



# **Melbourne Metro Rail Project**

## **Inquiry and Advisory Committee**

Expert Evidence Submission  
Waste Management

Melanie Oke  
Waste Management Coordinator,  
City of Melbourne  
12 August 2016

**Document history**

Date	Version	Authorisation
8 August 2016	Draft version	
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## List of Abbreviations

MMRA – Melbourne Metro Rail Authority

MMRP – Melbourne Metro Rail Project

EES – Environmental Effects Statement

PSA – Planning Scheme Amendment

CoM – City of Melbourne

MPA – Metropolitan Planning Authority

EMF – Environmental Management Framework

EPR – Environmental Performance Requirement

# 1. Details of Qualifications

## 1.1 Name of Expert

Melanie Oke, Waste Management Coordinator, City of Melbourne  
200 Little Collins Street, Melbourne

## 1.2 Qualifications

Bachelor of Science

## 1.3 Area of expertise

I have over ten years' experience in the waste management sector. A brief employment history is provided below.

### 1.3.1 Employment history

#### **Waste Management Coordinator, City of Melbourne, October 2009 – current**

Responsible for the development and delivery of waste policy and programs for the City of Melbourne, primarily through the delivery of the Waste and Resource Recovery Plan 2015-18.

- Developing and managing the annual program budget of \$1.5 million.
- Oversee delivery of projects and programs by six staff
- Managing large and complex consultancy projects
- Contributing expertise to other parts of City of Melbourne
- Providing strategic advice and preparing internal communications
- Responding to customer requests on a range of waste management topics
- Overseeing the delivery of the education component of the Waste Services Contract and coordinating the Council's involvement in state-wide education programs
- Establishing and maintaining strong networks with internal and external stakeholders

#### **Acting Team Leader Waste Services, City of Melbourne, July 2014-July 2015**

A twelve-month acting position responsible for managing six contracts with an annual budget of \$20 million. The contracts included waste services, recycling, landfill and street cleaning.

- Contract management
- Review of waste management plans for new developments
- Financial management
- Problem-solving and customer complaint resolution
- People management

#### **Environmental Consultant, Hyder Consulting, July 2007 - October 2009**

Managed over 20 different waste and recycling projects for government and private sector clients. Projects included:

- Compositional waste audits, laneway inspections and surveys of businesses and residents to assess waste and recycling service trial for businesses in three City of Melbourne laneways.
- Review and update of waste and recycling strategies for three metropolitan councils.

- Assessment options for end-of-life management of televisions and computers, tyres, gas cylinders, treated timber and motor vehicles. This included research into current consumption, use and disposal methods as well as developing projections of future waste volumes.
- Waste auditing and advice for two large retail chains.

#### **Waste and Litter Campaign Officer, Frankston City Council, February 2006 - June 2007**

- Delivered behaviour-change projects focused on composting/worm farming and plastic bag reduction with the local community and businesses.
- Worked within Council to reduce waste to landfill and to encourage sustainable purchasing.

### **1.4 Instructions**

Instructions regarding the scope of this report were provided verbally by Karen Snyders, and in writing from Hunt & Hunt Lawyers. A copy of the letter dated 28 July 2016 from Hunt & Hunt lawyers is provided as an attachment to this submission.

### **1.5 Details of any external expertise**

No external expertise was used in preparing this statement.

### **1.6 Facts, matters and assumptions**

I have had reference to the CoM Submission on the EES and PSA.

### **1.7 Assistance in preparing evidence statement**

Assistance has been provided by the following City of Melbourne officers:

- Kirstin Coote, Team Leader Urban Services
- Gordon Harrison, Team Leader Engineering Programs
- Sally Blastock, Waste Standards Project Manager
- Rebecca Hughes, Engineering Programs Coordinator

### **1.8 Other reference documents**

This evidence statement refers to the City of Melbourne Submission on the Melbourne Metro Rail Project Environmental Effects Statement dated June 2016.

This evidence statement is informed by City of Melbourne policies, strategies and laws. These include:

- Council Plan 2013–17
- 10 Year Financial Plan 2015-2025
- Zero Net Emissions By 2020 – Update 2014
- Waste Management Strategy 2005
- Waste and Resource Recovery Plan 2015–18

- Guidelines for Waste Management in New Developments
- Activities Local Law 2009

## **1.9 Additional comments in respect to this statement**

The opinions that are provided in this statement are based on my knowledge of the MMRP and the potential impacts relating to waste management as a result. The short time-frame provided for this statement to be prepared has limited the amount of research that has been able to be undertaken. Two areas that I was requested to provide evidence on are largely outside of the scope of my expertise and have not been addressed adequately. These are:

- management and disposal of construction waste
- soil contamination arising from construction activities.

