



RATCH-Australia Corporation

**MT EMERALD WIND FARM – COMMUNITY CONSULTATIVE COMMITTEE
AGENDA/ MEETING MINUTES**

Date	24/11/2016	Time	4:00 – 5:30
Venue	Walkamin Community and Sports Club Hall 1 Kurrajong Road, Walkamin		

Attendees	Dr Steve Turton (Indep Chair)	Kim Forde
Sam Musumeci	John Hardy	Proxy for Steve Lavis : Lee Schwerdtfeger
John Parmenter	Ross Iraci	
David Reynolds		

Apologies	Terry Johannesen	Albi Holmann
Steve Lavis – Proxy: Lee Schwerdtfeger	Bronwyn Dwyer	Jim Carey

No.	Item / Discussion/ Action	Responsibility	Due date
1	Welcome, Introductions and apologies		
2	Pecuniary interests, minutes from last meeting And site visit Minutes from Meeting 1: September 2016 – Reviewed and Accepted.	First meeting Moved: DR / SM	
3	Purpose of Group – Communication and Representation Independent Chair Steve Turton remind the CCC of the Charter. The key element is to respect everyone else’s view to enable the group to function better and for information to flow.	Chair – ST	
4	Roles, Rules, Responsibilities Discussion: Revisit of Charter/Protocol. SM – no decisions to happen outside of meetings – no ‘email decision making’. If an issue is urgent, a new meeting can be convened, on request.	Chair – ST Agreed by all	
5	Information requests: newsletters, media updates Thanks to CCC members for passing on community concerns and of community who request additional information and one-on-one briefings		
6	Project Update UXO survey complete: LS – Is report to be publicly available? KF - Exec Summary provided in latest newsletter. Channel protection works about to start - The work is being undertaken by Koppen Constructions and managed on Ratch’s behalf by AECOM Engineering Consultants. -		

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	<p>- A detour will be constructed around the worksite to allow access for property owners along the road. The task is expected to be completed before Christmas. (Map of works shown to Committee)</p> <p>-</p> <p>Principal Contractor briefings happening now – advertising for workers shortly</p>		
8	<p>Presentation: Property Values implications – Real Estate Valuer - Bob McPhail - unable to attend due to other commitments. Offer to attend at a later date.</p>	KF to confirm.	By next meeting
9	<p>Site visit – feedback Positive. JH – explained many things. JP – put site and works into perspective.</p>		
10	<p>Group Discussion – identify issues/ Requests for information/briefings Appointment of a proxy. Discussion regarding the identification of a proxy for those who cannot attend meetings. From CCC Meeting 1 - Raised by DR for Members to review prior to next meeting</p> <p>DR – suggest of a number of proxies, approved by RAC. SM – none needed ST – should never be a need to go beyond 1 proxy. 3 meetings missed, then group should re-nominate someone else to represent them.</p> <p>JP – consider limit to 1. Difficult to get too many people up to speed. SM – consider phone hookup option for those who cannot attend? RI – involvement in Committee means commitment to attend – make time and turn up. Committee membership at approval of RAC, and the decision re proxies is up to them. Committee can only make suggestion. SM – proxy means lack of commitment.</p> <p>VOTE: Committee makes suggestion to RAC to have each committee member nominate one proxy only, with the option to either tender apology or send proxy.</p> <p>By email from Lee Schwerdtfeger/Steve Lavis: COMPLAINTS MANAGEMENT (copy to be provided)</p> <ul style="list-style-type: none"> The “Community Engagement Guidelines of the Australian Wind Industry” (sponsored by wind farm developers including Ratch Australia) states that it’s best practice to involve the community reference group in developing the complaints management mechanism. Accordingly, will the MEWF CCC have input into the complaints management process? 	KF to pass recommendation to RAC for consideration.	Before next meeting

