



## **Borough of Queenscliffe**

### **Planning Applications Protocol**

The following triggers to be used for automatic initiation of a Council Briefing on relevant Planning Permit Applications:

1. Planning Permit applications that receive four (4) or more objections.
2. Planning Permit Applications opposed by Corangamite Catchment Management Authority or any other referral authority.
3. Planning Permit amendments and extension of time requests for permits which were subject to removal of officer delegation.
4. Second extension of time requests for planning permits issued under officer delegation.
5. Any applications that officers determine is of high community interest.
6. Major commercial proposals.
7. Any applications where officer recommendation is to refuse a permit.

#### **Note about refusing a Planning Permit**

Where the Planner has determined that an application should be refused, the Planner will clearly state this position:

- at the Briefing required in protocol #7; and
- in the papers prepared for the Briefing

Following the briefing, Councillors will have until the following ordinary meeting of Council to remove delegation in relation to the application.

After that meeting and if delegation has not been removed, the Planner will make a decision on the planning permit application.

The following items address the process for Council to initiate additional briefings for planning applications where the above triggers do not apply and the process for removing Officer Delegation in order for planning applications to be determined by Council.

1. Councillors will receive a list of planning applications via the Planning Activity Report included in the Agenda for each Ordinary Meeting of Council. Where no Ordinary Meeting of Council is scheduled e.g. January, Councillors will receive a list of applications for that month.
2. At an Ordinary Council Meeting a motion from a Councillor is required to either
  - (a) remove delegated power from officers in determining a planning application, or
  - (b) request a briefing on a planning application.

When moving such a motion Councillors should provide the reason for requesting a briefing or removing delegated power from officers. This will provide Council (as well as officers and applicants) with an understanding of the Councillor's motivation and logic underpinning the motion. In most instances, delegated power is not withdrawn until Councillors have received a briefing.

3. For Planning Permit Applications where a briefing to Council has been provided but officer delegation has not been removed, the application will be assessed by officers as per normal procedure.
4. The timing of the officer's briefing to Councillors will be arranged to ensure adequate information is available to facilitate Councillors' decision making. The briefing will be structured to provide an opportunity for Councillors to both clarify information and share views about whether to remove officer delegation for a specific planning application. This enables officers to make a note of those files where it is intended that delegation will be removed; therefore, ensuring that no decision is made under delegation prior to the next Council meeting date.
5. For Planning Permit Applications that have had Officer delegations removed, Council can determine if they require a Planning Review Meeting. Planning Review Meetings are held to provide additional information to Councillors in preparation for the

following (wherever possible) Ordinary Council Meeting. The meetings are informal and proponents and submitters to any planning matter are encouraged to address council.

6. Following the Planning Review Meeting, officers will prepare a Council Report on the relevant application(s) with recommendations to be considered by Council at the following Ordinary Meeting of Council.
7. Once Council have determined a Planning Permit Application by resolution, officers will prepare the necessary documentation and forward to all relevant parties.

Tim Crawford

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