

NCIG Community Engagement Group (CEG) – Meeting Minutes

Meeting No: 1

Tuesday 30th April 2019 5.00-7.30pm

Location: NCIG Administration Building

Attendees:	Community Representatives	NCIG Representatives
	John Hayes	Aaron Johansen – Chief Executive Officer
	Rick Banyard	Nathan Juchau – Manager HSEC
	Kenny Barry	Phil Reid – Environmental Advisor
	Catherine Blanch	Hayley Ardagh – Graduate Environment and Sustainability
	Lindsay Clout	Craig O’Neil – Manager Assets
	Mark Warren	Lee Haggerty – Operations Superintendent

Apologies received: Lyn Kilby, Sally Johnstone

Item 1: Welcome and Introductions

- Introductions between Community and NCIG Representatives.
- A quick overview of the structure of the meeting provided by Phil Reid (PR).

Item 2: Site Tour

- Attendees were provided with a site tour guided by Lee Haggerty (LH) providing an overview of operations, including a tour of the Stockyard, Dump Station and Wharf.

Item 3: Overview of Meeting

- NJ provided the background and purpose of NCIG forming the CEG. NJ explained that NCIG initially formed a Community Reference Group prior to the construction of the terminal. However, as construction came to an end and NCIG entered the operational phase, the interest from community members began to decline. NCIG have remained a member of other local industry community meetings. NJ noted that NCIG have made a number of steps over the past 18 months to increase communication with the local community, including forming this CEG. NJ stated that the main purpose of the CEG is to provide a platform for two-way discussion between NCIG and the community. It was noted that feedback and meaningful discussion are encouraged from the Community Representatives.
- Aaron Johansen (AJ) provided the background of NCIG and thanked all attendees for taking their time to be involved in NCIG’s Community Engagement Group (CEG).
- Around the table introductions were provided by all attendees.

Item 3: Overview of NCIG Operations

- LH provided an overview presentation of NCIG operations. The structure of NCIG, business values, operational activities, planning and logistics, health and safety management and maintenance of NCIG were discussed.
- John Hayes (JH) mentioned that he would like to understand more about the logistics of tracking the coal entering the Stockyard in the future. Phil Reid (PR) noted that this could be a topic we focus on in future meetings.

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- PR confirmed that a copy of the presentations could be provided to attendees when minutes are distributed.

Item 5: Introduction to NCIG Environmental Management and Community Relations

- PR provided an overview presentation of NCIG's Environmental Management System and community investment activities.
- Mark Warren (MW) questioned if NCIG do any air quality monitoring in the community. PR confirmed that NCIG and Port Waratah Coal Service (PWCS) have an Integrated Air Quality Monitoring Network which includes Depositional Dust Monitoring and High Volume Air Sampling (HVAS) at a number of locations in the local community including Stockton, Fern Bay, Mayfield and Sandgate. PR also mentioned that NCIG contribute to the Office of Environment and Heritage (OEH) Newcastle Local Air Quality Monitoring Network.
- Lindsay Clout (LC) asked how the source of any air quality exceedances in the community is determined. PR explained that regulators monitor peaks in air quality standards in relation to particular weather events to determine potential sources. PR mentioned that the EPA also monitor licencees operational activities against relevant Environment Protection Licence (EPL) operating conditions. Rick Banyard (RB) mentioned that Lower Hunter Particle Characterisation and Dust Deposition Studies was undertaken in recent years which found coal not to be as significant as some people expected.
- PR noted that we would focus on NCIG's Integrated Dust Management System in a later meeting as many people appeared to be interested.
- LC questioned where NCIG's Community Newsletters are delivered. PR clarified that the newsletters are delivered to the local community, including areas in Mayfield, Stockton, Warabrook and Fern Bay. LC noted that residents in Fullerton Cove may be interested. PR confirmed that plans could be made for the current and future community newsletters to be delivered to Fullerton Cove. **Action – Fullerton Cove to be included in the current and next Community Newsletter run.**

Item 6: Community Engagement Group Terms of Reference

- NJ provided an overview of the CEG Terms of Reference (ToR) and asked for any comments.
 - LC questioned if someone else can attend on their behalf if they are unable to attend a meeting and questioned the process for this. PR confirmed that no formal process is required, we will just require the names of the person attending on their behalf. NJ also mentioned that on occasion they are welcome to bring a member of the community with them if a specific topic may be of interest.
 - NJ confirmed that meetings will occur every 4 months (3 times per year) and NCIG will be the default venue unless somewhere else is more appropriate on occasion. NJ also noted that dates and time can be discussed to suit the group.
 - NJ confirmed that overview minutes will be taken during the meetings and these will be uploaded to NCIG's website.
 - JH noted that he would appreciate the layout of the tables to be closer next time. **Action – NCIG to ensure layout of tables to be closer together at the next meeting.**
 - LC questioned the confidentiality of the information shared in these meetings and questioned how the information can be used. PR confirmed that the information provided by NCIG during CEG meetings is not planned to be confidential and the information can be shared back to the representative's community group. PR however requested Community Representatives to raise if they would like certain items to be treated as confidential. LC requested NCIG to consider some guidelines or rules to outline this. **Action – NCIG to seek advice on confidentiality guidelines.**
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Item 7: Topics

- NJ asked Community Representatives of any topics they would like discussed in further detail down the track. It was noted that the logistics of tracking coal in the Stockyard, the use of LED lighting, water management and dust management were topics of interest.
- Catherine Blanch (CB) noted that she would be interested to know more about NCIG's community investment activities. NJ mentioned that NCIG is hosting a Community Support Program (CSP) Afternoon Tea for recent successful recipients next week. NJ offered an invitation to the Community Representatives. **Action – NCIG to send an invitation to all representatives to CSP Afternoon Tea.**
- MW was interested in understanding more about NCIG's support of education, particularly in the local community.
- RB noted that he would like to discuss train and shipping pollution and would like to know how NCIG is involved in these issues.
- **Action – NCIG to incorporate the above topics in the agenda of future meetings.**

Meeting Close

- The next CEG Meeting will occur in approximately 4 months – date and time to be confirmed.