

Port Stakeholder Working Group

Wednesday, 27 March 2015, 10.00am- 12.00pm,
Port of Townsville Board Room, Administration Building, Benwell Road

MINUTES

| Present | Organisation |
|--|----------------------|
| David Donohue | Chair (QCCN) |
| Judy Newman, Clive Berger, James Hobbs, Ian Ferguson | Community Reps |
| Chris Wake | DEHP |
| David Wainwright (by teleconference) | DSITI |
| Greg O'Shea, Agata Graham | Glencore |
| | NQCC |
| David King | NSS |
| George Lukacs | Qld Nickel |
| Ranee Crosby, Kim Gebers, Melinda Loudon, Sharon Hoops | POTL |
| Graeme Nielsen, Mark Daniel | South32 - Cannington |
| Peta Connelly | TBSH |
| Apologies | |
| Damien Farrington | QLD Health |
| Elaine Glen | Sun Metals |
| Tracey Bauer | South32 - Cannington |

1. Welcome and Introduction

Ranee Crosby welcomed and thanked all for attending; provided a brief background of the PSWG thus far and its intents and purposes. Ranee introduced David Donohue as the new Chair of the PSWG.

2. Independent Facilitator - Chair

- David Donohue of Queensland Corporate Communication Network (QCCN) introduced himself to the members of the group.
- David disclosed the Port of Townsville Limited is paying him a fee to carry out the role of Independent Facilitator and noted that he will operate at arm's-length to POTL.
- The role of secretariat is to be carried out by Sharon Hoops of POTL.

3. Introductions

Each member of the PSWG took 60 seconds to disclose the business or interest they represent, a brief snapshot of their background and their interest in participating in the PSWG.

Action: Port tours to be arranged for the community representatives of the PSWG prior to June meeting. **Being scheduled – date to be advised.**

4. Terms of Reference

The Chair ran through each section of the draft Terms of Reference, noting the following:

- The PSWG is not intended to be a decision-making entity, rather a collaborative group that may provide recommendations or suggested actionable items.
- Media protocols will be in place – there is no intent to stifle debate, rather ensuring that formal comments from the group are agreed to by the group.
- Gavin Hammond suggested that the "Purpose" of the group in the TOR should be amended to reflect the above two sentences. No objections from the group.
- Wendy Tubman requested paragraph one in the TOR be amended to include "dust deposition" and the remainder of the document be amended to reflect same. No objections from the group.

- The group agreed that the PSWG now contained all required or relevant stakeholders but that composition would be reviewed from time to time.
- The group agreed that membership of the group is by invitation only and must be agreed (by consensus) by the members of the PSWG. Guest speakers may be invited to participate at meetings if they have a direct correlation to an Agenda item and consensus agreement must be achieved by the members for the guest to attend.
- Melinda Loudon requested that if, for any reason, one of the community representatives was not able to continue to fulfil their duty as a PSWG member, that the original nominations could be referred to for a potential replacement. No objections from the group.
- The group agreed to record in the minutes how the original members of the PSWG were recruited. Raneë Crosby – “letters or invitations were sent to port users in the first instance. This port user group then nominated stakeholder parties and they were invited in writing to participate. The second PSWG meeting in April ratified to invite community representatives through a public nomination process. A sub-committee of Wendy Tubman, Greg O’Shea, Melinda Loudon and Gavin Hammond then assessed each of the nominations based on five selection criteria. The nominees who scored highest in the criteria (Judy Newman, Clive Berger, Ian Ferguson, James Hobbs) were invited to participate and they subsequently accepted.
- “Communication” (separate to Media) was added as a heading in the TOR at request of Gavin Hammond. No objections from the group.
- Communication between the individual members and the broader PSWG will be via email through the Chair. Direct communication between members should include the Chair as a courtesy.
- Each member organisation of the PSWG will nominate a single primary point of contact to ensure efficient communication.
- All bullet points in the TOR are to be amended to numbered bullet points.
- Member commitments amendment – PSWG members are required to nominate a proxy and brief them prior to each meeting.
- The effectiveness of the group will be reviewed in 12 months (May 2016). No objections from the group.
- Minutes of each meeting are to be distributed within 10 days of the occurrence of each PSWG meeting and documents and agenda to be distributed a minimum of 5 business days in advance of the next meeting.
- Media - First paragraph in TOR remains unchanged. Second paragraph amended to: “This does not preclude any member of the group from making public comments pertaining to their or their organisation’s role on the PSWG”. Members agreed to apply this within the context of their commitments as PSWG members. No objections.
- It was agreed that the Chair will issue statements on behalf of the PSWG – the broad content to be agreed upon by the members.
- It was agreed that approved Minutes of PSWG meetings will be posted on the Port of Townsville website and the websites of any other interested member organisations.
- The group agreed that decisions will be made via consensus and that the Chair could decide an issue if a consensus could not be reached.
- The Chair proposed that the Terms of Reference be adopted in principal following today’s amendments. No objections from the group.

