

Having your say!

Who can make a submission?

Anyone can make a submission. However, submissions are usually made by people who may be directly affected by a proposed planning scheme amendment (either as the owner or occupier of land which is to be the subject of changed planning scheme provisions) or those who may be indirectly affected by changes on other land, such as neighbouring residents or business owners.

How do I lodge a submission?

Submissions must be made in writing and will be accepted until **Friday 27 April 2018**.

You must also include:

- the name of the person (or nominated person if it is a group) making the submission
- preferred contact details
- the address of the affected property, if applicable
- the reason/s for the submission.

You can lodge your submission by:

- **emailing** your submission to amendments@vpa.vic.gov.au with the subject line '*Officer Precinct Structure Plan*' or '*Amendment C232*'
- **completing the online submission form** at 'Get Involved' at: <https://vpa.vic.gov.au/project/officer-precinct-structure-plan>
- **posting** your submission to:

Victorian Planning Authority
c/- Amendment C232
Level 25, 35 Collins Street,
MELBOURNE VIC 3000

When must submissions be received by?

Submissions must be made in writing and will be accepted until **Friday 27 April 2018**.

Should you require further time, please contact the VPA to discuss the best approach. A temporary submission can be sent by this date and expanded upon later if you require more time.

Where can I find more information?

The 'Shape Victoria' section of the VPA website has copies of the PSPs, background reports, maps, summary documents and all the exhibition documentation. It also provides a name and number of the best person from the VPA to contact about each project. Please visit <https://vpa.vic.gov.au/project/officer-precinct-structure-plan/>

All enquiries can be made to Katherine Smith, Senior Strategic Planner on (03) 9651 9644 or via email katherine.smith@vpa.vic.gov.au

What do we do with submissions?

The VPA is required under the *Planning and Environment Act 1987* to consider all submissions to an amendment.

Please be aware that under the Section 21(2) of the Planning and Environment Act 1987, the VPA is required to make a copy of any submission available for any person to inspect.

After the exhibition period ends VPA staff will review all submissions received. As part of this process VPA staff may contact submitters as required to further discuss their submission and the changes sought.

In the case of submissions that request a change to an amendment, the act requires the VPA to either change an amendment as requested or refer the submission to an independent panel. It is expected the VPA will not be able to resolve all submissions and will request the Minister for Planning to establish an independent planning panel. Submitters will be informed as to whether a panel has been formed to try and resolve the outstanding issues.

Panel Hearing: If submissions are referred to a panel, Planning Panels Victoria will invite submitters to appear at a panel hearing in support of their submission. After the hearing, the panel will then prepare a report with recommendations for the VPA's consideration.

Review of Panel Report: The VPA will decide on whether to accept or reject the panel recommendations and decide on whether to adopt an amendment and submit it to the Minister for Planning for approval. If panel recommendations are not adopted, the VPA will need to provide justification of this position to the Minister for Planning as part of any request for approval.

Minister's Decision: The Minister for Planning decides whether to approve an amendment. If approved, a notice will appear in the Government Gazette. The changes to the planning scheme would come into effect on the day the approval of the Amendment is gazetted.

The Department of Environment, Land, Water and Planning (DELWP) website has more information on the Planning Scheme Amendment process:

<http://www.dtpli.vic.gov.au/planning/planning-schemes/changing-the-planning-scheme#process>

Tips for writing a submission

While there's no right or wrong way to write a submission, we appreciate that it can be daunting to write a formal response to an amendment.

It's not something that most people practice every day, however the suggestions you make might have a big impact on the decisions that will be made.

If you do wish to make a written submission, the following list of tips may help you organise your thoughts, structure your words and help us understand and consider your views.

But ultimately, how you choose to write your submission is your decision and we will accept them all.

1. Read the amendment documents

This might seem obvious, but sometimes people write submissions in response to what other people have told them, rather than reading the consultation materials themselves. While we do read and consider all submissions and feedback, you should make sure that your comments and views are relevant by responding to what the amendment documents say, rather than to what other people think they say.

2. Only respond to the points you want to respond to

Some amendment documents can be dauntingly large and complex, containing many different ideas and questions for people to respond to. Please pick and choose the areas you wish to respond to, those that affect you, points that you're passionate about or just parts that you have ideas about. We don't expect you to respond to every point.

3. Jot down your key concerns/questions/suggestions

It's a great idea before writing your submission to jot down your key thoughts, concerns, questions and suggestions. Take a look at them and consider whether they all reflect one big idea or issue you have or if there's a number of different topics you wish to respond to. This can help you clarify your thoughts and make it easier to write a clearer and more concise submission.

4. Find facts and evidence supporting your views

While we respect your views and opinions, you can demonstrate your perspective and the importance of your ideas by providing us with examples or evidence that support them.

5. Provide alternative ideas and suggestions

Sometimes it can be easy to simply criticise an idea or service, but it's important to think about what should take its place.

If you have an alternative approach that you believe will work better, feel free to let us know. This helps us understand your perspective and gives us new ideas to consider.

6. Structure your submission to be clear and easy to read

While we'll read your submission regardless of how you structure it, if you make sure your submission is clear and easy to read then that helps ensure that we understand your views and concerns. There are different ways of structuring your submission and the most important thing is to get your ideas to us.

To help, we've provided the following suggestions:

- Include a summary indicating what parts of what documents you are responding to within the amendment.
- Clearly include your interest or involvement in making your submission. Why are you interested in this document, does it affect you personally, your family, friends, community, or business? This helps us understand and consider your circumstances.

- Separate out each topic you wish to discuss into a separate section discussing them, giving each a separate subheading to help us understand each of your concerns and points.
- Provide a summary of your main ideas, concerns and points at the end of your submission to sum up your views.

7. Ask another person to read through your submission

If possible, get someone else to read over your submission to make sure it clearly says what you want it to. This helps ensure that we don't misunderstand your thinking and it's clear to us and anyone else reading what your ideas and concerns are.