

POLICY NO

C4:11

**POLICY TITLE: PROCEDURE FOR THE OPERATION OF THE
REZONING PANEL**

LAST REVIEWED: August 2019

OBJECTIVES

1. To provide guidance on the operation of Council's Rezoning Panel
2. To establish the procedure used by Council for the operation of the Rezoning Panel
3. To ensure that consistent advice is given to the Public in relation to proposed amendments to the Dungog Local Environmental Plan (LEP)

POLICY STATEMENT

The purpose of the Rezoning Panel is to:

1. Provide preliminary advice to those who are seeking guidance in relation to proposed land rezoning's and amendments to the Dungog LEP
2. Undertake the preliminary review of rezoning applications and LEP amendments requests to identify any immediate deficiencies prior to formal lodgement with Council

PROCEDURE

For enquiries regarding a proposed amendment to the Dungog Local Environmental Plan, that person submitting such enquiry will be advised that there is the opportunity to discuss the proposal with Councils Rezoning Panel prior to formal lodgement.

All requests for a meeting with the Rezoning Panel should conform to the requirements of this Policy

The rezoning Panel will convene as required and will consist of Council's Strategic Planner, Manager of Planning, Executive Manager of Infrastructure & Assets, Manager of Environmental Services and Development Engineer.

In the instance a member of the Panel has a potential Conflict of Interest / Pecuniary Interest in the matter, that member will declare the interest and will abstain from sitting on the panel for that proposal. The General Manager will also need to be notified of such declaration in writing. In the event that this occurs, the member who abstains will be replaced by a member from the same discipline and this will be noted in the minutes and TPA File.

The proposal will be required to outline the following:

- The objectives and intended outcomes
- Explanation of provisions
- Justification for the proposal
- Compliance with the LEP as well as regional and local planning strategies

The rezoning panel will not provide a formal assessment of the proposal but will offer preliminary advice regarding the application and its suitability to proceed. Advice will be given regarding the required information, the planning proposal process and any issues identified.

The applicant will be informed as to whether or not Council considers the proposal to have strategic planning merit and if it meets the minimum requirements. Council will not endorse or support a proposed LEP amendment at a meeting with the rezoning panel.

At the time of meeting the proponent, the rezoning panel will not accept the lodgement of applications. This process will need to be undertaken through Council's customer service department for formal lodgement. The proponent will be issued with a copy of the meeting minutes from the Rezoning Panel.

Date Policy Adopted	Minute No	Authority
17 May 2005	32605	Council Resolution
21 August 2019	38152	Council Resolution