DEVELOPMENT ASSESSMENT PANEL PRACTICE NOTES:

DAP STANDING ORDERS 2026

Under the *Planning and Development (Development Assessment Panels) Regulations 2011*

These Standing Orders are approved by the DAP executive director under regulation 40(5) of the *Planning and Development (Development Assessment Panels) Regulations 2011*.

3 November 2026

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INTRODUCTORY STATEMENT

These Practice Notes contain Standing Orders that set out the procedures for the efficient administration and operation of meetings of Development Assessment Panels (DAPs) established under Part 11A of the *Planning and Development Act 2005* (the Act).

DAPs are required, under regulation 40(5) of the *Planning and Development (Development Assessment Panels) Regulations 2011* (the DAP Regulations), to operate in compliance with these Practice Notes.

Notwithstanding, failure to comply with the practice notes does not cause any invalidity of a decision made at a particular DAP.

Where requirements of the Act or DAP Regulations are relevant to matters dealt with in these Practice Notes, the relevant provisions are referred to in the text for information purposes.

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PART 1 – PRELIMINARY

1.1 Citation

These Practice Notes may be cited as the *Development Assessment Panel Standing Orders*.

1.2 Purpose

1.2.1 These Practice Notes set out the procedures for the efficient administration and operation of DAP meetings.

1.2.2 The purpose of these practice notes is intended to result in -

(a) better decision making at DAP meetings;

(b) the orderly and efficient conduct of meetings; and

(c) greater community understanding of the business of the DAP.

1.2.3 The Presiding Member has the discretion to vary the conduct of the meeting from a specific clause in these practice notes, provided it aligns with the intended purpose stated under clause 1.2.2.

1.3 Definitions

1.3.1 In these Practice Notes, unless otherwise defined, words and phrases have the same meanings as they have in the Act, the DAP Regulations, and the DAP Code of Conduct.

1.3.2 In particular:

(a) **Alternate Local Government DAP Member** means a person appointed to be an alternate member for a local government under regulation 25(2)(b) of the DAP regulations.

(b) **DAP** means a Development Assessment Panel established under Part 11A of the Planning *and Development Act 2005*.

(c) **DAP application** means a development application that is a DAP application under regulation 6 of the DAP regulations and in relation to which the applicant has elected, under regulation 7 to have the application determined by a DAP.

Note 1: A DAP application is a development application that:

(i) is not an excluded development application as defined below:
  (a) construction of a single house and any associated carport, patio, outbuilding and incidental development; or
  (b) development in an improvement scheme; or
  (c) a public work; or
  (d) development wholly within an area identified as a regional reserve under a region planning scheme.

(ii) An application for the approval of development that has an estimated cost of $2 million or more.

(iii) Is or includes community housing that is to be provided by a registered community housing provider.

(d) **DAP Code of Conduc**t means the *Development Assessment Panel Code of Conduct 2025.*

(e) **DAP fee** means the fee payable under regulation 10 of the DAP regulations.

(f) **DAP Member** means a Specialist DAP Member or a Local Government DAP Member.

(g) **DAP Regulations** mean the *Planning and Development (Development Assessment Panels) Regulations 2011*.

(h) **DAP Executive Director** means a departmental officer appointed by the Director General with experience in and an accredited tertiary qualification in urban and regional planning, as outlined in regulation 49 of the DAP regulations.

(i) **DAP Secretariat** means the departmental officers made available to assist, under the direction of the DAP executive director, the DAPs and the DAP executive director in the performance of their functions as outlined in regulation 49(6) of the DAP regulations.

(j) **DAP website** means the website established under regulation 51 of the DAP regulations.

(k) **Department** means the Department of Planning, Lands and Heritage.

(l) **Deputy Presiding Member** means the DAP member designated to perform the functions of a Deputy Presiding Member under regulation 24 of the DAP regulations.

(m) **Local Government DAP Member** means a person designated as a Local Government DAP Member or an alternate Local Government DAP Member under regulation 25(2) of the DAP regulations.

(n) **Presiding Member** means the DAP member designated as the Presiding Member for each meeting of the DAP at which the DAP deals with a DAP application under regulation 24 of the DAP regulations.

(o) **Regular Specialist DAP Member** means a person appointed as a Regular Specialist DAP Member of a DAP under regulation 27(1) of the DAP regulations.

(p) **Sessional Specialist DAP Member** means a person who holds the office of a Sessional Specialist DAP Member under regulation 27(3) of the DAP regulations.

(q) **Specialist DAP member** means a Regular Specialist DAP Member or Sessional Specialist DAP Member

(r) **The Act** means the *Planning and Development Act 2005*.

