

Meeting Minutes



QGC Central Southern Regional Community Consultative Committee
 Thursday 10 March 2016, 9am to 12.00pm
 Tara Customer Service Centre, Fry Street, Tara

1. Opening

The 5th meeting of the QGC Central Southern Regional Community Consultative Committee was called to order at 9.10am on Thursday 10th March 2016 at the Customers Service Centre Tara, facilitated by Ms Deb Camden, Independent Facilitator.

2. Attendees

The following people attended the QGC Central/Southern Regional Community Consultative Committee meeting:

QGC Central Southern Regional Community Committee Members	QGC Representatives
<ul style="list-style-type: none"> • Krzysztof Oracz, Chinchilla Family Support Centre • Ros Wade, Tara Neighbourhood Centre • Patricia Peck, Wieambilla Estates Rural Subdivision • Theresa Jane Philips, Wieambilla Estates Rural Subdivision • Beth Wood, Dalby Welcoming Community Committee • Tracey Mills, Tara Futures Group Inc. • Carolyn Tillman, Councillor Western Downs Regional Council • Leisa Finch, Myall Youth and Community Network Centre 	<ul style="list-style-type: none"> • Joanne Pafumi, VP External Affairs and Sustainability • Justin Golding, Field Operations Manager South • Lizzie Staines, Manager Land • Kristelle Townsend, Lead Social Performance Coordinator
Apologies	Independent Facilitator
<ul style="list-style-type: none"> • Doreen, Chinchilla Community Commerce and Industry • Jayne Swift, Ozcare • Louise Sanderson, Goondir Health Services • Cameron O'Neil, Queensland Murray Darling Committee • Dean Russell, Dalby State High School • Peter Cox, TAFE QLD South West • Terri Cobb, Western Downs Regional 	<ul style="list-style-type: none"> • Deb Camden, PRISM Communication Architects

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<p>Council Leanne Evans, Chinchilla Community Unity Group</p>	
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Meeting agenda

The following items of business were discussed as per the meeting agenda:

Agenda item	Details
a. Meeting overview	Deb Camden gave a broad overview of the meeting format and acknowledged the traditional owners of the land, recognising past and present elders.
b. Safety moment	Deb Camden invited Committee members to share a safety moment. Kristelle Townsend shared safety moment regarding the importance of proper disposal of rubbish and some of the recent projects which QGC had participated in to assist in managing this impact including a roadside clean up by Veolia and participation in Clean Up Australia Day. A committee member noted that Waminda Services in Dalby have started a new business whereby services (such as rubbish pickups) could be contracted to businesses like QGC.
c. Introductions	Deb Camden outlined the agenda of the meeting and led roundtable introductions of Community Committee members and QGC representatives.
d. Adoption of Minutes	Deb Camden asked the Committee to formally consider the 3 rd December 2015 minutes and asked for suggested changes. The 2015 Central Southern Regional Community Consultative Committee minutes were adopted by the Committee.
e. QGC & Operations Update	Joanne Pafumi, VP of External Affairs and Sustainability provided the committee with a QGC Update: Joanne acknowledged the feedback provided to the business from the meeting in December 2015. Joanne noted the interest in having Executive attendance at the meetings and informed the committee for future meetings executive attendance would be shared. Joanne informed the committee that today's meeting presentation had been informed by the feedback at the previous meeting and with the intent of being able to provide some in-depth responses to queries and concerns from the last meeting. QGC Update <ul style="list-style-type: none"> • BG Group is now a part of Royal Dutch Shell • For QGC it is business as usual while Shell integration planning progresses • The safety of our staff and communities remains our priority • Moving towards plateau production mid 2016 • Low oil price environment demands focus on: <ul style="list-style-type: none"> – Optimising our performance across the integrated gas chain – Achieving high rates of efficiency and productivity – Delivering Charlie development Operations Update

