



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

The Altona Chemical Complex has three operating companies Dow Chemical, Enviropacific Services and Qenos Pty Ltd.

The ACNCG is a forum for the Complex Companies, regulators and the community to participate together to

- Encourage continuous environmental improvement.
- Monitor environmental, health and safety performance.
- Steward individual company's Environmental Improvement Plans.
- Discuss Complex Companies proposals including modernisation.
- Receive regulatory authority information in relation to the Altona Complex.
- Consider aesthetic improvements to the area surrounding the Altona Complex.
- Receive formal feedback from each other.
- Discuss regulatory standards and control that relate to the Altona Chemical Complex and the chemical industry in general and provide input to improve the regulations and standards.
- Discuss topics of interest or issues of concern that are raised by members or visitors that relate to the operation of the Chemical Complex

Roles

To provide a communication process to the broader community, surrounding companies and other interested parties that

- Highlights health, safety and environmental performance.
- Provide comment to organisations such as government agencies with regard to regulation and control.
- Receive information, discuss and provide comment on any development proposals that affect the Complex.
- Promote and assist other industry based consultative groups.

A variety of means are used to facilitate this including the two primary processes

- ACNCG and EMT meeting process.
- ACNCG website including its notification subscriptions.

Other communication methods will be used as deemed appropriate including

- Email and phone communications directly with interested parties.
- Use of local newspapers, media
- Letter drops to targeted areas.
- Extraordinary EMT meetings

Meeting format

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

- Senior Managers Altona Chemical Complex companies.
- Community representatives.
- Complex Environmental Adviser.
- Representatives from Hobsons Bay City Council,
- Representatives from City West Water.
- Representation Environment Protection Authority (EPA) Victoria.
- Representation from Worksafe Victoria.

The EPA and Worksafe are encouraged to attend meetings when there are specific topics to present or discuss. Alternatively, their input can be provided by provision of a written update to the ACNCG

The meeting process is also open to visitors who may be

- Members of the general public.
- Employees from the Complex.
- Other interested parties such as tenants on the Complex Companies or neighbouring industry.

The ACNCG has two meeting formats.

1 ACNCG meetings attended by the full membership and chaired by Hobsons Bay.

2 EMT meetings attended by Complex Company, Community and CWW representatives as core members and chaired by the Host Complex Company.

All meetings are open to visitors and 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

The meetings are scheduled from 6:00 to 8:30 pm with a light tea be provided at the venue from 5:30

ACNCG meeting structure.

The ACNCG meets twice a year and target the months of May and November and is usually on the second Thursday of the month. Meeting dates are confirmed on the ACNCG website along with a detailed agenda. Invitations will be sent to external agency representatives when the date, time and location has been confirmed.

The May meeting location is rotated between the Altona Complex Companies and the November meeting is held at Hobsons Bay City Council. Meetings are chaired by a Councillor from Hobson's Bay City Council, whilst the Deputy Chairperson is a community representative. 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

General Meeting

- Welcome/Apologies
- Invitation for comments from Visitors.
- Confirmation of minutes and matters arising from the minutes.
- Agenda review and identification of General Business.
- Complex Company/Environmental Performance reports.
- External Parties Update (Local MP/Worksafe/EPA/CWW/Hobsons Bay).
- Environment Action Line report
- Special presentations.
- General Business and discussion items.

Annual General Meeting

The Annual General meeting is held at the end of the General ACNCG meeting hosted at Hobsons Bay Civic Centre.

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.

EMT Meeting structure

The Environment Monitoring teams meet twice a year scheduled midway between the ACNCG meetings with February and August being the target months. Qenos and Dow will host and chair one meeting each at their sites. The meeting is normally held on the third Tuesday of the month. Meeting dates are confirmed on the ACNCG website along with a detailed agenda.

EMT meetings allow a more detailed consideration of community complaints, incidents, developments and progress on environmental improvements. The Agenda and Minutes of each

EMT are circulated to all ACNCG and EMT members on the ACNCG website.
To become part of a company's EMT group, it is not necessary to be a member of the ACNCG.

The EMT meeting Agenda includes

- Welcome/Apologies
- Invitation for comments from Visitors.
- Confirmation of minutes and matters arising from the minutes.
- Agenda review/ discussion and identification of General Business.
- Complex Company updates.
- CWW update.
- Environment Action Line report.
- Complex Company Special reports.
- General Business

Keeping the community informed

The ACNCG uses the ACNCG website as its primary platform to communicate information to the community. The website includes information on

- Events including meeting agendas, minutes and papers.
- Notifications including reports on progress, improvements, performance and company activities
- A newsletter "The Consultative Chronicle" is published once a year on the ACNCG website. It includes information on the Complex emergency procedures, a complaint summary and news and views from ACNCG members.
- A complaint log where the results of all community complaints to the EAL are published.

People can register to receive an email notification of updates to the above sections of the website.

Environmental Action Line (EAL)

The Environmental Action Line – 1800 061 050 - was set up in 1991 to create a single 24/7 point of contact for environmental complaints that may be related to companies within the Altona Chemical Complex.

All calls to the Environment Action Line are received by Ixom Emergency Response Services who record the details of the call and immediately forward it to the Complex for investigation.

All calls to the Environmental Action Line are investigated by the Complex and the results are published on the ACNCG website. Subscribers to ACNCG website including EPA and Hobsons Bay City Council receive notifications when complaint investigations are posted to the website .

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 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. The telephone network can also be used to seek information about matters of concern in relation to the Complex.

The Telephone Network uses the telephones of six local schools/ kindergartens, the Westgate Migrant Resource Centre in Altona North and has a direct dial telephone Hobsons Bay City Council. 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.