



Planning Panels Victoria

Department of Transport and Planning

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

28 July 2023

Dear Submitter

Priority Projects Standing Advisory Committee Referral 32: 6 Eccles Street, Warrnambool

We are writing to you because you made a submission to the Department of Transport and Planning on draft Warrnambool Planning Scheme Amendment C212warr (the Amendment) to facilitate the use and development of land at 6 Eccles Street, Warrnambool (subject site).

The Minister for Planning (the Minister) has referred all submissions to the Priority Projects Standing Advisory Committee (the Committee). A copy of the referral letter dated 20 July 2023 is attached.

This letter:

- tells you what you need to do if you want to participate in the Committee process
- explains how we will use information the Committee collects
- sets out preliminary directions and key dates for the Committee process.

The Proposal

The Amendment proposes to make changes to the Planning Scheme to facilitate the use and development of the land at 6 Eccles Street Warrnambool for key worker housing. This would allow the construction of 221 dwellings as well as site internal amenities for key workers at the local Midfield Abattoir.

The Minister is the Planning Authority for the Amendment. The proponent is Midfield Meat Processing Pty Ltd (Midfield).

The Committee process

The Minister appointed the Committee under section 151 of the *Planning and Environment Act 1987* (the Act). More information about the Committee, including its Terms of Reference can be viewed at [Priority Projects Standing Advisory Committee \(planningpanels.vic.gov.au\)](https://planningpanels.vic.gov.au).

Sarah Carlisle (Chair) and Adam Terrill will consider this referral, which will be known as Referral 32.

In accordance with its Terms of Reference and referral letter, the purpose of the Committee is to:

- provide advice to the Minister about whether to approve the Amendment
- provide specific advice and recommendations on the main themes raised in submissions (see attached key information).

Declarations

Member Terrill has declared that he worked at Tract Consultants until February 2021. Tract Consultants provided planning services to assist Midfield on a plant expansion project in 2014. Member Terrill has advised that he had no personal involvement in the matter or with Midfield.

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



An 'on the papers' process

The Committee's Terms of Reference states that the Committee:

- is not expected to carry out a public hearing but may do so if deemed necessary
- may assess any matter 'on the papers'
- may conduct discussion, forums, or video conferences.

The referral letter asks that the Committee consider an 'on the papers' process for this referral. The Committee proposes that this matter be conducted 'on the papers', which would involve the Committee considering the written material provided to date, plus any further submissions or evidence the parties wish to circulate, without a directions hearing or public hearing.

If you object to an 'on the papers' process, please write to planning.panels@delwp.vic.gov.au by **Monday, 7 August 2023** indicating why you think a hearing is necessary. The Committee will confirm whether or not a hearing will be held after considering any requests.

Preliminary directions and key dates

The Key Information attached to this letter includes proposed dates for circulating any further written material as part of an 'on the papers' process. If you wish to comment on the dates, or to raise any other preliminary matters, you can provide comments in writing to planning.panels@delwp.vic.gov.au by **Monday, 7 August 2023**.

If you wish to be involved in the Committee process

Please complete the [online request to be heard form](#) by 12 noon on **Monday 7 August 2023** if you wish to lodge further written material for the Committee to consider, or if you wish to be heard at a hearing.

The Key Information attached to this letter includes the themes on which the Committee has been requested to constrain its advice to the Minister. Submissions and evidence (including any oral submission or evidence, if a hearing is held) must be confined to the themes on which the Committee has been asked to provide advice.

Further Information

Objections, submissions, and other information presented throughout the process will be treated as public documents. The attached *Privacy Collection Notice* explains how your submission will be used by the Committee. Please read it carefully.

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 [REDACTED] planning.panels@delwp.vic.gov.au

Yours sincerely



SARAH CARLISLE
Committee Chair

Completing the Request to be Heard Form

Priority Projects Standing Advisory Committee Referral 32: 6 Eccles Street, Warrnambool

If you wish to be involved in the Committee process, please complete the [online request to be heard form](#) by 12 noon Monday 7 August 2023. The Committee will confirm whether the matter will be held 'on the papers' after considering any requests for a hearing to be held. You should still consider your availability to appear before the Committee. When completing the form, please note the following details.

When will the matter be heard?

If a hearing is to be held, it will likely commence in the week of 4/09/2023.

What if I have availability issues during the expected dates?

Please advise of any availability constraints between 4/9/2023 and 8/9/2023. 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
- circulate expert witness reports at a specified time before the hearing

The Committee will consider any written evidence submitted. If a hearing is held, the expert witnesses will be invited to present their evidence orally. Participants in the hearing who are calling like evidence will be given priority to cross-examine expert witnesses. If a workshop or discussion is held, the Committee may invite expert witnesses to attend and participate.

What happens after I complete the form?

If you complete this form, you will be listed as a party to the Committee proceeding and you will be sent a copy of the Committee's directions. Your name and email address will be added to the Distribution List for the circulation of information like reports and submissions 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 will be mailed to submitters who do not have an email address and 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 other parties 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 a hearing is held at another location, we may need to ensure access requirements can be met.

Key information

Priority Projects Standing Advisory Committee Referral 32: 6 Eccles Street, Warrnambool

Key themes

The Minister has requested the Committee to constrain its advice to the following themes:

- traffic and car parking
- site access
- housing density
- public safety
- amenity
- suitability of the buffer distances between industrial uses and residents
- construction impacts.

Documentation

Key documentation received to date includes:

- the Committee's Terms of Reference dated 14 June 2020
- referral letter dated 20 July 2023
- the amendment and supporting documents
- submissions.

The documents are available to view and download here: [Priority Projects SAC - Referral 32](#)

Key dates

The following dates are proposed:

Time	Date	Actions for filing and other matters
12 noon	Monday, 7 August 2023	Parties may provide comments regarding the proposed 'on the papers' process
12 noon	Monday, 7 August 2023	Parties must submit their request to be heard, including advocate and expert witness details
12 noon	Monday, 21 August 2023	Proponent Part A (background and context) submission
12 noon	Monday, 28 August 2023	Parties calling evidence (if any) must circulate expert witness reports
12 noon	Monday, 4 September 2023	Further written submissions (if any) must be circulated (if the matter is considered on the papers) OR 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 draft Amendment, advising the Minister for Planning about the Amendment, and communicating with you throughout the Committee process.

While the Committee process is underway

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
- 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
- direct that a copy of your material be publicly displayed in the relevant local council office or DTP regional office.

Hearings

The Committee may conduct a public hearing, forum or discussion, either in person or using video conferencing. Video conferences have special privacy requirements. If you choose to participate in the public hearing (should one be held), you should be aware that 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 make a recording of the hearing and may provide a copy of any recording to any person who requests 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. 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.

The Committee report

The Committee's report will include a list of the names of submitters and a list of the names of the parties to the process. It may also include direct quotes from submitters. The Minister may release the Committee's report publicly. The report, if publicly released, will be published on the internet.

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 (should one be held), make a request to PPV by email at planning.panels@delwp.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) 8624 5719.