

## Mackay Community Reference Group Meeting Minutes

5.30pm Thursday 14 May 2020 – Meeting held via Zoom

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**Chair:**

NQBP CEO Nicolas Fertin

**Attendees:****Community Representatives**

Charlie Camilleri  
Di Hatfield  
Elizabeth Warren  
Neville Duncan  
Edan Stolberg

**Aboriginal Party Representative**

Deb Netuschil

**Recreational Group Representative**

Alison Jones

**Business Representative**

N/A

**Port Industry Representative**

Viva Energy – David Mann  
GAC Shipping – Justin Durant

**Mackay Regional Council Representative**

Cr Justin Englert

**NQBP Representatives**

Brendan Webb  
Tim Lewis  
Amanda Blines  
Kevin Kane  
Emilie Power

**Guests**

Jason Britton, Maritime Safety Queensland  
Cr Pauline Townsend, Mackay Regional Council

**Apologies:** Michael DePinto

| Item   | Discussion  | Action   |
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| <p>1. Meeting open and apologies</p>                         | <ul style="list-style-type: none"> <li>• Meeting opened at 5.40pm</li> <li>• Community Reference Group members were welcomed by NQBP CEO and Chair Nicolas Fertin.</li> <li>• A Welcome to Country was delivered by Yuwi traditional descendant Deb Netuschil.</li> <li>• Apologies received from Michael DePinto.</li> <li>• Welcome to guests Jason Britton (Maritime Safety Queensland) and Cr Pauline Townsend (Mackay Regional Council). Cr Englert advised that Cr Townsend has been appointed as the Mackay Regional Council representative for this meeting going forward. Chair thanked Cr Englert for his contributions, and Cr Englert wished the group well for the future.</li> </ul> <p>No conflicts of interest declared.</p>  |  |
| <p>2. CRG Correspondence, Questions and Actions Register</p> | <p>CRG correspondence and questions received:</p> <ul style="list-style-type: none"> <li>• A request for disabled car parking at the Mackay Marina boat ramp provided to was referred onto Council. Extra car parking on NQBP land was also raised and NQBP reconfirmed position on this.</li> <li>• A question was raised around emergency evacuation alarms at the Port of Mackay for residents. An evacuation sub plan is in place for the Port. Residents at the Marina have been included in the sectors and evacuation routes for the Port in the event of an emergency. There are no remote sirens in place, however in case of a necessary evacuation, residents will be directed by Queensland Police Service (QPS) and/or Queensland Fire and Emergency Services. The warnings will be conducted in various ways including door knocking and building alarms to assembly points to wait for further instructions, social media, radio etc.</li> <li>• An enquiry was received around littering of medical waste at North Wall Beach and CCTV footage. There is no CCTV that is dedicated to that area, but NQBP do have a camera that is able to pulled around to capture that area if needed. The Port Operations and Security team will continue to monitor the area with increased patrols and use CCTV to monitor intermittently. Any suspicious or unlawful activity will be reported to the QPS. NQBP would also ask that any members of the community who witness any illegal activity report this directly to QPS.</li> </ul> | <p>Open items remaining:</p> <ul style="list-style-type: none"> <li>• ACTION – NQBP to follow up invite with DTMR to discuss Ring Road project.</li> <li>• ACTION – NQBP to consider installation of a new sign at the Southern Breakwater.</li> </ul> |