## 2. Executive Summary

The purpose of this statement is to provide an understanding of the context for waste management and to identify the potential issues and opportunities relating to the MMRP and to provide recommendations.

There are a range of City of Melbourne policy documents that are relevant to waste management. The Activities Local Law 2009 has specific waste management provisions.

The key waste management issues relating to MMRP are as follows:

- Impact on waste collection vehicle access for existing waste services
- Public safety impacts related to waste collection
- Impact on current bin storage and collection locations
- Current restricted access areas
- Increased waste generation
- Impact on City of Melbourne's planned waste management programs

While the potential issues and impacts on waste management are substantial, there are also a number of opportunities. Options that should be considered are outlined in the document, as follows:

- Bulking of waste from into centrally-located garbage and recycling facilities
- Restricting waste collection periods
- Construction traffic management plans
- 'Smart' and efficient waste infrastructure

Four recommendations for waste management as part of the MMRP are made to address the potential issues and examine the options available:

1. MMRP sustainability targets – incorporation of waste management
2. Construction phase – measures to reduce impacts during this phase
3. Options identification – involving key stakeholders in waste management planning
4. Waste Management Plans – developed specifically for each precinct and surrounding area.

## 3. Introduction

Waste management is an essential service that must be effectively provided to maintain amenity, public health and safety and to reduce environmental impacts. Residents, businesses, workers and visitors all produce waste on a daily basis; this material is collected by City of Melbourne's waste contractor and by more than 35 private waste collection companies that operate within the municipality. The MMRP could have a range of impacts on the current waste management system. However, there are many opportunities for minimising these impacts and for improving waste management in the station precincts.

The purpose of this statement is to provide an understanding of the context for waste management and to identify the potential issues and opportunities relating to the MMRP and to provide recommendations.

### 3.1 City of Melbourne policy context

#### 3.1.1 Council Plan and ten-year financial plan

Goal 5 of City of Melbourne's Council Plan 2013-17 is for An Eco City. This includes a four-year outcome of "less municipal waste-to-landfill with less negative impact on amenity from collecting waste" and a four year priority to: "embed municipal-wide waste management practices to increase recycling, reduce waste generation and lessen amenity impacts".

The City of Melbourne's 10-year financial plan highlights the need for bold, creative and innovative strategies for waste management and recycling.

#### 3.1.2 Zero Net Emissions Strategy

The Zero Net Emissions by 2020 – Update 2014:

- waste management contributes an estimated 3.6% of City of Melbourne's greenhouse gas emissions
- waste management is one of the six areas where City of Melbourne can achieve the most effective and viable greenhouse gas emissions reductions
- includes strategy targets to decrease waste to landfill per resident by 5 per cent by 2018 and for City of Melbourne to trial seven precinct waste solutions by 2018.
- includes actions on local precinct solutions, reducing the amount of waste going to landfill and improving recycling rates.

#### 3.1.3 Waste Management Strategy 2005

The Waste Management Strategy, which was adopted in 2005, provided a long-term vision for sustainable waste management from 2005-2020. It identified objectives for waste management from residents, businesses, visitors and City of Melbourne's own operations. The objectives within the commercial sector included minimising the amount of waste sent by the business sector to landfill and maximising recycling through effective partnerships.

### **3.1.4 Waste and Resource Recovery Plan 2015-18**

The City of Melbourne adopted the Waste and Resource Recovery Plan 2015-2018 in September 2015 as the action plan for waste management. The objectives of the plan are to increase resource recovery, reduce waste to landfill and improve the local amenity. The plan covers residential and commercial waste and excludes construction and demolition waste and prescribed or hazardous waste. The plan identified ten initiatives over the three-year period. Three initiatives are particularly relevant to the Melbourne Metro Rail Project:

- Initiative 2: Compactors and recycling hubs in central city locations
- Initiative 3: Degraeves Street Recycling Facility
- Initiative 9: Partnerships for improved waste management.

The four communal garbage compactors and six recycling hubs are currently located within the central city. Around 400 businesses and residents are currently using these services. The installation of these facilities has dramatically reduced the number of bins that need to be stored or collected from the public space; this in turn has improved amenity and public safety. The recycling hubs, which accept comingled recycling and cardboard, have provided businesses and residents with a free, convenient way to reduce their environmental impact by separating and recycling their waste.

