

# Meeting minutes

## WESTERN DISTRIBUTOR COMMUNITY LIAISON GROUP

Date:	26 April 2016	Time:	5.30 pm – 7.30pm
Place:	Transurban, Level 3, 477 Collins Street, Melbourne	Meeting number:	One
Chair:	Jim Williamson (JW)	Minutes:	Emily Dooley (Secretariat)

### Attendees

Name	Membership
Scott Ellerton (SE)	Yarraville
Dwayne Singleton (DS)	Altona
Steven Wilson (SW)	Yarraville
Michael Ingram (MI)	Kensington
Simon Birch (SB)	Spotswood
Craig Williams (CW)	Seddon
Margaret O'Loughlin (MO)	Yarraville
Bert Boere (BB)	Brooklyn
Philip Dearman (PD)	Yarraville
Deidre Anderson (DA)	Maribyrnong City Council
Sarah Lowcock (SL)	City of Melbourne (Proxy for Ian Hicks)
Richard Smithers (RS)	City of Melbourne (Proxy for Ian Hicks)
Neil Whiteside (NW)	Brimbank Council
Dave Jones (DJ)	RACV
Stephen Zelez (SZ)	Hobsons Bay Council
Andrew Williams (AW)	Project team
Mac Henshall (MH)	Project team
Gary West (GW)	Project team
Jana Dore (JD)	Project team

### Apologies

Name	Membership
Craig Rowley (CR)	LeadWest
Jessica Christiansen-Franks (JCF)	Footscray
Alysha McKenzie (AM)	VTA
Samantha Aitchison (SA)	Project team

## Agenda items

#	Item detail
1	Welcome, introductions and apologies <ul style="list-style-type: none"><li>• Chair</li><li>• Members</li><li>• Project team</li></ul>
2	Presentation – Overview of the Western Distributor
3	Discussion and feedback
4	Housekeeping <ul style="list-style-type: none"><li>• Roles and responsibilities</li><li>• Terms of Reference (ToR)</li><li>• Code of Conduct</li></ul>
5	Meetings <ul style="list-style-type: none"><li>• Frequency, dates and locations</li><li>• Agenda items and out of session questions</li><li>• Secretariat function</li></ul>
6	Other items
7	Meeting action summary
8	Meeting close

## Minutes

#	Description
1	<p><b>Welcome, introductions and apologies</b></p> <ul style="list-style-type: none"><li>• JW, who is a long-time resident of the western region, introduced himself as the Independent Chair. Jim has held a large number of senior management and consulting roles in education, government departments, business and community agencies.</li><li>• Community Liaison Group (CLG) members introduced themselves and their involvement and/or interest in the Western Distributor:<ul style="list-style-type: none"><li>– BB is a member of the Brooklyn Resident’s Action Group and is interested to know more about noise, the project’s possible impact on existing areas and ramps near Grieve Parade.</li><li>– SB is a local Spotswood resident and is interested in learning more about possible noise and pollution impacts.</li><li>– DJ is the traffic manager for RACV supporting the project and is interested in construction staging and traffic management as well as final project designs</li><li>– MI represents the interests of the Kensington Association, Friends of Moonee Ponds Creek and North and West Melbourne Association. He is looking closely at options for the built environment between Arden and Dynon Roads.</li><li>– PD represents MTAG and is interested in understanding more about air quality, noise amenity, construction and possible truck curfews on all major suburban streets.</li><li>– DA represents the Maribyrnong City Council and has a background in community engagement. She is also a member of working group for trucks in inner west. Her interests are around noise, emissions and air quality.</li><li>– SL is a Senior Project Officer for the City of Melbourne and attends the CLG as a proxy for Ian Hicks. She will be working on the Western Distributor project in her council role.</li><li>– AW is from the Department of Economic Development, Jobs, Transport and Resources and has two roles on the project from the State side – commercial, and design and delivery. Currently on secondment from VicRoads, he has had previous roles on CityLink Tulla Widening and West Gate Freeway upgrade.</li><li>– NW represents Brimbank City Council and the interests of Brimbank community members.</li><li>– GW is the General Manager for Victoria at Transurban and is responsible for the project’s delivery.</li><li>– MH is the acting Director of Communications and Engagement for the Department of Economic Development, Jobs, Transport and Resources.</li><li>– RS also represents the City of Melbourne and is a second proxy for Ian Hicks. He is heavily involved in the project as part of the Technical Reference Group for the Environmental Effects Statement (EES) development. Melbourne City Council has interests in urban design, traffic connections to city and improving operation of roads in the city.</li><li>– DS is an Altona resident who has a background in town planning and 10 years working for local government. Has an interest in population growth and areas being restricted by zoning, as well as traffic and possible impacts to his local area.</li><li>– SZ represents Hobsons Bay City Council and keen to understand amenity issues and possible impacts to public open spaces, as well as new ramps near Grieve Parade.</li><li>– MO is a Yarraville resident with a background in public service and involved in various community groups in her local area. She is a Yarraville Community Centre committee member and has an interest in the possible impacts of the project.</li><li>– SE is a member of Concerned Locals of Yarraville (CLOY). His key interests relate to the project’s possible impacts on residents and open space. He has strong views on portal</li></ul></li></ul>

