



Planning Committee Charter

1 Purpose

- (1) A Special Committee appointed, pursuant to section 86 of the *Local Government Act 1989*, to assist Council in decision making on urban planning matters, including planning permits under section 188 of the *Planning and Environment Act 1987*, and strategic planning matters including planning scheme amendments, planning policies, land use strategies and strategic development sites.

2 Membership

- (1) All Councillors. The Mayor of the Day is the Committee Chairperson.

3 Quorum

- (1) Five Councillors.

4 Meeting Frequency

- (1) Monthly, with meetings scheduled by Council.

5 Weekly Activity Reports on Planning Applications

- (1) Planning Committee Members will receive a weekly report on the following planning application types for each week from February to December in any year. The report shall include a clear description of the proposal and where it meets any of the following criteria:
 - (a) Any Planning applications which receive five or more objections.¹
 - (b) Planning applications (excluding amendments, secondary consents or extensions of time for permits) where the development proposes 4 or more storeys.
 - (c) Planning applications which fail to meet the objectives of adopted planning scheme amendments or Council policy included in the Darebin Planning Scheme.
 - (d) Planning applications which, in the opinion of the Manager responsible for the Statutory Planning functions, raise major policy implications such as exceeding a height specified in the planning scheme and ought to be referred to the Councillors
 - (e) Any other applications for major developments or changes of use which, in the opinion of the Manager responsible for the Statutory Planning functions ought to be referred to Councillors

¹ For the purpose of this Charter, multiple objections from the same property address are counted as a single objection as is a petition or letter with multiple signatories.

6 Matters that must be reported to the Planning Committee for decision

- (a) Any decision to approve or reject a development plan or amendment to a development plan already approved.
- (b) Any decision on an application for planning permit including new applications, amendments to permits and extensions of time for electronic gaming machines.
- (c) Any decision on a planning application where the height specified in the planning scheme has a recommendation of support from officers.

7 Items can be reported at the discretion of the relevant Manager and Director

- (a) Any other applications or changes of which, in the opinion of the Manager in consultation with the Director responsible for the Statutory Planning functions and the Chief Executive Officer ought to be referred to the Planning Committee for decision.

8 Matters can be called up for a decision to the Planning Committee

- (a) Any application can be called up for a report to the Planning Committee through action by 3 or more Planning Committee Members through a written request to the relevant manager and director responsible for the Statutory Planning functions. . A copy of the written request must also be provided to the manager and director responsible for the Governance functions of Council. Such a call up is to be made no later than 5 business days after which the decision will be made under delegation by Council officers.
- (b) Any Planning Committee Member wishing to call-up an application for reporting to the Planning Committee must include in their written requests, reasons justifying why the broader interest of the community is served by the proposal being considered by the Committee. The request should also acknowledge there has been discussion with relevant officers and they are satisfied that they understand what the application proposes and the issues to be considered are relevant beyond the subject site and immediately adjoining properties.

9 Reporting

- (1) The Planning Committee reports periodically to Council on decisions made (planning permits considered) under delegated authority.
- (2) A report on the meetings and activities of the Planning Committee is to be prepared for inclusion in Council's Annual Report.

10 Caretaker Mode

- 1. During caretaker periods as defined under the *Local Government Act (1989)* the Chief Executive Officer has the full function of the Council and will act as the Planning Committee during this period to ensure that Council's obligations to process planning applications are met in accordance with the *Planning & Environment Act (1987)*.

11 Delegated Authority

- (1) The Planning Committee has full delegated authority under section 188 of the *Planning and Environment Act 1987* to determine applications with five or more objections¹.

- (2) The Planning Committee has full delegated authority to consider and decide on strategic planning matters including planning scheme amendments, planning policies, land use strategies and strategic development site matters aligned with Council's role as Planning Authority as set out in the *Planning & Environment Act (1987)*
- (3) The Committee has discretion to refer matters to Council if considered appropriate.