



Planning Panels Victoria

Department of Transport and Planning

1 Spring Street
Melbourne Victoria 3000
GPO Box 2392
Melbourne, Victoria 3001
Telephone (03) 5381 9457

29 September 2026

Dear Submitter

Draft South Gippsland Planning Scheme Amendment C135sgip: South Gippsland Flood Studies

We are writing to you because you made a submission to the above draft Amendment. The Department of Transport and Planning has referred the draft Amendment and unresolved submissions to the Flood-related Amendments Standing Advisory Committee (Committee) for consideration and advice. This referral to the Committee has been made under delegation from the Minister for Planning at the request of South Gippsland Shire Council (Council). The referral letter to the Committee dated 23 September 2026 is attached.

Please note that the referral letter refers only 8 specific matters (referred matters) to the Committee for advice and recommendations (refer referral letter Attachment 1). The Committee's scope is therefore limited to considering only the referred matters raised in identified submissions.

Sarah Carlisle (Chair) and Peter Bettess have been nominated to consider this matter. You can read more about the Committee on the [Planning Panels Victoria website](#), including its Terms of Reference and member biographies.

This letter:

- tells you about the Public Hearing process
- tells you what you need to do if you want to participate in the Public Hearing
- explains how we will use information we collect.

The draft Amendment

The draft Amendment proposes to implement ten flood studies by:

- updating the extent of the Land Subject to Inundation Overlay Schedule 1 (LSIO1) for areas subject to inundation (flood depth less than or equal to 0.3 metres)
- apply a new LSIO Schedule 2 (LSIO2) to land not directly inundated, but where property access is affected by floodwaters to a depth of at least 0.3 metres
- applying the Floodway Overlay (FO) where the 1% Annual Exceedance Probability flooding modelled depth exceeds 0.3 metres.

The draft Amendment has been prepared by Council. The Minister for Planning will become the planning authority for any Amendment submitted.

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, GPO Box 2392, East Melbourne, Victoria 3001.



The Hearing process

The Hearing process is public and includes a Directions Hearing and a main Hearing.

The Committee will:

- consider submitters in an independent forum
- be informal and not like a court
- give fair, unbiased advice to Council and the Minister for Planning about the draft Amendment.

Submissions and other information presented throughout the process, including the Hearing, **will be treated as public documents**. Please carefully read the attached *Privacy Collection Notice*.

Directions Hearing

The purpose of the Directions Hearing is for parties to introduce themselves, discuss the process and make arrangements for the main Hearing.

You should attend the Directions Hearing if you:

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

At the Directions Hearing, the Committee will:

- give directions about exchanging information before the Hearing and the conduct of the Hearing
- consider Hearing times and venue and site inspections
- answer questions people have about the Committee process including the Hearing.

The Committee will issue written directions after considering all requests to be heard and any additional matters raised at the Directions Hearing.

The Directions Hearing will be held by video using Microsoft Teams:

10am, Thursday, 22 October 2026

Video link: <https://teams.microsoft.com/meet/462673951905260?p=dfStfGdzv9uP4qlz4P>

Dial in details (audio only): Call (03) 9070 4463 and enter phone conference ID 172 667 19#

Hearing

The purpose of the main Hearing is for people to speak to their written submission and to hear from Council. The Hearing is expected to start in the week of 16 November 2026 and may run for up to eight days subject to how many submitters wish to be heard. The Hearing is open for anyone to observe.

The Committee will consider all referred written submissions when preparing its report, including those from submitters who do not attend the Hearing.

If you wish to be involved in the Hearing

Please complete the [online request to be heard form](#) by 12 noon on Wednesday 14 October 2026 if:

- you wish to be involved in the Hearing
- 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

Please find attached to this letter:

- Guidance on completing the online request to be heard form

- Information about Foley's List Legal Assistance Service
- The *Privacy Collection Notice* which 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 Chris Brennan, Senior Project Officer of Planning Panels Victoria by email at office@planningpanels.vic.gov.au or call (03) 9935 4142.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tim Hellsten', with a stylized flourish at the end.

Tim Hellsten
Committee Chair

Completing the Request to be Heard Form

Draft South Gippsland Planning Scheme Amendment C135sgip:
South Gippsland Flood Studies

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 16/11/2026 and 26/11/2026.

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

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

Experts

An expert gives evidence in a field of expertise and must prepare an expert statement.

If you propose to call experts, you must:

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

Please note that it is critical the Committee receives this information about experts on time as it assists in planning the draft timetable for the Hearing before the Directions Hearing.

Experts may be directed to participate in a conference of experts and contribute to preparing a joint experts report.

Participants in the Hearing can generally cross-examine experts.

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 circulating 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.

Key information

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Foley's List Legal Assistance Service

The Legal Assistance Service, offered by Foley's List barristers, offers low-cost or no-cost legal support to eligible submitters in Planning Panel Victoria hearings. Available to individuals and community groups, the service offers legal advice and representation to help participants navigate PPV processes (subject to barrister availability). Assistance ranges from preliminary advice to full representation, with fees reduced or waived. To participate, submitters must meet eligibility criteria. More information about the service is available on the [PPV website](#), including information on who to contact at Foley's List to apply for the service.

Planning Panels Victoria Privacy Notice

Your personal information will be collected during this Committee process for the purpose of documenting your views about the draft Amendment, advising Council and the Minister for Planning about the draft 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 Committee may conduct any Hearing it holds in public and will 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 Council, 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 can be made public at the discretion of the Minister for Planning. The Committee's report will include a list of the names of submitters and a list of the names of the parties to the Hearing. It may include direct quotes from submitters.

After the Committee has reported

When the Committee has reported to 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 Hearing, make a request to PPV by email at office@planningpanels.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 PPV on (03) 8572 7999.