The Degraeves Street Recycling Facility processes plastics, paper, cardboard, aluminium, glass and organic waste from businesses in the block bound by Flinders Street, Swanston Street, Collins Street and Elizabeth Street. The facility is located in the Ross House car-park (247 Flinders Lane) and houses a food waste dehydrator, a cardboard baler and co-mingled recycling bins. It is jointly funded by the City of Melbourne and Metropolitan Local Government Waste and Resource Recovery Fund (Metro Fund) with the support of Ross House.

City of Melbourne encourages the shared provision of bin storage and communal recycling services in partnership with businesses. The establishment of a communal compactor bin located within an existing or new commercial building was identified in the WRRP as a potential partnership opportunity.

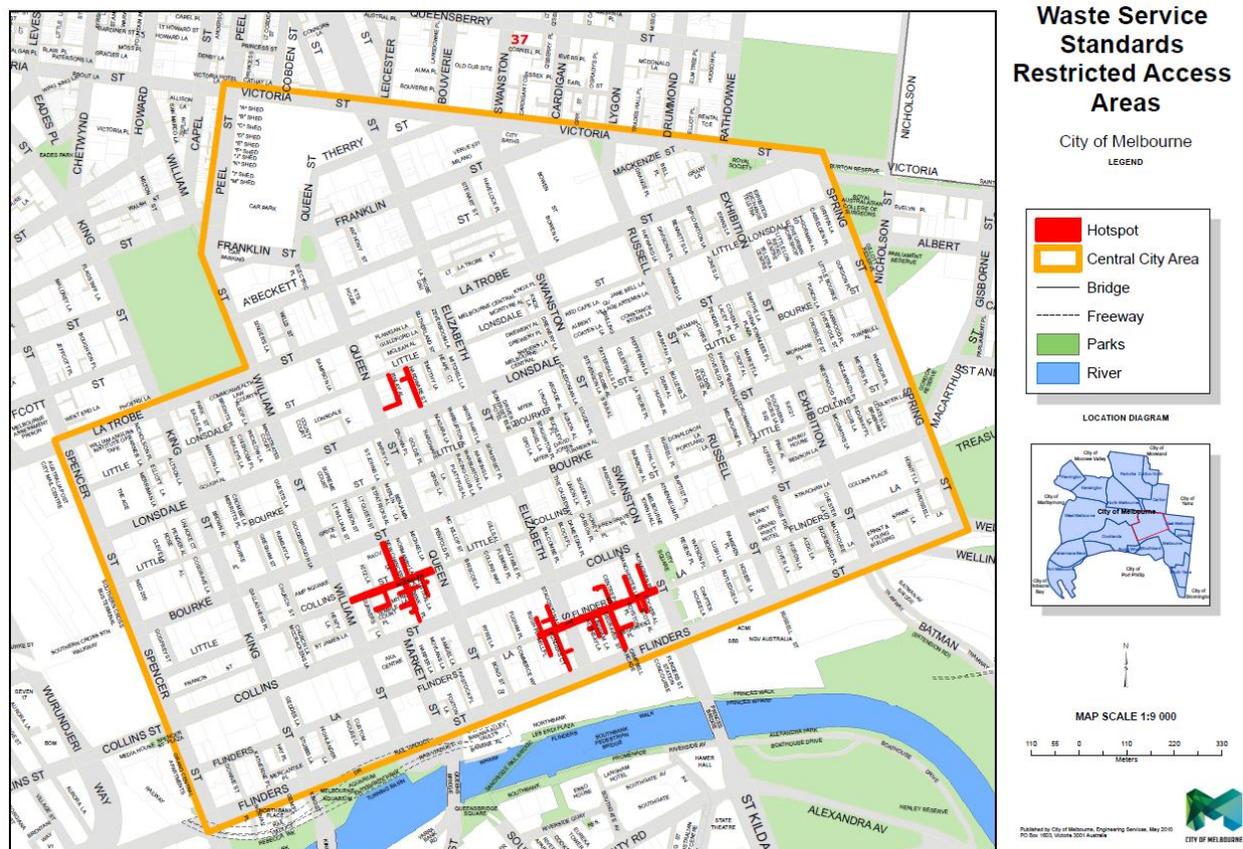
### **3.1.5 Waste management plan guidelines**

The City of Melbourne's Guidelines for Preparing a Waste Management Plan 2015 are provided to assist developers to prepare a plan to manage the waste and recycling needs of the development. A Waste Management Plan must include details of a range of aspects including waste generation, waste systems, collection frequency, bin storage and collection location.

