

Minutes

Location:	Function Room, Petersham Service Centre, Level 3 2-14 Fisher Street, Petersham	Attendees:	Nicole Ryan (NR) – SMC
Time	Tuesday 21 February 2017, 6pm – 8pm		Kylie Cochran (KC) – SMC
Facilitator:	Gabrielle Martinovich (GM)		Kendall Banfield (KB)– IWC
Minutes	Lucy Cook (LC)		Richard Pearson (RP) – IWC
			Peter Warrington (PW) – CoS
			Elise Webster (EW) - CoS
			Rob Sherry (RS) – DPE
			Katie Withers (KW) - DPE
			Eileen Haley (EH)
			Liza-Jayne Loch (LJL)
			Sherill Nixon (SN)
			Cynthia Louise Moore (CLM)
			Sharon Laura (SL)
			Catherine Gemmell (CG)
			Christina Valentine (CV)
			Rhea Liebmann (RL)
			Lance Butler (LB)

Minute Items

Ref #	Item	Who	Actions	Status
1	Welcome and introductions	GM		
2	<p>Terms of Reference</p> <ul style="list-style-type: none"> GM outlined the terms of reference noting that the Committee is not a decision-making body. SL requested clarification of process for replacement of CRG members should a current member step down. Terms of Reference (TOR) agreed in principle. 	GM	GM to update the process for replacement of CRG members.	Completed
3	<p>Meeting representatives/attendees</p> <ul style="list-style-type: none"> CV requested that RMS decision-makers attend the meetings. SL requested representation from: <ul style="list-style-type: none"> Transport Management Centre (TMC) State Transit M4 widening project team and other councils to share learnings. GM confirmed DPE representatives at the meeting are government representatives. RP advised that Project Directors/Managers would attend meetings to answer 'on the ground' issues as they arise. CG stated that additional stakeholders should be able to join the meeting depending on what sections of the project are active. CV wants more flexibility to invite people from different suburbs as needed. GM advised this was considered and interested parties in attendance are there as representatives of the community. Undertaking of reference group members is to represent their local community and its concerns and report back to them. 	SMC/GM	SMC/GM to request presence of RMS, TMC, State Transport, M4 widening, other councils, JV representatives and Project Directors – (decision makers) to attend future meetings.	<p>RMS & SMC reps confirmed.</p> <p>Other members to be invited pending focus at each monthly meeting and invited upon request.</p>

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	<ul style="list-style-type: none"> • SL sought clarification of the role and composition of the Sydney Coordination Office NR advised that Marg Prendergast heads the TMC and CBD coordination office, Lin Ngo was nominated as a contact in the CBD office. • GM reminded the group that it is important to keep the committee at a manageable size to remain effective. 			
4	<p>Meeting Schedule</p> <ul style="list-style-type: none"> • GM confirmed meetings will be held six times per year/every two months or can be organised to address a key issue as needed • RL & CV requested monthly meetings, particularly during the proposed M4-M5 Link Environmental Impact Statement (EIS) review. • RP requested we avoid meetings on fourth Tuesday of each month due to internal Council meetings. • 	GM	GM to draft a forward schedule of meetings for the year for Tuesdays at 6pm-8pm.	In progress – subject to confirming which Tuesday of the month in lieu of April holidays.
5	<p>Recording of meetings</p> <ul style="list-style-type: none"> • SL requested option to record meetings to assist with note taking and ensure accurate information is conveyed to respective community groups. • GM advised this could be carried out at the consent of the group and would be a standing item on the agenda. • GM advised aim is to provide agendas and minutes with a quick turnaround. • CV requested project update presentations be issued with the minutes. • KC suggested recording the meetings. Purpose to record ongoing meetings to assist with note taking. 	GM/SMC	<ul style="list-style-type: none"> • GM/LC to add recording of meetings to standing agenda. • SMC to confirm recording of meetings. 	<p>Completed</p> <p>Completed – part of vote at March meeting</p>

