

Meeting Minutes



QGC Northern Regional Community Consultative Committee Meeting

Friday 11th March 2016
Bushlander Motel, 17 Henderson Road, Wandoan

1. Opening

The meeting of the QGC Northern Regional Community Committee was called to order at 10:10am on Friday 11th March 2016 at Bushlander Motel, facilitated by Ms Deb Camden, Independent Facilitator.

2. Attendees

The following people attended the QGC Northern Regional Community Consultative Committee meeting:

QGC Northern Regional Community Committee Members	QGC Representatives
<ul style="list-style-type: none">• Rose Asplin, Murilla Landcare• Cecilia Donohoe, Wandoan District Liaison Group• Aschleigh Perring, Miles Health Service• Cecily Brockhurst, Murilla Community Centre• Rowena Price, Wandoan State School• Bill Blackley, Wandoan Community Commerce and Industry Incorporated• Adam Clark, Wildlife Preservation Society of Queensland, Upper Dawson	<ul style="list-style-type: none">• Joanne Pafumi, VP External Affairs and Sustainability• Darren Cook, Field Operations Manager (Northern)• Lizzie Staines, Manager Land• Carlie Watson, Social Performance Coordinator
Apologies	Independent Facilitator
<ul style="list-style-type: none">• Lavinia Tyrell, Western Downs Regional Council• Sharn Pogan, Miles State High School P&C	<ul style="list-style-type: none">• Deb Camden, PRISM Communication Architects

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3. Meeting agenda

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

Agenda item	Details
a. Introductions and meeting overview	<p>Deb Camden gave a broad overview of the meeting format, housekeeping/emergency procedures and acknowledged the traditional owners of the land, recognising past and present elders.</p>
b. Safety moment	<p>Deb Camden invited Committee members to share a safety moment.</p> <p>Carlie Watson shared a safety moment on being mindful of correct rubbish disposal.</p>
c. Adoption of minutes	<p>Deb Camden led roundtable introductions of Community Committee members and QGC representatives and then asked the committee to formally consider the minutes of the Joint Northern, Central and Southern Regional Community Consultative Committee meeting held 3rd December.</p> <p>A committee member suggested the following changes:</p> <ul style="list-style-type: none"> • Page 7, changing 'won' to 'been granted' in regard to the Stanbroke tender. • Page 7, to add after opportunities for local agisters 'to encourage coexistence'. <p>These changes were moved and accepted by the committee. A further change was suggested by a committee member, however it was felt with the changes above it was agreed the minutes were reflective of the previous meeting discussion.</p> <p>The last Joint Northern, Central and Southern Regional Community Consultative Committee meeting minutes were adopted with the changes above noted.</p>
d. QGC Update	<p>Joanne Pafumi, VP of External Affairs and Sustainability 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.</p> <p>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. Joanne provided the committee with a QGC Update as per the appended slides.</p> <p>Joanne reported that a brand review would be occurring as a part of the Shell transition process, but that no decisions around the brand to be used had been made at this point. A Shell safety day would also be held across the business on the 13th April to ensure a safety focus during the transition period.</p> <p>A committee member asked whether there would be any merger with Arrow Energy. Joanne advised that there was no plan for that</p>

