

# Inner West Air Quality Community Reference Group

## Meeting 13 - Minutes

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

Agenda items, minutes, and actions	
<b>1</b>	<b>Welcome and acknowledgement of Traditional Owners</b>
<b>2</b>	<b>Actions arising from previous meeting</b>
	<b>Action 1:</b> Continue to submit photos of local air pollution impacts and quotes to the Secretariat for inclusion in the report. <span style="float: right;">Owner: All</span>
	<b>Action 2:</b> 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. <span style="float: right;">Owner: Secretariat</span>
<b>3</b>	<b>Communications Approach</b> <ul style="list-style-type: none"> <li>Voting and nomination outcomes of the Communications Approach were presented back to the Group.</li> <li>Priority communication tasks were proposed for the Group's consideration.</li> </ul>
	<b>Action 3:</b> Group agreed the priority communications priorities should be progressed to deliver on 'Terms of Reference' commitments as the report is finalised. <span style="float: right;">Owner: Secretariat</span>
<b>4</b>	<b>Report on recent out-of-session activities</b> <ul style="list-style-type: none"> <li>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.</li> <li>IB presented on a visit held on 23 October to Qenos's Altona site in which some members participated.</li> </ul>

	<ul style="list-style-type: none"> <li>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.</li> </ul>	
<b>5</b>	<b>Meeting with Minister/s</b> <ul style="list-style-type: none"> <li>Meeting date with Ministers confirmed.</li> </ul>	
<b>Action 4:</b> Determine which Group members are to accompany Chair to the meeting be decided out of session by <b>Wednesday 6 November 2019</b> .		Owner: Chair
<b>6</b>	<b>Finalising Report – Next steps</b> The Group received and noted: <ul style="list-style-type: none"> <li>Report outline for comment out of session</li> <li>Key dates and tasks with a proposal for an additional meeting date to finalise work.</li> </ul> The Group received and approved: <ul style="list-style-type: none"> <li>Assessment criteria to assist with prioritising report recommendations.</li> </ul>	
<b>Action 5:</b> Provide feedback to the Secretariat on the report outline by Wednesday 6 November 2019.		Owner: All
<b>Action 6:</b> Organise an additional meeting of the Group to enable finalisation of the Report.		Owner: Secretariat
<b>7</b>	<b>Chapter development (by sub committees)</b> <ul style="list-style-type: none"> <li>Sub committees continued to progress work on three chapters:             <ul style="list-style-type: none"> <li>Transport and the West Gate Tunnel</li> <li>Dust, Industry and Odour</li> <li>Regulation and Policy Environment</li> </ul> </li> </ul>	
<b>Action 7:</b> Continue drafting and finalising chapters including recommendation prioritisation out of session and provide to the Secretariat by <b>12 noon Monday 11 November</b> .		Owner: Sub-committees
<b>8</b>	<b>Other business</b> The next meeting is scheduled for Monday 18 November to commence at 6:00 pm.	
<b>Action 7:</b> 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