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| Williamtown Sand Syndicate (WSS)Cabbage Tree Road Sand QuarryCommunity Consultative Committee Meeting | 12 June 20209:00-10:06Green House, Pacific Dunes Golf Course |

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| Meeting Number: | 3nd Meeting | Type of meeting: | General |
| Chairperson: | John Turner - JT | Note taker: | Jonathan Berry |

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| Attendees: | Wayne Sampson (Resident) – WSJanet Meyn (Port Stephens Council) – JMJonathan Berry (Kleinfelder) – JBShirley Davis (Resident) – SDDarren Williams (WSS) – DWPaul Bourne (WSS / Newcastle Sand) – PBKeiron Rochester (Resident) - KR |
| Apologies: | Barry Davis (Resident) – BDJohn Simpson (Hunter Water Representative) - JS  |
| Observers: | Murray Towndrow (MT) |
| Meeting Open: | 9:00am |

# Minutes

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| Agenda item: 1 | **Apologies** | Presenter: | John Turner |

#### Discussion:

#### No formal apologies received.

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| Agenda item: 2 | **Declaration of Pecuniary Interest** | Presenter: | NA |

#### Discussion:

John Turner (Chairperson) – Paid for service by WSS.

Wayne Sampson (Resident) – Deed with WSS.

Janet Meyn (Port Stephens Council) – Representative of owner of land who receives royalty for sand.

Jonathan Berry (Wedgetail Project Consulting) – Consultant employed by WSS. – UPDATED

John Simpson (Hunter Water Representative)

Barry Davis (Resident) – Nil.

Shirley Davis (Resident) – Nil.

Keiron Rochester (Resident) – Nil.

Darren Williams (WSS) – Quarry owner.

Paul Bourne (WSS / Newcastle Sand) – Quarry employee.

Murray Towndrow (WSS) – Quarry owner.

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| Agenda item: 3 | **Correspondence** | Presenter: | John Turner |

#### Discussion:

Minutes from the last meeting were noted.

Minutes moved by JM. Minutes seconded by WS. All Agree.

Actions from Previous Minutes

* Complaints register updated to website.
* Newsletter notifying of commencing operations prepared and provided at meeting, to be delivered in coming week.
* Additional noise monitoring undertaken since the last meeting.

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| Agenda item: 4 | **Proponents Reports and Overview**\* progress of the project\* monitoring and environmental performance\* community complaints and response to these complaints\* information provided to the community and any feedback | Presenter: | Jonathan Berry |

#### Discussion:

* PB. Update provided on company progress:
	+ Intersection completed, formal signoff given by RMS.
	+ Fencing completed with Koala cross overs installed.
	+ Weighbridge completed and calibrated with signoff by National Measurement Institute.
	+ Plant setout completed, undertaking commissioning.
	+ Approximately 5,000t processed internally during commissioning.
	+ Fill from roadwork area still to be removed.
	+ Water and air quality monitoring progressing, no issues.
	+ Road side revegetation completed.
	+ DPIE completed a road side compliance inspection on 28 May 2020 with no issues noted.
	+ Quarry is now open for business.

KR. What access do we have to monitoring data?

* JB. Available on the website.
* KR. Notes information on website is averaged over larger periods, would like to see probably daily data.
* JT. Monitoring data should be presented to committee prior to meeting to enable more informed review of information, graph of data has worked well in other CCC, will provide example of detail used in other meetings.
* SD. Noted that when trucks leave the site that sand swirls up behind the truck and goes into the Rochester driveway.
* DW. Dust monitor would pick this up if it was bad.

