

FINAL

meeting minutes

Meeting	NorthConnex Air Quality Community Consultative Committee (AQCCC)	Meeting No.	13
Location	Webex virtual meeting	Time & Date	Tuesday 25 August 2020 5:03pm – 5:41pm
Independent Chair	Abigail Goldberg (minute taker)		
Attendees:	<ul style="list-style-type: none"> AQCCC community representative: Edward Caruana AQCCC community representative: Graham Strauss AQCCC community representative: Patricia Macloud AQCCC community representative: Frank Hutchinson Hornsby Shire Council representative: Nichola Clarke (Environment Protection Manager) Parramatta City Council representative: Stuart Pike (Team Leader, Health) 		
Committee members	<ul style="list-style-type: none"> AQCCC community representative: Edward Caruana AQCCC community representative: Graham Strauss AQCCC community representative: Patricia Macloud AQCCC community representative: Frank Hutchinson Hornsby Shire Council representative: Nichola Clarke (Environment Protection Manager) Parramatta City Council representative: Stuart Pike (Team Leader, Health) 		
In attendance	<ul style="list-style-type: none"> Transport for NSW Senior Project Manager: Sonja Shand NorthConnex Communications Director Timothy Nairne NorthConnex Project Co. Environment Manager: Scott Tinsley NorthWestern Roads Safety, Environment and Stakeholder Manager: Daniel Lovett NorthWestern Roads Community and Stakeholder Specialist: Tracey Baker Transport for NSW Senior Manager, Communications and Stakeholder Engagement: Sarah Rosewell 		
Apologies	<ul style="list-style-type: none"> The Hills Shire Council representative: Daniel Giffney (Environmental Health Coordinator) Ku-ring-gai Council representative: Anne Seaton (Manager, Compliance & Regulation) 		

Item	Subject	Action
1.0	<p>Minutes of previous meeting</p> <p>The meeting was opened at 5:03pm, when the Chair welcomed participants. Apologies were noted.</p> <p>Draft Minutes from the previous meeting, which had been distributed inter-session, were discussed, including a proposed change to the action relating to item 1. The revised Minutes as amended were approved.</p> <p>The Chair invited any declarations of interest. No declarations were put forward.</p>	
2.0	<p>NorthConnex progress update</p> <p>Mr Nairne presented a PowerPoint on the project progress, noting that the the project would be complete, and open, in the coming months. The presentation included birds-eye drone pictures as well as video imagery. Several 'before and after' comparison photographs were provided.</p> <p>Mr Nairne advised that communications regarding the project opening were being finalised, and that these would be widely</p>	

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	<p>distributed through many channels including emails, stakeholder briefings, websites and social media.</p> <p><i>Key points of discussion:</i></p> <ul style="list-style-type: none"> • Compliments to the project team on the extent of replanting, including trees at the Wilson facility • Drainage engineering for deluge conditions. 	
3.0	<p>Operational website review and familiarisation</p> <p>Mr Nairne provided a ‘tour’ of the project website, noting that the template is as shown previously to the AQCCC.</p> <p>Reference was made to the WestConnex website to demonstrate how operational conditions are communicated for a live project.</p> <p><i>Key points of discussion:</i></p> <ul style="list-style-type: none"> • Ability to provide comments and feedback is by means of a ‘contact us’ facility included in the website • The way in which volatile organic compounds are required to be reported as in-tunnel air quality measures is set out in the project Conditions of Approval. 	
4.0	<p>Air quality exceedance process and operational environment</p> <p>Ms Shand invited AQCCC Members to review the Conditions of Approval E1 – E72, which set out performance requirements for the tunnel once operations commence. Members were encouraged to submit any questions via the Chair, noting that these Conditions are technical and detailed by nature.</p> <p>Mr Tinsley presented a flow chart illustrating the process/es to be followed should an air quality exceedance occur. It was advised that the project requirements are comprehensive and stringent.</p>	<p>Conditions of Approval to be transmitted to AQCCC Members for review: Members are encouraged to send in any questions via the Chair.</p>
5.0	<p>Other business</p> <p>Noted that once the project is operational, the NorthConnex project delivery team will hand over to the North West Roads operating team. As such, Mr Nairne and his staff will no longer participate in AQCCC meetings, while Mr Lovett and the NorthWestern Roads staff will take over. With this change in mind, the Chair and Members thanked Mr Nairne and his team for their excellent support of the Committee.</p> <p>Committee Members queried how many people constitute a quorum for meetings. The Chair offered to follow up and reply to this query.</p> <p>Next meeting</p> <p>The next meeting will be held at 5pm on Tuesday 10 November 2020. It is anticipated that this meeting will be online due to COVID precautions. Details will be provided closer to the date.</p> <p>The meeting was closed at 5:41pm.</p>	<p><i>Subsequent to the meeting, the Chair checked the CCC guidelines and found no mention of a quorum. However the Code of Conduct requires Members to “attend committee meetings at dates and times set by the independent chairperson” or to advise the Chair if unable to attend.</i></p> <p>Members to diarise meeting date. Meeting details and an Agenda will be distributed closer to the time.</p>