



Meeting Minutes

Gladstone Region LNG Community Consultative Committee

Tuesday 18 June 2013

1.30pm – 4.30pm

Volunteer Marine Rescue Building, Alf O'Rourke Drive, Gladstone

1. Opening

The Gladstone Region LNG Community Consultative Committee (RCCC) was called to order at 1.30pm on Tuesday 18 June 2013 at the Volunteer Marine Rescue Building, Alf O'Rourke Drive, Gladstone, facilitated by Dr Roslyn Cameron, Independent Chair.

2. Attendees

The following people attended the Gladstone Region LNG Community Consultative Committee meeting:

Gladstone Region LNG Community Consultative Committee Members	LNG Representatives
<ul style="list-style-type: none">• Richard Johnson (Aboriginal & Torres Strait Islander Community)• Leo Neill- Ballantine (Agforce/Landowners)• Maurie Frazer (Volunteer Marine Rescue)• David Eborn (Dept. of Education, Training & Employment)• Grant Cooper (Gladstone Area Promotion and Development Limited)• Belynda Waugh (Northern Region of GRC)• Cheryl Wickes (Southern Region of GRC)• Blue Thomson (Local Marine Advisory Committee)• Cr Maxine Brushe (Gladstone Regional Council)	<ul style="list-style-type: none">• APLNG<ul style="list-style-type: none">• Rob Gibb – Community Relations Manager• Nedizha Thierry – Social Performance & Compliance Coordinator• GLNG<ul style="list-style-type: none">• Garry Scanlan – Gladstone Regional Manager• QGC<ul style="list-style-type: none">• Lorna McGinnis – Manager Social Performance, Gladstone• Robyn Sotiris – Stakeholder Feedback Coordinator

Apologies – Committee Members	Apologies – LNG Representatives
<ul style="list-style-type: none"> • David Manttan (Department of Education, Training and Employment) • Jayne Ball (South End Progress Association) • Cynthia Smyth (South End Progress Association) • Karina Saxvik (Gladstone Interagency Group) • Jeff Kidner (Volunteer Marine Rescue) • Veronica Laverick (Gladstone Regional Council) 	
Secretariat	Independent Chair
<ul style="list-style-type: none"> • Marissa Hainey - Community Relations Assistant - APLNG 	<ul style="list-style-type: none"> • Dr Roslyn Cameron – Central Queensland University

3. Meeting Agenda

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

Agenda item	Details
a. Introductions and Meeting Overview	Dr Roslyn Cameron led roundtable introductions of Community Committee members and APLNG, GLNG and QGC representatives.
b. Safety Moment	<p>Dr Roslyn Cameron asked the committee to share a safety moment.</p> <p>Robyn Sotiris gave a safety moment by noting the importance of checking the functionality of vehicle headlights.</p> <p>Garry Scanlan gave a safety moment by discussing water bottle hygiene.</p> <p>Rob Gibb gave a safety moment by discussing road safety and responsible vehicle use.</p> <p>Committee member raised awareness of email scams and encourages caution, particularly regarding fraudulent invoices that seek personal details.</p>
c. Adoption of Previous Minutes	<p>Dr Roslyn Cameron asked the committee to formally consider the 16 April minutes and asked for suggested changes.</p> <p>A Committee member advised that the funding request to the Regional Development Australia Fund (RDAF) for the Phillip Street precinct (\$9.5m) was unsuccessful. Council will continue to seek further grant funding opportunities.</p> <p>The committee accepted the minutes of the previous meeting without change.</p>
d. Action Items from 19 February 2013	<p><i>Profiling the RCCC</i></p> <p><i>Action: Lorna McGinnis will develop individual profiles with RCCC members as per the accepted template, and develop the advertising schedule for profile publication.</i></p> <p>Lorna discussed the member profile advising that the profiles will be in the Gladstone Observer and Community Advocate and will run over a 13 week period commencing in July. The activity is aimed at raising awareness of the RCCC's functionality, purpose and avenues of contact. Lorna provided handout copies of a complete profile and asked for feedback from the committee.</p> <p>A Committee member suggested starting the campaign with an overview of all committee members so the community is aware who their representative is and can look out for their upcoming profile.</p>

