

Strathbogie
Shire Council
Planning Permit Applications
Referral to Council Policy

September 2025



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Planning Permit Applications Referral to Council Policy

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Responsible Officer:	Director Planning and Community

PART 1 POLICY

1. PURPOSE

The purpose of this Policy is to provide a clear and transparent process for referring planning permit applications to Council for determination.

Council, as a Responsible Authority, has power under the *Planning and Environment Act 1987* to grant, refuse or amend applications for planning permits under the Strathbogie Planning Scheme.

2. POLICY STATEMENT

This Policy:

- Provides for a streamlined decision-making process for simple planning permit applications with a small number of objections.
- Establishes clear direction on the process for referring planning permit applications to Council for a decision.
- Ensures that applications that are strategic in nature, complex or controversial are decided on by Council providing an additional level of transparency and accountability in decision making.

Council has a statutory obligation to decide on planning permit applications in a timely manner. The statutory timeframe for approval of a standard planning permit application is 60 days. Most planning permit applications that are referred to a Council Meeting for a decision take longer than the 60-day statutory timeframe. This increases overall approval times and leads to community frustrations with the planning permit process.

This Policy reduces the number of applications being presented to Council, particularly those with no objections or those with a small number of objections, speeding up overall approval times and freeing up more resources to process other applications.

Application of the triggers contained in this Policy ensures that applications of strategic importance are decided on by Council, while simple applications with a small number of objections are decided on under delegation without delay.

3. APPLICATION OF THIS POLICY

A delegate must refer planning permit applications with the following triggers to Council for a decision:

- An application with five (5) or more objections
- An application that is called in by a Councillor
- An application that raises an issue of strategic significance, reputational risk, significant public interest, concern or controversy, or is likely to do so, and/or
- An application where officers believe that the application or any issue arising in connection with it should be determined by the Council rather by officers.

Furthermore, a quarterly report to Council on Council's quarterly planning performance.

Councillors will be formally notified of applications that are proposed for refusal, or those applications that are proposed for a decision under delegation that have received an objection/s, giving Councillors an opportunity to seek more information or call in an application for their consideration. This will give Councillors a good oversight of the decisions being made under delegation.

4. ACCOUNTABILITY AND RESPONSIBILITIES

This policy applies to officers delegated under the *Planning and Environment Act 1987*

Role	Responsibilities
Manager Planning and Investment	<ul style="list-style-type: none"> • Oversee adherence to the policy
Officers	<ul style="list-style-type: none"> • Apply the policy to refer the required planning permit applications to Council for determination.

5. DEFINITIONS

Term	Definition
Responsible Authority	As defined in <i>Planning and Environment Act 1987</i>
Council	The Strathbogie Shire Council
Trigger	The cause to refer a planning permit application to a Council Meeting for a determination.
Delegate	A delegated Council officer appointed under a relevant Instrument of Delegation.

6. RELATED POLICIES AND LEGISLATION

The following Council, State, regional and national plans and policies are relevant to this policy under each subtitle.

Legislation

Planning and Environment Act 1987

Council Related Documents

S6 Instrument of Delegation – Members of Staff

7. POLICY REVIEW

Council may review this policy at any time and at least two years from the date of adoption.

8. CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006 AND THE EQUAL OPPORTUNITY ACT 2010

The Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*. The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.