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	<ul style="list-style-type: none"> • Continuing to ramp up production • Operating under routine conditions including for maintenance schedules • From time to time this may involve localised flaring • Q2 2016 will commence the next phase of trials for Remotely Piloted Aircraft Systems (RPAS) <p>A committee member comments as to whether QGC notifies the fire emergency services department when flaring occurs as this would help to alleviate the need for volunteer fire services to respond to an incident which may be just flaring.</p> <p>Action: Kristelle Townsend to arrange a meeting with Firecom (part of fire and emergency service department) to discuss a process whereby they can receive relevant flaring information if they are notified of a fire within an area of QGCs infrastructure.</p> <p>Remotely Piloted Aircraft Systems (Drone) Trial</p> <ul style="list-style-type: none"> • 12 week trial, 2 days per week, daytime only • Conduct routine monitoring of QGC infrastructure on group of landholder properties in northern region • Strict guidelines around image capture to protect privacy • Improves operational efficiency to monitor 2,600+ wells over large areas • Partnership with Boeing (Insitu) to develop technology which is expected to benefit other industries in Queensland <p>Potential benefits of the trial:</p> <ul style="list-style-type: none"> • Reduces land access requests • Reduces risk of land access breaches • Reduces time for landholders to liaise • Reduces road traffic and improve safety • Value adds the work profile for wellsite operators • Improves wellsite performance <p>A committee member noted that some agricultural businesses in the region already utilise drones over their properties and therefore the flight paths of QGC's system would need to take this into consideration.</p> <p>Joanne Pafumi responded that QGC's RPAS requires Civil Aviation Safety Authority (CASA) approval and those landholders who will have QGCs RPAS activity over their properties will be engaged with to take other flight activities into consideration.</p> <p>A committee member questioned as to whether the RPAS technology will impact on the number of operational positions required for the business.</p> <p>Joanne Pafumi responded that the RPAS technology will not replace the need for on the ground maintenance and visitation of well sites but will assist the field operational roles to value add through less driving time and more time to concentrate work on meaningful maintenance and operational</p>

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	<p>activities.</p> <p>Charlie Project Update</p> <ul style="list-style-type: none"> • Project site offices established • Charlie FCS: <ul style="list-style-type: none"> – Civil works underway – Access road civil works underway – Services pads under development – Bundi Road upgrade under construction • Construction water bore operational • Borrow pit for gravel opened • Wells being drilled • 830 people mobilised and increasing weekly • Workforce based in: <ul style="list-style-type: none"> – Windmill Accommodation Park – Wandoan Accommodation Park – Woleebee Creek camp • CPB is the key contractor for the Charlie Development and is responsible for accommodating their staff • It is expected that the peak in staff required for the project will rise and fall quickly • QGC is working with its contractors to help ensure that the construction workforce positively contributes to the community during the construction period • A breakdown of expenditure percentages by supplier location was provided including 15 new contracts awarded within QGC's direct operational region, 27 to Queensland businesses and 8 interstate. <p>A committee member questioned as to level of local content involvement which local businesses were able to provide to the camps e.g. supply of food.</p> <p>Joanne Pafumi commented that QGC has requested greater oversight from our contractors with regards to local content spend and this included the camp. While some items weren't able to be purchased through local business due to bulk volumes required, QGC will continue work with and monitor our key contractors to ensure we are receiving and the data required to make informed decisions.</p> <p>A committee member enquired as to whether QGC had seen the UQ report outlining socio economic data on local business, the committee member noted that there was some interesting statistics sourced through the tax office which helped to illustrate the position of businesses before, during and after the construction phase, in addition to changes in wages.</p> <p>Action: Kristelle Townsend to investigate the UQ study data.</p>
<p>h. Items arising from last meeting</p>	<p>Joanne Pafumi, VP of External Affairs and Sustainability provided the committee with an update and response to queries and concerns raised at the previous meeting:</p> <p>Community Procurement</p>

