



Planning Panels Victoria

Department of Transport and Planning

1 Spring Street
Melbourne Victoria 3000
GPO Box 2392
Melbourne, Victoria 3001
Telephone (03) 8624 5712

21 December 2023

Dear Submitter

Victorian Planning Authority Projects Standing Advisory Committee: Officer South Employment Precinct Structure Plan

We are writing to you because you made a submission to the Victorian Planning Authority (VPA) regarding the above matter. The VPA has referred submissions to the Victorian Planning Authority Projects Standing Advisory Committee (the Committee). A copy of the referral letter dated 19 December 2023 is attached.

Sarah Carlisle (Chair), Lester Townsend (Deputy Chair), Ian Hamm and John Hartigan are nominated as the Committee.

This letter:

- tells you about the Committee process
- tells you what you need to do if you want to participate in the Committee process
- explains how we will use the information we collect
- sets out proposed key dates for the process.

The Amendment

Draft Cardinia Planning Scheme Amendment C274card (the Amendment) proposes to implement the Officer South Employment Precinct Structure Plan (PSP) and Supplementary Infrastructure Contributions Plan (ICP) to guide growth in the precinct over the next 20 to 30 years. The PSP plans for 22,000 jobs in a State Significant Industrial Precinct and Regionally Significant Commercial Area along with a compact residential area. The VPA is the Planning Authority for the Amendment.

The Amendment proposes to update the Cardinia Planning Scheme to:

- incorporate the PSP and the supplementary ICP
- introduce a new schedule to the Urban Growth Zone
- make various changes to zoning, overlays, particular provisions, general provisions and operational provisions.

The full list of proposed changes can be viewed in the exhibited Explanatory Report available at vpa.vic.gov.au/project/officer-south-employment/.

Submissions

The Amendment was exhibited from 25 September to 27 October 2023 and 69 submissions were received. All submissions have been referred to the Committee.

The Committee will:

- consider submissions

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 Transport and Planning, PO Box 500, East Melbourne, Victoria 8002



OFFICIAL

- give independent advice to the Minister for Planning and the VPA about the Amendment.

The Committee's scope

The referral letter states:

To assist with proceedings, and in accordance with clause 4 of the terms of reference, the VPA has identified the specific matters it is seeking Committee advice on and requests the Committee focus proceedings and subsequent recommendations on the following issues:

1. **Development staging and use of the Specific Controls Overlay (SCO)** – the approach to development staging and use of the SCO and boundaries applied to identified areas within Plan 12 of the PSP.
2. **Drainage and water** – location and size of drainage infrastructure and management of downstream impacts.
3. **Protection of intangible cultural heritage** – the use of the Rural Conservation Zone (RCZ) to protect intangible cultural heritage and ongoing management and use of the land identified with intangible cultural heritage values.
4. **Infrastructure Contributions Plan (ICP)** – inclusion and exclusion of items identified in submissions, and apportionment of items.

These are the issues that the Committee will be focussing on in the consultation process and in its report.

The consultation process

The Committee's [Terms of Reference](#) state at clause 8:

The Committee may meet, and depending on the nature of the referral and the issues raised, undertake consultation that is fit for purpose. This may be on the papers; through round table discussions or forums; or Hearings. There must be a quorum of at least two Committee members, including either the Chair or a Deputy Chair.

Directions Hearing

The Committee will hold a Directions Hearing to make directions about the conduct of the matter, including:

- the format and conduct of the consultation process
- the exchange of information before the consultation process.

You should attend the Directions Hearing if you:

- are new to the Committee process and/or wish to participate in the process
- have questions about the Committee process or wish to raise procedural issues.

The Directions Hearing will be held in person:

2.00pm, Friday, 9 February 2024

Planning Panels Victoria

Hearing Room 1, Ground Floor, 1 Spring Street, Melbourne

If you are not able to attend in person, you can join online by video using Microsoft Teams:

[Click here to join the meeting](#)

Dial in (audio only): Call 1800 571 208 (toll-free) and enter phone conference ID 844 473 804#

Format of the consultation process

The Committee will conduct a consultation process that allows people to speak to their written submission and to hear from the VPA. It may include roundtable discussions, forums, and/or a Hearing, as set out in clause 8 of the Terms of Reference.

