

Meeting minutes

Meeting purpose:	Gore Bay Terminal GCA Engagement Forum	
Date:	07 August 2017	Time: 6:00pm
Location:	Cove Room, Lane Cove Civic Centre, 48 Longueville Road, Lane Cove	
	Michele Stromquist (MSt) (SafeWork NSW); Candy Nahnsen (CD) (SafeWork NSW); David Wilson (DWs) (SafeWork NSW); Christine Mitchell (CM) (NSW EPA); James Goodwin (JG) (NSW EPA); Stuart Warden (SW) (Greenwich Community Association); Merri Southwood (MSo) (Greenwich Community Association); David Wilson (DWI) (Lane Cove Council); Nick Adams (NA) (Viva Energy); James Crowden (JC) (Viva Energy); Craig Bennett (CB) (Viva Energy); Julie Seymour (JS) (Viva Energy); Edwina Pribyl (EP) (Viva Energy) Poppy Papadopoulos (PP) (Viva Energy)	
	Emergency Response Representatives	
	Superintendent Julie Boon (JB) (North Shore Local Area Command, Local Emergency Operations Controller (LEOCON) – Willoughby Lane Cove Emergency Management Area (NSW Police Force); James Horsfield (JH) (Region Emergency Management Officer (NSW Police Force); Detective Inspector Brad Nuttall (BN) (Duty Officer – Operations, North Shore Local Area Command (NSW Police Force) Inspector Geoff McCallister (GM) (Duty Commander ME2 A Platoon (Fire&Rescue NSW); Trent Brown (TB) (Fire & Rescue officer Hazardous Chemical Services – Major Hazard Facilities (Fire&Rescue NSW);	
Attendees:	Andrew Battye (AB) (SafeWork NSW); Michael Mason (MM) (Lane Cove Council); Jane Burgett (JB) (NSW EPA); David Gathercole (DG) (NSW EPA); Martin Terescenko (Lane Cove Council)	
Apologies:		
Chairperson:	Michele Stromquist	

Minute taker: Poppy Papadopoulos

Brief summary

Item		Outcome	Resp.
1.	Welcome, Introductions and Apologies	Attendees introduced themselves and apologies noted. Acknowledgement of Country (performed into the meeting) Venue safety briefing (performed into meeting)	All MSt DWI
2.	Confirmation of previous minutes	Frequency of meetings meant to be quarterly. Minutes to be amended. Minutes to be published on Lane Cove Council's website. Previous minutes accepted and confirmed.	MSt DWI
3.	Overview of Terminal Operations	<p>EP gave a brief history of Gore Bay operations which commenced in 1901. In the first half of the century, the Terminal first imported, stored & distributed kerosene and gasoline, to meet the demand fuels at the time. Acknowledging that urban encroachment has occurred over the century, active engagement with the local community has been occurring for over 30 years. An overview was provided of customers and industries serviced by the Terminal – this ranges from retail service stations to aviation, mining and marine customers.</p> <p>NA provided an overview of the range of vessels that have refuelled at Gore Bay in the past (including ferries, naval vessels, combat agencies) some of which was based on competitive contracts that change over time. Vessel movements are also influenced by market demand and seasonal factors.</p> <p>NA provided an overview of operations at the Terminal noting that, since the cessation of refining at the former Clyde refinery in 2012, the site's operations are less complex. The importance of the efficient transfer of fuels via pipeline, was also made. A general description of the site layout and product storage was provided: Diesel is stored at the northern end and Fuel Oil is stored at the Southern End of the site. Slops are also stored. Gasoline and jet fuel is not stored at the Terminal.</p> <p>MSo asked about the types and frequency of vessels other than the tankers which refuel at Gore Bay, specifically, the last time this occurred. JC responded that the site has refuelling capabilities for servicing a variety of medium sized vessels and has done so in the past.</p>	EP, NA, JC
4.	Emergency Management	JH provided an overview of the levels and hierarchy of Emergency Response and interaction with Local	JH, GM