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	<p>Based on the 2015 financial year figures</p> <ul style="list-style-type: none"> • Spend by the business was across a number of the communities in the Western Downs • More than half the vendors which QGC works with in QLD are located in the Western Downs • Western Downs and Toowoomba represent 82% of the regional spend • The breakdown of contracted regional spend in Western Downs communities were as follows 31% Dalby, 27% Chinchilla, 25% Tara, 12% Wandoan and 5% other towns. • 362 vendors in the Western Downs supplied our business • Additional \$3.2million spent on credit cards with over 9,000 of these types of transactions in 2015 <p>A committee member enquired regarding the 25% regional spend within Tara and noted whether this was due to past civil contractors who use to be based in the region.</p> <p>Joanne Pafumi responded that this percentage would have taken into account any contracts which were in place during the 2015 financial year.</p> <p>Expanded local content policy</p> <p>Joanne Pafumi noted that she is the executive responsible for local content in the business and explained that QGC recognised that local content is really important to our communities and that the business is collectively working to try and better address this area.</p> <ul style="list-style-type: none"> • Extensive consultation with business and industry and internally in 2015 • Key changes in approach: <ul style="list-style-type: none"> – Clarifies definitions for ‘local’ and ‘participation’ – Establishes new full, fair and reasonable contract strategy – Increased transparency in reporting • The business has a holistic approach to local content, it includes everything that the business does to support jobs and investment <p>Local Content Policy objectives:</p> <ul style="list-style-type: none"> • Support competitive procurement: Actively encouraging local participation in supply chain • Facilitate job creation: Employees and contractors • Promote reconciliation: Employment, Training and Business Development • Build economic sustainability: Develop regional communities <p>A committee member enquired as to whether QGC has a policy whereby we prioritise employing local people.</p> <p>Joanne Pafumi responded that QGC does have incentives in place to encourage staff to live locally including relocation packages and a local living allowance however with the Shell transition being a possibility in the past 12months this has delayed, decreased position recruitment for some areas or some positions have been filled as contract roles as opposed to</p>

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	<p>permanent positions. Additionally, the business is also working to further develop a training and development strategy as a part to developing a local workforce which meet the skills required by the business.</p> <p>Simplified processes There were a number questions and concerns raised regarding QGC's previous processes therefore QGC has some new ways which interested businesses can register their contracting and supplier interests with us.</p> <p>Registering Interest</p> <ol style="list-style-type: none"> 1. Register interest online at qgc.com.au 2. Visit a Supplier Information Session 3. Join a network 4. Contact our major contractors directly 5. Express interest for project work – ICN Gateway <p>Learning about opportunities</p> <ol style="list-style-type: none"> 1. Direct invitation <ul style="list-style-type: none"> – Low value transactions – Private tenders 1. Emails through chambers and business networks 2. Promotion on ICN Gateway <p>Prequalification</p> <ul style="list-style-type: none"> • Achilles First Point Supplybase • During tender processes <p>Tender submissions</p> <ul style="list-style-type: none"> • Local content plans required under stronger tender evaluation criteria <p>Total Workforce 2015 Financial Year Workforce figures as of June 2015 were shared with the committee.</p> <ul style="list-style-type: none"> • As of June 2015 there were just over 6000 project and operations contractors and direct employees to the business • Total workforce pattern reflects the change in transition from project to operations • In the upstream, our employees are located in three bases: <ul style="list-style-type: none"> – North – Woleebee Creek – Central – Chinchilla where our main operations and supply bases are located – South – Ruby Jo. • Within the Upstream operational area there are approximately 680 employees directly with the business 495 of these are based in central, 109 in south and 76 in the northern region • The shift in personnel has made a significant change to our accommodation demand in 2015 • We have removed 2,000 beds from our company facilities by reducing the size of 2 camps, demobilising our 2 oldest and mothballing Jordan camp. • We have preferred to use camps in Chinchilla combined with the introduction of daily commutes to our nearby facilities.

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	<ul style="list-style-type: none"> • This decision was influenced by feedback from community meetings that they would prefer our people to be in Chinchilla • Presently 25% of our direct workforce based in the Upstream field reside locally in the Western Downs. <p>Local Living Plan</p> <p>There are several strategies and actions the business is working on to develop a local living plan including:</p> <p>Traineeships and apprenticeships</p> <ul style="list-style-type: none"> • Developing a formal program • Proposal for apprentices from 2017 <p>Lifestyle rosters</p> <ul style="list-style-type: none"> • Matching jobs with lifestyle rosters eg 5/2, 4/4 <p>Local incentives</p> <ul style="list-style-type: none"> • Reviewing package of incentives and allowances • Extended existing incentive established for project <p>Contractor team</p> <ul style="list-style-type: none"> • Identifying potential scope for operational contractors to support local employment <p>Social investment</p> <ul style="list-style-type: none"> • Investments in education (STEM) and vocational training, health and regional liveability eg Try-A-Trade • On-boarding programs for new families <p>Recruitment</p> <ul style="list-style-type: none"> • Initiatives to source local candidates • Reviewing relocation packages <p>Trade Futures Program</p> <ul style="list-style-type: none"> • Significant increase in intake for Dalby State High School Trade Futures program <ul style="list-style-type: none"> – 3 Year 12 students continuing from 2015 – 11 Year 11 students commencing in 2016 • Certified training program: <ul style="list-style-type: none"> – Two years – One day per month and 2, 1 week period per year spent in field – Involves practical experiences in the Ruby Jo and Kenya operations – Compete Certificate II in Plant Process • Potential pipeline to further trade or technical training and jobs in either gas or manufacturing industries <p>A committee member questioned as to what is the industry pathways/industry based training available for local people if they didn't presently have the skills required to work in the industry.</p> <p>Joanne Pafumi noted that at present we are progressing work around job</p>

