

# Meeting Minutes



## QGC Northern Regional Community Consultative Committee Meeting

Friday 10<sup>th</sup> June 2016

Murilla Room, Dogwood Crossing Library, 81 Murilla Street, Miles

### 1. Opening

The meeting of the QGC Northern Regional Community Committee was called to order at 10:10am on Friday 10<sup>th</sup> June 2016 at Dogwood Crossing Library, facilitated by Ms Cheryl Gray, 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"><li>Rose Asplin, Murilla Landcare</li><li>Cecilia Donohoe, Wandoan District Liaison Group</li><li>Cecily Brockhurst, Murilla Community Centre</li><li>Sharn Pogan, Miles State High School P&amp;C</li><li>Rowena Price, Wandoan State School</li><li>Lavinia Tyrell, Western Downs Regional Council</li><li>Margarette Sinnamon, Wandoan Community, Commerce and Industry Inc</li></ul>	<ul style="list-style-type: none"><li>Tracey Winters, VP Land and Environment</li><li>Andrew Down, Senior Project Manager – Surat North</li><li>Carlie Watson, Social Performance Coordinator</li><li>Richard Eva, Aviation and Ground Transport Manager</li><li>Scott Marriot, Commercial Operations Manager, Insitu Pacific - A Boeing Company</li></ul>
Apologies	Independent Facilitator
<ul style="list-style-type: none"><li>Aschleigh Perring, Miles Health Service</li><li>Adam Clark, Wildlife Preservation Society of Queensland, Upper Dawson</li><li>Darren Cook/Andrew Robertson, Field Operations Manager - North</li></ul>	<ul style="list-style-type: none"><li>Cheryl Gray, PRISM Communication Architects</li></ul>

# Meeting Minutes



## 3. Meeting agenda

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

Agenda item	Details
<b>a. Introductions and meeting overview</b>	Cheryl Gray gave a broad overview of the meeting format, housekeeping/emergency procedures and acknowledged the traditional owners of the land, recognising past and present elders.
<b>b. Safety moment</b>	Cheryl Gray invited Committee members to share a safety moment. Carlie Watson shared a safety moment on winter fire safety and home fire safety prevention tips from the Queensland Fire and Emergency Services website.
<b>c. Adoption of minutes</b>	Cheryl Gray led roundtable introductions of Community Committee members and QGC representatives and then asked the committee to formally consider the minutes of the Northern Regional Community Consultative Committee meeting held 11 <sup>th</sup> March 2016. The last Northern Regional Community Consultative Committee meeting minutes were adopted. Margarete Sinnamon was welcomed as a new committee member.
<b>d. Actions from previous meeting</b>	<p>Cheryl Gray reviewed the actions from the previous meeting and Carlie gave an update on outstanding actions.</p> <p><b>Wandoan School Partnership</b></p> <ul style="list-style-type: none"> <li>Meeting with Wandoan School held 6 May to discuss future partnerships including current Science, Technology, Engineering and Maths (STEM) Project, NAIDOC day and Field visit for students and to gather information on student areas of interest in numbers for planning future partnerships. Immediate outcomes were student field tour planned for 14 June to see the Remotely Piloted Aerial System (RPAS) and infrastructure and a commitment for QGC to support NAIDOC day activities at the school on 14 July.</li> </ul> <p><b>Future Apprenticeship and Traineeship Criteria</b></p> <ul style="list-style-type: none"> <li>Further information regarding apprenticeships and traineeship criteria will be provided when it becomes available. At the moment planning is on hold due to the Shell transition, however information will be provided as it becomes available.</li> </ul> <p><b>Economic Planning participation for Wandoan</b></p> <p>QGC have performed internal and external investigations with local, state and federal levels of government around economic planning initiatives being undertaken. We need to have a coordinated effort into what's going on because a collective approach is required. The next step is for us to determine how we can best coordinate activities and this will be an ongoing discussion.</p>

