**Insert DAP Name Development Assessment Panel**

**Minutes**

**Meeting Date and Time:** Choose date; Time

**Meeting Number:** DAP Meeting Number

**Meeting Venue:** Venue Name

Venue Address

Delete if meeting is not held via electronic means: *This DAP meeting was conducted by electronic means (Zoom) open to the public rather than requiring attendance in person*

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Attendance

**DAP Members**

Choose title Insert Name (Choose member type)

Choose title Insert Name (Choose member type)

Choose title Insert Name (Choose member type)

*Item Number*

Cr Insert Name (Local Government Member, LG Name)

Cr Insert Name (Local Government Member, LG Name)

*Item Number*

Cr Name (Local Government Member, LG Name)

Cr Name (Local Government Member, LG Name)

**Officers in attendance**

*Item Number*

Choose title Insert Name (Insert LG Name/DPLH/Company)

*Item Number*

Choose title Insert Name (Insert LG Name/DPLH/Company)

**Minute Secretary**

Choose title Insert Name (Insert LG Name/DPLH)

**Applicants and Submitters**

*Item Number*

Choose title Insert Name (Insert LG Name/DPLH/Company)

*Item Number*

Choose title Insert Name (Insert LG Name/DPLH/Company)

**Members of the Public / Media**

Nil

OR There was/were Number member/s of the public in attendance.

Choose title Insert Name from Insert Media Publication – e.g. The Post was in attendance.

# Opening of Meeting, Welcome and Acknowledgement

The Presiding Member declared the meeting open at Time on Choose date and acknowledged the traditional owners and paid respect to Elders pastand presentof the land on which the meeting was being held.

OR in the case of an absent Presiding Member: Due to the absence of the Presiding Member and in accordance with section 2.4.1 of the DAP Standing Orders 2020, the Deputy Presiding Member Choose title Insert Name took the chair and declared the meeting open at Time on Choose date.

The Deputy Presiding Member acknowledged the traditional owners and paid respect to Elders pastand presentof the land on which the meeting was being held.

Include if delegated authority for PM approved: Due to the Choose reason of the Presiding Member and the reason of the Deputy Presiding Member, Choose title Insert Name has been appointed as Presiding Member for this meeting in accordance with regulation 27(3A) of the *Planning and Development (Development Assessment Panel) Regulations 2011*.

The Presiding Member announced the meeting would be run in accordance with the DAP Standing Orders 2020 under the *Planning and Development (Development Assessment Panels) Regulations 2011.*

* 1. **Announcements by Presiding Member**

If PM makes this announcement regarding the use of electronic devices:

The Presiding Member advised that panel members may refer to technical devices, such as phones and laptops, throughout the meeting to assist them in considering the information before them.

If permission has been sought for the minute taker to record the meeting:

The Presiding Member advised that the meeting is being audio recorded in accordance with Section 5.16 of the DAP Standing Orders 2020 which states *'A person must not use any electronic, visual or audio recording device or instrument to record the proceedings of the DAP meeting unless the Presiding Member has given permission to do so.'* The Presiding Member granted permission for the minute taker to record proceedings for the purpose of the minutes only.

OR if permission has NOT been sought for the minute taker to record the meeting:

The Presiding Member advised that in accordance with Section 5.16 of the DAP Standing Orders 2020 which states *'A person must not use any electronic, visual or audio recording device or instrument to record the proceedings of the DAP meeting unless the Presiding Member has given permission to do so.',* the meeting would not be recorded.

Delete if meeting not held via electronic means:

In response to the COVID-19 situation, this meeting was convened via electronic means (Zoom). Members were reminded to announce their name and title prior to speaking.

# Apologies

Nil OR Choose title. Insert Name

# Members on Leave of Absence

Nil OR

DAP Member, Choose title Insert Name has been granted leave of absence by the Director General for the period of Choose date to Choose date inclusive.

# Noting of Minutes

DAP members noted that signed minutes of previous meetings are available on the [DAP website](https://www.dplh.wa.gov.au/about/development-assessment-panels/daps-agendas-and-minutes).

# Declaration of Due Consideration

Include if late report provided: The Presiding Member noted that the agenda was updated to include the late submission of the responsible authority report recommendation for Item Number that was received on Choose date.

Include if r.13 addendum published: The Presiding Member noted that an addendum to the agenda was published to include details of a DAP direction for further information and responsible authority response in relation to Item No, received on Choose date.

All members declared that they had duly considered the documents.

OR include the following if a declaration was made: Choose title Insert Name declared that Choose he/she was not familiar with the substance or supporting information relating to the Choose detail details for Item Number.

