

# MEETING MINUTES



<b>MINUTES OF:</b>	Arrow Surat Community Reference Group (ASCRG)
<b>HELD AT:</b>	Online – Webinar via Teams
<b>DATE:</b>	Wednesday, 16 September 2020
<b>COMMENCEMENT TIME:</b>	9.35am
<b>PRESENT:</b>	<p>Members:  <b>Ian Hayllor</b> – Chair of Resource Sector Interactions, AgForce  <b>John Hughes</b> – Department of Natural Resources Mines and Energy  <b>Matthew Paull</b> – Policy Director (Queensland), APPEA  <b>Simon Gossmann</b> – Groundwater Manager, Arrow Energy</p> <p>Alternates:  <b>Jodie Taylor</b> – General Manager (Community &amp; Liveability), Western Downs Regional Council  <b>Jon Thomas</b> – Director, Gas Fields Commission Queensland</p> <p>Guests:  <b>Stephen Denner</b> – Hydrogeology Team Lead, Arrow Energy  <b>Tracey Lenz</b> – Principal Government Relations Officer, Arrow Energy</p> <p>Guest presenters:  <b>Adam Hinchliffe</b> – Service Owner Telecommunications, Arrow Energy  <b>Andrew Lose</b> – Contracting &amp; Procurement, Process &amp; Systems Lead, Arrow Energy  <b>Brydie Hedges</b> – Community Engagement Manager  <b>Chris Wicks</b> – Senior Development Planner IFL, Arrow Energy  <b>Guy Young</b> – General Manager Surat Opportunities, Arrow Energy  <b>Matthew Paull</b> – Policy Director (Queensland), APPEA  <b>Max Murray</b> – Operations Manager Surat, Arrow Energy  <b>Tyrone Wilkinson</b> – Construction Manager, Arrow Energy</p>
<b>APOLOGIES:</b>	<p><b>Ann Leahy MP</b> – State Member for Warrego  <b>Colin Boyce MP</b> – State Member for Callide  <b>Graham Clapham</b> – Representative, Central Downs Irrigators  <b>Jane Walker</b> – GasFields Commission Queensland  <b>Lee McNicholl</b> – Chair, Basin Sustainability Alliance  <b>Liz Edwards</b> – Manager Community &amp; Communications, Arrow Energy  <b>Cr Nancy Sommerfield</b> – Water &amp; Waste Committee Chair, Toowoomba Regional Council  <b>Pat Weir MP</b> – State Member for Condamine  <b>Cr Paul McVeigh</b> – Mayor of Western Downs Regional Council  <b>Rohan May</b> – President, Dalby Chamber of Commerce &amp; Industry  <b>Scott Braund</b> – Councillor, Australian Lot Feeders Association</p>
<b>CHAIR:</b>	<b>Leisa Elder</b> – VP External Relations & Tenure Management, Arrow Energy
<b>SECRETARIAT:</b>	<b>Rita Hassan</b> – Senior Community Officer (Dalby), Arrow Energy
<b>DISCLOSURES:</b>	None recorded

	Joint meeting – ASCRG & AIFL Committee	ACTION/ SUGGESTIONS
<b>ITEM 1</b>	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>Leisa Elder welcomed attendees, acknowledged apologies and welcomed alternates.</li> <li>Leisa thanked guest speakers from Arrow and Matt Paul from APPEA.</li> </ul>	

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ITEM 2	<p><b>Safety moment: cyber safety – Adam Hinchliffe</b></p> <ul style="list-style-type: none"> <li>• Cybersecurity is about end point protection; that is, securing entry points of end-user devices such as computers, servers, mobile devices, electronic systems, networks and data against malicious attacks.</li> <li>• Attackers can use your personal information for scams or email fraud. Everywhere you travel online takes your data and stores it. Consider the many organisations that may store your personal information.</li> <li>• Attackers look for this information and may spend months attempting to get it without your knowledge.</li> <li>• We have seen a recent increase in online scams requesting payment. The attacker will gain access to your email, take a previous invoice and modify it with a different banking address. The issue is that anyone can send an email from you. Emails are no different to a letter; all parts can be re-written and seem authentic.</li> <li>• Approach all requests for information with caution, think before you click on a link, never provide your details via a link in a message. If in doubt, contact the person or business to check if they sent the message.</li> <li>• Your email address is like a wallet. Keep your personal life and business separate. Start by having different email addresses. Most business, including Arrow, spend thousands protecting your data that is stored.</li> <li>• Multi-factor authentication offers another layer of security for you and your email and online logins. Not all providers offer this.</li> <li>• A good malware antivirus product can help to protect you. Even paid products can spam you with advertisements. Some of the world’s largest network hardware providers are leading the charge in offering advertisement-free malware antivirus software at no cost.</li> <li>• The Australian Cyber Security Centre (ACSC) is a government department dedicated to cyber security improvement and education. They provide advice and information about how to protect you, your family and your business online.</li> </ul>	
