



## Distinctive Areas and Landscapes Standing Advisory Committee

This Privacy Collection Statement relates to all submissions collected in relation to the Distinctive Areas and Landscapes Standing Advisory Committee (the 'Committee'). Planning Panels Victoria (PPV) is providing administrative services to the Committee.

PPV is part of the Department of Environment, Land, Water and Planning and submissions will be managed in accordance with the Department's Information Privacy Policy. The Department's Information Privacy Policy is online at <https://www2.delwp.vic.gov.au/doing-business-with-us/information-privacy>.

### Use of your submission

Your submission has been collected by the Committee for the purpose of helping to formulate its advice to the Minister for Planning in accordance with the Terms of Reference.

Natural justice to participants and transparency are important parts of the Committee process. In meeting its legislative requirements and complying with the Terms of Reference, the Committee may do the following with your submission:

- Publish a copy of your submission, in its entirety, on the Department of Environment, Land, Water and Planning website, Engage Victoria website or other Victorian Government website as required
- Provide a copy of your submission to the Department of Environment, Land, Water and Planning, Local Councils, Wadawurrung Traditional Owners Land and Waters Aboriginal Corporation, Government Agencies and other parties (submitters) to the process
- Display a copy of your submission in the Planning Panels Victoria Office
- Display a copy of your submission at relevant Local Council, local Library or Government Offices as appropriate
- If a face to face Hearing is to be held, provide a copy of your submission in the Hearing room.

### Publication of your personal information on the Internet

The Committee Report will be published on the internet and may include:

- Direct quotes from some of the submission
- The submitter's name and address as required.

**Planning Panels Victoria will remove your submission from the web pages that it controls within three months after the Committee has reported. Planning Panels Victoria cannot guarantee that your submission will be removed from external web pages outside its control.**

## Hearing of submissions

The Committee will conduct its proceedings through a Hearing.

The Hearing may be held face to face, via telephone conference or via video conference or a combination of these. You should be aware the Committee may:

- broadcast submissions and proceedings live on the internet
- record submissions and proceedings
- make the recording available on request to submitters and parties to the hearing of submissions and third parties
- publish the recording on the Department of Environment, Land, Water and Planning website, Engage Victoria website or other Victorian Government website
- use your phone contact details to contact you during a telephone/video hearing of submissions as is necessary.

The Committee will direct that parties do not record online hearing of submissions or use them for any other purpose. However, the Committee is unable to guarantee that third parties will not be recording online hearing of submissions, and the use of any such recordings outside the hearing of submissions context cannot be regulated by the Committee.

All participants are reminded that during the Committee process, the privacy of others should be respected and to refrain from the defamation of others.

## After the Committee has reported

After the Committee has reported to the Minister for Planning all submissions will be removed from all public display within three months.

Your original submission and any additional material provided to the Committee will be held at Planning Panels Victoria for two years and then sent to the Public Records Office of Victoria. All additional copies of the submissions and other material held by Planning Panels Victoria will be securely destroyed.

**If you have any concerns in respect to the way your personal information or submission will be used please contact Planning Panels Victoria on (03) 8392 5114 or [Planning.Panels@delwp.vic.gov.au](mailto:Planning.Panels@delwp.vic.gov.au).**