

**NCIG Community Engagement Group (CEG) – Meeting Minutes**

**Meeting No: 2**

**Wednesday 18<sup>th</sup> September 2019 5.00-8:00pm**

**Location: NCIG Administration Building**

<b>Attendees:</b>	<b>Community Representatives</b>	<b>NCIG Representatives</b>
	John Hayes	Nathan Juchau – Manager HSEC
	Rick Banyard	Hayley Ardagh – Graduate Environment and Sustainability
	Catherine Blanch	Craig O’Neil – Manager Assets
	Lindsay Clout	Scott Grunsell – Acting Environmental Advisor
	Alan Blanch	

**Apologies received: Aaron Johansen, Barry Arens, Mark Warren, Kenny Barry, Lyn Kilby, Sally Johnstone**

**Item 1: Welcome and Introductions**

- Greetings and reintroductions between Community Representatives and NCIG staff.
- A quick overview of the structure of the meeting provided by Nathan Juchau (NJ).

**Item 2: Review minutes and actions from previous meeting**

- The minutes and actions from the previous CEG meeting (April 2019) were reviewed. All outstanding actions have been complete.
- The latest updates to the Terms of Reference (ToR) were reviewed. All agreed that the ToR were adequate, and no further updates required.

**Item 3: Plant Optimisation Project**

- NJ provided a high-level introduction to NCIG’s Optimisation Project. Phase 1 of the Optimisation Project was implemented in 2017. The project involves improving plant efficiency and throughput capability, predominately through computer control system logic changes, improving process efficiencies and associated minor plant modifications. The Optimisation Project has delivered NCIG a terminal capability that is greater the approved capacity of 66Mtpa. John Hayes (JH) questioned if this project would involve any capital works. NJ clarified the project doesn’t involve any capital works or changes to NCIG’s current physical footprint.
- NJ noted each improvement had been proposed, designed and implemented by the NCIG workforce. Lindsay Clout (LC) and Alan Blanch (AB) noted that it was encouraging to see the ideas of staff being implemented. Craig O’Neil (CON) also noted that the added benefit of having the NCIG workforce design the improvements rather than a consultant, is that staff are able to effectively implement and maintain the improvements, as they know the infrastructure better than anyone else.
- CON provided a refresher overview of NCIG’s operations and further details of the Optimisation Project. Inbound efficiency improvements were achieved through a combination of control system changes for trains entering the Dump Station and the Stacker Reclaimers, changed rail signalling to streamline train arrival and minor modifications to inbound transfer chutes. Similarly, improved outbound efficiency was achieved through improvements to the Stacker Reclaimer control system logic and minor modifications to the buffer bin chutes to maximise Stacker Reclaimer and Shiploader utilisation. Increased stockpile storage has also been achieved on the eastern end of the stockyard through the construction of berms. The berms allow stockpiles to utilise the edges of the stockyard. JH questioned the height of NCIG’s stockpiles and

CON clarified that NCIG's initial default height is 12m, proceeding to 24m thereafter. CON noted that having the default stockpile height as 12m provides efficiency and dust mitigation benefits.

- CON noted that the improved plant efficiencies as a result of the Optimisation Project have provided benefit in peak periods to manage fluctuations in throughput demand. Rick Banyard (RB) questioned whether NCIG had approval for an annual throughput or daily throughput. NJ clarified NCIG has an annual throughput limit of 66Mtpa.
- It was noted by CON that Phase 2 of the Optimisation Project has not yet commenced, but this stage would also include further control system improvements.
- NJ again clarified that the project would not involve any changes to operational infrastructure, capital works or physical site footprint. It was confirmed that NCIG intend to align the approved capacity of the terminal to the augmented capability through the planning process. NCIG will assess any potential environmental impacts (noise and air quality) of the project and that the outcome of this process will be provided to the group at the next meeting.
- NJ reiterated that the purpose of the project is to allow NCIG to operate as efficiently as possible, providing shareholder and industry value.

