

Inquiry and Advisory Committee Directions

Melbourne Metro Rail Project Inquiry and Advisory Committee

Written Submissions at the Hearing

1. The Melbourne Metro Rail Authority (MMRA) is to provide 35 hard copies of any submissions and other material to be relied upon at the Hearing. All other parties should bring at least 20 hard copies of additional written submissions and accompanying documents (i.e. photographs, plans). Copies of original submissions are not needed. Written material presented at the Hearing, as well as evidence and submissions in chief must be in A4 portrait format, two hole punched, and stapled (not bound).
2. Parties that are presenting following Week 1 of the Hearing are to lodge and distribute any written 'submission in chief' five working days before they are due to appear. The MMRA must provide its submissions in chief for Week 1 by **Friday 19 August 2016**.

***Please note:** Individual submitters are not required to lodge a written submission prior to their appearance at the Hearing.*

3. All submissions and tabled documents (preferably in MS Word) should be emailed to the IAC before or immediately after presentation at the Hearing to melbournemetrorail.inquiry@delwp.vic.gov.au
Electronic documents must be less than 5MB in size.
4. Submissions and material presented at the Hearing including PowerPoint presentations are public documents and will be made publicly available by the PPV website.

Exchange of Expert Witness Reports

5. Expert witnesses reports must comply with the Planning Panels Victoria Guide to Expert Evidence:
<http://www.dtpli.vic.gov.au/planning/panels-and-committees/planning-panel-guides-and-faqs>
6. Expert witness reports should not refer to any individual submitter by name. If necessary, submitters may be referred to by submission number.
7. All expert evidence reports are to be submitted by **10am Friday 12 August 2016**. There will be no staggering in the submission time of expert witness reports. Twenty hard copies of all expert witness reports are to be provided to PPV, and copies must be emailed to those listed on the attached distribution list.
8. A copy of any expert witness report received must be made available on the MMRA's website.
9. All expert evidence received will be made available on the PPV website by close of business **Tuesday 16 August 2016**.

www.delwp.vic.gov.au/melbourne-metro-rail-hearing

Meeting of Expert Witnesses

10. A conclave of relevant experts is to occur from **Monday 15 August 2016**. Meetings should occur after the circulation of expert reports and prior to the first expert in the field being called to give evidence. The statement of agreed facts is to be tabled at Day 1 of the Hearing on **Monday 22 August 2016** or at least **one clear business day prior to the first witness in the meeting being called**.
11. The expert meetings will be in relation to the following:
 - a. traffic/transport
 - b. acoustics/noise
 - c. vibration
 - d. groundwater
 - e. land contamination
 - f. air quality
 - g. heritage
 - h. arboriculture/trees.
12. The arrangement and conduct of the meeting is at the discretion of the experts. It is normal practice for an expert appointed by a proponent or planning authority to coordinate arrangements and note taking but other arrangements may be made by agreement between the experts.
13. The meeting should only be attended by the experts being called to give evidence, and a non-participating note taker if necessary.
14. Advocates for parties or those instructing the experts must not attend the meeting.
15. The expert meeting should canvass at least the following issues:
 - a. Understanding of methodology and assumptions in the assessments undertaken to date.
 - b. Appropriateness of methodology for the task.
 - c. The results obtained.
 - d. Interpretation of results.
16. A brief statement from the meeting should be prepared which highlights points of agreement and disagreement between the experts. The experts present for any significant discussion point should be noted if some attendees are only there for part of the meeting.
17. If any expert witness directed by the IAC to meet with any other expert is instructed not to reach agreement in respect of points of difference, the fact of such instructions must be reported in writing to the IAC by the expert witness.

Information to be supplied

18. The IAC tabled Document 2 at the Directions Hearing which relates to a request for further information from MMRA. This information is to be provided as part of submissions or evidence during the course of the Public Hearing process.
19. The City of Stonnington is to circulate a submission on why it considers issues associated with the existing South Yarra Railway Station and the Project are within scope for consideration by the IAC under its Terms of Reference by **10.00am on Friday 5 August 2016**. Any party that wishes to comment on the issues raised by the City of Stonnington must do so in writing to the Chair of the IAC by **10.00am on Friday 12 August 2016**.

Site visits

20. Accompanied site inspections will be held on Tuesday 16 August and Wednesday 17 August 2016. The current draft of the itinerary for day 1 on Tuesday 16 August begins at Planning Panels Victoria, 1 Spring Street with a briefing at 8.30am and proposes visiting in order:
 - The Eastern Portal
 - The Domain Precinct
 - CBD South via Toms Block, Queen Victoria Gardens and Linlithgow Avenue
 - CBD South and surrounding locations to finish at Federation Square.
21. Day 2, Wednesday 17 August, is also proposed to begin with a briefing at 8.30am at Planning Panels Victoria, 1 Spring Street before visiting in order:
 - CBD North at and around Swanston Street, Franklin Street and nearby locations
 - Parkville Precinct on Grattan Street, Melbourne University and locations nearby
 - Arden Precinct including Arden Street and Laurens Street
 - The Western Portal around South Kensington Station and nearby
 - The Western Turn back at West Footscray [to return to 1 Spring Street].
22. Submitters are to lodge a request to participate in the site visit to PPV via email by 10am on Friday 5 August 2016. A final itinerary will be posted on the PPV web site by Monday 15 August 2016.
23. Submitters who wish to participate in all or part of the inspections, or request that the IAC visit a particular area or site may lodge such request to:
melbournemetrorail.inquiry@delwp.vic.gov.au
by **10.00am on Friday 5 August 2016**. Please specify which day and location you wish to participate or if you wish to attend the full day.