The referral letter requests the Committee provide “an efficient and timely process”, and encourages the Committee to consider the following hearing procedures:

- specifying time limits for submitters seeking to be heard
- regulating evidence in chief to balance efficiency and fairness
- limiting cross examination to matters which are of interest or importance to the Committee, and to avoid repetition
- directing submitters focus submissions and evidence only on the specific matters the VPA has requested advice on
- direct that matters tabled during proceedings outside of these are to be considered out of scope.

The consultation process will start in the week of **Monday 4 March 2024** and may run for up to four weeks but this is subject to the number of requests to be heard and expert witnesses to be called.

The Committee will consider all referred written submissions when preparing its report, including those from submitters who do not participate in the consultation process.

Key dates or procedural issues

The Key Information attached to this letter includes a list of key dates for filing information in the leadup to the consultation process. If you wish to comment on the key dates or raise any procedural issues but are unable to attend the Directions Hearing, you can provide comments in writing to planning.panels@delwp.vic.gov.au by **Thursday, 1 February 2024**.

The process is public

Submissions and other information presented throughout the process will be treated as public documents. The consultation process will be public and open for anyone to observe. Please carefully read the attached *Privacy Collection Notice*.

If you wish to be involved

Please complete the [online request to be heard form](#) by 12 noon on **Thursday 1 February 2024** if:

- you wish to be involved in the consultation process
- you do not wish to speak but would like a copy of the timetable and directions.

Notes on completing the online request to be heard form are attached.

Further information

The attached *Privacy Collection Notice* explains how your submission will be used by the Committee.

Further information including the *What is a Panel?* guide, *Guide to the Public Hearing* and *Frequently Asked Questions* are available at:

www.planningpanels.vic.gov.au/guides-and-resources

If you need a paper copy of these documents or if you have any other questions, please contact [REDACTED]

[REDACTED], Planning Panels Victoria on (03) 8624 5715 or

planning.panels@delwp.vic.gov.au.

Yours sincerely



SARAH CARLISLE
Committee Chair

Completing the Request to be Heard Form

Victorian Planning Authority Projects Standing Advisory Committee:
Officer South Employment Precinct Structure Plan

When completing the online [request to be heard](#) form, please note the following details.

When will the consultation process be held?

The expected dates are between 4/03/2024 and 12/04/2024.

What if I have availability issues during the expected dates?

You can tell us when you are not available. The Committee will accommodate your availability where possible.

Time required to present your submission

You will be allocated 10 minutes for your submission if this field is left blank.

Expert witness details

An expert witness gives evidence in a field of expertise and must prepare a report. They can generally be cross examined by other parties.

If you propose to call expert witnesses, you must:

- provide details of all expert witnesses on the request to be heard form – this includes their name, organisation, and field of expertise
- file expert witness reports at the time directed by the Committee before the Hearing.

Please note that it is critical the Committee receives this information on time as it assists in scheduling and the identification of potential conflicts of interest.

What happens after I complete the form?

If you complete this form, a letter with directions and a timetable for the consultation process will be emailed to you after the Directions Hearing. Your name and email address will be added to the Distribution List for receiving information, including reports and submissions for the Hearing, unless you tell us otherwise.

What if I do not have an email address?

Please contact Planning Panels Victoria on (03) 8624 5712 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 do not have an email address and 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 other participants in the process so that they can share reports and submissions with you, unless you tell us otherwise.

Access requirements

Please contact PPV with any access requirements. PPV Hearing Rooms are equipped with audio-visual equipment to allow hybrid hearings (in person and online). If the consultation process is held at another location, we may need to ensure access requirements can be met.