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|                  | <ul style="list-style-type: none"> <li>• Actions register update:           <ul style="list-style-type: none"> <li>◦ Most of the actions from the last meeting have been completed. Refer to Actions Items Register for further details.</li> </ul> </li> </ul>   |  |
| 3. NQBP Overview | <p><b>Presented by Chair Nicolas Fertin</b></p> <p><b>Response to COVID-19</b></p> <ul style="list-style-type: none"> <li>• NQBP has implemented several initiatives throughout all areas of the business in response to COVID-19.</li> <li>• Our emergency management team is engaged with Local and District Disaster Management Groups and receives the latest advice from key regulatory agencies: the Australian Government Department of Health; Queensland Health; Maritime Safety Queensland; and Australian Border Force.</li> </ul> <p><b>Vision, Mission and Strategic Themes</b></p> <ul style="list-style-type: none"> <li>• Our success is underpinned by our ability to adapt to the transitions of our trades. We have redefined our strategy to achieve this.</li> <li>• <b>Vision</b> – To be global leaders in sustainable facilitation of port trade</li> <li>• <b>Mission</b> - To manage safe and efficient ports that connect regional Queensland to the world by balancing the needs of iconic natural environments, communities, stakeholders and port users.</li> <li>• <b>Strategic Themes</b> – Planning for transitioning trade, open for business, partnering to enhance reputation and improving employee engagement and efficiency</li> </ul> <p>Question – Have there been any further updates on whether the Endeavours 2020 voyage is still going ahead?</p> <p>Response – <i>The Australian National Maritime Museum have postponed their visit for the foreseeable future. Emilie emailed press release link to CRG member.</i></p> <p><b>Reconciliation Action Plan</b></p> <ul style="list-style-type: none"> <li>• NQBP has been working on a Reconciliation Action Plan (RAP).</li> <li>• NQBP's vision for the RAP is to:           <ul style="list-style-type: none"> <li>• build meaningful partnerships and relationships with Aboriginal and Torres Strait Islander peoples;</li> </ul> </li> </ul> |  |

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|                    | <ul style="list-style-type: none"> <li>enhance reconciliation through embracing diversity; and</li> <li>build respect and provide equitable opportunities.</li> </ul> <ul style="list-style-type: none"> <li>NQBP is hoping to submit its RAP to Reconciliation Australia in June 2020.</li> <li>Deb Netuschil noted that there was an action out of the Port of Hay Point CRG for further consultation on the RAP.</li> </ul> <p><b>Community Reference Groups – renewal of membership</b></p> <ul style="list-style-type: none"> <li>Given the current COVID-19 situation, propose to extend CRG membership term to March 2021 (term began November 2018).</li> <li>Propose to pause recruitment of new members and processing of new membership applications until current CRG members review the proposed changes to the Terms of Reference.</li> <li>Draft Terms of Reference to be circulated ahead of next CRG meeting.</li> </ul> <p>Question – Do all 22 Port Authorities have CRGs?</p> <p>Response – <i>It varies from Port to Port. Some have similar CRGs to ours, some meet with their communities only on particular projects or issues. Some are regulated by legislation.</i></p> |  |
| 4. NQBP Operations | <p><b>Presented by General Manager Trade and Marine Operations Brendan Webb</b></p> <p><b>Trade figures</b></p> <ul style="list-style-type: none"> <li>Record throughput for Port of Mackay achieved for nine-month period in March – 2,450,814t (2012/13: 2,384,163t).</li> <li>Preparations are underway for the sugar industry's 2020 crushing season start (June) and associated exports.</li> </ul> <p><b>Training during COVID-19 lockdown</b></p> <ul style="list-style-type: none"> <li>NQBP have experimented and used remote simulator training for Pilots. Normally Pilots would travel to Brisbane and attend Smart Ship Simulator facility. During COVID-19 environment a remote room has been set up using cameras and internet connection to conduct the same training without travel and maintaining separation of employees.</li> </ul>   |  |

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|                  | <p><b>Ethanol exports</b></p> <ul style="list-style-type: none"> <li>More than 9 million litres of ethanol shipped via Mackay to domestic markets for use in hand sanitizer and cleaning products.</li> </ul> <p><b>Hoegh New York</b></p> <ul style="list-style-type: none"> <li>Monthly break bulk service continues at Port of Mackay (a key supply chain service to Central Queensland) with arrival of Hoegh New York in April.</li> <li>Question – When is the next RORO due?</li> <li>Response – <i>Approx. July at this stage, has been some shift in schedule due to COVID-19.</i></li> </ul>   | ACTION - NQBP to notify when next RORO vessel due to berth at Port of Mackay |
| 5. NQBP Projects | <p><b>Presented by General Manager Infrastructure and Land Operations Tim Lewis</b></p> <p><b>Western Revetment Stabilisation Project</b></p> <ul style="list-style-type: none"> <li>Project to reconstruct the western revetment within the Port.</li> <li>The stabilisation and upgrade of a sheet pile wall will improve safety, reduce the risk of damage to assets and improve visual amenity of the area.</li> <li>Approx. 15,000t of rock material to be placed.</li> </ul> <p><b>Mount Bassett Reservoir Demolition Project</b></p> <ul style="list-style-type: none"> <li>Project is to demolish the redundant Mount Bassett Reservoir to improve safety of the area.</li> <li>Reservoir was used to provide water service to the Port but has been disconnected for a number of years.</li> <li>Studies completed to see if needed for future water network, however it is no longer required due to its condition.</li> <li>Question – Is there any opportunity to remove some of the trees in the area to provide a 180-degree view / a bit more of a lookout?</li> <li>Response – <i>It is not part of the project scope; our immediate focus is to remove the safety issue. However, could consider something in the future.</i></li> <li>Question – When is the start date?</li> <li>Response – <i>Tender process is not yet underway, several weeks away.</i></li> <li>Comment – Could be a good case for a potential joint funding project between NQBP and Council to upgrade the area. Good idea to look at opportunities in the future.</li> </ul> |  |

