single residential use
- o Carrying out building work not associated with a material change of use – auxiliary unit, carport/garage in a character zone, extension to a character house, any other minor extension to an existing building
- o Operational works – advertising device unless Billboard, Sky Sign, Major Entry Community Signage or for a Third Party Advertising Device
- o Extension to relevant period applications for an application which was a Level 1 complexity
- o Minor Change applications where original application was a Level 1 complexity
- o Superseded Planning Scheme Requests where the development described in the request would be a Level 1 Complexity.

Initial Development Appraisal Sheet means an application checklist prepared by the Administration Team and completed by the relevant planning officer.

Initial~~Integrated~~ Development Assessment Panel (IDAP) means the panel of interested parties identified in Section 1.4, clause 4 of this procedure.

Level 1 Category means an application or request that has been given a Level 1 rating under the Complexity Rating of Development Applications and Requests Procedure.

Level 2 Category means an application or request that has been given a Level 2 rating under the Complexity Rating of Development Applications and Requests Procedure.

Level 3 Category means an application or request that has been given a Level 3 rating under the Complexity Rating of Development Applications and Requests Procedure.

Sensitive Development Matter means a planning development application or request of a Level 2 or Level 3 Complexity, excluding building work, plumbing work or operational work applications, involving a kind specified below:

1. Development for which the applicant or land owner is:

   (a) the Council or a commercial entity of Council, and does not relate to the provision of standard local government infrastructure and facilities such as parks (including canteens, storage sheds, lighting and other similar facilities within parks), roads, libraries, community centres or meeting rooms, art and cultural facilities (including public art), emergency services facilities, utilities or the like.

   (b) a Councillor or immediate family member;

(c) a member of the Queensland Parliamant or Parliamant of the Commonwealth.

2.   Any development application or request which is particularly contentious, controversial, or involves a significant departure from the planning scheme, as determined by the City Planner and Chief Executive Officer such as:

(a) A development application or request that requires public notification and more than 50 properly made submissions are received objecting to the proposed development;

(b) Development which is of a Level 3 Complexity and is inconsistent with an aspect of relevant planning legislation.

Strategic Public Interest means a matter which is of strategic importance to the whole local government area, or is likely to have a major impact on a significant proportion of the local government area (e.g. several suburbs).

Strategic Policy Issue means a policy matter which is likely to result in a decision precedent on a particular issue which will have a cumulative impact on a significant proportion of the local government area.

- ~~Integrated Development Assessment Panel (IDAP): The panel of interested parties identified in point 4 (above).~~

- ~~Initial Development Appraisal Sheet: Application checklist prepared by the Administration Team and completed by the relevant planning officer.~~

- ~~Application Complexity Rating: The complexity of an application assessment based on a rating on a 1-3 scale (1 being least complex and 3 being the most complex). The complexity rating it determined by the Development Team Coordinator or Senior Planner in accordance with the complexity rating matrix.~~

- ~~Major Application: An application assigned a complexity rating of a 2 or 3.~~

- ~~Minor Application: An application assigned a complexity rating of 1.~~

- ~~Fast-Track Application: A development application which is for a minor form of development as listed below and which is: not subject to significant development constraints; and does not attract any objections during its public notification if applicable; and is not subject to any statutory referral response requirements or conditions and does~~

~~not necessitate the request for, or lodgement of, further information which requires assessment and input from internal specialists (i.e. engineering/environment).~~

~~The minor forms of development include development such as:~~
- ~~single residential uses~~
- ~~dual occupancies~~
- ~~boundary realignments~~
- ~~building setback variations within three (3) metres of the road boundary excluding single open bay car ports.~~
- ~~access easements~~
- ~~residential reconfigurations up to ten (10) new lots~~
- ~~multiple residential uses up to ten (10) units~~
- ~~small scale commercial/industrial uses~~
- ~~building work not associated with a material change of use~~
- ~~operational work for advertising devices~~
- ~~minor alterations~~
- ~~extensions to relevant periods~~
- ~~change application to a fast-track approval~~

1.6.   Procedure Review and Revision:
          The Development Planning Manager is responsible for the ~~review and revision~~maintenance -of this- procedure.

Date of approval: ~~30 June 2017~~
Title of Manager: ~~City Planner~~
Date to be reviewed: ~~30 June 2019~~