Agenda item	Details
	<p>Rob Gibb suggested keeping the representative names on all profiles. Committee agreed.</p> <p>-----</p> <p><i>New Action Item</i> – Lorna to complete full page RCCC profile of all committee members and have this at the start of the advertising then go to individual profiles.</p> <p>-----</p> <p><i>Action:</i> Rob Gibb to contact Richard Johnson.</p> <p>Rob Gibb advised that he has contacted Richard Johnson and the action has been completed.</p> <p>-----</p> <p><i>Action:</i> Request for proponents to identify the next steps in local procurement opportunities for longer term LNG facility operations and maintenance requirements.</p> <p>Rob Gibb referred the committee to the three points noted in the previous minutes identified by committee members as being current key social impacts. These are:</p> <ul style="list-style-type: none"> • Education and Training • Local content and procurement • Construction ramp down. <p>The proponents advised committee members that it is intended to focus on Education and Training initiatives associated with social impacts of the Projects at the next RCCC meeting.</p> <p>Further information on ramp- down planning is being sought through Bechtel and proponent construction management. The committee will be updated as relevant information comes to hand.</p> <p>The committee recapped previous local content discussions including tender processes and identified a key area to focus on being lower tier procurement opportunities.</p> <p>It was agreed that some SME's wishing to provide services to the LNG industry may find it difficult to find a clear pathway in but that this did not equate to services not being secured locally, as in many cases the volume of interested suppliers far outweighs the need and the LNG companies were having success sourcing locally.</p> <p>Committee members sought information from proponents on the</p>

Agenda item	Details
	<p>processes by which SME's could be identified and engage with contractors to be considered for providing goods and services. Key discussion points included:</p> <ul style="list-style-type: none"> • LNG Operations (proponent-specific) processes and progress with local procurement content. Processes are not identical to construction phase. • LNG proponent high level contract structures with Tier 1 contractors and ability to impose contract 'conditions' to support local content and opportunities for Indigenous Peoples. • Ability to break down and communicate scope of contracts to allow SME's to target areas of capacity and capability • Responsibility of SME's to prepare and position business to bid/compete according to contract/contractor criteria • ICN database is designed for larger tender contract supply and is less effective for SME's looking for lower tier opportunities. <p>Discussion was held about an ICN alternative for SME's eg establishment/re-establishment of a specific SME database that can be utilised by contractors or the potential for ICN portal to be modified for lower tier supply.</p> <p>Questions were raised about where the responsibility for a database of this sort would sit and it was discussed that:</p> <ul style="list-style-type: none"> • GAPDL, GEA and GCCI have existing databases of financial members • GAPDL used to have a database of all businesses in Gladstone available to members and for a fee to non-members • GAPDL currently have funding for a local business capacity building project which may include development of a database of this nature <p>Questions were raised about the 'need' for a database noting that:</p> <ul style="list-style-type: none"> • LNG Companies are not experiencing a gap in locating local services so an additional database could be redundant • Successful identification of local goods and services from SMEs is currently achieved by: asking a local, Google search or access to existing member databases • Businesses not currently making their services accessible via memberships or internet promotional options may also be challenging to engage reliably in an external database <p>It was agreed that efforts to assist commercial organisations can only be provided to those with self-drive to make proactive efforts to access opportunities. Members questioned delivery reliability of businesses that aren't already taking proactive measures to be easily accessible to the market. Proponents advised committee members that further information opportunities around processes are being</p>

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	<p>planned by procurement teams. Committee members were also advised that a number of contracts have already been awarded and a number of local suppliers have been successful.</p> <p><i>New Action Item:</i> LNG proponents to progress provision of information to RCCC and SME's on contract/procurement processes as they become known.</p> <p><i>New Action Item:</i> LNG proponents to engage with Gladstone ICN representative to discuss potential for modification of existing portal to account for lower tier businesses</p> <p><i>New Action Item:</i> Committee member to discuss database or other options that could be devised or facilitated through Gladstone Promotion & Development Ltd (GAPDL)</p> <p>Lorna McGinnis noted that QGC was advanced in efforts to provide opportunity to local business in the Operations phase and has had successes during the construction phase outlining some initiatives QGC had made to assist local business access opportunities:</p> <ul style="list-style-type: none"> • Use of ICN database (valuable early on) – many suppliers to QCLNG registered with ICN. Need for ICN decreased as companies networking with local suppliers increased. • Partnership with GEA, ICN and other organisations to ensure easy access for local business, promote procurement information/events and distribute tender and EOI opportunities • Provision of QGC and Bechtel Tier 1 contractors to assist local businesses identify contract opportunities for supply of goods and services at the lower tiers (website) • Contracts and Procurement and Local Content representatives from Brisbane regularly in Gladstone meeting with local suppliers (for formal tender processes) • Employment of locals in Gladstone roles that control corporate card or PO spend (QGC's spend for goods and services outside of formal tender processes) • Early notification to local business of Operations contract that could be met by local business • Key Tier 1 Operations contract awarded locally with inclusion in contract of local content commitments • Investment in development of a capacity building program for SMEs specifically designed to assist increase opportunity at tender level • Dedicated pages on the QGC webpage to assist local business navigate the processes for supply to QGC and its contractors • Listing of local organisations with remit to assist local business on QGC website (including GAPDL, GEA, GCCI) • Fact sheets to assist local business build own capacity to