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	<p>at this point in time.</p> <p>Darren Cook, Field Operations Manager (Northern), provided an update on Operations, the Remotely Piloted Aircraft Systems Trial and an update of the Charlie Development as per the appended slides.</p> <p>Darren advised that he has a team member, Rebecca Roberts, who ensures that Land Access Activity Request (LAARS) are in place prior to activities occurring on landholders' properties.</p> <p>A committee member asked if this was the person who speaks to landholders. Darren advised there is a team of Land Access Consultants who operate out of the Wandoan QGC office who liaise directly with landholders.</p> <p>A committee member asked how many Land Access consultants were on duty at a time. Lizzie advised that while it varies, there could be 3-4 Land Access consultants on shift for Wandoan area at a particular time. These staff members live in a house in Wandoan while on shift, with one Environment staff member having relocated to town and renting a house.</p> <p>A committee member commented that they were surprised the drone could fly as high as 2000 feet as they thought other drones were not allowed to fly that high. Darren said the flight paths and height allowed for particular drones required CASA approval. Carlie mentioned that the drone being used in this particular instance had features that equipped them to fly as high as 2000 feet while not all drones had features for this capability.</p> <p>A committee member asked where the borrow pit for the Charlie Development for the gravel was located.</p> <p>Action: Carlie to follow up where borrow pit is located for the committee member.</p>
<p>e. Key Topic Updates</p>	<p>Joanne Pafumi, VP of External Affairs and Sustainability provided the committee with a presentation (slides appended) around community procurement, the new expanded local content policy and responses to queries and concerns raised at the previous meeting.</p> <p>About 200 people attended the Toowoomba and Surat Basin Enterprise event last night in Wandoan, indicating the level of interest in the Charlie Development.</p> <p>Joanne explained that four levels of local content data would be collected based on interest, including the local community level for Western Downs. People can now register their business details online in a new database on the QGC website. QGC will still use</p>

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	<p>Achilles as an information source and people can use it as a marketing strategy for their business.</p> <p>A committee member asked how many personnel were expected to be accommodated across the camps. Joanne advised that there were around 200-300 now and around 830 at peak. Darren advised that there were approximately 100 people at Woleebee creek and could be around 300-350 people in time.</p> <p>A committee member asked what was happening to encourage staff to live in town, as this had be mentioned by QGC that more staff would be likely to live in the community during operations.</p> <p>Joanne responded that previous financial incentives, including a local living allowance, hadn't worked to dramatically increase the rate of people living in the community. She stated that QGC was now working towards a Local Living Plan which included workforce planning, such as looking at which roles could have lifestyle rosters and other human resources strategies. She acknowledged it was an ongoing piece of work.</p> <p>A committee member stated they were disappointed that more production staff are not living in the community. Joanne explained that some technical skills were harder to recruit for in some communities and that some people preferred to be recruited under FIFO arrangements for these roles.</p> <p>Joanne then provided an outline of strategies the business was working on, in working towards a 'Local Living' plan (slides appended).</p> <p>Joanne explained that at present, there was still a local living incentive for staff to reside in the Western downs and that they were looking at QGC housing stock options. She explained that QGC staff turnover had been low, only around 10% with only approximately 60 roles advertised last year, so changes would take time.</p> <p>Joanne explained that Carlie had worked with main works contractor CPB to change their advertising methods and bus routes to encourage more local applicants for the roles on the Charlie Development.</p> <p>The meeting continued with a presentation on the Trade Futures Program (slides appended).Darren said that the Trade futures program could be explored for the North including Wandoan.</p> <p>Action: Carlie and either Darren or Andrew (Field Operations Manager Northern) to meet with the Wandoan school to talk about partnership and program options.</p>

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	<p>A committee member asked what skill sets would be required for the future in our operations in the community so that the school could plan to support students for these areas.</p> <p>Joanne stated there would need to be a focus on STEM (Science, Technology, Engineering and Maths) areas. Darren spoke about the Dalby Trade program and said that the company was closer to having apprenticeships happening. A committee member stated that Miles health service has five trainees and it was great to give young people this experience.</p> <p>Joanne stated that QGC were working on training programs across industry and that presently there was an industry training program in Gladstone and that we were looking at what could be done upstream. The type of skill sets that had been identified as being required in the upstream included electrical instrumentation, mechanical instrumentation, well site operation and engineering.</p> <p>A committee member asked if it was the rosters that kept people from living locally. Joanne stated that it was people choosing the option for FIFO or DIDO and that we needed to make it more attractive to people to live locally.</p> <p>A committee member asked whether year 10 could be considered for apprenticeships as Wandoan school goes to year 10. Joanne stated that QGC were working on an apprenticeship/traineeship program to commence from 2017 and whether it would involve year 10 could be considered during this process.</p> <p>Action: Joanne to report back on the selection criteria for traineeships/apprenticeships when available.</p> <p>Lizzie Staines, Manager of Land Access provided the committee with an update on Rural Property Management as per the appended slides.</p> <p>A committee member commented that while they had nothing against Stanbroke, that their preferred option would have been that the QGC properties were leased to families. They stated that there had been 70 people involved in a public meeting with representatives including Lizzie, Cameron and Brett from QGC. They had asked for smaller packages as they wanted families with children in the school. The committee member said this could have been a good legacy but the feedback was ignored and they felt that it was pointless to have consultation processes such as the RCCCs if they were ignored.</p> <p>Joanne stated that listening today was good to accurately capture the depth of feedback around the rural property management process managed by the Land and Environment team. She said she was keen to harness the committees to provide feedback on</p>

