Consultation Meeting Policy

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1. PURPOSE

1.1 This policy outlines the purpose and intent of scheduling and undertaking consultation meetings for statutory planning applications.

2. SCOPE

2.1 This policy relates to statutory planning applications which receive objections/submissions.

2.2 This policy should be read in conjunction with the Consultation Meeting Procedure and Consideration of Planning Applications Policy and Procedure.

2.3 This policy does not apply to VicSmart applications and applications which are exempt from public notice requirements under the Planning and Environment Act 1987 and the Golden Plains Shire Planning Scheme.

3. POLICY STATEMENT

3.1 Council is committed to ensure that planning decisions are transparent and that all parties to an application are engaged in the process.

3.2 In order to achieve this outcome, council has developed a Consultation Meeting Procedure and Policy which sets out the procedure and roles of officers and Councillors (if applicable) at consultation meetings.

3.3 The procedure also sets out how consultation meetings are to be arranged and undertaken to ensure consistency between officers and to ensure that the meetings are appropriately chaired.

4. PROCEDURES

4.1 Consultation Meeting Procedure.

5. RESPONSIBILITIES

Compliance, monitoring and review

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

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

Reporting

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

Records Management

5.4 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.

6. DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Terms and definitions

Term	Definition
Council	*Golden Plains Shire Council*
Councillor	*Councillor means a person who holds the office of member of a Council.*
Golden Plains Planning Scheme	*The approved planning scheme for Golden Plains Shire Council.*
Notice	*Notice means the notice of an application requirements as set out in Section 52 of the Planning and Environment Act 1987.*
VicSmart	*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.*

7. RELATED LEGISLATION AND DOCUMENTS

8.1 Strategic Documents, Policies or Procedures

- Consultation Meeting Policy
- Consideration of Planning Applications Policy and Procedure

Legislation

- Planning and Environment Act 1987

8. HUMAN RIGHTS STATEMENT OF COMPATIBILITY

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

9. POLICY OWNER

9.1 The Manager Development and Regulatory Services is the owner of this procedure.

10. FEEDBACK

10.1 You may provide feedback about this document by emailing enquiries@gplains.vic.gov.au

11. DOCUMENT INFORMATION

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NOTES:	Policy documents are amended from time to time; therefore you should not rely on a printed copy being the current version. Please consult Council's Policy page on the Golden Plains Shire Council website to ensure that the version you are using is up to date. Available at: https://www.goldenplains.vic.gov.au/council/organisation-and-governance/council-policies