
POLICY REGISTER

Title:	DEVELOPMENT ASSESSMENT - PROTOCOL FOR INSPECTION OF SITES
MOSPLAN Reference:	Program 4
Date Adopted:	7 September 2010 (GM/23)
Date Reviewed:	N/A

Policy Details:

1. Applications for approval or modification of developments which are listed for determination by the Council may be the subject of an on-site inspection.
2. Site inspections are made on the recommendation of the Director Environment and Planning or by resolution of the Council and shall be facilitated on site by a nominated Council officer.
3. The purpose of such inspections is to allow Councillors to familiarise themselves with the development site and surrounds and appreciate the issues raised in the assessment report.
4. If other sites are to be inspected they will be nominated by the Director Environment and Planning in the relevant report.
5. Councillors will be briefed on the development application, issues identified in the assessment and the report recommendation prior to attending the site.
6. The inspection does not form part of the Council meeting and, as such, input by applicants and objectors must be limited to describing the proposal/their concerns. The inspection is not an opportunity for applicants, objectors or Councillors to engage in debate.
7. Only one speaker at a time shall be heard and Councillors are to hear each speaker as a group rather than engage in conversations with separate parties. Where multiple sites are to be inspected/visited in respect of an item all parties to the matter must be granted access.
8. Professional advisors, lobbyists and technical experts of both applicants and objectors are not to attend site inspections. The only exception to this is where that person is the applicant and in such circumstances any input by the applicant is to be in accordance with paragraph 6. Any submissions by agents of the applicant shall be made at the relevant Council meeting.
9. As the inspection is not a meeting it is not open to Councillors to discuss outcomes or formulate recommendations. This will take place at the Council meeting. If a Councillor wishes to frame a motion different to the Officer's Recommendation it is open to the Councillor to canvas the intended changes and request the Manager Development Services in writing to frame appropriate wording to be available at the meeting.

POLICY REGISTER

10. In the event that Councillors require a photograph to be available at the Council meeting for those Councillors not present or to refresh recollections the attending staff member should be requested to take the necessary photos for this purpose.

Reference(s):

**Responsible
Department(s):**

Environment and Planning