

# Administration of Planning Conferences

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## **CONTENTS**

1. TITLE.....	3
2. OBJECTIVE.....	3
3. DEFINITIONS AND ABBREVIATIONS.....	3
4. POLICY .....	3
5. HUMAN RIGHTS CHARTER COMPATIBILITY .....	3
6. ASSOCIATED INTERNAL DOCUMENTS .....	3
7. EXTERNAL REFERENCES/RESOURCES .....	3

## 1. TITLE

Administration of Planning Conferences

## 2. OBJECTIVE

To provide an opportunity for submitters to a statutory planning application or planning scheme amendment that will be determined at an Ordinary Council Meeting to discuss their written submissions before a decision is made.

## 3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/A	

## 4. POLICY

It is policy that:

- A Planning Conference is held for any statutory planning application or planning scheme amendment that will be determined at an Ordinary Council Meeting and where a submission has been received in respect of that item.
- A Planning Conference will provide an opportunity for a submitter to discuss their written submission and for the planning applicant or proponent to respond to the submission. It will not be a decision making forum and no officer position or recommendation will be provided at a Planning Conference.
- A Planning Conference will be chaired by a nominated Councillor, or where a Councillor is not available, by either the Director Planning, Place and Sustainability, Manager or Coordinator from the Urban Planning or City Futures Departments.
- The chairperson will provide a fair and reasonable opportunity to all parties to discuss their written submissions and for the planning applicant or proponent to respond to a submission.
- A time limit may be set for submitters, the planning applicant or proponent and it will be at the discretion of the chairperson.
- No formal minutes will be taken at a Planning Conference, however significant points raised at a Planning Conference will be included in the final Council report along with a summary of all written submissions.
- All parties will be notified of the date of the Ordinary Council Meeting where the item will be decided.

## 5. HUMAN RIGHTS CHARTER COMPATIBILITY

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006* (Vic).

## 6. ASSOCIATED INTERNAL DOCUMENTS

- Urban Planning Office Procedure

## 7. EXTERNAL REFERENCES/RESOURCES

- *Planning and Environment Act 1987* (Vic)
- *Local Government Act 2020* (Vic)
- *Glen Eira Planning Scheme*