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	<p>future pieces of work and the ideas within the group and learn for the future.</p> <p>A committee member asked if any future purchases of land would go into the leased area by Stanbroke or if there would be a different process. Lizzie Staines confirmed that future purchases of land would be added to the area leased by Stanbroke and that this was consistent with the tender requirements advised to all tendering parties.</p> <p>A committee member advised that the community had lost people through Xstrata and QGC's purchases of rural land and that some contractors had been moved from houses in the community to camps. They stated that a lot of small things had contributed to their population decline and there were a lot of empty houses. They said they were racking brains to fix this and to make the community more attractive for people to come and live there.</p> <p>Joanne said that the opportunities for Wandoan needed to be considered and that it would take some out of the box ideas. Jon Ward had proposed some interesting ideas at the Wandoan year ahead dinner. There was a need to come together as a community and QGC is keen to continue to be involved.</p> <p>A committee member stated that they can't let this committee fail as it was required as a condition of QGC operations. Joanne explained that there is not a condition to have a Northern committee if people didn't want one, but that QGC valued the committee and appreciated the feedback.</p> <p>Action: Joanne advised that she would follow up on options for an economic plan for Wandoan, which QGC would be keen to participate in, along with other organisations that have an interest in the Wandoan Community.</p>
<p>f. Community feedback</p>	<p>Deb Camden invited committee members to share further feedback:</p> <p>A committee member who worked in human services stated that they are seeing businesses and families that they had never seen before. Some of them had become prequalified but did not win tenders so were facing business hardships and in some cases had closed. The committee member encouraged local business use.</p> <p>A committee member stated that for the Wandoan community there were lots of vacant houses and low rental prices, however they needed to encourage people to live in the community. There is a general feeling of despair within the community thinking it could be too late to increase the population and prevent further community decline.</p> <p>The committee member explained that the community had been</p>

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	<p>disappointed at the decision to lease QGC’s rural properties to Stanbroke as the community had thought that smaller parcels of land could be leased to community members, keeping them and their families in Wandoan.</p> <p>A committee member stated that they didn’t think the QGC busses were stopping in Miles anymore and that it had been a pleasure as people would buy items from the community. They wanted to know if it could happen again if it wasn’t still occurring.</p> <p>Action: Carlie to enquire as to whether any QGC busses could stop at Miles along their transport routes.</p> <p>A committee member stated that there was a need to get information out to smaller operators around QGC’s procurement processes and local content plan as they were missing opportunities.</p> <p>Action: Joanne to follow up to ensure Miles companies that had participated during the project are incorporated in category plans for operations.</p> <p>Action: Carlie Watson to send message out to chambers to make sure businesses get their information registered at the QGC website online.</p> <p>Joanne Pafumi provided information that we have now changed the way we ask contractors to report on local content and spoke about tenderers now needing to provide more detail on their local content commitments during the tender process. She also stated that QGC’s major contractors have their own local content plans and that we will be monitoring these.</p> <p>A committee member asked where the rehabilitation plan for the Ooline trees was up to.</p> <p>Action: Lizzie Staines to follow up on enquiry as to the Ooline rehabilitation plan status.</p> <p>A committee member asked if QGC had fire plans. Darren Cook responded that QGC has plans in case of fire and they were up to date. He also advised that QGC have firefighting equipment and personnel available at all major facilities.</p> <p>A committee member stated that there had been questions at the recent year-ahead dinner regarding payment terms for contractors in the supply chain to QGC. They stated that there were some long payment periods of 90 days that was an issue for some small businesses and definitely not the preferred 30 days.</p> <p>Carlie Watson provided that major contractor CPB had advised at</p>