## **3.2 Central City waste laws**

The City of Melbourne's Activities Local Law 2009 outlines specific requirements for waste management within the central city area. The area covered by these laws is shown in the map below.

**Figure 1 Map showing Central City and Restricted Access Areas**



This includes requirements to:

- obtain a permit to collect waste within any part of the Central City
- not leave or allow to be left a waste container in or on a public place unless it is for the purpose of having waste collected and not before 6.00pm the evening before the collection day
- between the hours of 7am and 7pm, once waste has been collected from a waste container, a person must not keep or allow that waste container to remain in or on a public place other than an area prescribed by the Council for the storage of waste containers, for more than 3 hours in the central city.

The waste permits provided to companies include a requirement that they do not collect waste between 11pm and 6am in the Restricted Access Areas shown in Figure 1. The current restricted access areas were identified by using a number of criteria such as the number of residential properties and hotel rooms and the number of bins and collections occurring in each area.

### 3.3 Issues

As stated in the CoM submission on the EES, the construction of the MMRP will impact on current waste storage and collection arrangements and as a result may have an impact on health, amenity and environment. The MMRP also has specific impacts on City of Melbourne’s planned waste initiatives. The key issues are as follows:

- Impact on waste collection vehicle access for existing waste services
- Public safety impacts related to waste collection
- Impact on current bin storage and collection locations
- Current restricted access areas
- Increased waste generation

- Impact on City of Melbourne's planned waste management programs

These are explained below.

### **3.3.1 Impact on waste collection vehicle access for existing waste services**

During the construction period there will be impacts on the level of accessibility for waste collection vehicles that need to service surrounding commercial and residential buildings.

Residential buildings are serviced by City of Melbourne's waste services contractor that collects garbage, comingled recyclables and cardboard. This contractor also services the public place litter and recycling bins that are located on footpaths and in parks and collects cardboard that is placed by businesses into communal cardboard recycling bins that are located in laneways or placed loosely onto footpaths or into laneways within the central city.

There are currently over 35 private waste collection companies that are registered to collect garbage and/or recycling in the central city. Individual businesses or property managers for larger commercial buildings with shared waste facilities make their own waste collection arrangements with one of these companies.

Collections may occur at any time of day or night, with the exception of the restricted access areas outlined previously. Traffic management requirements during construction may restrict access for waste collection vehicles unless there are specific measures put in place to avoid this.

### **3.3.2 Public safety impacts related to waste collection**

Waste collection vehicles are a hazard for pedestrians, cyclists, other road users and the general public. There have been injuries and even fatalities within City of Melbourne and broader metropolitan Melbourne due to waste collection vehicles in the past.

During construction, the altered traffic management conditions, increased congestion and difficulty in accessing waste bins may cause increased levels of public safety risk. Similarly, during operation, increased pedestrian traffic in each station precinct may lead to a greater incidence of conflicts between the general public and waste collection vehicles.

### **3.3.3 Impact on current bin storage and collection locations**

Waste bins may be stored and/or collected from public areas such as laneways or footpaths. It is usually very difficult to find alternative storage or collection locations. Bins that are stored within construction areas will need to be provided an alternative location during the construction period. Access needs to be maintained for businesses or residents to place their bins out for collection and for waste collection vehicles to access the collection locations as required.

While this issue is common to all precincts, it is particularly a problem in the CBD South precinct where there are large numbers of bins stored in laneways immediately adjacent to the planned construction area. For example, bin storage and collection assessments undertaken by City of Melbourne in 2014 and 2015 showed that there were 20 bins stored permanently in Cocker Alley and a further 13 bins that were placed into Cocker Alley for collection. These bins were collected by five private waste companies and the City of Melbourne's contractor. Many bins were collected seven days a week.

### **3.3.4 Current restricted access zones**

As described above, there are currently three 'Restricted Access Areas' within the central city. Waste collections must not be undertaken between 11pm and 6am within these areas. The CBD South precinct falls within one of the current areas. This may make it more difficult to manage the impacts previously described in relation to access and public safety.