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6	<p>Project status</p> <ul style="list-style-type: none"> NR advised the project update presentation focused on status overview and not on technical updates. Questions were taken on notice. CV requested honesty and transparency in information provision and decision makers to be at the meetings to address technical questions. 	NR		
7	<p>Traffic modelling</p> <ul style="list-style-type: none"> SL raised concerns regarding traffic congestion and requested access to traffic modelling data to clarify extent of impacts RL claimed councils were having difficulty obtaining traffic modelling data. CV requested RMS data be made available on current, future and construction traffic. KC advised that traffic modelling for Stage 3 was completed for the business case and will be updated and released as part of the EIS process as part of ongoing consultation. At the request of RL, KC committed to having a traffic expert at the next meeting. SL requested data for Homebush Bay Road to anticipate local road changes. SN raised concerns regarding 'rat runs'. RL queried the need for modelling by both RMS and councils. CV questioned traffic impacts in Leichhardt on opening of Stage 3. 	SMC/GM	SMC to invite traffic expert to March meeting.	Completed
8	<p>Consultation</p> <ul style="list-style-type: none"> CV noted that a school was omitted from the map at the Leichhardt community information session and claimed the SMC representatives at the session were too junior to sufficiently address the public information requests/questions. KC advised there are many consultation channels. Over 1,000 comments were received which were 	SMC	<ul style="list-style-type: none"> SMC to consider longer lead times for EIS submissions and increase information centre opening hours. SMC to consider a series of town halls with experts on specific subjects. 	<p>In progress</p> <p>In progress</p>

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	<p>valuable and informed design, making it a successful process. KC offered to consider other ways to engage the community.</p> <ul style="list-style-type: none"> • CV raised concern regarding timeframe for further information and preferred construction sites. • KC advised there are no preferred construction sites at this stage and that information will be released once all options have been considered and a shortlist formed. This information will be available for community feedback during the design consultation. • KC advised there will be consultation on mid-tunnel sites in due course. • LJJ raised concerns regarding the lack of detail on status of project. • RL raised concerns regarding information centre opening hours .RL recommended increasing opening hours to a three-week period in a town hall with a bigger model made available for the community. • CG raised concerns regarding graphics misleading on environment and statistics and not resonating with residents. • SN suggested EIS submission period should be open for longer, up to three months and not over school holiday period. SN also advised searching other submissions on the website was not possible and requested a website enhancement to enable an advanced search. • LJJ suggested a series of town hall meetings with experts to target specific areas would improve consultation. • CV also suggested RMS needs to attend these sessions particularly to address acquisition issues. 			

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	<ul style="list-style-type: none"> CLM suggested DPE also to attend these information sessions, in conjunction with the project team to support. KC advised that SMC responded to community requests for consultation on the design prior to the EIS. SL advised the key issues with consultation are the lack of honesty and timeliness of information. Earlier engagement would improve the situation and build the trust. 			
9	<p>Out of hours' work</p> <ul style="list-style-type: none"> SL raised concerns regarding coordination between different disciplines/utilities. SL recommended a centralised complaints centre for utilities, JVs and construction issues. CV advised impacts to people working from home and school holidays/young children. The 1800 number not effective for out of hours work as lag to following day before any action taken. 	SMC	SMC to review complaints process.	In progress
10	<p>Access to information</p> <ul style="list-style-type: none"> RL raised concerns regarding lag in information getting from decision makers to on the ground crew. SL requested direct access between the community and site managers to address on the ground issues. GM advised the purpose of the 1800 is to manage and consolidate and track all feedback, complaints and information. SN raised concerns about work in school zones, pedestrian issues and time lag between an 1800 call and action being taken. 	SMC/GM	<ul style="list-style-type: none"> SMC was requested to invite site managers to meetings. SMC to review place managers/site managers and community response times. 	<p>Confirmed for May meeting.</p> <p>In progress</p>
11	<p>UDLP Addendum</p> <ul style="list-style-type: none"> NR advised UDLP will be released on Friday 24 February and exhibited. SL requested clarification of whether this was an addendum to the previously exhibited UDLP and 	SMC	SMC to see if the UDLP addendum submission period could be extended by one week.	Completed

