



TERMS OF REFERENCE MINISTERIAL ADVISORY COMMITTEE

Ministerial Advisory Committee appointed pursuant to part 7, section 151 of the *Planning and Environment Act 1987* to review the operation of the Victoria Planning Provisions and planning schemes.

NAME

- 1 This Advisory Committee is to be known as the 'Victorian Planning System Ministerial Advisory Committee' (the Committee).
- 2 The Committee is to have members that have expert knowledge and experience of the Victorian statutory planning system and the *Victoria Planning Provisions (VPP)*.

PURPOSE

- 3 The purpose of the Committee is to provide advice on ways of improving the planning system including the legislative base, the structure of planning schemes including the structure of state and local policy provisions, as well as regulations under the *Planning and Environment Act 1987*.

TASKS

- 4 Through a public submissions process, the Committee is required to:
 - Advise ways of improving the planning system, including the legislative base, the structure of planning schemes, including the structure of state and regional policy provisions, as well as regulations under the *Planning and Environment Act 1987* and other relevant legislation.
 - Categorise the range of comments and issues to allow for further assessment in light of Government planning policy.
 - Prioritise the matters raised according to the frequency of raising and in light of Government planning policy.
 - Advise the Government of the perceived efficiency of the planning system from the varied perspectives of the users.
 - Recommend areas of further study that appear to be necessary and the preferred method for dealing with the issues arising.

- 5 The Minister for Planning may expand the terms of reference at any time.

SCOPE OF THE REVIEW

- 6 Consistent with the purpose of the review, the Committee is to address ways to improve the Victorian Planning System.
- 7 A focus should be on the functional operation of the provisions of the VPP and planning schemes. The review is not intended to directly review the content of specific planning policies or local planning scheme provisions. However, general observations and conclusions may be made where necessary.
- 8 In seeking to improve the operation and efficiency of provisions, the review should seek to ensure that provisions:
 - are properly aligned to policy objectives
 - do not impose unnecessary costs and delays because of their requirements.
- 9 A number of VPP provisions have already undergone or are currently undergoing detailed review. Previously reviewed matters or active reviews are not the focus of this review. However, where submissions are made that relate to these matters the Committee should address the submissions having regard to the other review projects, but need not revisit matters already covered. This review is intended to complement these other reviews by addressing additional matters so that, taken together, the VPP continues to be an effective planning instrument.

METHOD

- 10 The review is to be carried out in stages.

Step 1: Call for submissions

- 11 The Committee is to seek submissions from any person who wishes to make a comment about improving the VPP and planning schemes. Submitters should be invited to identify their issue of concern and suggest options for improvement.

Step 2: Analyse and prioritise the issues

- 12 The Committee is to consider submissions received and inform itself as it sees fit as to the issues and the opportunities for improvement and identify and prioritise the issues and initiatives that the Government should consider.

Step 3: Prepare a priorities and recommendations report

- 13 The Committee must submit a report to the Minister that makes recommendations on the specified tasks.
- 14 The Committee may organise itself as it sees fit to carry out its tasks. The Committee may prepare discussion papers, conduct workshops, meet with stakeholders or persons with experience in other planning systems and take any other actions that assist it to inform itself about issues.
- 15 The Committee must provide submitters with at least 28 days to make a submission.
- 16 The Committee must provide an opportunity for municipalities to make a presentation to the Committee at least on a regional basis.

OUTPUTS

- 17 The Committee must produce a written report that summarises and responds to the specific tasks, including:
 - An analysis of issues raised in submissions or otherwise identified by the Committee.
 - The recommended actions and priorities for responding to these issues.
 - Recommendations for changes to any provisions, processes or other recommended actions where appropriate.
- 18 If necessary, the Committee may deliver its report in stages.
- 19 The report must include a list of stakeholders who made submissions and those who were otherwise consulted as part of the review.
- 20 The Committee may respond to submissions on a specific matter collectively rather than provide an individual response to each submission.
- 21 The recommendations report must be submitted to the Minister.

SUBMISSIONS ARE PUBLIC DOCUMENTS

- 22 The Committee must retain a library of any written submissions or other supporting documentation provided to it. The library must be provided to the Department of Planning and Community Development at the completion of the Committee's operation.
- 23 Any written submissions or other supporting documentation provided to the Committee must be available for public inspection until the submission of the Committee's report, unless the Committee specifically determines that the material is to remain confidential.

OPERATION

- 24 The Department of Planning and Community Development will provide administrative and operational support to the Committee.
- 25 A quorum is not required for the Committee to carry out its consultation or undertake its work.

TIMING

- 26 The Committee must submit at least a preliminary report to the Minister by 30 November 2011.
- 27 If a preliminary report is submitted, the final report must be submitted at a time directed by the Minister.


MATTHEW GUY MLC
Minister for Planning

Date:

14.6.11