

### Standing Advisory Committee

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

The Minister for Planning has appointed the Government Land Standing Advisory Committee (the Committee) to advise on the suitability of changes to planning provisions for land currently owned, proposed to be owned in the future, or to facilitate the delivery of priority projects by the Victorian Government. The Committee must provide the Minister for Planning with its advice through a written report.

#### **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 four Deputy Chairs and seven members.

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

### Making a Submission

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

Submissions can be made online via 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 contact Planning Panels Victoria by the contact details on the last page of this document.

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

In order to be considered, submissions must relate to information and topics covered in the planning proposals prepared by the site owners, including whether the proposal is supported or if an alternative zone or overlay may be appropriate.

The Terms of Reference at Clause 17 outlines the matters to be considered by the Committee. You may like to use this as a prompt in preparing your submission.

#### **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 from Planning Panels Victoria on (03) 8624 5715.

#### **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 contact Planning Panels Victoria.

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

Once you have finished completing your submission and clicked the 'submit' button, you will receive an email confirming that your submission has been successfully lodged. If you do not receive the email, check your Junk/Spam folder.

#### **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 Department of Environment, Land, Water and Planning, relevant Local Councils, Government Agencies and other parties (submitters) to the Hearing
- Provide a copy of your personal contact details to the Department of Environment, Land, Water and Planning if needed for notification of Ministerial decisions.
- Display a copy of your submission in the Planning Panels Victoria Office
- Display a copy of your submission at the relevant Local Council Office, or Government Office as appropriate
- If a Public Hearing is to be held in person, 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 Committees and Panel Hearings?

A more comprehensive list of common questions, and further information in relation to Planning Panels Victoria processes can be found here: <https://www.planning.vic.gov.au/panels-and-committees/planning-panel-guides/planning-panel-faqs>

## Information Session

### Do I need to attend the Information Session?

The Committee may hold an Information Session inviting all relevant councils, government departments, agencies, service authorities and other interested parties. The Information Session is an opportunity for submitters to ask questions about the proposal and the process.

Attendance is not mandatory and you do not have to register to attend. If an information session is to be held, details about the information session for each tranche can be found on the [Engage Victoria website](#)

## Public Hearing

### How do I ask to appear before the Committee in person?

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 Hearing if I do not wish to be heard?**

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

**Where will the Hearing be conducted?**

The Public Hearing venue is selected so that it is reasonably accessible by most people who have an interest in presenting at the Public Hearing. Most often, the Hearing will be in the locality of the land in question. However, if the majority of likely participants are based in central Melbourne, it may be preferable to have the bulk of the Hearing at Planning Panels Victoria to reduce travelling time and expenses. Sometimes a Hearing is divided between two or more venues to accommodate the needs of participants.

Proceedings may also be undertaken via video conferencing. Video hearings remain a public process and will be accessible to anyone who requests to view. The Committee will provide further details and support regarding these proceedings to interested parties who indicate that they wish to be heard at the Public Hearing when they make a submission.

**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 hearing period. We will try and accommodate such dates but this is not always possible.

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

A Hearing timetable will be published on the 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 in the Hearing room.
- 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 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 on (03) 8624 5715 or email [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 20 business days of completing its public hearings.

The Minister for Planning has complete discretion about the release of the 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 the proposed changes to the planning provisions for the site.

Environment, Land, Water and Planning on 03 8392 5593 or email [glp.service@delwp.vic.gov.au](mailto:glp.service@delwp.vic.gov.au).

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## **Quick Links**

For information about other government land proposals or landholding, land transaction and land use policies and guidelines, please visit the Government Land Service webpage: <https://www.planning.vic.gov.au/policy-and-strategy/government-land-planning-service>

For information about the Government Land Standing Advisory Committee process, please visit the Planning Panels Victoria webpage: <https://www.planning.vic.gov.au/panels-and-committees/browse-panels-and-committees/projects/government-land>

To make a submission and request to be heard at the Public Hearing, please visit the Engage Victoria webpage: <https://engage.vic.gov.au/glsac>

## **Further Information**

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

The [Engage Victoria webpage](#) 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. You may also select that you do not wish to be heard, but would like to receive a copy of the timetable and directions.

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

If you have any queries on the Committee and hearing process, please contact Chris Brennan from Planning Panels Victoria on 03 8624 5715 or email [planning.panels@delwp.vic.gov.au](mailto:planning.panels@delwp.vic.gov.au).

For further information on the Government Land Planning Service process, please contact Andrew Widdicombe from the Department of