

Directions

Monash Planning Scheme Amendment C173mon
Huntingdale Precinct Plan

Filing documents

1. Council must host and manage online document sharing. The document sharing platform must allow a party to upload documents directly.
2. Documents must be filed electronically by uploading them to the document sharing platform. When uploading documents, a party must email all other parties on the distribution list to inform them of the document(s) that have been uploaded.
3. Documents must meet the following requirements:
 - a) Files must not exceed 20MB in size.
 - b) File names must be as short as possible and begin with the name of the party as it appears on the distribution list:
[Party name] - [Document Title].
 - c) If tabling more than 10 documents at once, all documents must be provided through a fileshare link (for example, DropBox or OneDrive) and be accompanied by an index list.
 - d) A Microsoft Word version or unlocked pdf version of the document must be emailed directly to planning.panels@transport.vic.gov.au after being uploaded.
4. All information presented to the Panel for the purposes of the Panel process is a public document solely for that purpose unless the Panel directs otherwise. It cannot be used for any other purpose.

Notes

Any request to access a document after that date will be subject to the Freedom of Information process.

For more information on how your submission will be used, refer to the [PPV Website](#).

If your document is larger than 20MB, break it down into parts that are less than 20MB each.

If you do not file documents by the specified time, the Panel may not accept the evidence or material. If you think you will not meet the specified deadline you must provide reasons in writing to planning.panels@transport.vic.gov.au before the deadline.

The Panel will not publish or accept material that contains offensive or defamatory material, or personal information about other people (such as emails and phone numbers or photographs of people, particularly children).

Paper documents will only be permitted in exceptional circumstances.

If you have with difficulties providing documents electronically you should contact Planning Panels Victoria.

Before the Hearing

Notice of the Hearing

5. Council must publish notice of the Hearing on its website, with information on how members of the public can observe it in person and online.

Information to be provided

6. Council must provide a map showing the location of submitters (including any late accepted submitters) to the Panel by 12 noon on Friday, 1 November 2024. The Plan must:
 - a) identify submitters by submitter number, and not by name
 - b) be provided only to the Panel.

Note

If you need additional information from another party and they have not agreed to provide it to you, you should make a request in writing to the Panel requesting it to direct the provision of the information. The information

must be related to the proposal and be of assistance to the Panel. Requests should be short and clearly state why you need the information.

Council Part A (background and context) submission

You may not need both Direction 7 and Direction **Error! Reference source not found.**.

7. Council must file Part A (Background and context) submission by 12 noon on Friday, 1 November 2024 that includes:
 - a) a summary of the physical context of the subject land and surrounds
 - b) background to the Amendment including chronology of events
 - c) a summary of the conditions of authorisation and how they have been met
 - d) a summary of the strategic context, including:
 - (i) relevant planning policies and provisions
 - (ii) any other recently approved or upcoming amendments that might impact on the Amendment
 - e) a summary of any permit applications or recently granted permits that might impact on the Amendment
 - f) a summary of the issues raised in submissions, including an explanation of which (if any) of those issues have been resolved and how.
8. Council must file a 'Day 1' version of the Amendment documentation by 12 noon on Friday, 1 November 2024. The Day 1 version must:
 - a) show any suggested changes in response to submissions
 - b) be marked up against the exhibited version
 - c) be labelled 'Council Day 1 version – Clause X'
 - d) be in an editable format such as MS Word.

At the Hearing

9. Council must provide administrative support to manage the Hearing.

Note

This may include finding a suitable venue for an in person Hearing, or if the Hearing is online or hybrid, configuring a video conference meeting, publishing links to the Hearing online, issuing direct invitations to participants (including the Panel, parties and experts) and providing technical support. It may also include managing the document sharing platform and making audio recordings of sessions if directed by the Panel.

Presenting material

10. Submissions, presentations and other material presented to the Panel:
 - a) must be presented electronically
 - b) must be filed by 12 noon on the business day before the material is to be presented (except as provided for in Direction 11)
 - c) should relate to the matters before the Panel
 - d) must include a summary of fewer than 5 pages if the material is more than 40 pages.
11. Parties, other than Council, presenting on Day 1 of the Hearing must file any material to be presented to the Panel by 10 am on 11 November 2024.

Council Part B (main) submission

12. Council must address the following issues in its Part B (main) submission or through evidence:
 - a) its response to submissions

- b) its final position on the Amendment.

Other party submissions

13. A party who objects to the proposal must say how the proposal impacts them, how the proposal is inconsistent with Council or government policy or strategy, or both.

Note

For information on how to prepare and present material at a Hearing, refer to the [PPV Website](#).

Part C (closing) submissions

14. Council will be provided time to present a Part C (closing) submission. The Part C (closing) submissions:
- a) must not raise new matters
 - b) may respond to matters raised in other parties' submissions or evidence.

Privacy and use of personal information

15. A party must not record, keep, distribute or publish contact details of any other party obtained during the Panel process, or use those contact details for any other purpose.
16. A party must not record any part of a Hearing by any means without permission from the Chair.
17. A party who wishes proceedings to be recorded must make a request to the Chair at least five business days before the Hearing commences, outlining its reasons.
18. If Planning Panels Victoria records a Hearing, any person provided with a copy of the recording must not publish or distribute that recording or use it for any purpose other than for the Panel process.

Note

Panel hearings are only recorded in exceptional circumstances.

For more information on how your personal information will be used, refer to the Privacy Collection Notice attached to the Panel's letter dated 11 September 2024.