1.4 Relationship to DAP Regulations

1.4.1 If there is any inconsistency between a provision of these Practice Notes and a provision of the DAP regulations, the provision of the DAP regulations prevails to the extent of inconsistency.

1.4.2 Notes in the text of these Practice Notes containing reference to relevant provision of the DAP regulations are included for reference purposes only. Any relevant provision of the DAP regulations may contain additional material and should be consulted in addition to the Practice Notes.

PART 2 – ATTENDANCE AT DAP MEETINGS

2.1 Constitution of a DAP

A DAP is constituted by:

(a) the two (2) Local Government DAP Members for the relevant local government in relation to the DAP application; and

(b) three (3) Specialist DAP Members appointed by the DAP executive director.

Reference: r23

2.1.1 At a meeting of a DAP, three Specialist DAP Members are to attend, with at least one being a Regular Specialist DAP Member, and two being designated by the DAP executive director as follows:

(a) the Presiding Member; and

(b) the Deputy Presiding Member.

2.1.2 If the DAP member designated as the Presiding Member is unable to preside by reason of illness, absence or other cause, the Deputy Presiding Member is to preside.

Reference: r.24

2.1.3 At a DAP meeting at which more than one DAP application is to be determined, and the DAP applications relate to development in more than one local government district, the DAP is to be constituted at any given time with two Local Government DAP Members representing the local government of the district to which the DAP application being determined relates.

2.1.4 The required constitution of a DAP is to be achieved by rotating Local Government DAP Members on and off the DAP as appropriate with these changes to be recorded in the DAP minutes.

2.1.5 A Local Government DAP Member who is attending a DAP meeting in order to enable the required constitution of a DAP to be achieved:

(a) may attend and observe the business of the meeting while the member is not sitting as a member of the DAP; and

(b) is not entitled to vote on any DAP application or to otherwise address or participate in the meeting otherwise than at a time when the member is sitting as a member of a DAP.

2.2 Quorum

At a meeting of a DAP, a quorum is constituted by three (3) DAP members, one of whom is the Presiding Member.

Reference: r.41

2.3 Attendance of DAP members

2.3.1 DAP members are to be allocated to a DAP meeting by the DAP executive director to ensure it is properly constituted in accordance with clause 2.1.

2.3.2 If a DAP member is unable to attend for any cause, whether or not they have previously confirmed their availability, an appropriate alternate member may be appointed by the DAP executive director and is to attend in the absent member's place.

2.3.3 The DAP executive director is not required to appoint an alternate member if they are not satisfied that there is reasonable time for the alternate member to duly consider the responsible authority report and associated material in accordance with clause 3.4.

2.3.4 The presence of a person at a DAP meeting need not be by attendance in person but may be by being simultaneously in contact by telephone, or other means of instantaneous communication with the other persons at the DAP meeting.

Reference: r43

2.3.5 Where a DAP member attends under 2.3.4 that member shall only be in the presence of other DAP members, if anyone, unless otherwise approved by the Presiding Member.

2.3.6 Should the Presiding Member approve a DAP member to be in the presence of one or more other people; the DAP member shall be clearly identifiable at all times.

2.4 Leave of Absence

2.4.1 If a DAP member will be unable to attend three consecutive DAP meetings, to which they would likely be appointed, the member must seek leave of absence from the Minister.

Reference: r.32(3) and r.33

2.5 Attendance of responsible authority reporting officer and advisors

2.5.1 The DAP Secretariat, on behalf of the Presiding Member, is to invite the responsible authority officer who prepared the report for a DAP application to attend, or to send a representative to, a DAP meeting at which the DAP application is to be determined.

2.5.2 The Presiding Member may invite any other technical advisor to the responsible authority to attend the DAP meeting if they consider that their attendance would assist the DAP in their deliberations.

2.6 Public Attendance

2.6.1 DAP meetings are to be open to the public, including if members of the public can attend in person or observe the DAP meeting using audio visual communications.

2.6.2 DAP meetings will be live streamed unless a procedural motion to the contrary is passed at any time during the meeting for a purpose prescribed by the DAP Regulations or audiovisual communication system is not functioning.

Reference: r.40(2A) & (2B)

PART 3 – ARRANGEMENTS TO BE MADE BEFORE DAP MEETINGS

DIVISION 1 – RESPONSIBLE AUTHORITY REPORT

3.1 Provision of responsible authority's report

3.1.1 The responsible authority for a DAP application is to provide to the DAP executive director a responsible authority's report on the DAP application, in the form required by regulation 12 of the DAP regulations.

3.1.2 The responsible authority's report is to be provided to the DAP executive director at least 12 days before the day on which the DAP application would be taken to be refused under the relevant planning instrument.

