

Meeting minutes

Meeting	ILC at Enfield - Road Transport Coordination Group (RTCG)		
Date	25 May 2015	Time 3:30pm	Meeting No. 19
Location	Cosgrove Room Enfield Site Office		
Attendees			
Ken Kanagarajan (KK)		Strathfield Council (SC)	
Isabelle Albert (IA)		Bankstown Council (BC)	
Raymond Hohle (RH)		Hutchison Logistics Australia (HLA)	
Don Hughes (DH)		Australian Container Freight Services (ACFS)	
Luke Comino (LC)		Australian Container Freight Services	
Adem Long (AL)		NSW Ports (NSWP)	
Chris Newbold (CN)		NSW Ports	
Ian Henderson (IH)		NSW Ports	
Matt Fahey (MF)		NSW Ports	
Meeting minute taker: MF		Meeting Chair: Matt Fahey	
Apologies: Nicolas Kocoski (NK) RMS, Graham Humphrys (GH) BC			
Distribution: Attendees & Apologies			

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Item No.	Action	Responsibility
1.	Introductions Raymond, Don and Luke introduced to the Group.	Note
2.	Action from Previous Minutes Internal Road / Street Names – NSWP provided details of the street names that have been registered with and approved by the Geographical Naming Board. NSWP to inform the appropriate body so the street names are included on google maps searches. B-Double left turn into Norfolk Rd from Roberts Rd – RMS approval still being sort - ongoing.	Note NSWP (MF) NSWP (AL)

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3.	<p>Construction – General Update</p> <p>Base infrastructure construction is complete.</p> <p>Intermodal Terminal - Hutchison Logistics Australia (HLA) Lease area phase 1 tenant works are essentially complete, except for fencing on the western boundary. Completion scheduled for July/Aug 2015.</p> <p>Warehouse Sites – development of 2 warehouse sites planned in the 2nd half of 2015. First warehouse site likely to commence in August.</p> <p>Minor works – NSWP has been progressing civil works in the southern part of the site (including the Mt Enfield community access path and viewing areas, remediation, sewer works and maintenance access tracks).</p>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p>
4.	<p>Operational – General Update</p> <p>Intermodal Terminal (IMT) - HLA's operational commencement is subject to completion of construction works in Jul/Aug 2015 and senior management direction to start operations.</p> <p>ACFS commenced operations in the northern portion of the IMT on 28 March 2015. Operations are 24 hours a day from early Monday morning to Saturday afternoon. Truck movement range between 50 and 80 trips per day. Truck routes are between Port Botany and Enfield in the afternoon and evenings and between Enfield and customers via the M4 corridor during the day. All egress and ingress to the ILC site is via Wentworth Street.</p>	<p>Note</p> <p>Note</p>
5.	<p>Local Area Traffic Management</p> <p>Wentworth St Parking Restrictions (Condition of Approval) – previous RTCG meeting agreed to postpone the introduction of parking restrictions on Wentworth St. The requirements for the restrictions would be reviewed approximately 3 months after the commencement of intermodal operations.</p> <p>SC (KK) expressed a view from SC, that they do not support the introduction of 4-Hour parking restrictions along Wentworth Street and would prefer to review once the light industrial sites along Cosgrove Rd are completed.</p>	<p>Note</p> <p>Note</p>
6.	<p>Emergency Response Plan</p> <p>Plan to be updated with ACFS contacts and re-issued.</p>	NSWP (MF)

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7.	Traffic Management Plans ACFS has prepared and implemented a TMP for their operations. AFCS (DH) provided a description of some key aspects of the Plan including the driver induction process, training and site familiarisation process. DH noted all drivers employees (rather than subcontractors)	Note
8.	General Items <p>Load Limit Signs (Karuah & Valencia) – Bankstown Council completed the installation of these load limits signs in April 2015, with funding by NSW Ports.</p> <p>Directional / Way-finding Signage – RMS has completed the installation of directional signage for the centre. These signs are located on the main arterial roads to direct trucks to the Wentworth St entrance.</p> <p>Punchbowl road crossover / driveway – the existing maintenance driveway at the southern end of the site (at the south of Mt Enfield) will be used by ARTC for access the Enfield rail marshalling yards. NSWP is obligated to provide ARTC with maintenance access for their maintenance / services vehicles.</p> <p>Illegal Dumping – on Cosgrove Road is an ongoing issue. NSWP report incidents to Strathfield Council on a regular basis. Strathfield Council normally attend promptly and dispose of the rubbish.</p> <p>NSWP's site office driveway – SC (KK) raised a concerns with the entrance. NSWP advised that the site distance to the north was improved several year ago when the Bunzul site was developed.</p> <p>Cosgrove Rd trailer parking – Strathfield Council noted there has been ongoing issues of trailer parking at the south end of Cosgrove Rd. NSWP & ACFS advised these trailers are not related to the ILC operations and suggested to Council they discuss with the existing heavy vehicle operators in Cosgrove Rd</p> <p>Wentworth St, condition of the eastern shoulder / parking area (particularly across from the café) - Strathfield Council (KK) to raise the issue with the appropriate land owner.</p>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>SC (KK)</p>
9.	Next Meeting Date of next meeting: TBC – due August / September 2015.	All Note