



Planning Panels Victoria

Department of Environment, Land, Water and Planning

16 April 2021

As addressed

1 Spring Street
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Dear Party

Fingerboards Mineral Sands Project Inquiry and Advisory Committee (IAC) – Video conference link for Hearing and access details for document sharing platform - Dropbox

Please find below the videoconference link for the Hearing. The Hearing will be held using the Zoom videoconference platform, and will commence at **10.00am, Monday 3 May 2021**.

Parties and interested observers can access each day of the Hearing using the following link and details below:

<https://us02web.zoom.us/j/89001440394?pwd=MG9WaXlWNWwzcmRFVk0rYkduc2dFQT09>

Hearing Webinar ID: 890 0144 0394

Hearing Webinar Password: 135272

Full details on how to join the Hearing are shown in **Attachment 1** below.

Document sharing platform

As provided for in Direction 34, to assist the running and the circulation of documents to other parties during the Hearing the Proponent has set up an online document sharing platform. The document sharing platform is Dropbox.

The online document sharing platform is for tabled documents that each submitter who wishes to be heard at the Hearing can:

- a. access through a link
- b. download documents; and
- c. upload documents they wish to share at the hearing so they can be accessed by other parties and/or expert witnesses.

Note: all documents tabled with the IAC during the hearing will still be made available to the public on the Engage Victoria website Tabled Documents page but there could be a slight delay.

Note you do not need a Dropbox account to upload, view or download the documents.

Dropbox upload link

Parties are to **upload documents** to Dropbox that they wish to share at the Hearing so they can be accessed by other parties and/or expert witnesses at this link:

[REDACTED]

All material uploaded must be clearly labelled (including appendices), with the submission number clearly marked (Submission numbers are included on the timetable). For example, Submitter 1 – Hearing Submission and Submitter 1 – Hearing Submission Appendix 1.

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 Environment, Land, Water and Planning, PO Box 500, East Melbourne, Victoria 8002



As a reminder files must not exceed 20MB in size. Documents larger than 20MB should be broken down into smaller files less than 20MB.

Please note the Proponent, through an external contractor, has provided the Dropbox platform and their external contractor will provide the IAC technical assistance if there are any issues. As part of uploading documents to the Dropbox Platform, you will need to enter your Name and Email Address. As the Dropbox account is through an external business, the Proponent does not have access to the email addresses that are used.

The IAC expects all of the major submitters and their legal counsel to use the Dropbox upload link during the Hearing and email documents to Fingerboards.IAC@delwp.vic.gov.au.

As a reminder all submitters must provide any additional written submissions and any other documents (or extracts of documents) to be relied upon, to the IAC at one clear business day prior to their nominated submission time as presented in the Hearing timetable by emailing these to Fingerboards.IAC@delwp.vic.gov.au. At this time documents can also be uploaded to the Dropbox as outlined above.

Planning Panels Victoria (PPV) will be able assist submitters who are not able to upload documents to the Dropbox.

To assist you in uploading documents the *Fingerboards Mineral Sands Project Inquiry and Advisory Committee – Uploading Documents to Dropbox* guide contains more detailed information on how to upload documents.

If you accidentally upload a wrong document, you will not be able to delete it. If this happens please contact PPV on Fingerboards.IAC@delwp.vic.gov.au and they will organise for any incorrect documents to be removed.

Dropbox view and download link

Parties can view and download the documents that are uploaded to Dropbox at the Hearing at this link:

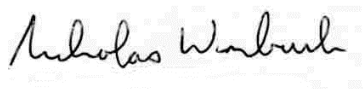
<https://www.dropbox.com/sh/vmoc2777dky7ep1/AAAV9twvEn65sC1JcUPsAkfa?dl=0>

As documents are Tabled with the IAC they will be given Tabled Document Numbers and they will be moved within the Dropbox into the “Documents that have been Tabled by the IAC at the Hearing” Folder. At the end of the day this folder will be cleared once documents are available on the Engage Victoria website Tabled Documents page.

To assist you in viewing and downloading the documents the *Fingerboards Mineral Sands Project Inquiry and Advisory - Viewing and Downloading Documents in Dropbox* guide contains more detailed information.

If you have questions, please contact Amy Selvaraj at Planning Panels Victoria at Fingerboards.IAC@delwp.vic.gov.au.

Yours sincerely,



Nick Wimbush

Chair, Inquiry and Advisory Committee

Attachment 1

Joining the Hearing by Zoom

Parties and interested observers can access each day of the Hearing using the following link and details below:

<https://us02web.zoom.us/j/89001440394?pwd=MG9WaXlWNWwzcmRFVk0rYkduc2dFQT09>

Hearing Webinar ID: 890 0144 0394

Hearing Webinar Password: 135272

To dial into the Hearing by **phone**, find your relevant dial-in location number based on your current location and access the Hearing using the **same Webinar ID** and **password above**.

If you're dialling in from Victoria, +61 3 7018 2005 is the recommended number.

Note the dial in location phone numbers for other Australian locations are provided at the end of this attachment.

To assist you in accessing and using Zoom, the [Your Guide to Using Zoom – How to participate in the online Hearing for the Fingerboards Project Environment Effects Statement](#) contains more detailed information on how to join the Hearing, and what to do during the Hearing. A walkthrough video on how to access and use Zoom is also available here:

<https://www.fingerboardsproject.com.au/ppv/video-guide>.

When you join the videoconference can you please use your first name and last name so the IAC can easily identify you. If you are representing an organisation, include the organisation name after your name - for example, Nick Wimbush, Chair IAC.

All people who join the Hearing will be placed in an attendee's room where you will be able to see the IAC members, but your camera will be defaulted to off and your microphone on mute. As directed by the IAC some parties will be moved to the presenter's room as required during the Hearing.

Should attendees need to raise something with the IAC like a question as outlined in the guidance material, you can either use the raise your hand function or click the chat function and send a message advising that you have a question. The IAC will be alerted to this and will let you know when you can speak or will respond verbally at the appropriate time.

The Zoom Hearing link will be published on the Engage Victoria website and will be accessible by the public who seek to observe the proceedings.

The IAC intends to record the Hearing (audio only). Participants are prohibited from recording any part of the Hearing in any form without permission from the IAC.

Once the Hearing has commenced the audio recordings will be progressively made available on this Engage Victoria page:

<https://engage.vic.gov.au/fingerboards-IAC/Fingerboards-IAC-Hearing-Recordings>

Technical Assistance

If you require technical assistance joining or need support during the Hearing, please contact the Proponent's dedicated phone line on 1800 791 396. This phone number will be active during all business hours (Monday to Friday 9am to 5pm) during the Hearing.

If parties are not able to receive the technical support they require, they are to contact Planning Panels Victoria on Fingerboards.IAC@delwp.vic.gov.au to raise any issues.

Joining the Hearing by Telephone

If you do not have access to a computer or mobile device or you cannot connect to a network for video and computer audio, you can join and participate in the Hearing by telephone.

To dial into the Hearing by **phone**, find your relevant dial-in location number based on your current location and access the Hearing using the following log in details:

Hearing Webinar ID: 890 0144 0394

Hearing Webinar Password: 135272

If you're dialling in from Victoria, +61 3 7018 2005 is the recommended number.

The dial in location numbers for other Australian locations are:

+61 8 7150 1149

+61 2 8015 6011

+61 7 3185 3730