### **3.3.5 Increased waste generation**

Increased waste generation is expected as a result of the construction and operation of the MMRP. During operation the increased levels of pedestrian numbers travelling to and from the station entrances will impact on collection requirements for City of Melbourne's public place litter and recycling bins. If collections are required more frequently this will have a flow-on effect to the public safety impacts mentioned previously.

### **3.3.6 Impact on planned City of Melbourne programs**

The construction and operation of the MMRP is expected to impact the City of Melbourne's Waste and Resource Recovery Plan 2015-18 (WRRP) initiatives. This is particularly relevant within the CBD South Precinct. The Degraeves Street Recycling Facility is located adjacent to the construction area identified for the CBD South precinct and currently services many businesses located within that precinct. Through the WRRP, City of Melbourne had identified that waste management in this location could be greatly improved through the installation of additional recycling/food waste hubs for collection of material from businesses (to be processed at the Degraeves Street Recycling Facility) and to install a communal garbage compactor to remove the need for bins to be permanently stored in public space areas such as laneways. Cocker Alley had been identified as a potential location for the communal garbage compactor; however this may not be a practical location if the MMRP operation will require this laneway to be free from obstructions to enable pedestrian access into the station.

Further information on the planned waste management approaches within each precinct is needed to fully assess the potential impacts on City of Melbourne's waste and recycling programs.

## **3.4 Deficiencies**

The EES did not adequately address the issues and impacts identified above in relation to waste management. It also did not discuss the options and opportunities for how these challenges can be alleviated and built on to create positive outcomes.

## **3.5 Options**

While the potential issues and impacts on waste management are substantial, there is also a number of opportunities. Some options that should be considered are outlined below.

### **3.5.1 Bulking of waste from into centrally-located garbage and recycling facilities**

Providing businesses and potentially residents with shared waste services would substantially reduce the potential traffic, public safety and amenity impacts of the construction and operation of the MMRP.

### **3.5.2 Restricting waste collection periods**

During operation, it may be appropriate to place restrictions on waste collection times to ensure that waste is collected outside of peak periods to minimise potential conflicts and public safety issues. Identification of current waste collection practices and discussions with the relevant waste collection companies, industry association (Victorian Waste Management Association) and local residents would assist MMRA to identify appropriate restrictions. The existing provisions of the City of Melbourne's Activities Local Law 2009 may then be able to be used to facilitate the proposed new restrictions.

### **3.5.3 Construction traffic management plans**

Traffic management plans could be used to ensure continued access for waste collection vehicles during the construction periods. By developing a thorough understanding of the current waste collection vehicle movements the MMRA can ensure that their traffic management plans are effective.

### **3.5.4 'Smart' and efficient waste infrastructure**

Existing and emerging technologies for waste management could be used to address many of the potential issues identified previously.

City of Melbourne is currently trialling two types of 'smart' infrastructure for waste management. Solar-powered compacting litter bins can store up to seven times as much waste as a regular litter bin. These are currently being trialled around the proposed CBD South precinct. Sensors within regular litter bins that can be used to optimise collection routes are also being trialled by City of Melbourne.

City of Melbourne's communal garbage compactors have provided an efficient way to reduce the number of bins being stored and collected from the public space. Each compactor is used by up to 100 businesses and residents and can collect around five tonnes of garbage before needing to be collected.

Locating bins or collection systems underground – for example, by installing an underground garbage compactor or a vacuum waste collection system – could provide MMRA with a way to free up laneways and other public space that is currently used for bin storage or collection.

## **3.6 Recommendations**

The MMRP has an opportunity to add value and improve city amenity and safety through providing innovative waste management plans for the station developments that also consider the waste management needs of the surrounding businesses and potentially residential properties as well. Recommendations for waste management are outlined below.

### **3.6.1 MMRP sustainability targets**

As recommended in CoM's Submission on the EES, the sustainability targets for the MMRP must encompass:

- encouraging diversion of waste from landfill during project construction and operation
- minimising the impacts associated with waste management during project construction and operation.

In addition, it is recommended that a specific EPR be added that encompasses these two target areas to ensure that there is an adequate focus on effective waste management.

### **3.6.2 Construction phase**

Traffic management plans for the construction phase of the MMRP must identify and address access requirements for waste collection.

As recommended in CoM's Submission on the EES, EPR B2 should be amended such that the business disruption plan is required to include: "identify the potential disruptions to existing waste management practices and implement measures in advance of works to ensure businesses can continue to manage their waste appropriately".

