



Minutes

04 August 2020

Project	Koppers Newcastle Stakeholder	From	Sonya Pascoe
Subject	Koppers CRG #1	Tel	+61 2 49799003
Venue/Date/Time	Via MS Teams 28/07/2020	Job No	12511862
Copies to			
Attendees	Michael Ulph (GHD) (MU) Sonya Pascoe (Minutes) (GHD) (SP) Nick Moretti (Koppers) (NM) Shane Beasley (Koppers) (SB) Sarah Kiely (Port of Newcastle) (SK) Wade Hammond (SUEZ) (WH) Marie Caruana (First Chance) (MC) John Hayes (community representative) (JH) Paul Adams (Major Projects) (PA) Rick Banyard (community representative) (RB)	Apologies	Chris Tola

Minutes

Action

Welcome and Acknowledgement of Country

- MU provided a welcome and Acknowledgement of Country.

Safety moment

- MU asked the room if they would like to share a safety moment
- JH mentioned recent floods and road safety
- NM suggested to stay COVID-safe for self and community
- MU reminded that hand sanitiser is flammable.

Introductions

- The group briefly introduced themselves and how they are connected with the Mayfield Koppers community.

Why are we here?

- NM explained that Koppers were seeking to be more present and communicative with their community, to share information and mitigate misinformation.

Minutes	Action
<ul style="list-style-type: none"> NM mentioned affiliation with PON Community Liaison Group 	
CRG Terms of Reference	MU to collect feedback and integrate into the TOR document
<ul style="list-style-type: none"> MU asked group to review and provide feedback on the CRG Terms of Reference (TOR) document MU clarified that part of this document states that the CRG is not a decision making body JH stated he had previously viewed and stated he had no comment on it. 	
Mayfield Report- COVID response	MU to follow up PA and any other neighbours to see if they would like to undergo education session on what to report
<ul style="list-style-type: none"> NM provided summary of Koppers as a company, the extent of their business operations NM explained that Koppers has implemented strict hygiene and social distancing protocols to continue operations during COVID-19 safely Discussion around what Koppers is doing to improve operations SB provided explanation around the impacts of COVID to a 24/7 process that the very large aluminium smelting industry is reliant upon. NM stated that Koppers have invested in the Consultation Manager “text bursts” to notify Koppers’ neighbours of emergency drills etc. in order to reduce concern around sirens, and also alert of any potential inconvenience that may come from fire trucks performing a drill PA asked about how to respond to his tenants complaints regarding odours from the facility NM explained to PA and the CRG Koppers’ ongoing relationship with the EPA and how they Koppers works with EPA officers’ to meet EPA requirements MU responded to PA and the CRG by suggesting that anyone interested could undergo some education/discussion on what Koppers does and how issues are managed. 	CRG members to be followed-up on encouraging their neighbours/the community to sign up for the “text bursts”
Community	CRG members’ mobile numbers will be left off the website for now.
<ul style="list-style-type: none"> MU asked for initial feedback from the CRG on the drafted Community Newsletter MU asked if there was a consensus on whether or not to include the CRG members’ mobile numbers on the web site – there was not a full consensus JH asked to see a digital copy of the draft Community Newsletter. 	MU to provide the CRG a digital copy of the draft Community Newsletter for feedback

Minutes**Action**

Close out and next meeting

MU asked the CRG what frequency they would like to hold CRG meetings, most in favour of quarterly.

It was agreed to have the next CRG meeting in 3 months' time and consider future meeting frequency at that point.

MU to set up a CRG meeting 3 months from 27/07/2020

Sonya Pascoe

Graduate Stakeholder Engagement and Social Sustainability Consultant