3.1.3 The responsible authority's report is to include material required by regulation 12(5) of the DAP regulations. Specifically, this includes:

(a) a recommendation as to how the DAP application should be determined; and

(b) copies of any advice received by the responsible authority from any other statutory, public, or planning authority consulted in respect of the DAP application; and

(c) any other information that the responsible authority considers is relevant to determining the DAP application.

Reference r.12(5)

3.1.4 On receipt of a responsible authority's report and associated material, the DAP Secretariat is to:

(a) inform both the responsible authority in writing that the report has been received; and

(b) insert the report and associated material, into the relevant meeting agenda at which the DAP application is to be determined.

DIVISION 2 – CONVENING A DAP MEETING

3.2 DAP meeting agenda

3.2.1 The DAP Secretariat is to prepare an electronic agenda (the meeting agenda) for each DAP meeting.

3.2.2 At least seven days before a DAP meeting, the DAP Secretariat is to circulate the meeting agenda to:

(a) each DAP member who is to attend the meeting;

(b) the responsible authority's authorised person who finalised a responsible authority report relating to a DAP application to be determined at the meeting; and

(c) each applicant in relation to a DAP application to be determined at the meeting.

3.2.3 At least seven days before a DAP meeting:

(a) The DAP secretariat is to publish the meeting agenda on the DAP website.

(b) Each local government of a district in respect of which the DAP will be considering a DAP application is to publish the agenda on the local government's website.

(c) Each local government must give written notice of the time, date and location of the DAP meeting, and the agenda for the meeting, to each person who has made a written submission to the local government in relation to a DAP application to be considered at a meeting.

Reference: r.39

3.3 Seating of Members

3.3.1 Seating of members and layout of meeting rooms is to be decided by the DAP executive director.

DIVISION 3 – ARRANGEMENTS FOR REPORTS, PRESENTATIONS OR DEPUTATIONS TO BE CONSIDERED OR HEARD AT A DAP MEETING.

3.4 Consideration of responsible authority's report and requests for further information

3.4.1 On receipt of a meeting agenda, a DAP member is to review the responsible authority's report and associated material.

3.4.2 A DAP, in determining a DAP application, must have regard to but is not bound to give effect to the recommendations given in a responsible authority report.

3.4.3 If, following review of the material, a DAP member requires further information from a responsible authority, the DAP member is to make a request to the DAP executive director. If the DAP executive director agrees that the request is reasonable and relevant and would assist the DAP consideration of the item, then the DAP Secretariat is to issue a direction in writing from the DAP executive director to provide technical advice or assistance, or further information in writing.

Reference: r.12(6) and r.13(1)

Note: Regulation 13 of the DAP regulations allows the DAP executive director to direct a responsible authority to provide further information to an application. The DAP executive director may do so directly or following a request from a DAP member.

3.4.4 Responses provided to any approved directions for further information will be published on the DAP website in addition to the meeting agenda.

3.5 Delay in providing responsible authority's report or further information

3.5.1 If the DAP Secretariat becomes aware that:

(a) A responsible authority's report under 3.1 will not be provided in time; or

(b) further information requested under clause 3.4 will not be provided in sufficient time for it to be considered before the DAP meeting at which the relevant DAP application is to be considered:

the DAP Secretariat is to contact the responsible authority to establish when the relevant information will be able to be provided and notify each member of the DAP who is attending the meeting.

3.5.2 If a responsible authority's report on a DAP application or a further information direction requested is not provided in time for inclusion as part of the meeting agenda, the DAP may determine the DAP application in the absence of the report or information.

Reference: r.12(7) and r.13(4)

3.6 Submissions or deputations at a DAP meeting

3.6.1 The Presiding Member may invite a person to be present at a meeting of the DAP to advise or inform, or make a submission to, the DAP.

Reference: r.40(3)

3.6.2 A person who, or group of persons which, wishes to be present at a meeting of a DAP to make a verbal submission to the DAP must provide a request in writing (a deputation request) to the DAP Secretariat including a detailed document setting out the deputation content, at least 72 Hours before the commencement of the meeting.

3.6.3 Any deputation request or written submission that is received within 72 Hours of the meeting may be accepted at the discretion of the Presiding Member.

3.6.4 A deputation request is to be made on the relevant form published on the DAP website.

3.6.5 As soon as practicable on receipt of a deputation request, the DAP Secretariat is to forward it to the Presiding Member of the relevant DAP. If the Presiding Member is not available, the DAP Secretariat is to forward the deputation request to the Deputy Presiding Member.

