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Planning Scheme Amendment



Assessment Checklist

VICTORIA

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Auditor-General

Planning Scheme Amendment: Assessment Checklist

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Foreword

Each municipality in Victoria is covered by a planning scheme that controls the use, development and protection of land. From time-to-time it is necessary to amend a planning scheme to ensure that it remains relevant and up-to-date. In 2006–07 there were around 400 planning scheme amendments state-wide. The *Planning and Environment Act* 1987 and accompanying Regulations outline the process to be followed in amending a planning scheme.

This checklist has been developed to assist councillors and planning staff fulfil their obligations under the Act and to support those planners in supervisory roles who oversee the timeliness and quality of planning activities in councils.

The checklist was prepared by my Office with advice from planning professionals and in consultation with the Department of Planning and Community Development, the Municipal Association of Victoria as well as selected councils. It was developed based on work conducted as part of my performance audit entitled *Victoria's Planning Framework for Land Use and Development* that was tabled in the Victorian Parliament in May 2008. I would like to express my appreciation to all those involved in the checklist's development.

I trust that this checklist will be seen as a useful resource for assisting councils to enhance their management of the planning scheme amendment process.

A handwritten signature in black ink, appearing to read 'DDR Pearson', written in a cursive style.

DDR PEARSON
Auditor-General



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Introduction

Planning schemes are the major legislative mechanisms within the state's planning framework for controlling land use and development. They are statutory documents which set out objectives, policies and provisions for the use and development of land in the area to which they apply (usually a municipality). Occasionally, planning schemes may need to be amended to ensure that they remain relevant, up-to-date and continue to achieve state and local objectives.

Under the *Planning and Environment Act 1987*, a planning authority prepares an amendment to a planning scheme. In most cases, this would be a local council but it could also be the Minister for Planning, another minister or public authority authorised by the Minister for Planning.

When amending a planning scheme, a council as planning authority must consider and ensure compliance with a number of relevant matters set out in the Act, the *Planning and Environment Regulations 2005*, the *Planning and Environment (Fees) Regulations 2000* and planning scheme. Adhering to these requirements is essential for avoiding unnecessary costs, delays and reviews by the Victorian Civil and Administrative Tribunal (VCAT), and for ensuring decisions made are open, fair and appropriate.

Purpose of the checklist

This checklist has been developed to assist councils in evaluating their extent of compliance with key aspects of the Act, Regulations and planning scheme in the processing of planning scheme amendments. The checklist reflects statutory procedures current as at May 2008, and was developed based on the work performed as part of our recent performance audit: *Victoria's Planning Framework for Land Use and Development* (May 2008).

Ongoing quality control and assurance reviews of a council's planning processes are important for ensuring that actions of council officers are transparent and appropriate and support the achievement of outcomes sought by the Act and planning scheme. The frequency of these reviews should be guided by the extent and significance of local issues identified through previous reviews.

To maximise the benefits gained from such reviews, this checklist should be applied to examining a sufficiently comprehensive and representative sample of planning scheme amendments undertaken in any given time period.

The checklist does not attempt to exhaustively address every legislative and planning scheme requirement. Instead, it focuses on the major stages of the amendment process and on determining whether the key statutory and planning scheme requirements associated with each of these stages were addressed by council when processing a planning scheme amendment.

As a guide for assisting councils to enhance their management of the amendment process, the checklist does not aim to replace the following material already developed or managed by the Department of Planning and Community Development (DPCD):

- Using Victoria's Planning System
- Practice and advisory notes
- Strategic Assessment Guidelines
- Continuous Improvement Review Kit.

The checklist should be used in conjunction with the references listed above and any other relevant DPCD guidance material.

Structure of the checklist

This checklist is divided into 8 sections, most of which represent a major stage in the amendment process. For each of these sections, the checklist includes the following information:

- a brief summary of the process being examined
- instructions on using the checklist, including a brief outline of its purpose in relation to the process being examined, the information needed to perform the assessment, and the key steps to be undertaken by the reviewer to complete the checklist
- the checklist itself, comprising the key questions to be addressed or answered for assessing the extent of compliance with the Act, Regulations or planning scheme.

Reviewers should familiarise themselves with the contents of these sections prior to using the checklist.

Using the results for continuous improvement

After applying the checklist to a representative sample of amendment files, the associated responses should be compiled and the results analysed. The focus of this analysis should be on identifying the:

- extent of compliance with key legislative and planning scheme requirements
- extent to which any local performance standards (if any) have been met (e.g., quality, cost or time)
- reasons underpinning any identified performance or compliance issues
- strategies and actions needed to enhance performance.

In relation to the last point above, these strategies and actions should form part of a continuous improvement program. The outcomes from subsequent quality control and assurance reviews should be used to assess the degree to which these actions and strategies have been successful in addressing issues and concerns identified from past reviews.

Acknowledgement

The Victorian Auditor-General's Office would like to acknowledge the assistance of Mr John Keaney and Mr John Glossop in the preparation of this document.



1 Preliminary examination

Summary of process

Prior to reviewing a completed planning scheme amendment against this checklist, the reviewer should perform a thorough preliminary examination of the amendment and associated file.

The purpose of the preliminary examination is to ensure that the reviewer forms an accurate understanding of the purpose of the amendment, which planning scheme provisions were affected and how, and the strategic justification for the amendment.

This information will assist the reviewer when assessing the amendment in subsequent sections of the checklist.