Community Complaints – review of complaints register

* PB. Issue regarding the truck entering the site during the glass sand trial before correct time for trucks to enter – trucks did leave the site at correct time.
* PB. Complaint regarding early activity onsite came via DPIE from community complaint, response to DPIE was provided. DPIE issued formal warning regarding the matter.
* PB. Complaint from KR on 30/1 regarding a vehicle that slowed and thought about a right turn into the site before driving away;
	+ PB investigated matter and spoke with driver who confirmed he slowed down before recalling the rules and then completed a left turn into the site.
* PB. Complaint from KR regarding noise from loading of pipes before 7am.
	+ PB investigated, reviewed with Robsons, loading did not actually occur until 7:45am.
* PB. Noise monitoring was undertaken shortly after this time.
* PB. Complaint around noise of pile driving, initial assessment undertaken by PB, then engaged noise consultant to assess.
* SD. Was concerned about the vibration caused from the roller, believes a smaller roller was used when noise and vibration monitoring was being completed. The roller was not doing the same thing when it was monitored, was distressed due to the noise / vibration that was happening.
* PB/DW. Only one roller has been onsite for the road works completed by Robsons.
* KR. A full time noise monitor would help with this, would one be considered.
* JB. Full time noise monitors traditionally not useful for compliance, but may assist investigations.
* DW. WSS may consider a full time noise monitor.
* SD. Significant distress was experienced during the intersection construction.
* PB. Request by KR that quarry consider restricting the construction works during COVID.
	+ PB determined that from a business position this would not be feasible, also chose to maintain existing approved construction times despite NSW government policy to increase work hours/ days to enable construction to occur with reduced staff.
* PB. Noise complaint from KR regarding the use of a chainsaw onsite before 7am.
	+ PB investigated, he undertook chainsaw works at 7:30 that morning, could not have been from site chainsaw as the chainsaw was in his vehicle and he did not arrive onsite till after 7am.
* KR. The noise must have occurred before 7am – must have been a different chainsaw.
* PB. Noise complaint reported by KR, KR did not hear chainsaw.
* PB. Noise complaint about beepers being on equipment.
	+ PB investigated, no Robsons plant had beepers installed, squaker style reverse alarms do have varying tones and volumes.
* PB. Complaint regarding street light.
	+ Investigation completed, light compliant with Council / RMS requirements.
* PB. Sand trial truck issue (already discussed earlier).
* PB. Complaint during asphalting by LO around a truck turning the wrong way.
	+ PB discussed with Robsons. Safest path was for trucks to turn in that direction.
	+ SD. Why wasn’t traffic control in place?
	+ Downer completed works for Robsons and had traffic control.
	+ SD. Claims PB was rude to LO and hung up on him.
	+ PB. Disputed he was rude and just asked to meet with LO out the front near intersection to discuss the concerns.
* PB. Complaint made by KR with respect to truck movement at the intersection. PB advised no material had left the site at that time with exception to the overburden extracted from the road way.
* PB. Complaint made by KR regarding photos being taken of KR niece.
	+ Matter was reported to police.
	+ SD saw them taking a photo of something in the direction of where they were standing.
	+ PB advised, that for matters potentially as serious as these, it should be reported sooner than 5 days after the incident occurred.
	+ SD. Pleased it was taken to police.
	+ PB. Contractor undertook complaint seriously and investigated.
	+ PB. Police advised that the alleged action was not illegal.
* PB. Safety concern regarding the traffic island requesting that the traffic island be removed.
	+ SD. Concerned about the bicycle lane that is separated from the shoulder by concrete island.
	+ WS. Also raised concern about the island, wanted it to just be painted. Very dangerous to WS and neighbours when they turn right into their driveways as the concrete island may restrict traffic getting around stationary vehicle. Acknowledged that RMS instructed the intersection standards and design. For properties further east and west on the road it may be better as trucks have more room to pass in the acceleration and deceleration lanes. Problem would be resolved if the concrete median between shoulder and bike lane was removed.
	+ JT. Noted that this was an issue that should be raised elsewhere to get resolution as the matter was not directly controlled by WSS.
	+ JB. Advised reasoning behind the design was to limit the speed of vehicles performing a maneuver around the stationary turning vehicle.
	+ MT. May I speak JT as an observer? – granted by JT.
	+ MT. The centre line to median is 5.5m, which is comparable to a road land and shoulder, i.e. it is possible to go around turning vehicle. WSS would have preferred the median to be painted, however RMS standards prevailed. RMS is concerned about the increased speed with the increased road width.
	+ WS. Neighbour to the east was concerned about the vehicles turning inside them faster given the acceleration and deceleration lanes.\
	+ JT. Company should express the concerns of community in relation to the design and seek review and resolution by RMS ideally to remove the island on the outside of the bike lane.
	+ MT. Suggest that the community provides a stronger position than company alone to remove the island. Can residents provide a letter/ email on their concerns.
	+ WS. Company to make request to RMS to review, supported by residents.
	+ KR. Is company prepared to pay for removal of the concrete median?
	+ DW. WSS would consider the cost of removal of the median if RMS agreed to the removal and requested that the company pay for its removal.
	+ WS. Motion for Committee: Company request RMS review traffic hierarchy with respect to problems observed in the constructed intersection. All in favour. SD seconded.
* KR. Evident that complaints are only made by a small portion of community. Requests that there is more independence for the complainant. Residents do not feel comfortable in coming forward with complaints.
* SD. According to the register there is only one complaint in her name, recalls making a complaint about orchids falling from hardwood posts. Discussion with SD and PB regarding the complaint, that according to PB was discussed further with husband of SD (BD) who advised it was fine. SD disputed this and suggested PB was rude and not as helpful as he could have been.
* KR. Really needs a third party to receive complaints.
* JT. Recommends that if anyone is uncomfortable about telephoning a complaint then it should be put in writing to avoid dispute.
* JT. To his knowledge there is no requirement to have a third party recording complaints. Will followup and get clarity. Since the meeting JT has reviewed this matter and the current complaints procedure is the appropriate manner to lodge complaints.
* SD. This has disrupted her life and would have been nice to have someone easier to speak too.
* JT. Reiterated best if complaint was in writing then it helps avoid conflict and simplifies issues.
* JB. Newsletter 9 to be circulated in coming week (copy provided at meeting). Core purpose of the newsletter is to advise the quarry is now operational.
* JT. Site visit should be conducted – will request that we try and hold a site meeting (approx. 30 minutes duration) prior to the next meeting. DPIE and guidelines suggest at least one per year is appropriate.

