

Port Melbourne Affordable Housing Project Planning Assessment Panel

Terms of Reference

Purpose

The panel has been established as a special committee by the Council under section 86 of the *Local Government Act* to decide on the planning application expected to be received from the Port Phillip Housing Association in relation to the 121 Liardet St / Kyme Place site in Port Melbourne.

Objectives

1. To decide on any planning application from the Port Phillip Housing Association or its agent received in relation to the site at 121 Liardet Street and Kyme Place, Port Melbourne, in accordance with the *Planning & Environment Act 1987* and relevant policies and guidelines of the council
2. To consider whether external independent assessment report or reports should be commissioned relating to the assessment of the planning application, and to request council officers to commission independent assessment report or reports up to the value of \$20,000

Delegation

3. This committee has delegated powers as set out in the instrument of delegation.

Membership

4. The committee will be appointed by the Council and will consist of
 - a) Two paid independent planning experts, one of which shall chair the panel
 - b) Two local residents or traders, appointed by the council following public advertisement in local newspapers
 - c) One councillor of the City of Port Phillip.
5. In the light of recent case law, no person will not be appointed to any position at 4(a), 4(b) or 4(c) if: the person has made a submission to the Kyme Place sale/transfer of land process; their submission addressed statutory planning matters; and their submission suggested prejudgement of the decision to issue a planning permit.
6. The chairperson of the Panel shall be appointed by the Council and shall be one of the two independent planning experts referred to at 4(a) above.

Meetings & meeting procedure

6. The Port Phillip Meetings Procedure Local Law will apply to this panel as if it were a special committee of councillors except the following sections:
 - d) Section 7(a) – Quorum at Meetings
 - e) Section 8 (a) (i) – Dates, times and places of meetings

- f) Section 8 (d) – Order of Business
- g) Section 8 (e) (ii) – Circulation of minutes
- h) Section 18 (j) – Casting vote in the event of an equality of votes

7. Quorum for panel meetings will be three members.

8. Meeting dates may be set by the chairperson of the committee in consultation with council officers, or by a vote of the committee.

9. Meetings shall be advertised in local newspapers prior to the meetings and agenda papers and minutes will be made publicly available online.

10. The committee can determine its own order of business.

11. In the event of an equality of votes the chairperson shall have no casting vote and the motion will be lost.

Reporting

12. Minutes of committee meetings will be provided to the Council after each meeting.

Term

13. This committee will operate until eighteen months from the date of the council resolution establishing the committee, unless earlier revoked or amended by the Council.