

- Present:** Chairperson, Acting Head of Roads and Quarry, Quarry Operations Coordinator, Compliance Coordinator, Senior Compliance Officer, Compliance Officer, Compliance Support Officer, Surfacing Manager - Downer
Resident 1
- Apologies:** Neighbour 1
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WELCOME

The meeting was opened at 4.07pm by the Chairperson and everyone welcomed. Chairperson informed attendees of intent to discuss Terms of Reference (ToR) for CCC Meetings later in the meeting.

PREVIOUS MINUTES

Overview of previous meeting and minutes were accepted as being true and correct.

BUSINESS ARISING FROM PREVIOUS MEETING

Actions

- Additional vibration monitoring at Resident 2's address – ongoing as per residents' request.
- CCC Guidelines to be sent to members with minutes from November 2023's meeting - Completed.

BUSINESS ARISING FROM CCC MEETING NOVEMBER 2023

No updates

CORRESPONDENCE

- Dust monitoring exceedance at D2 - [REDACTED] Nimbin Road – LCC notification to landowner 29/07/2024.
- Noise Monitoring exceedance at receiver 8 - [REDACTED] Nimbin Road - LCC notification to landowner 28/06/2024
- Surface Water exceedance notification SW2 - [REDACTED] Nimbin Road – LCC notification to landowner 11/04/2024.
- Dust monitoring exceedance at D3 - [REDACTED] Boerie Creek Road – LCC notification to landowner 19/02/2024.
- Dust monitoring exceedance at D3 - [REDACTED] Boerie Creek Road – LCC notification to landowner 21/01/2024.
- Resident 1 enquired if her letter of 28 October 2024 (hand delivered) was received.

GENERAL BUSINESS

Compliance Team Structure:

- Compliance Coordinator advised Compliance Team as follows:
 - Compliance Coordinator – in this position since August 2024

- Senior Compliance Officer
- Compliance Officer (Quarry)
- Compliance Support Officer/IMS Representative

Production and material demand:

- Quarry Operations Coordinator advises production for flood recovery works and general road construction ongoing.

Blasting:

- There were 2 Blasts this year (June 2024 and November 2024.) Both blasts were within approved limits.
- Compliance Officer informed all present that blast monitoring results from the 4 November 2024 blast is yet to be uploaded to Quarry Website page due to request for additional monitoring reports from blast Operator.

Asphalt Plant:

- Night Works- 7 campaigns this year
 - 28 January – 12 February 2024
 - 14 – 28 April 2024
 - 26 May – 3 June 2024
 - 9 June – 3 July 2024
 - 30 August 2024
 - 15 September 2024
 - 27, 28, 29 October 2024

Asphalt Lease:

- Acting Head of Roads and Quarry advises lease just renewed – and in process of being registered.

ENVIRONMENTAL MONITORING

Compliance Officer advised the following:

- Dust monitoring exceedance July 2024 at D2 - LCC self-reported to DPHI and landowner. Exceedance due to organic matter in samples. DPHI closed out matter. No further action required.
- Noise Monitoring exceedance May 2024 at receiver 8 - LCC self-reported to DPHI, EPA and landowner. Exceedance due to a truck's exhaust brakes when leaving site during night works. Supplementary night monitoring was required to be undertaken within 3 months of the exceedance however due to a number of constraints this monitoring was not able to be undertaken. DPHI approved an extension to undertake evening/night monitoring during the Summer monitoring period. No further action from EPA.
- Surface Water exceedance March 2024 at SW2 - LCC self-reported to EPA, DPHI and landowner. Exceedance due to low ph levels upstream. No further action from DPHI and EPA.
- Dust monitoring exceedance February 2024 at D3 - LCC self-reported to EPA and DPHI and notified landowner. Exceedance due to proximity of dust/gravel road and windy weather conditions. No further action from DPHI and EPA.

- Dust monitoring exceedance January 2024 at D3 - LCC self-reported to EPA, DPHI and notified landowner. Exceedance due to proximity of dust/gravel road and windy weather conditions. No further action from DPHI and EPA.
- Ground water exceedance (through Quarterly monitoring) under surveillance – some elevation in analytes. Will be reviewed in annual audit report to determine compliance on annualised results. Self-reported to DPHI. No further action required.

SITE MAINTENANCE

Compliance Officer advised the following:

- Wild dog baiting: - 3 rounds of baits laid, 33 in total. No further baiting occurring this period.
- Bushland Regeneration – regenerators onsite 4 times per month. Works on schedule.
- Koala survey undertaken August 2024 – Successful survey outcome with 7 Koalas observed on site including 1 joey.
- Cultural Burn undertaken by Jagun Alliance, August 2024 – 2 sites involved. Successful outcome.
- Boundary Fencing – in progress. Activity will allow finalisation of previous land acquisition (offsite land).

INSPECTIONS AND AUDITS

Compliance Officer advised the following:

- DPHI visit to site 23 August 2024 – inspection focused on chemical storage area, Asphalt plant and dust monitoring receiver D2. No issues were identified.
- EPA – no site visit throughout 2024
- Resources Regulator site visit June 2024 – to undertake site inspection of plant and Safety Management System documents.
 - Regulator issued:
 - 4 x Improvement notices.
 - 1 x Written notice of Matters.
 - 2 x Notice to obtain information.
 - 1 x Prohibition Notice.
 - All notices have been addressed and submitted to the Regulator.
- Integrated Management System (IMS) External Audit – 18 & 19 November 2024. One minor non-compliance noted. Council to respond within 30 days with Action plan. Next audit to be undertaken in November 2025.
- Independent Environmental Audit (IEA) is due in 2025. The IEA will incorporate 3 years – 2022, 2023 and 2024.

