| Snell (Community Member), Lynda Newnam (Community Member), Zack Thomas (EPA, Executive Officer).InviteesAndrew Kita (Project Director, CDM Smith Australia Pty Ltd), Loek Munnichs (Project Manager, CDM Smith Australia Pty Ltd), Michael Nich Coordinator and Technical Consultant, CDM Smith Australia Pty Ltd), Pamela Wilson (Public Affairs Section, EPA) | ember | | |
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| Coordinator and Technical Consultant, CDM Smith Australia Pty Ltd), Pamela Wilson (Public Affairs Section, EPA) Apologies Ms Lara Kirchner (CoBB Council), Professor Mark Ferson (NSW Ministry of Health), Professor Alison Jones (University of Wollongong), Ac (Health NSW – Nominee for Mark Ferson) Documents distributed Agenda Outcomes & Actions from 25th July meeting Steering Panel Update of 20th August Draft Independent mercury review timeline for website | Mark Gifford (EPA, Chair), Greg Sheehy (EPA), Dr Klaus Koop (OEH), Talebul Islam (Randwick City Council), Steven Poulton (CoBB Council), Chantal Snell (Community Member), Lynda Newnam (Community Member), Zack Thomas (EPA, Executive Officer). | | |
| (Health NSW – Nominee for Mark Ferson) Documents 1. Agenda 2. Outcomes & Actions from 25th July meeting 3. Steering Panel Update of 20th August 4. Draft Independent mercury review timeline for website | Andrew Kita (Project Director, CDM Smith Australia Pty Ltd), Loek Munnichs (Project Manager, CDM Smith Australia Pty Ltd), Michael Nicholls (Team Coordinator and Technical Consultant, CDM Smith Australia Pty Ltd), Pamela Wilson (Public Affairs Section, EPA) | | |
| distributed 2. Outcomes & Actions from 25th July meeting 3. Steering Panel Update of 20th August 4. Draft Independent mercury review timeline for website | Ms Lara Kirchner (CoBB Council), Professor Mark Ferson (NSW Ministry of Health), Professor Alison Jones (University of Wollongong), Adam Capon (Health NSW – Nominee for Mark Ferson) | | |
| | Outcomes & Actions from 25th July meeting Steering Panel Update of 20th August Draft Independent mercury review timeline for website | | |
| Item Discussion/Action Responsibility Actions | | | |
| 1 Welcome and Apologies | | | |
| Apologies received from Ms Lara Kirchner (CoBB Council) and Professor Mark Ferson (NSW Ministry of Health), Professor Alison Jones (University of Wollongong), Adam Capon (Health NSW – Nominee for Mark Ferson) | | | |
| The Panel recognised that it had not been possible to arrange a meeting at which both Professor Alison Jones and CDM Smith were able to attend. | | | |
| In accordance with the terms of reference, in the case of Professor Alison Jones it is noted that it is not possible to have an alternate member. | | | |
| The Panel also recognised that quorum is not possible without Professor Jones; however any decisions may be ratified out of session. | | | |
| It is also noted that the panel considered that having no representative from NSW Health is significant. | | | |

| Orica Mercury Independent Review Steering Panel Meeting 12 September 2013 – Outcomes and Actions | | | |
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| 2 | Outcomes and Actions of 25th July meeting and Steering Panel Update of 20th August The EPA's community engagement activities were discussed including the outcomes of the Botany Mayor's days. It was suggested that the EPA attend the Randwick Eco-Living Fair event on the forthcoming Sunday (15th Sep). | EPA | Action 2.1 EPA to investigate the possibility of attendance at the Randwick Eco-Living Fair. (Email sent to Panel on Friday 13 th September explaining that due to the short notice and staff availability, the EPA would unfortunately not be able to attend this event) |
| 3 | Discussion of Stage 1 of the Independent Review with CDM Smith The expert consultant appointed to perform stage 1 of the review, CDM Smith Australia Pty Ltd, met with the panel and discussed a number of matters including: The approach, timeline and planning for the project. Communications with the community, in particular that multiple languages may need to be used as well as clear English. The possibility of using a random sample doorknock to gauge the level of interest, use of specific questions to elicit responses and the use of the media. A range of other consultation activities were also considered to provide confidence e.g. phone surveys, but not taken forward due to time and budget constraints. It was recommended that CDM Smith ensure adequate notice is given to the community regarding the community forums and that these were well advertised through the local paper and other channels. | Zack Thomas | Action 3.1 EPA to ask Orica about their use of languages for their communications and reasons for using them and level of response received. |

