

Meeting minutes

Meeting purpose:	Gore Bay Terminal Community Engagement Forum		
Date:	28 June 2017	Time:	6:00pm
Location:	Cove Room, Lane Cove Civic Centre, 48 Longueville Road, Lane Cove		
Attendees:	Andrew Battye (AB) (SafeWork NSW); Michèle Strömquist (MSt) (SafeWork NSW); Stuart Warden (SW) (Greenwich Community Association); Garry Draffon (GD) (Greenwich Community Association); Poppy Papadopoulos (PP) (Viva Energy); Nick Adams (NA) (Viva Energy); James Crowden (JC) (Viva Energy); Julie Seymour (JS) (Viva Energy); Christine Mitchell (CM) (NSW EPA); James Goodwin (JG) (NSW EPA); David Wilson (DW) (Lane Cove Council); Michael Mason (MM) (Lane Cove Council)		
Apologies:	Jane Burgett (JB) (NSW EPA); David Gathercole (DG) (NSW EPA); Merri Southwood (MSo) (Greenwich Community Association)		
Chairperson:	Michèle Strömquist		
Minute taker:	Andrew Battye		

Brief summary

Item		Outcome	Resp.	Timeframe
1.	Welcome and apologies	Welcome to Country, apologies noted. MSt outlined why there was a need for the forum. The previous model for consultation was not working constructively. A smaller group could better facilitate meaningful and timely communication in relation to issues raised by the Greenwich Community.		
2.	Draft Terms of Reference	Concern that the TOR is about the GCA engagement and whether this excluded the general community. GCA confirmed they letter drop 2000+ residents, they have a website presence, on-line engagement and Council publish minutes of meetings. The fence line community is also represented by GCA but it was acknowledge that Viva maintains a direct relationship with them and addresses issues on merit as they arise. Determined that GCA for the purpose of this forum adequately represents the community.		

		The GCA welcomes any issue(s) identified by Viva, to its 'fence-line community', or an agency, not otherwise captured in Item 5, to be included in the topics of discussion.		
3.	Facilitator and venue for future forums	Agreed that SafeWork NSW would continue to provide a Chair and Secretariat for the time being. LCC can make the venue available if sufficient notice is given. Agreed frequency of the meetings should be quarterly noting that in particular NSW EPA have several other similar commitments and they would need to monitor resources.	SWNSW & LCC	Next meeting
4.	Participants in the forum, email circulation list	Agreed emails distribution to be limited to the following people. DG; CM; MSo; SW; DW; PP; AB and other agencies as required	MSt	
5.	Preparation of list of (10) high priority topics to be included in future agendas	<p>SW outlined the issues on behalf of the GCA under the umbrella that they are seeking 'assurances' (on-going) that the site is operating to world best practice. Recognising that the site is unique given its close proximity to residential areas. MM made a point that there should be a focus on what is the level of risk and then what does that assurance look like.</p> <p><u>Issues:</u></p> <ol style="list-style-type: none"> 1. Emergency management 2. Noise, air and groundwater emissions monitoring at boundary 3. Land contamination 4. Works / operational changes projected up to 2025 (e.g. military ships). 5. Infrastructure integrity including the Gore Bay to Clyde pipeline 6. Modelling of radiant thermal / heat flux and blast wave gradients off site. 7. Process safety management post Buncefield incident. In particular look at reverse flow scenarios in the pipeline. 8. Fire and explosion risks including Standards compliance 9. Site security 10. Ship movements, controls and emissions 11. Leak detection in light of the December 2016 incident 12. Insurance arrangements including risk assessment findings by 3rd parties <p>Determined that the next meeting should</p>		

		<p>start with Viva Energy providing an overview of their operation and provide context around why they do certain things. Followed by discussion on item 1 Emergency Management.</p> <p>If it is not possible to get all the key stakeholders together at relatively short notice then 'Emissions – land side' would be the topic for discussion.</p>		
6.	Viva Energy Australia Pty Ltd (Viva) Pipeline publications	Held over to be part of the Viva Energy presentation at the next meeting	Viva Energy	Next meeting

Action from meeting

Agreed actions	Timeframe	Responsibility	Status
Arrange next meeting and invite key personnel such as LEMO and DEMO, FRNSW & NSW Ports	1 month	SWNSW / LCC (venue)	
Prepare presentation to provide the forum with an overview of the operation at Gore Bay	1 month	Viva Energy	
Provide contact details for LEMO, DEMO to SWNSW	1 week	David Wilson	