



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 November 2024

Dear Submitter

Priority Projects Standing Advisory Committee Referral 45 Amess Road Precinct Structure Plan, Riddells Creek

On 14 November 2024, the Committee received a request from the Riddells Creek Planning Group to delay the due date for request to be heard forms by two weeks due to a community tragedy in the local area.

The Committee is cognisant of the needs of the community at this time and has decided to:

- extend the time period within which community submitters have been asked to provide information by
- move the Directions Hearing to **10am on Monday, 16 December 2024**.

The main Hearing is still planned to commence on 10 February 2025.

Request to be Heard forms

Request to be heard forms will now be due from:

- Macedon Ranges Shire Council and the Proponent (Banner Asset Management): by **12 noon on Thursday, 12 December 2024**
- all other submitters: by **12 noon on Monday, 13 January 2025**.

Please complete the [online request to be heard form](#) if you wish to be involved in the Hearing, or if you do not wish to speak but would like a copy of the timetable and directions.

Notes on completing the online request to be heard form and the Planning Panels Victoria privacy notice are attached.

Amended Preliminary Directions 1 to 3

Direction 1: Statement of issues

The Committee no longer requires submitters who seek to be heard at the Hearing to file a statement outlining their key issues.

Direction 2: Procedural matters

Macedon Ranges Shire Council and the Proponent should advise the Committee in writing of any procedural or timing matters that will be raised at the Directions Hearing by **12 noon on Thursday, 12 December 2024**.

All other submitters should advise the Committee in writing of any procedural or timing matters by **12 noon on Monday, 13 January 2025**.

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 Environment, Land, Water and Planning, PO Box 500, East Melbourne, Victoria 8002

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Direction 3: Advocates and witnesses

Macedon Ranges Shire Council and the Proponent must advise the Committee by **12 noon on Thursday 12 December 2024**:

- the name of your advocate(s) (if any)
- the name and expertise of all witnesses (if any).

All other submitters should advise the Committee by **12 noon on Monday, 13 January 2025**:

- the name of your advocate(s) (if any)
- the name and expertise of all witnesses (if any).

Directions Hearing

The Directions Hearing will now be held at **10am on Monday, 16 December 2024**.

You can attend the Directions Hearing in person at Hearing Room 2, Planning Panels Victoria (Ground Floor, 1 Spring Street, Melbourne) or join online via MS Teams videoconference using the same link provided previously:

[Click here to join the meeting](#)

Meeting ID: 429 653 457 003

Passcode: sgbYoa

Or dial in by phone: call (03) 9070 4463 and enter phone conference ID: 347 708 458#

The Committee understands submitters may not be able to attend the Directions Hearing and that submitter information will not be filed until 13 January 2025. While the Committee will issue its Directions and a Hearing Timetable in the days following the Directions Hearing, it will:

- set aside time for community submitters in the Timetable
- issue an updated Timetable and accommodate any submitter requests where possible following the receipt of submitter information on 13 January 2025.

Please see the Committee's letter dated 13 November 2024 for more information about the Committee process.

If you have questions, please contact Planning Panels Victoria on [REDACTED]
planning.panels@transport.vic.gov.au

Yours sincerely



Sarah Raso
Committee Chair

Completing the Request to be Heard form

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

When will the Hearing be held?

The expected hearing dates are between 10/02/2025 and 28/02/2025.

What if I have availability issues during the expected hearing dates?

You can tell us when you are not available.

The Committee 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.

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 by the Committee before the Hearing.

Please note that it is critical the Committee receives this information about expert witnesses on time as it assists in planning the draft timetable for the Hearing before the Directions Hearing.

Participants in the Hearing can generally cross-examine expert witnesses.

What happens after I complete the form?

If you complete this form, a letter with directions and a timetable for the Hearing will be emailed to you after the Directions Hearing. Your name and email address will be added to the Distribution List for filing information, including reports and submissions for the Hearing unless you tell us otherwise.

What if I do not have an email address?

Please contact Planning Panels Victoria [REDACTED] as soon as possible if you need a form mailed to you. A paper copy of documents such as the timetable will be mailed to submitters who provide a postal address.

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 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.

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 Committee process.

While the Committee process is underway

Natural justice for all participants and transparency are important parts of the Committee 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 Proponent, 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
- publicly display a copy of your material in the PPV Office or Hearing room
- direct that a copy of your material be publicly displayed in the relevant local council office or DTP regional office.

Hearings

The Committee may conduct a Hearing, either in person or using video conferencing. Hearings by video conference have special privacy requirements. If you choose to participate in the Hearing, you should be aware:

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

The Committee may make a recording of the Hearing and may provide a copy of any recording to any person who requests it. Where Hearings are recorded, 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 to the Hearing. If you want to make your submissions or provide material to the Committee confidentially, you will need to ask permission from the Committee Chair and provide reasons why the Committee should treat your submissions or material confidentially.

The Committee report

Under the *Planning and Environment Act 1987*, a Committee report is a public document. The Committee's report will include a list of the names of submitters and a list of the names of the parties to the Hearing. It may include direct quotes from submitters. The report will be published on the internet up to 10 business days after it has been provided to the Planning Authority.

After the Committee has reported

When the Committee has reported to the Planning Authority, 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, 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

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