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| Inner West Air Quality Community Reference Group  Meeting 12 - Minutes |

**Date:** Monday 7 October 2019

**Time:** 6.30 – 9.20 pm

**Location:** Lvl 6 Function Room,Brimbank Community and Civic Centre, 301 Hampshire Rd, Sunshine

**Chair:** Patsy Toop OAM (PT)

**Members:** Keith Loveridge (KL), Kristen Gilbert (KG), Ian Butterworth (IB), Christine Harris (CH), Narelle Wilson (NW), Alexandra Damasoliotis (AD), Bert Boere (BB), Clare Sheppard (CS), Geoffrey Mitchelmore OAM (GM), Louise Keramaris (LK), Chris Dunlevy (CD)

**Apologies:** Valerie Dripps (VD), Adam Fletcher (AF)

**Secretariat (DELWP):** Kylie Munro

**Sub-committee facilitators / scribes (DELWP):** Katherine Evans, Kyle Garland, Michelle McHugh

**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**: Follow up on requested information from industry panel members (Meeting 10) and arrange distribution. Owner: Secretariat

**3. Draft Communications Strategy**

The Group received information to help them consider whether to develop a video and/or infographics to supplement the report

The Group considered and commented on a draft communications strategy

**Action 3:** Update Communication Strategy based on member comments and re-distribute. Owner: Secretariat

**4. Meeting with Minister/s**

The Group discussed potential scope of a meeting with Minister/s to provide a progress update

**5. Finalising Report – Criteria / Structure**

The Group received:

* potential criteria to consider when prioritising / reviewing recommendations for the report and a proposed outline of contents for the report for discussion.
* A detailed discussion on these matters was deferred to the next meeting.

**Action 4:** Include agenda item ‘Finalising Report - Criteria / Structure’ at Meeting 13. Owner: Secretariat

**6. Chapter development (by sub committees)**

Sub committees continued to progress work on three chapters:

* Transport / West Gate Tunnel
* Dust, Industry and Odour
* Planning

**7. Other business**

The next meeting is scheduled for Monday 28 October to commence at 6:00 pm.