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	<p>and workforce design which will assist with clarifying dedicated pathways or training programs for entry level positions. QGC is also working with other proponents on collaborative training and development initiatives for the industry such as the try-a-trade program in addition to the strategies outlined above</p> <p>A committee member asked as to whether Tara was included as part of the Try-a-Trade program. Action: Kristelle Townsend to find out if Tara is eligible and involved in the try-a-trade program.</p>
<p>i. Rural Property Management</p>	<p>Lizzie Staines, Manager of Land provided the committee with a an update on Rural Property Management:</p> <p>Rural Property Management</p> <ul style="list-style-type: none"> • The transition of QGC land to Stanbroke is almost complete • QGC has honoured all its agreements with agisters and sharefarmers • With Stanbroke’s co-operation, QGC has been able to provide multiple extensions of time to assist agisters during transition • One issue of dust from trucks transporting livestock raised by community during transition was addressed at the time • Stanbroke has started to engage with neighbours, QGC’s previous agisters and community members • Stanbroke has reported a warm welcome and good support from the community so far <p>Stanbroke in the community In the past three months:</p> <p>1. Local purchasing</p> <ul style="list-style-type: none"> - 3 new vehicles and 4 motorbikes - Furnishings for 2 houses - Property maintenance equipment and hardware tools e.g. pumps, chainsaws - Cattle husbandry requirements - Provisions for staff - Fencing materials and portable stockyard <p>2. Local employment</p> <ul style="list-style-type: none"> - 2 key positions associated with managing properties advertised locally <ul style="list-style-type: none"> - Engaged 2 local mustering contractors who have up to 4 people working in each team - Engaged 2 local contract farming businesses <p>3. Other community support</p> <ul style="list-style-type: none"> - Sponsorship for the gate fee at upcoming rodeo in Wandoan - Sponsorship of the Taroom Show - Assessing sponsorship options for local shows in Wandoan and Chinchilla
<p>j. Social Investment</p>	<p>Kristelle Townsend, Lead Social Performance Advisor provided the committee with an update on the community benefits of QGC’s activities.</p>

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<p>Update</p>	<p>Key points include:</p> <p>World Science Festival</p> <ul style="list-style-type: none"> • From New York to Chinchilla, the World Science Festival Brisbane Regional Program hit town in February. • Friday 12th February, 200 students in years 10-12 from Chinchilla SHS, Dalby SHS and Tara State College undertook workshops with Engineers without Borders, making water filters and participated in small group discussions with the industry professionals from the Museum and QGC – including palaeontologists, parasitologists, marine biologist, engineers and a geologist. • Saturday 13th February, approximately 2000 people came from around the region; some drove 4 hours to attend. • Standing room only for many of the presentations • QGC is thrilled this event was so well received and supported – so thank you. Look forward to doing it all again next year. <p>Enterprise Development - New partnership supporting the agricultural sector</p> <ul style="list-style-type: none"> • Partnering with Food Leaders Australia (TSBE) to support the sustainable development of the agribusiness industry in the Western Downs • Stage 1 - Agricultural Export Opportunity Forums in April • Stage 2 - Unique opportunity for up to 10 Western Downs businesses to receive intensive support for business growth over a 12 month period • Focus on preparing companies for exporting into Asia • Includes targeted trade mission to China to pursue new opportunities • Information available from www.foodleadersaus.com.au <p>Upcoming engagement and sponsored activities</p> <ul style="list-style-type: none"> • Tara, Miles, Chinchilla, Wandoan Annual Show events • Wandoan Health Auxiliary Cookbook • Juandah Rodeo Association • Xtreme Drill Dance, Chinchilla • Wandoan Gymnastics Club • Chinchilla One Long Table • Clean Up Australia Day • Tara Polocrosse <p>Our sponsorships and donations program has closed while we await direction from Shell.</p>
<p>k. Community Feedback</p>	<p>Deb Camden invited members of the committee to share feedback, questions or concerns from their community networks:</p> <p>A committee member raised that some community members particularly within the rural sub-division area were concerned regarding the recent decline of valuations of land within the area. In addition to this rates had also increased.</p> <p>Some members of the community were attributing this to the rapid increase</p>

