

Terms of Reference

Northern and Western Geelong Growth Areas Standing Advisory Committee

Standing Advisory Committee appointed under Part 7, section 151 of the *Planning and Environment Act 1987* (the Act) to advise the Minister for Planning and the Greater Geelong City Council on referred planning matters and associated draft Greater Geelong Planning Scheme provisions to implement the growth areas.

Name

1. The Standing Advisory Committee is to be known as the 'Northern and Western Geelong Growth Areas Standing Advisory Committee' (the Committee).
2. The Committee is to have members with the following skills:
 - a) Strategic and statutory planning
 - b) Biodiversity
 - c) Urban design
 - d) Development contributions and land economics
 - e) Infrastructure planning and civil engineering
 - f) Traffic and transport planning
 - g) Planning law.
3. The Committee will include a Lead Chair, Chair/ Deputy Chairs and multiple other appropriately qualified members.
4. The Committee may engage specialist advice as required.

Purpose

5. The purpose of the Committee is to provide timely advice to the Minister for Planning and the council on specific matters referred to it related to implementation of the Northern and Western Geelong Growth Areas Framework Plan such as precinct structure plans (PSP), development contributions plans, biodiversity conservation strategy and any associated draft planning scheme amendments.

Background

6. The Northern and Western Geelong Growth Area is the largest growth area in regional Victoria and will be home to at least 110,000 residents. Clause 11.02-2L of the Greater Geelong Planning Scheme includes the Northern and Western Geelong Framework Plan (the Framework Plan) and identifies as further work the need for PSP's and a biodiversity assessment to implement the plans.
7. The release of two new major development fronts for Geelong implements the Greater Geelong Settlement Strategy to direct further greenfield development to urban Geelong. The release of these new growth fronts requires a carefully managed and coordinated planning and approval process to deliver on the objectives of the Framework Plan.
8. The Framework Plan is a high-level strategic document that outlines considerations related to future urban structure, development, transport, utilities and infrastructure and provides a vision and set of urban development objectives and actions to inform the subsequent detailed preparation of PSPs by the City of Greater Geelong Council.

9. The Framework Plan proposed the sequential preparation of nine PSPs, with each PSP providing the basis for localised urban development and investment and elaborating on the Framework Plan by adding in local roads, schools, community facilities and open space.
10. The Concept PSPs contained in the Framework Plan provide guidance to the preparation of the detailed local PSPs and will be subject to changes that take advantage of new technical information and development and urban design innovations that may provide increased benefits to the future communities.
11. Greater Geelong is experiencing sustained ongoing demand for greenfield housing and efficient amendment and approval processes are necessary to fast track additional greenfield land supply.
12. This Committee process allows submissions to be made to the council on a plan or strategy and associated draft planning scheme amendment, with any unresolved issues to be considered by the Committee before the final planning scheme amendment is submitted to the Minister for Planning for approval under section 20(4) the Act.

Method

13. The Committee may meet, and depending on the nature of the referral and the issues raised, undertake consultation that is fit for purpose. This may be on the papers; through round table discussions or forums; or hearings. There must be a quorum of at least two Committee members, including a Chair or Deputy Chair.
14. The Committee will provide a targeted and timely process to assess the merits of discrete unresolved issues associated with the growth areas.
15. The Committee may apply to vary these Terms of Reference in any way it sees fit.

Notice

16. The council may seek the written consent of the Minister for Planning or the Minister's delegate to prepare and give notice of a draft planning scheme amendment.
17. As directed by the Minister for Planning, the council will prepare and give notice of a 'draft planning scheme amendment' and receive submissions. The council will consider all submissions and where possible seek to resolve issues with submitters prior to requesting the Minister for Planning refer matters to the Committee.
18. When preparing documentation for public notice, the council must liaise with the Committee to agree to:
 - a) A directions hearing date
 - b) The public hearing dates

The agreed dates are to be included on all notices for public exhibition.

19. The Committee is not expected to carry out additional public notification or referral of matters but may seek the views of any relevant referral authority, responsible authority or government agency.