#### Item 4: Overview of NCIG's Community Investment

- Hayley Ardagh (HA) provided an overview presentation of NCIG's Community Investment Activities. NCIG have two main channels of community funding – the Community Support Program (CSP) and the Community Partnership Program (CPP). The CSP provides one-off funding to not-for-profit organisations for events, programs or equipment. The aim of the CPP is to build closer relationships with organisations, with NCIG providing consecutive funding over three years to implement a particular program or initiative. NCIG have also recently partnered with local schools to support educational development. Additionally, a Charity Ball is held biennially, with NCIG staff and contractors raising donations for a nominated charity.
- HA confirmed that the CSP and CPP are currently open for applications until the end of September and encouraged Community Representatives to advise any organisations that may benefit from funding to apply. NCIG will be hosting a CSP Afternoon Tea to celebrate the successful recipients in the next month. An invitation was offered to the Community Representatives. **Action – send CSP Afternoon Tea invitation to all representatives.**
- RB questioned what NCIG's purpose is for community funding. NJ clarified that through providing funding to organisations and charities, NCIG seek to build relationships in our local community, extending beyond customers and suppliers. It was also noted that the Community Investment Program was an integral part of the culture at NCIG, providing an opportunity to participate in the community in which we operate.
- A brief summary of recent and upcoming community engagement activities was provided to the group. NCIG are now offering site tours for interested community members to learn more about NCIG's operations. Community Representatives were encouraged to advise anyone who may be interested – booking is available via NCIG's website. Additionally, NCIG will be holding the biennial Community Open Day in early 2020. More details will be provided at the next CEG meeting.

#### Item 5: Overview of NCIG's Environment Monitoring and Reporting

- HA provided an overview of NCIG's environmental monitoring and reporting. NCIG monitor environmental performance in and around the terminal to advise of any potential impacts, including air quality monitoring, noise monitoring, water monitoring and ecology.

Air quality monitoring: Four real-time dust monitors are set up around the terminal boundaries to provide real-time feedback and triggers for the Operations team to respond to any potential dust generation. Air quality monitoring (PM10, TSP and depositional dust) is also undertaken as part of the NCIG Integrated Air Quality Monitoring Network (managed in conjunction with PWCS)

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in the local community.

Noise monitoring: 6-monthly onsite and community noise monitoring is undertaken. A noise model has been developed to analyse NCIG's potential impact on the local community.

Water monitoring: Monthly surface water monitoring, discharge water monitoring and 6-monthly in-depth surface and groundwater monitoring is undertaken on site and in local water bodies to assess any potential operational impacts.

Ecology: Green and Golden Bell Frog and shorebird monitoring is undertaken frequently in and around the terminal.

- A summary of environmental monitoring at NCIG's Green and Golden Bell Frog and Migratory Shorebird Compensatory Habitat was also provided to the group by HA. In each habitat, maintenance and monitoring is undertaken, including weed and vegetation maintenance and monitoring, Green and Golden Bell Frog population monitoring, hydrology monitoring and management, benthic invertebrate monitoring, shorebird monitoring and saltmarsh monitoring.
- It was noted that NCIG report the above information and report on environmental performance through a number of ways including the Sustainability Report, Annual Environmental Management Report, Annual EPL Returns, Annual Compliance Tracking, internal and external auditing, National Pollutant Inventory (NPI) Reporting, National Greenhouse and Energy Reporting (NGER) etc.
- JH questioned whether he could be provided a copy of the plan showing NCIG's monitoring points in the local community. NJ confirmed that a copy of the presentations could be provided to attendees when minutes are distributed. It was also noted that this is available on the website.
- RB mentioned that although he's aware that much of the discussed information is publicly available on the website, he questioned how the data and relevant information can be presented in a way that can be communicated more effectively to the public. NJ agreed that providing a more interesting way to communicate this information can be looked into. **Action – investigate alternate methods of displaying environmental data and information on NCIG's website.**

#### Item 6: Environmental Incident Overview

- An overview of recent environmental incidents was provided by NJ. The detail and follow up actions of each incident was reviewed by the group.
- LC questioned the procedure for workers on site. NJ clarified that all staff and contractors are required to be inducted prior to working on site. However, in some very specific circumstances, contractors can work under direct supervision for one-off critical jobs (i.e machinery repair).

#### Item 7: Safety Vitals Program

- NJ provided a summary of the Safety Vitals Program. NCIG have recently developed a program for the workforce and contractors to reinforce the critical controls for potentially fatal safety risks such as working at heights, working in a confined space, isolation etc. A summary of the program and the roll-out video was delivered to the group.

#### Meeting Close

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