How to use the checklist

In order to undertake this task, the reviewer will require the complete amendment file including:

- the amendment request from a proponent (if any)
- plans, relevant strategic and policy documents including any other supporting material relevant to the amendment
- the explanatory report and associated council reports.

The critical steps in this exercise for the reviewer include:

- providing a plain English description of the nature of the amendment and what it is seeking to achieve
- identifying who initiated the amendment (i.e., council or external party)
- determining which planning scheme provisions were affected and/or changed as a result of the amendment
- determining the nature of any changes to planning scheme provisions arising from the amendment
- identifying the strategic basis of the amendment, including associated strategic and policy documents.



Checklist for preliminary examination

<p>Q1.1 What is the amendment seeking to achieve? <i>(Describe the nature of the amendment in plain English terms in the space opposite)</i></p>	Describe:
<p>Q1.2 Who was the proponent for this amendment? <i>(Specify if the proponent is the council or some other party)</i></p>	Provide details of proponent:
<p>Q1.3 Which planning controls were affected by this amendment? <i>(List the affected planning controls at the time the amendment was first lodged or considered)</i></p>	
<p>Q1.4 What changes were proposed by the amendment to the above planning controls? <i>(Describe proposed changes to any zones, overlays, particular provisions, local planning policy framework provisions, etc.)</i></p>	
<p>Q1.5 What is the strategic justification for the amendment? <i>(Identify the strategic documents, policies, etc. that have informed the amendment)</i></p>	



Example of completed preliminary examination

<p>Q1.1 What is the amendment seeking to achieve? <i>(Describe the nature of the amendment in plain English terms in the space opposite)</i></p>	<p>Describe: Inclusion of the Gumnut Town Centre Structure Plan into the planning scheme.</p>
<p>Q1.2 Who was the proponent for this amendment? <i>(Specify if the proponent is the council or some other party)</i></p>	<p>Provide details of proponent: Council</p>
<p>Q1.3 Which planning controls were affected by this amendment? <i>(List the affected planning controls at the time the amendment was first lodged or considered)</i></p>	<ul style="list-style-type: none"> • Planning scheme maps • Clause 21 (MSS) • Zone schedules • Overlay schedules
<p>Q1.4 What changes were proposed by the amendment to the above planning controls? <i>(Describe proposed changes to any zones, overlays, particular provisions, local planning policy framework provisions, etc.)</i></p>	<p>Changes to planning scheme maps to reflect town centre structure plan. Specifically:</p> <ul style="list-style-type: none"> • New Business 5 Zone • New Design and Development Overlay • Additional Development Plan Overlay <p>MSS change:</p> <ul style="list-style-type: none"> • Modified Clause 21.04-1 (objectives, strategies, implementation) • Clause 21.04-5 (insert Gumnut Town Centre Structure Plan) <p>Schedules:</p> <ul style="list-style-type: none"> • Modified Business 1 schedule • New Business 5 schedule • New Design and Development Overlay schedule (Schedule 1) • Additional Development Plan Overlay schedule (Schedule 2)
<p>Q1.5 What is the strategic justification for the amendment? <i>(Identify the strategic documents, policies, etc. that have informed the amendment)</i></p>	<p>Gumnut Town Centre Structure Plan (adopted 1 April 2007)</p>

2

Consideration of amendment request

Summary of process

An amendment to a planning scheme can be initiated by a council or requested by any person or external body normally referred to as a 'proponent'.

Section 8A of the Act requires a council (in its role as a planning authority) to obtain the authorisation of the minister to prepare an amendment to a planning scheme. Prior to seeking authorisation, a council should perform a preliminary investigation to establish that the amendment is necessary and complies with the requirements of the Act.

When considering or preparing an amendment, a council must prepare an explanatory report and consider a number of matters listed under Section 12(2) of the Act. These include:

- the minister's directions
- the Victoria Planning Provisions (VPP)
- any Municipal Strategic Statement, strategic plan, policy statement, code or guideline which forms part of the scheme
- any significant effects which the amendment might have on the environment, or the environment may have on any use or development proposed by the amendment
- any social and economic effects associated with the proposed amendment.

A report to council should also be prepared, clearly demonstrating a consideration of all the relevant issues, so as to enable it to make an informed decision on whether to support the amendment and seek the minister's authorisation.

When seeking authorisation to prepare an amendment, Section 8A(4) of the Act requires a planning authority to provide the following information to the minister:

- what the proposed amendment does, what land is affected by it, and why it is required
- how it implements the objectives of planning in Victoria
- how it addresses any environmental, social and economic effects
- how it complies with relevant minister's directions
- how it supports or implements the State Planning Policy Framework, Local Planning Policy Framework and Municipal Strategic Statement
- how it makes proper use of the VPP
- the known views of any relevant agency
- what impact it has on the resource/administrative costs of council.

A draft explanatory report in most cases will fulfil the above requirements. The minister may authorise the authority to prepare the amendment subject to any conditions, and must state whether the council is also authorised to approve it (following certification by the department), or if it should be resubmitted to the minister for approval.



How to use the checklist

The following checklist assesses:

- whether council assessed the strategic merits of the amendment and its compliance with the Act
- if statutory procedures relating to the seeking and granting of ministerial authorisation were observed.

To perform the assessment, the reviewer will require the complete amendment file including:

- the amendment request from a proponent (if any)
- plans, relevant strategic and policy documents including any other supporting material relevant to the amendment
- the explanatory report, associated council reports and minutes
- correspondence to and from the minister relating to the amendment.

