

**Botany Groundwater Cleanup Project
IMC Meeting
DRAFT MINUTES**

Meeting Date: Monday 8th May 2006

Meeting Location: Orica Main Administration Building, Beauchamp Road, Matraville
Meeting commenced at 3.45 pm and closed at 4.30 pm.

Meeting Attended by:

Name	Role	Initials used in minutes
John Kent	CLC Chair	JK
Dr John McCracken	IMC Core Member, Process Engineering specialist	JMc
Prof. Ian Acworth	IMC Core Member, Hydrogeology specialist	IA
Paul Shepherd	City of Botany Bay Council (CoBB), CLC Representative on IMC	PS
Dr Chris Clunies-Ross	IMC Auxiliary Member, dioxin specialist	CCR
Dr Mark Hibberd	IMC Auxiliary Member, air modelling specialist	MH
Prof Brian Priestly	IMC Auxiliary Member, human health risk assessment specialist	BP
Lucy Archer	Orica Community Relations (secretariat support to IMC)	LA

Minutes distributed to the above and:

Botany Groundwater Community Liaison Committee

	Item	Action
1	Recap on meeting with CLC	
	JK thanked the IMC for their contributions at the meeting with the CLC and asked how they felt the meeting had gone.	
	The members discussed the day and agreed that the meeting with the CLC had given them a much better understanding of the issues that the community is concerned about and they agreed that the meeting had gone very well.	
2	Actions from previous minutes	
	<i>LA to confirm process for establishing Purchase Orders and advise IMC.</i> LA noted that all contracts are now complete and thanked the IMC for their assistance. LA advised that Purchase Orders have been established and that she will provide reference numbers.	LA
	<i>JK to advise the CLC that John McCracken will be on leave in March and April 2006.</i> Complete, JK noted this at the CLC meeting held on 21 March 2006.	
	<i>JMc noted that the contract makes reference to a confidentiality agreement and asked if one is required. LA to check and advise.</i> LA confirmed that confidentiality agreement's are not required at this stage.	
	<i>JMc asked if professional indemnity and public liability insurance details need to be cited. LA advised that they have not been asked for at this stage but that she would be in contact with the members if required.</i> LA advised that Orica do need to cite insurance details. JMc noted that he had done so already. Other IMC members to provide details to LA.	IA, CCR, BP & MH
	<i>PS asked that IA and JMc review the proposals for the role of independent compliance auditor and the evaluation and provide comment on Orica's selection</i>	

	Item	Action
	<i>process by Thursday February 23rd 2006.</i> Complete. LA summarised the feedback which had been provided by JMc and IA and noted that she had asked Ken Holmes to provide a letter responding to the matters raised. LA to provide letter from Ken Holmes on receipt.	LA
	<i>PS formalise request to review audit proposals in writing (e-mail) to IA and JMc.</i> Complete.	
	<i>PS will advise Orica of the feedback on the auditor proposals from the IMC once received.</i> Complete.	
	<i>LA to draft minutes and provide to all present for comment. Minutes will then be issued to the CLC at the March 2006 meeting.</i> Complete.	
3	Dioxin monitoring	
	CCR noted that he has a DVD which explains the process for dioxin sampling and noted that it may be of interest to the CLC. CCR to pick out the most interesting and relevant parts of the DVD and provide a copy to LA to arrange viewing by the CLC.	CCR
	Members discussed the complexity of dioxin sampling . CCR noted that the level of accuracy could be + or – 25%. He noted that there are a number of labs in Australia that do the testing.	
	BP noted that dioxin has been reclassified and is now defined as a category 1 human carcinogen.	
4	Process for confirming tasks	
	PS to write to each member of the IMC who has been issued a task as a result of the meeting with the CLC. PS to request a time frame and costing for each task.	PS
	The members noted that the papers prepared for the CLC will need to be written very clearly and should not be pages and pages long. LA advised that briefing papers for CLC members were generally about 6 pages long and suggested that members attempt to consolidate their papers in a few pages.	
	The members discussed review options and concluded that JK and PS should review the papers prepared by the IMC to ensure that they are sufficiently clear and easy to read.	
	LA to prepare minutes from this meeting and provide to IMC for review and comment. Final minutes to be provided to the CLC.	LA
	Meeting closed at 4.30 pm	