#### Conclusions:

Key actions from the above discussions summarized below:

| Action items | Person responsible | Deadline |
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| * Example of information presented at similar CCC meetings to be provided.
 | JT |  |
| * WSS to provide monitoring data prior to or present it at the next meeting.
 | PB/ JB | For next meeting |
| * Committee supported motion for Company request RMS review traffic hierarchy with respect to problems observed in the constructed intersection, specifically around the removal of concrete median separating shoulder and bike lane to improve safety for residents turning right.
 | WSS | 17/07/2020 |
| * Residents provide a letter/ email on their concerns regarding the intersection to be included with RMS review request.
 | Residents – WS / KR/ SD | 13/07/2020 |
| * Newsletter 9 to be delivered
 | WSS | Prior to 19/06/2020 |

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| Agenda item: 5 | **Other Agenda Items** | Presenter: | John Turner |

#### Discussion:

* JT. No other agenda items?

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| Agenda item: 6 | **General Business** | Presenter: | John Turner |

#### Discussion:

* SD. Are any more trees going to be cut down. New Business. When pulling right into my driveway will vehicles have plenty of room to get around me?
	+ PB. No more trees are to be removed out the front of the quarry.
* KR. Would expect that company would have light vehicles to turn around at the round about (near MacDonalds) after leaving quarry?
	+ DW. We expect that employees would undertake a safe legal maneuver on leaving the quarry, whether this is via a driveway, on the road or a roundabout is for the driver.
* KR. Would like to see at least daily monitoring records provided to the Committee for discussion at meetings.
	+ JT. Would expect at least a graph of the data as is provided to allow discussion of results. Expects more detailed information of environmental performance to be presented at each meeting. Will provide examples.
* KR. When is the Annual Audit [Annual Review] document available, that was completed at end of March?
	+ JB. The Annual Review is available from the Newcastle Sand website.
* KR. Believes dust suppression is inadequate, what can be done about it to remove more dust? Where does the water come from?
	+ PB. Road has been sealed. Roadside batters have been revegetated, sprinkler system is on the batters to cover them until revegetation is more advanced.
* KR. What options are available for training of the committee, environmental management etc?
	+ JT will investigate and advise next meeting.

JT. No other general business from JM, PB, DW and JB.

| Action items | Person responsible | Deadline |
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| * Records in graph form or similar as per examples from other CCC meetings to be provided to committee for next meeting.
 | WSS | Next meeting |
| * Training opportunities for committee members.
 | JT | Next meeting |
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| Agenda item: 7 | **Next Meeting** | Presenter: | John Turner |

#### Discussion:

JT. Next meeting to be advised [proposed for 3 September 2020 at Port Stephens Council].

| Action items | Person responsible | Deadline |
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| * Site inspection agreed prior to next visit, subject to operational restrictions if applicable.
 | PB | Immediately before next meeting |

# Other Information

#### Minutes to be provided as draft in the next week.

#### Committee members have one week to provide feedback on the minutes to the Chairperson.

#### Within two weeks of receiving feedback the minutes will be finalized and distributed to members and placed on the website.

# Meeting Close:

**10:06 am**