

From: stefanie.wilson@delwp.vic.gov.au
To: [Rose Semmler](#)
Cc: [andrea.harwood@delwp.vic.gov.au](#)
Subject: Confirmation of Appointment: Melbourne Planning Scheme Amendment C308
Date: Tuesday, 4 December 2018 10:25:04 AM
Attachments: [ATT00001.gif](#)
[ATT00002.gif](#)
[ATT00003.gif](#)
[ATT00004.gif](#)
[ATT00005.gif](#)
[ATT00006.gif](#)
[Melbourne C308 - Appointment Letter PA.pdf](#)
[Melbourne C308 - Instrument of Appointment.pdf](#)
[G4 Planning Authority Checklist .DOCX](#)

Hi Rose,

Thank you for sending through the formal panel request on 28 November 2018.

Please see below the following attachments;

- Appointment Letter
- Instrument of Appointment
- Planning Authority Checklist

Are you able to please organise and post to PPV two sets of Amendment C308 documents, one for each member?

Do not hesitate to contact me if you have any other queries.

Regards

Stefanie Wilson | Business Services Officer | Planning Panels Victoria
Planning | Department of Environment, Land, Water and Planning

Level 5, 1 Spring Street, Melbourne, Victoria 3000
T: 03 8392 5117 | E: stefanie.wilson@delwp.vic.gov.au





Planning Panels Victoria

Department of Environment, Land, Water and Planning

1 Spring Street
Melbourne Victoria 3001
GPO Box 2392
Melbourne, Victoria 3001
Telephone (03) 8392 5115

4 December 2018

Rose Semmler

Melbourne City Council

Sent via email to rose.semmler@melbourne.vic.gov.au

Dear Rose,

Melbourne Planning Scheme Amendment C308

I write to advise that under delegation, the Minister for Planning has appointed a two person Panel to hear and consider submissions in respect of the above matter.

The Panel consists of Lester Townsend – Chair and Lynn Sweeney – Member.

The following documents are attached:

- Instrument of Appointment; and
- 'Checklist for Planning Authorities and Responsible Authorities' to guide the organisation of the Hearing.

The Panel Coordinator will contact you to arrange dates and venues for the Directions and Panel Hearings.

Planning Panels Victoria will notify submitters and relevant Authorities of the Hearing arrangements. If you have not already done so, I ask that you email the Panel Coordinator a database containing the contact details of:

- all submitters and
- the Proponent and their representation (if applicable).

The Panel is expected to arrange its Hearings and deliver its report within the following timeframes:

Directions Hearing	Within the week commencing week of 28 January 2019
Panel Hearings	Commencing in the week of 25 February 2019
Report	Within 30 business days of the last day of Hearings.

We thank you for your cooperation in reaching these agreed dates.

In accordance with Section 156 (2) of the *Planning and Environment Act 1987*, an invoice for fees and expenses for the Panel costs will be sent to you after the Panel submits its final report.

Planning Panels Victoria is able to provide ongoing invoices on a monthly basis if required, however if charges reach \$10,000 or more in any given month, a progressive tax invoice will be issued and sent to you automatically.

Please note that Planning Panels Victoria payment terms are strictly 30 days from the date of the invoice. For any invoice enquiries please call our finance team on 8392 5102.

Please contact the Panel Coordinator – Planning Panels Victoria on (03) 8392-5115 if you have any queries.

Yours sincerely



Harry Matheas
Business Manager
Planning Panels Victoria

INSTRUMENT OF APPOINTMENT

PLANNING AND ENVIRONMENT ACT 1987

SECTION 153 SECTION 155

Under delegation from the Minister for Planning, I appoint the following panel to consider and hear submissions under the Act about the following amendment to a planning scheme, and I appoint the nominated member as a chairperson.

PLANNING SCHEME

Melbourne

AMENDMENT

C308

MEMBERS

Lester Townsend
Lynn Sweeney

Chair

Kathy Mitchell
Chief Panel Member
Planning Panels Victoria



Date:

3 December 2018

Guide to Planning Authorities

Making a Panel Request

To request a Panel, write to Planning Panels Victoria (PPV) which has delegated authority from the Minister for Planning to appoint a Panel. If required, PPV can supply an example of a letter to assist you.

When requesting a Panel, please:

- ☐ summarise the nature of the proposal
- ☐ identify any Applicant or Proponent if not the Council
- ☐ indicate the number of submissions received
- ☐ identify who the submissions are from (i.e. various groups/individuals)
- ☐ identify the key issues raised in the submissions
- ☐ identify the likely dates required for the Directions Hearing and Public Hearing, and how many days may be required.

Where appropriate, we ask that provide the following information (hard copy and electronically):

- ☐ Council report resolving to exhibit the amendment
- ☐ Council report resolving to request a Panel
- ☐ the exhibited planning scheme amendment
- ☐ all submissions received (including public agencies)
- ☐ a full copy of the EES (if applicable)
- ☐ the planning permit application and exhibited permit (if applicable)
- ☐ a full set a plans
- ☐ any other supporting documents exhibited with the amendment
- ☐ any relevant Council officer reports
- ☐ a mailing list to be used for communicating with submitters, including Council contact and proponent (template on CD provided)
- ☐ relevant extracts of the Local Planning Policy Framework including the MSS, local planning policies and other relevant extracts from the planning scheme (eg schedules to zones or overlays)
- ☐ other relevant strategic material.

It is important to ensure that all documentation provided is properly ordered, well labelled and easily retrievable. Please also ensure that you send one set for each Panel member; for example, if it is a three-person Panel, three sets should be supplied.

Following receipt of advice of Panel Appointment

Advise the Panel (or Panel Chair in the case of multi-member Panel) through PPV:

- any matters which should be raised at the Directions Hearing
- dates for Directions Hearing and Panel Hearing venue
- any special needs of the Panel.

In consultation with PPV, book a venue for the Hearing.

The Panel Co-ordinator will send the Directions Hearing notification letter to the parties, and will record and send returned 'Request to be Heard forms' to the Panel Chair prior to the Directions Hearing.

Copies of completed 'Request to be Heard forms' will not be provided to the Planning Authority or other parties.

Following the Directions Hearing

Prior to the Hearing:

- Discuss with the PPV on behalf of the Panel how the Hearing venue should be set up, and what facilities and equipment will be required.

During the Hearing:

- Ensure that any equipment (eg data projector) requested by the parties involved is available.

It is the role of the PPV Panel Coordinator to send all people who are listed to be heard:

- the letter setting out any Directions made
- the accompanying Hearing timetable
- the PPV **Guide to Expert Evidence**.

Further Information

Further information about Planning Panels Victoria can be found on the department's website:

<http://www.delwp.vic.gov.au/planning/panels-and-committees>