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	covers only the ventilation site. NR confirmed only the addendum is for consultation.			
12	<p>Tunnelling information</p> <ul style="list-style-type: none"> • SL advised that people have house cracks and will pursue repair. Requested an update on Haberfield tunnelling. • LJJ suggested tunnelling progress to be made available on website. • KC advised the alignment has changed and will continue to change. The latest version of the design will be made available for consultation however needs online maps online to be corrected. 	SMC	SMC to explore updated tunnelling maps on website.	In progress
13	<p>Website updates</p> <ul style="list-style-type: none"> • CV requested that the M4-M5 page be updated and key information needs to be clear and timely for all audiences. • SN raised concerns regarding EIS too difficult to navigate and confusing to read/respond. Suggested an executive summary of key elements would assist. 	SMC	SMC asked to provide executive summaries with links for large/technical reports and website content.	In progress
14	<p>Approvals process</p> <ul style="list-style-type: none"> • RL raised issue of St Peters worksite impacts for people living adjacent to acquired property sites. RL suggested government representatives attend a meeting so we can improve outcomes for Stage 3. • CV suggested RMS update the approval document by specifying impacted suburbs and streets – more specific detail required. 			
15	<p>Health and safety</p> <ul style="list-style-type: none"> • RL raised health and safety issues regarding sites not property secured, asbestos being removed during school hours, and workers not wearing masks during removal of asbestos. Requested more compliance officers on the ground. 			

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	<ul style="list-style-type: none"> RS advised DPE is engaging SafeWork for more involvement, and have engaged an independent environmental representative to audit the asbestos management plan, which will be available by the end of the week. 			
17	<p>Summary</p> <ul style="list-style-type: none"> Suggested that future consultation should have earlier engagement, town hall meetings and RMS representatives/ senior decision makers in attendance. Longer submission periods, reports to be more user-friendly and face-to-face access for community members with onsite team to address day to day concerns. Issues register to be established to measure progress. Future meetings will be more formal, with agendas based on issues raised at previous meeting or as they arise. Senior representatives from government, especially RMS, and experts who can address specific concerns and enquiries to attend meetings. 	GM		Completed

Issues Register

Issue	Mitigation	Responsibility	Priority	Projected Response	Status
CRG meeting attendees	SMC/GM to request presence of RMS, TMC, State Transport, M4 widening, other councils, JV representatives and Project Directors to attend future meetings as required	GM/SMC	Medium - High	March	Closed
Consultation	Early engagement and timely information	SMC	Medium	Noted	Closed
	Longer lead times for submissions	SMC	Medium	Noted	Closed

Issue	Mitigation	Responsibility	Priority	Projected Response	Status
	Monitor need for increased hours of operation for Information/ Customer Service Centres including weekends	SMC	Low	May	Open
	Access to experts, decision makers for meetings	SMC	Medium	March	Closed
	Place Managers to be on ground for day-to-day issues management	SMC	Medium	Noted	Closed
	Include executive summaries with progress reports and consultation documents i.e. plain English with key elements and links to sections for further information	SMC	Medium	To be implemented with next EIS	Closed
	Clarify routes, tunneling impacts and boundaries on all maps	SMC	Medium	Noted	
	Introduce a series of Town Halls with relevant experts to target specific issues	SMC	Medium	Noted	Closed
Traffic modelling & impacts	Invite traffic expert to CRG meeting	SMC	High	March	Closed
	Provide visibility of projections, bus changes and diversions	SMC	Medium	Noted	
	Clarify rat runs and heavy vehicle routes	SMC			
Safety	Increase onsite monitoring and compliance through regular audits	SMC	High	April	
	Enhance emergency response to 24/7				
Planning & coordination	Improve coordination between JVs and utilities through centralized coordination via the TMC	SMC	High	May	Ongoing
	Noise pollution management plan: out of hours	SMC			
Construction Impacts	Members to bring specific construction related issues affecting individual residents to the attention of SMC.	SMC	Medium		