Referral

20. The Minister for Planning will provide a letter of referral to the Committee Lead Chair, seeking its advice on particular matters or unresolved submissions and/or any other relevant matter. The letter of referral will be a public document. The letter of referral may seek advice on one or more matters.
21. The Chief Executive Officer (or delegate) of council will provide a copy of all submissions received in response to notice, a detailed response to those submissions and the particular matters or unresolved submissions the council considers should be referred to the Lead Chair of the Committee.

22. The letter of referral must be accompanied by:

- a) The relevant plan and associated draft planning scheme amendment
- b) The referred submissions
- c) Any supporting background material.

23. The Lead Chair will allocate relevant members as the Committee to consider each specific referral.

Committee Assessment

24. The Committee may inform itself in anyway it sees fit, but must consider:

- a) The relevant components of the referred plan and associated draft planning scheme amendment that relate to the submissions or issues referred to it
- b) The referred submissions
- c) The Greater Geelong Planning Scheme
- d) The Northern and Western Geelong Framework Plan
- e) The relevant ministerial directions
- f) Any other material referred to it.

25. Depending upon the nature of the referral, the Committee can conduct its proceedings through round table discussions, on the papers or, a public hearing, including by video conference if appropriate.

26. The Committee will be provided with the written submissions and other supporting material by parties, and may:

- a) Direct that parties meet, to discuss and further resolve issues, or
- b) Act as a mediator to seek to resolve issues in dispute.

27. The Committee may direct the council and relevant parties to provide additional information on specified matters.

28. The Committee will ensure the position of agencies such as the Department of Transport, relevant water authorities, the Wadawurrung Traditional Owners Aboriginal Corporation and others as required are considered and may invite these groups to participate in any process as required, even if they have not made a submission.

Outcomes

29. For each matter referred to it, the Committee must produce a written report for joint submission to the council and the Minister for Planning, providing the following:

- a) Whether the referred element(s) of the draft amendment or planning permit is appropriate
- b) A summary and assessment of the issues raised in submissions referred to the Committee.
- c) Any other relevant matters raised in the course of the Committee process.
- d) Its findings and recommendations on all key issues
- e) A list of persons who made submissions considered by the Committee.
- f) A list of tabled documents.

- g) A list of persons consulted or heard, including via video conference.
30. The Committee may address more than one draft amendment and/or relevant strategic planning matters and combine its assessment of the draft amendments in a single report.

Submissions are public documents

31. The Committee must retain a library of any written submissions or other supporting documentation provided to it until a decision has been made on its report or five years has passed from the time of its appointment.
32. Any written submissions or other supporting documentation provided to the Committee must be available for public inspection until the submission of its report, unless the Committee specifically directs that the material is to remain 'in camera'. A document may be made available for public inspection electronically.

Timing

33. The Committee is required to commence its process by issuing a written notice of the referral of a matter from the Minister to all referred submitters no later than 10 business days from the date of any specific letter of referral received.
34. The Committee will provide its report to the Minister of Planning and the council no later than 30 days from the last day of proceedings, tabling of submissions or consultation process.
35. With the agreement of the Minister of Planning, the council will release the Committee report within 10 days of receiving it.

Fee

36. The fee for the Committee will be set at the current rate for a Panel appointed under Part 8 of the Act.
37. The costs of the Committee and any associated public consultation notification will be met by the council unless an alternative is specified in the letter of referral from the Minister for Planning to the Committee.



HON LIZZIE BLANDTHORN MP
Minister for Planning

Date: 28.10.22

The following information does not form part the Terms of Reference.

Project Management

- 1 Administrative and operational support to the Advisory Committee will be provided by [REDACTED] [REDACTED] Regional Planner, the Department of Environment, Land, Water and Planning, [REDACTED] [REDACTED]
- 2 Day to day liaison for the Advisory Committee will be through [REDACTED] Manage Major Projects, of Planning Panels Victoria, on [REDACTED] planning.panels@delwp.vic.gov.au.