Construction management plans for the development should include specific methods to minimise waste generation, maximise resource recovery and minimise waste disposal to landfill.

### **3.6.3 Options identification**

It is recommended that MMRA convene a workshop (or series of workshops if needed to cover specific precincts) that includes City of Melbourne and other key stakeholders to identify the options and opportunities for improving waste management as part of the construction and operation of the MMRP.

### **3.6.4 Waste Management Plan**

It is recommended that a requirement be included in the Planning Scheme Amendment that a Waste Management Plan for each station precinct and surrounding area be prepared to the satisfaction of the City of Melbourne prior to the commencement of construction works.

The WMPs should be prepared in consultation with City of Melbourne to ensure that the development integrates with the City of Melbourne's planned waste management initiatives

The aim of the WMPs should be for the development to have a positive impact in terms of environmental sustainability, local amenity and public safety.

The WMPs would need to address each of the issue areas outline previously as well as being compliant with the City of Melbourne Guidelines for Preparing a Waste Management Plan for New Developments.

## 4. Declaration

I have made all the inquiries that I believe are desirable and appropriate and no matters of significance which I regard as relevant have to my knowledge been withheld from the Inquiry and Advisory Committee.

A handwritten signature in black ink, appearing to be 'ole'.

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hunt & hunt  
lawyers

28 July 2016

Melanie Oke  
Waste Management /Coordinator  
c/- City of Melbourne  
90-120 Swanston Street  
Melbourne VIC 3000

Our ref: TXR1/NXS  
Matter no: 9613710

**By email: [melanie.oke@melbourne.vic.gov.au](mailto:melanie.oke@melbourne.vic.gov.au)**

Dear Ms Oke

**Melbourne Metro Rail Project  
Environment Effects Statement Inquiry  
Instructions for expert evidence**

We are assisting the City of Melbourne (CoM) finalise its submission to the Inquiry on the Environment Effects Statement (EES) and the Advisory Committee for the Planning Scheme Amendment (PSA), both in respect of the Melbourne Metro Rail Project.

Thank you for agreeing to prepare and present expert evidence at the joint Inquiry and Advisory Committee for CoM.

**What is your evidence about?**

CoM requires that you prepare and present expert evidence in relation to consideration of the waste management impacts associated with:

- general management of waste collection;
- waste management for each station precinct;
- impact of construction on current waste management procedures;
- management and disposal of construction waste; and
- soil contamination arising from construction activities.

**Timeline**

The public hearing of the Inquiry will commence on 22 August 2016, running for approximately six weeks. You will be advised of the venue and the time that you will be required to attend the hearing in order to present your evidence, as soon as CoM receive the indicative timetable.

Any expert evidence to be presented at the Inquiry requires the submission of a detailed written report by **12 August 2016**.

CoM currently expects to call approximately 12 experts in 10 different fields (with 9 CoM employees giving evidence). With the tight timeframes for preparation and submission of the evidence, this process requires considerable internal coordination to ensure that the legal team has sufficient time to review and comment on all evidence reports before finalisation and submission.

To assist in this process of finalising the evidence reports, we ask you to have your draft evidence report ready for review by **5pm 8 August 2016** and to be available in the following days to finalise your report. Smaller reports are required to be ready first as the larger reports will require more time to prepare.

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INTERLAW.

Your draft report should be emailed in Word format to Karen Snyders [Karen.Snyders@melbourne.vic.gov.au](mailto:Karen.Snyders@melbourne.vic.gov.au) and Nick Sissons [nsissons@huntvic.com.au](mailto:nsissons@huntvic.com.au) as soon as it is ready for review.

Please be assured that you have the support from the CoM Directors and Managers for you to dedicate your time to this process without delay so that a unified approach is presented from the CoM by having all expert evidence reports ready on time.

#### **What is required?**

We understand that this may be first time that you are being required to present expert evidence to an Inquiry or Advisory Committee. To assist you in preparing your evidence report we suggest that you review the Planning Panel Victoria's Guide to Expert Evidence ([http://www.dtpli.vic.gov.au/\\_data/assets/word\\_doc/0017/231263/G2-Guide-to-Expert-Evidence-April-2015.DOCX](http://www.dtpli.vic.gov.au/_data/assets/word_doc/0017/231263/G2-Guide-to-Expert-Evidence-April-2015.DOCX)). This guide provides useful information to assist in preparing evidence reports. Other useful guides from Planning Panels Victoria about the general process are also available online (<http://www.dtpli.vic.gov.au/planning/panels-and-committees/planning-panel-guides>).