Action: Updated Terms of Reference to be distributed to PSWG members.

Attached and uploaded to Dropbox.

Action: Dropbox to be established and invitations to join emailed to all members.

Members should have received an invitation by email.

– contact Sharon Hoops with queries.

5. Schedule of Meetings

- It was agreed that meetings will be held on the last Wednesday of each month commencing at 10.00am and running for approximately 90 minutes.
- The next meeting will be held on Wednesday 24 June at 10.00am.

6. Presentation by EHP (Chris Wake)

Overview of DEHP / DSITI Monitoring Results and Trends - Chris Wake gave a presentation on DEHP's historic data results, up to the latest published air quality information (*this presentation has previously been seen by the port users in the PSWG however was re-presented for the benefit of the new members*).

Action: Copy of presentation to be made available in the PSWG Dropbox. **Uploaded.**

Action: Clive Berger requested records of previous air quality monitoring be made available to the community representatives. **Link to DEHP monitoring is in Dropbox.**

7. Presentation by DISIT (David Wrainwright)

A presentation was made to the group (which had also previously been delivered to the port user members) explaining how monitoring is carried out (methods and equipment) and the standards used.

David Wainwright noted that current monitoring is based on 24 hour measurements. Real time monitoring will be introduced from July 2015 at the Coast Guard site to provide greater accuracy of emission monitoring which may then be better correlated against circumstances occurring at the time, including weather patterns, operational activities etc.

Wendy Tubman queried the impact on accuracy of monitoring from nearby vegetation (within 20m) – advice is that the upwind (POTL) side of the monitoring is free of vegetation and downwind vegetation will have no measurable impact on monitoring.

Action: Copy of presentation to be made available in the PSWG Dropbox.

Awaiting this presentation.

Action: Hunter Valley case study referred to in presentation be sourced if possible and be made available in the PSWG Dropbox.

Awaiting this document.

8. Other Business

- The four community representatives confirmed they had no objection to their names being on the public record as being members of the PSWG.
- Wendy Tubman requested that the relevant standards for lead be added to the agenda for the next PSWG meeting.
- The Chair proposed that the content of any media statement would include the following:
 - Full PSWG met, including community representatives
 - Independent Chair appointed
 - Welcome EHP advice that 24/7 monitoring will commence
 - Restate purpose of PSWG.

Action: A list of members and the organisations they represent will be circulated to each member of the PSWG.

Attached and uploaded to Dropbox.

Action: Discussion on lead standards to be part of agenda for June meeting.

Noted.

Action: The Chair to draft a statement to media regarding this meeting and outcomes.

Drafted.

Next Meeting - Wednesday 24 June from 10.00am to 11.30am @ 10am at the Port of Townsville Board Room, Administration Building, Benwell Road.

David Donohue, Chair

Date