



Planning Panels Victoria

Department of Transport and Planning

1 Spring Street
Melbourne Victoria 3000
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28 July 2025

Dear Party

Priority Projects Standing Advisory Committee Referral 49

Victorian Civil and Administrative Tribunal Call-In – 125 Mountain View Parade, Rosanna

Referral

The Minister for Planning (the Minister) called in the Victorian Civil and Administrative Tribunal Proceeding P137/2025 (VCAT Proceeding), which relates to a proposed 3-storey residential development containing 17 dwellings at 125 Mountain View Parade, Rosanna (referred on 15 July 2025, copy of letter attached).

I am writing to you as a party to the VCAT Proceeding.

Purpose of this letter

The purpose of this letter is to:

- inform you of the referral
- explain the Committee's task and proposed process
- explain how to participate in the Committee's process
- explain how the Committee will use the information collected.

The Committee's task and process

The Committee

The Minister appointed the Committee under section 151 of the *Planning and Environment Act 1987* (the Act). The Minister provided the Committee with updated Terms of Reference dated 9 September 2023 (copy attached). This is referral 49 to the Committee.

Committee Members Lisa Kendal (Chair) and Rebecca Finn have been nominated as the Committee members to consider this referral.

The Minister is seeking advice from the Committee on whether a permit should be issued, and if so, what permit conditions should be imposed, with a particular focus on assessing:

- Clause 53.24-7.4 (Environmentally sustainable design)
- Building Future Homes Adaption Guide, 2023, *Part 1: Objectives and Principles for Exemplar Apartment Designs*:
 - Section 4 - Good neighbours
 - Section 6 – Sustainable.

The Committee's process will include a directions hearing, site visit and hearing.

The Committee has prepared proposed directions for parties below.

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



Parties

City of Banyule (Council) and Glaseden Property Pty Ltd ATO SCS Property Investment Trust (the Proponent) are the only two parties to the VCAT Proceeding. The Committee will not undertake any further public notice and only parties to the VCAT Proceeding are able to participate in the Committee's consultation process.

Directions Hearing

The Committee will hold a Directions Hearing as follows:

10am, Monday, 18 August 2025

Hearing Room 1, Planning Panels Victoria (Ground Floor, 1 Spring Street, Melbourne)

You can attend in person or join online by MS Teams video conference: [Click here to join the meeting](#)

Meeting ID: 486 541 557 732 1

Passcode: zE3Di6eu

At the Directions Hearing, the Committee will:

- give directions about exchanging information before the Hearing and the conduct of the Hearing
- confirm Hearing times, venue and site inspections
- consider any procedural issues.

Council and the Proponent must confirm the details of their representation, any expert witnesses they intend to call, and how much time they require to present at the Hearing. This information is to be provided irrespective of the information previously provided in this regard at VCAT. This information must be provided via the [online request to be heard form](#) by **12 noon on Wednesday, 13 August 2025** (see Direction 1).

Further, the Committee directs Council and the Proponent to provide a summary of the key issues they intend to rely on at the Hearing before the Directions Hearing. This summary must be no longer than two pages and must be circulated to both parties to the VCAT Proceeding and planning.panels@transport.vic.gov.au by **12 noon on Wednesday, 13 August 2025** (see Direction 2).

Hearing and site inspection

The purpose of the Hearing is for the Committee to hear from the Parties to the VCAT Proceeding (City of Banyule and Glaseden Property Pty Ltd ATO SCS Property Investment Trust).

The Committee proposes to hold a Hearing of around three days in the week of 22 September 2025. The Hearing is proposed to be held in person at Planning Panels Victoria, with online video access for those seeking to participate or observe remotely. The Committee Hearing will be an informal process, not like a court. Members of the public will be able to observe the Hearing.

The Committee will:

- consider all submissions and evidence in an independent forum
- give fair, unbiased advice to the Minister about the planning permit application.

Further Information

More information about the Committee is available at www.planningpanels.vic.gov.au/panels-and-committees/projects/priority-projects-standing-advisory-committee

Information presented throughout the process, including the Hearing, will be **treated as public documents** unless the Committee specifically directs that the material is to remain confidential pursuant to its Terms of Reference (Clause 20). Please carefully read the attached *Privacy Collection Notice*.

