



Planning Panels Victoria

Department of Transport and Planning

1 Spring Street
Melbourne Victoria 3000
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Melbourne, Victoria 3001
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18 October 2024

Dear Submitter

Draft Amendment C273hume – Greenvale North (Part 2) Precinct Structure Plan (PSP)

We are writing to you because you made a submission to the above draft Amendment. The Victorian Planning Authority (VPA) has referred your submission to the VPA Projects Standing Advisory Committee. Sarah Carlisle (Chair), Rodger Eade (Deputy Chair) and Rachael O’Neill are appointed as the Committee.

This letter:

- seeks your views as to whether a public Hearing is needed
- provides proposed directions for the conduct of the process either with or without a Hearing or roundtable
- explains how we will use information we collect.

The draft Amendment

The draft Amendment proposes to facilitate the use and development of the Greenvale North Part 2 precinct for residential uses generally in accordance with the Greenvale North (Part 2) PSP. The VPA prepared the draft Amendment.

The Committee understands the VPA carried out targeted consultation in relation to the draft Amendment, and that many of the issues raised in submissions have been resolved. Your submission raises issues that are not yet resolved.

The referral

The VPA referred two submissions to the Committee on 9 October 2024. The referral letter indicates that the VPA is seeking the Committee’s advice only on unresolved issues, which are described in the referral letter as:

1. **Affordable housing** – the 8% target for affordable housing for residential subdivision applications
2. **Tree canopy cover** – the requirement for 30% canopy tree coverage within the public realm
3. **Viable densities** – application of PSP 2.0 density targets to the precinct
4. **Cultural Heritage** – development of heritage area subject to investigation, buffers between heritage area and land for residential development
5. **Non-residential uses** – provision of two lots of minimum 1000 square metres for potential non-residential use.

The exhibited documents and submissions received can be found on the [VPA website](#). A copy of the referral letter and a table of documents referred to the Committee is attached.

Privacy Statement

Any personal information about you or a third party in your correspondence will be protected under the provisions of the Privacy and Data Protection Act 2014. It will only be used or disclosed to appropriate Ministerial, Statutory Authority, or departmental staff in regard to the purpose for which it was provided, unless required or authorised by law. Enquiries about access to information about you held by the Department should be directed to the Privacy Coordinator, Department of Transport and Planning, PO Box 500, East Melbourne, Victoria 8002



The process

The referral letter notes that the Committee's [Terms of Reference](#) enable the Committee to adopt an approach that is 'fit for purpose', which could involve consideration of issues of lesser significance through roundtable discussions or on the papers (without a Hearing). The VPA has requested the Committee to consider proceeding with this referral without a Hearing.

On the papers process

If the matter proceeds on the papers (without a Hearing or roundtable), the Committee would:

- consider the referred material including your submission
- invite you to make a further written submission if you would like to
- invite the VPA to respond to any further submissions that are made
- provide its report to the VPA.

The process is outlined in the attached proposed Directions (on the papers).

Process with a Hearing or roundtable

If a Hearing or roundtable is required, it will proceed in the week commencing **2 December 2024**, but not before Tuesday 3 December 2024. The process is outlined in the attached proposed Directions (Hearing/roundtable).

Given the narrow scope of issues and the small number of submitters, the Committee is not proposing to conduct a Directions Hearing unless submitters want to raise procedural issues that require discussion.

If you want to be heard

If you want to be heard in relation to your submission, please complete the [online request to be heard form](#) by **12 noon on Friday, 25 October 2024**. Please include the reasons why you want to be heard in the 'Additional Comments' field.

After considering any requests to be heard, the Committee will write to you to confirm whether the process will proceed on the papers, or with a Hearing or roundtable.

If you want to raise procedural issues

If you want to raise procedural issues including in relation to the proposed Directions, please provide details to planning.panels@transport.vic.gov.au by **12 noon on Friday, 25 October 2024**. Please indicate whether you think a Directions Hearing is required to resolve the issues.

