

Orica Mercury Independent Review Steering Panel Meeting 12 September 2013 – Outcomes and Actions

Attendees:	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).
Invitees	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)
Apologies	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)
Documents distributed	<ol style="list-style-type: none"> 1. Agenda 2. Outcomes & Actions from 25th July meeting 3. Steering Panel Update of 20th August 4. Draft Independent mercury review timeline for website 5. Draft Independent mercury review communications plan

Item	Discussion/Action	Responsibility	Actions
1	<p>Welcome and Apologies</p> <ul style="list-style-type: none"> · 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. 		

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2	<p>Outcomes and Actions of 25th July meeting and Steering Panel Update of 20th August</p> <ul style="list-style-type: none"> · 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	<p>Action 2.1 EPA to investigate the possibility of attendance at the Randwick Eco-Living Fair.</p> <p>(Email sent to Panel on Friday 13th September explaining that due to the short notice and staff availability, the EPA would unfortunately not be able to attend this event)</p>
3	<p>Discussion of Stage 1 of the Independent Review with CDM Smith</p> <ul style="list-style-type: none"> · 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	<p>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.</p>