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	<ul style="list-style-type: none"> If not, when will the complaints management process be available and circulated? This seems urgent as Kippin Drive roadworks are imminent. <p>Complaints Policy provided to all CCC members at the meeting.</p> <p>Discussion:</p> <p><i>KF – from TJ: Complaints Management is part of RAC Communication Strategy. Complaints mechanism has been provided to the state government as part of permit process. Complaints are received and recorded in official record sheets or complaints forms. Contact is made with the complainant within 48 hours to acknowledge receipt and to explain the investigation process. Once a resolution is reached the complaint record is amended and the Complaints Management Register is updated accordingly. This register is routinely provided to the relevant approval authority – Dept. Infrastructure, Local Government and Planning.</i></p> <p><i>Should the Committee identify areas where the Complaints Management process can be improved, then these will be considered by RAC, and amendments made as appropriate.</i></p> <p><i>RI: confirming Complaints Management is part of normal operations for business. Not the role of the CCC to develop or approve; and definitely not manage. CCC has not role in site operations.</i></p> <p>KIPPEN ROAD WORKS</p> <ul style="list-style-type: none"> Not all Kippin Drive residents have been advised of the pending roadworks. One resident has requested a personal visit from a Ratch representative as no one has been in touch with him. <p><i>Resident identified prior to meeting and KF attended his home on Mon 20th Nov to discuss his concerns and answer questions raised.</i></p> <ul style="list-style-type: none"> Can it be confirmed that Kippin Drive will be bitumened (and when), and will this be a priority ahead of upgrade of the road access on the project site? <p><i>TJ - One of the commitments made during the develop process was for bitumen to be added to Kippen Drive to reduce noise and dust. The first section (from the gate to the first turn) will be sealed; some 800m from the gate.</i></p>		

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	<ul style="list-style-type: none"> What will be standard construction hours and how many days/how often will there be night-time access to the site for delivery, construction etc? <p><i>TJ: Construction activities will be carried out Monday – Saturday; 6am to 6pm. No work or deliveries will be carried out on Sundays or Public Holidays. The following activities may need to occur outside standard working hours:</i></p> <ul style="list-style-type: none"> <i>delivery of oversize loads or materials as requested by Police or other authorities for safety reasons;</i> <i>completion of concrete pouring past the standard hours due to climatic considerations;</i> <i>emergency work to avoid injury, property damage and/or prevent environmental harm.</i> <p><i>While these noted activities may occur they are not programmed to occur, thus at this time the number of known occurrences is zero.</i></p> <p>When is it expected that the following documents will be available and circulated:</p> <ul style="list-style-type: none"> Revised turbine location and development footprint plan <i>Circulate latest A3 version of tower placements to committee</i> Revised noise impact assessment report (of general interest) Construction Traffic Management Plan (locals are requesting this, particularly in relation to management of noise and dust) <p><i>TJ: The Turbine Layout, Noise Report and Traffic Management Plan are all required to be supplied to the relevant authorities/state government under the planning permit. Once OK'd they will be provided to the public. At this time they are all being finalised for submission.</i></p>	<p>TJ – provide approved reports when finalised.</p>	
	<p>Information Sharing (as requested by Dave Reynolds) – format to inform your community of CCC, its role and communication.</p> <p><i>Option to be circulated to all CCC members for consideration and distribution throughout their community if desired.</i></p> <p>Committee to decide which is their preferred contact methodology and details, and whether it is to be made available of the website / site newsletters or any other method.</p>	<p><i>KF to help 'pretty' up the document with logo etc prior to circulating.</i></p>	<p>ASAP</p>



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11	<p>Correspondence</p> <p>SL –(from previous meeting: What is Option to include government (local, state and federal) officials in our meetings if felt a necessary. – Add to agenda for next meeting</p> <p>KF – this forum is not for government representatives. They are to be briefed separately by RAC as necessary. SM – doesn't want this forum to be used for political grand-standing. No invitations required. Generally agreed.</p> <p>DR – Revisit invitation to Indig representative from Bar Barrum to attend these meetings.</p>	<p>KF requested to follow up and invite them to attend and assure them of being welcome.</p>	
12	<p>Next meeting – timing and location –</p> <p>To be confirmed after Christmas and/or when new information is available. Likely Date: Feb 23, 2017</p>	<p>Venue: Walkamin Sports and Social Club.</p>	

Meeting closed: 5:25pm

Meeting items endorsed by: Dr. Steve Turton

Signature:

Name/ Role: Chair CCC

Date: 5/12/2016