Further Information

Submissions and other information presented throughout the process will be treated as public documents. The attached *Privacy Collection Notice* explains how your submission and any other material you provide to the Committee will be used.

Your name and email address will be added to a Distribution List for circulating information as part of the Committee's process, whether or not a Hearing or roundtable is held.

Notes on completing the online request to be heard form are attached.

Further information including the *What is a Panel?* guide, *Guide to the Public Hearing* and *Frequently Asked Questions* are available at www.planningpanels.vic.gov.au/guides-and-resources

If you need a paper copy of these documents or if you have any other questions, please contact Chris Brennan at Planning Panels Victoria on [REDACTED] or planning.panels@transport.vic.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Sarah Carlisle', written in a cursive style.

Sarah Carlisle
Chair

Completing the Request to be Heard Form

Draft Amendment C273hume – Greenvale North (Part 2) Precinct Structure Plan (PSP)

When completing the online [request to be heard](#) form, please note the following.

When will the Hearing/roundtable be held?

The expected dates (if required) are between 2/12/2024 and 6/12/2024. The Hearing or roundtable is likely to take 1 to 2 days.

What if I have availability issues during the expected dates?

You can tell us when you are not available. We will accommodate your availability where possible.

Time required to present your submission

You will be allocated 10 minutes for your submission if this field is left blank.

Expert witness details

An expert witness gives evidence in a field of expertise and must prepare a report. Participants in the Hearing or roundtable can generally cross-examine expert witnesses.

If you propose to call expert witnesses, you must:

- provide details of all expert witnesses on the request to be heard form – this includes their name, organisation, and field of expertise
- file expert witness reports at the time directed.

It is critical the Committee receives expert witness details on the request to be heard form, as it assists in planning for the process.

How will my contact information be used?

We will use your contact address to contact you. We will provide your email or postal address to participants in the Hearing or roundtable so that they can share reports and submissions unless you tell us otherwise.

Access requirements

Please contact PPV with any access requirements. Some Hearings are at PPV, some are at other locations (for example, local Council offices) and some are held online. PPV Hearing Rooms are equipped with a hearing loop, and a laptop and projector if required. If the Hearing is held at another location, we may need to ensure access requirements can be met.

Directions (on the papers)

The following Directions will apply if the Committee determines the matter should proceed on the papers.

Resolving issues

1. If the VPA resolves any of the issues in the referral letter before the Committee submits its report, it should let the Committee know as soon as practicable. Resolved issues will not be included in the Committee's report.

Further submissions

2. If a submitter wishes to make a further written submission to the Committee, it must be provided to the parties on the Distribution List by **4pm on Friday, 15 November 2024**. Any further written submission must be confined to the unresolved issues, as modified under Direction 1.

VPA reply

3. If the VPA wishes to reply to the material circulated under Direction 1, it must circulate its reply to the parties on the Distribution List by **4pm on Friday, 29 November 2024**. The reply must be confined to responding to the material circulated under Direction 2.

Directions (Hearing/roundtable)

The following Directions will apply if the Committee determines the matter should proceed to a Hearing or roundtable.

Resolving issues

1. If the VPA resolves any of the issues in the referral letter before the Hearing or roundtable, it should let the Committee know as soon as practicable. Resolved issues will not be included in the Committee's report.

Expert witness details and reports

2. If not already provided, full details of all expert witnesses must be circulated by **12 noon on Friday, 1 November 2024**.
3. Any expert witness reports must be filed by **12 noon on Monday, 25 November 2024**. Expert reports must be confined to the unresolved issues, as modified under Direction 1.
4. An expert witness report must comply with the PPV Practice Note 1 - Expert Evidence ([Expert witnesses \(planningpanels.vic.gov.au\)](https://www.planningpanels.vic.gov.au)).
5. An expert witness can provide a response to other like evidence by **12 noon on Friday, 29 November 2024**.

