

## Policy 3.01 Development Administration

<b>Directorate</b>	Community, Environment and Planning
<b>Responsible Officer</b>	Director Community, Environment and Planning

### Table of Contents

1	Introduction	3
1.1	Scope	3
1.2	Purpose	3
1.3	Definitions	3
2	Legislation	3
3	Implementation	3
3.1	Policy Statement	3
3.2	Responsibilities	4
3.2.1	Elected Council	4
3.2.2	Chief Executive Officer (CEO), Leadership Executive Group (LEG)	4
3.2.3	Planning and Sustainability Section	4
4	Supporting documents	4
4.1.1	BVSC procedures that relate to this policy	4
4.1.2	BVSC policies that relate to this policy	5

### Record of Administrative Amendments

<u>Amendment Version No.:</u>	<u>Description of Administrative Amendment</u>	<u>Date Reviewed</u>
<a href="#">4.2</a>	<a href="#">Review of policy in accordance with Section 165 of the <i>Local Government Act 1993</i></a> <a href="#">Placed on Public Exhibition 23 July 2025</a>	<a href="#">July 2025</a>
<a href="#">4.1</a>	<a href="#">Review of policy in accordance with Section 165 of the <i>Local Government Act 1993</i></a> <a href="#">Workshopped by Councillors on 18 June 2025</a>	<a href="#">June 2025</a>
<a href="#">4</a>	<a href="#">Adopted by Council (D22/79397)</a>	<a href="#">17/08/2022</a>

Under Review

# 1 Introduction

## 1.1 Scope

This policy assists the administration of development assessment in the shire.

The scope of this policy demonstrates direct commitment to the following strategic guiding principles:

- Accountable | Clear accountability for decision making; commitment to risk management and compliance and proactive consultation and engagement organisation wide
- Transparent | Decision making processes are clearly outlined, including how a decision is made and who is involved
- Responsive | Commitment to serve the needs of the entire community
- Equitable and Inclusive | Consideration of the needs of all stakeholders noting legislative processes and regulations must be followed
- Effective and Efficient | Clear connection between policy and implementation

## 1.2 Purpose

To facilitate efficient lodgment, assessment and determination of development applications under the provisions of *Environmental Planning and Assessment Act 1979*.

## 1.3 Definitions

Word or Terminology	Description
Development Application	Development Application means an application for consent under Part 4 of the <i>Environmental Planning and Assessment Act 1979</i>
Delegations	Delegations as conferred by Part 3 of the Local Government Act 1993

# 2 Legislation

*Environmental Planning and Assessment Act 1979*

Environmental Planning and Assessment Regulation 2021

Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

# 3 Implementation

## 3.1 Policy Statement

Bega Valley Shire Council will:

- provide quality pre-~~lodgement~~lodgment advisory services to prospective applicants and development professionals to encourage ~~lodgement~~lodgment of assessment ready development applications
- ~~engage~~ with stakeholder groups to identify and address continuous improvements to provide an efficient development assessment service
- ~~and~~ implement a clear framework for use of delegations to provide balanced and robust planning decisions ~~to for~~ development applications
- ensure all development applications are assessed on merit and in accordance with the *Environmental Planning and Assessment Act 1997* and relevant case law
- ensure requests for information (RFIs) are clear and issued in a timely manner.

## 3.2 Responsibilities

### 3.2.1 Elected Council

Enable decision makers to efficiently and transparently determine development applications through the established framework provided under this policy and its relevant procedures.

### 3.2.2 Chief Executive Officer (CEO), Leadership Executive Group (LEG)

Ensure appropriate delegations, ~~and~~ procedures and resources are in place to enable effective decision making in relation to development assessment.

### 3.2.3 Planning ~~and~~ Sustainability Section

Provide appropriate pre-lodgement advice and development administration procedures to enable Assessing Officers to carry out their regulatory functions in accordance with the relevant legislation of the day.

## 4 Supporting documents

### 4.1.1 BVSC procedures that relate to this policy

Procedure No.:	Procedure Name	External or Internal Procedure
3.01.01	Reporting of Development Applications to Council	External
3.01.02	Development Application Refusal	External
3.01.03	Development Application review by Police	External
3.01.04	Councillor/staff lodgement of development application	External
3.01.05	Development Advisory Panel (DAP)	External
<u>3.01.06</u>	<u>Standard Conditions</u>	<u>External</u>

#### 4.1.2 BVSC policies that relate to this policy

Policy No.:	Policy Name
3.02	Environmental Management
<a href="#">3.03</a>	<a href="#">Soil and Water Management</a>
3.05	Environmental Sustainability for Council Operations
3.07	Climate Change
<a href="#">3.11</a>	<a href="#">Contaminated Land</a>
<a href="#">3.12</a>	<a href="#">Council related development application conflict of interest guidelines</a>
<a href="#">3.14</a>	<a href="#">Flood and sea level rise</a>
4.11	Planning Agreements

**Note:** Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted Policies and Procedures on [the Council's website](#) [te: www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au)