

**Southern Grampians Shire  
Planning Committee**

**Terms of Reference**

**Purpose**

To support the efficient and effective consideration of planning permit applications and the development of effective land use strategies in support of the environment, community and economy.

To provide an open forum where major planning applications can be considered and applicants and objectors have their right to be heard.

**Scope**

This committee was established as a Special Committee of Council on 9 March 2016 in accordance with Section 86 of the *Local Government Act 1989*.

**Matters for consideration**

All planning permits valued between \$1million and \$5million (or less if the officer is recommending refusal).

All planning permits that receive 3 or more objections

All applications where the officer is recommending refusal.

All planning scheme amendments that clarify or correct mistakes in the Planning Scheme (applied for under Section 20(4) of the *Planning and Environment Act 1987*).

Whether applications should be referred to the full Council for a decision.

**Operational Guidelines**

*Chairperson:* Nominated Councillor, as determined by the Committee membership on the day of the Committee meeting.

*Minutes/Agenda:* Minutes, agenda and working papers will be distributed before the meeting.

Meetings will be held on a needs basis and will be called at short notice if specific issues need to be dealt with expeditiously.

Applicants and objectors/submitters (or their representatives) will have the right to make a submission to the Committee. All meetings will be held open to the public.

**Membership**

Two Councillors (representatives nominated by Council)

Director, Planning and Development

Director, Shire Infrastructure (or one other member of the Executive Leadership Team if unavailable)

Councillor proxy(ies) can be nominated if one or two of the Councillors are unavailable.

**Quorum**

More than 50% of the membership.

**Voting**

As per section 90 of the *Local Government Act 1989*.

- voting must be by show of hands; and
- if the number of votes in favour of the question is half the number of members of the special committee present at the meeting at the time the vote is taken, the Chairperson has a second vote.

**Extent of Authority**

The extent of delegated authority for the Planning Committee will be as per Council's Instrument of Delegation.

**Reporting**

Minutes will be received by Council at the next available Council meeting following the Planning Committee meeting.

**Secretariat**

Director Planning and Development will provide the secretarial/administration support to the Committee.

**Sunset provision**

The Terms of Reference and operational procedures will be reviewed within one year of the establishment of the Committee and annually thereafter.