

# ALTONA COMPLEX NEIGHBOURHOOD CONSULTATIVE GROUP (ACNCG)

## CHARTER

### Key Objectives

- ❖ For the Altona Chemical Complex <sup>[JJ(1)]</sup> (comprising BASF, Dow Chemical, EnviroPacific 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 planned changes from ~~whateach of the companies the Altona Chemical Complex proposes~~ (including modernisation ~~environmental~~ 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 websites, social media and local newspapers, ~~and the Consultative Chronicle newsletter;~~
- ❖ To provide comment to organisations such as government agencies with regard to regulation and control <sup>[JJ(2)][JJ(3)][JJ(4)]</sup>
- ~~❖ To provide a forum for each company to give a detailed environmental performance update to the community including information from Extraordinary meetings Environmental Monitoring Teams at companies where they have been established~~
- ~~❖ 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 Managers from the companies operating in the Altona Chemical Complex,
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- Community representatives,
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- ~~• Representatives from Hobsons Bay City Council,~~
- Representatives from the Environment Protection

- Authority, Worksafe and City West Water.
- Other relevant stakeholders where relevant (Hobson's Bay City Council, neighbouring companies)

The ~~full~~ ACNCG meets ~~three~~four -times a year on the second Thursday of the months of February, April, July, May, August and November. The ~~meetings may be virtual meetings, or face to face or a combination of both and will~~ meetings be hosted by Qenos. location is rotated between the Altona Complex sites and the Hobsons Bay City Council. The meetings commence at 6.00 pm, ~~and the format and location will be advised on the ACNCG website at least -two weeks prior to the meeting.-~~

The role of chairperson will rotate, with the role allocated at the annual general meeting.  
The secretary role will be filled by a representative of Qenos as the largest company operating in the complex. This role will be responsible for preparing the agenda, taking minutes and managing the communications from the Group.  
Each company will support the secretary by providing an update for inclusion in the meeting minutes.  
Meetings are chaired by a Councillor from Hobson's 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 agendas ~~includes~~ includes updates and reports from

- ~~-T~~he Complex Companies.
- ~~, and reports from the i~~ndividual statutory authorities.
- Resident members are also given the opportunity to provide reports.
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Members of the general public, employees from the Complex and other interested parties, are encouraged to attend as observers<sup>[1](5)</sup>. 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)**

Where appropriate Environmental Monitoring Teams (EMT's)The Complex Company updates meet in the months between ACNCG meetings. C~~haired by the individual Complex company's personnel, the EMT meetings will allow for~~provide -a more detailed consideration of community complaints, incidents, developments and progress on environmental improvements. The Agenda Schedule will be tailored to allow extra time for companies who have more detailed reports and updates to present or discuss.

~~Minutes ofWhere companies have established an active each EMT the relevant updates will beare 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.~~

If considered necessary the Complex companies can request to set up an extraordinary meeting to report on more complex issues that cannot be adequately covered in a normal ACNCG meeting. While some of these issues may not require attendance of the entire ACNCG at the extraordinary meeting, all members will be invited and may elect to attend.

All meeting agendas and minutes including extraordinary meetings) will be posted on the ACNCG website

## Annual General Meeting (AGM)

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

The Normal ACNCG agenda meeting commences at 6.00pm and once completed is closed and AGM AGM is then opened 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 the investigations are posted on the ACNCG website ~~any follow up actions are passed onto both which~~ notifies both the EPA and the Hobsons Bay City Council when a complaint has been posted. Members of the public can subscribe to be notified about complaint postings.

## Schools Telephone Network

~~Altona Complex – Schools – Kindergartens – Hobsons Bay City Council~~MERO - 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 Schools t~~Telephone n~~Network~~ has been established to enable local schools, kindergartens, Westgate Migrant Resource Centre and the Hobsons Bay ~~City Council~~MERO to be notified promptly if there is an incident which may cause alarm or present some risk. ~~These phones~~Telephone network can also be used to seek information about matters of concern in relation to ~~the Complex.~~

The Schools Telephone Network ~~consists of direct-dial~~ utilises the telephone numbers in of eightseven local schools, kindergartens, Hobsons Bay ~~City Council~~ MERO and the Westgate Migrant Resource Centre in Altona North. ~~These telephones are not connected to switchboards and have unlisted numbers.~~u(c)

~~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 may 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.

## Communication

The ANCCG website at [www.ACNCG.info](http://www.ACNCG.info) is the primary communication tool to the wider community by the ACNCG

The Website includes

- Events page: where meetings are Schedules and attach agendas, reports and minutes to the meeting.
- ACNCG Newsletter page: where historical newsletters are contained.
- Complaint Log page : where complaint are logged with the results of their investigations and classification.
- Environmnet Action Line Page : which contains the Environment Action Line number and a description of the complaint process.
- Notification page : where the Complex Companies can provide notifications or reports to the community .

The website also provides for people to subscribe for email updates about Events, Notifications, Complaints and newsletters. These subscriptions are also used by the ACNCG to notify regulators about complaints to the Environment action Line  
Added Communication

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**For further information on the ACNCG, contact the  
Complex Liaison Advisor on 9258 7333.** [JJ(7)]