ITEM 3	<p><b>Arrow update – Leisa Elder</b></p> <p><u>COVID-19</u></p> <ul style="list-style-type: none"> <li>• COVID challenges remain with lockdowns in southern states.</li> <li>• Arrow continues to monitor government guidelines and adjust our plans accordingly.</li> <li>• Arrow’s Brisbane office occupancy [at the time of the meeting] is up to 30% and we continue to monitor our staff and contractor movements in and out of both the Surat and Bowen basin regions.</li> </ul> <p><u>Arrow update</u></p> <ul style="list-style-type: none"> <li>• A 2021-2025 business plan was submitted to Arrow’s shareholders. This plan outlines what you will see on the ground in the years to come.</li> <li>• Shareholders conducted an execution readiness review of the Surat Gas Project (SGP) in July, giving us a green light for construction from October. This has been an important step on the path to commencing construction.</li> </ul>	

	<b>Joint meeting – ASCRG &amp; AIFL Committee</b>	<b>ACTION/ SUGGESTIONS</b>
	<ul style="list-style-type: none"> <li>The first SGP rig will commence drilling 22 September in the Kogan North area. Arrow's CEO in the region to celebrate this milestone.</li> </ul>	
<b>ITEM 4</b>	<p><b>Current operational activities – Max Murray</b></p> <ul style="list-style-type: none"> <li>On the ground, we have approached the unwinding of COVID protocols cautiously, in line with the latest government advice.</li> <li>All staff and contractors are required to submit travel and health declarations ahead of arriving on site.</li> <li>Hygiene and social distancing protocols are still in place for all areas. Room set up and occupancy limits help to manage distancing; e.g. the auditorium meeting space is limited to 50 people for toolbox safety sessions.</li> </ul> <p><u>Hopeland area</u></p> <ul style="list-style-type: none"> <li>Decommissioning and rehabilitation of landholder bores have commenced under make good agreements. These are part of a broader program resulting from bore assessments carried out in response to Arrow's obligations under the Office of Groundwater Impact Assessment's <i>Underground Water Impact Report (UWIR) 2019</i>.</li> </ul> <p><u>Daandine area</u></p> <ul style="list-style-type: none"> <li>Progress continues with our project in the Daandine field. Seven out of 13 wells are already completed, with the remaining six to be constructed later in 2020.</li> <li>Well maintenance and commissioning of new wells and pipelines continues in this area. In June we undertook pressure testing of pipelines adjacent to Daandine-Nandi road. This work required a road closure which was carried out in accordance with council-approved traffic management plans.</li> <li>New pipelines are pressure tested with compressed air before being purged with nitrogen as part of the commissioning process. Nitrogen is an odourless, non-combustible, inert dry gas.</li> <li>The Daandine Central Gas Processing Facility (CGPF) was shut down for routine maintenance earlier in September. This followed an initial maintenance shutdown in April 2020 where some work was not completed due to COVID-19 restrictions. The shut-down included safety flaring of gas. The community was notified and no concerns were raised.</li> </ul> <p><u>Kogan North</u></p> <ul style="list-style-type: none"> <li>In Kogan North field we have decommissioned wells that were no longer required.</li> <li>Drilling has commenced for the three new wells that will connect in to the existing Kogan network.</li> </ul> <p><u>Braemar 2 hub</u></p> <ul style="list-style-type: none"> <li>Arrow is conducting pipeline integrity testing of the B2 gas pipeline.</li> <li>A pig launcher was installed at the Windibri hub of the pipeline along with a pig receiver at the B2 hub.</li> <li>The 'pigging' activity is part of our asset integrity assurance program and a 10-year compliance requirement.</li> <li>The cleaning phase of pigging is followed by intelligent pigging, where a more expensive unit is launched into the pipework to identify any problems.</li> </ul>	