		<p>Government Areas (LGAs). The Willoughby/Lane Cove area falls within the North/West Metropolitan Area. Every Local Emergency Management Committee (LEMC) has a Local Emergency Management Plan (LEMP). The Willoughby/Lane Cove Plan is in the final stages of approvals. In general, these plans have various aspects including functional areas which look after various important aspects of the community. These plans are also reviewed at higher levels. Viva Energy sits in the LEMC. There are also Sub-Plans which outline what occurs in the field and areas of responsibilities. The Sub-Plans are also supported by the LEMP.</p> <p>The LEMPs do not provide evacuation plans ahead of scenarios. This is because an evacuation needs to be specific to the incident and conditions at the time. The decision and responsibility to evacuate, provide advice and reinstate the community rests with the combat agency in control of the incident at the time.</p> <p>GCA asked questions on a range of areas given the unique topography of Gore Bay Terminal and were addressed as follows:</p> <ul style="list-style-type: none"> • The Willoughby/Lane Cove DISPLAN reflects the level of risk of the Gore Bay Terminal including the risk of vapour cloud explosions: Sub-plans incorporate identified hazards, including fuel types and responsible combat agencies. FRNSW works on the principle to over-resource an incident and then scale back as required. Gas testing equipment is deployed where required. Gore Bay Terminal does not store bulk flammable products; • Status of the LEMP and communication of this to residents: LEMP is in its final stages of approvals and its status is to be communicated as part of the next residents' rates notice; • Training is undertaken to ensure that crews (both combat agencies & Emergency Response) are familiar with the Terminal facility, , are prepared for large scale events and that there is effective inter-LGA liaison. As part of running emergency response exercises at the facility, both desktop and simulated incidents, combat agencies familiarise themselves with the site. Various scenario planning involving both land-based and water-based incidents also takes place and would be escalated if its across two LEM 	
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		<p>regions. FRNSW have access to a database that provides information on the amount and type of product stored at sites;</p> <ul style="list-style-type: none"> • Testing evacuation procedures involving the community: JH outlined the various mechanisms including door knocking, phone and various means of media that may be used when alerting the community of an incident and requiring evacuation; • Use of foams, stocks and type (including Aqueous Film Forming Foams (AFFFs): Fluoroprotein-based foams are stocked on site and arrangements are in place to source additional stocks if required. 	
5.	Emergency Management at Viva Energy	<p>CB provided an overview of internal Emergency Response arrangements at Gore Bay Terminal. These procedures are hierarchical responses that involve staff and other agencies depending on the severity/scale of the incident.</p> <ul style="list-style-type: none"> • GCA expressed interest in the number of staff at the terminal, training, interaction with the crew from tankers and the standard of equipment on site: JC & CB clarified that staff from all shifts are trained in first response as well as interagency interaction. If the alarm is sounded on site, there is an automatic call-out to the combat agency, FRNSW. Training exercises, both desktop and simulations are also undertaken. Crews from vessels are also familiarised with the emergency response procedures as well as ship/shore connections. The Ports Authority and Australian Maritime Safety Authority (AMSA) are also involved in these processes. Fire protection equipment at site must be compatible with FRNSW equipment, per WHS regulations. • GCA expressed interest in obtaining the risk contour modelling for the site and noted that if the State Significant Development (SSD) process had proceeded, this would have made this information publicly available. MSt clarified that should the site have been classified as an MHF, various agencies and regulators would have input. Risk contour information is not normally made public but is made public if the site has development applications that are part of the SSD process. JS also clarified that the Department of Planning undertake Land Use 	CB, JC

		<p>Safety Studies and is a forum for Government and other agencies to provide comment on MHFs. NA clarified that Gore Bay is not a Major Hazard Facility (MHF) however, it was previously when Crude Oil was stored at the site.</p> <ul style="list-style-type: none"> GCA asked whether Greenwich will be classified as a vulnerable community and whether residents should purchase additional insurance on their homes. JH explained that the classification of a 'vulnerable community' is broad and has vulnerable segments, such as schools, nursing homes etc. The term 'vulnerable community' is not used anymore. Rather, vulnerable parts of a community are identified, such as a nursing home with elderly people. Home insurance is not a matter for Emergency Services to provide guidance on; residents should speak directly with their insurers on this matter. 	
6.	Preparation of next agenda and forum date	<p>Given the interest in the current pipeline preventative maintenance works being carried out at Shell Park, it was agreed that the next meeting should be about GCA raised issues #5 Infrastructure integrity including the Gore Bay to Clyde pipeline and #7 Process safety management post Buncefield incident. In particular look at reverse flow scenarios in the pipeline.</p> <p>Viva Energy is to provide an overview of the liaison program being undertaken with Councils and publications they have produced and the Pipeline Management System. Viva Energy is to provide the publications to GCA prior to the next meeting.</p> <p>SafeWork NSW will provide an overview of the WHS Regulations 2011.</p> <p>Consideration to have a representative from DBYD present at the next meeting given the topic on pipelines.</p> <p>GCA requested that the LEMO provide an overview of how they interact with the pipeline.</p> <p>Next Meeting: First week in November.</p>	MSt

Actions from meeting

Agreed actions	Timeframe	Responsibility	Status
Arrange next meeting and invite key personnel such as DBYD	1 month	SWNSW / LCC (venue)	

Provide information on LEMP to residents	Next rates notice	LCC	
Provide Pipelines publications to GCA	Before next meeting	PP	
Provide an overview of council liaison program and Pipeline Management System	Next Meeting	Viva Energy	
LEMO to be present at next meeting and provide an overview of how they interact with pipeline	Next Meeting	LCC	