



Planning Panels Victoria

Department of Transport and Planning

1 Spring Street
Melbourne Victoria 3000
GPO Box 2392
Melbourne, Victoria 3001
Telephone (03) 5381 9457

20 January 2026

Dear Submitter

Macaulay Structure Plan Advisory Committee

We are writing to you because you made a submission to draft Melbourne Planning Scheme Amendment C417melb (the Amendment) which seeks to implement the *Macaulay Structure Plan 2021* by introducing revised planning controls to guide land use and development within the Macaulay Urban Renewal Precinct.

The Minister for Planning has determined to refer submissions related to the Amendment to the Macaulay Structure Plan Advisory Committee (the Committee). The Minister appointed the Committee pursuant to section 151 of the *Planning and Environment Act 1987* to review this matter.

Committee members, Annabel Paul (Chair), John Roney (Deputy Chair) and Peter Bettess have been nominated to consider this referral.

This letter:

- informs you about the Committee's hearing process
- informs you how to participate in the Committee process
- explains how the Committee will use information provided throughout this process
- sets out some key dates for the exchange of information before the hearing.

A more detailed explanation of what the Amendment proposes can be found on the [City of Melbourne website](#). Council is the Planning Authority for the Amendment.

The Committee process

The 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 Council and the Minister for Planning about the Amendment.

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

The purpose of the Directions Hearing is for parties to introduce themselves, discuss the process and make arrangements for the main Hearing.

You should attend the Directions Hearing if you:

- are new to the Committee process and/or wish to participate in the Hearing

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, GPO Box 2392, East Melbourne, Victoria 3001.



- have questions about the Committee process or wish to raise procedural issues.

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 Committee will issue written directions and a Hearing timetable after considering all requests to be heard and any additional matters raised at the Directions Hearing.

The Directions Hearing will be held:

10:00am, Monday, 16 February 2026

Hearing Room 1, Planning Panels Victoria

1 Spring Street, Melbourne

Alternatively, you can join online by video using MS Teams: [Click here to join the meeting](#)

Hearing

The purpose of the main Hearing is for people to speak to their written submission and to hear from Council. The Hearing will start in the week of 7 April 2026 and may run for up to three (3) weeks; however this depends on how many submitters request to be heard. The Hearing is open for anyone to attend.

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 circulating 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 office@planningpanels.vic.gov.au by Monday, 9 February 2026.

If you wish to be involved in the Hearing

Please complete the [online request to be heard form](#) by 12 noon on Monday 9 February 2026 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.

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. It is important the Committee receives this information on time as it assists in planning the draft timetable for the Hearing before the Directions Hearing.

Further Information

Please find attached to this letter:

- Guidance on completing the online request to be heard form
- Key information including proposed dates and directions, more about how like submissions will be treated, and the Foley's List Legal Assistance Service
- The *Privacy Collection Notice* which explains how your submission will be used by the Panel.

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 Georgia Brodrick, Planning Panels Victoria on [REDACTED] or office@planningpanels.vic.gov.au

Yours sincerely



Annabel Paul
Committee Chair

Completing the Request to be Heard Form

Macaulay Structure Plan 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 7/04/2026 and 24/04/2026.

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.

Experts

An expert gives evidence in a field of expertise and must prepare an expert statement.

If you propose to call experts, you must:

- provide details of all experts on the request to be heard form – this includes their name, organisation, and field of expertise
- circulate expert reports at the time directed by the Committee before the Hearing.

Please note that it is critical the Committee receives this information about experts on time as it assists in planning the draft timetable for the Hearing before the Directions Hearing.

Experts may be directed to participate in a conference of experts and contribute to preparing a joint experts report.

Participants in the Hearing can generally cross-examine experts.

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 circulating 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.

Preliminary list of issues

The Minister for Planning has referred the following specific matters to the Committee for consideration and advice:

- accommodating growth
- mix of uses
- mandatory controls
- built form controls
- mandatory floor area ratio (FAR)
- requirements for new street, laneways and arcades
- parks and open space
- Development Contributions Plan
- setbacks to CityLink and Moonee Ponds Creek
- flooding
- car and bicycle parking
- draft Built Form Overlay schedules
- draft Precinct Zone schedule

Summary of proposed key dates

The following dates are proposed:

| Time | Date | Documents to be circulated and other matters |
|---------|---|---|
| 12 noon | Tuesday, 3 March 2026 | Council must provide a submitter location map to the Committee only |
| 12 noon | Friday, 27 March 2026 | Council must provide Part A (background and context) submission |
| 12 noon | Tuesday, 17 March 2026 | Council must provide expert witness report(s) |
| 12 noon | Friday, 27 March 2026 | Other parties calling evidence must provide expert witness report(s) |
| 12 noon | Thursday, 2 April 2026 | Statement(s) of agreed opinions and facts from experts (if required) |
| 12 noon | Monday, 6 April 2026 | Council must provide 'Day 1' version of the Amendment documentation |
| 12 noon | Monday, 6 April 2026 | Documents or material to be presented on Day 1 of the Hearing must be provided, including Council's Part B submission |
| 10:00am | Tuesday, 7 April 2026 | Hearing commences |
| 12 noon | 5 business days after the hearing concludes | Comments on final drafting must be provided |

Foley's List Legal Assistance Service

The Legal Assistance Service, offered by Foley's List barristers, offers low-cost or no-cost legal support to eligible submitters in Planning Panels Victoria hearings. Available to individuals and community groups, the service offers legal advice and representation to help participants navigate PPV processes (subject to barrister availability). Assistance ranges from preliminary advice to full representation, with fees reduced or waived. To participate, submitters must meet eligibility criteria. More information about the service is available on the PPV [website](#), including information on who to contact at Foley's List to apply for the service.

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 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 Transport and Planning (DTP) 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 DTP 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 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 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.

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 Hearing. It may include direct quotes from submitters. The report may be published on the internet after it has been provided to the Minister for Planning.

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, make a request to PPV by email at office@planningpanels.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.