

# Melbourne Airport Environs Safeguarding Standing Advisory Committee - Frequently Asked Questions

## Standing Advisory Committee

### What is the role of the Standing Advisory Committee?

The Minister for Planning has appointed the Melbourne Airport Environs Safeguarding Standing Advisory Committee (the Committee) to consider planning proposals of strategic importance around Melbourne Airport and review planning provisions for airport safeguarding. The Committee must provide the Minister for Planning with its advice through a written report.

The role of the Committee is divided into two parts as follows:

Part A: Referral of planning scheme amendments or planning permit applications

Part B: Review of planning provisions for airport safeguarding

More information about the Committee's role and what they must consider during Part A and Part B can be found in the [Terms of Reference](#).

### How are the members of the Committee selected?

The Committee's [Terms of Reference](#) set out the skillsets required by the Committee. The Committee is chaired by Lester Townsend with Nick Wimbush as Deputy Chair and three members. The members have skills in statutory and strategic land use planning, environmental assessment, traffic and transport planning and environmental noise.

The members are appointed by the Minister for Planning for their independence, skills and experience. Biographies of the Members are available on the [Engage Victoria website](#).

### What is considered under Part B of the Committee process?

Under Part B, the Committee is to advise on improvements to the planning provisions

safeguarding Melbourne Airport and its environs, including the Planning Policy Framework, zones, overlays and any other related planning provisions, relevant guidance material and any complementary safeguarding tools and processes. The Committee may also provide advice on improvements relating to the safeguarding of other airport environs in Victoria, in addition to Melbourne Airport.

### What is the Committee not considering under Part B?

The following matters are excluded from the Committee's [Terms of Reference](#) and will not be considered by the Committee:

- A future update to the Melbourne Airport Environs Overlay map
- The application of any aircraft noise metric other than the ANEF through the Melbourne Airport Environs Overlay
- Any decision in relation to future runways at Melbourne Airport (responsibility of the Commonwealth and airport operator)
- Any decision in relation to aviation or airport operations (responsibility of the Commonwealth and airport operator)
- Financial compensation to property owners or occupants.

### Can I write to the Committee about the Melbourne Airport Environs Overlay map?

The Committee is not considering submissions about whether the Melbourne Airport Environs Overlay affects specific properties or areas, or whether it will include your property in the future. An update of the overlay will be the subject of a separate process.

### Where can I find information about whether the Melbourne Airport Environs Overlay affects my property?

You can check whether your property is affected by the Melbourne Airport Environs Overlay by using the interactive map [VicPlan](#) and searching for your address.

### What is considered under Part A of the Committee process?

Under Part A, the Committee is to advise on specific planning proposals of strategic importance which may impact Melbourne Airport's ongoing operations. This includes proposals within the Melbourne Airport Environs Area, approved Melbourne Airport Master Plan, aircraft noise contours or Melbourne Airport Environs Overlay and will consider:

- Whether or not any planning scheme amendment referred to it should be approved and if so, in what form
- Whether any planning permit application referred to it should be granted and if so, the appropriate conditions for the permit
- Any other planning proposal referred to it by the Minister for Planning (or delegate).

### Making a Submission

#### What is the Committee asking people to do?

The Committee is inviting submissions from the public about its Part B review of planning provisions for airport safeguarding. Submissions open on Monday, 27 July 2020 and will close at 5.00pm on Friday, 18 September 2020.

#### How can I make a submission to the Committee?

Submissions can be made online on the [Engage Victoria website](#). When completing the online form, the submission can be typed in directly or uploaded as an attachment (along with any other relevant attachments).

If you need assistance, please call 136 186 or email [planning.panels@delwp.vic.gov.au](mailto:planning.panels@delwp.vic.gov.au).

#### What do I write in my submission?

In order to be considered, submissions must relate to the issues specified in the Committee's Terms of Reference for Part B.

The [Terms of Reference](#) at Clause 36 outlines the matters to be considered by the Committee in its Part B role. For Part B, relevant topics may include:

- The Planning Policy Framework, zones, overlays and other planning provisions relating to the safeguarding of Melbourne Airport
- The National Airports Safeguarding Framework (Guidelines A-I) and how the framework may be further implemented in Victoria's planning system
- The role of the relevant federal regulator (department and agencies) and airport operator
- Guidance material and complementary safeguarding tools.

