

Planning Committee Charter – Call in Procedures

Purpose of this Document

This document is to be read in conjunction with the Planning Committee Charter and provides further guidance on the process for items to be identified and then called up for report to the Planning Committee.

1. Weekly Reports to Council

Councillors 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.

- Any Planning applications which receive five or more objections, .1 .
- Planning applications (excluding amendments, secondary consents or extensions of time for permits) where the development proposes 4 or more storeys.
- Planning applications which fail to meet the objectives of adopted planning scheme amendments or Council policy included in the Darebin Planning Scheme.
- 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
- Any other applications for developments or changes of use which, in the opinion of the Manager responsible for the Statutory Planning functions ought to be referred to Councillors

2. Format and Details in Reports

The weekly reports are to provide the following information:

- The planning application number .
- The property address.
- The name of the assessing officer/report author.
- Details of the applicant, owner and consultant.
- A summary of the application that makes it clear what is proposed containing information about the land use and development in point form, including the height, use and yield of units (if residential)
- Disclosure of number of objections.
- Confirmation of the zones and overlays that apply.

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

- Disclosure of the criteria referred to in section 1 that makes the application of interest to the Councillors.
- The recommendation proposed by the officer.
- Councillors are also to be provided an electronic copy of any plans related to the application included in the summary report.

3. Call up Process

Councillors may call up any planning application from the weekly report within 5 business days of receiving the report, after which any item not called up for a decision at the Planning Committee will be issued under delegation by officers. This subject to the following criteria:

- Any application from the weekly report can be called up for a report to the Planning Committee through action by 3 or more Councillor's through a written request to the relevant manager and director responsible for the Statutory Planning functions and a copy to the manager and director responsible for the Governance functions of Council.
- Any Councillor 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 and immediately adjoining properties.
- Only matters called up through this process will be reported to the Planning Committee, all other decisions on planning applications excluding planning applications for gaming machines or development plan applications will be decided under delegation by Council Officers.

4. Exempted processes

Full delegation is provided to officers to make decisions on planning applications (excluding gaming machines) for any amendment, extension of time or secondary consent required in relation to a planning permit that has already been issued. This does not apply where the height of a building is proposed to be changed above that expressed in the planning scheme.