3.6.6 As soon as practicable on receipt of a deputation request, the Presiding Member or Deputy Presiding Member, in the Presiding Member's absence, is to inform the DAP Secretariat if the request has been approved or declined.

3.6.7 As soon as practicable on being informed under 3.6.5 the DAP Secretariat is to advise the person or representative as to whether the request has been approved or declined.

3.6.8 Advice that a request has been approved is taken to be an invitation for the purposes of clause 3.6.1 and regulation 40(3) of the DAP regulations.

3.6.9 Should a deputation request be declined the information may still be included and circulated to the panel and responsible authority as a written submission.

3.6.10 Any approved deputations and/or written submissions will be published on the DAP website in addition to the meeting agenda.

3.6.11 Any additional information submitted after a deputation request has been approved will only be accepted at the Presiding Member's discretion.

3.6.12 Any additional information submitted to the DAP Secretariat by an already approved person or representative within 24 hours of the DAP meeting will be deemed 'late information'.

3.6.13 Late information will be distributed to the DAP, responsible authority and applicant but is not required to be published on the DAP website in advance of the meeting.

3.6.14 Should late information be subsequently duly considered as part of the decision-making process it will then be published on the DAP website at the earliest opportunity.

PART 4 – ORDER OF BUSINESS DURING DAP MEETINGS

4.1 Order of business

4.1.1 The order of business is to be generally conducted as follows:

(a) declaration of opening;

(b) apologies;

(c) noting of minutes;

(d) declaration of due consideration;

(e) disclosures of interest;

(f) submissions and presentations by persons invited to advise, inform, or make a submission to a DAP;

(g) consideration of responsible authorities' reports and determination of DAP applications;

(h) noting of the DAP executive director report on State Administrative Tribunal Applications and Supreme Court Appeals;

(i) closure.

4.1.2 Where there are multiple local governments, items 4.1.1 (d) to (h) may be repeated for each local government.

4.1.3 Business that is not specified in the relevant DAP meeting agenda cannot be transacted at a DAP meeting.

4.2 Item: declaration of opening

4.2.1 The Presiding Member will declare a DAP meeting open once a quorum is formed.

4.2.2 During a DAP meeting, DAP members may refer to technical devices, such as phones and laptops, throughout the meeting to assist them in considering the information before them.

4.3 Apologies

Any apologies received from DAP members, including by virtue of a conflict of interest determined prior to the meeting are to be noted in the minutes.

4.4 Item: noting of previous minutes

The confirmed minutes of the previous meeting are to be made available for noting by DAP members.

4.5 Item: declaration of due consideration

4.5.1 The Presiding Member is to seek, by show of hands or verbal declaration, that DAP members have duly considered the applicable documents contained with the Agenda and the Related Information.

4.5.2 Any DAP member who is not familiar with the substance of any report or other information provided for consideration at a DAP meeting must declare that fact at the time declarations of due consideration are called or otherwise before the meeting considers the matter.

4.5.3 In the event of a declaration made under 4.5.2 the relevant matter may be adjourned for later consideration at that DAP meeting so as to allow an opportunity for any DAP member making a declaration to become familiar with the relevant report or other information.

4.5.4 If the delay in 4.5.3 has not allowed sufficient time for the DAP member to give due consideration to the matter, the DAP member is to leave the meeting room before the matter is considered and is put to the vote.

4.5.5 Where a DAP member withdraws from a DAP meeting, the Presiding Member may invite the withdrawn DAP member's alternate member, if the alternate member is present, to participate in accordance with 5.14.2 and that member is able to make the required declaration under 4.6.1.

4.5.6 Where additional information has been provided to the DAP, within 24 hours of the meeting, the DAP may resolve that they have had insufficient time to duly consider that information and not consider it further.

4.6 Item: disclosures of interest

4.6.1 Disclosures of interest made under Part 6 are to be called for, and any disclosures made, including details of the type and extent of the interest disclosed, are to be recorded in the minutes.

4.6.2 Notwithstanding 4.6.1, a disclosure of interest made under Part 6 may be made at any time prior to or during the meeting if a member becomes aware of the existence of a conflict.

4.6.3 DAP Members may participate in a site visit prior to the DAP meeting in accordance with the Code of Conduct 2025.

4.7 Item: submissions or deputation by external parties

4.7.1 Any person, or group of persons (an external party), invited by the Presiding Member to advise, inform, or make a submission to the DAP, should be given the opportunity to provide the advice, information or a submission prior to the DAP application being determined at a DAP meeting.

4.7.2 Any verbal submission being made by an external party who is attending the DAP meeting following a written request under 3.6 is not to exceed three minutes unless an extension of time is granted by the Presiding Member.