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	<p>locations.</p> <ul style="list-style-type: none"><li>– JD is the Transurban Communications and Stakeholder Relations Manager for the Western Distributor.</li><li>– ED holds the Secretariat function for the CLG and is a Communications Coordinator for the Western Distributor project at Transurban.</li><li>– CW is a resident of Seddon with interests about the potential impacts on Williamstown Road and truck bans in Seddon and Footscray communities.</li><li>– SW is from Friends of Stony Creek and is interested in the ongoing process, the role of the CLG and the possible impacts on public open spaces.</li></ul> <ul style="list-style-type: none"><li>• JW read the apologies for CR, JCF, AM and SA.</li><li>• GW outlined the emergency evacuation procedure and noted where the toilets and kitchen were located.</li></ul>
2	<p><b>Presentation – overview of the Western Distributor</b></p> <ul style="list-style-type: none"><li>• GW gave a presentation on the Western Distributor project, covering key points about the project concept designs, the community consultation phase and the scope and process for the development of the Environment Effects Statement and the tender process.<ul style="list-style-type: none"><li>– RS asked whether the traffic splits between inbound and outbound have been performed.</li><li>– GW explained the distribution of traffic into city and that the project team are working closely with City of Melbourne on this aspect of the project.</li></ul></li><li>• GW outlined the process moving forward, including the development of the Environment Effects Statement (EES) with the prospective tenderers as part of the upcoming Request for Tender (RFT) that will go out to the construction market.</li></ul> <p>GW noted that the Western Distributor project has three components – Western Distributor, Webb Dock and Monash Freeway upgrade – however the CLG will focus on the Western Distributor.</p>
3	<p><b>Discussion and feedback</b></p> <ul style="list-style-type: none"><li>• The Independent Chair invited community members to provide feedback, noted as follows:<ul style="list-style-type: none"><li>– MI commented that the Kensington area has just come out of East West Link project and was interested in the project team’s approach to the EES process and avoiding rather than mitigating impacts. He noted the importance of visual amenity and urban design.</li><li>– GW explained the EES process for the project will be different to that for East West Link through engagement occurring early in the design process that considers feedback in the designs.</li><li>– AW outlined the language used reflected the stage in the process. With the designs only at the concept stage and open to change, he noted it was difficult to suggest impacts will be avoided.</li><li>– PD requested more detailed information about the concept design alignment and whether this would be made available to get a better understanding of possible impacts.<ul style="list-style-type: none"><li>- AW advised that a model would be developed based on the reference design and made available to the group. Until then, concept design roll plots and visuals were available.</li><li>- DA suggested more detailed information should cover visual amenity, such as the land around stony creek, flora and fauna and a second bridge crossing.</li><li>- GW suggested detailed information like the bike path and detail on the trail routes, were important to future designs.</li><li>- In response to the topic of bike paths, BB suggested that number of cyclists want to access Port Melbourne from Fishermen’s Bend as they currently go the long way. He stated there isn’t a safe pedestrian or cyclist connection to Federation Trail.</li></ul></li></ul></li></ul>

