



# Consultation Meeting Procedure

---

## CONTENTS

1.	PURPOSE.....	3
2.	SCOPE.....	3
3.	PROCEDURE .....	3
4.	RESPONSIBILITIES.....	5
5.	DEFINITIONS OF TERMS OR ABBREVIATIONS USED .....	<del>6</del> 5
6.	RELATED LEGISLATION AND DOCUMENTS.....	6
7.	HUMAN RIGHTS STATEMENT OF COMPATIBILITY .....	<del>7</del> 6
8.	PROCEDURE OWNER .....	7
9.	DOCUMENT INFORMATION.....	7

---

## 1. PURPOSE

- 1.1 This procedure establishes a process to schedule and undertake consultation meetings for planning applications which receive objections/submissions and provide for community participation, where possible.

---

## 2. SCOPE

- 2.1 This procedure applies to the Statutory Planning team in undertaking their role as responsible authority in considering and determining planning applications.
- 2.2 This procedure does not apply to VicSmart applications or applications that are exempt from the notice requirements under the Planning and Environment Act 1987 and Golden Plains Shire Planning Scheme.

---

## 3. PROCEDURE

- 3.1 A consultation meeting ~~should~~ ~~is required to~~ be undertaken for all applications for planning permits which receive objections/submissions which are not in favour of the proposal, except for applications in the following categories, which are exempt:

3.1.1 Applications where a mandatory referral agency directs refusal;

3.1.2 An application which is prohibited and therefore a permit cannot be issued;

3.1.3 An application that is exempt from the notice requirements under the Planning and Environment Act 1987 or the Golden Plains Shire Planning Scheme.

3.1.4 The applicant or all objectors ~~One or more of the parties~~ advise council that they will not attend ~~on account of a neighbourhood dispute~~.

3.1.5 Consultation meetings will not be held where officer safety cannot be assured

~~3.1.43.1.6~~ Councillors will not be invited to consultation meetings that are held during Council election periods

3.2 Where the applicant does not wish to attend a consultation meeting, Council will request that the applicant provide a written response to the objections which Council will provide to the objectors. A minimum of 5 business days must elapse between a written response being sent to the objectors and a decision being made.

3.3 If an applicant advises that they will not attend, a consultation meeting will not be convened. Council officers may still have informal discussions with objectors/submitters.

~~3.23.4~~ If an external referral agency responds to Council with concerns about the application, these agencies will also be offered to attend the consultation meeting.

~~3.33.5~~ Attendance at Consultation Meetings

3.3.43.5.1 \_\_\_\_\_ The Council officer and Coordinator Statutory Planning will attend the consultation meeting, with either the Council officer or Coordinator acting as the chairperson.

3.3.23.5.2 \_\_\_\_\_ The applicant or contact will be invited to attend the meeting to describe and outline their proposed use and / or development and respond to objectors and officers including any questions or clarifications.

3.3.33.5.3 \_\_\_\_\_ Only objectors/submitters who have lodged a written submission to Council can attend the consultation meeting. An objector/submitter may bring a third party to speak on their behalf.

3.3.43.5.4 \_\_\_\_\_ The owner of the subject site may attend as an observer if they are not the applicant or contact.

3.3.53.5.5 \_\_\_\_\_ A consultation meeting that is convened but not attended by the applicant, contact or objector/s will not be reconvened.

### 3.43.6 Role of Councillors at Consultation Meetings

3.4.43.6.1 \_\_\_\_\_ On a weekly basis, Councillors are provided with a list of applications that have received objections/submissions and whereby consultation meetings are being convened, in accordance with the Consideration of Planning Applications Policy and Procedure. From this list, Councillors are able to advise the Manager [Development and Regulatory Services-Planning](#) of their intention to attend a consultation meeting on a particular application.

3.4.23.6.2 \_\_\_\_\_ Councillors are able to attend consultation meetings, as observers only, and are able to ask clarifying questions and seek to understand the views of applicants and objectors.

3.4.33.6.3 \_\_\_\_\_ Councillors will not present any view on the applications at the consultation meeting, noting that participation at consultation meetings may place the Councillor in a position of perceived biases.

3.4.43.6.4 \_\_\_\_\_ If the application was to go to a council meeting or briefing and a councillor would declare a conflict of interest, the same test applies, and the councillor cannot attend.

### 3.53.7 Scheduling a Consultation Meeting

3.5.43.7.1 \_\_\_\_\_ Where possible, it is preferred that the consultation meeting is arranged within fourteen (14) days from the close of the notice period.

3.5.23.7.2 \_\_\_\_\_ Consultation meetings will be scheduled at a time and date agreed to by Council officers and the permit applicant/contact.