4.7.3 A representative of a responsible authority or departmental staff attending a DAP meeting in relation to a DAP application on the agenda, may make a comment or provide advice on any matters in relation to the DAP application raised by an external party. This verbal submission is not to exceed three minutes unless an extension of time is granted by the Presiding Member.

4.7.4 The order of call of verbal deputations shall be:

(a) external parties who are not representing the proponent (third parties);
(b) external parties who are representing the proponent;
(c) referral agency representatives; and
(d) responsible authority report authorised person(s).

4.7.5 The meeting minutes are to record the names of any external party attending, not including those observing via livestream, at a DAP meeting.

4.7.6 The applicant, or a representative of the applicant, and a representative of the responsible authority report authorised person, is entitled to be present whenever an external party is present at a DAP meeting in relation to the applicant's DAP application.

Reference*: r. 40(3)*

4.7.7 Once a person, including the responsible authority report authorised person, has concluded their submission DAP members, at the discretion of the Presiding Member, may ask the presenter any questions, point of clarification required in relation to their deputation.

4.7.8 A question put by a DAP member is to be clear and succinct and is not to be prefaced by comment or other information except where that information is required for the question to be adequately understood.

4.8 Item: consideration of responsible authorities' reports and determination of DAP applications

4.8.1 The DAP is to determine a DAP application before it as if it were the responsible authority making a decision under the Act and the planning instrument under which the DAP application is made.

Reference: r. 8(1)

4.8.2 A DAP may amend a previous DAP determination, on a DAP application by the applicant, if the DAP considers that the amendment is of a minor nature.

Reference: r. 17

4.8.3 A DAP, upon being invited by the State Administrative Tribunal (SAT) pursuant to Section 31 of the State Administrative Tribunal Act 2004 is to reconsider the previous.

Reference: r. 18

4.8.4 In its consideration of a responsible authority's report, a DAP is to have regard to, but is not bound to give effect to, the recommendation included in the report.

Reference: r. 12(6)

4.8.5 The Presiding Member is to invite DAP members to move the responsible authority recommendation of the RAR, as the first order of call.

4.8.6 If the DAP has amended a determination at a meeting not open to the public, in accordance with regulation 40(4) of the DAP regulations, the Presiding Member of the DAP is to report on the amendment at the next occurring DAP meeting, and the meeting minutes are to reflect the content of the report.

4.9 Item: DAP executive director's report on State Administrative Tribunal Applications and Supreme Court Appeals

4.9.1 A summary of the status of current and/or finalised since the last meeting SAT applications and Supreme Court Appeals related to previous determinations of the DAP is to be noted.

4.9.2 The Presiding Member may invite the DAP executive director to report at a DAP meeting on the outcome of any SAT review of a DAP determination that has been decided by the SAT since the last occurring meeting of the DAP.

4.10 Item: meeting closure

At the conclusion of all business, or at a time otherwise determined by the members present at a meeting, the Presiding Member is to declare the meeting closed, and the closing time is to be recorded in the minutes.

PART 5 – CONDUCT OF BUSINESS DURING DAP MEETINGS

DIVISION 1 MOTIONS

5.1 Definitions

In this Division:

amending motion means a motion that proposes an amendment to a substantive motion.

motion includes a substantive motion, amending motion and procedural motion.

mover, in relation to a motion, means the DAP member who first moved the motion, by way of raising their hand and/or announcing their name.

procedural motion means a motion which impacts upon the procedure being followed in the meeting.

seconder, in relation to a motion, means the DAP member who seconded the motion, by way of raising their hand and/or announcing their name.

substantive motion means to approve the DAP application with or without conditions, refuse the DAP application with reasons or defer with reasons for consideration at a later date.

5.2 Order of call-in debate

The Presiding Member, subject to 4.8.5 and 5.11, is to call for debate of a substantive motion the following manner –

(a) the mover to state the motion;

(b) a seconder to the motion;

(c) the mover to speak to the motion;

(d) the seconder to speak to the motion;

(e) other speakers against and for the motion,

(f) the mover takes right of reply which closes debate; and

(g) the matter is put to the vote.

5.3 Moving a motion

5.3.1 A DAP member wishing to move a motion must state the motion before speaking on it.

5.3.2 The Presiding Member may require a complex motion to be broken down and put in the form of more than one sequential motion.

5.3.3 Only a procedural motion may be put while a substantive or amending motion is being debated.

5.3.4 Only one motion is to be debated at any one time.

5.3.5 No member is to speak twice on the same motion, except when in reply to an original motion of which the member was the mover, or through the Presiding Member to ask a question of clarification a statement by another member.