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| 6. Environmental update | <p><b>Presented by Director Environment Kevin Kane</b></p> <p><b><i>Environment audit returns great results</i></b></p> <ul style="list-style-type: none"> <li>• NQBP's Environmental Management System (EMS) is certified under ISO14001:2015 (International Standard) to ensure continual improvement in environmental performance.</li> <li>• This is audited annually, with a more comprehensive recertification audit required every three years.</li> <li>• Recent results from our recertification audit returned a great outcome for NQBP's international reputation and environment work we do on the doorstep to the reef and elsewhere.</li> <li>• Of note, were zero minor or major non-conformances to the standard and only two minor "Opportunities for Improvement" identified.</li> </ul>  |  |
| 7. Community update     | <p><b>Presented by Senior Advisor Community Relations Amanda Blines</b></p> <p><b><i>Media report</i></b></p> <ul style="list-style-type: none"> <li>• Great coverage of recent Mackay trade figures, COVID-19 measures, and a special work anniversary for a long-serving employee.</li> <li>• Social media has been a great tool for NQBP to spread our messages.</li> </ul> <p><b><i>Sponsorships and donations</i></b></p> <ul style="list-style-type: none"> <li>• We have been working with our sponsorship and donation recipients to reassure that we will still support them and continue to work with them while they reinvent or reschedule their events/projects.</li> <li>• NQBP has supported seafarers care packages program through a \$5,000 donation to Stella Maris.</li> </ul> <p><b><i>Stakeholder perception survey</i></b></p> <ul style="list-style-type: none"> <li>• Stakeholder perception survey has been postponed and will be rescheduled in the future.</li> </ul> |  |

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|                     | <p><b>Community engagement</b></p> <ul style="list-style-type: none"> <li>Southern Breakwater was closed to traffic for a short period in consultation with local authorities, after concerns of the number of people gathering together. With some relaxation in restrictions, this has now been reopened.</li> </ul> <p><b>CRG grants</b></p> <ul style="list-style-type: none"> <li>Two projects shortlisted from submissions for the CRG to decide between for \$5,000 grants.</li> <li>Information on the projects will be emailed to CRG members for consideration.</li> <li>CRG members to vote for their preferred project by COB Monday 18 May.</li> <li>Deb Netuschil indicated she would like to remove herself from the grants vote due to her conflict of interest as a member of the Slade Point Neighbourhood Watch group.</li> <li>Cr Englert noted Mackay Regional Council has a Visual Arts Advisory Group that could assist with advice if needed on public art projects.</li> </ul>   |  |
| 8. General Business | <p><b><i>Jason Britton, Regional Harbour Master, Maritime Safety Queensland</i></b></p> <p><b>Coronavirus</b></p> <ul style="list-style-type: none"> <li>NQBP and MSQ have been working closely together on all aspects of COVID-19.</li> <li>Working within all guidelines and assessing new guidelines/risks for international crew changes.</li> <li>All ships are anchoring at Hay Point before they travel into the Port of Mackay to ensure quarantine timelines are adhered to.</li> </ul> <p>Question – Would NQBP consider closing the breakwater to traffic periodically? It has been great to have full access for pedestrians and families. Perhaps it could be closed at a certain time every night.</p> <p>Response – <i>We will take this feedback onboard.</i></p> <p>Question – When will the long-term Port of Mackay Land Use Plan be available for review?</p> <p>Response – <i>The State Government, through Department of Transport and Main Roads, are responsible for running this process and CRG members will be included in the consultation process when it occurs.</i></p> <p>Meeting closed 7.06pm.</p> |  |

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| <b>9. Proposed next meeting dates</b> | <b>Next Meeting scheduled for Thursday 6 August 2020</b> |  |
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