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	<p>and then decline of resource industry activity in the region while others were attributing it to other reasons.</p> <p>A committee member commented that valuations are based on the unimproved value of the land and are based on what been sold in a certain area over a period of time whereas rate increases are based on inflation costs which Council needs to take into consideration in order to deliver services to the region.</p> <p>Lizzie Staines mentioned that QGC had commissioned independent research which compares agricultural rural land values within local government areas where there is CSG activity with other local government areas not impacted by CSG activity. The research generally found that in areas where there hasn't been CSG activity, the agricultural land values had generally softened or been more volatile than areas where there was CSG activity. This study only considered agricultural land only.</p> <p>A committee member also commented that lower rents were also changing the demographics of communities in the region.</p> <p>Carolyn Tillman noted that she would provide feedback back to WDRC regarding the confusion around how rates are determined and whether improvements could be made to better information provision to rate payers regarding this.</p>
<p>I. Actions from the previous meeting</p>	<p>Deb Camden reviewed the actions from the previous meeting.</p> <p>Contractor Human Resource Policy</p> <p>Kristelle Townsend to feedback to QGC Human Resources team regarding issue raised around police checks for contractors.</p> <p>QGC cares about our landholders and ensures that the staff/contractors that are entrusted on their properties are following the correct processes and procedures. To ensure we have put in place the following mitigations:</p> <ul style="list-style-type: none"> • Background checks are a requirement (reference checks) for all contractors and staff • All vehicles contain IVMS, • Supervision controls in place (both contractor and client) • Thorough training is required for all staff and contractors on appropriate processes and procedures regarding land access and our land holders. <p>Rural Property Management</p> <p>A rural property management update was provided during the meeting presentation to address further queries regarding this topic.</p> <p>Leased houses in Wandoan</p> <p>QGC is not currently leasing any houses in Wandoan directly. The business owns four houses in the Wandoan community, two of which</p>

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	<p>provide housing to our land and environment team, we have 5 houses leased for 10 people by one of our long term contractors, Veolia.</p> <p>Feedback of concerns raised at last meeting</p> <p>In response to the feedback provided at the previous meeting, Executive management representation would be at meetings going forward. Joanne Pafumi attend today's meeting to respond to queries and concerns.</p>
m. Items for next agenda	<p>Deb Camden invited the committee to propose agenda items for the next meeting and discussed the next meeting would be held in Chinchilla in June with the committee.</p> <p>No agenda items were raised for the upcoming meeting.</p>

3. General business

No general business items were raised.

4. Meeting Close

The next Central/Southern Community Consultative Committee meeting will be held in Chinchilla on the 9th June from 9am – 12noon with the venue to be advised.

The meeting was closed at 11:35am.

5. Central/Southern Gas Field Community Committee Members

Representative	Organisation
Krzysztof Oracz	Chinchilla Family Support Centre
Leanne Evans	Chinchilla State School P&C
Patricia Peck	Wieambilla Estates Rural Subdivision
Jayne Swift	Ozcare
Terri Cobb	Western Downs Regional Council
Leisa Finch	Myall Youth and Community Network
Dean Russell	Dalby State High School
Doreen Goldsmid	Chinchilla Community Commerce and Industry
Ros Wade	Tara Neighbourhood Centre
Beth Wood	Dalby Welcoming Community Committee
Peter Cox	TAFE Queensland South West
Cr Carolyn Tillman	Councillor - Western Downs Regional Council
Gayle Porter	Tara Futures Group Inc
Louise Sanderson	Goondir Health Services
Cameron O'Neil	Queensland Murray Darling Committee