5.3.6 Each member is to be speak on the motion for no more than five (5) minutes unless an extension is approved by the Presiding Member.

5.4 Written Motions

5.4.1 A motion at a meeting may be required to be put in writing if the Presiding Member is of the opinion that:

(a) the motion represents a significant departure from the relevant recommendation of a responsible authority's report; or

(b) the motion is complex and requires clarity; or

(c) as otherwise required.

5.4.2 The advice of the responsible authority officer attending the meeting may be sought to draft a written motion.

5.4.3 The terms of a written motion made at a meeting are to be recorded in the minutes.

5.4.4 If a potential substantive and/or amending motion is prepared by a DAP member prior to the meeting, it is to be submitted to the DAP Secretariat who will circulate to the Panel considering the DAP application, responsible authority officer and applicant and published on the DAP website.

5.5 Motions to be seconded

5.5.1 A motion is not to be debated until it has been seconded.

5.6 Opposed and unopposed motions

5.6.1 Immediately after a motion has been moved and seconded, the Presiding Member is to ask the meeting if any other member opposes the motion. If no member opposes the motion, the Presiding Member may declare it carried without debate or voting.

5.6.2 If a member indicates that they oppose or would like to speak on a motion it is to be debated in accordance with this Division.

5.7 Withdrawing a motion

5.7.1 A motion may be withdrawn by the mover, with the consent of the seconder, prior to the motion being put to a vote. No member is to speak on a motion after it has been withdrawn.

5.7.2 If an amending motion has been made, the substantive motion it proposes to amend cannot be withdrawn, other than by consent of a majority of members, until the amending motion has been itself withdrawn or, after a vote, is not carried.

5.8 Amending motions

5.8.1 A DAP member may move an amending motion only when they have the call to speak during debate on a substantive motion. For the mover of the substantive motion, this includes both their opening and/or right of reply.

5.8.2 An amending motion must be relevant to the substantive motion it proposes to amend and must not have the effect of negating that substantive motion or a previous amendment that has been carried.

5.8.3 An amending motion may not be moved in relation to a procedural motion made under 5.9.

5.8.4 An amending motion must take one of the following forms:

(a) that certain words be omitted from a substantive motion;

(b) that certain parts be omitted from a substantive motion and other parts substituted or added;

(c) that certain words be added to a substantive motion.

5.8.5 Only one amending motion is to be debated at a time, but there is no limit to the number of sequential amending motions that may be moved to a substantive motion before the substantive motion is put to the vote.

5.8.6 If an amending motion is carried, the substantive motion as amended is to be treated as the substantive motion for the purposes of subsequent debate.

5.9 Procedural motions

5.9.1 A member may move any of the following procedural motions at any point during the meeting:

(a) that the meeting now adjourn; or

(b) that the debate now close; or

(c) that the motion be now put; or

(d) that the meeting proceed to the next item of business; or

(e) that a member be no longer heard; or

(f) that an item be dealt with behind closed doors; or

(g) that Standing Orders be suspended.

(h) That Standing Orders be reinstated.

(i) That the DAP meeting/DAP application determination is not live streamed

5.9.2 If carried, a procedural motion:

(a) that the meeting now adjourn - has the effect that the meeting is adjourned to the time and date specified in the motion or, where no time or date is specified, the next ordinary meeting;

(b) that the debate now close - has the effect that all debate on the relevant motion is to cease and the matter is to be put to vote;

(c) that the motion be now put - has the effect that the Presiding Member is to offer the right of reply and then immediately put the matter to vote without further debate;

(d) that the meeting proceed to the next item of business – has the effect that debate on the relevant motion is to cease;

(e) that a member be no longer heard - has the effect that the speaker against whom the motion is moved may not speak any further on the relevant motion, except to exercise any right of reply if they were the mover of the relevant motion;

(f) that an item be dealt with behind closed doors - has the effect that the matter is considered privately or other means necessary as may be required for the purposes of compliance with regulation 40.

(g) that Standing Orders be suspended - has the effect that further debate can continue, allowing members to speak more than once on the same item.

(h) That standing orders be reinstated has the effect that no further debate is to occur, and the meeting is to continue from the point where the Standing Orders were suspended.

(i) That the DAP meeting or DAP application determination is not livestreamed – has the effect that the meeting will no longer be livestreamed and therefore the recording would not be available on the DAP Website proceeding the meeting.

5.9.3 A member moving a procedural motion is to speak on the motion for no more than two minutes. A member seconding a procedural motion is not to speak other than to formally second the motion.

