

Inner West Air Quality Community Reference Group

Meeting 13 - Minutes

Date	Monday 28 October 2019	
Time	6.00 pm – 9.30 pm	
Location	Function Room, Level 1 - Footscray Town Hall - corner Hyde and Napier Streets, Footscray	
Chair	Patsy Toop OAM (PT)	
Members	Keith Loveridge (KL) Ian Butterworth (IB) Christine Harris (CH) Narelle Wilson (NW) Alexandra Damasoliotis (AD)	Adam Fletcher (AF) Bert Boere (BB) Geoffrey Mitchelmore OAM (GM) Louise Keramaris (LK) Valerie Dripps (VD)
Apologies	Clare Sheppard (CS) Chris Dunlevy (CD)	Kristen Gilbert (KG)
Secretariat	Kylie Munro	
Facilitators	Katherine Evans	Megan McDonald

Agenda items, minutes, and actions		
1	Welcome and acknowledgement of Traditional Owners	
2	Actions arising from previous meeting	
Action 1: Continue to submit photos of local air pollution impacts and quotes to the Secretariat for inclusion in the report.		Owner: All
Action 2: Secure a copy of the PowerPoint presentation on filtration given by West Gate Tunnel Project and distribute to Group members by week ending 1 November.		Owner: Secretariat
3	Communications Approach <ul style="list-style-type: none"> Voting and nomination outcomes of the Communications Approach were presented back to the Group. Priority communication tasks were proposed for the Group's consideration. 	
Action 3: Group agreed the priority communications priorities should be progressed to deliver on 'Terms of Reference' commitments as the report is finalised.		Owner: Secretariat
4	Report on recent out-of-session activities <ul style="list-style-type: none"> AF gave an overview of a presentation held on 22 October by the West Gate Tunnel Project to some members of the Group on the West Gate Tunnel design, ventilation and on tunnel filtration. IB presented on a visit held on 23 October to Qenos's Altona site in which some members participated. 	

	<ul style="list-style-type: none"> Louise attended EPA's presentation on AirWatch 2 and provided an overview of the event. Louise flagged some feedback she will provide to the EPA. 	
5	Meeting with Minister/s <ul style="list-style-type: none"> Meeting date with Ministers confirmed. 	
Action 4: Determine which Group members are to accompany Chair to the meeting be decided out of session by Wednesday 6 November 2019 .		Owner: Chair
6	Finalising Report – Next steps The Group received and noted: <ul style="list-style-type: none"> Report outline for comment out of session Key dates and tasks with a proposal for an additional meeting date to finalise work. The Group received and approved: <ul style="list-style-type: none"> Assessment criteria to assist with prioritising report recommendations. 	
Action 5: Provide feedback to the Secretariat on the report outline by Wednesday 6 November 2019.		Owner: All
Action 6: Organise an additional meeting of the Group to enable finalisation of the Report.		Owner: Secretariat
7	Chapter development (by sub committees) <ul style="list-style-type: none"> Sub committees continued to progress work on three chapters: <ul style="list-style-type: none"> Transport and the West Gate Tunnel Dust, Industry and Odour Regulation and Policy Environment 	
Action 7: Continue drafting and finalising chapters including recommendation prioritisation out of session and provide to the Secretariat by 12 noon Monday 11 November .		Owner: Sub-committees
8	Other business The next meeting is scheduled for Monday 18 November to commence at 6:00 pm.	
Action 7: Add Traditional Owners groups to the 'target audience' list in the Communications Approach document and ensure their representatives receive the final Report and an offer to be briefed on its contents.		Owner: Secretariat