

DEVELOPMENT ACTIVITIES BY THE CITY		 City of Wanneroo	
Procedure No: 168	Version: 2	Next Review:	TRIM 10/1473 (#902312)

Policy Author: Chief Executive Officer
Policy Owner: Planning and Sustainability
Distribution: All Units
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1. Policy Supported

The City of Wanneroo on occasions will undertake development on land that is zoned or reserved under the local or metropolitan region planning schemes. These works will occasionally require development approval prior to any construction occurring. Planning Approval may be required from the City under District Planning Scheme No. 2 (DPS 2) and/or from the Western Australian Planning Commission (WAPC) under the Metropolitan Region Scheme (MRS).

It is important that works being undertaken by the City of Wanneroo has the required development approvals in place and is constructed in accordance with these approvals, (regardless of whether the land is owned by the City or under the control and management of the City).

2. Related Forms

- *City of Wanneroo DPS 2 Development Application form;*
- *City of Wanneroo Development Application – Submission Requirements, Applicant’s Checklist; and*
- *Western Australian Planning Commission MRS Development Application Form.*

3. Purpose

The purpose of this Management Procedure is to provide guidance on the separation of responsibilities between the development approval and clearance processes, and the project construction process, to ensure that the City of Wanneroo meets its statutory development approval obligations.

4. Definitions

“Development Activity” – means any activity, construction, demolition, land clearing or excavation undertaken by the City that meets the following definition of “development” under the Planning and Development Act 2005: *“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) in the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 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.”*

“Works” – has the same meaning as Development Activities.

“Decision-making authority” – means the agency or body that is legally responsible for making a determination in respect of a development application for the proposed works.

5. Procedure

Procedural steps to be followed:

1. Prior to any Development Activity being undertaken, the Director Infrastructure shall provide relevant details of the proposal in writing to the Director, Planning and Sustainability, to determine whether development approval is required for the proposed works.
2. The Director, Planning and Sustainability shall review the proposal referred to him/her in accordance with step 1 above and shall provide advice in writing to the Director Infrastructure as to whether or not development approval is required, and if so, from whom and under what legislation. If the Director, Planning and Sustainability advises the Director Infrastructure that development approval is not required then the Director, Planning and Sustainability will not be obliged to take any further role in approval or undertaking of the proposed works.
3. If the Director, Planning and Sustainability advises the Director Infrastructure that development approval is required for the proposed works, then the Director Infrastructure shall provide the Director, Planning and Sustainability with all such information as is deemed necessary for the relevant application(s) for development approval to be made, including a cost code for payment of any applicable application fee.
4. Once the Director, Planning and Sustainability receives all the information that was sought under step 3, that Director shall take carriage of and responsibility for the application from lodgement to determination.
5. Once the relevant decision-making authority has determined the application(s), the Director, Planning and Sustainability will convey a copy of that decision(s) to the Director Infrastructure in writing, along with advice on how, and when any conditions of approval need to be fulfilled and whether any changes are required to the proposed works as a result of that decision.
6. The Director Infrastructure will prepare any necessary detailed design and construction drawings that are required to undertake the proposed works and/or to seek and obtain the necessary building licence approval, clearing permit or other statutory approval required under other legislation (ie other than under the Planning and Development Act) as a prerequisite to the commencement of works.
7. Prior to the lodgement of any application for a subsequent approval under other legislation (step 6) the Director Infrastructure shall provide copies of the applicable construction drawings to the Director, Planning and Sustainability who shall review those drawings and advise the Director Infrastructure of one of the following, in writing:
 - a) that the construction drawings are considered compliant with the relevant development approval(s) and therefore appropriate for lodgement for subsequent approval.
 - b) that, subject to certain changes being made and/or certain conditions being met, the construction drawings are considered compliant with the relevant development approval(s) and therefore appropriate for lodgement for subsequent approval.
 - c) that the construction drawings are not considered compliant with the relevant development approval(s) and therefore not appropriate for lodgement, stating the reasons why.

8. The Director Infrastructure will be responsible for the carriage of and responsibility for the application(s) required for subsequent approval under other legislation.

6. Responsibility for Implementation

Planning and Sustainability (Planning Implementation)
Infrastructure (Infrastructure Projects)

REVISION HISTORY

Version Number	Version Date	Amendment Details