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	<p>supply including guidelines on how to build a capacity profile – Examples provided at the meeting and can be found at http://www.qgc.com.au/becoming-a-supplier.aspx</p> <p>Lorna also noted that tender processes were competitive and while many local businesses were engaged some contracts provided/ service sought with equal opportunity to local business had been won by non-local companies.</p> <p>A committee member noted that a replacement ICN representative has commenced in Gladstone.</p> <p>A question was asked about representation of GCCI on the RCCC and the history of member selection was explained. Member organisations were originally identified via community consultation and the question of which organisation would best represent a specific issue. Organisations identified were approached and invited to provide a member to the RCCC which they selected with the criteria of best able to represent the topic and provide two way feedback to the widest network of stakeholders within the sector their organisation represented.</p> <p>GCCI, GEA and GAPDL were identified in the process to select an organisation (for one seat) to represent local business and were involved in the decision to select one of organisations to liaise with and represent all three. GAPDL was chosen as the largest membership organisation and with the widest representation of business sectors.</p> <p>-----</p> <p>A Committee member asked if there was the opportunity to discuss Indigenous Land Use Agreements (ILUAs).</p> <p>Rob Gibb advised that there were specific confidentiality clauses that prevented disclosure of details without consent of the Native Title Applicant.</p> <p>-----</p> <p>The Independent Chair led a discussion, and sought each member's view on the value, relevance and format of the RCCC. The discussion occupied a significant portion of the meeting, and provided strong positive feedback from all members and LNG proponents. There is overwhelming support for continuing the forum in its current format, with members acknowledging the development of an open and trusting relationship that is helping to inform the Gladstone Region stakeholder community about the LNG industry and social impact management.</p>
e. SIMP Overview	SIMP Initiatives Overview tabled at the meeting. No discussion was held on this item.

Agenda item	Details
f. LNG Project Updates	<p>Business arising from Project Updates</p> <p>Rob Gibb (APLNG) – provided an update on APLNG construction progress, noting that the roof on Tank A has now be raised. The Module Yard in Batam, Indonesia, continues to achieve outstanding safety performance.</p> <p>The Coordinator-General has drafted new Social Impact Assessment guidelines for coordinated projects. Consultation with key stakeholders has been occurring, including LNG proponents in regard to the existing Social Impact Management Plan framework, and future directions.</p> <p>The Gladstone Foundation’s Board of Advice has been appointed and the first funding round closes 5pm 12th July 2013. Further information available on the Gladstone Foundation website at: www.gladstonefoundation.org.au</p> <p>Garry Scanlan (GLNG) – Garry provided an update on GLNG progress. Currently 1688 beds completed and decision made not to construct additional Phase of the accommodation facility as the Project has had a higher rate of local employment than expected. 27th June is scheduled roof raising on Tank A.</p> <p>Garry discussed GLNG local spend which includes contracts/PO’s (salary expenditure not included) –</p> <p>\$3.9 Billion – Queensland \$2.2 Billion – rest of Australia</p> <p>Local \$157.4 – Gladstone Regional Council LGA \$1.9 – Rockhampton Regional Council LGA</p> <p>Upstream \$94.8 Million – Maranoa Regional Council LGA \$19.5 Million – Western Downs Regional Council LGA \$194.6 Million – Toowoomba Regional Council LGA</p> <p>Keys to Careers Stage 1 of the program has assisted 10 youth, identified as Aboriginal and Torres Strait Islander, in obtaining their Driving Licences and basis job search skills. Stage 2 and 3 will provide opportunities for a Cert II in a variety of skills areas as well as practical workplace placements..</p> <p>Lorna McGinnis (QGC) –Lorna provided update on QGC progress and tabled the QGC Annual SIMP Report (Handout was given to Committee members) noting that the report is relevant to the whole of Project footprint and highlighting Gladstone specific mitigation</p>

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	measures.
g. General Business	<p>Dr Roslyn Cameron asked the committee if there was anything they would like to discuss in General Business.</p> <p>No topics were raised.</p> <p>Action: Proponents to provide updates on mitigation activities in the areas of Education and Training. The representative from the Queensland Department of Education, Training and Employment to provide current Gladstone data regarding school based VET programs and Apprenticeships.</p>
h. Community Feedback	<p>Dr Roslyn Cameron asked the committee if there was any specific feedback from their community stakeholder groups. No Feedback was given.</p>

4. Agenda items for the next meeting

- Committee discussions on –
 - Apprenticeships, Education and Training

5. Meeting Close

The meeting was closed by Dr Roslyn Cameron at 4.35pm.

Next RCCC meeting is Tuesday 3rd September 2013, commencing 1:30pm at the Volunteer Marine Rescue Building, Alf O'Rourke Drive, Gladstone

Gladstone Region LNG Community Consultative Committee Members

Representative	Organisation	Email
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Jeff Kidner	Volunteer Marine Rescue	Ekidner2@bigpond.net.au
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