

# Terms of Reference

Activity Centres Standing Advisory Committee



Department  
of Transport  
and Planning

## Activity Centres Standing Advisory Committee

Standing Advisory Committee appointed pursuant to section 151 of the Planning and Environment Act 1987 (the Act) to advise the Minister for Planning (the Minister) on referred planning matters for the identified activity centres that form part of the Activity Centres Program (ACP) – an initiative from *Victoria's Housing Statement, The decade ahead, 2024-2034*.

### Name and Membership

1. The Committee is to be known as the 'Activity Centres Program Standing Advisory Committee' (the Committee). The Committee is to have members with the following skills:
  - a. Strategic and statutory planning;
  - b. Built form, heritage and urban design;
  - c. Economic development and urban geography;
  - d. Traffic and transport planning;
  - e. Planning law.
2. The Committee will include a Chair, a Deputy Chair and no less than ten other appropriately qualified members.
3. The Committee may engage specialist advice as required.

### Purpose

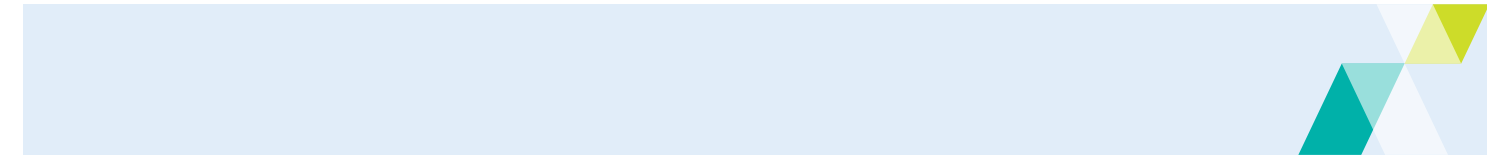
4. The purpose of the Committee is to provide timely advice to the Minister for Planning on specific matters referred to it relating to strategic and built form work undertaken in relation to the ACP to inform the preparation of clear new planning controls in and around the 10 activity centres identified in *Victoria's Housing Statement, The decade ahead, 2024-2034* to deliver 60,000 more homes.
5. The objective of the Committee is to provide consistent advice for activity centre planning and outcomes in relation to the Activity Centres Program in a transparent, timely and cost-efficient process on any matter referred to it.

### Background

6. Activity centres have the potential to deliver housing growth and diversity close to services, jobs and transport, accompanied by investment in community infrastructure to support a growing community.
7. The objective of the ACP is to introduce clear planning controls in and around 10 activity centres capable of delivering an additional 60,000 homes. These activity centres have been identified in *Victoria's Housing Statement, The decade ahead, 2024-2034* and are Broadmeadows, Camberwell Junction, Chadstone, Epping, Frankston, Moorabbin, Niddrie (Keilor Road), North Essendon, Preston (High Street) and Ringwood.

### Method

8. The Minister for Planning may refer to the Committee any matter relating to strategic and built form work undertaken in relation to the ACP to inform the preparation of new planning controls for areas in and around any activity centre included in the ACP as outlined in *Victoria's Housing Statement, The decade ahead, 2024-2034*.

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9. The Committee must comprise a quorum of at least two members, one of whom must be the Chair or a Deputy Chair, for any work conducted by it.
  10. The Committee may undertake its work in stages, including considering and reporting on any matters referred to it either separately or together.
  11. The Committee may apply to the Minister to vary these Terms of Reference in any way it sees fit.
  12. The Committee is to conduct its work with a view to maximising efficiency and timeliness. This may include conducting reviews 'on the papers' without oral hearings where the Committee considers it appropriate depending on the nature of the matter referred.
  13. The Committee may invite the Department of Transport and Planning (DTP), the Victorian Planning Authority (VPA), a relevant Council and/or any other party to identify or address any matters through further written comments (noting that this does not extend the time for provision of a Report as required by Clause 19).

#### **Referral**

14. A referral may be provided by the Minister or delegate. A referral letter will set out the specific matters on which the Committee is to provide advice, as well as any specific matters on which advice is not to be provided. The referral letter to the Committee will be a public document.
15. Any referral must be accompanied by relevant information to assist the Committee's review provided by DTP and/or the VPA. This may include (but will not necessarily be limited to):
  - a. Relevant strategic work undertaken by Council, DTP or VPA for the relevant activity centre
  - b. Referred submissions
  - c. A summary of key issues raised in submissions
  - d. Proposed changes in response to issues raised in submissions
  - e. An index listing each document referred to the Committee.

#### **Advisory committee report and recommendations**

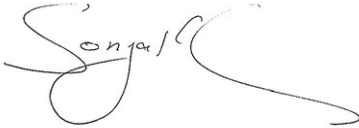
16. For each matter referred, the Committee must produce a written report that provides a succinct summary of the key issues and its recommendations. The report must address the referred matters and its recommendations in the context of:
  - a. *Victoria's Housing Statement, The Decade Ahead 2024-2034*;
  - b. Plan Melbourne 2017-2050 or any equivalent replacement planning strategy;
17. The Committee may address more than one referred matter and combine its assessment of these in a single report.
18. The Committee is required to submit each report to the Minister and DTP no later than 10 business days from receipt of the referral and all accompanying information required by clause 15. DTP must give at least five business days' notice of each likely referral to ensure the Committee is able to source appropriately skilled Members.
19. The Minister or DTP may request a briefing from the Committee to explain its recommendations.

#### **Submissions and records**

20. The Committee must retain a library of any written submissions or other supporting documentation provided to it, tabled in any forum until a decision has been made on its report or five years has passed from the time of its appointment.

**Fee**

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



**Hon Sonya Kilkenny MP**

**Minister for Planning**

Date: 22 August 2024