

# Inner West Air Quality Community Reference Group

## Meeting 12 - Minutes

Date	<b>Monday 7 October 2019</b>	
Time	<b>6.30 – 9.20 pm</b>	
Location	<b>Lvl 6 Function Room, Brimbank Community and Civic Centre, 301 Hampshire Rd, Sunshine</b>	
Chair	<b>Patsy Toop OAM (PT)</b>	
Members	<b>Keith Loveridge (KL)</b> <b>Kristen Gilbert (KG)</b> <b>Ian Butterworth (IB)</b> <b>Christine Harris (CH)</b> <b>Narelle Wilson (NW)</b> <b>Alexandra Damasoliotis (AD)</b>	<b>Bert Boere (BB)</b> <b>Clare Sheppard (CS)</b> <b>Geoffrey Mitchelmore OAM (GM)</b> <b>Louise Keramaris (LK)</b> <b>Chris Dunlevy (CD)</b>
Apologies	<b>Valerie Dripps (VD)</b>	<b>Adam Fletcher (AF)</b>
Secretariat (DELWP)	<b>Kylie Munro</b>	
Sub-committee facilitators / scribes (DELWP)	<b>Katherine Evans</b> <b>Michelle McHugh</b>	<b>Kyle Garland</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.	Owner: All
	<b>Action 2:</b> Follow up on requested information from industry panel members (Meeting 10) and arrange distribution.	Owner: Secretariat
<b>3</b>	<b>Draft Communications Strategy</b>	
	<ul style="list-style-type: none"> <li>The Group received information to help them consider whether to develop a video and/or infographics to supplement the report</li> <li>The Group considered and commented on a draft communications strategy</li> </ul>	
	<b>Action 3:</b> Update Communication Strategy based on member comments and re-distribute	Owner: Secretariat
<b>4</b>	<b>Meeting with Minister/s</b>	
	<ul style="list-style-type: none"> <li>The Group discussed potential scope of a meeting with Minister/s to provide a progress update</li> </ul>	

5	<p><b>Finalising Report – Criteria / Structure</b></p> <p>The Group received:</p> <ul style="list-style-type: none"> <li>• potential criteria to consider when prioritising / reviewing recommendations for the report and a proposed outline of contents for the report for discussion.</li> </ul> <p>A detailed discussion on these matters was deferred to the next meeting.</p>
<p><b>Action 4:</b> Include agenda item ‘Finalising Report - Criteria / Structure’ at Meeting 13</p>	
<p>Owner: Secretariat</p>	
6	<p><b>Chapter development (by sub committees)</b></p> <ul style="list-style-type: none"> <li>• Sub committees continued to progress work on three chapters: <ul style="list-style-type: none"> <li>○ Transport / West Gate Tunnel</li> <li>○ Dust, Industry and Odour</li> <li>○ Planning</li> </ul> </li> </ul>
7	<p><b>Other business</b></p> <p>The next meeting is scheduled for Monday 28 October to commence at 6:00 pm.</p>