



Inner West Air Quality Community Reference Group

Terms of Reference

Context

The inner west of Melbourne is impacted by air quality issues due to a range of pollution sources, including dust, transport, industry and shipping.

The Inner West Air Quality Community Reference Group gives community the opportunity to provide input into future improvements for air quality in Melbourne's inner west.

Establishment

Membership of the Inner West Air Quality Community Reference Group will be recruited as follows:

- by invitation by Department of Environment, Land, Water and Planning; and
- through an expression of interest process.

Membership will be selected to reflect the diversity of the Brimbank, Hobsons Bay and Maribyrnong community.

The membership of the Community Reference Group will be capped at fifteen (15) to allow for quality discussion to occur and for all members to be heard.

Scope

The scope of the Inner West Air Quality Community Reference Group extends to any air quality issues across the Brimbank, Hobsons Bay and Maribyrnong local government areas, recognising work occurring through other processes. This includes those issues associated with transport projects such as the West Gate Tunnel Project.

Role of the Inner West Air Quality Community Reference Group

The role of the Inner West Air Quality Community Reference Group will be to:

- Investigate the current air quality issues and concerns across the Brimbank, Hobsons Bay and Maribyrnong local government areas, including current transport initiatives such as the West Gate Tunnel Project.
- Provide advice and recommendations for government consideration including feasibility and relative importance of any actions to address air quality issues in the inner west, including in relation to tunnel filtration for the West Gate Tunnel Project.
- Ensure the findings of the Inner West Air Quality Community Reference Group are communicated to the communities of the inner west of Melbourne.

Role of individual members

The role of individual members of the Inner West Air Quality Community Reference Group will include:

- Attending regular meetings as required and actively participating in the group's work.
- Representing their local community/organisation and other diverse groups.
- Being respectful, open and honest during meeting discussions.
- Complying with the Code of Conduct (see **Appendix 1**).



Inner West Air Quality Community Reference Group

Membership

The membership of the Inner West Air Quality Community Reference Group was determined following the recruitment process outlined above:

- Adam Fletcher (community member representative)
- Alexandra Damasoliotis (community member representative)
- Bert Boere (community member representative)
- Chris Dunlevy (Don't Destroy Millers Road representative)
- Christine Harris (Spotswood & South Kingsville Residents Group representative)
- Clare Sheppard (community member representative)
- Geoffrey Mitchelmore OAM (community member representative)
- Ian Butterworth (Hobsons Bay City Council representative)
- Keith Loveridge (Maribyrnong City Council representative)
- Kristen Gilbert (Brimbank City Council representative)
- Louise Keramaris (community member representative)
- Narelle Wilson (Maribyrnong Truck Action Group representative)
- Valerie Dripps (community member representative)

Chair

The Inner West Air Quality Community Reference Group is chaired by Patsy Toop OAM. The role of chair is independent of the Victorian Government.

Secretariat

The Department of Environment, Land, Water and Planning will provide the secretariat services for the Inner West Air Quality Community Reference Group.

Additional supporting staff

The Environment Protection Authority will provide expert health and air quality support for the Inner West Air Quality Community Reference Group. By agreement of the group, additional expert or support staff can be provided as necessary and if funding allows.

Agenda items

All agenda items will be forwarded to the secretariat by close of business ten (10) working days prior to the next scheduled meeting.

The agenda, with attached meeting papers, will be distributed at least five (5) working days prior to the next scheduled meeting.

Minutes and meeting papers

The minutes of each Inner West Air Quality Community Reference Group meeting will be prepared by the secretariat.

Full copies of the draft minutes, including attachments, will be provided to all Inner West Air Quality Community Reference Group members for endorsement no later than five (5) working days following each meeting.



Inner West Air Quality Community Reference Group

The minutes will be published on the DELWP website no later than ten (10) working days following each meeting for public viewing.

Frequency of meetings

The Inner West Air Quality Community Reference Group will meet approximately every six (6) weeks.

Proxies to meetings

Members of the Inner West Air Quality Community Reference Group who were invited to represent a local organisation will nominate a proxy to attend a meeting if the member is unable to attend. The proxy may participate in discussion as well as have voting powers in line with the organisation they are representing.

Members of the Inner West Air Quality Community Reference Group who were invited as a community representative rather than a representative of an organisation may nominate an observer to attend a meeting if they are unable to attend. While the observer may take notes to report back to the member, the observer will not have any voting powers. If the member wishes to raise any specific points at the meeting, they must provide these in writing to the Chair ahead of the meeting and the chair will convey this input to the CRG.

The Chair should be informed of the substitution at least five (5) working days prior to the scheduled nominated meeting where practicable, noting that this may not be possible in all situations.

Quorum requirements

A quorum will be seven (7) out of up to thirteen (13) members.

Term and review period

The Inner West Air Quality Community Reference Group's term will be from 10 December 2018 to 31 March 2020.

The group will undergo a formal mid-term review after six (6) months of operation to:

- Consider the future role and operation of the group.
- Consider if more than one (1) year is required to achieve the role of the group.

Funding

The Inner West Air Quality Community Reference Group will have access to approximately \$60,000 budget. This budget is intended to be used for research purposes and for the creation of the end-of-term report.

Remuneration

Attendance at the Inner West Air Quality Community Reference Group meetings will not be remunerated. Refreshments will be provided at each meeting.

Child care

Provision of child care services will be available to those members who are otherwise unable to attend a meeting of the Inner West Air Quality Community Reference Group.

Any member requiring child care services will need to contact the Secretariat.

Decision-making processes

Decisions made by the Inner West Air Quality Community Reference Group will be determined by a two-thirds majority decision process (i.e. at least two-thirds of members in attendance at a meeting are in agreement regarding a decision).



Inner West Air Quality Community Reference Group

Reporting

The Inner West Air Quality Community Reference Group will provide a public report to Minister for Roads and Minister for Energy, Environment and Climate Change by the end of its term on 31 March 2020.

The report will provide recommendations to the Victorian Government on action needed to address air quality issues based on the group's findings on the feasibility of approaches and relative importance and impact of issues.

Amendment

These terms of reference can be amended by agreement of Minister for Roads and Minister for Energy, Environment and Climate Change.



Inner West Air Quality Community Reference Group

Appendix 1: Code of Conduct

As a representative of the Inner West Air Quality Community Reference Group, I agree to:

- Attend regular Inner West Air Quality Community Reference Group meetings and provide apologies in advance where attendance is not possible.
- Represent the views of my organisation, interest group or community.
- Participate in the Inner West Air Quality Community Reference Group in a constructive way.
- Ensure discussion remains within the scope identified in the Terms of Reference.
- If discussed outside of the Inner West Air Quality Community Reference Group, the content and tone of meetings must be fairly represented.
- Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate.
- Notify the Chair of any potential conflict of interest that may arise during my participation in the Inner West Air Quality Community Reference Group.
- Not disseminate confidential information that is discussed at the Inner West Air Quality Community Reference Group meetings as advised by the Chair, such as issues of a sensitive commercial or conceptual nature.
- Seek prior written approval from the Chair, in consultation with the Victorian Government, before making any media or social media comment on behalf of the Inner West Air Quality Community Reference Group.

I understand that where a member disregards the Code of Conduct, as agreed by the Inner West Air Quality Community Reference Group member, the Chair may ask them to step down and/or their organisation may be requested to nominate a replacement.

Name:

Signature:

Date:
