

Having your say & making a submission

Who can make a submission?

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

In the case of a submission made jointly by a number of people, the submission should nominate one person as the group's representative for notices and representation.

How do I lodge a submission?

Submissions must be made in writing and be clearly marked with the name of the planning strategy – Officer South Employment PSP.

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, and,
- The reason/s for the submission.

Your submission can be lodged in several ways:

Complete the online submission form at www.engage.vic.gov.au/officersouthemployment

OR, email your submission to osepsp@vpa.vic.gov.au

OR, post your submission to:

Victorian Planning Authority
RE: Officer South Employment PSP
Level 25, 35 Collins Street
MELBOURNE VIC 3000

When must submissions be received by?

The closing date for submissions made to Officer South Employment draft Precinct Structure Plan must be made by **5pm on Friday 27 October 2023**.

All projects have a formal submission closing date, which is outlined in the project timeline and project brochure.

Submissions received after this date may not be considered as part of the VPA's review and will be assessed to determine how they can be considered.

Where can I find more information?

Further information can be found online, either on the VPA's website or on the Victorian Government's public participation platform Engage Victoria.

Visit engage.vic.gov.au/officersouthemployment or vpa.vic.gov.au/project/officer-south-employment/

Both websites have copies of the structure plan, draft planning scheme amendment documentation, background reports, maps, summary documents and all the supporting documentation you might need.

Anyone with limited access to the internet is welcome to call the VPA on 03 9651 9600 and request a hardcopy of the documents to be sent via mail.

I need to speak to someone in a language other than English

We have interpreters available to speak with you and help you understand more about the process. Call 03 8351 3452 on-demand or to book an interpreter.

Alternatively, you can call the VPA team on 03 9651 9600 and we will arrange this for you.

What happens to my submission?

Submissions provided to the VPA are part of an open public process where all parties affected by the planning scheme amendment can provide input into the draft amendment.

If you choose to make a submission, you consent to your submission being made public, and being identified as the author of the submission.

Your submission will be made available for public inspection on the VPA website until two months after gazettal of the resulting planning scheme amendment and will also be made available to relevant ministers and local councils, and other involved government agencies.

If you are a private individual, your personal information will be removed from your submission before it is released to parties outside government or local councils. Contact details do not include the address of land which is the subject of your submission.

By making a submission, you also give permission for copyright material to be copied and made public.

Please note: Submissions provided to the Victorian Planning Authority are part of an open public process where all parties affected by the planning scheme can provide input into the amendment.

If you choose to make a submission, you consent to your submission being made public, and being identified as the author of the submission.

Your submission will be made available for public inspection on Engage Victoria and the VPA website until two months after gazettal of the resulting planning scheme amendment and will also be made available to relevant Ministers and local councils, and other involved government agencies. In addition, your submission will be made available to developers, landowners, other submitters and interested parties on request. Your submission may be provided in its entirety to a Ministerial Advisory Committee appointed to advise the Minister for Planning on referred projects and plans and associated draft planning scheme amendments.

If you are a private individual, your personal information will be removed from your submission before it is released to parties outside government or local councils. Contact details do not include the address of land which is the subject of your submission.

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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.

If you 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.

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.

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.

If you would like to clarify any of the planning materials before you make your submission, VPA staff are available at multiple times throughout the consultation to answer any questions. Please see the Engage Victoria page for more information

engage.vic.gov.au/officersouthemployment

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.

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.

Provide alternative ideas and suggestions

Sometimes it is 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.

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.

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.