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## **Your Guide to Making a Verbal Submission to the Planning Committee**

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### **Purpose**

Council's Planning Committee is a Special Committee appointed to assist Council in decision making on urban planning matters and for dealing with planning permits under section 188 of the Planning and Environment Act 1987.

The Planning Committee provides an opportunity to make a verbal submission to the Committee before a decision is made. This opportunity is in addition to the right to make a formal objection to the granting of a planning permit.

### **Who can make a verbal submission ?**

The Committee will hear verbal submissions made by an applicant (or their representative) and those made by persons who have lodged a formal objection under the Planning and Environment Act 1987 (or their representative) at the particular Planning committee meeting at which the application is proposed to be decided upon. Verbal submissions will not be heard from persons who are not a party to the application process.

### **How do I make a verbal submission ?**

To make a verbal submission to the Committee, objectors need to indicate that they would like the opportunity to present.

If an item is coming before the Planning Committee, all objectors will receive a letter from Council to let them know the date and time of the meeting. After receiving that letter, objectors who want to make a verbal submission will need to ring the Statutory Planning office before 5.00pm on the Friday before the meeting.

The applicant is not required to notify the office – they will automatically be invited to make a verbal submission if they are present at the meeting.

### **What format will the verbal submissions process take ?**

At the meeting itself, objectors will have a total of five minutes in which to make their verbal submission.

In the event that multiple objectors wish to make a submission, they will be expected to nominate a spokesperson or spokespersons who will speak on their behalf. If objectors are unable to agree, the Chairperson may identify two objectors who will each be provided with 2 ½ minutes to make a submission. The selection of these objectors will be at the absolute discretion of the Chairperson.

Following the verbal submission by the objectors, the applicant will have five minutes to address the Committee.

Where the Committee is satisfied that the complexity or diversity of issues raised by the objectors warrants additional time for submissions they may, by resolution, determine that the time limits above be increased, provided the applicant is provided a time limit equal to the total time provided to all other submitters.



**What should verbal submitters expect ?**

All submitters who are provided an opportunity will be able to address their verbal submission directly to the Committee members. There will not be an opportunity to ask questions, submit further documents or to engage in a debate with Committee members. Unless their language is disruptive or defamatory, submitters will not be interrupted.

With the permission of the Chairperson, Committee members may ask questions of the submitters following the submission. These questions and answers should be brief and limited to matters of clarification. They will not count toward the time limit for submissions.

**What codes of conduct apply?**

The expected behaviours for members of the public at Committee Meetings is spelt out in detail in the City of Darebin Governance Local Law 2007. In summary the rules state:

- Any person who addresses a meeting must do so in a courteous manner.
- Visitors must not interject or take part in the debate.
- Unless you are invited to address the meeting, you must remain silent.
- If a visitor is called to order by the Chairperson for any improper or disorderly conduct and then repeats their behaviour they may be ordered to leave the room or the building.
- The Chairperson may adjourn a disorderly meeting.

Failure to adhere to these expected behaviours is a breach of the Governance Local Law and in some cases constitutes an offence for which a fine of 20 penalty units (currently \$2,442.80) can be issued.

**What if the item is deferred ?**

If the Planning Committee defers an item after hearing the verbal submissions, there will not be another opportunity to be heard when the application comes back to the Committee, unless there have been material changes to the application in the meantime.

**What will the Minutes record ?**

The Minutes of the meeting are not a verbatim transcript of proceedings. The minutes will record the name of submitters and whether they support or oppose the application.

**How do I find out more information ?**

Questions relating to the process for lodging an objection and making a submission to the Planning Committee should be directed to the Statutory Planning office on 8470 8850.

It is important to remember that the opportunity to make a submission to the Planning Committee is in addition to any rights you may have in relation to an application under the Planning and Environment Act 1987, Local Government Act 1989 or any other relevant legislation.