Key information

Victorian Planning Authority Projects Standing Advisory Committee:
Officer South Employment Precinct Structure Plan

The Committee's scope

The VPA has sought advice from the Committee on the following issues raised in submissions:

1. **Development staging and use of the Specific Controls Overlay (SCO)** – the approach to development staging and use of the SCO and boundaries applied to identified areas within Plan 12 of the PSP.
2. **Drainage and Water** – location and size of drainage infrastructure and management of downstream impacts.
3. **Protection of intangible cultural heritage** – the use of the Rural Conservation Zone (RCZ) to protect intangible cultural heritage and ongoing management and use of the land identified with intangible cultural heritage values.
4. **Infrastructure Contributions Plan (ICP)** – inclusion and exclusion of items identified in submissions, and apportionment of items.

Summary of dates

If you wish to comment on the below proposed key dates or raise any procedural issues but are unable to attend the Directions Hearing, you can provide comments in writing to planning.panels@delwp.vic.gov.au by **Thursday, 1 February 2024**.

The following key dates are proposed:

Date	Actions for filing and other matters
Wednesday, 14 February 2024	Any outstanding expert witness details must be provided
Friday, 16 February 2024	VPA must provide a submitter list and submitter location map to the Committee only
Monday, 19 February 2024	VPA Part A (background and context) submission
Monday, 19 February 2024	VPA expert witness report(s)
Wednesday, 21 February 2024	Other parties expert witness report(s)
Monday, 26 February 2024	VPA and government agencies agreed statement of issues
Monday, 26 February 2024	Statement(s) of agreed opinions and facts from experts (if required)
Friday, 1 March 2024	Documents or material to be presented on Day 1 of the Hearing, including VPA 'Day 1' version of the Project documentation
Monday, 4 March 2024	Consultation process commences
5 business days after consultation process concludes	Comments on final drafting circulated

Planning Panels Victoria Privacy Notice

Your personal information will be collected during this Committee process for the purpose of documenting your views about the Amendment, advising the VPA and the Minister for Planning about the Amendment, and communicating with you throughout the Committee process.

While the Committee process is underway

Natural justice for all participants and transparency are important parts of the Committee process. The *Planning and Environment Act 1987* requires the Committee to conduct any Hearing it holds in public, and to keep a public record of the material provided to the Committee. Planning Panels Victoria (PPV) may:

- provide a copy of your material with all contact details to the VPA, government agencies and other parties to the Hearing
- provide a copy of your material to any other person who requests it (your personal information will be removed first)
- provide a copy of your material to the Department of Transport and Planning (DTP) if needed for preparing Ministerial briefings
- publicly display a copy of your material in the PPV Office or Hearing room.

Hearings

The Committee may conduct a Hearing, forum or roundtable, either in person or using video conferencing. Proceedings by video conference have special privacy requirements. If you choose to participate in the proceedings, you should be aware:

- a link will be published on the internet, and third parties will be able to join and observe
- the Committee may broadcast the proceedings live on the internet.

The Committee may make a recording of the proceedings and may provide a copy of any recording to any person who requests it. Where proceedings are recorded, generally audio only is recorded (not video).

The Committee can hear submissions or accept material on a confidential basis, provided this would be fair to the other parties to the proceedings. If you want to make your submissions or provide material to the Committee confidentially, you will need to ask permission from the Committee Chair and provide reasons why the Committee should treat your submissions or material confidentially.

The Committee report

The Committee's report will include a list of the names of submitters and a list of the names of the parties to the proceedings. It may include direct quotes from submitters. The report will be published on the internet within 10 business days after it has been provided to the VPA and the Minister for Planning.

After the Committee has reported

When the Committee has reported to the VPA and the Minister for Planning, your material will be removed from public display.

Requesting copies

If you would like a copy of any submissions or material collected by the Committee, or a copy of any recording the Committee makes of the proceedings, make a request to PPV by email at planning.panels@delwp.vic.gov.au before the proceedings commence or before the Committee submits its report. If the Committee has reported, you should submit your request to the DTP Freedom of Information and Privacy Unit at foi.unit@transport.vic.gov.au

If you have any concerns about how your submission will be used, please contact Planning Panels Victoria on (03) 8624 5719.