	<b>Joint meeting – ASCRG &amp; AIFL Committee</b>	<b>ACTION/ SUGGESTIONS</b>
	<ul style="list-style-type: none"> <li>The term PIG is an acronym for Pipeline Inspection Gauge.</li> </ul> <p><u>Stratheden area</u></p> <ul style="list-style-type: none"> <li>Roadworks are being carried out ahead of SGP activity commencing in this area.</li> <li>Geotechnical sampling has been conducted in some areas with grading repairs and maintenance works taking place over the next couple of months.</li> </ul> <p><u>Tipton area</u></p> <ul style="list-style-type: none"> <li>The 21 new wells drilled in our Tipton field will be online by the end of September.</li> <li>The Tipton Central Gas Processing Facility (CGPF) will be shut down in October for plant integrity inspections and minor project work.</li> </ul> <p>Stewart Hayllor (AIFL): How does the PIG move down the pipeline?</p> <p>Max Murray: The PIG is the same diameter as the pipe. The difference in pressure pushes it through, the speed is managed to ensure it travels as a specified pace.</p> <p>Ian Hayllor: Arrow may not have received any complaints about the flaring, however, the community still discuss the issue and have concerns about the money and resource wasted through flaring of gas.</p> <p>Max Murray: Wells are turned down as much as possible ahead of a shutdown to reduce the amount of gas flared. Once constructed, SGP infrastructure will give us more options for redirecting gas during a shutdown. We may be able to further reduce the volume of gas flared or prevent it altogether.</p> <p>Brydie Hedges: Horizontal flares will be installed for new facilities which will help to reduce community impacts.</p> <p>Guy Young: Daandine and Tipton facilities are currently isolated from each other. The SGP will connect the fields together giving us greater flexibility and more delivery points for gas.</p>	
<b>ITEM 5</b>	<p><b>Surat Gas Project – Guy Young, Chris Wicks &amp; Tyrone Wilkinson</b></p> <p><u>SGP update (Guy Young)</u></p> <ul style="list-style-type: none"> <li>The first phase of the SGP will focus on the area between the existing Daandine and Tipton fields.</li> <li>This work includes about 600 wells with drilling to start in the coming months.</li> <li>The work will also include upgrades to extend the operating life of the Tipton compression facility.</li> <li>New and off-tenure gas and water pipelines will take Arrow’s gas to Shell-QGC facilities for processing. Metering will take place and the water will be removed.</li> </ul> <p><u>SGP phasing (Chris Wicks)</u></p> <ul style="list-style-type: none"> <li>2020-2021 will see ~140 wells and associated gathering installed across the area between Daandine and Tipton. Pipelines include the Beneficial Use Network.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Inlet processing facilities (IPFs) will be constructed at David and Harry.</li> <li>• Other work will include general construction, road maintenance and upgrades, pressure testing of pipelines, and the construction of communications towers.</li> <li>• The location of early works is highlighted in the phasing maps.</li> <li>• Development will be incremental, starting closer to facilities and phasing outwards.</li> <li>• The Kogan North project work we are developing is a joint venture with Clean Co.</li> </ul> <p>Ian Hayllor: Origin Energy are currently working on rectifying some issues around legacy bores in their tenure, does Arrow have similar issues?</p> <p>Simon Gossmann: I can provide feedback on this during AOB at the end of the meeting.