#	Description
	<ul style="list-style-type: none"> <li>- BB suggested thought was needed around truck curfews on the top end of Millers Road which gets congested near Footscray Road. He stated that these suburbs have a reputation as the most polluted in Melbourne.</li> <li>- CW requested more information about human health metrics for monitoring.</li> <li>- GW suggested the EES will explore existing data sources about local health characteristics to look at the effects of air quality and noise.</li> <li>- BB stated that a previous study had been done looking at hospitals and showed western suburbs as an area of concern with regard to heart and lung issues.</li> <li>- RS advised the City of Melbourne want to make sure they have a good opportunity to understand impacts of the project in the North Melbourne area and commented that that the absence of a representative of residents from North and West Melbourne was a key issue for council.</li> <li>- SE raised the outcomes of community consultation and whether it will be provided to the constructors. <ul style="list-style-type: none"> <li>- GW advised that the tenderers are involved in planning and will have a detailed brief about the project, including community feedback that will guide considerations for future designs.</li> <li>- AW acknowledged that the project team are looking for innovation from industry, which means a balance in the scope that they are provided.</li> </ul> </li> <li>- MO requested further information on how the consultation will be used in future designs and whether the community will be consulted again. She would like to see local knowledge acknowledged in the design. <ul style="list-style-type: none"> <li>- AW advised that the community consultation sessions would inform the impact assessment reports for EES and what will go out to market for tender.</li> <li>- GW advised that the tender process would be around mid-2016.</li> <li>- PD requested clarity on the role of the CLG and data collection from the consultation.</li> </ul> </li> <li>- GW advised consultation feedback from the information sessions will be consolidated with online forums and analysed by an independent party. A copy will be made publicly available, including to the CLG members.</li> </ul>
4	<p><b>Housekeeping</b></p> <ul style="list-style-type: none"> <li>• Each CLG member was given a pack including the Terms of Reference (ToR), draft Code of Conduct and fact sheets about the project. <ul style="list-style-type: none"> <li>- The ToR was referenced and all members were asked for any final feedback. It was noted that acceptance of the ToR formed part of the application process.</li> <li>- A draft Code of Conduct (COC) was issued at the meeting for members' feedback and endorsement. <ul style="list-style-type: none"> <li>- DA suggested a change in language regarding the media statements noting that only people authorised by their organisations could speak to the media. .It was agreed this aspect would be redrafted for the Group's further consideration.</li> <li>- Members discussed the topic of confidentiality and getting advice if confidential information was being presented.</li> </ul> </li> </ul> </li> </ul>
5	<p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>• Dates and locations of meetings were discussed. It was decided that meetings would change locations if a suitable venue was found, and generally, everyone was available for meetings on the last Thursday of every month.</li> </ul>

#	Description
6	<b>Other items</b> <ul style="list-style-type: none"><li>Members' details and contacts were discussed in regards to their role with the community. Members' agreed to their name, a short bio and a CLG email address being published on the Western Distributor website page.</li></ul>
7	<b>Meeting action summary</b> <ul style="list-style-type: none"><li>Outlined below (page 7).</li></ul>
8	<b>Meeting closed at 7.30pm</b>

## Actions

#	Action detail	Owner
1	Send rendered images of Hyde St ramps to members	Secretariat
2	Project team to update COC based on members' feedback	Project Team
3	Health assessment consultant to present at a future meeting	Project Team
4	Provide consultation report to CLG members (mid-2016)	Secretariat
5	Project Team to suggest forward items for discussion by CLG	Project Team
6	Circulate members' details within the group	Secretariat
7	Circulate draft minutes within the fortnight	Secretariat
8	Confirm date and location of next meeting	Secretariat
9	City of Maribyrnong agreed as the venue for the next meeting	Secretariat
10	Confirm next meeting agenda	Secretariat

## Next meeting

Date:	Thursday 26 May 2016
Time:	5.30pm – 7.30pm
Place:	City of Maribyrnong Town Hall, 61 Napier Street, Footscray VIC 3011
Chair:	Jim Williamson

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Minutes prepared by: Emily Dooley

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Minutes approved by: Jim Williamson

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A handwritten signature in black ink that reads "J. Williamson". The signature is written in a cursive style with a large initial "J" and a long horizontal flourish at the end.

*Approval signature*

9/05/16

*Approval date*