

## Community Notification Processes – to apply between regular CLC meetings

### As agreed at the March 2009 CLC meeting

#### **Background**

At an informal CLC meeting held on 11 November 2008, CLC members requested that additional communication processes be developed so that new or arising issues, such as the recent treatment of DEAC contaminated waste at the Groundwater Treatment Plant (GTP), are communicated with the CLC in a timely manner. The Department of Environment and Climate Change then encouraged Orica to develop a draft community notification protocol for discussion at the December 2008 CLC meeting. A draft document was tabled at the December 2008 CLC meeting and finalised following discussion and additions made at the March 2009 CLC meeting.

#### **New community notification protocol**

In addition to the existing communication processes, the following protocol is to apply between CLC meetings.

<b>Orica Notification Protocol</b>	Notify the CLC about works or activities, conducted as part of the Botany Groundwater Cleanup Project, which would normally be discussed at a quarterly CLC meeting, if such matters arise and are to be implemented in a period between meetings.
<b>Timing</b>	Ideally matters are raised at quarterly CLC meetings either in Orica's briefing paper, Orica's presentation or in discussion. This protocol is directed toward matters that may arise between regular CLC meetings. Where the CLC is to be notified of a work/activity between CLC meetings: <ul style="list-style-type: none"><li>• Community notification will occur after the regulatory authorities are notified</li><li>• Notification should occur within a reasonable time prior to the new work/activity commencing</li></ul> It is noted that as an operational site, there may be matters which are required to be addressed urgently
<b>Communication Tools</b>	Ideally information is provided through a briefing paper/presentation at a CLC quarterly meeting. It is anticipated that this protocol would only be used in extraordinary circumstances. In between meetings, Orica will contact the CLC Chair in the first instance to discuss details of a new work or activity, which is to be implemented before the next regular meeting, and agree on the best communication approach with the CLC. The CLC will be notified of the new matter via phone or e-mail by Orica and the Chair. Phone calls would be made to those CLC members who regularly attend meetings. E-mail communication would be with all listed CLC members. Orica and the CLC Chair will record and share CLC feedback and questions asked. Following the distribution of initial information, and based on feedback from the CLC, a decision will be made in consultation with the CLC Chair on the need for further communication with the CLC. If further information is required then the next steps to be considered are: a second email, further phone calls, an update at the next regular CLC meeting via the briefing paper or presentation, or to arrange an informal or extraordinary CLC meeting. Orica will attempt to provide feedback to questions in a timely manner and before the activity/work to which the notification applies commences.