# Disclosure of Interests

Nil OR

DAP Member, Choose title Insert Name, declared an Choose interest type in item Number. Brief Description of Interest

If LG members participated in a Council Decision: In accordance with section 2.4.9 of the DAP Code of Conduct 2017, DAP Member, Cr Insert Name, declared that Choose he/she participated in a prior Council meeting in relation to the application at item Number. However, under section 2.1.2 of the DAP Code of Conduct 2017, Cr Insert Name acknowledged that Choose he/she is not bound by any previous decision or resolution of the local government and undertakes to exercise independent judgment in relation to any DAP application before Choose him/her, which will be considered on its planning merits.

Include the following if the member is permitted or not permitted to participate at the meeting: In accordance with section 6.2 and 6.3 of the DAP Standing Orders 2020, the Choose member type determined that the member/s listed above, who had /have disclosed a/n Choose interest type interest, was/are Choose permission type to participate in the discussion and voting on the item/s.

Include if member participated in a SAT Mediation: In accordance with section 2.4.10 of the DAP Code of Conduct 2017, DAP Member, Choose title Insert Name, declared that he/she participated in a State Administrative Tribunal process in relation to the application at item Number. However, under section 2.1.3 of the DAP Code of Conduct 2017, Choose title Insert Name acknowledged that Choose he/she is not bound by any confidential discussions that occurred as part of the mediation process and undertakes to exercise independent judgment in relation to any DAP applications before Choose him/her, which will be considered on its planning merits.

Include if members participated in a Site Visit: In accordance with section 2.4.6 of the DAP Code of Conduct 2017, DAP members participated in a site visit for the application at item Number prior to the DAP Meeting.

# Deputations and Presentations

|  |  |
| --- | --- |
| **7.1** | Choose title Insert Name (Insert Company) addressed the DAP Choose support/against the recommendation for the application at Item Number and responded to questions from the panel. |
|  |  |
|  | ***The presentation at Item 7.1 was heard prior to the application at Item Number.*** |
|  |  |
| **7.2** | Choose title Insert Name (Insert Company) addressed the DAP Choose support/against the recommendation for the application at Item Number and responded to questions from the panel. |
|  |  |
| **7.3** | Choose title Insert Name (Insert LG Name addressed the DAP in relation to the application at Item Number and responded to questions from the panel. |
|  |  |
|  | ***The presentations at Items 7.2 - 7.3 were heard prior to the application at Item Number.*** |

**PROCEDURAL MOTION** If Applicable

**Moved by:** Choose title Insert Name **Seconded by:** Choose title Insert Name

Legal Advice:

That the DAP Name receive legal advice from representatives of the Choose representative and that such advice is received behind closed doors, in accordance with section 5.10.2g of the DAP Standing Orders 2020.

Deferral:

That the consideration of DAP Application DAP File Number be deferred until Choose date, in accordance with section 5.10.1a of the DAP Standing Orders 2020, for the following reasons:

* Reasons

Adjourn:

That the meeting be adjourned for a period of Number minutes to allow members to details – e.g. to prepare wording of a condition.

*The meeting was adjourned at time.*

*The meeting was reconvened at time.*

Suspend Standing Orders:

That the Standing Orders be suspended in accordance with section 5.10.2h of the DAP Standing Orders 2020 to allow members to speak more than once on the same item and continue further debate on insert details.

Change in order of business

That the application at Item Number be heard prior to the application at Item Number.

**The Procedural Motion was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Reason for Procedural Motion

*Choose procedural motion Time.*

*Choose procedural motion Time.*

# Form 1 – Responsible Authority Reports – DAP Applications

Nil OR

## Street No (Lot No) Street Name, Suburb

|  |  |  |
| --- | --- | --- |
|  | Development Description: | Application Details |
|  | Applicant: | Applicant Name (Company) |
|  | Owner: | Owner Name (Company) |
|  | Responsible Authority: | LG Name - for DUAL LG is Item a |
|  | DAP File No: | DAP file number |

**REPORT RECOMMENDATION**

**Moved by:** Choose title Insert Name  **Seconded by:** Choose title Insert Name

Report Recommendation (as per RAR)

**The Report Recommendation LAPSED for want of a mover and a seconder.** OR

**The Report Recommendation was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Insert Reason for report recommendation as stated by the panel

**AMENDING MOTION Number – 1, 2**

**Moved by:** Choose title Insert Name  **Seconded by:** Choose title Insert Name

Insert if deleting conditions/advice notes:

That Choose condition/advice note Number be deleted and the remaining Choose condition/advice note be renumbered accordingly.