Please note that whilst you are employed by the CoM, you are being asked to present expert evidence as a professional with suitable experience and qualifications in your field. This means that you must present your professional opinion on the matters that have been advanced by the CoM in its submission on the EES and PSA. You must also ensure that you comment only on matters that are within your field of expertise and matters that are within the EES and PSA. You can reference any existing publicly available material, reports, studies or policy as support or justification for your opinions but you must not reference any confidential information of the CoM.

The joint Inquiry and Advisory Committee requires that CoM provide it with copies of any referenced materials in any expert evidence statements. Accordingly, please provide a copy or external web link to any reports, studies or policy that you have referenced so that we can compile a complete list of reference materials for submission to the joint Inquiry and Advisory Committee.

We also understand that you may have been involved in other aspects of this project whilst performing your role at CoM and you may have previously worked directly with the 'CoM and Melbourne Metro Rail Authority' working group. As part of your evidence that you are being asked to prepare, you are not required to comment on any information, designs or other discussions that are not specifically included within the EES or PSA and CoM submission. Of course, when discussing alternative options or deficiencies, it may be a matter of professional opinion if you believe that the EES or PSA has left out other relevant considerations that should be raised for consideration.

Generally, you have a duty to the joint Inquiry and Advisory Committee to ensure that your report complies with the content and form requirements of Planning Panel Victoria's Guide to Expert Evidence.

#### **Consistency of format for CoM staff expert evidence reports**

You should have regard to the CoM submission on the EES and PSA. We ask that you structure your expert evidence in a manner that uses or aligns with the following precincts or subject areas where possible:

1. Fawkner Park and the Domain.
2. Tunnel Alignment and Emergency Access.

3. Western Portal (Kensington).
4. Arden Station Precinct.
5. Parkville Station Precinct.
6. CBD North Station Precinct.
7. CBD South Station Precinct.
8. Domain Station Precinct.
9. Noise and Vibration.
10. Planning Scheme Amendment.

Within any given precinct, we ask you to provide an opinion on any relevant options, issues or deficiencies that have been raised in the CoM submission. If you intend to stray from the substance of the CoM submission, please only do so after confirming this with Karen or myself.

There may also be an obligation on witnesses to attend a conclave of like-minded experts in order to help draft a statement setting out where the respective witnesses agree and disagree. We will provide you with further information about this as it comes to hand.

This approach will ensure consistency in the CoM evidence and enable Council's legal advocates to focus on a precinct by precinct basis in presentation of the CoM submissions during the Inquiry. It will also assist Council's legal advisors determining if aspects of your evidence has been addressed by other submitters.

We have provided you with an example word template document that can be used to assist you in drafting your expert evidence if you require. However, this is not intended as a one size fits all and you should structure your statement in any manner that assists in providing a clear and concise opinion on the points raised in the CoM Submission.

#### **Presentation to joint Inquiry and Advisory Committee**

Generally it should be assumed that the joint Inquiry and Advisory Committee members and all other participants have read your statement.

CoM will be strictly limited in its time allocated to present its submission to the joint Inquiry and Advisory Committee.

Accordingly, we ask that you prepare a short 20 minute presentation of the key issues in your statement. If you believe that you need more than this time please see us as soon possible so that we can discuss requirements with you directly. You may wish to use an example to highlight any particular concerns. You will also be asked questions, so please keep your presentation short and concise.

If you intend to use PowerPoint to present your key points at the hearing, please discuss this with us. Any PowerPoint presentation you wish to use must be finalised at the same time as your draft statement of evidence as it will need to be submitted with your statement of evidence.

You should attend the hearing with your statement and all copies of any reference material that you have referenced. All documents will need to be tendered electronically in advance of the hearing.

**Further information**

You will find links to the documents of the EES and PSA as follows:

EES - <http://metrotunnel.vic.gov.au/ees>

PSA - <http://metrotunnel.vic.gov.au/ees/planning-scheme-amendment>

Please do not hesitate to contact Karen Snyders [Karen.Snyders@melbourne.vic.gov.au](mailto:Karen.Snyders@melbourne.vic.gov.au) or Nick Sissons [nsissons@huntvic.com.au](mailto:nsissons@huntvic.com.au) if you require any further information about this process.

Yours faithfully

**Hunt & Hunt**



**Nick Sissons**  
Associate

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