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:

<https://www.planningpanels.vic.gov.au/guides-and-resources>

If you have any questions, please contact Gabrielle Trowse, Project Officer, Planning Panels Victoria on (03) 9935 4189 or planning.panels@transport.vic.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lisa Kendal', is positioned above the printed name.

Lisa Kendal
Committee Chair

Proposed Directions

Direction 1: Attendance at the Hearing

Please complete the [online request to be heard form](#) by **12 noon on Wednesday, 13 August 2025** and confirm:

- the details of your representation
- any expert witnesses you intend to call
- how much time you require to present at the Hearing.

Direction 2: Summary of key issues

Parties must file a summary of the key issues they intend to rely on at the Hearing by **12 noon on Wednesday, 13 August 2025**.

The statement must be no more than two pages long and will be discussed at the Directions Hearing. Statements must be circulated to all Parties to the VCAT Proceeding and emailed to planning.panels@transport.vic.gov.au.

Direction 3: Procedural matters

Please advise the Committee in writing if you have any procedural matters that you wish to raise at the Directions Hearing by **12 noon on Wednesday, 13 August 2025**.

Direction 4: Dates for Hearing

The Hearing is expected to commence in the week of 22 September 2025 and should run for around three days.

At the Hearing the likely order of appearance will be:

- Glaseden Property Pty Ltd ATO SCS Property Investment Trust (the Proponent)
- City of Banyule (Council).

Direction 5: Submissions and expert evidence

Assuming the Hearing commences on Monday 22 September 2025, the Committee directs:

- the Proponent file a background and context submission **12 noon on Monday 8 September**
- expert evidence must be filed by **12 noon on Wednesday 10 September**
- opening submissions from the Proponent must be filed by **12 noon on Friday 19 September**
- the Proponent file a 'Day 1' version of the Planning Permit by **12 noon on Friday 19 September**.

Further, the Committee may direct expert witnesses to meet and prepare a statement of agreed opinions and facts by **12 noon on Wednesday 17 September**.

The Committee will discuss with the Proponent and Council whether a meeting to discuss issues in dispute might assist the Committee.

Completing the Request to be Heard Form

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

When will the Hearing be held?

The expected hearing dates are between 22/09/2025 and 25/09/2025.

What if I have availability issues during the expected hearing dates?

You can tell us when you are not available.

The Committee will accommodate your availability where possible.

Time required to present your submission

Please complete the time required to present your submission. If you are calling experts please allow time for evidence in chief and cross examination.

Expert witness details

An expert witness gives evidence in a field of expertise and must prepare a report.

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 about expert witnesses on time as it assists in planning the draft timetable for the Hearing before the Directions Hearing.

Parties will be given the opportunity to cross-examine expert witnesses.

What happens after I complete the form?

If you complete this form, a letter with directions and a timetable for the Hearing will be emailed to you after the Directions Hearing. Your name and email address will be added to the Distribution List for filing 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) 5381 9457 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 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 participants in the Hearing so that they can share reports and submissions unless you tell us otherwise.

Access requirements

Please contact PPV with any access requirements. Some Hearings are at PPV, some are at other locations (for example, local Council offices) and some are held online. PPV Hearing Rooms are equipped with a hearing loop, and a laptop and projector if required. If the Hearing is held at another location, we may need to ensure access requirements can be met.

DO NOT DELETE THE SECTION BREAK BELOW - DELETE THIS LINE BEFORE SUBMITTING TO PANEL COORDINATOR

Planning Panels Victoria Privacy Notice

Your personal information will be collected during this Committee process for the purpose of documenting your views about the permit application, advising the Minister for Planning about the permit application, 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 Proponent, 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
- direct that a copy of your material be publicly displayed in the relevant local council office or DTP regional office.

Hearings

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

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

The Committee may make a recording of the Hearing and may provide a copy of any recording to any person who requests it. Where Hearings 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 Hearing. 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 the parties to the process. The Minister may release the Committee's report publicly. The report, if publicly released, will be published on the internet.

After the Committee has reported

When the Committee has reported, 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 Hearing, make a request to PPV by email at planning.panels@transport.vic.gov.au 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) 8572 7999.