



# Planning Panels Victoria

Department of Environment, Land, Water and Planning

1 Spring Street  
Melbourne Victoria 3000  
GPO Box 2392  
Melbourne, Victoria 3001  
Telephone (03) 8624 5712

15 July 2022

Dear Party,

## **1 Spring Street and 21-25 Flinders Street, Melbourne Advisory Committee**

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The previous Minister for Planning appointed the 1 Spring Street and 21-25 Flinders Lane, Melbourne Advisory Committee (the Committee) to advise on the proposed redevelopment of 1 Spring Street and 21-25 Flinders Lane, Melbourne. The Minister appointed the Committee pursuant to Part 7, section 151 of the *Planning and Environment Act 1987* on 24 June 2022.

The purpose of the Committee is to advise the Minister for Planning on the appropriateness of draft Amendment C401melb and called-in heritage permit applications P33300 and P33301.

Sarah Raso (Chair), Dr Timothy Hubbard, Andrew Hutson and Prof Roz Hansen are appointed as the Committee. The role and scope of the Committee is guided by the [Terms of Reference](#) signed by the previous Minister for Planning on 24 June 2022.

In accordance Clause 19 of the Terms of Reference, the Committee will provide the following parties with an opportunity to make a submission and be heard at the Hearing:

- Heritage Victoria
- Melbourne City Council
- Phillip Nominees Pty Ltd (the Applicant)
- Department of Environment, Land, Water and Planning
- Department of Transport.

In accordance Clause 18 of the Terms of Reference, the Committee is not expected to undertake any additional public notification or referral.

This letter:

- informs you about the Committee's hearing process
- tells you what you need to do if you want to participate in the Public Hearing
- explains how the Committee will use information provided throughout this process
- sets out some key dates for the exchange of information before the hearing.

## **The Hearing process**

The Committee will:

- hear submitters in an independent forum by video conference, or in person if permitted
- be informal and not like a court
- give fair, unbiased advice to the Minister for Planning about matter.

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*.

### **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 Environment, Land, Water and Planning, PO Box 500, East Melbourne, Victoria 8002*



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The Committee process includes a Directions Hearing and the Hearing.

### Directions Hearing

The Committee will convene a Directions Hearing:

at **1:30pm on Friday 29 July 2022** by video conference using MS Teams.

[Click here to join the meeting](#)

At the Directions Hearing, the Committee will:

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

You should attend the Directions Hearing if you:

- 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 Hearing is proposed to start on **Monday, 12 September 2022** and is expected to run for approximately **five days**.

The Committee will consider all referred written submissions when preparing its report, including those from submitters who do not attend the Hearing.

### Key dates

The Key Information attached to this letter includes a list of key dates for the circulation of information in the leadup to the Hearing. If you wish to comment on the key dates but are unable to attend the Directions Hearing, you can provide comments in writing to [planning.panels@delwp.vic.gov.au](mailto:planning.panels@delwp.vic.gov.au) by 12 noon on **Wednesday, 27 July 2022**.

### If you wish to be involved in the Hearing

Please complete the [online request to be heard form](#) by **12 noon on Wednesday 27 July 2022** 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

Submissions and other information presented throughout the process will be treated as public documents. Please note the attached *Privacy Collection Notice*, explains how your submission and any further material you wish to present to the Committee 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:

<https://www.planning.vic.gov.au/panels-and-committees/planning-panel-guides>

If you have any other questions, please contact Hayley Becker, Manager Major Projects, Planning Panels Victoria on [REDACTED] or [planning.panels@delwp.vic.gov.au](mailto:planning.panels@delwp.vic.gov.au).

Yours sincerely,

A handwritten signature in blue ink that reads "Sarah Raso".

**Sarah Raso**  
Committee Chair

# Completing the Request to be Heard Form

1 Spring Street and 21-25 Flinders Street, Melbourne Advisory Committee

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 12/09/2022 and 16/09/2022.

## 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 30 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
- circulate expert witness reports at a specified time before the 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 also be added to the Distribution List for the circulation of information like 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) 8624 5712 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 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.

## Preliminary list of issues

- The extent to which the proposal would affect the heritage significance of the places, including the extent of demolition and the scale and design of the proposed new building.
- Private economic impacts.
- The potential impact of the proposed development on adjacent or neighbouring heritage places.
- Application of the Specific Controls Overlay and the proposed incorporated document.

## Summary of dates

The following dates are proposed:

Time	Date	Action
<b>12 noon</b>	Monday, 29 August 2022	Applicant must circulate its Part A submission
<b>12 noon</b>	Monday, 29 August 2022	Parties calling evidence must circulate Expert witness reports
<b>12 noon</b>	Wednesday, 7 September 2022	Applicant must circulate its Part B submission
<b>12 noon</b>	Friday, 9 September 2022	All remaining parties must circulate their submission
<b>10 am</b>	Monday, 12 September 2022	Hearing commences

# Planning Panels Victoria Privacy Notice

Your personal information will be collected during this Committee process for the purpose of documenting your views about the proposal, advising the Minister for Planning about the proposal, and communicating with you throughout the Committee process.

## While the Committee process is underway

Natural justice for all participants and transparency are important parts of the Committee 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 Proponent, 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 Environment, Land, Water and Planning (DELWP) if needed for preparing Ministerial briefings
- publicly display a copy of your material in the PPV Office or Hearing room
- direct that a copy of your material be publicly displayed in the relevant Local Council Office or DELWP Regional Office.

## Hearings

The Committee may conduct a Hearing, either in person or using video conferencing. Hearings by video conference have special privacy requirements. If you choose to participate in the Hearing, you should be aware:

- a link to the Hearing will be published on the internet, and third parties will be able to join the Hearing and observe
- the Committee may broadcast the Hearing live on the internet.

The Committee may make a recording of the Hearing, and may provide a copy of any recording to any person who request it. Where Hearings are recorded, 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 to the Hearing. If you want to make your submissions or provide material to the Committee confidentially, you will need to ask permission from the Committee Chair and provide reasons why the Committee should treat your submissions or material confidentially.

## After the Committee has reported

When the Committee has reported to the Minister for Planning, 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, make a request to PPV by email at [planning.panels@delwp.vic.gov.au](mailto:planning.panels@delwp.vic.gov.au) before the Committee submits its report. If the Committee has reported, you should submit your request to the DELWP Freedom of Information and Privacy Unit at [foi.unit@delwp.vic.gov.au](mailto:foi.unit@delwp.vic.gov.au)

If you have any concerns about how your submission will be used, please contact Planning Panels Victoria on (03) 8624 5719.