

Meeting Minutes



QGC Central Gas Field Community Committee
Wednesday 25 May 2011
Chinchilla Customer Service Centre, 80-86 Heeney Street

1. Opening

The seventh meeting of the QGC Central Gas Field Community Committee was called to order at 9.00am on Wednesday 25 May 2011 at the Chinchilla Customer Service Centre, facilitated by Mr Jim Cavaye, Independent Facilitator.

2. Attendees

The following people attended the QGC Central Gas Field Community Committee meeting:

QGC Central Gas Field Community Committee Members	QGC Representatives
<ul style="list-style-type: none">• Marion Loveday, Chinchilla Community Commerce and Industry• Don Bell, Chinchilla and District Landcare• Doreen Goldsmid, Chinchilla Family Support Centre• Leanne Evans, Chinchilla Community Unity Group• Tim Reid, Condamine Cods• Peter Saxelby, Western Downs Regional Council	<ul style="list-style-type: none">• Rob Manuel, Field Operations Manager• Tony Heidrich, Gas Fields Social Performance Manager• Zoe Carroll, Social Performance Technical Coordinator• Ray Hanrahan, Social Performance Coordinator Project
Apologies	Independent Facilitator
<ul style="list-style-type: none">• Cindy Grimes, Chinchilla SHS P&C• Trudy Tronc, Department of Communities	<ul style="list-style-type: none">• Jim Cavaye, Cavaye Community Development

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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>Jim Cavaye led roundtable introductions of Community Committee members and QGC representatives.</p> <p>Jim Cavaye gave a broad overview of the meeting format.</p>
b. Safety moment	<p>Jim Cavaye invited Committee members to share a safety moment. A Committee member raised the issue of electrical safety.</p>
c. Actions from previous meeting	<p>Jim Cavaye reviewed the actions from the previous meeting.</p> <p>Sustainability indicators The University of Queensland's Centre for Socially Responsible Mining has drafted sustainability indicators developed with input from QGC's Community Committees. The indicators have been developed to measure the outcome of the QCLNG project on the community and broader regional changes. Jim Cavaye informed the Committee that CSRSM had been due to speak today, in response to an earlier request, but due to weather conditions had been unable to land at the Chinchilla airport. The Committee was asked to review the draft indicators circulated by email and provide comments directly to CSRSM.</p> <p>Indigenous participation Jim Cavaye similarly informed the Committee that a presentation on indigenous participation and employment scheduled for today could not be held as the speaker was on the same flight. The presentation would be rearranged.</p> <p>Action: QGC to reschedule indigenous participation and employment presentation.</p> <p>Minutes Minutes from 8 December 2010 had incorrectly recorded a Wandoan representative. Zoe Carroll informed the Committee that this had been corrected and the minutes reposted online.</p> <p>Transportation of pipe Tony Heidrich updated the Committee on the status of the train line and the transport of pipe. The train line had been damaged in the flood, but has since been repaired. The train would be utilised to transport pipe and minimise impacts on road traffic.</p>

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	<p>What's my Trade A Committee member had asked whether the QGC-sponsored event What's my Trade would be held again. Zoe Carroll reported that there were no plans to hold the event this year, but it is something QGC would consider again. At present, in terms of QGC's commitment to investing in non-CSG skills, the company is focused on our traineeship program. Ten trainees have been supported across health and community services and businesses. QGC is looking to expand this program further. In addition, the company is supporting CSG-related skills program aimed at high school students through our partnership with Queensland Minerals and Education Academy. Programs to date include the Engineering Camp and 4Girls2 Forum.</p> <p>A Committee member commented that there had been excellent feedback from the What's my Trade event and strongly supported holding it again.</p> <p>Chinchilla welcoming packs A Committee member had asked at the previous meeting whether QGC could distribute Chinchilla welcoming packs to potential and new recruits and consider financially supporting the provision of this material online. Zoe Carroll replied that the welcoming packs were in use by QGC's Chinchilla-based Human Resources team. Furthermore, QGC has committed to investing in welcoming and integration activities as part of the Social Impact Management Plan and would welcome proposals for projects that support this aim.</p>
<p>d. Adoption of minutes</p>	<p>Jim Cavaye asked the Committee to formally consider the 24 February 2011 minutes and asked for suggested changes.</p> <p>A Committee member noted the name of a local organisation recorded was incorrect.</p> <p>Action: correct minutes and republish online (Zoe Carroll)</p> <p>On the basis of the above correction being made, the 24 February Central Gas Field Community Committee minutes were adopted by the Committee.</p>
<p>e. Regional Committee Representation</p>	<p>A Committee member provided a summary of the Regional Committee meeting held on 12 May 2011.</p>
<p>f. QGC and</p>	<p>Rob Manuel introduced himself to the Committee and</p>