</p> <p><u>Surat Gas Project construction (Tyrone Wilkinson)</u></p> <ul style="list-style-type: none"> <li>• Arrow’s wells and gathering project team will look after the construction of well pads for drilling as well as the installation of gathering facilities up to a point of handover to operations.</li> <li>• There are two construction focal areas in the Wells / Gathering and Pipelines team. One is focussed on civil infrastructure, including road and well pad preparations which will commence soon. The other crew is focused on well site gathering and associated gathering infrastructure installation.</li> <li>• Construction will take place on a number of work fronts at the same time, including gathering.</li> <li>• There is a separate team dedicated to road management who are working with the Department of Transport and Main Roads (DTMR) and Western Downs Regional Council (WDRC) to obtain permits for road maintenance and upgrades.</li> <li>• Current road works are just the first stage of a broader plan to upgrade and maintain roads, including sealing in some areas. In the interim, grading and repair/maintenance work will be carried out.</li> <li>• There are currently two intersection upgrades planned. One at Dalby-Kogan Road and Daandine-Nandi Road, and the other at Moonie Highway and Daandine-Nandi Road.</li> <li>• Most noise will occur during construction and drilling and generally during the day.</li> <li>• Noise limits are generally included in the scope of works reference documents.</li> <li>• We have the option to offer alternative arrangements with landholders where a noise limit can’t be met.</li> <li>• To further mitigate our impacts in relation to noise we will continue to trial innovations e.g. noise attenuating generator housing.</li> </ul> <p>Ian Hayllor: This information gives landholders a good understanding of what to expect on the ground. Can Arrow share this construction update as separate file for circulation? One thing that was missing is how Arrow are going to address light spillage.</p> <p>Brydie Hedges: Tyrone will be presenting the same information at our community webinar next week. We can also add a slide on managing</p>	<p><i>Action: Include management of light spill in webinar slides</i></p>

	<b>Joint meeting – ASCRG &amp; AIFL Committee</b>	<b>ACTION/ SUGGESTIONS</b>
	light impacts. The presentation material will be available on the website after the webinar.	
<b>ITEM 6</b>	<p><b>Landholder liability insurance update – Matthew Paul</b></p> <ul style="list-style-type: none"> <li>• APPEA is currently waiting for further discussions with IAG.</li> <li>• The aim is to get IAG back in the market. The conversation has taken a while to get going but IAG are commencing to work with APPEA.</li> <li>• All other insurers are comfortable with what is proposed and are not leaving the market.</li> <li>• IAG will extend insurance cover until 30 November, this will allow time to continue talks with APPEA.</li> </ul> <p>Leisa Elder: Do you have any feel for how long talks might take?</p> <p>Matt Paul: The November date is an indicator of when we would expect the matter to be resolved. There was a delay in IAG’s response to our initial proposal; however, this is progressing faster now.</p> <p>Ian Hayllor: Why worry about getting IAG back into the market? When they walked away from local businesses, business stepped away from using them.</p> <p>Matt Paul: Our preference is to have them come back in because the whole issue has created uncertainties which are being exploited by lawyers representing landholders. It would be a better outcome if IAG came back into the market.</p> <p>Ian Hayllor: There was no consultation from Wesfarmers when this issue first arose.</p> <p>Matt Paul: It would have been good if IAG came to APPEA first to discuss their concerns rather than take the path they did.</p> <p>Leisa Elder: Do you think IAG are genuinely looking for a way forward?</p> <p>Matt Paul: IAG have communicated that they would like to resolve the matter. Their issue is that ‘farm policies’ cover ‘farm risks’. They have concerns with third-party infrastructure, gas is one of these; solar, electricity, telecoms are also potential concerns from their perspective. Combine this issue with the global trend from insurers to worry about potential losses that they are not aware of (for example, claims that came out of the cladding fire events) have triggered a more conservative and cautious approach towards third-party infrastructure.</p>	