To complete the checklist, the reviewer should determine:

- when the amendment was initiated and by whom
- whether council performed a preliminary investigation prior to proceeding with the amendment
- whether there is strategic justification for the amendment (based on Section 12 of the Act) and if the proponent's request, or council report, demonstrates this
- whether authorisation to prepare the amendment was requested by council and granted by the minister
- if council was authorised by the minister to approve the amendment.



Checklist for consideration of amendment request

Q2.1 When was the amendment initiated?

(Record date in space provided) (For proponent-initiated amendments, record the date the amendment request was received by the council. For council-initiated amendments, record the date it was first considered by council)

Date:

Q2.2 Did council undertake a preliminary investigation prior to preparing the amendment?

(Tick one response only)

(This might include a strategic plan prepared by the council that recommends a rezoning, etc.)

Yes (Describe below) No

Describe:

.....
.....
.....

Q2.3 Was a site inspection undertaken by council?

(Tick one response only)

(Check for evidence on file that this took place)

(Note: this is good practice, but not a statutory requirement)

If 'yes', record date of site inspection in space provided

Yes No

Date:

Q2.4 Who initiated the amendment?

(Tick one response only)

Council (**GO TO Q2.6**)

External party/proponent (**provide details of proponent below and GO TO Q2.5**)

Proponent details:

.....
.....
.....



Q2.5 Does the proponent’s amendment request address the matters identified in Ministerial Direction No. 11 listed below?

(Tick one response only for each item listed in table below)

(This information should be provided in the proponent’s explanatory report and/or a report provided with the request for planning scheme amendment)

Q2.6 Does the council report on the amendment request address the matters identified in Ministerial Direction No. 11 listed below?

(Tick one response only for each item listed in table below)

Item <i>(The following items are from Ministerial Direction No. 11: Strategic Assessment of Amendments)</i>	Q2.5 <i>(Proponent’s request addresses the matter)</i>	Q2.6 <i>(Council report addresses the matter)</i>
Why is an amendment required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does the amendment implement the objectives of planning in Victoria?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does the amendment address any environmental effects?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does the amendment address any relevant social and economic effects?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the amendment comply with the requirements of any minister’s direction applicable to the amendment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does the amendment support or implement the State Planning Policy Framework and any adopted state policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does the amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the amendment make proper use of the Victoria Planning Provisions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does the amendment address the views of any relevant agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were options other than a planning scheme amendment considered?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were the resource and administration costs arising from the planning scheme amendment considered?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Q2.7 Did the council undertake any discussions with DPCD in relation to the amendment, prior to requesting authorisation from the minister?</p> <p><i>(Tick one response only)</i></p> <p><i>(This can include correspondence, or verbal discussions)</i></p> <p>If ‘yes’, specify the date(s).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Date:	



Q2.8 Did council request authorisation from the minister to prepare the amendment in accordance with Section 8A(4) of the Act?

(Tick one response only)

Yes (GO TO Q2.9)

No (provide reasons below and GO TO Section 3 'Notification')

Reasons (e.g. does the amendment pre-date the authorisation procedure?):

.....
.....
.....

Q2.9 What was the date of the request?

(Record date in space provided)

Date:

Q2.10 Did the minister request further information from council before deciding whether or not to grant authorisation?

(Tick one response only)

If 'yes', record date in space provided

Yes (GO TO Q2.11)

No (GO TO Q2.12)

Date:

Q2.11 Did council provide the information requested by the minister?

(Tick one response only)

Yes — Record date provided: _____

No (Record reasons below)

Reasons:

.....
.....
.....

Q2.12 Did the minister authorise council to prepare the amendment?

(Tick one response only)

Yes — Record date provided: _____

No (Record reasons below and GO TO Section 3 'Notification')

Reasons:

.....
.....
.....

(Only ask Q2.13 and Q2.14 if minister authorised council to prepare amendment)

Q2.13 Did the minister also authorise council to approve the amendment?

(Tick one response only)

Yes No

Q2.14 Were there any conditions of authorisation?

(Tick one response only)

Yes No

Auditor comment:

List any issues raised during your assessment of this stage.

.....
.....
.....



3

Notification/public exhibition

Summary of process

The public exhibition stage of the amendment process is designed to enable any person affected by a proposed amendment to have the opportunity to make a submission.

A council (in its role as planning authority) is required under Section 17 of the Act to give copies of any amendment it prepares including the explanatory report and any other relevant document to:

- a municipal council, if the amendment applies to its municipal district
- the Minister for Planning
- any other person whom the minister specifies.

It is also required, under Section 19 of the Act, to give notice of its preparation of the amendment to the following persons:

- every minister, public authority and municipal council that it believes may be materially affected
- the owners and occupiers of land that it believes may be materially affected
- any minister, public authority, municipal council or person prescribed in the Regulations
- owners and occupiers of land benefited by a registered restrictive covenant, proposed to be removed or varied by the amendment
- the minister administering the *Land Act* 1958 if the amendment provides for the closure of a road wholly or partly on Crown land.

Notice must be given in a manner that is consistent with the requirements set out in the regulations, and a council must publish a notice of any amendment it prepares in a newspaper circulating in the area affected by amendment. It must also:

- cause notice of an amendment affecting a restrictive covenant to be given by placing a sign on the land affected by the amendment
- publish a notice of the preparation of the amendment in the Victorian Government Gazette
- set a closing date for submissions which must not be less than one month from the date notice is given in the Victorian Government Gazette.

