



Wilpinjong Coal Mine Extraordinary Community Consultative Committee



Meeting Minutes

1. PRESENT

Independent Chairperson:	Lisa Andrews (LA) via tele-conference	Date & Time:	6 July 2021, 11:00am
Venue:	Wollar General Store	Minute Taker:	Julie Burns (JB)
Committee Members:	Bruce Hughes (BH), Ian Flood (IF), Kieren Bennetts (KB), Bev Smiles (BS), Kim Peach (KP) & Colin Faulkner (CF).		
Invited Guests/Observers:	Sophia Delios (SD) – Postal Delivery Officer from Australia Post, Denise Williams (DW), Tamara Groenestein (TG) & Shaun Groenestein (SG) (Mail contractors) & Teresa Audretsch (TA).		

2. APOLOGIES/ABSENT

Apologies:	Lisa Menke (LM), Cr Des Kennedy (DK), Brian McDermott (BM), Scott Lillis (SL) & Ian Livingstone-Blevins (ILB)
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3. WELCOME

LA opened the meeting at 11:09 am and welcomed all attendees. LA explained that this extra-ordinary meeting of the Wilpinjong Coal Mine CCC was arranged to discuss Australia Post services in and around Wollar Village for when the Wollar General Store ceases operation on 31 December 2021. LA noted that observers were present, as they were potentially impacted residents. LA thanked Sophia Delios from Australia Post for coming along to the meeting and acknowledged her interest in hearing the community's concerns and issues surrounding the continued efficient delivery of their mail and parcels by Australia Post. All attendees were asked to introduce themselves and state their position on the CCC.

4. DECLARATIONS OF INTEREST

Lisa Andrews – Independent Chair approved by Director General of Department of Planning and Environment (DP&E), engaged by Peabody.
 Julie Burns – Executive Assistant to General Manager, Wilpinjong Coal
 Kieren Bennetts – Environment & Community Manager, Wilpinjong Coal
 Ian Flood – Manager Project Development and Approvals, Wilpinjong Coal
 Kim Peach – Community Consultative Committee Member and Lessee of Wollar General Store
 Bev Smiles – Community Consultative Committee Member (Resident)
 Bruce Hughes – Community Consultative Committee Member (Resident)
 Colin Faulkner – Community Consultative Committee Member (Resident)
 Denise Williams – Resident
 Teresa Aldridge – Resident
 Sophia Delios – Postal Delivery Officer from Australia Post
 Tamara Groenestein – Australia Post Mail contractor
 Shaun Groenestein – Australia Post Mail contractor

5. DISCUSSIONS WITH AUSTRALIA POST REPRESENTATIVES ON THE FUTURE OF SERVICES IN AND AROUND WOLLAR

- SD gave Australia Post introductions. SD indicated that it will be an informal discussion format with the attendees to seek their feedback/expectations and provide an overview of the process from an Australia Post perspective.
- IF gave an overview of what is currently in place, being Australia Post delivers to the Wollar General Store for sorting and local residents pick up their own mail from the store in their own time. With the Wollar General Store closure in December 2021, an alternative mail delivery service solution needs to be agreed upon and implemented prior to December.
- IF invited the community to share their expectations.
- BH shared that in 1986 Australia Post advised that they were no longer going to deliver mail to residences on Mogo Road. The owners of the Wollar General Store at the time took on the role of the community mail drop off centre for Wollar Village. BH made the comment that it has always been safe and reliable. BH doesn't want mail dropped off at the beginning of Mogo Road as it is 18km away from his residence. BH advised that he did not want the process to change, that the mail pick up from the Wollar General Store was his preference.
- BS advised that the proposal put up by the committee is for secure customer post boxes at the Wollar General Store that Australia Post delivers to for the community members that currently collect their mail from the Wollar General Store.
- SD inquired who would be responsible for the customer post boxes and clarified this would include security, repairs from vandalism and ongoing maintenance. BS suggested that the Wollar Progress Association (WPA) could take on this responsibility, as it is in their best interest to make sure this process runs smoothly, and that mail gets delivered to the Wollar General Store in a timely manner.
- BS requested confirmation of Australia Post's delivery frequency. TG confirmed contractor delivery is every Tuesday, Thursday, and Friday.
- SD confirmed that mail is held at Mudgee Post Office between scheduled delivery days. SD clarified that oversized items too big for the customer post box would not be delivered and an Australia Post collection slip would be left notifying the recipient of collection requirements from the Mudgee Post Office. DW agreed that the slip in the mail is what the community would expect.
- TG confirmed that the Australia Post Office in Mudgee is a small facility and therefore they have a strict 14 days collection policy or items are returned to sender.
- TG suggested to save confusion of Australia Post terminology, refer to boxes as "customer mailbox" or the "cluster of boxes" residing at the Wollar General Store.
- The committee discussed the potential addition of a secure communal mailbox of a larger size to store larger items – the communal mailbox was later rejected as an option.
- SD reminded the attendees that upon online purchases or deliveries to mark the goods as 'safe dropped delivery', this will save the community unnecessary trips to the Mudgee Post Office.
- BH asked if Wilpinjong Coal Mine will be setting up the customer mailbox. IF advised that he would need to obtain final approval to proceed with the setup of the boxes and costs associated – but it was the intent.
- BS stated that the security and logistics of the customer letter boxes would need to be discussed at the next Community Consultative Committee (CCC) meeting.
- SD queried how many residents in Wollar Village would be using the cluster of residential mailboxes at the Wollar General Store. DS advised Australia Post would require a list of names of the residents and the gazetted address and post code, as per the council rates notices. SD noted if unsure to contact the council to confirm correct details.
- CF noted that his preference would be delivery to his property, later agreeing that a customer mailbox would be acceptable.
- SD confirmed that Australia Post require a final list of residents and the associated gazetted addresses. SD cautioned that if the property is located on a corner, to be clear as to what the gazetted address is as it may not be the preferred location. SD noted that you can change the gazetted address at the Council, if the delivery location is not correct. All mail is computer and machine sorted, and if items are incorrectly addressed it could cause significant delivery delays.
- BS inquired when Australia Post would require the final list. DS replied as soon as possible.
- BS raised the concern if Australia Post was to poll Wollar residents regarding the preferred method of mail delivery ie delivery to property mail boxes or delivery to Wollar General Store based mail boxes, the few remaining private residents and their preferences may be skewed by the lessees of Wilpinjong Coal owned houses requested to participate in the poll.
- LA offered the suggestion that the company could come up with a position that the employees residing in Wilpinjong Coal owned houses in Wollar would have a mailbox assigned to the address.
- IF noted there is already a "mix and match" delivery method in Wollar (both mail delivery to the Wollar General Store and property mail boxes) and Australia Post would still deliver to the Wollar General Store with the only change being they deliver to secure customer post boxes.

