
MINUTE OF THE PANEL CONVENER
Access to MS Teams Conference
Delmore [FTAA-2502-1015]
(22 April 2025)

[1] This Minute provides details regarding access to next week's convener conference, scheduled for **Wednesday 30 April 2025 at 10:00 am**.

[2] Access will be provided to all individuals invited to participate in the conference. The conference will be hosted on MS Teams. If you have indicated that you will be participating, an invitation will be sent to you shortly.

[3] For everybody else, I am not currently able to offer remote viewing. Instead, an audio or video link, or written transcript will be made available.

Access details are provided in Schedule 1 (attached).



Jane Borthwick
Panel convener for the purpose of the Fast-track Approvals Act 2024

Attachment A

[1] Where a participant wishes to join a remote event (conference or hearing), the EPA will ask to ensure you will be able to connect with the following requirements:

- (a) **Browser:** for Teams use Microsoft Edge or Google Chrome. Do **not** use Internet Explorer, which does not work with Teams.
- (b) **Connectivity:** a strong and stable internet connection (preferably broadband with a wired connection to your device or high-quality Wi-Fi, but if that is not available any stable high-speed data connection may be used).
- (c) **Device and hardware:** a computer or laptop with a microphone and camera; headphones with an in-built microphone (strongly recommended) or, as a minimum, you can use the device microphone with regular headphones.
- (d) **Positioning:** sit before a blank background – this reduces picture distortion for other participants. If using Teams, you may use a neutral virtual background.

[2] If you cannot meet any of the above requirements, please let the EPA know immediately.

[3] You must connect at least 10 minutes before the remote hearing

[4] Microsoft Teams hearings – The EPA will send an email or Outlook calendar invitation with the Teams meeting link. Click on the link to join the remote hearing.

[5] If it is a Teams hearing, you will remain in the “lobby” until admitted to the conference by the EPA. The convener will already be in the conference when you are admitted.

Note:

[6] Some participants may be attending by audio only.

[7] If you want to speak when another participant is speaking, raise your hand

toward the screen so that the convener can see that.

[8] Participants should remain alert to any deterioration in picture and sound quality and inform the EPA immediately if this is impacting on their ability to participate fully in the remote hearing.

Important information

[9] Participants appearing remotely in a remote hearing should:

- (a) Speak directly into the microphone when addressing the convener.
- (b) Be familiar with how to mute your microphone and turn your video off.
- (c) Mute your microphone when you are not speaking.
- (d) Reduce your body movements as much as possible.