Under Section 20 of the Act, the minister has the power to exempt a council from any requirement to give notice, with the exception of giving notice to prescribed ministers, and in those cases where the amendment affects land set aside for public purposes. The minister also has the authority to exempt him or herself from any of the notice requirements if the minister considers compliance with those requirements is not warranted.

When giving notice of an amendment, it is important for a council to ensure that the requirements of the Act and Regulations have been fully satisfied. A failure to do so can lead to the process being challenged at VCAT, resulting in delays and increased costs for councils and proponents.

How to use the checklist

The following checklist assesses:

- whether notice of the preparation of the amendment was given to all prescribed parties
- if notice was given in a form consistent with the requirements of the Act
- if council was exempt from any of the requirements to give notice
- if council determined who would be materially affected by the amendment
- if key prescribed processes for giving notice were observed.

The following information will be required to perform the assessment:

- a list of those notified
- details of the reasons for giving notice
- a copy of the 'notice' given to relevant parties
- copies of prescribed letters to ministers
- evidence of any exemptions from giving notice
- a copy of the notice published in the newspaper
- a copy (and record of the date) of the notice in the Victorian Government Gazette
- the amendment file.

To complete the checklist, the reviewer should determine:

- who received copies of the amendment
- what specific exemptions (if any) from the requirements to give notice were provided by the Minister for Planning
- if notice was given to all prescribed parties and, if not, the reasons why
- whether the amendment was advertised in accordance with the requirements of the Act and Regulations
- if submissions were received about the amendment and acknowledged by council.



Checklist for notification/public exhibition

Q3.1 Did council provide a copy of the amendment, including explanatory report and all supporting documents to each of the prescribed parties listed below (see Section 17 of the Act)?

(Tick one response only for each item listed below) (If 'no', provide reasons in the space provided)

<p>Every municipal council, where the amendment applies to its municipal district</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>The Minister for Planning</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Other persons (if any) specified by the Minister for Planning</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>

Q3.2 Did the minister exempt council from any of the requirements to give notice under Section 19 of the Act?

(Tick one response only)

(If 'yes', provide details of any exemptions granted. This should be in the form of a letter from the Minister for Planning)

Yes (Provide details of specific exemptions below) No

Describe:

.....

.....

.....

Q3.3 Is there any evidence that council considered who would be materially affected by the amendment?

(Tick one response only)

Yes No

Q3.4 Is council's assessment of who is materially affected by the amendment clearly documented?

(Tick one response only)

Yes No (If 'no', provide reasons in the space provided)

Reason:

.....

.....

.....



Q3.5 Did council give notice of the preparation of the amendment to each of the parties prescribed under Section 19 of the Act listed below?

(Tick one response only for each party listed in table below) (If 'no', provide reasons in space provided)

Every minister, public authority and municipal council that it believes may be materially affected by the amendment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt	Reasons (if 'no'):
Owners and occupiers of land it considers materially affected by the amendment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt	Reasons (if 'no'):
Owners of land where the amendment provides for the reservation of that land for public purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Exempt	Reasons (if 'no'):
Owners and occupiers of land benefited by a registered restrictive covenant, if the amendment provides for the removal or variation of the covenant?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Exempt	Reasons (if 'no'):
The minister administering the <i>Land Act 1958</i> if the amendment provides for the closure of a road wholly or partly on Crown land?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Reasons (if 'no'):
Owners of land where the amendment provides for the closure of a road which provides access to that land?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Exempt	Reasons (if 'no'):
Every municipal council, where the amendment affects its municipal district?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Exempt	Reasons (if 'no'):
The minister administering the <i>Conservation, Forests and Lands Act 1987</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reasons (if 'no'):



Q3.5 continued

<p>The minister administering the <i>Catchment and Land Protection Act 1994</i>?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>The minister administering the <i>Sustainable Forests (Timber) Act 2004</i>?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>The minister administering the <i>Mineral Resources Development Act 1990</i>?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>The minister administering the <i>Extractive Industries Development Act 1995</i>?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>The minister administering the <i>Pipelines Act 1967</i>?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>

<p>Q3.6 Was notice of the amendment published in a newspaper circulating in an area affected by the amendment? <i>(Tick one response only)</i> If 'yes', record date published</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date:</p>
<p>Q3.7 If the amendment affected a restrictive covenant, was notice given by placing a sign on the land affected by the amendment? <i>(Tick one response only)</i> If 'yes', record date published</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Date:</p>
<p>Q3.8 For amendments <u>not</u> affected by a restrictive covenant, was notice given by placing a sign on the land affected by the amendment? <i>(Tick one response only) (Note: this is good practice, not a statutory requirement)</i> If 'yes', record date published</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date:</p>
<p>Q3.9 Was the amendment available to be reviewed during the exhibition period at all council offices? <i>(Tick one response only)</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>



Q3.10 Was notice of the preparation of the amendment published in the Victorian Government Gazette?

(Tick one response only)

If 'yes', record date published

Yes No

Date: _____

Q3.11 Did the notice set a closing date for submissions which was at least one month from the date notice was published in the Victorian Government Gazette?

(Tick one response only)

Yes No

Q3.12 Did the notice of the preparation of the amendment address the following requirements of Regulation 9 listed below?

(Tick one response only for each item in table below)

Did it give the title of the amendment?

Yes No

Did it include a brief description of the effect of the amendment?

Yes No

Did it indicate the land affected (e.g. by map)?

Yes No

Did it state where the amendment may be inspected?

