



Planning Panels Victoria

Department of Environment, Land, Water and Planning

1 Spring Street
Melbourne Victoria 3000
GPO Box 2392
Melbourne, Victoria 3001
Telephone (03) 8392 5115

25 March 2020

As addressed

Dear Submitter,

Your submission to Casey Planning Scheme Amendment C258case: City of Casey Activity Centre Strategy 2019

We are writing to you because you made a submission to the above Amendment. The City of Casey Council has referred your submission to a Panel. The Panel for this matter was appointed under delegation from the Minister for Planning on 24 March 2020 and comprises Ms Kathryn Mitchell (Chair) and Professor Rodger Eade.

The Amendment proposes to implement the *City of Casey Activity Centre Strategy 2019* by amending Clause 21.05 Economic Development, and replacing the Retail Policy at Clause 22.01 of the Casey Planning Scheme with an Activity Centres Policy to provide a comprehensive framework for use and development within existing and proposed activity centres; amending Clause 22.02 (Non Residential Uses in Residential and Future Residential Areas Policy), and making minor changes to the MSS to reflect the updated strategy.

Council is the Planning Authority for the Amendment.

The Panel will:

- hear 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 note the attached *Privacy Collection Notice*.

The Panel process includes a Directions Hearing and the Hearing.

Directions Hearing

At the Directions Hearing, the Panel 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 Panel process including the Hearing.

Initially, a Directions Hearing was proposed to be held on 29 April 2020 at Planning Panels Victoria.

Given the concerns about Novel Coronavirus Disease 2019 (COVID-19) and its potential impacts on conducting public hearings, Planning Panels Victoria will not be conducting face to face hearings until further notice, except in exceptional circumstances. Therefore, the Panel will likely to be conducting the Directions Hearing for this matter 'on the papers' (without face-to-face contact).

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



The Panel will provide further guidance once the extent of submitters wishing to be heard at the hearing is known.

You should use the Directions Hearing process if you:

- are new to the Panel process or wish to participate in the Hearing
- have questions about the Panel process or wish to raise procedural issues.

Hearing

The Hearing is for people to speak to their written submission and to hear from the Planning Authority. The Hearing is proposed to start on **10 June 2020** and should run for 3-5 days. The Hearing is open for anyone to attend.

At the Hearing the order will be:

- Casey City Council
- Government departments and agencies
- Community groups
- Individual submitters.

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

Again, the Panel will be clearer about the hearing process over the next few weeks and will keep you informed.

If you wish to be involved in the Hearing

Please complete the [online request to be heard form](#) by 5.00pm on Monday 20 April 2020 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.

Completing the online request to be heard form

When completing the online *request to be heard form*, please note:

1. The expected hearing dates are between 10/06/2020 and 17/06/2020.
2. You can tell us when you are not available. The Panel will accommodate your availability where possible.
3. Expert witness details must be provided on the request to be heard form.

If you complete this form, a timetable for the Hearing will be emailed to you after the Directions Hearing.

What if I do not have an email address?

Please contact Planning Panels Victoria on (03) 8392 5115 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.

Expert witnesses

An expert witness gives evidence in a field of expertise and must prepare a report. People calling expert witnesses are required to circulate expert witness reports at a specified time before the Hearing. Participants in the Hearing can generally cross examine expert witnesses.

Access requirements

Please contact PPV with any access requirements. Some Hearings are at PPV, and some are at other locations. PPV Hearing Rooms are equipped with a hearing loop, and a laptop and projector if required. If the Hearing will be at another location, we may need to ensure access requirements can be met.

Further Information

The attached *Privacy Collection Notice* 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:

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

Please read the Novel Coronavirus Disease 2019 (COVID-19) information attached to this letter.

If you need a paper copy of these documents, or if you have any other questions, please contact PPV on (03) 8392 5115 or planning.panels@delwp.vic.gov.au.

Yours sincerely,



Kathryn Mitchell

Panel Chair

Privacy Collection Notice

Natural justice for all participants and transparency are important parts of the Panel process. In meeting its legislative requirements, the Panel may:

- provide a copy of your submission with all contact details to the Proponent, Local Council, Government Agencies and other parties to the Hearing
- provide a copy of your submission to the Department of Environment, Land, Water and Planning if needed for preparing Ministerial briefings
- display a copy of your submission in the Planning Panels Victoria Office or Hearing room.
- display a copy of your submission in the relevant Local Council Office or Regional Government Office as appropriate.

The Panel does not propose to display your full submission on a website unless this is necessary, and you have given your consent. However, your name and other personal information may be published on the internet as detailed below.

Publication of your personal information on the internet

A Panel Report will be published on the internet and may include:

- each submitter's name
- direct quotes from submissions
- submitter addresses, if required.

Please note that even when your personal information is removed from the internet, it may remain on external servers indefinitely.

After the Panel has reported

When the Panel has reported to the Planning Authority, your submission will be removed from public display.

Your original submission and any additional material provided will be held at Planning Panels Victoria for two years and then sent to the Public Record Office Victoria. All additional copies of the submission and other material held by Planning Panels Victoria will be securely destroyed.

If you have any concerns about how your submission will be used, please contact Planning Panels Victoria on (03) 8392 5114.

Novel Coronavirus Disease 2019 (COVID-19)

Advice from Health Authorities

1. You should monitor the advice from health authorities on COVID-19 at <https://www.dhhs.vic.gov.au/coronavirus>

Scheduled Hearings

2. Please be aware that the Panel may reschedule, postpone or cancel face to face scheduled hearings at short notice if there is a known risk to people attending from COVID-19 or on the advice of Victorian health authorities and the Victorian State Government.
3. Scheduled and new hearings may be arranged through video or phone conference where practicable.

At the Hearing

4. If you are unwell or showing any symptoms of COVID-19 or have been in contact with anyone with COVID-19 then you must not attend the Hearing. Information on symptoms and at-risk travel and contact is available on the DHHS website above.
5. If you cannot attend in person for the reasons above contact planning.panels@delwp.vic.gov.au to discuss alternative arrangements.
6. If you attend a hearing in person you must fill in the attendance sheet with full contact details in case we need to contact you later in the event of an identified virus threat.
7. Pay close attention to personal hygiene at the hearing including frequent hand-washing, avoiding physical contact with others and making use of sanitisers provided.

After the Hearing

8. If you become unwell within 14 days of attending the hearing with symptoms that may indicate you have contracted COVID-19 you should contact your health professional first and then advise the Planning Panels Victoria Business Manager as soon as possible on 8392 5114 or planning.panels@delwp.vic.gov.au.