



Council Policy

Statutory Planning Applications – Referral to Council Policy

Department/Unit	Planning & Environment	First Implemented	20 October 2015	Review Date	August 2028
Origin	Senior Coordinator Planning	Reviewed	June 2026	Version	5
Authorising Officer	Endorsement by Council	Effective From	18 August 2026	Records Reference	E1533

Purpose/Objective

Mansfield Shire Council (Council), as a Responsible Authority, has powers under the *Planning and Environment Act 1987* to grant, refuse or amend applications for planning permits under the Mansfield Planning Scheme.

The purpose of this Policy is to outline appropriate processes for referring Development Plan applications and/or planning permit applications to Council for determination.

Policy Statement

This Policy confirms that only planning permit applications and planning permit amendment applications will result in a determination by Council, where any of the following apply:

- ▶ Where five (5) or more objections are received and remain unresolved;
- ▶ Where the dollar (\$) value of the estimated cost of development exceeds \$3 Million;
- ▶ Where the application is lodged by or on behalf of a Council employee, except in the instance of a VicSmart application;
- ▶ Where the application is lodged by* or on behalf of a current Councillor, except where the application is lodged by a Councillor acting as a consultant on behalf of another person/applicant.
- ▶ Where the officer recommendation is to refuse the application, except when any of the following apply:
 - Proposal is prohibited by the Mansfield Planning Scheme
 - Proposal does not comply with encumbrances, caveats and notices on Title
 - Application is for an extension of time and the tests for assessing such applications (known as the Kantor Principles, *Kantor v Murrindindi 1997*) have not been, or cannot

be, met

- A Determining Referral Authority has directed a Refusal be issued
- A Recommending Referral Authority has objected to the proposal

This Policy confirms that only Development Plan and Development Plan Amendment applications will result in a determination by Council, where any of the following apply:

- ▶ Which proposes a development of eight (8) or more lots;
- ▶ Where the officer recommendation is to refuse the application, except when the proposal does not comply with encumbrances, caveats and notices on Title;
- ▶ Where the application is lodged by or on behalf of a Council employee;
- ▶ Where the application is lodged by* or on behalf of a current Councillor, except where the application is lodged by a Councillor acting as a consultant on behalf of another person/applicant.

There may be examples where officers believe determination by Council is more appropriate, notwithstanding that the circumstances have not necessarily triggered the need for referral of the application to Council for determination and this will also enhance the transparency of decision making.

Council will retain its ability to 'call up' any application for determination and will be assisted in this regard by regular circulation of a list of newly lodged planning applications, together with the ability of Councillors to attend consultative meetings should they choose to do so.

A list of triggers for the referral of an Application to Council is attached to this Policy (appendix A).

Scope

This policy applies to all Planning Permit, Planning Permit Amendment, Development Plan and Development Plan Amendment Applications submitted to Council in accordance with the *Planning and Environment Act 1987*.

This policy applies to Councillors and Council officers who are specifically delegated under the *Planning and Environment Act 1987*.

Council has delegated many statutory planning powers under the *Planning and Environment Act 1987* to grant, refuse or amend applications for planning permits under the Mansfield Planning Scheme to Council officers.

Definitions

Term	Definition
Council	Mansfield Shire Council
Planning Permit	a legal document that allows a certain use or development to proceed on a specified parcel(s) of land.

Term	Definition
Trigger	make cause to forward a Planning Application to the Council for determination.

Responsibilities

Overall responsibility for the application of this Policy is held by the Chief Executive Officer.

Council Officers, as delegated under the *Planning and Environment Act 1987*, are responsible for adhering to and implementing this policy and any associated procedures.

The Planning Department is the owner of this policy. Any reviews of this Policy must be made in consultation with the Senior Coordinator Planning.

References / Related P

- ▶ *Planning and Environment Act 1987*
- ▶ Mansfield Planning Scheme
- ▶ Mansfield Shire Council Instrument of Appointment and Authorisation – Planning and Environment Act 1987 (Schedule 11A)
- ▶ Mansfield Shire Council S14 Instrument of Delegation by CEO for VicSmart Applications under the Planning and Environment Act 1987
- ▶ Mansfield Shire Council Councillor Interaction with Lobbyists, Developers and Submitters Policy

Gender Impact Assessment

The Statutory Planning Applications – Referral to Council has considered the Gender Equality Act 2020 in its preparation but is not relevant to its content. The Policy has been assessed as not requiring a Gender Impact Assessment (GIA). The Policy is purely administrative in nature and does not benefit any one gender group over any other.

Implementation

This Policy is effective from 18 August 2026.

Review Date

This Policy is to be reviewed by August 2028.

Authorisation to Implement Policy

Signed: _____

Councillor

Witnessed: _____

Chief Executive Officer

Approval dated: 18 August 2026

Mansfield Shire Council reserves the right to review, vary or revoke this Policy at any time.

DRAFT

Appendix A: Triggers for the Referral of a Planning Application to Council for Determination

Type of application	'Trigger' for referral of the application to Council
Development Plan applications triggered by a Development Plan Overlay (DPO) in the planning scheme <u>OR</u> applications to amend an approved Development Plan <i>*Except where the application is lodged by a Councillor acting as a consultant on behalf of another person/applicant</i>	▶ Proposals to develop land for eight (8) or more lots; and/or ▶ Where officers recommend Refusal of an application; and/or ▶ Where the application is lodged by* or on behalf of a Council employee; and/or ▶ Where the application is lodged by* or on behalf of a current Councillor
Planning Permit Applications <i>*Except where the application is assessed under the VicSmart provisions</i> <i>**Except where the application is lodged by a Councillor acting as a consultant on behalf of another person/applicant</i>	▶ Where five (5) or more objections are received and unresolved; and/or ▶ Where the dollar (\$) value of the estimated cost of development exceeds \$3 Million; and/or ▶ Where the application is lodged by or on behalf of a Council employee*; and/or ▶ Where the application is lodged by** or on behalf of a current Councillor ▶ Where officers recommend Refusal of an application, except where:- • the use and or development proposed by an application is prohibited by the Mansfield Planning Scheme • the application is for an extension of time to a permit but the tests for assessing such applications (known as the Kantor Principles) have not been, or cannot be, met • Council has been directed to refuse an application by a determining authority • A recommending authority objects to the proposal