Yes No

Did it give the name and address of the planning authority for the receipt of submissions?

Yes No

Q3.13 Were submissions received as a result of the notice of the preparation of the amendment?

(Tick one response only) (Note: submissions must be in writing)

Yes (Record number of submission below) No

Write-in total number of submissions received (as shown on file): _____



Q3.14 Is the total number of submissions on file consistent with those mentioned in the council report?

(Tick one response only)

(Cross-reference the number of submissions on the file with the number listed in the council report)

Yes No (Provide reasons below)

Reason:

.....
.....
.....

Q3.15 Were late submissions considered after the public exhibition period as permitted under the Act?

(Tick one response only)

(A late submission is a submission received after the exhibition period has expired)

Yes No

Q3.16 Were all submissions acknowledged in writing?

(Tick one response only) (Note: this is good practice, not a statutory requirement)

Yes No

Auditor comment:

List any issues raised during your assessment of this stage.

.....
.....
.....
.....
.....

4 Assessment following notification/ public exhibition

Summary of process

Following the public notification stage, a report to council should be prepared recommending the course of action to be taken based on a consideration of all relevant matters and submissions received.

The report to council should consider any planning scheme controls relevant to the amendment (i.e. zones and overlays, etc.), and the matters listed under Section 12 of the Act (see Section 2 of this checklist).

The report should also demonstrate a consideration of the issues raised by all submitters (if any) as required by Section 22 and Section 23 of the Act, and present options including a recommended course of action that may include:

- modifying the amendment in accordance with changes sought by submitters (if any)
- referral to panel if changes sought by submitters are not supported by council
- abandoning the amendment
- adopting the amendment, and seeking the minister's approval, or certification from the Secretary of DPCD (if council has been authorised to approve the amendment).

As indicated by the options available above, some proposed amendments may not eventuate as they can be abandoned by council following the public exhibition stage.

How to use the checklist

The following checklist assesses:

- whether council considered the matters identified by Ministerial Direction No. 11 and the Strategic Assessment Guidelines
- whether the issues (if any) raised by submitters were considered
- if the officer report prepared following the public exhibition stage demonstrates a balanced consideration of the amendment
- if the decision made following the public exhibition stage was consistent with the instrument of delegation and the Act.

To perform the assessment, the reviewer will require the complete amendment file including:

- plans, relevant strategic and policy documents including any other supporting material relevant to the amendment
- relevant officer/council reports prepared following exhibition, including minutes of any associated meetings
- copies of submissions received, including details of processes used (if any) to resolve any issues raised by submitters
- a copy of the instrument of delegation.

To complete the checklist the reviewer should determine:

- if all prescribed matters were considered by council when assessing the amendment following public exhibition
- if the views of all submitters were considered
- council's decision following the public exhibition stage and if it was in accordance with the instrument of delegation and the Act.



Checklist for assessment following notification/public exhibition

Q4.1 Does the council report on the amendment following the notification/public exhibition stage address the matters identified in Ministerial Direction No. 11 listed below?

(Tick one response only for each item listed below) (If 'no', provide reasons in space provided)

(The following items are taken from Ministerial Direction No.11 and the Strategic Assessment Guidelines and should be considered at each key stage of the process)

<p>Why is an amendment required?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>How does the amendment implement the objectives of planning in Victoria?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>How does the amendment address any environmental effects?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>How does the amendment address any relevant social and economic effects?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Does the amendment comply with the requirements of any minister's direction applicable to the amendment?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>How does the amendment support or implement the State Planning Policy Framework and any adopted state policy?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>How does the amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>



Q4.1 continued

<p>Does the amendment make proper use of the Victoria Planning Provisions?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>How does the amendment address the views of any relevant agency?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>What were the resource and administration costs arising from the amendment?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Reasons (if 'no'):</p> <p>.....</p> <p>.....</p> <p>.....</p>

Q4.2 **Were the implications of any proposed changes to planning scheme provisions (e.g., zones, overlays, etc.) clearly considered in the officer report?**
(Tick one response only)
 If 'no', provide reasons:

Yes No

Q4.3 **Were the issues raised by submitters (if any) relevant to the proposal clearly considered in the officer report?**
(Tick one response only)
 If 'no', provide reasons:

Yes No N/A

Q4.4 **What process (if any) did council use to resolve concerns raised in submissions?**
(Multiple response permitted)

- Officer discussion
- Officer/councillor discussion
- Formal mediation process
- Council committee
- Other (specify):
- Not applicable (i.e., no concerns or submissions)



<p>Q4.5 Does the officer report demonstrate a consideration of options (e.g., modify, abandon, request Panel, etc.)? <i>(Tick one response only)</i></p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>Q4.6 Does the officer report demonstrate a balanced consideration of the amendment taking into account Ministerial Direction No. 11 and the Strategic Assessment Guidelines? <i>(Tick one response only)</i> <i>(Consider earlier responses to Q4.1 through Q4.4)</i></p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>Q4.7 Does the officer report discuss compliance with the conditions of authorisation (if any)? <i>(Tick one response only)</i></p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p>
<p>Q4.8 What was council's decision following the notification/public exhibition stage? <i>(Tick one response only)</i> <i>(Note: if the amendment was partly adopted/abandoned describe details under response for "Other")</i></p> <p><input type="checkbox"/> Adopt the amendment unchanged</p> <p><input type="checkbox"/> Modify the amendment and then adopt</p> <p><input type="checkbox"/> Request panel hearing to consider submissions</p> <p><input type="checkbox"/> Abandon the amendment</p> <p><input type="checkbox"/> Other (specify):</p>	
<p>Q4.9 What was the date of the decision? <i>(Record date of decision in space provided)</i></p>	<p>Date:</p>
<p>Q4.10 Was the decision consistent with the officer's recommendation? <i>(Tick one response only)</i></p> <p>If 'no', provide reasons:</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>



Q4.11 Who made the decision?

