



# ALTONA COMPLEX NEIGHBOURHOOD CONSULTATIVE GROUP (ACNCG)

## CHARTER

### Mission Statement

The ACNCG will provide an effective forum to raise issues of particular environmental interest and complaints and to discuss health and safety issues of mutual interest or concern.

### Key Objectives

- ❖ For the Altona Chemical Complex (comprising BASF, Dow Chemical and Qenos Pty Ltd) and the community to participate together to encourage continuous environmental improvement and to regularly monitor environmental, health and safety performance (including individual company's Environmental Improvement Plans) of the Altona Chemical Complex and to receive formal feedback;
- ❖ To receive information on what the Altona Chemical Complex proposes (including modernisation environmental performance and improvement plans);
- ❖ To receive regulatory authority information in relation to the Altona Complex;
- ❖ To consider environmentally aesthetic improvements to the area surrounding the Altona Complex;
- ❖ To improve regulation standards and control of the Altona Chemical Complex and the chemical industry in general.

### Roles

- ❖ To provide a communication process that highlights health, safety and environmental issues to the broader community, surrounding companies and other interested parties, utilising a variety of means such as local newspapers and the Consultative Chronicle newsletter;
- ❖ To provide comment to organisations such as government agencies with regard to regulation and control;
- ❖ To receive information, discuss and provide comment on any development proposals that affect the Complex;
- ❖ To promote and assist other industry based consultative groups.

## **Format**

The Altona Complex Neighbourhood Consultative Group was established early 1989 and comprises the following members:

- Senior Executive Managers from the Altona Chemical Complex,
- The local community residents,
- Representatives from Hobsons Bay City Council,
- Representatives from the Environment Protection Authority, Workcare and City West Water.

The full ACNCG meets three times a year on the second Thursday of the months of April, July and November. Its location is rotated between the Altona Complex sites and the Hobsons Bay City Council. The meetings commence at 6.00 pm.

Meetings are chaired by a Councillor from Hobsons Bay City Council, whilst the Deputy Chairperson is a resident. Council's role in the group is also to provide secretariat assistance in preparing the agenda and minutes for the meeting.

The ACNCG meeting agenda includes the host company's Annual Report, reports from the individual statutory authorities and reports from the other Complex companies. Resident members are also given the opportunity to provide reports.

Members of the general public, employees from the Complex and other interested parties, are encouraged to attend as observers. At the commencement of each meeting, the Chairperson will invite visitors to comment and raise any issues of concern. All discussion is channelled through the Chairperson.

Any decision-making by the group is by consensus.

## **Environmental Monitoring Teams (EMT's)**

Environmental Monitoring Teams (EMT's) meet in the months between ACNCG meetings. Chaired by the individual Complex company's personnel, the EMT meetings allow a more detailed consideration of community complaints, incidents, developments and progress on environmental improvements. Minutes of each EMT are circulated to all ACNCG and EMT members as part of the ACNCG minutes and Agenda.

Companies may invite a resident representative from their EMT, to participate in an incident investigation. Rotation of EMT members between companies is optional.

To become part of a company's EMT group, it is not necessary to be a member of the ACNCG.

## **Annual General Meeting (AGM)**

Hosted by the Hobsons Bay City Council, the Annual General Meeting (AGM) is held on the second Thursday in the month of July. A light supper is provided for members and visitors at 5.30 pm.

The meeting commences at 6.00pm with the tabling of minutes from the previous year's AGM followed by reports from member groups.

Members for the ACNCG are nominated followed by appointment of the Chairperson and election of the Deputy Chairperson. It is preferable that nominations and acceptance of new members take place at the Annual General Meeting (AGM). Residents considering membership on the ACNCG, are encouraged to observe the group and its processes at its regular meetings before nominating.

## **The Consultative Chronicle**

A newsletter "The Consultative Chronicle" is an integral part of communicating ACNCG activities to the community. The editorial committee comprises three residents with the Complex Community Liaison Adviser acting as Editor.

The newsletter is produced twice a year and is distributed to 10,000 homes and businesses in Altona Central, Seaholme, Altona Meadows and part of Laverton. A further 1,500 copies are sent to community organisations, Council and employees of the three Complex companies.

## **Environmental Action Line (EAL)**

The Environmental Action Line – 1800 061 050 - was set up in 1991 to create a single point of contact for environmental complaints concerning companies within the Altona Chemical Complex.

All calls to the Environmental Action Line and any follow up actions are passed onto both the EPA and the Hobsons Bay City Council.

## **Telephone Network**

### *Altona Complex – Schools – Kindergartens – Hobsons Bay City Council - Westgate Migrant Resource Centre*

As the Altona Chemical Complex is located close to residents, schools and kindergartens, some incidents may have the potential to cause unacceptable environmental impacts on the local community.

A dedicated telephone network has been established to enable local schools, kindergartens, Westgate Migrant Resource Centre and the Hobsons Bay City Council to be notified promptly if there is an incident which may cause alarm or present some risk. These phones can also be used to seek information about matters of concern in relation to the Complex.

The Telephone Network consists of direct-dial telephones in eight local schools, kindergartens, Hobsons Bay City Council and the Westgate Migrant Resource Centre in Altona North. These telephones are not connected to switchboards and have unlisted numbers.

The sounding of the Community Alarm, which is tested at 10am on the first Sunday of each month, will take precedence over any notification provided by these telephones, and should be responded to immediately. Follow up information will be provided by telephone.

## **Other Attendees at ACNCG Meetings and Guest Speakers**

Often, representatives from other companies (not necessarily chemical based) from Victoria, nationally and overseas and/or their regulators and/or their neighbouring residents come along to see how the group is structured and how it operates.

At times, the group considers inviting guest speakers to ACNCG meetings - providing their presentation topic is directly related to the advancement of the Altona Complex Neighbourhood Consultative Group's objectives. The ACNCG must agree to guest speakers prior to an invitation being extended.

**For further information on the ACNCG, contact the  
Complex Liaison Advisor on 9258 7333.**