Agenda item	Details
	<p><b>Miles bussing stopping for local purchases</b></p> <p>On Thursdays QGC offers a pick-up/drop-off bus service from Miles for local staff who work in the company’s Northern region. Our staff and contractors that stay in Miles at Eastwood Village are able to order the mini bus and be dropped off at the Queenslander Hotel in Miles near Foodworks. Another subcontractor – Agility – have their own mini-bus for movements. Several staff have joined the Miles gym and enjoy going into town. We will facilitate access to town purchases for our staff and contractors staying in Miles.</p> <p><b>Information around QGC’s procurement processes</b></p> <p>QGC has been undertaking a process of transferring over all registration details for businesses from our existing mechanisms (such as ICN and Achilles) into one joint database. This will ensure those who are in one of those databases, who have previously undertaken work for us on our projects (including Miles), can be captured for future category planning. The exception to this was ICN, as they could not provide their business registrations to us. With TSBE memberships Kirsten has gone through the membership database and is adding all of these to the QGC database. The best way for businesses to be visible to us is to register directly with us on our website as this is the database that will be provided to our Contracts &amp; Procurement team to support future category planning. Carlie has emailed information about QGC’s procurement processes to all Western Downs chambers and committee members.</p> <p><b>Payment terms for small businesses.</b></p> <p>Our standard QGC terms and conditions provide for payment 30 days after the date of delivery of a valid tax invoice under the contract. For any queries around payment of our direct invoices please contact our Information line: 1800 030 443. We are unable to enforce contractor payment terms down our supply chain as each business operates independently to set their own payment terms and conditions. To date one of our major contractors, CPB, has said they will voluntarily reduce their payment timeframe from 90 days for small business to 45 days upon discussion at contract commencement.</p> <p><b>Ooline rehabilitation plan</b></p> <p>Tracey Winters, VP Land and Environment, advised that her team was going to call the committee member who raised this issue and that they were providing Ooline seeds.</p>
<p><b>e. QGC Update</b></p>	<p>Andrew Down, Senior Project Manager - Surat North, gave an update on QGC’s business and an overview of progress on QGC’s</p>

# Meeting Minutes



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	<p>Charlie development as per the slides attached.</p> <p>Andrew explained that residents would see traffic, including oversized modules and piping, being moved along the roads under permit to the Charlie site over the coming months. Pilot vehicles would come out to check some routes prior to larger vehicles coming through. A traffic management plan is in place.</p>
<p><b>f. Key Topic Updates</b></p>	<p><b>Make Good Agreements</b></p> <p>Tracey provided overview of make good agreements as per the slides attached.</p> <p>The draft Underground Water Impact Report (UWIR) has been made publically available for comment by the Office of Groundwater Impact Assessment. The public consultation closed on 29 April and the report is being finalised.</p> <p><b>Remotely Piloted Aerial System Trial</b></p> <p>Richard Eva of QGC and Scott Marriot of Boeing subsidiary Insitu Pacific presented and overview of the RPAS trials as per the slides and showed the committee a demonstration model of the aircraft and a film clip of it launch and landing.</p> <p>A committee member asked what the aircraft sounded like. The response is that it sounds like a grass trimmer when close and then a faint hum in the distance.</p>
<p><b>g. Community feedback</b></p>	<p>A committee member state that the Wandoan WCCI had commenced a “shop local” campaign and has had 100% support from local businesses joining in to participate. The “shop local” competition winners will be announced at an awards dinner in September. The WCCI is currently drafting a strategic plan.</p> <p>A committee member raised that payment by QGC subcontractors is an issue. The member stated that while QGC may not be able to do much about it, it does not look good for QGC. Small operators cannot afford to cover the costs while they are unpaid. Businesses are closing because of it. Tracey suggested calling the QGC information line with the business details and payment terms so we could become aware of the issue.</p> <p><b>Action:</b> Tracey will raise the issue regarding long sub-contractor payments in our supply chain with QGC executive management.</p> <p>A committee member said there were a significant portion of businesses in Northern communities experiencing the effects of non-payment and downturn and in many cases requiring support from the Community Centre in Miles. A Business Resilience Forum was recently held in Miles.</p> <p>The committee member also stated that with lower rents they were seeing an influx of people in the community with more complex support needs.</p>