You may like to use this as a prompt in preparing your submission. Submissions relating to Victorian airports other than Melbourne Airport are also encouraged.

A Guide to preparing a submission has been published to assist stakeholders in making a submission under Part B. The guide provides further background on the matters to be considered by the Committee and is available on the [Engage Victoria website](#).

#### If I do not have access to the internet, how can I make a submission?

Written submissions will be accepted by post in instances where internet access is not available. These **must** be accompanied by a completed and signed 'Submission Coversheet'. You can request a hard copy of the Submission Coversheet by calling 136 186.

#### Can I email in my submission?

Do not email your submission directly to Planning Panels Victoria or any other party. If you are having trouble submitting an online submission on the [Engage Victoria website](#), please call 136 186 or email [planning.panels@delwp.vic.gov.au](mailto:planning.panels@delwp.vic.gov.au).

#### How do I know that my submission has been received?

If you make a submission using the online form, you will receive an instant confirmation by email. Submissions received by post will receive a hard copy letter in response.

### **Can I make a submission as part of a Residents Group/Organisation?**

Yes. The Committee will consider all submissions received. An organisation, residents group, or group of individual submitters may choose to provide a single group submission. Correspondence will be directed to the nominated contact person for that group. Should that group request to be heard at the Public Hearing, it will be allocated one block of time.

### **Can I submit a petition to the Committee?**

If you sign a petition or submit a Pro-forma type submission, it will be treated as a single submission, with any correspondence being sent to the nominated contact, usually the first name listed or the person who submits the petition. Any person is entitled to make their own individual written submission, which will be registered independently.

## **How will your information be used?**

### **How will my information be used by Planning Panels Victoria?**

All submissions are treated as public documents. The name and address you provide on the required Submission form or coversheet will form part of your submission and will be publicly available. During this process, Planning Panels Victoria may:

- Provide a copy of your submission to the Local Councils, Government Agencies and other parties (submitters) to the Public Hearing
- Provide a copy of your submission to the Department if needed for preparing Ministerial briefings.
- Display a copy of your submission at the office of Planning Panels Victoria
- Display a copy of your submission at the relevant Local Council Office or Government Office as appropriate
- If an in-person Public Hearing is to be held, display a copy of your submission in the Hearing room.

The e-mail and phone number you provide in the Submission Coversheet (either online or hard

copy) will be used by Planning Panels Victoria to contact you about the Public Hearing.

### **Can I choose to exclude my details from my submission?**

No. Planning Panels Victoria is unable to accept submissions where the name has been left intentionally blank. These details are needed to ensure that submissions are genuine, and to contact submitters throughout the process.

### **Will my details appear in the Committee report?**

The Committee report will contain a list of submitter names. The report may also include direct quotes from some of the submissions and the submitter's name and address as required. The use of name and address together within its report will only be when a specific request or concern is raised.

### **Will my information appear on the internet?**

Planning Panels Victoria will not publish your submission on the internet. Once released, the Committee's report will be available online and will include information as detailed in the previous question.

### **How can I find out more about the general issues related to Advisory Committee and Panel Hearings?**

A more comprehensive list of common questions, and further information in relation to Planning Panels Victoria processes can be found here: [www.planning.vic.gov.au/panels-and-committees/planning-panel-guides](http://www.planning.vic.gov.au/panels-and-committees/planning-panel-guides)

## **Public Hearing**

### **How do I ask to appear before the Committee?**

If you wish to appear before the Committee to present a submission then you must lodge the submission before the close of submissions. Attached to the submission form is a request to be heard form.

If you do not say that you wish to be heard when you lodge your submission, it will be assumed that you do not want to present before the Committee. You are, however, welcome to attend and observe any part of the Hearing as it is open to the public.

**Do I have to present at the Public Hearing?**

No, you do not have to present at the Public Hearing. It is up to you if you wish to present at the Public Hearing. If you do not present at the Public Hearing your written submission will still be considered by the Committee.

**Can I attend the Public Hearing if I do not wish to be heard?**

You can attend the Public Hearing at any time to observe the proceedings and may access documents presented to the Committee at the Public Hearing.