(Tick one response only)

(Note: the decision to adopt an amendment cannot be delegated by council under Section 188(2)(a) of the Act)

- Planning officer under delegation
- Director/CEO under delegation
- Committee of officers under delegation
- Committee of councillors/officers under delegation
- Council
- Other (specify):

.....

.....

.....

Q4.12 Was the decision made in accordance with the instrument of delegation?

(Tick one response only)

If 'no', provide reasons:

.....

.....

.....

Yes No

Q4.13 Did council inform the proponent (if any) of its decision?

(Tick one response only)

(Note: this is good practice, not a statutory requirement).

Yes No N/A

Q4.14 Did council inform all submitters (if any) of its decision?

(Tick one response only)

(Note: this is good practice, not a statutory requirement).

Yes No N/A

Auditor comment:

List any issues raised during your assessment of this stage.

.....

.....

.....

.....

.....



5 Panel hearings

Summary of process

Submissions that seek a change to an amendment that are not accepted by a council (in its role as a planning authority), must be referred to a panel appointed by the minister under Section 23 of the Act (unless council decides to abandon the amendment).

A panel must give submitters an opportunity to be heard. It must also hear anyone else nominated by the minister or council. Under Section 158 of the Act, a council must provide secretarial and other support required by the panel. It is good practice for a council to write to submitters advising them of the venue, date and time of hearing, and include a 'Request to be Heard' form for completion by submitters wishing to be heard, as well as information about the panel process.

A council should also provide panel members with key documents required to carry out their functions, including copies of:

- the amendment and explanatory report
- submissions received
- the planning scheme (or relevant extracts)
- all relevant council reports/strategic documents.

Section 161(2) of the Act empowers a panel to request any documents relevant to the amendment from council or any other party.

Following consideration of the matter, the panel must report its findings and recommendations to the council, who must then decide what action to take. A council is required under Section 26 of the Act to make the panel's report publicly available no longer than 28 days after receiving it.

How to use the checklist

The following checklist assesses:

- whether council requested the minister to appoint an independent panel
- whether all parties were given an opportunity to be heard by an independent panel
- whether council assisted the panel by providing all necessary documentation and information
- the outcome of the panel process.

To perform the assessment, the reviewer will require the complete amendment file including:

- details of all council's correspondence with the panel and submitters
- copy of council's submission to the panel
- copies of all submissions made to the panel
- copy of the panel report
- evidence of the public release of the panel report.

To complete the checklist, the reviewer should determine:

- the dates the panel hearing was requested by council, approved by the minister, and was held
- if all submitters were notified of the hearing
- whether all relevant documentation was provided to the panel by council
- what the panel's recommendation was and when council made the panel report publicly available.



Checklist for panel hearing

<p>Q5.1 Was a panel hearing held for this amendment? <i>(Tick one response only)</i></p>	<p><input type="checkbox"/> Yes (GO TO Q5.2) <input type="checkbox"/> No (Skip to section 6)</p>
<p>Q5.2 When did council decide to request the appointment of a panel? <i>(Tick one response only)</i> <i>(Refer to minutes of council meeting and record date of decision in space provided)</i></p>	<p>Date:</p>
<p>Q5.3 When did council send its request for the appointment of a panel to the minister? <i>(Refer to letter from council and record date of decision in space provided)</i></p>	<p>Date:</p>
<p>Q5.4 When did the minister advise council of the appointment of the panel? <i>(Refer to letter from minister and record date of decision in space provided)</i></p>	<p>Date:</p>
<p>Q5.5 Was a directions hearing held? <i>(Tick one response only)</i> If 'yes', record date in space provided</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Date:</p>
<p>Q5.6 What was the date of the panel hearing? <i>(Record date in space provided)</i></p>	<p>Date:</p>
<p>Q5.7 Did council notify all submitters about the panel hearing? <i>(Tick one response only)</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Q5.8 Did council provide submitters with the following: <i>(Tick one response only for each item listed below)</i></p>	
<p>'Request to be Heard' form?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Information about the panel process?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Confirmation of hearing letter?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Q5.9 What was the total number of hearing days? <i>(Record number of days in space provided)</i></p>	<p>Days:</p>



Q5.10 Was the following information provided to the panel:

(Tick one response only for each item listed below)

Copy of the amendment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explanatory report?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Planning scheme extracts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
All relevant council reports (i.e., initial, post exhibition, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Relevant strategic documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Submissions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hearing details?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other items specifically requested by the panel? Specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Q5.11 Is a copy of council's submission to the panel on file? <i>(Tick one response only)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Q5.12 Is a copy of all other submissions to the panel on file? <i>(Tick one response only)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Q5.13 When did council receive the panel report? <i>(Record date in space provided)</i>	Date:
Q5.14 Is a copy of the panel report on file? <i>(Tick one response only)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Q5.15 Did council make the panel report publicly available within 28 days of receipt? <i>(Tick one response only)</i> <i>(Record date report made publicly available in space provided)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No Date:

Q5.16 What was the panel's recommendation?