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	<p>the recent year-ahead dinner that business could negotiate their payment terms, including shorter payment periods, before they signed their contract but that it was more difficult to do after the contracts were finalised.</p> <p>Action: Joanne to follow up internally and with major contractors on accounts payment issues and payment terms for small businesses.</p> <p>A committee member stated that they had heard issues around water bores and make good arrangement concerns. They asked if there was a bore monitoring program.</p> <p>Lizzie Staines advised there was a bore monitoring program and that OGIA released an Underground Water Impact Report every three years. She said there were make-good obligations that QGC followed.</p> <p>The committee member stated they had heard QGC may be in court around make-good agreements. Lizzie Staines advised that QGC was not in court with anyone around make good arrangements and that there was one landholder in Wandoan presently working with them around an arrangement.</p> <p>Action: Lizzie Staines said she would follow up and provide more information around make-good agreements.</p> <p>A committee member said thank you to QGC for the company support of Telehealth expansion through the Health-e-Regions project. There would not be access to top specialist support for their population without it. It reduces driving time for patients and gets them off the roads.</p>
<p>g. Actions from previous meeting</p>	<p>Deb Camden reviewed the actions from the previous meeting.</p> <p>Water from rehabilitated ponds Lizzie Staines reported that the water from the rehabilitated ponds is transferred to water storage ponds and then treated at our water treatment plants.</p> <p>Contractor Human Resource Policy Feedback was provided to QGC Human Resources team regarding issue raised around police checks for contractors and HR provided the following information: 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 are in place:</p> <ul style="list-style-type: none"> • Background checks are a requirement (reference checks) for all

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	<p>contractors and staff</p> <ul style="list-style-type: none"> • 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 provide housing to our land and environment team. There are also five houses in Wandoan 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 future meetings. Joanne Pafumi attending today's meeting to respond to queries and concerns.</p>
<p>h. Social Investment Update</p>	<p>Carlie Watson, Social Performance Coordinator, provided the committee with an update on the community benefits of QGC's activities as per the slides attached. She advised that QGC's sponsorships and donations program had closed while they await direction from Shell.</p>
<p>i. Items for next agenda</p>	<p>It was noted that Helen Devlin had officially resigned from the committee, with Bill Blackley attending as a proxy representative for Wandoan Community Commerce and Industry Incorporated this meeting. Deb Camden thanked Helen Devlin on behalf of the committee for her contribution as committee member.</p> <p>Action: An item for the next meeting agenda is to table any expressions of interest for a new nominee to take Helen Devlin's place on the committee.</p> <p>The next meeting will be held on the 10th June in Miles with location to be advised.</p>

4. General Business

No general business items were raised.

5. Meeting Close

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The next Northern Regional Community Consultative Committee meeting is proposed for the 10th June 2016 in Miles, with venue to be advised.

The meeting was closed by Deb Camden at 1:05pm.

7. Northern Regional Community Consultative Committee Members

Representative	Organisation
Cecilia Donohoe	Wandoan Liaison Group
Sharn Pogan	Miles SHS P&C
Rose Asplin	Murilla Landcare Group
Cecily Brockhurst	Murilla Community Centre and Miles Chamber of Commerce
Bill Blackley	Wandoan Community, Commerce and Industry Incorporated (proxy)
Lavinia Tyrell	Western Downs Regional Council
Aschleigh Perring	Miles Health Service
Adam Clark	Upper Dawson Wildlife Preservation Society
Rowena Price	Wandoan State School