<b>ITEM 7</b>	<p><b>Subsidence research – Simon Gossmann</b></p> <ul style="list-style-type: none"> <li>• Subsidence occurrences may be manmade or natural.</li> <li>• The Duleen Kupunn region and other cultivated areas are sensitive to wetter or drier conditions because of the relatively low gradients.</li> <li>• The water monitoring management plan (WMMP) for Arrow’s SGP contains triggers for subsidence impacts, but only after construction begins, with the first annual report due for submission 15 months into the project.</li> <li>• Satellite-based measurements produce an interferogram based on ‘shift’ in wavelength caused when the ground surface moves; i.e. closer to or further away from the satellite.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Gaps in the data can occur where there is significant disturbance to the ground surface in between satellite passes such as crop growth, harvesting or soil cultivation.</li> <li>• Since the publication of the WMMP for the SGP in 2018, we have improved data coverage by capturing data every 12 days (rather than 40 days) and a new algorithm has been applied to process satellite images.</li> <li>• Other monitoring techniques are used to improve data coverage, particularly in cropped areas including aerial photography and LiDAR.</li> <li>• An example of LiDAR imagery was presented which showed areas with greater variance around a mine or water storages e.g. changes in dam levels.</li> <li>• Arrow presented predictions of subsidence. Impacts were considered barely perceptible in comparison to natural soil variations.</li> <li>• Arrow expects CSG subsidence impacts to occur as a gradient, not as point source as is seen with a long wall mine.</li> <li>• Natural variation, including through the levelling techniques used, is likely to exceed Arrow’s predicted impacts.</li> <li>• If unacceptable level of subsidence occurs, Arrow is obliged to address this.</li> <li>• We plan to capture updated LiDAR data at the end of this year for the Chinchilla to Cecil Plains area.</li> </ul> <p>A discussion was held about how the concepts of gradients are presented. Ian Hayllor and Stewart Hayllor provided feedback on how to improve the communication of this message.</p> <p>Chris Wicks: Simon, can you explain why this data is different to what’s in the current OGIA report?</p> <p>Simon Gossmann: The OGIA report only looks at the compaction in coal itself. 200mm compaction in coal is presented but gradients and contours are not. This information has created concern among stakeholders.</p> <p>Jon Thomas: Thank you Simon for labouring this message for a while now. Gas Field Commission is happy assist to helping to communicate to stakeholders on this topic.</p>	
<b>ITEM 8</b>	<p><b>Arrow Beneficial Use Network (BUN) sub-committee update – Simon Gossmann</b></p> <ul style="list-style-type: none"> <li>• The scheme includes QGC infrastructure, raw water pipelines from Arrow’s tenure and treated water pipelines still to be constructed for return water.</li> <li>• Preferred supply options for substitution of allocations have been identified and risks assessed by the committee.</li> <li>• We are now up to defining participant selection with further stakeholder engagement.</li> <li>• Exact route for the return pipeline is still to be determined.</li> <li>• Arrow has been engaging with stakeholders, including Central Downs Irrigators Limited directors and members, to discuss details and answer questions on the how the scheme will operate.</li> </ul>	

