

# Crib Point Gas Import Jetty and Pipeline to Pakenham Inquiry, Advisory Committee and Panel (IAC)

## **GUIDANCE NOTE: MAKING YOUR ORAL SUBMISSION TO THE IAC**

This guidance note has been prepared by Planning Panels Victoria to assist unrepresented groups and individuals to make their submission to the Crib Point IAC. This guide should be read in conjunction with [Guide to presenting at the Inquiry and Advisory Committee Hearing](#) (September 2020) which provides additional guidance for submitters.

The IAC has read your written submission lodged through the exhibition period of June to August 2020. Your presentation or oral submission should focus on particular points of importance you wish to emphasise to the IAC. You may highlight concerns you have or elements of the proposal you would like to see altered.

Please note that the Chair (Ms Mitchell) will chair Room 1 and the Deputy Chair (Mr Kirsch) will chair Room 2. The other IAC members will rotate between Rooms 1 and 2.

Please keep the following points in mind when preparing for and making your presentation.

### **Preparing your submission:**

- Begin your preparation early and consider the key messages you wish to make.
- As the IAC has read your original submission, you may wish to address additional matters that have emerged during the course of the Hearing.
- Identify two or three key issues of particular concern to you about the Project, the specific reasons why, and what, if anything about the Project you would like to see changed.
- You may include examples that illustrate your key points using photographs or plans and share these on your screen. If you are unfamiliar with screen sharing, refer to the linked Zoom guide.
- Write down the matters you wish to speak to and read from this document during your presentation.
- Practice reading and timing your submission to ensure you finish within your allocated time.

### **Presenting your submission:**

- Log into the Zoom at least 20 minutes ahead of your scheduled time.
- When your name is called by the IAC Chair or Deputy Chair at your allocated time, unmute your microphone and turn your camera on.
- Introduce yourself and/or your organisation. If you are representing an organisation, state your role in the organisation, the organisation's objectives, activities and membership base.
- Speak slowly and clearly and ensure you are respectful of all present.
- Keep to your key points, stating your concerns and any information to support your opinions.
- Avoid repeating what others have said but acknowledge where you agree with it.
- Finish your submission within your allocated timeframe so you do not delay any submitters scheduled after you.
- If you do not finish reading out what you wish to tell the IAC, you can table your notes and the IAC will ensure its reads the whole submission.
- The IAC may ask you questions of clarification but no other party, including the Proponent or the Councils will be able to ask any questions. It is likely there will be representatives of various parties listening in at all times.
- If you drop out or have technical issues, the IAC will reschedule you at the earliest convenience.

---

A [Guide to using Zoom videoconference technology](#) can be accessed on the project's Engage Victoria webpage.

If you are unable to make your oral presentation, please advise Ms Georgia Thomas of Planning Panels Victoria at [cribpoint.IAC@delwp.vic.gov.au](mailto:cribpoint.IAC@delwp.vic.gov.au)

Please contact Select AC on 03 9078 9726 if you have any difficulties on the day in logging on.

9 November 2020