(Tick one response only)

- Adopt amendment as exhibited
- Modify the amendment and then adopt
- Abandon the amendment
- Other (specify):

.....
.....
.....



Q5.17 What was council's decision following the panel hearing?

(Tick one response only)

(Note: if the amendment was partly adopted/abandoned describe details under response for "Other")

- Adopt the amendment as exhibited
- Modify the amendment in accordance with the panel's recommendations and then adopt
- Abandon the amendment
- Other (specify):

.....

.....

.....

Q5.18 What was the date of council's decision?

(Record date of decision in space provided)

Date:

Q5.19 Was the decision consistent with the panel's recommendation?

(Tick one response only)

If 'no', provide reasons:

Yes No

.....

.....

.....

Q5.20 Who made the decision?

(Tick one response only)

(Note: the decision to adopt an amendment cannot be delegated by council under Section 188(2)(a) of the Act)

- Planning officer under delegation
- Director/CEO under delegation
- Committee of officers under delegation
- Committee of councillors/officers under delegation
- Council
- Other (specify):

.....

.....

.....

Auditor comment:

List any issues raised during your assessment of this stage.

.....

.....

.....

.....

.....



6 Adoption and approval

Summary of process

Under Section 188(2)(a) of the Act, adoption of an amendment cannot be delegated, and must be made by resolution of full council. Also, an amendment can only be adopted by council if it hasn't lapsed. This will usually be the case if less than two years have elapsed from when notice of preparation of the amendment was first published in the Victorian Government Gazette.

Once adopted, the amendment must then be submitted to the minister for approval, or to DPCD for certification (if the council was authorised by the minister to approve it). The Act also requires that amendment documents be lodged with relevant authorities before notice of approval is published in the Victorian Government Gazette. Relevant authorities include:

- the responsible authority
- the municipal council to which the amendment applies (if not the responsible authority)
- any other person(s) specified by the minister.

Once approved, the minister must also publish a notice of the approval of an amendment in the Victorian Government Gazette and may also require a council to give notice of the approval. The Act also requires the minister to table a Notice of Approval of an amendment in both houses of parliament within 10 sitting days after it has been approved. The notice must state whether the minister has exempted the planning authority or himself or herself from any of the notification requirements set out in the Act.

Persons who believe that they have been substantially or materially affected by a failure of the minister, a planning authority, or panel to comply with the Act in relation to an amendment that has not yet been approved may refer the matter to VCAT. However, once approved, an amendment cannot be invalidated by any failure to comply with parts of the Act relating to exhibition and notification, public submissions, adoption and approval of the amendment, and the panel process.

How to use the checklist

The following checklist assesses:

- whether the full council considered the amendment
- the outcome of the council resolution
- the decision of the minister
- If notice of the approval of the amendment and all associated documentation was prepared in accordance with the Act.

To perform the assessment, the reviewer will require the complete amendment file including:

- copies of all public notices relating to the approval of the amendment
- copy of the council resolution
- details of all correspondence and documentation between council and the minister after adoption.

To complete the checklist, the reviewer should determine:

- the nature of council's decision, and if it was made in accordance with the Act
- whether the amendment had lapsed at the time of council's decision
- if council was authorised by the minister to approve the amendment
- if the amendment was submitted to the minister for approval, or to DPCD for certification.



Checklist for adoption and approval

<p>Q6.1 Was the amendment adopted by full council? <i>(Tick one response only)</i></p> <p><i>(Consider answers to Q4.8, Q4.11, Q5.17 and/or Q5.20, and provide reasons if 'no')</i></p> <p><i>(Note: under Section 188(2)(a) the decision to adopt an amendment cannot be delegated)</i></p> <p>If 'no', provide reasons:</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Q6.2 Did council adopt the amendment within 2 years from when notice of the preparation of the amendment was published in the Victorian Government Gazette? <i>(Tick one response only)</i></p>	<p><input type="checkbox"/> Yes (GO TO Q6.5) <input type="checkbox"/> No (GO TO Q6.3)</p>
<p>Q6.3 Did council request an extension of time from the minister to adopt the amendment? <i>(Tick one response only)</i></p>	<p><input type="checkbox"/> Yes (GO TO Q6.4) <input type="checkbox"/> No (GO TO Q6.5)</p>
<p>Q6.4 Was the request for an extension of time made within one month of expiry of the amendment? <i>(Tick one response only)</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Q6.5 Was council authorised by the minister under Section 11 of the Act to approve the amendment? <i>(Tick one response only)</i></p>	<p><input type="checkbox"/> Yes (GO TO Q6.6) <input type="checkbox"/> No (GO TO Q6.9)</p>
<p>Q6.6 Did council submit the amendment to the Secretary of DPCD for certification? <i>(Tick one response only)</i></p> <p>If 'yes', record date in space provided</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date:</p>
<p>Q6.7 Did the Secretary of DPCD certify the amendment? <i>(Tick one response only)</i></p> <p>If 'yes', record date in space provided.</p> <p>If 'no', provide reasons:</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p><input type="checkbox"/> Yes (Record date below and GO TO Q6.8) <input type="checkbox"/> No</p> <p>Date:</p>



Q6.8 Did council approve the amendment following certification from the Secretary of DPCD?

(Tick one response only)

If 'yes', record date in space provided.

If 'no', provide reasons:

.....

Yes No

Date:

Q6.9 Did council submit the amendment to the minister for approval?

