



Planning Panels Victoria

Department of Transport and Planning

1 Spring Street
Melbourne Victoria 3000
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Melbourne, Victoria 3001
Telephone (03) 5381 9457

5 May 2025

Dear Submitter

Victorian Planning Authority Projects Standing Advisory Committee Referral 12: Melton East Precinct Structure Plan

We are writing to you because you made a submission to the above matter and the Victorian Planning Authority (VPA) has referred your submission to the Victorian Planning Authority Projects Standing Advisory Committee (the Committee). Tim Hellsten (Chair), Shannon Davies and John Hartigan have been nominated to consider this matter.

This letter:

- Explains what the Committee can consider
- tells you about the Public Hearing process
- tells you what you need to do if you want to participate in the Public Hearing
- explains how we will use information we collect
- sets out draft directions for the Hearing.

The Amendment

Draft Melton Planning Scheme Amendment C244melt (the Amendment) proposes to facilitate residential development of the Melton East precinct generally in accordance with the Melton East Precinct Structure Plan (PSP) and Infrastructure Contributions Plan (ICP). More information about the Amendment is available at vpa.vic.gov.au/project/melton-east.

The VPA is the Planning Authority for the Amendment.

What the Committee can consider

The VPA referred this matter to the Committee on 30 April 2025 including select unresolved submissions. The attached referral letter identifies the key issues from referred unresolved submissions that the VPA is seeking the Committee's advice on. The Committee will only consider submissions and evidence on these key issues. Accordingly, the Committee will direct submitters to focus preparation of submissions and appointment of experts only on the specific matters the VPA has requested its advice on.

The Hearing process

The public Committee process includes a Directions Hearing and a main Hearing.

The Committee will:

- consider submitters in an independent forum
- be informal and not like a court
- give fair, unbiased advice to the VPA and the Minister for Planning about the Amendment.

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



OFFICIAL

Submissions and other information presented throughout the process, including the Hearing, will be treated as public documents. Please carefully read the attached *Privacy Collection Notice*.

Directions Hearing

At the Directions Hearing, the Committee will:

- give directions about exchanging information before the Hearing and the conduct of the Hearing
- consider Hearing times and venue and site inspections
- answer questions people have about the Committee process including the Hearing.

The Directions Hearing will be held in person and by video at **10am, Wednesday, 28 May 2025**. The venue will be in the Melbourne CBD at a location to be advised to submitters soon. Alternatively, you can join online by video using Microsoft Teams:

[Join the meeting now](#)

Meeting ID: 422 085 329 880 4

Passcode: 4ci6ST7V

Or dial in by phone (audio only): Dial +61 3 9070 4463 and enter phone conference ID 756328244#

You should attend the Directions Hearing if you:

- are new to the Committee process and/or wish to participate in the Hearing
- have questions about the Committee process or wish to raise procedural issues.

The Committee proposes to issue directions after considering all requests to be heard and any additional matters raised at the Directions Hearing or in writing before the Directions Hearing.

Hearing

The purpose of the main Hearing is for people to speak to their written submission and to hear from the VPA. The Hearing is expected to start on Monday 7 July 2025 and is likely to run for several weeks. The length of the Hearing will be confirmed at the Directions Hearing once the Committee has received all requests to be heard. The Hearing is open for anyone to observe.

The Committee will only consider referred submissions as relevant to the advice sought by the VPA when preparing its report. This includes the referred submissions of submitters who do not attend the Hearing.

Key dates

The Key Information attached to this letter includes a list of key dates for filing information in the leadup to the Hearing. If you wish to comment on the key dates or any other matters but are unable to attend the Directions Hearing, you can provide comments in writing to planning.panels@transport.vic.gov.au by Wednesday, 21 May 2025.

If you wish to be involved in the Hearing

Please complete the [online request to be heard form](#) by 12 noon on Wednesday 21 May 2025 if:

- you wish to be involved in the Hearing
- 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 are attached.

Further Information

The attached *Privacy Collection Notice* explains how your submission will be used by the Committee.

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, Senior Project Officer, Planning Panels Victoria on [REDACTED] or planning.panels@transport.vic.gov.au

Yours sincerely

A handwritten signature in black ink, appearing to read 'TH', with a stylized flourish extending to the right.

TIM HELLSTEN
Committee Chair

Completing the Request to be Heard Form

Victorian Planning Authority Projects Standing Advisory Committee Referral 12:
Melton East Precinct Structure Plan

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 7/07/2025 and 1/08/2025.

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 on (03) 5381 9457 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.

Key information

Victorian Planning Authority Projects Standing Advisory Committee Referral 12:
Melton East Precinct Structure Plan

Preliminary list of issues

Please refer to Table 1 in the attached referral letter from the VPA dated 30 April 2025 which specifies the advice it is seeking under the following key issues:

- Drainage land take and flooding
- Staging and infrastructure
- Infrastructure Contributions Plan
- Residential densities
- Transport network
- Affordable housing
- Community infrastructure
- Aboriginal Cultural heritage.

Summary of dates

The following dates are proposed:

Time	Date	Actions for filing and other matters
12 noon	Wednesday, 4 June 2025	Expert witness details
12 noon	Monday, 9 June 2025	VPA must provide a submitter location map to the Committee only and a site inspection itinerary showing key precinct features and major DCP/ICP elements
12 noon	Monday, 16 June 2025	VPA Part A (background and context) submission
12 noon	Wednesday, 25 June 2025	VPA 'Day 1' version of the Amendment documents and PSP
12 noon	Monday, 30 June 2025	Expert witness report(s)
12 noon	Friday, 4 July 2025	Documents or material to be presented on Day 1 of the Hearing
12 noon	Monday, 7 July 2025	Hearing commences
12 noon	Monday, 7 July 2025	Any supplementary submission from a party not appearing at the Hearing
12 noon	TBC	Comments on final drafting – 3 working days following the circulation of the VPA 'Final' version of the Amendment documents

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.