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<p>QCLNG update</p>	<p>provided an update of operations. Key points were:</p> <p>Flood update Wells taken offline during the floods will be returned to operation by the end of June. QGC has assessed that we can safely return wells to production and upgraded infrastructure where necessary.</p> <p>A Committee member asked whether wells would have electrical drives. Rob Manuel replied all future wells would be electrically driven. Once dewatered, wells no longer need drives and the drives can be moved on. New Field Compressor Stations will also be electric.</p> <p>Well survey QGC has completed an extensive survey of over 800 wells, including every producing and monitoring well, to assess equipment, fencing and signage are of a consistent and high standard. QGC has undertaken upgrades where needed and plugged wells no longer required. Some of QGC’s wells are in remote locations and the company had to employ helicopters to carry out the survey.</p> <p>QGC is now commencing a program to walk every gathering line from the well to the Field Compression Station. These assessments will become more frequent and increase the visibility of QGC in the field.</p> <p>A Committee member asked whether QGC had thought to train landholders to undertake these assessments. Rob Manuel replied that this is something QGC is considering.</p> <p>Chinchilla office QGC is constructing a new office off the Warrego Highway. A number of staff members have moved from QGC’s Windibri site to demountables on the new office site.</p>
<p>g. Community feedback</p>	<p>Jim Cavaye invited Committee members to share feedback from their networks. Issues raised by Committee members included the following:</p> <p>Combined Community Committees The Committee raised the issue of combined community committees for all CSG proponents following information sessions held by Arrow in Chinchilla during the week. The Committee reiterated their support for combined committees to lessen consultation fatigue and manage cumulative impacts.</p>

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	<p>Information provision The Committee discussed ways of QGC connecting with a broader audience. The Committee suggested use of the web. Zoe Carroll replied that information on the project and factsheets on key issues can be accessed from QGC's website and via a community hotline, the number for which is advertised. Minutes from QGC's Community Committees are summarised in the QGC News and can be read in full online (at http://www.qgc.com.au/01_cms/details.asp?ID=405).</p> <p>A Committee member asked whether QGC could periodically supply updates on activities, key issues and where to go for further information to the updated Chinchilla Community Commerce and Industry website. This could be a further opportunity for reaching a broader audience.</p> <p>Action: Zoe Carroll to follow up with CCCI.</p> <p>A number of Committee members commented that the community, wishing to find out information or raise issues of concern, approaches them for their role in QGC's Committee. The function of the Committee to provide information to and from the community was thought to be working well.</p> <p>Community bus A Committee member enquired about QGC support for a community bus. Zoe Carroll directed the Committee member to QGC's Sustainable Communities Fund.</p> <p>Flood relief A Committee member reported that the Chinchilla Family Support Centre had received a grant for a community worker for flood-affected families. This position has now been filled. The Committee member asked if QGC would make employees impacted by the flood aware of this service.</p> <p>Action: Zoe Carroll to inform QGC staff.</p> <p>Payment to small businesses A Committee member recommended that QGC streamline its payment procedures for small businesses. Small businesses often require payment within thirty days due to limited cash flow. Zoe Carroll replied that QGC was aware of this issue. The company had recently brought out a procurement card for staff to use in place of raising purchase orders for certain goods and services (i.e. room hire and catering). This would ensure immediate payment in those circumstances.</p>

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<p>h. SIMP reporting</p>	<p>Zoe Carroll updated the Committee on QGC’s Social Impact Management Plan (SIMP) reporting. Key points were:</p> <ul style="list-style-type: none"> • The SIMP sets out QGC’s commitments to mitigate the project’s social and cultural heritage impacts and how the project will enhance benefits to communities. • The SIMP was developed following a comprehensive assessment of QCLNG’s potential impacts in consultation with members of the community and government. • Monitoring and reporting is a key aspect of the SIMP, ensuring both that we fulfil our commitments and our investments are effective. • A key audience for reporting is QGC’s Community Committees. QGC has committed to report to the Committees on the following six areas on a six monthly basis: integrated housing strategy; local employment plan; local industry participation; community engagement and stakeholder management strategy; issues management; and grievance management. <p>QGC’s first SIMP report to the Committee had been circulated in advance of the meeting. This report had also been shared with the Regional Community Committee two weeks earlier. The RCCC provided the following feedback:</p> <ul style="list-style-type: none"> • The Committee asked for the report to be tied back to the specific commitments in the SIMP and impacts being mitigated. • The Committee asked for progress against commitments to be clearly outlined. A table format was suggested. • A Committee member suggested the presentation-style report complement a more detailed report. • The Committee asked for the report to be shared two weeks ahead of a Committee meeting. • The Committee requested that questions, clarifications and key areas of interest in the SIMP report be discussed at six-monthly meetings. It was discussed that this may require a longer meeting so as not to rush other topics on the agenda. • It was agreed that Zoe Carroll would collate questions from Committee members ahead of the meeting to structure the presentation. <p>The Central Community Committee supported the feedback of</p>