(Tick one response only)

If 'yes', record date in space provided

Yes No

Date:

Q6.10 Did the minister approve the amendment?

(Tick one response only)

If 'yes', record date in space provided.

If 'no', provide reasons:

.....

Yes No

Date:

Q6.11 When was notice of the approval of the amendment published in the Victorian Government Gazette?

(Record date in space provided)

Date:

Q6.12 Did council lodge the amendment documentation with all relevant authorities prior to notice of approval being published in the Victorian Government Gazette?

(Tick one response only)

Yes No

Q6.13 Did the minister require council to give notice of approval of the amendment?

(Tick one response only)

If 'yes', provide reasons:

.....

Yes **(Record details below and GO TO Q6.14)**
 No **(GO TO section 7)**



(Only ask Q6.14 if minister required council to give notice of approval)

Q6.14 Did council give notice of the approval of the amendment as required by the minister?

(Tick one response only)

Yes No

If 'no', provide reasons:

.....
.....
.....

Auditor comment:

List any issues raised during your assessment of this stage.

.....
.....
.....
.....
.....



7 Fees

Summary of process

The *Planning and Environment (Fees) Regulations 2000* prescribe the fees that must be paid for different stages of the amendment process, unless they are waived or rebated by council or the minister.

Figure 7A: Prescribed fees for planning scheme amendments by stage of process

Stage	Prescribed fee (\$)	Paid by	Paid to
Consideration of amendment request that involves submissions that do not seek a change to the amendment	700	Proponent	Council
Consideration of amendment request that involves submissions which seek a change to the amendment	700	Proponent	Council
Fee for panel hearing	(a)	(b)	Panel
Adoption of amendment by council and submission to minister for approval	460	Proponent	Council
Ministerial consideration of request to approve amendment	700	Proponent	Minister

(a): Determined by minister

(b): Paid by council unless otherwise directed by minister. Council may ask the proponent to contribute.

Source: *Planning and Environment (Fees) Regulations 2000*.

Where the amendment has a proponent, the proponent should be advised at the amendment request stage about the processes of council to identify and collect fees. Councils should also ensure that relevant staff are fully aware of the fee provisions within the Act and Regulations and that prompt action is taken to ensure that all relevant fees are paid and accurate records kept on file.

How to use the checklist

The following checklist assesses:

- if council collected the requisite fees for each stage of the amendment process
- if there is evidence of fee payment on file.

The following information will be required to perform the assessment:

- a copy of the council 'running sheet' on the amendment showing fee payments for key stages in the process
- receipts or relevant records demonstrating the payment of fees.

To complete the checklist, the reviewer should determine if the fee for:

- consideration of an amendment request that involves submissions that do not seek a change to the amendment was paid (where relevant)
- consideration of an amendment request that involves submissions which seek a change to the amendment was paid (where relevant)
- the panel hearing was paid (where relevant)
- the adoption of an amendment by council and submission to minister for approval was paid (where relevant)
- ministerial consideration of request to approve an amendment was paid (where relevant).



Checklist for fees

Q7.1 Were the prescribed fees for the following events in the amendment process paid?

(Tick one response only for each item listed below and record details of fees charged or paid where relevant)

(Refer to Planning and Environment (Fees) Regulations 2000 as required)

Q7.2 For each event where a fee was paid, is a copy of the receipt on file?

(Tick one response only for each item listed below)

Event	Q7.1						Q7.2
Consideration of amendment request that involves submissions that do not seek a change to the amendment?	<input type="checkbox"/> Yes, in full	<input type="checkbox"/> Yes, in part	<input type="checkbox"/> No payment received	<input type="checkbox"/> N/A	Fee charged \$	Fee paid \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Consideration of amendment request that involves submissions which seek a change to the amendment?	<input type="checkbox"/> Yes, in full	<input type="checkbox"/> Yes, in part	<input type="checkbox"/> No payment received	<input type="checkbox"/> N/A	Fee charged \$	Fee paid \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Panel hearing?	<input type="checkbox"/> Yes, in full	<input type="checkbox"/> Yes, in part	<input type="checkbox"/> No payment received	<input type="checkbox"/> N/A	Fee charged \$	Fee paid \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Adoption of amendment by council and submission to minister for approval?	<input type="checkbox"/> Yes, in full	<input type="checkbox"/> Yes, in part	<input type="checkbox"/> No payment received	<input type="checkbox"/> N/A	Fee charged \$	Fee paid \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ministerial consideration of request to approve amendment?	<input type="checkbox"/> Yes, in full	<input type="checkbox"/> Yes, in part	<input type="checkbox"/> No payment received	<input type="checkbox"/> N/A	Fee charged \$	Fee paid \$	<input type="checkbox"/> Yes <input type="checkbox"/> No



8

Calculating amendment processing time

The following table is provided to assist with calculating the elapsed days taken to process the amendment.

Amendment stages <i>(These are the key stages in the planning scheme amendment process)</i>	Record Date <i>(If any stage was not required, simply write 'N/A')</i>
Amendment requested	
Reported to the council	
Authorised by minister	
Exhibited	
Considered by council	
Panel requested	
Date panel report received by council	
Council decision following receipt of council report	
Forwarded to minister for approval	
Forward to Secretary of DPCD for certification (if relevant)	
Council approval of amendment (if authorised to do so)	
Decision to approve	
Date amendment appears in the Victorian Government Gazette	
Calculate total <u>elapsed</u> days	

What were the main factors that influenced the total elapsed days?

Describe:

.....

.....

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.....

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