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<p><b>ITEM 9</b></p>	<p><b>Local jobs and contracting – Andrew Lose</b></p> <ul style="list-style-type: none"> <li>Regional spend for H1 2020 is significantly lower than previous reporting periods due to COVID-19.</li> <li>Hotel and motel and other credit card spend is down. This is mostly related to reduced staff travel.</li> <li>We have kept up with our 14-day payment terms with no end date for now.</li> <li>Camp accommodation has been included in our reporting.</li> <li>Rates expenditure is not included, we are waiting for the bulk of these to come in.</li> <li>Contractor work commencing and coming up has been tabled for the remainder of 2020-2021, including services and supplies.</li> </ul> <p>Jodie Taylor: Are you able to identify contractor spend as well?</p> <p>Andrew Lose: We are still working with our system and contractors to better present this data.</p> <p>Jodie Taylor: Is this information on upcoming opportunities shared with local chambers?</p> <p>Brydie Hedges: We will be hosting a local supplier session in October, and we will engage the local chambers for these.</p> <p>Leisa Elder: Let us know if you have any other ideas on what you'd like to see for these supplier sessions.</p>	<p><i>Suggestion: Further identify contractor spend if possible</i></p>
<p><b>ITEM 10</b></p>	<p><b>Community update – Brydie Hedges</b></p> <ul style="list-style-type: none"> <li>Our CEO Cecile Wake has recently been in Dalby to present on SGP opportunities alongside Mayor McVeigh at the TSBE State of the Region event.</li> <li>She also attended the Queensland Governor's morning tea with Arrow COO Mr Pu Arrow in recognition of Arrow's support for the 2020 Royal Queensland Show. This year, our sponsorship supported virtual Ekka events.</li> <li>On Monday 21 September, we will hold a webinar to update the community on upcoming construction activities west of Dalby.</li> <li>Much of the information will be similar to the SGP information presented earlier in this meeting with a focus on construction planning.</li> <li>Tyrone will present on what construction looks like and we will add a few items to the presentation, based on the feedback from the committee today. Any other suggestions are welcome.</li> <li>An email has been distributed to promote the webinar, please register to receive a link to the session.</li> </ul> <p>Jodie Taylor: The Dalby Chamber of Commerce and Industry are hosting a Year Ahead dinner this evening; it would be worth promoting the webinar and upcoming supplier briefings at this session. I suggest speaking with the chamber's manager, Cara.</p>	<p><i>Action: Contact chamber to promote webinar through chamber dinner event</i></p>



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	Brydie Hedges: We have staff attending the dinner. We will get in touch with the chamber ahead of the event to provide details of our webinar. Thank you for the suggestion.	
<b>ITEM 11</b>	<p><b>Minutes of previous meeting and actions</b></p> <ul style="list-style-type: none"> <li>• Meeting minutes for March and June have been circulated with no objections.</li> <li>• Consider these endorsed.</li> </ul>	
<b>ITEM 12</b>	<p><b>Any other business</b></p> <p><u>Legacy coal bores, response to question in ITEM 5</u></p> <ul style="list-style-type: none"> <li>• DNRME has established a protocol in relation to these bores where it can direct companies to address emergency situations.</li> <li>• Arrow has proactively dealt with some bores, e.g. gassy water supply bores in the Hopeland area.</li> <li>• We have addressed about two-thirds of water supply bores in this area. Negotiations and plug and abandonment have been completed for about 20 of 30 bores.</li> <li>• Arrow monitors complaints about purging legacy coal mining bores.</li> <li>• If a bore is purging gas, we will work with DNRME to address any emergency issues.</li> </ul>	
<b>ITEM 13</b>	<p><b>Agreed outcomes, actions, deliverables</b></p> <ul style="list-style-type: none"> <li>• Action taken to include management of light spill for construction update webinar presentation on Monday 21 September.</li> <li>• Suggestion recorded to identify contractor spend if possible.</li> <li>• Action taken to contact Dalby Chamber of Commerce and Industry to promote Arrow's webinar via the Year Ahead dinner.</li> </ul>	
	<b>Next meeting</b> – Friday 13 November in Toowoomba followed by lunch (venue TBC)	

There being no further business, the meeting was closed at 11.50am