Insert if amending conditions/advice notes:

That Choose condition/advice note Number (now no.) – if remaining conditions/advice notes have been renumbered be amended to read as follows:

Insert amended conditions/advice notes with changes in bold for additions and strikethrough for removal of text

Insert if adding new conditions/advice notes:

That a new Choose condition/advice note Number be added to read as follows:

Insert new conditions/advice notes

**The Amending Motion was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Insert Reason for amendment as stated by the panel

**REPORT RECOMMENDATION (AS AMENDED)**

Insert Report Recommendation incorporating amendments that were carried by the panel. This will be the final resolution.

**The Report Recommendation (as amended) was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Insert Reason for report recommendation (as amended) as stated by the panel

**ALTERNATE MOTION**

**Moved by:** Choose title Insert Name **Seconded by:** Choose title Insert Name

Insert Alternate Recommendation - as provided by an R.13 request for further information or included as part of the report.

**The Alternate Motion was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Insert Reason for alternate motion as stated by the panel

*Choose an item. Insert Name left the panel at Time.*

*Choose an item. Insert Name joined the panel at Time.*

## Street No (Lot No) Street Name, Suburb

|  |  |  |
| --- | --- | --- |
|  | Development Description: | Application Details |
|  | Applicant: | Applicant Name (Company) |
|  | Owner: | Owner Name (Company) |
|  | Responsible Authority: | LG Name - for DUAL LG is Item a |
|  | DAP File No: | DAP file number |

**REPORT RECOMMENDATION**

**Moved by:** Choose title Insert Name  **Seconded by:** Choose title Insert Name

Report Recommendation (as per RAR)

**The Report Recommendation LAPSED for want of a mover and a seconder.** OR

**The Report Recommendation was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Insert Reason for report recommendation as stated by the panel

**AMENDING MOTION Number – 1, 2**

**Moved by:** Choose title Insert Name  **Seconded by:** Choose title Insert Name

Insert if deleting conditions/advice notes:

That Choose condition/advice note Number be deleted and the remaining Choose condition/advice note be renumbered accordingly.

Insert if amending conditions/advice notes:

That Choose condition/advice note Number (now no.) – if remaining conditions/advice notes have been renumbered be amended to read as follows:

Insert amended conditions/advice notes with changes in bold for additions and strikethrough for removal of text

Insert if adding new conditions/advice notes:

That a new Choose condition/advice note Number be added to read as follows:

Insert new conditions/advice notes

**The Amending Motion was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Insert Reason for amendment as stated by the panel

**REPORT RECOMMENDATION (AS AMENDED)**

Insert Report Recommendation incorporating amendments that were carried by the panel. This will be the final resolution.

**The Report Recommendation (as amended) was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Insert Reason for report recommendation (as amended) as stated by the panel

**ALTERNATE MOTION**

**Moved by:** Choose title Insert Name **Seconded by:** Choose title Insert Name

Insert Alternate Recommendation - as provided by an R.13 request for further information or included as part of the report.

**The Alternate Motion was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Insert Reason for alternate motion as stated by the panel

*Choose an item. Insert Name left the panel at Time.*

*Choose an item. Insert Name joined the panel at Time.*

# Form 2 – Responsible Authority Reports – DAP Amendment or Cancellation of Approval

Nil OR

## Street No (Lot No) Street Name, Suburb

|  |  |  |
| --- | --- | --- |
|  | Development Description: | Application Details |
|  | Proposed Amendments: | Summary of Amendments |
|  | Applicant: | Applicant Name (Company) |
|  | Owner: | Owner Name (Company) |
|  | Responsible Authority: | LG Name/WAPC/DoF(BMW) |
|  | DAP File No: | DAP file number |

**REPORT RECOMMENDATION**

**Moved by:** Choose title Insert Name  **Seconded by:** Choose title Insert Name

Report Recommendation (as per RAR)

**The Report Recommendation LAPSED for want of a mover and a seconder.** OR

**The Report Recommendation was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Insert Reason for report recommendation as stated by the panel

**AMENDING MOTION Number – 1, 2**

**Moved by:** Choose title Insert Name  **Seconded by:** Choose title Insert Name

Insert if deleting conditions/advice notes:

That Choose condition/advice note Number be deleted and the remaining Choose condition/advice note be renumbered accordingly.

Insert if amending conditions/advice notes:

That Choose condition/advice note Number (now no.) – if remaining conditions/advice notes have been renumbered be amended to read as follows:

Insert amended conditions/advice notes with changes in bold for additions and strikethrough for removal of text

Insert if adding new conditions/advice notes:

That a new Choose condition/advice note Number be added to read as follows:

Insert new conditions/advice notes

**The Amending Motion was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Insert Reason for amendment as stated by the panel

**REPORT RECOMMENDATION (AS AMENDED)**

Insert Report Recommendation incorporating amendments that were carried by the panel. This will be the final resolution.