| Orica Mercury Independent Review Steering Panel Meeting 12 September 2013 – Outcomes and Actions | | | |
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| | Community Members of the Panel talked about using their networks for disseminating information. CDM Smith also talked to the panel about the identification of gaps in the available information to address questions and how this would lead to providing recommendations how to fill these gaps and answer these questions. That WorkCover had not found any occupational health screening, monitoring data or other information in relation to mercury use at the Orica facility to provide to the independent review was discussed. CDM Smith said they would also approach WorkCover. The possibility of CDM Smith attending the forthcoming CLC meeting was discussed. | Zack Thomas Greg Sheehy | Action 3.2 EPA to provide WorkCover contact details to CDM Smith. Action 3.3 EPA to request that CDM Smith attend CLC. |
| 4 | Community Engagement Activities and Communications Plan | | |
| | Pamela Wilson from the EPA's Public Affairs Section talked to the panel about the development of the independent review Communications Plan. The question was asked if the plan would be publicly available; some members felt it should. It was explained that this is a working document and a work in progress so may not be appropriate for the public. Whether this should be the EPA or the Panel's plan was discussed concluding that it should be the EPA's. It was felt that the aims and roles of the EPA, the Steering Panel, CDM Smith and Council, in terms of communication, should be clarified perhaps using a diagram. | Zack Thomas Zack Thomas | Action 4.1 EPA to decide if communications plan should be made public. Action 4.2 EPA to clarify roles on webpage. |
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| | CDM Smith will now be engaging with the community to collect any further information that may be available to inform the independent review. The communications plan is intended to address issues outside the remit of CDM Smith's work including broadcast milestones and other things that may arise. This will entail a broad distribution of messages and using a variety of channels. It was explained that all feedback given to the EPA would be passed on to CDM Smith. Panel members expressed that they felt that using pro-active channels for messages was important as well as measures to gage effectiveness. Media releases are not enough to engage the community and there are also limitations for those for whom English is not their first language. | | | |
| | An explanation of 'scientifically rigorous' needs to be added to the webpage. The Panel felt that a short timeline should be presented on the EPA webpage to show a summary of the process of the project as well as a longer more detailed timeline in the communications plan. | Zack Thomas | Action 4.3 EPA to add explanation of 'scientifically rigorous' to webpage. | |
| | It was recognised that the timeline for the project may shift to accommodate the circumstances, particularly in regard to the execution of Stage 2 and subsequent stages. | Zack Thomas / Pam Wilson | Action 4.4 EPA to amend timeline for Stage 2. | |
| 5 | Budget Budget for Stage 1 is now possible with CDM Smith contracted. | Zack Thomas | Action 5.1 EPA to prepare budget including Stage 1 costs and project management to date to invoice Orica. | |

| Orica Mercury Independent Review Steering Panel Meeting 12 September 2013 – Outcomes and Actions | | | |
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| 6 | Other Business | | |
| | • The Penrhyn Estuary fishing closure was gazetted in June and NSW Fisheries had previously said that signage was being prepared for the area and they were requested to provide a preview to the panel for input, however, no update has yet been received. | Zack Thomas | Action 6.1 EPA to ask NSW Fisheries about signage and placement again. |
| | The EPA was asked if Sydney Water is now testing in other areas as a result of the Hillsdale easement tests. | Greg Sheehy | Action 6.2 EPA to request relevant information from |
| | • There was a discussion regarding the previously discussed Orica report that has been provided to the independent reviewer. This included clarification of what is meant by the report's 'use for the purpose of the independent review only' and how panel members may gain access to inspect the report. | | Sydney Water. |
| | The EPA was asked if the recent stakeholder engagement survey was available and if it would be made public. The EPA explained that it was not yet back from the service provider but is due very soon and that the findings would be provided to the panel once available. | Mark Gifford | Action 6.3 EPA to pass on the findings of the stakeholder engagement survey. |
| 7 | Dates for forthcoming meetings | | |
| | Alison Jones' office has been asked to provide dates for her forthcoming availability to attend steering panel meeting to tie in with the milestones of a week after the provision of the draft report and presentation of final report prior to presentation to the community. These proposed dates are the afternoons of Thursday 17th October and Thursday 31st October. | AII | Action 7.1 Provide a response to Zack Thomas regarding availability for proposed meeting dates. |