5.9.4 There is to be no debate on a procedural motion.

5.10 Voting on Motions

5.10.1 Each DAP member, including the Presiding Member, has a single vote on a decision to be made on the DAP, except in the case of an equality of votes, in which case the Presiding Member has a casting vote.

Reference: r. 42(1)

5.10.2 A motion is to be decided by a DAP must be decided by a majority of votes.

Reference: r. 42(2)

5.10.3 Each DAP member attending a meeting must vote on a motion that is put to the vote.

5.10.4 The Presiding Member, in taking a vote on any motion, is to:

(a) put the motion, first in the affirmative and then in the negative; and

(b) determine whether the affirmative or the negative has a majority of votes and, in the case of an equality of votes, make a casting vote; and

(c) declare the result of the vote.

5.10.5 The result of a vote is to be determined on a show of hands and/or by announcing their name, should the member not be visible.

5.10.6 The meeting minutes are to record the voting outcome in relation to each DAP application.

5.10.7 DAP members must exercise their vote independently and based on the information provided and the merits of the individual DAP application. Members are not to take into consideration the policy or positions adopted by any other organisations to which a member may belong.

DIVISION 2 - DAP APPLICATIONS

5.11 Law governing determination of DAP applications

A DAP's determination of a DAP application is made under the Act and the applicable local planning scheme. Accordingly, the DAP must comply with the provisions of the Act and the applicable scheme when making a determination.

DIVISION 3 - DETERMINATION OF DAP APPLICATIONS

5.12 Determination of DAP applications

A DAP application may be determined by resolution of the DAP in one of the following ways:

(a) by approving the DAP application subject to conditions;

(b) by approving the DAP application without any conditions;

(c) by refusing the DAP application with reasons.

5.13 Adoption of recommendations in reports

5.13.1 If a DAP adopts a recommendation contained in a responsible authority's report, either with or without amendment, the recommendation so adopted is taken to be a determination of the DAP.

5.13.2 A DAP may approve, by a single resolution, all the recommendations or a group of recommendations from a responsible authority's report, without amendment, after having first identified whether any of the recommendations:

(a) are related to an interest disclosed by a member;

(b) have been the subject of a submission or presentation to the DAP;

(c) have been identified by a member as a matter requiring further discussion or clarification.

5.13.3 A DAP must consider any of the matters referred to in 5.14.2 (a), (b) or (c) separately.

DIVISION 4 - OTHER MATTERS RELATING TO CONDUCT OF MEETING

5.14 Loss of quorum during meeting

5.14.1 If, for any reason a quorum is no longer present (for instance, following disqualification on disclosure of interest or loss audio visual connection), the Presiding Member is to suspend the meeting as soon as practicable after becoming aware of the fact.

5.14.2 If, after a reasonable amount of time, a quorum cannot be formed, the Presiding Member is to adjourn the matter to a future time and date, without the need for a procedural motion.

5.15 DAP member attending meeting as observer

5.15.1 A DAP member may attend the meeting of any DAP as an observer.

5.15.2 A DAP member attending a DAP meeting as an observer may, with the consent of the Presiding Member, speak at the meeting, but:

(a) is not entitled to vote on any motion before the DAP, and

(b) must sit in an area set aside for observers and separated from the sitting DAP members.

5.15.3 The requirements of the DAP Code of Conduct, and of Part 6 of these Practice Notes, relating to identification and disclosure of conflicts of interest, apply to a DAP member attending a DAP meeting as an observer in the same way they apply to a DAP member attending a meeting in the performance of the DAP member's functions under the Act.

5.16 Live Streaming and recording of meeting

5.16.1 A DAP meeting will be live streamed, unless a procedural motion is carried that an item be dealt with behind closed doors.

5.16.2 The live streaming of a DAP meeting will be done in accordance with regulation 40(2A).

5.16.3 A person must not otherwise use any electronic, visual or audio recording device or instrument to record the proceedings of a DAP meeting unless the Presiding Member has given permission to do so.

5.16.4 Recordings of the livestream will be made available on the DAP website within 10 days of the meeting.

5.16.5 The recording of the meeting will need to be retained for up to 1 year to comply with obligations under the *State Records Act 2000*.

5.17 Conduct of DAP members at meetings

During a DAP meeting a DAP member, must not:

(a) make a statement that another DAP member, local government or departmental employee is incompetent or dishonest; or

(b) use any offensive or objectionable expression, in reference to a local government or departmental employee.

Reference: r. 47

5.18 Priority of speaking

If two or more members indicate, at the same time, their intention to speak, the Presiding Member is to decide which member is to be heard first.

5.19 The Presiding Member may take part in debate

The Presiding Member of the DAP may take part in a discussion of any matter before the DAP.