# Meeting Minutes



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	<p>A committee member stated that the Wandoan State School is hosting a working bee on 31 July.</p> <p><b>Action:</b> Committee member will give Carlie details of the working bee and she will sent out to staff and contractors.</p> <p>A committee member thanked QGC for the support of the Wandoan Hospital Auxiliary Cookbook. Copies had sold out and they were now on to a second reprint. The juice bike was loaned from Maranoa Regional Council.</p> <p>A committee member raised that there had been delays in the sale of a property that had a compensation agreement, as it had no assignment clause. The committee member stated it may be worth noting for future Conduct and Compensation Agreements (CCAs) to have an assignment clause so that part of properties including lots or multiple properties under one agreement could be sold without delays in amending the compensation agreement.</p> <p><b>Action:</b> Tracey to note issues with sales of properties that have a CCA agreement with Land and Environment team and look into assignment clause.</p> <p>A committee member stated that the issue of maintenance of roads used by resources companies was raised at a Wandoan and District Liaison Committee meeting. In particular, Grosmont and L Roads were noted as being in a poor condition.</p> <p><b>Action:</b> Tracey and Carlie to note particular roads mentioned with QGC's roads team and include a roads update in the next meeting.</p> <p>An update was provided on the Dalby State High School Cert II in process plant operations program. QGC are providing a work experience component for the program. A committee member stated that the certificate training being available was often a blockage to programs getting up in other geographies.</p> <p><b>Action:</b> Carlie to liaise with Peter Cox of TAFE to provide an update on the program.</p> <p>A committee member raised the high level of support required from community members seeking assistance through the Murilla Community Centre. They have heard that new community members have been coming with more complex needs as they have seen cheap rent advertised on the realestate.com website. They have spoken to the State Government and council about the high level of need and the drought and resources downturn were not helping. There was a need for more staff positions, however, it was hard to find funding and QGC funding opportunities do not support ongoing wages. Queensland Health are also seeing higher</p>

# Meeting Minutes



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	levels of support needs. The meeting facilitator noted that the Mental Health Commission may have some funding options.
<b>h. Community Benefits Update</b>	<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 QGCs sponsorships and donations program had now reopened.</p> <p>An update was provided on the Future Makers Program (partnership with the Queensland Museum). Teacher professional development is offered as part of that program.</p> <p><b>Action:</b> Carlie to obtain information for Wandoan and Miles schools around teacher professional development to see whether they would like to access this in the future and whether it will fit their curriculum.</p> <p>A QGC Communities Fund update was provided. Some applications were deemed ineligible as they had a lack of the mandatory attachments.</p> <p><b>Action:</b> Carlie to follow up to ensure that those who were ineligible in the Western Downs are able to gain this feedback.</p>
<b>i. Items for next agenda</b>	The next meeting will be held on 9 September in Wandoan. The location is still be advised.

#### 4. General Business

No general business items were raised.

#### 5. Meeting Close

The next Northern Regional Community Consultative Committee meeting is proposed for the 9<sup>th</sup> September 2016 in Wandoan, with venue to be advised.

The meeting was closed by Cheryl Gray at 1:00pm.

#### 7. Northern Regional Community Consultative Committee Members

Representative	Organisation
<b>Cecilia Donohoe</b>	Wandoan Liaison Group
<b>Sharn Pogan</b>	Miles SHS P&C
<b>Rose Asplin</b>	Murilla Landcare Group
<b>Cecily Brockhurst</b>	Murilla Community Centre and Miles Chamber of Commerce
<b>Margarette Sinnamon</b>	Wandoan Community, Commerce and Industry Incorporated

# Meeting Minutes



<b>Lavinia Tyrell</b>	Western Downs Regional Council
<b>Aschleigh Perring</b>	Miles Health Service
<b>Adam Clark</b>	Upper Dawson Wildlife Preservation Society
<b>Rowena Price</b>	Wandoan State School