Updated Amendment documentation

6. The VPA must file Committee versions of the Amendment documentation by **12 noon on Friday, 29 November 2024**. The Committee versions must:
 - a) be marked up against the referred versions
 - b) show any suggested changes in response to submissions and evidence about the unresolved issues
 - c) clearly indicate which unresolved issue the changes are related to, using the numbering in the referral letter.

Key information:

Draft Amendment C273hume – Greenvale North (Part 2) Precinct Structure Plan (PSP)

Hearing or roundtable dates

7. The Hearing or roundtable will commence at **10am on Tuesday 3 December 2024**.

Presenting material at the Hearing or roundtable

8. Submissions, presentations and other material presented to the Committee must:
- a) be presented electronically
 - b) be filed by 12 noon on the business day before the material is to be presented
 - c) be confined to the unresolved issues
 - d) include a summary of fewer than 5 pages if the material is more than 40 pages.

VPA submission

9. The VPA must include the following in its submission:
- a) background to the draft Amendment
 - b) confirmation of the unresolved issues on which the VPA seeks the Committee's advice
 - c) a summary of concerns raised in submissions about the unresolved issues
 - d) a response to submissions and evidence about the unresolved issues.

Party submissions

10. Further written submissions from other parties must:
- a) be confined to the unresolved issues
 - b) indicate what, if any, changes the party seeks to the VPA's Committee version of the Amendment documentation.

VPA reply

11. The VPA will be provided time to present a closing submission. The closing submission:
- a) must not raise new matters
 - b) may respond to matters raised in other parties' submissions or evidence
 - c) must indicate any further changes the VPA proposes to make to the Committee version of the Amendment documentation.

Planning Panels Victoria Privacy Notice

Your personal information will be collected during this Committee process for the purpose of documenting your views about the Amendment, advising the planning authority and the Minister for Planning about the Amendment, and communicating with you throughout the process.

While the process is underway

Natural justice for all participants and transparency are important parts of the process. The *Planning and Environment Act 1987* requires the Committee to conduct any Hearing it holds in public, and to keep a public record of the material provided to the Committee. Planning Panels Victoria (PPV) may:

- provide a copy of your material with all contact details to the VPA, government agencies and other parties to the Hearing
- provide a copy of your material to any other person who requests it (your personal information will be removed first)
- provide a copy of your material to the Department of Transport and Planning (DTP) if needed for preparing Ministerial briefings.

Hearing or roundtable

The Committee may conduct a Hearing or roundtable, either in person or using video conferencing. If you choose to participate in the Hearing or roundtable, you should be aware:

- a link to the Hearing or roundtable will be published on the internet, and third parties will be able to observe
- the Committee may broadcast the Hearing or roundtable live on the internet.

The Committee may make a recording of the Hearing or roundtable and may provide a copy of any recording to any person who requests it. Generally audio only is recorded (not video).

The Committee can hear submissions or accept material on a confidential basis, provided this would be fair to the other parties. If you want to make your submissions or provide material to the Committee confidentially, you will need to ask permission from the Committee and provide reasons why the Committee should treat your submissions or material confidentially.

The Committee report

The Committee will provide a report to the VPA, the Minister for Planning and the Department of Transport and Planning (DTP). The report may be released publicly, and may be published on the internet. The report will include a list of the names of submitters and a list of the names of the parties. It may include direct quotes from submitters.

After the Committee has reported

When the Committee has reported, your material will be removed from public display.

Requesting copies

If you would like a copy of any submissions or material collected by the Committee, or a copy of any recording the Committee makes of the Hearing or roundtable, make a request to PPV by email at planning.panels@transport.vic.gov.au before the Committee submits its report. If the Committee has reported, you should submit your request to the DTP Freedom of Information and Privacy Unit at foi.unit@transport.vic.gov.au

If you have any concerns about how your submission will be used, please contact Planning Panels Victoria on (03) 8572 7999.