5.20 Relevance

5.20.1 A DAP member must restrict their remarks to the motion or amendment under discussion.

5.20.2 The Presiding Member, at any time, may –

(a) call the attention of the meeting to any irrelevant or repetitious remarks by a member; or
(b) direct that member, if speaking, to discontinue their speech.

5.20.3 A member must comply with the direction of the Presiding Member under clause 5.21.2(b) by immediately ceasing to speak.

5.21 Presiding Member to preserve order and prevent disturbance from participants

5.21.1 A reference in this clause to a person is to a person other than a DAP member attending a DAP meeting.

5.21.2 The Presiding Member is to preserve order and prevent disturbances from participants, and, whenever necessary, may call any DAP member or other person to order. Conduct that is out of order includes, without limitation, the following:

(a) discussion of a matter before the meeting;

(b) offensive or objectionable language;

(c) comments which adversely reflect on the character or actions of another participant in the matter;

(d) conduct contravening any law or the DAP Standing Orders.

5.21.3 A person must not interrupt or interfere with the proceedings of any DAP meeting, whether by expressing approval or dissent, by conversing or by any other means.

5.21.4 A person addressing the DAP must extend due courtesy and respect to the DAP and the processes under which it operates and must comply with any direction from the Presiding Member.

5.21.4 Depending on the nature of the point of order, the Presiding Member may request that the person withdraw a comment and make a satisfactory apology.

5.21.5 If a member or person:

(a) persists in any conduct that is out of order; or

(b) fails to comply with a direction from the Presiding Member,

the Presiding Member may direct the member to refrain from taking any further part in that meeting, other than by voting, and the member must comply with that direction; or

the Presiding Member may expel the person from the meeting by ordering them to leave the meeting room or for the DAP Secretariat to remove them from the online meeting platform.

PART 6 – DISCLOSURE OF CONFLICT OF INTEREST BEFORE AND DURING DAP MEETINGS

DAP Members are to disclose any conflicts of interest which will be managed as per the DAP Code of Conduct 2025.

PART 7 - ADMINISTRATIVE MATTERS

7.1 DAP minutes

7.1.1 The DAP Secretariat is to ensure that accurate minutes are taken of the meeting,

Reference: r. 44

7.1.2 The content of minutes of a DAP meeting must include the following:

(a) the names of the DAP members present at the meeting;

(b) the time of entry and departure of any DAP member;

(c) details of each motion moved and seconded at the meeting, the mover, the seconder and the outcome of the motion;

(d) details of each decision made at the meeting and the reasons given for each decision;

(e) any other matter that these Practice Notes state is to be recorded in the minutes of a meeting.

Reference: r. 44(1A) identifies that the content in 7.1.2(d) is mandatory

7.1.3 In the case of a meeting of a DAP in which Local Government DAP Members are to be rotated to ensure a required constitution, as referred to in 2.1, the minutes are to contain sufficient detail that the identity of members considering and voting on a particular DAP application can be readily ascertained.

7.1.4 If, at any point during or after the meeting, the minute taker requires further information to ensure the accuracy of the minutes, the minute taker is to request the information from the Presiding Member.

7.1.5 The person taking the minutes, is to provide the DAP executive director with a draft of the minutes within five ordinary days after the meeting.

Reference: r. 44(2)

7.1.6 The DAP Secretariat is to circulate the draft minutes to all DAP members in Attendance at the DAP meeting. DAP members are to advise the DAP Secretariat of any suggested changes to the draft minutes. The DAP Secretariat is then to forward the amended draft minutes to the Presiding Member or Deputy Presiding Member in the absence of the Presiding Member for confirmation and signature.

7.1.7 Within ten ordinary days of a DAP meeting, the minutes are to be:

(a) confirmed and signed by the Presiding Member or Deputy Presiding Member in the absence of the Presiding Member,

(b) published on the DAP website,

(c) each relevant local government is to provide a link on its website to the signed minutes on the DAP website.

Reference: r. 44

7.2 Notification of DAP application determination

As soon as practicable after the DAP has made a determination on a DAP application and the minutes of the relevant meeting have been confirmed and signed as required by regulation 44 of the DAP regulations, the DAP Secretariat is to:

(a) ensure compliance with the making and notification requirements of the planning instrument under which the DAP application was made; and

(b) give a copy of any written notice to the responsible authority.

Reference: r. 16

7.3 Presiding Member to ensure compliance

The Presiding Member is to ensure compliance with the DAP Standing Orders and that:

(a) all material relevant to a decision has been made available to all members; and

(b) all matters are well considered; and

(c) all members are able to contribute to the discussion of any matter; and

(d) the decision on the matter is understood by all DAP members.