



# CHARTER

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## ROLE

The Development Assessment Forum (DAF) is an independent think tank and advisory forum of government, industry, and the professions, which develops and recommends leading practice processes and procedures for planning system and development assessment reform in Australia.

## AIMS

DAF aims to promote leading practice in planning systems and development assessment in Australia through:

- the national harmonisation of similar systems and requirements between jurisdictions;
- the adoption of processes that are efficient and cost effective for proponents, governments, industry and the community;
- improved access for stakeholders to information on leading practice methodologies and outcomes; and
- the adoption and implementation of e-planning systems.

## MEMBERSHIP

DAF comprises stakeholders that have a direct role in the operation of development assessment systems in Australia.

Membership is open to organisations representing practitioners in all three spheres of government, industry or the professions.

An organisation can only become a member of the forum by a majority vote of the current membership.

In considering an application for membership, members must consider the relevance of the applicant to the role and aims of DAF.

## ORGANISATION AND OPERATION

DAF will operate in accordance with the following organisational and operational arrangements.

### **Membership**

DAF will appoint a Chair for a two year term. The DAF Chair will nominate a Deputy Chair on an “as-needs” basis.

DAF will **be structured as follows:**

- a Plenary made up of the full DAF membership;
  - a Working Group to progress the work of the DAF between Plenary meetings; and
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- ad hoc project teams, established for specific tasks.

The Working Group will comprise:

- the Chair and Deputy Chair;
- one representative from the Australian Government;
- two representatives from state and territory government members;
- two representatives from local government, one of whom is the ALGA member;
- one representative from industry group members; and
- one representative from the professional association members.

The Secretariat will attend all Working Group and Plenary meetings.

### **Project Teams**

The Plenary or the Working Group may choose to appoint Project Teams for specific tasks.

Where possible, these will be led by a Working Group member, but may comprise people nominated by DAF members.

Project Teams will report to the Working Group on progress.

### **Financial Executive Committee**

The Financial Executive Committee will comprise the Australian Government representative, the Chair, Deputy Chair and up to one other member appointed by the DAF Plenary.

In conjunction with the Secretariat, any two members of the Financial Executive Committee may recommend financial transactions.

### **Meetings**

- A face-to-face Plenary meeting of the full DAF membership will occur at least twice in a calendar year.
- Plenary meetings will be held at a location nominated by the members attending the previous meeting.
- The Working Group will meet as often as its members deem necessary.
- Meetings may be held electronically, face-to-face or in conjunction with a full Plenary meeting.
- Project Team Leaders will be invited to attend Working Group meetings, as required.
- Other DAF members may attend a Working Group meeting as an observer. All members will be advised of the date and location of all DAF Plenary or DAF Working Group meetings.

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- Attendance of non-members and non-member Project Team Leaders at a Plenary or Working Group meeting will be by invitation from the Chair or Deputy Chair.
  - Actions arising from meetings will be recorded for any DAF Plenary or DAF Working Group meeting by the Secretariat.

## WORK PROGRAM

DAF will prepare and maintain a work program, which must be reviewed by the Plenary at least every 12 months. The work program must include key result areas and performance indicators. The DAF Charter will be reviewed every 3 years.