

**TINDA CREEK SAND PROJECT COMMUNITY CONSULTATIVE COMMITTEE
MINUTES OF MEETING HELD MONDAY 9 MAY 2016
ON SITE AT MELLONG**

PRESENT	NAME	ORGANISATION
	Lisa Andrews (LA)	Independent Chairperson
	John Pine (JP)	Community Representative
	Ray Campbell	Community Representative
	Brigitte Lewis	Community Representative
	Bruce Mansell	Community Representative
	David Cilento	Hy-Tec
	Darryl Thiedeke	Hy-Tec
	Lee Attard	Hy-Tec
	Ray Bygraves	Hy-Tec
APOLOGIES	Nil	

The CCC Meeting commenced at 11.12am

WELCOME	<p>The Chair welcomed Committee Members to the inaugural meeting of Community Consultative Committee (CCC) and explained that the purpose of this CCC was to meet Condition 6 of Schedule 5 of the Approval granted by the Minister of Planning on 10th April 2015 for the establishment of a Community Consultative Committee for the Tinda Creek Sand Project. The condition was read out by LA:</p> <p style="text-align: center;"><u>Community Consultative Committee</u></p> <p><i>6. The Applicant shall establish and operate a Community Consultative Committee (CCC) for the development to the satisfaction of the Secretary. This CCC must be operated in general accordance with the Guidelines for Establishing and Operating Community Consultative Committees for Mining Developments (Department of Planning, 2007, or its latest version), and be operating within 6 months of the date of this consent.</i></p> <p>There was a delay in scheduling the first meeting due to a rigorous and protracted advertising period. LA thanked the members for their patience and congratulated them on their endorsement by the Department of Planning and Environment (DPE) to sit on CCC.</p> <p>For clarification, the CCC were advised that they are an advisory committee; with the Department and other relevant agencies being responsible for ensuring that the applicant complies with its consent conditions in accordance with the guidelines, which includes that the Committee should comprise of an independent chair and appropriate representation from the applicant, Council and the local community.</p>
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DECLARATION OF INTEREST	Declaration of Pecuniary Interest forms were distributed to all members and LA explained the purpose of completing the forms, which is good governance that shows transparency in dealings as a member of the CCC.	Requested that the forms be filled in and returned to LA for filing.
CONFIRMATION OF PREVIOUS MINUTES	As this was the first meeting, there were no previous minutes to be confirmed.	
BUSINESS ARISING	As this was the first meeting, there was no business arising.	
CORRESPONDENCE	<p>LA advised that there was various correspondence backwards and forwards to the DPE, DT and nominees for the establishment of the CCC, including the extension of time to allow for late applications and subsequent nominations, however; only correspondence relating to the milestones relevant to the final outcomes on the establishment of the CCC were tabled:</p> <ul style="list-style-type: none"> • 20/10/15 – Email from Peter Jamieson, Umwelt seeking LA’s engagement in setting up the CCC • 22/10/15 – Email from Department of Planning and Environment (DPE) on submitting LA to the Secretary for endorsement as Chairperson • 10/12/15 – Letter to Hawkesbury Council inviting onto the CCC • 23/1/16 – Letter from DPE endorsing LA’s appointment as Independent Chairperson • 27/1/16 – Advertisement placed in the Hawkesbury Gazette & Singleton Argus seeking nominations to be on the CCC • 25/2/16 – Letter to Hawkesbury Council inviting them to provide a representative to the committee • 28/2/16 – Letter to DPE with recommendations for membership of the committee • 4/4/16 – Letter to DPE with recommendation for membership following the extension period granted • 6/4/16 – Letter from DPE, endorsing LA’s recommendation • 25/4/16 – Email to CCC members, congratulating them on their appointment and advising of the proposed meeting date • 25/4/16 – Letter to Ray Campbell with the same information (no email address) • 25/4/16 – Letter to Hawkesbury Council advising of the date for the first meeting • 2/5/16 – Confirmation letter to Ray Campbell with the meeting notice and agenda • 2/5/16 – Email to CCC members with the meeting notice and agenda for this meeting 	Moved: LA Seconded: JP
REPORT	a. DT provided those present with a verbal report and update on the quarry, where the following items were discussed:	

	<p>Water, traffic and environmental plans are awaiting comment from the department.</p> <p>b. There are 7 domains in the quarry with approximately 7 million tons in total. The approval allows up to 300,000t of material to be processed and sold. There is also approval for 300,000t of ENM and VNEM back into site.</p> <p>c. Discussion around plant set up followed by a site tour explaining the process further</p> <p>d. Road levy discussion.</p> <p>e. Transport discussion around compliance and audits carried out. The cartage of all material to and from site is managed by preferred selected contractors meeting stringent requirements.</p> <p>f. Discussion around weighbridge compliance and chain of responsibility.</p> <p>g. Site compliance officers and reviews from, EPA, DPI and Department of Planning</p> <p>h. How does the quarry handle complaints? The site has a complaints register and a safety system (Cintellate) which is documented.</p> <p>i. Could Hy-tec provide access to the Rural Fire Service? Discussion around the padlock on the site entrance gate, and Hy-Tec to conduct an induction of nominated officers, due to safety concerns.</p>	<p>Action Item: Colong Heights RFS to liaise with Hy-tec regarding access to the site and site induction for nominated RFS members.</p>
GENERAL BUSINESS	<p>LA asked community representatives if they had an objection to their name and contact details being placed on the Hy-Tec website under the Community Tab for the purposes of being contactable by local residents, should they wish to raise any issues.</p> <p>No other General Business raised.</p>	<p>No objections to Name and Email Addresses appearing, however, as RC doesn't have an email address and therefore agreed to having his mobile phone number listed.</p>
MEETING SCHEDULE	<p>LA advised that under the Guidelines, there is provision for the CCC to hold quarterly meetings, however, given the size and location of the quarry; recommended two meetings per year. Of course the option is available to hold an extra-ordinary meeting, should something arise.</p>	<p>Agreed by all present to holding two CCC meetings per calendar year.</p>
NEXT MEETING	<p>The next meeting of the CCC will take place on <u>Monday 17th October 2016</u> commencing at 9am (on site)</p>	

Meeting closed at 12.17pm with LA thanking all CCC members for their attendance.

A SITE TOUR THEN FOLLOWED WITH HY-TEC PERSONNEL DRIVING CCC MEMBERS AROUND THE PROPERTY IN 4WD VEHICLES. THE OPERATIONS OF THE QUARRY WERE EXPLAINED WITH QUESTIONS ASKED AND ANSWERED.

ACTION ITEMS

ITEM	ISSUE	RESPONSIBILITY
1	Colo Heights RFS to negotiate with Hy-Tec on access arrangement to the site, including induction of some RFS members	BL & RB