3.5.33.7.3 \_\_\_\_\_ Consultation meetings are able to be held within business hours and outside of business hours and can be arranged to be held at the Shire offices or virtually. This decision will be based on the availability of staff and the permit applicant, the number of submissions received and Council's ability to host the meeting at Council offices.

3.5.43.7.4 Written notification of the consultation meeting will be provided (via email) to all invitees with no less than five business days' notice.

### 3.63.8 **Conducting a Consultation Meeting**

3.6.43.8.1 Each consultation meeting will be provided with a nominated chair, of either the Council officer or Coordinator Statutory Planning.

3.6.23.8.2 On some occasions it may be necessary to engage an "independent" chair / facilitator, particularly in circumstances whereby a large number of submissions has been received or if the application is particularly controversial.

3.6.33.8.3 The Council officer present at the consultation meeting must be readily available to provide technical advice on Council policy and the Golden Plains Shire Planning Scheme.

3.6.43.8.4 At the commencement of each consultation meeting, the code of conduct for consultation meetings must be conveyed to those present. The code of conduct consists of the following key points:

- (a) Respect to others around you and their opinion;
- (b) Do not talk over others, or interrupt those speaking;
- (c) Refrain from being derogatory to others;
- (d) Unruly or threatening behavior will not be tolerated and will result in the termination of the meeting;
- (e) If you do not understand something that has been said, please ask for assistance / clarification; and
- (f) Keep to the issues related to the application and not unrelated council or other matters.

3.73.9 At the conclusion of the consultation meeting, the chairperson will provide a verbal summary of the issues raised and discussed and any resolutions or agreements made between the parties (if applicable) and any actions to follow as a result of the consultation meeting

3.83.10 The chairperson will then advise what the next steps are for the planning application.

---

## **4. RESPONSIBILITIES**

### **Compliance, monitoring and review**

4.1 The Statutory Planning team are responsible for the compliance and implementation of this policy.

4.2 The policy will be required to be reviewed within 12 months of its adoption to ensure its effectiveness.

**Reporting**

4.3 No additional reporting is required as part of this policy.

**Records Management**

4.4 The officer meeting notes will be retained on file. Officer meeting notes will not be circulated or distributed to other parties and are not formal minutes to the meeting.

**5. DEFINITIONS OF TERMS OR ABBREVIATIONS USED**

**Terms and definitions**

<b>Term</b>	<b>Definition</b>
<i>Council</i>	<i>Golden Plains Shire Council</i>
<i>Councillor</i>	<i>Councillor means a person who holds the office of member of a Council.</i>
<i>Golden Plains Planning Scheme</i>	<i>The approved planning scheme for Golden Plains Shire Council.</i>
<i>Notice</i>	<i>Notice means the notice of an application requirements as set out in Section 52 of the Planning and Environment Act 1987.</i>
<i>VicSmart</i>	<i>VicSmart are applications which have been designated under the planning scheme as applications which are not subject to the Notice provisions under Section 52 of the Planning and Environment Act 1987 and have a statutory timeframe of determination of ten business days.</i>

**6. RELATED LEGISLATION AND DOCUMENTS**

6.1 Strategic Documents, Policies or Procedures

Consultation Meeting Policy

Consideration of Planning Applications Policy and Procedure

Legislation

Planning and Environment Act 1987

**7. HUMAN RIGHTS STATEMENT OF COMPATIBILITY**

7.1 It is considered that this procedure does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act 2006 (Vic).

**8. PROCEDURE OWNER**

8.1 The Manager ~~Development and Regulatory Services~~ Planning is the owner of this procedure.

**9. DOCUMENT INFORMATION**

DOCUMENT TYPE:	Procedure document
DOCUMENT STATUS:	Approved
DOCUMENT OWNER POSITION:	Manager <del>Planning Development and Regulatory Services</del>
APPROVED BY:	Council
DATE ADOPTED:	<del>26 April</del> <u>TBC</u>
VERSION NUMBER:	<del>2</del> <u>3</u>
REVIEW DATE:	<del>26 April 2024</del> <u>TBC (+4 years from date of adoption)</u>
DATE RESCINDED:	
EVIDENCE OF APPROVAL:	   Signed by Chief Executive Officer
FILE LOCATION:	
NOTES:	Procedure documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult Council's Procedure page on the Golden Plains Shire Council website to ensure that the version you are using is up to date. Available at:  <a href="https://intranet.goldenplains.vic.gov.au/the-hub">https://intranet.goldenplains.vic.gov.au/the-hub</a>