COMPLAINTS

Compliance Officer advised the following:

- 1 blast related complaint in June 2024 – Council has investigated and addressed complaint with resident. Blast results returned no exceedance of parameters at any monitoring location.
- 1 blast related contact in November 2024. Council has investigated and contacted the resident. Head of Roads and Quarry and Compliance Officer to visit the resident to discuss further. The visit is scheduled 9 December 2024. Blast results returned no exceedance of parameters at any monitoring location.

During the meeting Resident 1 queried the monitoring reports listed on Quarry website page for June 2024 blast. The resident questioned the report's presentation of monitoring information as it related to timing records. Following discussion regarding how the monitoring equipment 'triggers' and records results, the Chairman has requested further detail (Action) of the monitoring results to be provided to Resident 1's enquiry.

OUT OF HOURS WORK PROTOCOL AND AEMR 2023

- Annual Environmental Monitoring Report 2023 – submitted to DPHI 31/03/2024. Noted: 6 non-compliances during 2023 – all addressed and closed out.
- Out of Hours Work Protocol (OWWP) – non-compliance relating to not having an approved OHWP in place for nightworks. Council had not seen a DPHI direction for a new OHWP to be submitted for approval and operated under an old OHWP. Warning letter from DPHI received August 2024, matter closed.

OTHER CONCERNS RAISED AT THE MEETING

1. New resident notifications

- Resident 1 asked if new residents in the local area are informed of the blasts that are undertaken at the Quarry.
- Senior Compliance Officer suggested that there is an option of informing new residents by a letter box drop. A phone call could be made to existing residents and ask them if they know of any landholder changes.

2. CCC Terms of Reference (ToR)

- Chairman raised the matter regarding of CCC Terms of Reference (ToR) for discussion. The following matters were discussed:
 - The current CCC structure that is currently operating for the Quarry does not fully align with the Department of Planning, Housing and Infrastructure (DPHI) CCC Guideline and ToR template.
 - It was noted that previously up to 5 - 7 people would attend the CCC meeting, however (most likely) due to conflicting priorities of stakeholders, now there is only one resident attending.
 - It would be unlikely that the CCC could function in full accordance with the DPHI CCC Guidelines.
 - Compliance Coordinator advised Council would need to go back to DPHI to receive concurrence on any approach that doesn't align with the DPHI guidelines.
- The Chair suggested consideration of the following to address the above matters:
 - Council could draft a letter to the community informing them of the matters and seek consensus on a way forward. The Senior Compliance Officer suggested a letter box drop would be appropriate means for distribution.
 - The letter would highlight that the DPHI Guidelines propose a more formal approach than the current Quarry CCC approach of an open-door policy which is necessary to ensure accurate representation of the community.
 - The letter would suggest that the CCC could continue as is, with a few additional updates to the current ToR.
 - The letter would seek feedback from the community for consent and use in engagement with DPHI.

- Subject to the above feedback and agreement on a way forward, Council would engage with DPHI and inform them that the current DPHI CCC Guideline ToR are not fit for purpose and that the CCC would like to continue the current approach.
- Resident 1 – suggested they could supply a letter of support on behalf of the community. The resident also suggested the ToR would need to include provision to protect peoples' privacy (i.e. addresses).
- Resident 1 noted the community letter should include a reference of the Code of Conduct and Non-Pecuniary interests' declarations that need to be completed for each meeting – consistent with current arrangements.

3. Quarry Statutory Manager

- Resident 1 asked the Quarry Operations Coordinator (QOC) if he is still the Statutory Manager at the Quarry, as they had seen an advertisement that another staff member was acting in the role recently.
 - QOC – informed Resident 1 that both he and the other staff member are certified by the Resources Regulator as Statutory Managers and hold Tier 2 All Practising Certificates. This means the other staff member can undertake the role if the QOC is absent or on leave.

GENERAL BUSINESS

- Resident 1 thanked everyone for the tone of the meeting indicating that it is aligned with the intent of the CCC.
- Resident 1 informed everyone that there is an issue with their name and phone number being available on a search engine link referencing the 2019 AEMR. The resident said they did a search of their name in Google, with the word Blakebrook, and found information from the previously (unredacted) 2019 AEMR.
The Resident was informed by the Compliance Support Officer that all AEMR's and blast records on the Quarry website have been redacted.
The Compliance Coordinator suggested it could possibly be an issue with the Google search and that it will be investigated.
- Resident 1 asked Acting Head of Roads and Quarry did he receive Residents 1 hand delivered letter (refer Correspondence notes above). Resident 1 advised HRQ that the letter was given to the Mayor, with a request for it to be forwarded on to the General Manager, the CCC chairman and the Head of Roads and Quarry.
- HRQ advises he doesn't believe he has received a copy of the letter and will follow up with the GM regarding it.

Meeting closed at 4.54pm. – meetings are held annually.

ACTION	ACTION OUTCOME	BY WHOM & WHEN
Investigate Google link referring to information from unredacted copy 2019 AEMR	Council to investigate and advise Resident 1 of outcome	Council – 10 January 2025
Check monitoring information to ensure accuracy in relation to June 2024 blast reports	Council to investigate and provide Chair and Resident 1 an explanation of the reports' blast monitor timing	Council – 10 January 2025
Draft and distribute letter for CCC Terms of Reference for community consultation	Following community consultation a draft CCC ToR is developed.	Council - 1 March 2025
Engage with Department of Planning, Housing and Infrastructure (DPHI) on new CCC ToR following community consultation	Finalisation of new ToR following consultation with community and engagement with DPHI	Q1 2025