- BH queried if Wilpinjong Coal could install security cameras to monitor the secure customer post boxes. IF advised that the Mine would consider supplying the facility and secure customer post boxes, but it would not be feasible to supply a monitored security system. IF advised that currently the Wollar General Store has sensor lights for the toilets only.
- TA queried what would happen in the case of the delivery being larger than the individual post box. Reply was a large communal box for extra deliveries could be an option, then discounted by SD – oversized parcels would remain in Mudgee.
- IF advised that the secure customer post boxes could have a double-sided access with a common lock for all boxes for – Australia Post access and an individually keyed or lock option for the resident.
- It was noted that the CCC members and residents do not believe a poll on delivery options is necessary.
- IF & KP to develop a list of the current residents who have their mail delivered to the Wollar General Store, a combination of permanent residents and Wilpinjong Coal employees. Once drafted, combine and IF to provide to SD.
- Final list to be sent through to SD at Australia Post along with the confirmed minutes of today's meeting.

6. SUMMARY OF OUTCOMES

- Wilpinjong Coal Mine to consider providing the secure customer post boxes to those that are already receiving the mail at the Wollar General Store. The secure customer post boxes set up will be lockable individual boxes.
- Any postal delivery that either needs to be signed for or is too large in size to fit into the secure customer post boxes will be returned to Australia Post Office and an Australian Post collection slip will be left as notification.
- The secure customer post boxes will be the responsibility of the Wollar Progress Association to maintain from 31 December 2021.

Based on all the discussions, LA put forward the following MOTION:

- *That the preferred position of the Wilpinjong Coal Mine Community Consultative Committee and the broader affected residents of Wollar, is that Wilpinjong Mine install customer mail boxes at the Wollar facility, to those parties that are already receiving mail there and that those deliveries continue as previously carried out.*

ALL IN AGREEMENT – CARRIED.

LA confirmed that a list of affected residents/addresses together with these minutes would be sent to SD to support her representations to management to effect the preferred position of the community.

Meeting Closed:	LA formally thanked SD, TG & SG for their attendance at this CCC and for listening to the community's concerns. LA also thanked all present for bringing common sense and practicality to the discussions. <i>LA closed the meeting at 12:09pm.</i>
Next Meeting:	<ul style="list-style-type: none"> • Monday 6 September 2021 on site at the Wilpinjong Mine – details to be confirmed.

ACTION LIST

Number	Action	Whom	By When
1.	Develop a list of the current residents who have their mail delivered to the Wollar General Store, a combination of permanent residents and Wilpinjong Coal employees. Once drafted, combine and IF to provide to SD.	IF/WPA	ASAP
2.	Final list to be sent through to SD at Australia Post along with the confirmed minutes of this meeting.	IF	ASAP
3.	Additional agenda item added to the next CCC meeting regarding further discussion around the customer mailboxes, security requirements and the proposed set up of the mailboxes.	LA	LA