**How will the Public Hearing be conducted?**

The Directions Hearing, and the Public Hearing may be conducted online by video conference due to the current Coronavirus pandemic. If this is the case, detailed information including instructions and technical support will be provided to submitters who wish to attend the Directions Hearing and the Public Hearing.

The Committee will follow all health advice of the Victorian Government and the Chief Health Officer.

Details on how to observe proceedings will also be published on the [Engage Victoria website](#).

**I would like to present but have limited availability, can I present on a particular day?**

The online form/cover sheet allows you to identify days which you are unavailable during the Public Hearing period. We will try and accommodate such dates but this is not always possible.

**When will the Public Hearing timetable be available?**

A Public Hearing timetable will be published on the [Engage Victoria website](#) and sent to all submitters requesting to be heard.

**Will I get the time I have asked for, allocated in the Timetable?**

The Committee will seek to cater to all requested times, however the Terms of Reference provide for the Committee to limit the time of parties

appearing before it. The Committee may choose to do this where many parties wish to be heard.

**How formal is the Public Hearing?**

The Committee tries to operate informally and efficiently but proceedings are part of a formal process that operate within specific guidelines. The format is not the same as an ordinary meeting or Council meeting. The need for structure and orderly behaviour is essential to ensure all parties have a fair opportunity to present their case.

Some of the important basic ground rules or manners are:

- All mobile telephones must be turned off or on silent mode; do not answer mobile telephones while in the Public Hearing.
- Do not interrupt a person’s submission or presentation of evidence no matter how much you might disagree with what is being said.
- Avoid disrupting others by noise or other activities such as talking or the use of computer equipment.
- Be respectful and courteous at all times including what you say in a written submission.
- Direct any questions or concerns about the Public Hearing through the Chair.

**What happens if I can’t make the time allocated to me at the Public Hearing?**

If your availability changes once the Public Hearing Timetable has been set, please contact Planning Panels Victoria by emailing [planning.panels@delwp.vic.gov.au](mailto:planning.panels@delwp.vic.gov.au). Where possible, your Hearing time may be rescheduled.

**Reporting**

**Who does the Committee report to?**

The Committee provides its advice to the Minister for Planning. The Terms of Reference specify that the Committee must submit its report within 40 business days of completing Public Hearings.

The Minister for Planning has complete discretion about the release of the Committee report to the public. There are no formal or statutory

requirements that require the release of the report at a particular time.

### **What happens after the Committee reports to the Minister for Planning?**

The Minister for Planning will consider the recommendations of the Committee and will make the final decision on those recommendations.

## **Quick Links**

For general information about airport safeguarding and Victoria's Planning System, please visit the Department of Environment, Land, Water and Planning website: [www.planning.vic.gov.au/policy-and-strategy/airports-and-planning](http://www.planning.vic.gov.au/policy-and-strategy/airports-and-planning)

For information about the National Airports Safeguarding Framework, please visit the Department of Infrastructure, Transport, Cities and Regional Development website: [https://infrastructure.gov.au/aviation/environmental/airport\\_safeguarding/nasf/index.aspx](https://infrastructure.gov.au/aviation/environmental/airport_safeguarding/nasf/index.aspx)

For information about the Committee process, please visit the Planning Panels Victoria webpage: [www.planning.vic.gov.au/panels-and-committees/browse-panels-and-committees/projects/melbourne-airport-environs-safeguarding-standing-advisory-committee](http://www.planning.vic.gov.au/panels-and-committees/browse-panels-and-committees/projects/melbourne-airport-environs-safeguarding-standing-advisory-committee)

To make a submission and request to be heard at the Public Hearing, please visit the Engage Victoria webpage: [engage.vic.gov.au/airport-safeguarding-advisory-committee](http://engage.vic.gov.au/airport-safeguarding-advisory-committee)

## **Further Information**

### **How do I stay up-to-date with the process?**

Our website is the best place to keep updated. We use email as the primary method of contacting you and sending updates. If you request to be heard, you are automatically included on the mailing list. There is also an option to say you do not want to be heard but would like to stay informed of updates.

### **Who do I contact if I need further information?**

If you have any queries on the Committee process, please call 136 186 or email [planning.panels@delwp.vic.gov.au](mailto:planning.panels@delwp.vic.gov.au).

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