**The Report Recommendation (as amended) was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Insert Reason for report recommendation (as amended) as stated by the panel

**ALTERNATE MOTION**

**Moved by:** Choose title Insert Name **Seconded by:** Choose title Insert Name

Insert Alternate Recommendation - as provided by an R.13 request for further information or included as part of the report.

**The Alternate Motion was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Insert Reason for alternate motion as stated by the panel

*Choose an item. Insert Name left the panel at Time.*

*Choose an item. Insert Name joined the panel at Time.*

# State Administrative Tribunal Applications and Supreme Court Appeals

Nil OR

## Street No (Lot No) Street Name, Suburb

|  |  |  |
| --- | --- | --- |
|  | Development Description: | Application Details |
|  | Summary of Modifications: | Summary of modifications to application (through SAT process) |
|  | Applicant: | Applicant Name (Company) |
|  | Owner: | Owner Name (Company) |
|  | Responsible Authority: | LG Name/WAPC/DoF(BMW) |
|  | DAP File No: | DAP file number |

**REPORT RECOMMENDATION**

**Moved by:** Choose title Insert Name  **Seconded by:** Choose title Insert Name

Report Recommendation (as per RAR)

**The Report Recommendation LAPSED for want of a mover and a seconder.** OR

**The Report Recommendation was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Insert Reason for report recommendation as stated by the panel

**AMENDING MOTION Number – 1, 2**

**Moved by:** Choose title Insert Name  **Seconded by:** Choose title Insert Name

Insert if deleting conditions/advice notes:

That Choose condition/advice note Number be deleted and the remaining Choose condition/advice note be renumbered accordingly.

Insert if amending conditions/advice notes:

That Choose condition/advice note Number (now no.) – if remaining conditions/advice notes have been renumbered be amended to read as follows:

Insert amended conditions/advice notes with changes in bold for additions and strikethrough for removal of text

Insert if adding new conditions/advice notes:

That a new Choose condition/advice note Number be added to read as follows:

Insert new conditions/advice notes

**The Amending Motion was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Insert Reason for amendment as stated by the panel

**REPORT RECOMMENDATION (AS AMENDED)**

Insert Report Recommendation incorporating amendments that were carried by the panel. This will be the final resolution.

**The Report Recommendation (as amended) was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Insert Reason for report recommendation (as amended) as stated by the panel

**ALTERNATE MOTION**

**Moved by:** Choose title Insert Name  **Seconded by:** Choose title Insert Name

Insert Alternate Recommendation - as provided by an R.13 request for further information or included as part of the report.

**The Alternate Motion was put and** Choose outcome **(**No**/**No**).**

For: Choose title Insert Name

Choose title Insert Name

Against: Choose title Insert Name

**REASON:** Insert reason for alternate motion

Insert details from Agenda or delete table/s if not applicable:

The Presiding Member noted that Choose he/she attended a Choose status the following State Administrative Tribunal Application/s Supreme Court Appeal/s -

The Presiding Member noted the following SAT Applications -

| **Current SAT Applications** | | | | |
| --- | --- | --- | --- | --- |
| **File No. & SAT**  **DR No.** | **LG Name** | **Property Location** | **Application Description** | **Date Lodged** |
|  |  |  |  |  |
|  |  |  |  |  |

| **Finalised SAT Applications\*** | | | | |
| --- | --- | --- | --- | --- |
| **File No. & SAT**  **DR No.** | **LG Name** | **Property Location** | **Application Description** | **Date Finalised** |
|  |  |  |  |  |
|  |  |  |  |  |

The Presiding Member noted the following Supreme Court Appeal/s -

| **Current Supreme Court Appeals** | | | | |
| --- | --- | --- | --- | --- |
| **File No.** | **LG Name** | **Property Location** | **Application Description** | **Date Lodged** |
|  |  |  |  |  |
|  |  |  |  |  |

| **Finalised Supreme Court Appeals\*** | | | | |
| --- | --- | --- | --- | --- |
| **File No.** | **LG Name** | **Property Location** | **Application Description** | **Date Finalised** |
|  |  |  |  |  |
|  |  |  |  |  |

\* Matters finalised during the last meeting cycle.

# General Business

The Presiding Member announced that in accordance with Section 7.3 of the DAP Standing Orders 2020 only the Presiding Member may publicly comment on the operations or determinations of a DAP and other DAP members should not be approached to make comment.

# Meeting Closure

There being no further business, the Presiding Member declared the meeting closed at Time.