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	<p>the RCCC. The following additional comments were made:</p> <ul style="list-style-type: none"> • A timeframe should be included to demonstrate progression. • The action plan table set out in the SIMP should be used as a basis for a summary and status table of SIMP commitments in the report. This includes the timeframes given in the aforementioned action plan. <p>Zoe Carroll thanked the Committee for their feedback. A revised report based on the feedback of all the Gasfields Community Committees would be circulated.</p> <p>Action: circulate updated SIMP report (Ben Dixon).</p>
<p>i. Early works update</p>	<p>Tony Heidrich and Ray Hanrahan provided an update on QGC's early works program. Key points were:</p> <ul style="list-style-type: none"> • Early works are being under taken by Thies, QGC's contractor. • Notifications of construction works are appearing in newspapers. Upcoming works include ponds at Jen 2 and Kenya East and the gathering of existing wells at Kenya. • The main works contract will be awarded in the second half of the year. • In December, QGC held a networking event for local contractors to meet QGC main works bidders. Over 140 people attended, representing 70 businesses. Another event will be arranged once QGC awards the main works contract.
<p>j. Integrated Housing Strategy</p>	<p>Tony Heidrich presented to the Committee on QGC's Integrated Housing Strategy (IHS). Key points were:</p> <ul style="list-style-type: none"> • QGC's is conditioned by the Coordinator General to develop and implement an IHS. • In addition, QGC has a number of objectives for the IHS. Specifically attracting and retaining employees and avoiding the creation or exacerbation of social disadvantage through effects on housing availability. • QGC commissioned and relied upon four independent reports in the drafting of the IHS. <p>Workforce housing</p> <ul style="list-style-type: none"> • Direct impacts from the ~2000 person construction workforce will be managed through the use of camps.

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	<p>This will minimise the impact in towns associated with a large, predominately male workforce and circumvent the need for to construct extensive housing that would result in an oversupply.</p> <ul style="list-style-type: none"> • In response to the feedback of stakeholders, QGC has utilised existing camps in Chinchilla and Dalby, to ensure these towns can maximise economic benefits associated with the presence of the construction workforce. • QGC’s Gasfields operations workforce is expected to reach 500 people by 2012 and plateau for the life of the project. 260 of these will be maintenance workers (electricians, caterers etc) and 240 will be administrative workers (managers and so on). QGC expects to recruit 75% of these positions locally (defined as being from the Western Downs). • Non-local maintenance workers will be housed in camps. Non-local administration workers, expected to be 60 people and their families, are expected to settle in the area. • QGC will rent, purchase or construct ten transitional houses for operational staff moving to the area. • QGC will facilitate the build or purchase of a further 46 houses in the Western Downs to manage the impacts of these 60 additional families settling in the area. • Houses will be distributed across Chinchilla, Dalby, Miles and Tara and depend on several factors, including distance from work and the preferences of staff. Whether QGC constructs houses or purchases will depend on the availability of housing stock. • QGC will monitor house and rental prices and our housing needs. The strategy will be reviewed on a six-monthly basis. <p>Affordable and social housing</p> <ul style="list-style-type: none"> • QGC is conditioned to supply one unit of affordable housing – defined housing or rent that is within the means of low to moderate income households – for every eight imported (operations) workers. • QGC has committed \$3 million for social housing. • QGC is in an advanced stage of discussion with Council on affordable and social housing. Options include a Council housing unit or partnering with another organisation such as a housing company. <p>A Committee member asked how low or middle income was measured. The Committee member noted that incomes in the</p>

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	<p>resources sector were not a good benchmark.</p> <p>Action: Zoe Carroll to report back on QGC's measurement of low or middle income.</p>
k. Items for next agenda	<p>Jim Cavaye invited the Committee to propose agenda items for the next meeting.</p> <p>A Committee member requested an update on the Rural Residential Code of Conduct.</p> <p>Action: provide update on the Residential Code of Conduct (Zoe Carroll).</p>

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4. General business

The Committee was reminded to RSVP to the Water Workshop arranged for QGC's Gas Fields Community Committees. This is an invitation only event.

The Committee discussed representation and membership. A member of the Committee, Cindy Grimes, had indicated that she was unable to continue attending and could not find a proxy within the P&C. The Committee reiterated that they would like the education sector represented on the Committee and further suggested the need for agriculture to be represented. It was noted that the Committee must stay within the parameters of the Terms of Reference, which limits the Committees to ten members.

Action: Zoe Carroll to identify and approach suitable organisations.

5. Meeting Close

The meeting was closed by Jim Cavaye at 11.30am.

The next QGC Central Gas Field Community Committee meeting will be on Wednesday 24 August 2011 from 9.00am to 11.30am at the Chinchilla Customer Service Centre.

6. Central Gas Field Community Committee Members

Representative	Organisation
Marion Loveday	Chinchilla Community Commerce and Industry
Don Bell	Chinchilla and District Landcare
Doreen Goldsmid	Chinchilla Family Support Centre
Leanne Evans	Chinchilla Community Unity Group
Tim Reid	Condamine Cods
Peter Saxelby	Western Downs Regional Council
Cindy Grimes	Chinchilla SHS P&C
Trudy Tronc	Department of Communities